# ADVANCE SYSTEMS

Workforce Management Solutions



AMERICA'S PREMIER PROVIDER OF WORKFORCE MANAGEMENT SYSTEMS

TIME & ATTENDANCE SYSTEM | HR MANAGEMENT SOFTWARE | AUTOMATIC SCHEDULING AND FORECASTING | EMPLOYEE SELF SERVICE/PERFORMANCE MANAGEMENT/JOB COSTING | RECRUITMENT | ACCESS CONTROL LVISITOR MANAGEMENT SYSTEM | AUTO ID







# ADVANCE SYSTEMS INC.

Advance Systems Inc., a leading provider of automated time and attendance systems in the United States, is a subsidiary of the industry leading Mitrefinch Group. For two decades, Advance Systems has helped businesses meet their unique needs with state-of-the-art workforce management solutions.

Advance Systems has provided consultation and installation expertise to companies in just about every industry, including manufacturing, energy, banking, retail, government, education, healthcare and pharmaceutical. More than 4,000 organizations around the world have saved time, saved money, and increased productivity and profits simply by using Advance Systems' cutting-edge time and attendance solutions.





# **OUR PRODUCTS**

In today's challenging business environment, organizations are faced with the difficult task of cutting costs while remaining competitive. Staying on top requires real expertise, a willingness to be flexible, and constant innovation. For two decades, Advance Systems has proved to be up to the task with a suite of sophisticated and progressive workforce management tools. Our Time Management products can be used individually to meet a specific need, or they can be integrated to form a comprehensive Employee Workforce Management System.

You can't argue with success. Studies show that organizations can save a substantial amount of money per employee after implementing automated workforce management software. Our solutions offer a wide variety of time and cost saving advantages including: increased accuracy in reporting, elimination of overpayment, lower administration costs, reduced absenteeism, increased punctuality, enhanced shift planning and budgetary control, improved legal compliance and an enhanced strategic focus at the managerial level.

At Advance Systems, we know that the business world is always changing and that your ability to keep pace with that change impacts your success. In an effort to bring you full, up to the minute functionality, our analysts and developers are constantly monitoring advances in workplace practice, legislative developments and technology. And we deliver. Over the past decade we have developed some of America's most innovative workforce management solutions, including mobile time and attendance systems, biometric identification terminals and cloud hosting solutions. Our ability to keep up with changes helps your organization stay well ahead of the game.

















## PRODUCT RANGE

# TIME AND ATTENDANCE SYSTEM

If you're still manually managing time and attendance data, it's time to discover the Advance Systems Time & Attendance System, a fully automated solution that helps companies better manage, collect and process time. Say goodbye to cumbersome clocking systems that result in inaccurate time reports, administrative errors and increased labor costs. Say hello to a system that increases efficiency, saves time and money and pays for itself in as little as a couple of months.

The Advance Systems Time & Attendance System can be individualized to suit your organization's specific needs, whether you are a large organization or a small one, whether your employees work on site or are mobile. The highly flexible nature of our time and attendance system means no more headaches for organizations with diverse workforce patterns. Our time and attendance system can easily manage traditional schedules, flex-time schedules and complex shift schedules. Whether your employees are on site, working from a remote location or logging hours on the road, Advance Systems capabilities allow them to accurately clock in whenever, wherever. Cloud Hosting capabilities mean no costly hardware, no complicated infrastructures and no hassles associated with securing, installing and managing new technology.

And never has a system so complete been so easy to use. The Advance Systems Time and Attendance System is user-friendly and intuitive to use, with an easy-to-navigate dashboard and tools designed to minimize error and improve the output of information. Our time and attendance system allows you to free up the time spent shuffling through paper and time cards, so you can focus on what's really important - your organizations' strategic goals.











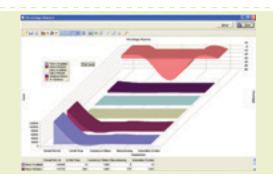






- >> Reduces administration and labor costs
- >> Saves money by eliminating inaccurate reporting and unauthorized overtime
- >> Improves organizational and legal compliance and minimizes penalties and disputes
- Records time using the Internet, cell phone, desktop PC, laptop, iPhone or other tablet or at specified terminals using a variety of clocking options
- Allows users to view workforce performance in real time, enabling more efficient management
- >> Identifies time rule violations and generates anomaly reports when clockings do not match planned schedules
- >> Creates schedules and manages shifts with complex flextime specifications
- >> Forecasts workloads, resources and budgets by department
- >> Captures and transfers attendance data to payroll software
- >> Records absences and builds absence profiles
- Allows users to update future changes immediately and to run "what if" scenarios
- >> Allows managers to plan according to workload, resources and budgets
- >> Integrates fully with other business applications, such as HR and payroll systems



















"Before we installed the Advance Systems Time and Attendance System, all employees signed in on weekly time sheets. This cumbersome system required Payroll to manually enter the hours worked for each employee by department. Then, they would have to go back and manually record all exceptions and reconciliations. In addition to taking up to 60% of the department's time, the whole inefficient process was full of potential for human error. Not only was this frustrating for the department, it also cost our organization time and money. Since installing the Advance Systems Time and Attendance System, payroll is just one of the areas where we have seen extensive time savings."

