

TotalPass® P400

Your Perfect Payroll Assistant.



ICONTIME
A PAYCHEX company

Introducing the TotalPass® P400

An Affordable Automated Time Clock That Packs a Powerful Punch

Simply designed and easy to use, the TotalPass P400 is more than just an employee time clock. It's your new payroll assistant – designed to streamline your time and attendance process. With TotalPass Technology built into the clock, there's no software to install and no recurring monthly costs for your business.

Big Features for Your Small Business

Easy. You're up and running fast.

One of the biggest mental hurdles for small businesses is making the transition from manual to automated timekeeping. That's why we designed the TotalPass P400 to work right out of the box – no software to install and no complicated setup.

Managing employees and creating reports is also a breeze thanks to the powerful TotalPass software built into the clock and accessible from any device via an internet browser.

Efficient. Improve productivity with perfect digital accuracy.

Inaccurate timekeeping can cost a company a lot of money in lost productivity and over-reported employee hours. With the TotalPass P400, employee punch data is captured down to the minute – no more wasted hours spent tracking down timecards, missed punches, or deciphering illegible entries.

Now you can quickly turn employee punches into actionable insights with Employee Timecard and Attendance Reports. These detailed reports help you take control of labor costs – and more advanced reporting and tracking capabilities can be added with the Advanced Pack, Benefit Tracking Pack and Email Productivity Pack.

Flexible. Fits your business today and tomorrow.

The TotalPass P400 gives you the freedom to punch in where and how you want – by entering an assigned four-digit Personal Identification Number (PIN), swiping an RFID Proximity Card or clocking in remotely from your phone, tablet or PC using the optional Web Punch. Employee punches appear in real-time so you know who has punched in and who has not.

Manage time and attendance with the same familiarity as the internet – simply open a web browser and connect to the clock's intuitive TotalPass software. Whether you're at home or on the road, you and your team can access the clock to review and approve hours, generate reports or process payroll.

The TotalPass P400 is a powerful and cost-effective time and attendance solution for businesses up to 250 employees. Rather than pay for advanced features you may not use, the P400 is easy to upgrade, allowing you to keep your initial costs down and only pay for features you'll use.



Export Hours Directly to Payroll

This is where you'll see the real power of automated time and attendance. Employee hours are seamlessly moved into your payroll system — eliminating manual data entry, ensuring accuracy and saving you time.

The TotalPass P400 is compatible with most popular payroll systems, including:

- Paychex Flex® & Preview
- QuickBooks Online®
- QuickBooks Desktop (Pro®, Premier, Enterprise)
- ADP Workforce Now®
- Paylocity®
- SurePayroll®
- Paycom®

To learn more, visit icontime.com or call our sales team at **1-800-847-2232 #3**

TotalPass® P400 Product Overview



- | | | |
|-----------------------|------------------------------------|--|
| 1. 2-line LCD Display | 5. Supervisor Mode key | 9. Punch In & Out keys |
| 2. Clear key | 6. Info / Hours key | 10. Locking Wall Mount |
| 3. Scroll keys | 7. Break / Department Transfer key | 11. Mounting Bracket |
| 4. Enter key | 8. Built-in RFID Card Reader | 12. USB ports (PC, 3rd-party badge reader, keyboard), Ethernet port and Power Supply |

Need More Advanced Features? Upgrade your P400 with these Packages

Advanced Pack +

- Includes Benefit Tracking Pack
- Includes Email Productivity Pack
- Includes 5 Web Punch Licenses
- Includes Custom Employee ID PIN upgrade
- Increases Employee Capacity to 50
- Multi-clock feature allows you to connect multiple time clocks
- Track employee productivity by Tips, Job Numbers, or Piece Counts
- Create "Notes by punch"
- Up to 99 Department Codes (for Payroll export)
- Track Employee Assignments
- Customize Supervisor Login, Permissions and Employee Assignments
- Customize fields for Labor Distribution Reports

Benefit Tracking Pack ▶

Included in the Advanced Pack Upgrade

Customize Rules & Settings for:

- Revision Zones
- OT1 & OT2 Multipliers
- Consecutive Day Setting
- Overtime
- Benefit Accruals

Generate Accrual Summary Reports

Filter 'Create Report' by Non-work Hours (Vacation, Sick, Personal)

