

# Timekeeping Solution

## Labor Management

Employee/Manager Self-Service

Timesheet Approval Workflow

Mass Edit Capabilities

Import/Export Utility

Document Storage (receipts, company handbook, etc.)

Automated Points Tracking (attendance trends)

Temporary Manager (Back-Up) Assignment

Itemized Expense Tracking

Employee Self-Service Time Off Request Tool and Manager Approval Workflow

Time Off Planning

## Accruals\*

Track Eligibility, Tenure, Hours Worked

Synch with External HR or Payroll Systems

## 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.

## 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

## Rate Tracking

Job Costing

Pay Categories (such as direct, indirect)

Multipliers, Special Rates

Effective Dating

Piece Rate Quantity Tracking (units, miles, etc.)

Pay Rate Per Piece/Piece Rate Requirements

*\* The Accruals Solution is an add-on module*



Reports

- Over 50+ Built-In Standard Reports
- 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
- CMS Submission

Mobile Application

- Timesheet
- Accruals
- Schedule
- Time Off Request
- Time Off Calendar
- Punch In/Out
- GPS Punch Tracking
- Job/Cost Center Transfer
- Report Access
- Apple® iPhone®, Android™, or Windows® Mobile

Data Collection

- Ethernet-Based Clocks
- Mag-Stripe, Proximity and Barcode Badges
- Biometric Verification and Identification
- Remote Hardware Management
- 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 User Interface

Email Notifications (alerts, reminders, etc.)

- Standard Time Off Request, Rejection and Approval
- Standard Timesheet Request, Rejection and Approval
- Beginning & End of Period Manager/Employee Notifications
- Accrual Balance Notifications
- Exception Notifications
- Point Notifications
- Company Wide Announcements