Are you interested in learning more about how the Advance Systems Time & Attendance System can save your business precious time?

Call us at 1 (888) 765-8466 for more testimonials or to book a free demo that will show you exactly how Advance Systems can benefit your organization.

#### **AUTOMATIC SCHEDULING AND FORECASTING**

Creating efficient, cost-effective schedules is one of today's biggest challenges for organizations. The Automatic Scheduling and Forecasting Feature available through the Advance Systems Time & Attendance System allows managers to harness information such as rates of pay, skills and availability and to use this information to automatically generate the most efficient and cost effective roster. This easily accessed information can then be used to create complex staff schedules in just a fraction of the time it would take using a manual system.

Worried about your workforce costs going over budget? Want to confirm maximum productivity by ensuring each shift has the right mix of skills, training, and capabilities represented? Having a hard time keeping track of your mobile and remote workers? With time consuming manual systems, finding the perfect scheduling and forecasting balance used to be like trying to put together a very difficult puzzle. It took lots of time and resulted in lots of errors before you got it right. With the Advance Systems Time & Attendance System, you can have the peace of mind of knowing you are getting it right the first time.

- Reduces operating costs while maximizing productivity
- Creates staff schedules in a fraction of the time it takes with manual systems
- The Skills Matrix function ensures that the necessary skills are represented at each shift
- Saves administrative time 33
- Reduces costly administrative errors >>
- Helps users adhere to worker contracts and organizational policies >>
- **>>** Notifies users when scheduling anomalies occur
- Reduces legal compliance risk
- Manages shift changes and swaps >>
- 55 Automatically creates schedules for mobile and remote workers
- Available as a fully integrated solution or separate module

















#### **LEGAL COMPLIANCE**

It can take years to catch time and attendance errors and that's if they are caught at all. In addition to costing your organization extra money as a result of overpayments, time and attendance errors that violate laws such as the Family Medical & Leave Act (FMLA) and Fair Labor Standards Act (FSLA) can result in expensive legal defense and fines. As a matter of fact, even organizations that win their cases spend, on average, \$75,000 defending their cases.

Laws are complex and always changing, but the Advance Systems Time & Attendance System is automatically updated so that your risk of noncompliance is eliminated. Never worry about costly noncompliance again, and start greeting surprise visits by the Department of Labor with confidence.

- >> Minimize administrative errors
- >> Reduce costly legal disputes and penalties
- >> Ensure compliance for employees with different pay structures, including union employees, hourly employees, and salaried employees
- >> Automatic updates ensure organizations obey the latest laws
- Can be customized to suit an organizations' specific network and workforce needs
- Easily manage human resources, time and labor, leave management, scheduling, and job costing for employees in different locations and worksites

















#### HR MANAGEMENT SOFTWARE

As organizations face budget cuts in tough economic times, we're asking our human resources departments to do more than ever. But a HR department that simply doesn't have the bandwidth to tend to employee needs won't serve your organization in the end. The Advance Systems Time & Attendance System reduces the amount of time HR spends on administrative tasks such scheduling and payroll, freeing up time to spend on things that have a true impact, such as workforce strategy.

Track time and attendance, facilitate payroll and automate scheduling quickly and easily through one single point of data entry. The Advance Systems Time & Attendance System allows you to access, view, analyze and generate reports on personnel details, such as pay and contract details, vacation and retirement benefits and information on training and qualifications. Completely and effortlessly manage the hiring process, from keeping track of vacancies to ensuring you hire the best employee for the job.

Cloud hosting means there is no need to purchase hardware, operating systems or licenses. Instead, your organization will realize the benefits of automated workforce management in just a few days.

The support that our HR Management Software offers allows your organization to take the focus off time consuming administrative tasks and put it where it really belongs - on your employees. With our easy-to-use software, you can reduce HR headaches and hassles, improve the lives of employees and increase engagement, retention, productivity and profits.

