



# Time & Attendance

The Time & Attendance system is a comprehensive time, attendance and labor management solution. It is fast, accurate and easy to use and provides a total workplace approach to managing labor information.

This solution tracks employee time and attendance while helping supervisors improve workforce management. Employee punches or hours are collected through time-clocks, telephones, PDA devices or a web-based interface. The system automatically applies your organization's pay policies to calculate hours, analyze labor allocation and identify exceptions. Meanwhile, users access the system to review their data, make corrections, adjust schedules and approve hours for payroll.

The system comes with over 60 configurable reports and allows for complex time and attendance rules such as premiums, blended overtime, and price rate calculations.

The system supports a wide variety of data collection options including:

- Swipe-card time clocks
- Biometric time clocks
- Web-based time entry
- Phone based entry
- Entry via PDA devices

These data collection options can be combined in any configuration and employees can be given permissions to use different data collection methods depending on where they're working.

Fully automated timekeeping:

- Supports up to 12 levels of job costing
- Automates employee attendance tracking
- Accommodates both hourly and salaried employees
- Supports shift differentials, flex schedules, split shifts and other complex business rules
- Accommodates secondary jobs and unlimited pay rates
- Audit reports provide user accountability
- Automatically pays qualifying employees for holidays

Also, has the ability for an employee self-service module which is designed to operate via the internet or corporate intranet. It gives employees access to up to nine personal time and attendance reports. These reports reflect a variety of information including punch times, hours worked, allocation of hours, vacation and sick leave balances and work schedules.

## Reports

- Hours Summary Report
- Hours by Day Report
- Hours Detail Report
- Timecard Report
- Attendance Report
- Attendance Detail Report
- Schedule Report
- Labor Hours Report
- Demographics Report

## Key Features

Allows quick access time & attendance records and has flexibility in capture devices for this purpose.

Maintains the highest level of compliance with all Federal and State mandates.