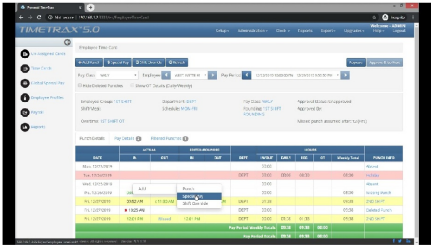


TimeTrax  
Software  
User



# V5 TimeTrax Software User Guide

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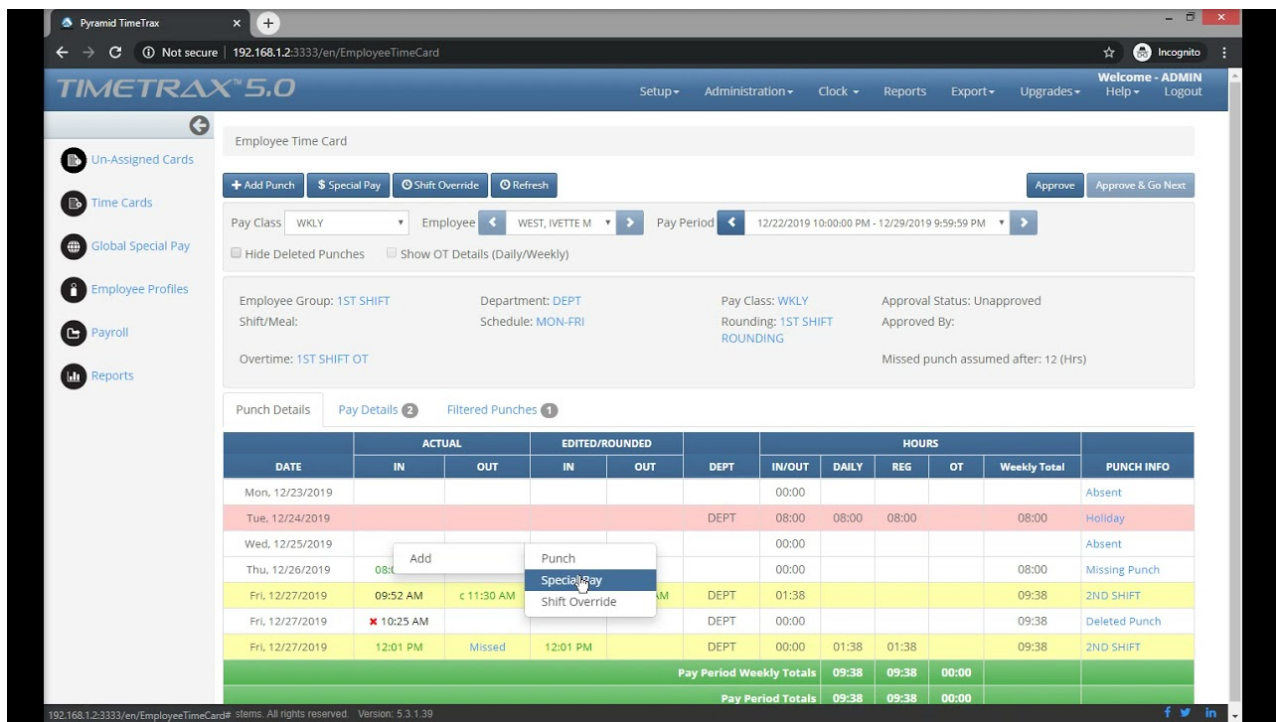
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# TimeTrax

V5 TimeTrax Software



## Specifications

- Compatibility: Windows 10 or higher
- Web Browser Recommendation: Google Chrome or Mozilla Firefox
- Installation Type: Single User, not for server use

## Frequently Asked Questions

### Q: Can I install this software on a server?

**A:** No, this software is designed for single user installation on a Windows 10 or higher computer and is not recommended for use on a server.

### Q: What web browsers are recommended for using this software?

**A:** We recommend using Google Chrome or Mozilla Firefox as your computer's default web browser for optimal performance.

## Install instructions

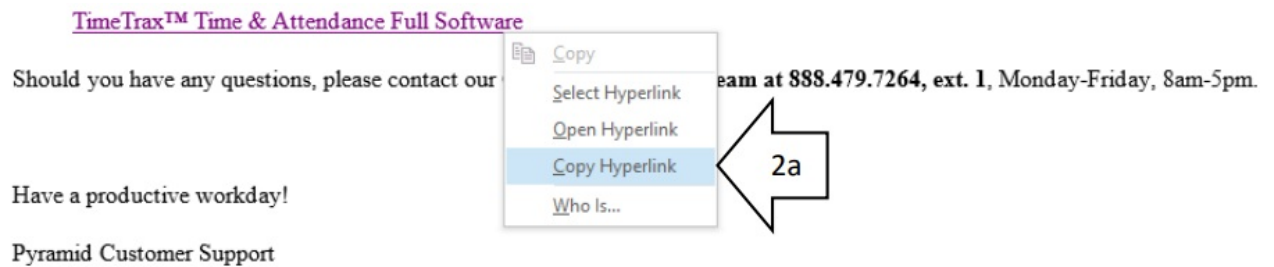
- Be sure to review any information the email may have.
- Before getting started be sure your computer's windows updates are complete.
- This software is a single user software, it will only work correctly on one computer on your network. We do not recommend or support use of the software on a server. Once installed this software will open in a web browser but it is not a web based software, it is just on the one computer it is installed on.
- The software will need to be on a Windows 10 or higher computer. We recommend Google Chrome or Mozilla Firefox as the computer's default web browser. If you need to change your computer's default web browser, we suggest doing a web search on the correct way to change your web browser.

