



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