

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