## Installing the software

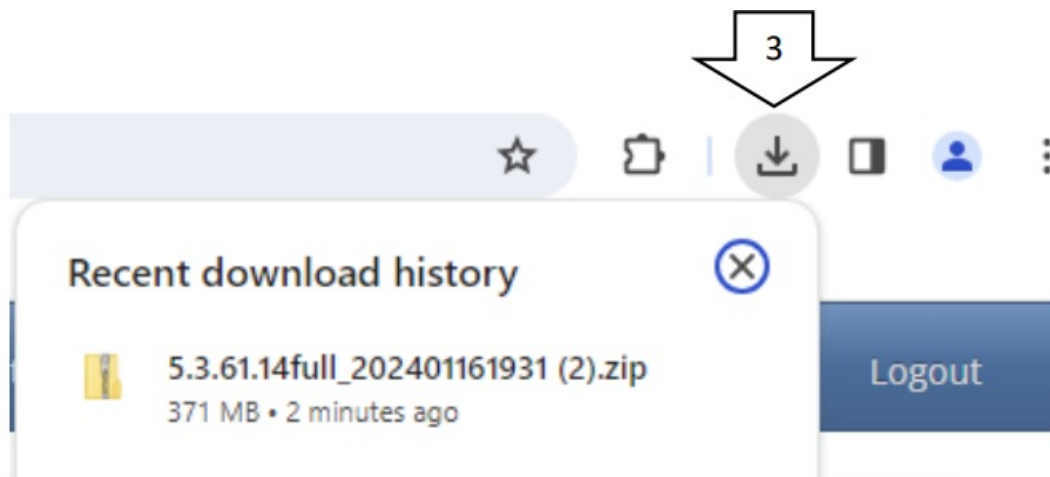
### Steps shown using Google Chrome

If you see different screens this is based on your web browser or computer settings

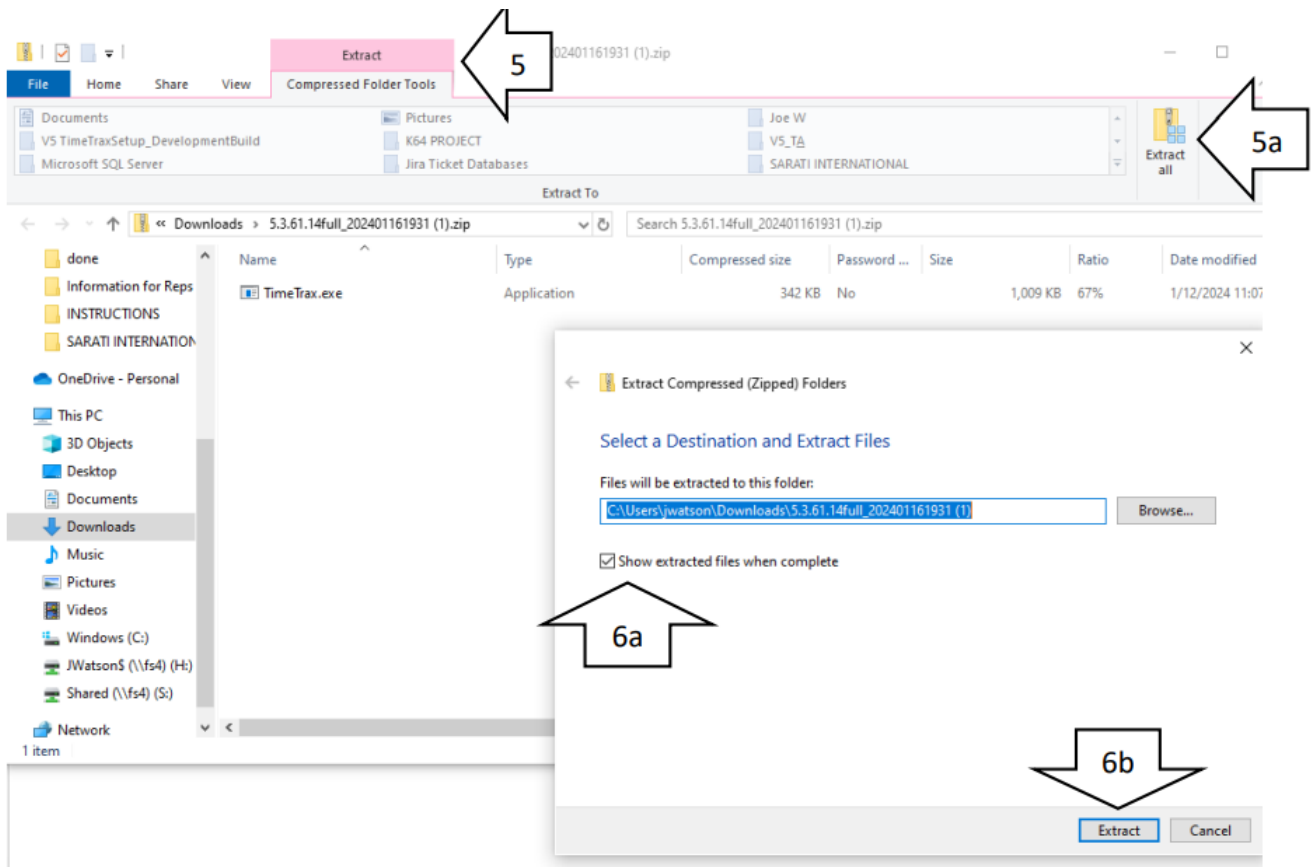
1. Be sure you are logged in as the admin on the computer.
2. Click on the link in the email. The software should start downloading in your computer's default web browser.
  - If nothing happens when you click on the link. You will need to right click on the link. Choose the copy hyperlink option you have.



