

## Time Clock Software Update

by Buddy Kurz, President

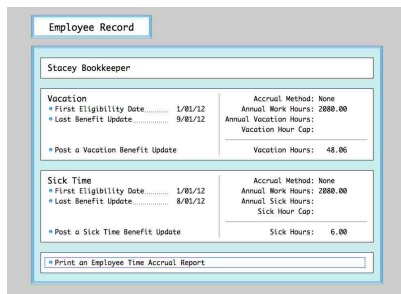
We are pleased to announce the release of version 2.4 of our Time Clock software. With this update, we have updated Time Clock to match the look and feel of the current dental software release. The print options in Time Clock now match those you have had in the dental software. This includes support for printing to PDF - now your HR person can print the time reports and easily save them to a workstation or send them to your payroll administrator or accountant.

The major new feature in Time Clock 2.4 is Sick and Vacation Time accruals.

The software handles a broad assortment of options for accruing sick or vacation time including hourly, weekly, bi-weekly, semi-monthly, monthly, and annual. Hourly accrual is a good option for part-time employees and

accumulates sick or vacation time based on the portion of the annual hours that have been worked. Weekly and bi-weekly accruals can occur on any day of the week. Semi-monthly and monthly accruals can occur on any day of the month and yearly accruals can occur in any month. Each employee can be assigned any accrual method. Sick and vacation accrual settings for employees are completely separate. Each can specify the accrual method, annual hours to be worked, annual benefit, and a maximum accrual. Employee accrual settings are posted to the time card making it simple to change the benefits on any effective date or grant benefits after some period of employment.

An employee can review the current vacation or sick accrual at any time. There is also a sick and vacation accrual report available. This report can be run for an employee for any range of dates and can be summarized by day, week, month, quarter, or year. This report shows both the accumulation and use of sick and vacation time and any changes to the employee's accrual settings. If you are already using the time clock software, this is a free update. Let Datacon's Time Clock software remove the headache of tracking accrued leave time.



Employee Record	
Stacey Bookkeeper	
Vacation	Accrual Method: None
First Eligibility Date: 1/01/12	Annual Work Hours: 2080.00
Last Benefit Update: 9/01/12	Annual Vacation Hours: 2080.00
Post a Vacation Benefit Update	Vacation Hour Cap: 48.06
Sick Time	Accrual Method: None
First Eligibility Date: 1/01/12	Annual Work Hours: 2080.00
Last Benefit Update: 8/01/12	Annual Sick Hours: 2080.00
Post a Sick Time Benefit Update	Sick Hour Cap: 6.00
Print an Employee Time Accrual Report	

### Not using our Time Clock software? Take advantage of our October Time Clock Sale!

If you wander down to your local office supply store or browse the Internet, you will find that a physical time clock that hangs on the wall will run you between three and five hundred dollars.



We believe that a much better plan would be to invest in our Time Clock software.



This may seem to be a self serving assessment but you should know that lots of our clients are using this optional package and people love it. Time Clock normally sells for \$395 but for the month of October we are offering this time saving wonder for only \$249. Why? Because we really think you will enjoy it and when you are happy, we are happy. With Time Clock, your staff can quickly punch in or out when they arrive, lunch, or leave. An administrator can see who is punched in or out at any time. There are flexible options for overtime calculations and up to five overtime policies can be created and assigned to individual employees. The software automatically calculates regular, overtime, and double time hours based on these policies. An administrator can post time card entries for vacation, sick time, personal time off, and holidays. The employee time card and attendance overview makes it easy for an employee or administrator to see the employee work hours and time off. Vacation and sick time can be automatically accrued and reported and there are a number of reports available for analysis purposes or for handling payroll. Reports can be "printed" to Excel for export to other applications or for further analysis, you can also print to PDF. Time Clock also provides an in-house messaging system similar to eMail but limited to staff members. Don't waste time calculating hours for payroll, let Time Clock do it for you.



# The ADA Annual Session is being held at Moscone Center in San Francisco this year.

If you are attending, please stop by and visit us at **booth number 5209**. We would love to show you our newest software releases, answer any questions, listen to suggestions, or just catch up with old friends.

As usual we will have both Mac and PC workstations running plus we will have a couple iPads in the booth for those of you who would like to see Datacon Mobile in action. In the past, Datacon has focused on the West Coast but the use of the Internet and our transition to Mac servers makes it possible for us to extend our reach. If you are attending with friends from out of town, be sure to bring them by. We are welcoming new clients from California to Maine and from Washington to Florida. We get requests from time to time from other countries but sorry, no international sales for now.

## On Our Website

With the end of the year fast approaching it is time to do some additional tasks that you probably haven't done since last year. Our website has the documentation you will need if you want to build a list of patients with remaining benefits, or even just want to build a holiday list of the patients your office has seen this year. There is also documentation for end of year procedures, including year-end backups for Mac servers.

You can easily browse the online documentation by going to our website at [www.datacondental.com](http://www.datacondental.com) and navigating to Support and [Click Here >>](#) under Documentation. We encourage you to take a look first and if you still have questions please call Software Support at 800-773-7878.

Every once in a while a news story catches our attention...

## Clandestine Dental Office Found in Little Havana:

### Dental operation discovered in home in Miami FL

An elderly man, his wife and daughter are in custody after authorities discovered a clandestine dental office in their Little Havana home, police said Wednesday.

The operation was discovered in the 1000 block of Southwest 11th Street, Miami Police spokeswoman Kenia Reyes said.

Humberto Perez, 81, 69-year-old Maria Perez and 38-year-old Odalis Hernandez Perez were arrested at the home, police said.

Police said they learned of the illegal dental operation from the mother of a 14-year-old girl who was taken by her mother and grandmother to the home for treatment.

When the family arrived at the home, they were greeted by Maria Perez, who brought them to the rear of the home where there was a "fully operational dentist office," police said.

The girl's mother Claribel Altamonte said her daughter cried in excruciating pain and that Perez injected her gums, filed down her four front teeth and then ended up yanking them out.

Read the full story at: <http://www.nbcmiami.com/news/Clandestine-Dental-Office-Found-in-Little-Havana-Police-169440206.html>

## Classes and Events

### Classes

New User Training \*  
Scheduling \*  
Recall \*  
Paperless Training  
Power User Training \*  
Doctor's Only Training

\* Qualifies for CE Credits

Call today to schedule  
your training!

### Schedule

Thursday, 11/22  
Thanksgiving Day  
Office Closed

Friday, 11/23  
Office Closed

### Events

ADA Annual Session  
San Francisco  
Oct 18 - 21, 2012

