

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