- Paste what was copied in the address bar of a web browser such as Chrome.
3. Once the download is complete, double click or open. If it does not show in the upper right, then it should be in your computer's downloads.

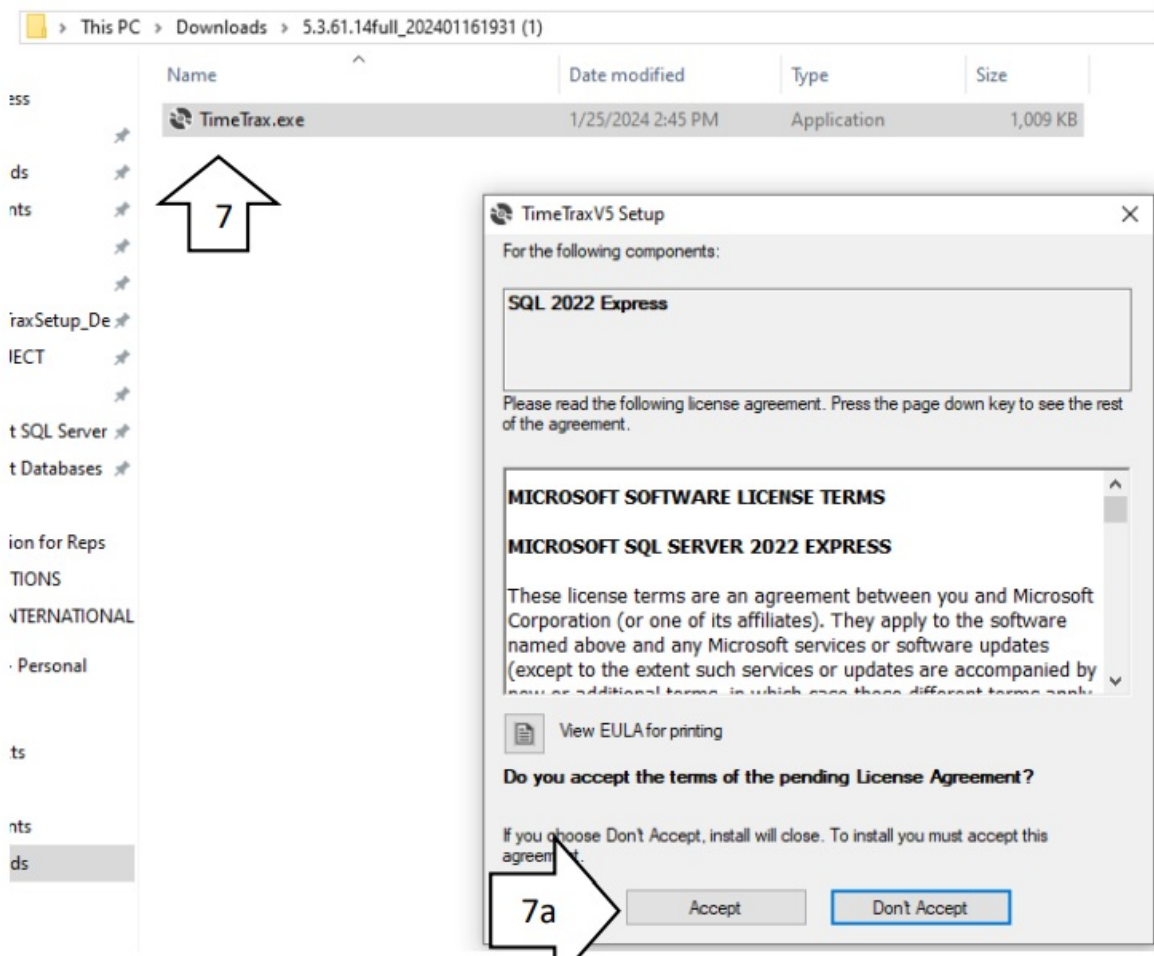


4. You should have at least the option (TimeTrax.exe or TimeTrax), based on your computer settings. If you have other options this is ok.
5. Click the Extract option at the top,  
Click Extract all on the right.
6. On the pop up Do not change the destination.  
Check the box Show extracted files when complete  
Click extract.

