



# Simplex 300 Simplifies Time Keeping

If your small business has been using a manual time/date stamp or side-printing time clock to keep track of employees' time, you know how cumbersome it can be for employees to punch in and out at the proper location on the card. Retail and manufacturing companies, service and hospitality businesses, healthcare facilities, and schools all need a faster, easier way to keep track of staff time.

With the Simplex 300, employees can punch in or out in seconds and immediately view their recorded hours. Your employees simply insert their time cards into the top of the clock. There is no need to align the card, press special combinations of buttons, or make adjustments for punches in the wrong location. Time cards are automatically punched in a clear and legible manner and an asterisk highlights any exceptions from the expected work schedules. This makes it easy for employees to use and for management to calculate hours worked.

Set-up takes virtually no time at all. There is no complex PC programming or special wiring required. Simplex can make the installation even easier by sending a factory-trained technician to the site to set up your clock to match your business schedule. Then the Simplex 300 is ready to use immediately.

With a choice of three programmable pay periods and flexible options for column displays and print format, the Simplex 300 is an economical and efficient choice for businesses with 100 or fewer employees.

## **A basic, easy-to-use time recorder for small businesses**

**One-step punching** Employees simply insert the time card at the top of the clock and it automatically feeds, punches, and ejects the time card after printing. When necessary, you may change in/out print positions by pushing a single button to accommodate late arrivals or early departures.

**Flexible operation to suit your business needs** Select from weekly, bi-weekly, or monthly pay periods. Choose regular minutes (1/60) or 1/100 of an hour. Set any closing date for monthly payroll processing.

**Programmable to match your business schedule** Set up to nine programs that automatically position punches, depending on the time. Print up to four columns. Print a special character (\*) to identify irregular punches.

## **Always uses the correct time**

Automatically adjusts to current day, month, and year without manual resetting at the end of the month. Automatically adjusts for daylight savings time. Automatically corrects time after a power failure (built-in lithium back-up battery).

**Time cards that are easy to read, calculate, and analyze** Choose from four print formats for day and hour. Set up the column structure you prefer. Mark exceptions with a special character (\*).

## **Simplex means service**

Simplex has an excellent record of service and support, with more than 350,000 time recorders installed worldwide. An experienced Simplex employee can install and program your time recorder, so your Simplex 300 will be up and running immediately.

## **Sturdy construction assures**



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