- Stores pay and contract details, vacation and retirement entitlements and information on training and qualifications for each employee
- >> Tracks hours, planned and unplanned absences, vacation, sick time, and leave
- Can be set up to "red flag" time and attendance issues that violate company policy or legal compliance
- >> Imports payroll into commonly used payroll systems
- Facilitates automatic scheduling for all shifts, departments and projects, ensuring the right skill sets are represented
- >> Manages the hiring process, storing data on new applicants and integrating current employees into the application process
- Stores employee documents such as resumes, letters of recommendation, letters of disciplinary action and performance reviews
- >> Generates letters for all or a group of employees, using pre-defined templates
- Diary functionality reminds users of important events and actions, such as training and development sessions, performance reviews, pay raises and disciplinary meetings
- >> Can be configured to suit your organization's exact needs
- >> Available as a fully integrated solution or separate module















#### **EMPLOYEE SELF SERVICE**

Save administrative time. Give employees control of their own time and attendance. The Advance Systems' Employee Self Service feature creates a win-win situation for both managers and workers.

Our Employee Self Service Software allows employees to track and manage their time and attendance, request time off and shift changes and view payment, attendance and other employee data. The Employee Self Service option saves administrative time by allowing employees to explain absences, request vacation and leave and update personnel details. Requests, authorizations and rejections are processed entirely via the system, completely eradicating the manual process, reducing the paper trail and ensuring that accurate records are maintained.

The Employee Self Service feature puts employees in the driver's seat, so managers and supervisors can focus on driving the organization

- >> Ideal for all organizations, especially those with flexible, mobile workforces
- >>> Employees automatically request leave and check attendance and entitlements, allowing supervisors to authorize or decline with minimal time and interaction
- Allows employees to manage their own time, significantly reducing administrative time and budgets
- >> Plans future work records and generate reports
- >> Automatically updates absence profiles and accruals
- >> Improves punctuality and reduces absenteeism
- >> Increases productivity
- >> Ensures accurate records
- >> Integrates with job costing for real-time employee activity analysis
- >> Available as a fully integrated solution or separate module













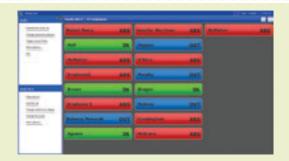


#### PERFORMANCE MANAGEMENT/JOB COSTING

If you want your organization to remain competitive, your goal is relatively simple: you must ensure the growth of your organization, while balancing costs. But the act of achieving this goal is anything but. The Advance Systems Performance Management/Job Costing features make it easier than ever to ensure that the money coming in covers the cost of all jobs in the product or service process.

Simply use the Performance Management/Job Costing feature to track projects by the hour, quantity or cost; compare planned jobs and budgets with actual jobs and measure performance. Managers can access data in real time and use it to reduce costs, improve budgets and boost performance. Managing your resources while staying on budget has never been so easy.

- >> Accurately calculate production costs
- >> Use the future work planner to plan daily and weekly tasks
- >> Track projects and highlight items over budget with the project analysis module
- >> Clock in from a variety of systems, including PC, laptop, tablet computer, or mobile phone
- Information can be viewed in several different display options, including graphs and planners
- >> Generate reports that show total and overtime hours worked by employees
- >> Avoid unexpected job related expenses and keep jobs on track
- >> Manage future resources using current data
- >> Available as a fully integrated solution or separate module















#### RECRUITMENT MANAGEMENT

Your organization is only as good as its people. The Advance Systems Recruitment Management tool allows human resources professionals to strategically position themselves to win the talent wars.

Use the Recruitment Management function to seamlessly integrate your recruitment and interview processes with your existing HR data. From keeping track of vacancies to compiling candidates, from storing resumes and letters of recommendations to evaluating applicant suitability according to qualifications, the Advance Systems Recruitment Management tool gives your organization some serious people power.

#### **KEY BENEFITS AND FEATURES**

- >> Store job vacancy information and applicant details in one central area
- Compare candidate resumes with vacancies and determine if qualifications match the job
- >> Identify and monitor all vacancies
- >> Define a recruitment process for each vacancy
- >> Store advertisements related to vacancies
- >> Store resumes, recommendations and interview notes in applicant files
- >> Change status from job candidate to employee
- >> Run applicant reports
- >> Communicate with groups of candidates
- >> Integrates fully with other Advance Systems solutions

#### **AUTO ID**

Produce identification cards on the spot with the Advance Systems Auto ID tool. Save time and money by allowing employees to design, customize and produce text, logos, graphics and employee photos on your organizations' ID cards.

This highly flexible function allows you to decide the size of the cards, as well as information included. Important employee information can be encoded and stored on the ID cards in the form of proximity, barcodes or magnetic strips.

The simple design wizard guides employees through the entire process, and digital cameras can be linked to the application to create a full color photo immediately. No design experience required!