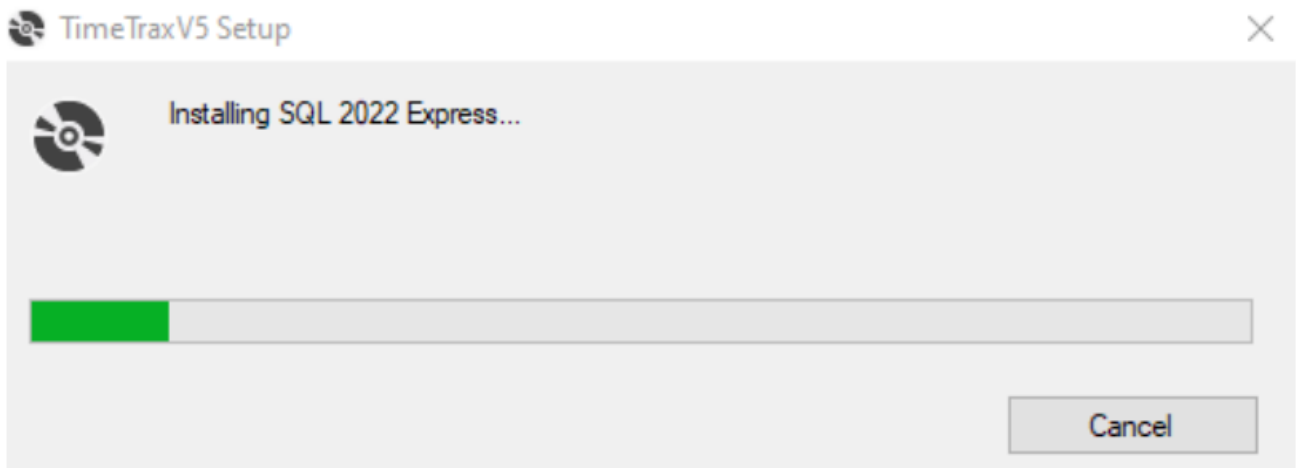


7. After extracting double click on TimeTrax or TimeTrax.exe

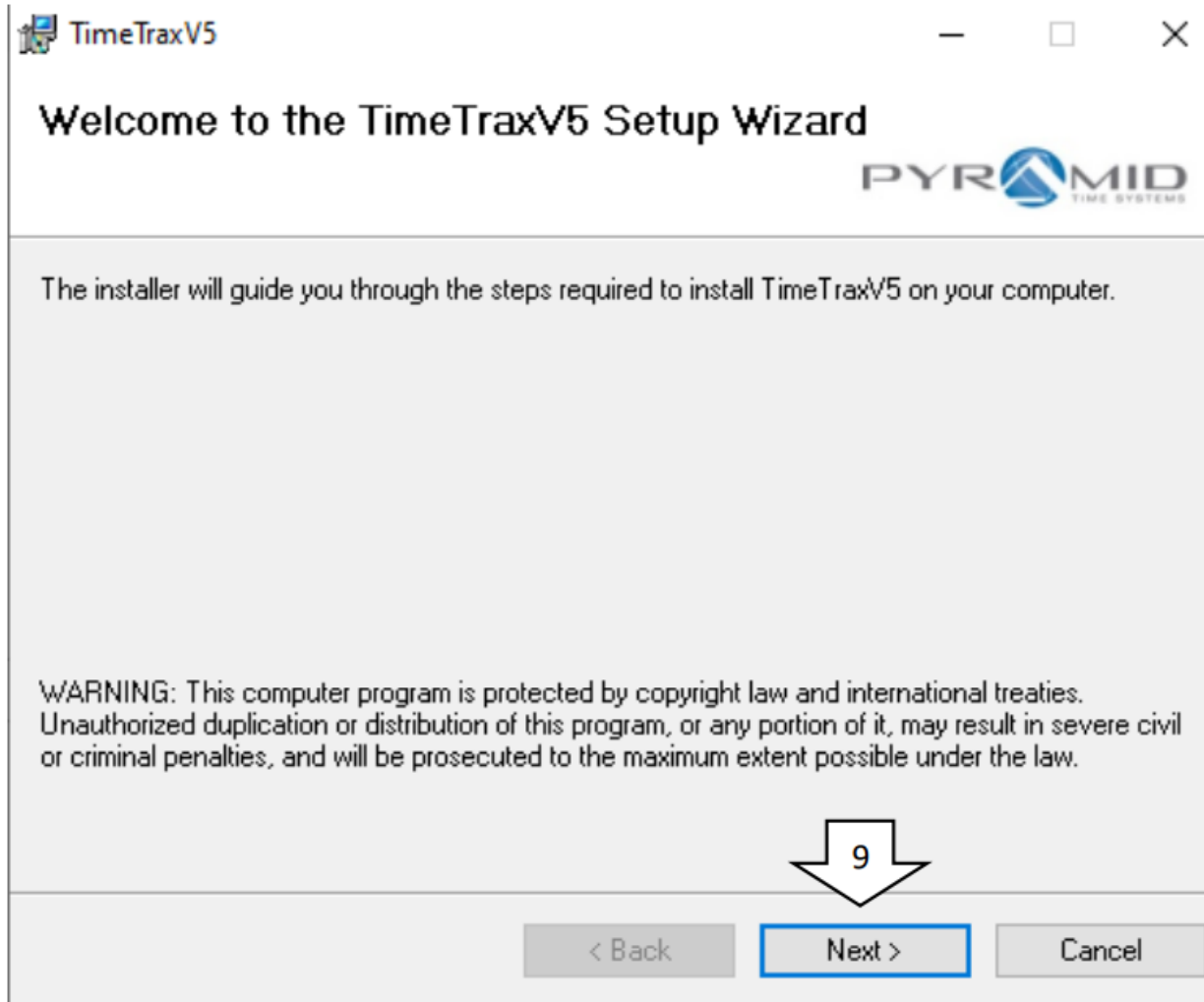
a. Click accept.



