Time Tracker
Time & Attendance Solution

A unique set of features are made available with small and mid-sized businesses (SMBs) in mind, making the application simple to configure, easy to use, and highly affordable. Gain greater visibility into attendance behaviors without the overhead of a more complex and costly system.

Manageability *- Flexible, Reliable and Easy-To-Use*

Tracking employee time and attendance behaviors and performance for most organizations can be a cumbersome task filled with paper timesheets, manual calculations, spreadsheets, and dual data entry. Automatic data synchronization with most third party payroll systems streamlines initial set up and ongoing maintenance of employee records, cost centers, and other dynamic data.

Five user-defined employee types (i.e. salaried, hourly, contractors, part time, etc.) define appropriate pay rules and work locations, each having a specific time zone.

Up to an additional three user-defined cost centers within an employee's timesheet, and five user-defined fields within an employee's HR file enable enhanced filtering capabilities and data sorting for reporting purposes.

Screenshot: Detailed Hours Overview

Based on access rights, managers are granted the ability to view and/or edit information on a company wide or individual level. They can view timesheets from previous or future pay periods, and easily add or change the order of columns within reports. By remembering the previous state of a report, filtering and sorting of data is simplified. Information can be exported in different formats including .csv, .xls, .pdf, .html, .xml, and select summary email notifications can be sent automatically at designated times or intervals.

Time Collection *- Improve Accuracy*

Whether via the Internet or through one of the many data collection devices available, data can be collected in real-time or in a store-and-forward (polled) manner, depending on available connectivity. If taking advantage of web-based data collection, restrictions can be enabled within an employee's timesheet to prevent punches from outside designated IP addresses. Based on specific work environments and type of usage, a variety of employee time entry options are available:

Traditional swipe / keypads (barcode, magnetic, proximity)

Personal handheld devices (PDAs) wireless data entry methods

Biometric (hand recognition, fingerprint)

External systems (access control, phone switches, POS)

Tracking time and attendance in a centralized dashboard enables employees and managers to review hours, comments or reason codes for late or missing punches, and address other exceptions. Based on company policies, restrictions may be placed on early punches and unauthorized overtime, and rounding rules can be automatically applied. In the event an employee leaves a message or note, or a record is added, changed or deleted, audit details provide the user's name along with a date and time stamp.

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Effectiveness - *Increase Efficiency*

Job costing offers the ability to track work time and expenses (i.e. bonuses, tips, etc.) against pre-defined cost centers. Each of the available user-defined cost centers allow for a virtually unlimited list of positions, departments, locations, etc.

Putting job costing to use, managers can simply run a report to determine the amount of time and money being spent on a location, department, project, etc., allowing for greater accuracy when projecting costs.

Job costing is simply the ability to track work time and expenses (i.e. bonuses, tips, etc.) against a pre-defined labor bucket. With this application three labor buckets are available, and under each bucket there is the ability to create an unlimited list of departments, locations, etc.

Rather than sorting through paper timesheets, spreadsheets, and e-mails, the Time Collection Overview saves managers time by providing:

How Much does it Cost to Run a Department?

Calculated Time Summary: My Default

Time Entry Dates: Calendar Range | This Month

Run | Rows On Page: 35 | 10 Rows

1. [UN GROUP] Grouped By Department | starts with | X

Employee Id GX	First Name GX	Last Name GX	Total Work X	Regular X	Overtime X
=	not in	starts	>	=	=
			0		

Department: Support

0015	Eva	Amontis	16.50	16.50	-
0009	Tom	Ballister	76.00	55.75	8.50
0003	Kim	Weaver	97.79	73.72	5.52
Sub Total (Department: Support)			190.29	145.97	14.02

Department: BizDev

0012	George	Allerton	17.70	9.00	1.70
0015	Eva	Amontis	37.83	37.83	-
0006	Andrew	Fizer	4.10	4.10	-
0004	Kathy	Watts	9.50	9.50	-
Sub Total (Department: BizDev)			69.13	60.43	1.70

Department: Admin

| 0012 | George | Allerton | 93.76 | 84.21 | 3.05 |
| 0015 | Eva | Amontis | 61.81 | 59.17 | 2.64 |

Close

Screenshot: Calculated Time summary

- *A summary view of current and previous pay periods*
- *Quick identification of missing punches, overtime hours, etc.*
- *Drill-down capabilities for quick edits*
- *Automatic population of company holidays within employee timesheets*

Who's Missing Punches?

Hello System Administrator

Time Collection Overview

	Incomplete Time Entries	Unprocessed Punches	Punches	# Empl	Regular	Overtime	Vacation	# Notes
Today	2		5	9	36.47			1
Yesterday	1		47	17	37.50	6.57		0
Current Pay Period	3		39	19	159.47	19.43	12.00	1
Prev. Pay Period			159	36	147.00	14.09		2

Refresh | Close

Screenshot: Time Collection Overview