



TIMEKEEPING SOLUTION



LABOR MANAGEMENT

- Employee/Manager Self-Service
- Timesheet Approval Workflow
- Mass Edit Capabilities
- Automated Points Tracking (attendance trends)
- Temporary Manager (Back-Up) Assignment
- Itemized Expense Tracking



PAY RULES

- Location
- Cost Center (9 cost centers, up to 10 levels each)
- Shift Differentials
- Pay Rule Priority
- Auto-Populated Holidays
- Multiple Pay Periods (weekly, monthly, etc.)
- Time Zones
- Non-Standard Pay Periods
- Auto Deductions (breaks, meals)
- Paid Meals
- Flat Pay
- Extra Time and Guaranteed Minimum Time
- Grace and Rounding
- Holiday Pay
- Overtime



SCHEDULING

- Daily, Weekly, or Configurable Recurring Patterns
- On-the-Fly Entries/Edits for Day-to-Day Changes
- Visibility from Employee Timesheet
- Assign Employees to Schedules, or Schedules to Employees
- Assign Two Schedules Per Employee, Per Day
- View Schedule, Location, Department, Job, etc.



RATE TRACKING

- Job Costing
- Effective Dating
- Piece Rate Quantity Tracking (units, miles, etc.)



REPORTS

- Over 50+ Standard Reports Built-in
- Create Custom/Ad Hoc Reports
- Export to 5 Formats (CSV, Excel, PDF, HTML, XML)
- Daily Email Summary Report
- Report Saving and Sharing with Quick Link Access
- In/Out Dot Board
- Exception Reporting
- Time Off Calendar
- Dynamic Drill-Down Capabilities
- Security Profile Settings for Defining Access
- Points History



DATA COLLECTION

- Ethernet-Based Clocks
- Mag-Stripe, Proximity and Barcode Badges
- Biometric Verification and Identification
- Remote Punch via Mobile App



SECURITY

- Permanent, Detailed Audit Trail
- IP Address and/or Punch Restriction
- Application Manager/User Access Profiles
- RSA Login Authentication
- User/Manager Configurable Interface



MOBILE APPLICATIONS

- Timesheet
- Schedule
- Punch In/Out
- GPS Punch Tracking
- Job/Cost Center Transfer
- Report Access
- Apple® iPhone®, Android™



EMAIL NOTIFICATIONS (alerts, reminders, etc.)

- Beginning & End of Period Manager/Employee Notifications
- Exception Notifications
- Point Notifications