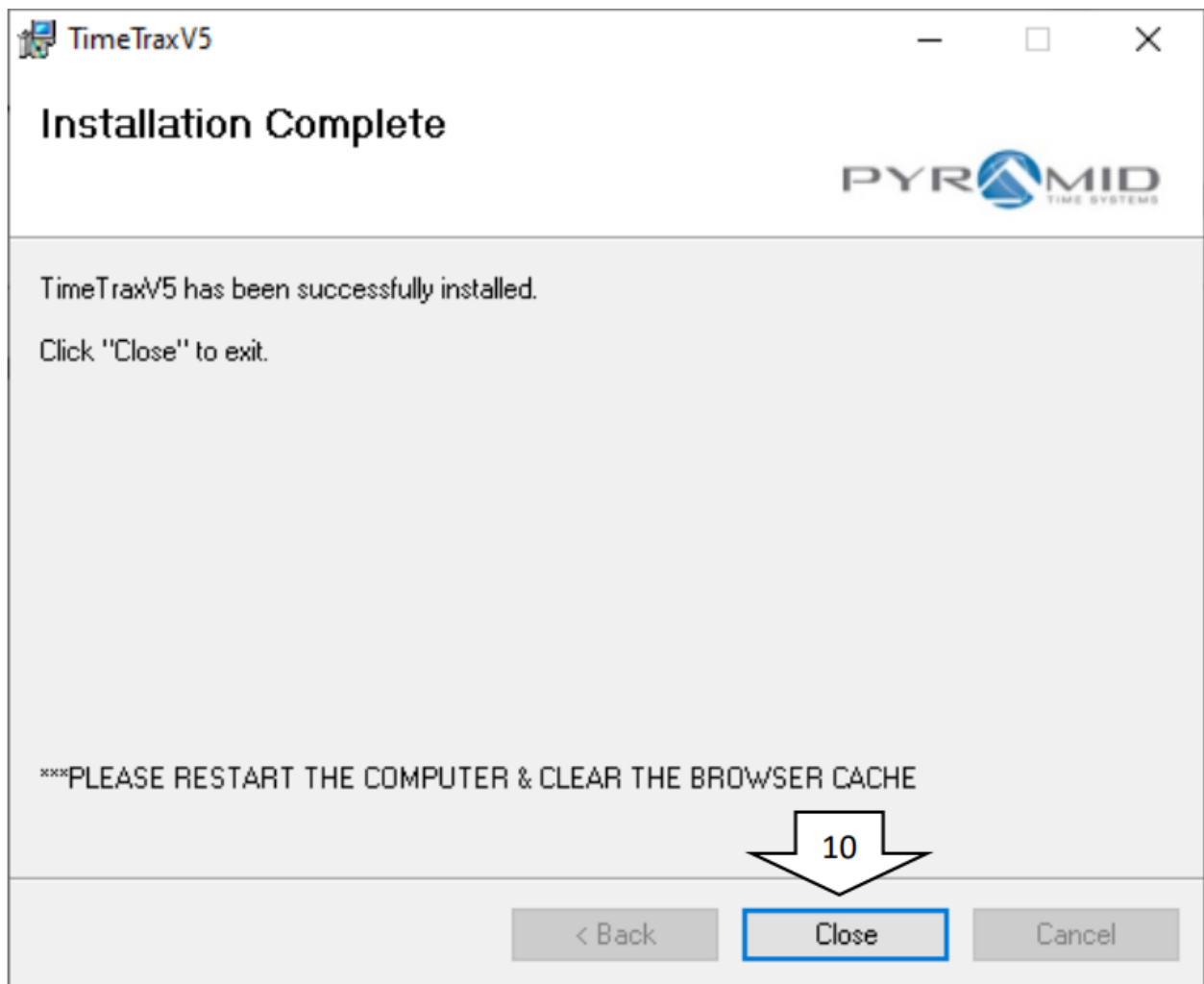
8. The install will start with Microsoft SQL Server 2022. Click yes or ok for any pop ups. The green bar may fill more than once. The SQL install can take 15 minutes up to an hour in some cases. Once complete the pop up will disappear.



