TOTALPASS
SMALL BUSINESS PREMIUM · PROXIMITY

ICON TIME SYSTEMS®

TotalPass Proximity is a premium employee time and attendance system that gives business owners an effective tool to manage payroll costs and optimize performance.

SCALABLE TECHNOLOGY
TotalPass Small Business Proximity can accommodate 50 employee capacity, upgradeable up to 500.

EMPLOYEE ENTRY
PIN/keypad entry, proximity badge entry with 15 badges included, and Web browser entry with 5 employee licenses included.

EXPORTS SEAMLESSLY
Exports seamlessly to a CSV file and these popular payroll programs: Paychex Flex℠, QuickBooks Pro, Premiere and Enterprise, and ADP desktop software. Free API available, to create custom exports.

LABOR DISTRIBUTION REPORTS
Run Labor Distribution Reports based on custom values assigned to an employee such as; assigned location, billing account, work status etc.

WHAT'S IN THE BOX
- TotalPass Proximity Time Clock
- 50 Employee Limit
- 5 Web Punch Licenses Included
- 15 Proximity Badges
- Power Supply
- QuickBooks Plug-in Export, ADP and Paychex Flex Export
- 15 ft. Ethernet Cable
- 15 ft. USB Cable
- Locking Mounting Plate with 2 Keys

STANDARD REPORTS AVAILABLE:

- Attendance Report
- Employee Timecard
- Employee Summary
- Timecard by Department
- Department Report
- Labor Distribution Report

Access and manage timecards anytime and anywhere over the web.

Designed to meet the needs of a growing business, the TotalPass Proximity with newly enhanced Multi-clock, keeps up with changing location and connection requirements. Allows for up to 32 total clocks to connect together over a network or the Internet.

WEB PUNCH ENTRY

Web Punch Entry allows remote employees to clock IN/OUT through a web browser on their PC, smart phone or Web-enabled device. Managers can view GPS verification of an employee punch to authenticate employee punch location. Restrict punch location by approved IP address locations.

The TotalPass Small Business Premium Proximity does not require a subscription based service and there are no recurring or monthly fees.

HAVE BUDDY PUNCHING ISSUES?

The TotalPass Proximity contains a built-in proximity badge reader, which means you simply add proximity badges to make employee sign IN a snap. Proximity technology makes this sleek device incredibly easy to maintain, with no moving parts, or contact with badges; ensuring years of worry-free operation.

ALL THE SOFTWARE IS RIGHT ON THE CLOCK

PAY PERIODS: Weekly, bi-weekly, semi-monthly, monthly or custom

OVERTIME: Two levels of daily, and weekly, plus consecutive-day

PAID BREAK TRACKING

UNLIMITED MULTIPLE SUPERVISOR ACCESS

AUTOMATIC LUNCH DEDUCTION

INDIVIDUAL SUPERVISOR LOGINS: With custom permissions and employee assignment

DEPARTMENT TRACKING: Track employees' time in up to 32 departments

BENEFIT TRACKING: Optional upgrade to track and accrue vacation, sick or personal time.

EMAIL ALERTS TO MANAGER: Optional ugrade to receive email before employee accumulates overtime. Includes automatic backups, email backups daily, weekly, or monthly.

GLOBAL ADD HOURS: Add hours for multiple employees, with a single transaction

EMPLOYEES VIEW INDIVIDUAL HOURS: Worked at the clock

PAYROLL EXPORT UTILITIES
Windows Vista, 7 or Windows 8, required for QuickBooks Plug-in, Paychex Flex^{SM} Export and the ADP Export.

TRACK PUNCH LOCATION: Via GPS with Google Maps integration

AVAILABLE SOFTWARE UPGRADES

WEB PUNCH ENTRY: Includes 5 Web Punch licenses. Ideal for tracking employees who work off-site or at a remote location. Upgrade to a maximum of 50.

EMPLOYEE CAPACITY:
50 employees upgradeable to 100, 250, or 500.

BENEFIT TRACKING:
Benefit tracking and accruals, sick, vacation and personal time. Set revision zones for IN/OUT punches in up to 32 departments.

EMAIL ALERTS UPGRADE
Email alerts to manager: before overtime, employee punch log. Includes automatic backups, email backups daily, weekly, or monthly.

PROXIMITY BADGES: In packs of 10 and 25.

SYSTEM REQUIREMENTS FOR NETWORK ACCESS
• Any Web browser on PC, Mac, tablet or smart-phone
• An available Ethernet port
• Remote Internet Access also requires Internet and port forwarding to port 9844.
• Windows Vista, 7 or Windows 8, required.

FOR DIRECT CONNECTION
• Any Web browser on PC
• Available USB port on Windows PC or available Ethernet port on Windows PC or Mac.