Email Productivity Pack 🔔

Included in the Advanced Pack Upgrade

Create Email alerts for:

- High Hours, Low Hours
- Maximum Hours
- Consecutive Overtime
- Daily Overtime
- Weekly Overtime
- Software Updates
- Backup Reminders
- Punch Notifications
- Automatic Email Backups

Data is Secure with SSL Encryption

TotalPass® P400 Specifications

General Information	
Employee Capacity	Up to 25 (expandable up to 250 users)
Employee Entry Methods	RFID Card/Proximity Badge, Keypad (preset 4-digit PIN), Web Punch Licenses (sold separately), 3rd-party badges (via USB external RFID reader, keyboard)
Connectivity	Wi-Fi®, Ethernet 10/100/1000 Base-T, High-speed USB 3.0 (for PC, 3rd-party RFID reader, keyboard)
Reporting & Tracking	
Reports	Timecard, Attendance
Optional Reports ¹	Labor Distribution (using Custom Fields Assigned to Employee), Department, Timecard by Department, Individual Employee Timecard, Create Report
Pay Item Types	Regular, Day (Overtime 1, Overtime 2), Week (Overtime 1, Overtime 2), Non-worked, Holiday
Optional Pay Item Types ²	Vacation, Sick, Personal
Geolocation Reporting	Available with Web Punch Licenses (sold separately)
Payroll Exports	
Payroll Exports	Paychex Flex®, Paychex Preview, SurePayroll®, Paycom®, Paylocity®, ADP Workforce Now®, QuickBooks Online®, QuickBooks (Pro®, Premier, Enterprise), HTML, CSV
Payroll Export Utilities	QuickBooks Plug-in (Pro, Premier, Enterprise, Online), ADP desktop software
Custom Exports	API for creating personalized reports
Advanced Payroll Upgrades	
Advanced Pack	Includes Email Productivity Pack, 5 Web Punch Licenses, Custom Employee ID PIN upgrade, Increases Employee Capacity to 50, Multi-clock feature allows you to connect multiple time clocks, Employee Input Tracking (Tips, Job Numbers, Piece Counts), Track Notes by Punch, up to 99 Department Codes (for Payroll exports), Supervisor Login & Permissions with Employee Assignments, Labor Distribution Reports (Using Custom Fields Assigned to the Employee)
Benefit Tracking Pack	Revision Zones, Custom Overtime Multipliers (Overtime 1, Overtime 2, Consecutive Days), Benefit Accruals (Sick, Vacation, Personal), Accrual Summary Report, Filter Create Report by Non-work Hours (Vacation, Sick, Personal)
Email Productivity Pack <i>Included in Advanced Pack upgrade</i>	Email Alerts: High Hours, Low Hours, Maximum Hours, Approaching Consecutive Overtime, Approaching Daily Overtime, Approaching Weekly Overtime, Check for Updates, Backup Reminder, Punch Notify; Automatic Email Backups (Daily, Weekly, Monthly); SSL Data Encryption
Warranty	
Warranty	One-year parts & labor warranty, 30-day free phone support. Additional service agreements available.

Accessories & Service

Web Punch Licenses	Sold in sets of 5 (max of 50)
Custom Employee ID PIN	Individual upgrade or part of Advanced Pack
Proximity Badges	Sold in packs of 10 and 25
P400 Care Pack	Service Agreement covering hardware and software. Includes phone, email and remote login support.

What's in the Box

TotalPass P400 Time Clock	Power Supply
15 ft. Ethernet Cable	Quick Start Guide
15 ft. USB Cable	1-Year Manufacturer Warranty
Locking Mounting Plate with 2 Keys	30-Day Free Set Up Support

Device Specifications

Processor / Memory / Storage	1 GHz / 512 MB / 4 GB flash
Duty Cycle	Up to 300,000 punches
Automatic Software Updates	Standard
Mounting	Wall or desktop
Color	Black
Dimensions (WxDxH)	7.25 x 1.75 x 8 in.
Weight	1.2 lbs.
Operating Environment	Temperature: 32° to 113° F; Relative Humidity: 5% to 95%

¹ Requires Advanced Pack Upgrade

² Requires Benefit Tracking Pack Upgrade

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