9. Click next for this pop up and the next one. Any pop ups you get click yes or ok.



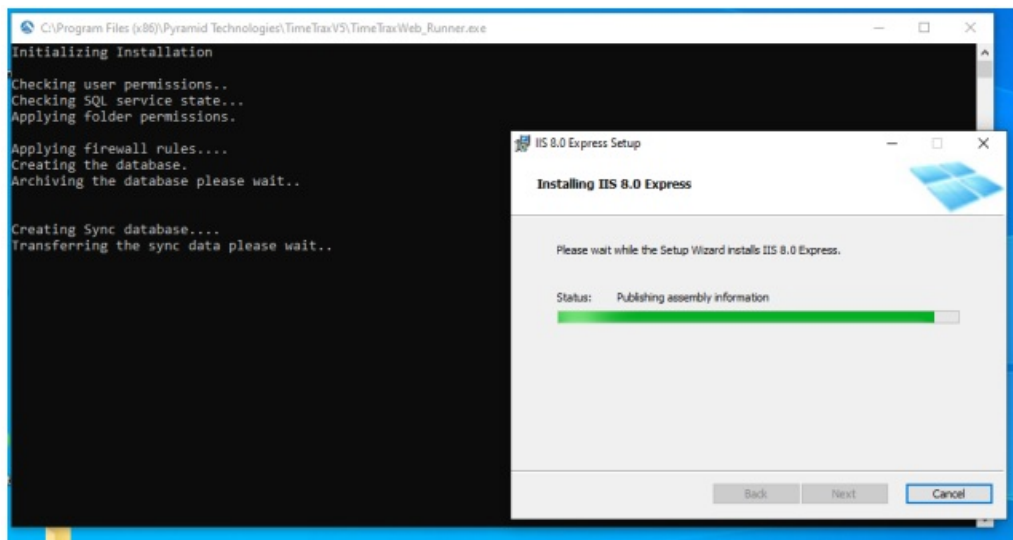
10. Click close and restart your computer.



DO NOT click on your TimeTrax V5 icon until after you restart your computer!



11. After restarting your computer click on your TimeTraxV5 desktop icon.
12. You may get a pop up asking if you wish to allow this app to make changes. Click yes. a. This pop up is normal for the software and you may get it whenever opening the software.
13. A command (CMD) box/ DOS window will appear. This will scroll across various information about the software's current process. It may also give multiple command (CMD) box/ DOS window. You do not need to read. DO NOT CLOSE THESE POP UPS.
  - a. The command (CMD) box/ DOS window is normal and you may get it whenever opening the software.
14. The last part of your software should start to install IIS 8.0 express.

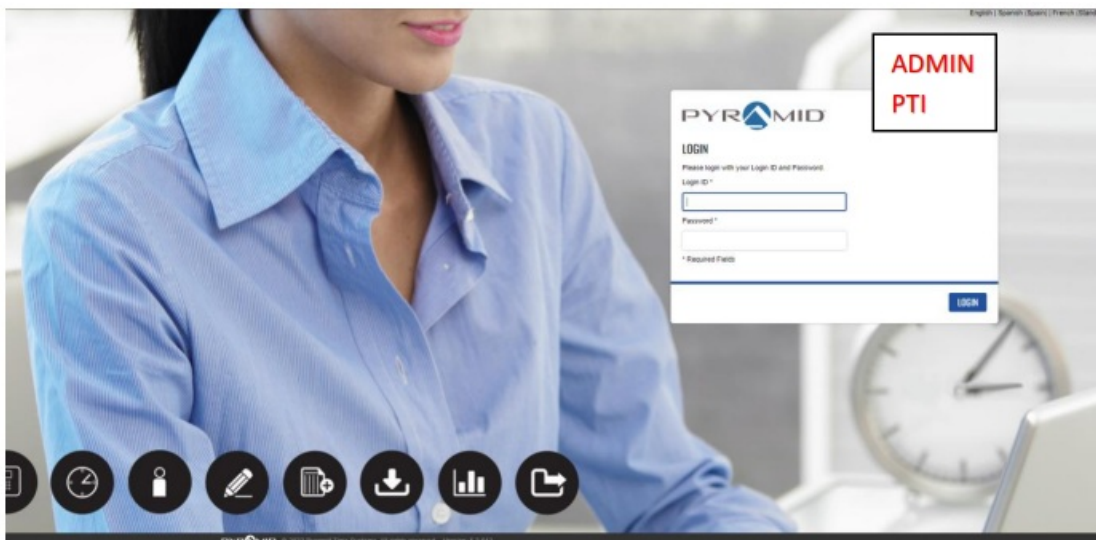


15. If prompted click ok or yes. Pop ups should auto close but if you get the option to close or finish do so when asked.

16. Your software will open in your computer's default web browser.

Login ID (all caps)- ADMIN

Password (all caps)- PTI



17. As soon as you log in you will be prompted to set up your password reset email. Click ok.

**Message**

Please fill in the email address of the software administrator who will be responsible should a password reset be needed.  
We will email this person a reset code when necessary.

OK

18. Add the email of the person who will be responsible in the event the password is forgotten. Then save and close.

Edit User: System Administrator

Save
Save & Close
Close

General

Email Address

19. If your time clock is not connected please do so now. Clock will display needs setup until marked as active in



the software.

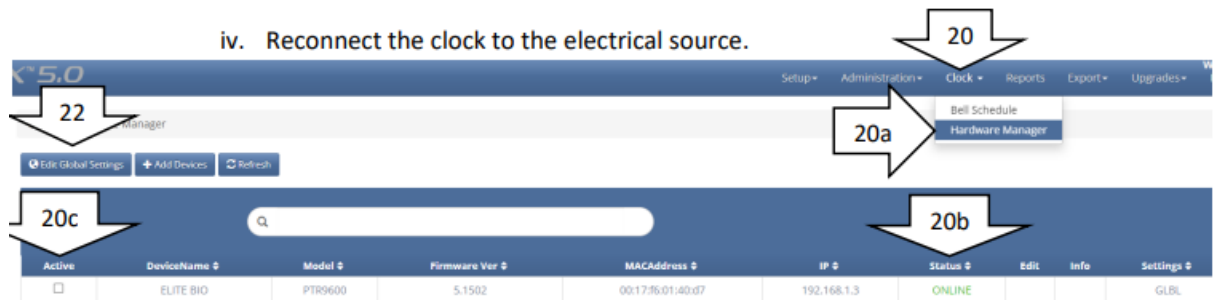
20. Click Clock at the top of the software

- Then Hardware Manager.
- If connected correctly you should see your clock on the list and the status will be online.
- Check the box for active and yes to the pop up. This will put time on the clock.

