

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