



# Drive Efficiency While Controlling Labor Costs

Our automated system offers a more efficient way to capture and record hours worked, reduces data entry errors and enables you to pay more accurately for the time actually worked by your employees.

With our solution, you can better create and manage work schedules; monitor and measure overtime; process time-off and leave requests; administer complex federal and state labor regulations; eliminate errors, rounding and fudging by employees; and increase payroll processing productivity.



## 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

## 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

## Accruals\*

- Track Eligibility, Tenure, Hours Worked
- Synch with External HR or Payroll Systems

## 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