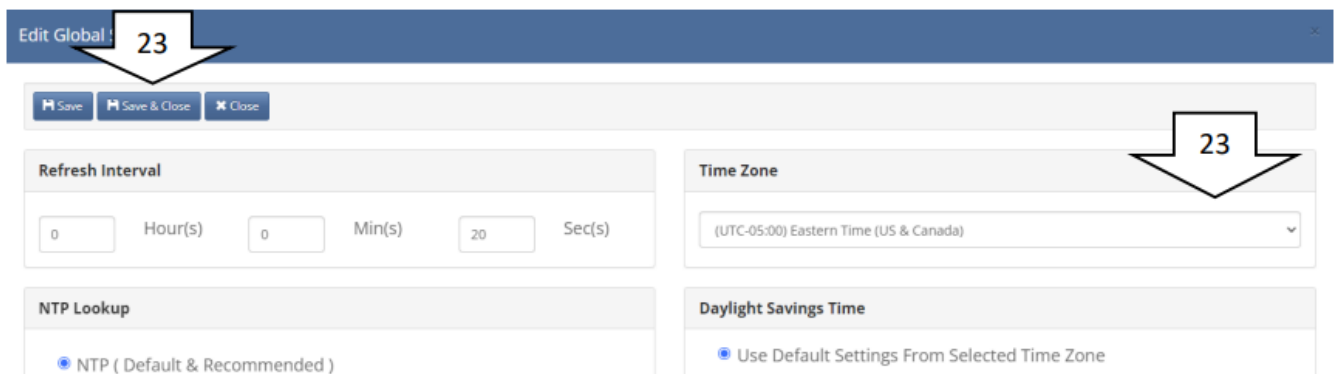
21. If you do not see your clock restart the computer and try the step below.

Power cycle

1. Unplug the clock from the electrical source.
2. Disconnect the Ethernet cord from the back of the clock for 20 seconds.
3. Reconnect the Ethernet cord back into the clock.



22. If the time on the clock is incorrect click on Edit Global Settings.



23. Adjust the time zone to your correct time zone from the drop menu. Click save and close.

24. Click administration at the top then time card settings. Change the preferred time zone to your correct time zone.

## Setup

The following is the minimum set up the software. There are other features available for use in the software. For addition information please look at our videos (<https://www.pyramidthimesystems.com/resources/videos/>) or call Toll Free: 1-888-479-7264 option #1.

You will see a red asterisk (\*) during the setup. These fields are important and need to be filled out in that section. Other fields are optional.

Pressing F1 anywhere in the software will bring up the manual. The manual will provide additional information about the page you are on.

## Company

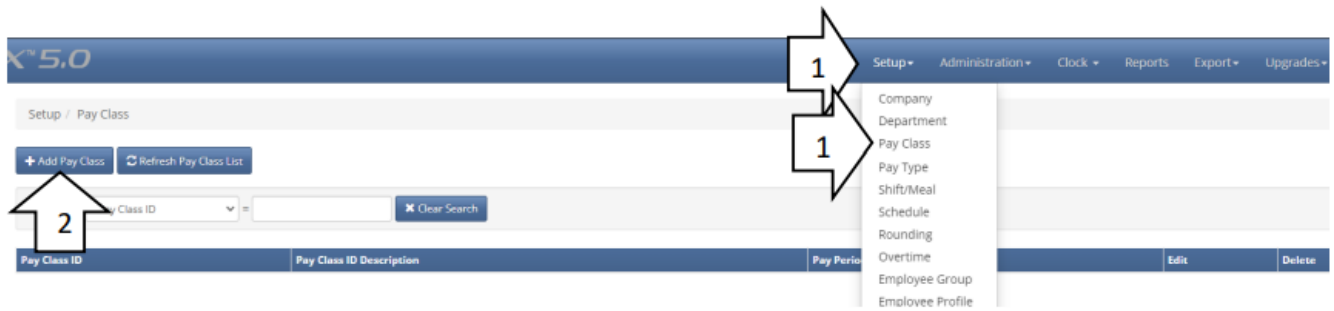
Click Setup at the top of the software then Company. Only the company name is needed here. Add the company name then click save and close.

## Pay Class- pay class is your company's pay period.

The Pay Class is important. Please be careful when setting up this section.



1. Click setup at the top then Pay Class
2. Click the blue button on the left Add Pay Class.



3. Your pay class will need a name. This is your Pay Class ID. You can also add a Pay Class ID Description, but this is not required.

4. Choose your pay period type. Weekly, Bi-Weekly, Monthly, or Semi-Monthly.
5. Weekly

1. Pay period starts on- set the 1st day of the pay period
2. Work week starts on- will be the same as the Pay Period starts on
3. Pay period and work week start at- set this time 2 hours before first punch of the day or as early as 12:01am
4. Save and close

## 6. Bi-weekly

- a. Pay period starts on- choose the date of your current pay period or the date the previous pay period started on based on what's listed
- b. Work week starts on- set to the 1st day of the work week
- c. Pay period and work week start at- set this time 2 hours before first punch of the day or as early as 12:01am
- d. Save and close.

☐ Weekly
 ☐ Bi-Weekly
 ☒ Monthly
 ☐ Semi-Monthly

a \* Pay Period starts on  of every month

b \* Work Week starts on

c \* Pay Period and Work Week starts at

## 7. Monthly

- a. Pay period starts on- set to the date you start each month
- b. Work week starts on- set to the 1st day of the work week
- c. Pay period and work week start at- set this time 2 hours before first punch of the day or as early as 12:01am
- d. Save and close.

☐ Weekly
 ☐ Bi-Weekly
 ☐ Monthly
 ☒ Semi-Monthly

a \* Pay Period starts on  and  of every month

b \* Work Week starts on

c \* Pay Period and Work Week starts at

## 8. Semi-monthly

- a. Pay period starts on- set to the two dates you START each month
- b. Work week starts on- set to the 1st day of the work week
- c. Pay period and work week start at- set this time 2 hours before first punch of the day or as early as 12:01am
- d. Save and close.

THE PAY CLASS SETTING IS IMPORTANT PLEASE BE SURE YOU HAVE THE CORRECT SETTINGS BEFORE CONTINUING.

9. Click on setup at the top

a. Then Employee Group

10. Click the blue button on the left hand side Add Employee Group

The screenshot shows the top navigation bar with 'Setup', 'Administration', and 'Clock' menus. A dropdown menu is open under 'Setup', showing options like 'Company', 'Department', 'Pay Class', 'Pay Type', 'Shift/Meal', 'Schedule', 'Rounding', 'Overtime', 'Employee Group', and 'Employee Profile'. An arrow labeled '9' points to the 'Setup' menu, and an arrow labeled '9a' points to the 'Employee Group' option in the dropdown. Below the navigation bar, there is a section for 'Employee Group' with a search bar and two buttons: '+ Add Employee Group' and 'Refresh Employee Group List'. An arrow labeled '10' points to the '+ Add Employee Group' button. Below the buttons is a table with columns 'Employee Group ID' and 'Employee Group ID Description'.

11. On the confirmation pop up, check the box at the bottom, My pay period setup is correct.

- a. Then you can click yes at the top.
- b. IF YOU ARE NOT SURE IF THE PAY CLASS (PAY PERIOD) IS CORRECT NOW WOULD BE THE TIME TO CHECK BEFORE PROCEEDING.

Confirmation

Yes No

11a If you need to edit any employee group, please go to the **Setup Screen** and Click on **Pay Class**.  
 Please check:  
 Pay Period starts on  
 Work Week starts on  
 Pay Period and Work Week start at  
 My pay period setup is correct ☐ 11

12. Enter an Employee Group ID or group name. Employee Group ID Description is optional
13. Missed punch assumed after- this will need to be the max number of hours an employee can work in one day then add 2 hours to that number.
14. Save and close

Add Employee Group

Save Save & Close Close

General 14

12 \* Employee Group ID group 1  
 Employee Group ID Description

Select Rules

\* Pay Class WKLY  
 \* Pay Type REG  
 \* Missed punch assumed after: 12 (Hrs) 13

Shift ---Select---  
 Schedule ---Select---  
 Rounding ---Select---  
 Overtime ---Select---

**TIMETRAX™ 5.0**

Setup / Employee Profile

Un-Assigned Cards  
 Time Cards  
 Global Special Pay  
 15 Employee Profiles  
 Payroll  
 Reports

16 + Add Employee Refresh Employee List

Search On Employee ID # = Clear Search

Employee ID #	Last Name	First Name, MI
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15. Click Employee Profiles on the left.
16. On the left click on the blue button Add Employee.

The screenshot shows the 'Add Employee' form with the following fields and buttons:

- Buttons at the top: Save, Save & Close, Close.
- Tabs: General (selected), Rules, Personal, Emergency Contact, Notes.
- Fields:
  - \*Employee ID #
  - \*First Name
  - Middle Initial
  - \*Last Name
  - \*Department (dropdown menu showing 'DEPT')
  - Supervisor (radio buttons for Yes/No, with 'No' selected)
- Right sidebar: Card #, Biometric, Delete, Pick Profile Image.
- Bottom: Employment Status.
- Annotation '17' points to the 'General' tab.
- Annotation '17d' points to the '+ Add Card' button.

## 17. Fill out the general tab

- a. Employee ID- only numbers. Add the employee id your company uses or make up a number. You can use the card number you plan to give to the employee
- b. First Name/ Last Name- the employee's name
- c. Department leave as DEPT
- d. Add Card – the card number you are giving the employee. Click add card to add the number you want them to have to the pop up then click save and close.  
\* if you have a biometric clock you will need to pick the number you wish the employee to have. The employee's finger will be the card.
- e. The options under employment status are optional.

## 18. Click save and close at the top.

For further instructions please call Toll Free: 1-[888-479-7264](tel:888-479-7264) option #1

## Documents / Resources

	<p><a href="#">TIMETRAX V5 TimeTrax Software</a> [pdf] User Guide V5 TimeTrax Software, TimeTrax Software, Software</p>
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## References

- [Videos - Pyramid Time Systems](#)
- [User Manual](#)

### Manuals+. [Privacy Policy](#)

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