- >> Produce immediate employee and visitor ID cards
- >> Save time and money by eliminating designers and printers
- >> Use the Auto ID feature alone or as part of a larger security system













#### **VISITOR MANAGEMENT SYSTEM**

Know exactly who is in your building and where they are, with the Advance Systems Visitor Management tool. If you want to have more control over your physical and intellectual property, secure your premises, reduce crime and protect your employees, monitoring the movements of your visitors while on your premises is key.

Even better - you get increased security without the additional cost of designated personnel. Employees use the Advance Systems Time & Attendance System to quickly and easily schedule visitors. When visitors arrive, they log in to the system using a touch screen application. The system can be configured to take photographs, print badges and automatically notify contacts of the visitor's arrival. With the Advance Systems Visitor Management function, it's easy to be secure.

- >> Improve security
- >> Save time and money by streamlining the visitor check in process
- Reduce unwanted visitors by denying visitors who have not been given clearance
- >> Configure the system to sound an alarm or send an email alert whenever an unauthorized access attempt is made
- Collect all information necessary for identification and entry, without the cost of extra security or personnel
- >> Use the Fire Evacuation function to keep track of and locate visitors and employees in emergency situations
- >> Integrates fully with other Advance Systems solutions





















# **CLOCKING OPTIONS**

#### **BIOMETRICS**

Increase security, eliminate buddy punching, decrease overpayments and increase time and attendance accuracy with the Advance Systems state-of-the-art biometric clocking system. Employees register their arrival and departure times simply by placing their finger on the biometric scanners, attached to terminals installed at convenient locations throughout the worksite.

In the past, real-life conditions such as hot or cold environments could wreak havoc with biometric technology. Not so with Advance Systems biometric scanners. The Lumidigm multispectral sensors we use are the best in the business and can scan through layers of grease, dirt, grime, moisture and sweat. That means our cutting-edge technology works in real life, not just in the movies.

- >> Fingerprints are stored as algorithms and actual fingerprints cannot be retrieved from the system, increasing security.
- >> The biometric system can be used alone or in conjunction with swipe cards and key fobs.
- Information received at the clocking terminals is periodically downloaded to the system, where it can be viewed, analyzed and printed.

## **PROXIMITY**

Our quick and easy-to-operate Proximity Time Clock Systems are ideal for organizations of all sizes in all industries, with a variety of workforce patterns.

The Advanced Systems Proximity Clocking System allows employees to record arrival and departure times using a variety of different input methods, including:

PIN entry/keypad, swipe cards, ID badges and key fobs. Employees simply use the input method, which is encoded with employee information, to gain access to pre-approved areas.















#### **EMPLOYEE SELF SERVICE**

#### **PC CLOCKING**

Employees can manage time and attendance from personal computers with the Advance Systems PC Clocking System. The system can be configured to recognize the employee by ID card, keyfob, swipe card or fingertip.

Allow employees to easily view and oversee their own attendance records, explain absences, request leave and view vacation time right from the clocking terminal. Absolutely no software installation is required for this clocking method.

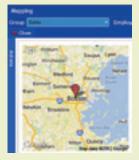
- >> Ideal for organizations that require groups of employees to manage time on one PC terminal.
- >> The system can be used wherever there is access to the Internet.
- >> The clocking station can be programmed to show relevant information when used, such as past clockings or amount of vacation time accrued.

#### LANDLINE CLOCKING

Our Landline Clocking option is an ideal solution for organizations looking for a cost-effective, quick solution that requires no additional devices. Employees record time using a landline phone and a 1-800 reverse billing number. Time and attendance data is immediately sent to the Advance Systems Time & Attendance System, where managers and supervisors can view it in real time.

Want a system that's easy to set up, easy to use and doesn't require extra equipment? You've just found it.

- Ideal for organizations with all types of workforce configurations, including those that have employees who work at remote job sites.
- >> Eliminate time-consuming voicemail call-ins and log sheets.
- >> No training or equipment necessary.















#### MOBILE PHONE CLOCKING

The United States has the highest percentage of mobile workers in the world. The Advance Systems Mobile Phone Clocking System allows you to keep accurate track of employee time and attendance, wherever they may roam.

Using a simple mobile phone, employees can track their time from any location, whether they are working from home, on the road, or at another worksite. The information is immediately transferred to the Advance Systems Time & Attendance System, where it can be viewed, analyzed, and printed by managers. The Advance Systems Mobile Phone Clocking System puts time and attendance in the palm of your workers' hands. Literally.

- No expensive extra software or equipment needed. Use your phone as is.
- >> Phones equipped with GPS can be configured to map the workers' location during the clock in and clock out processes.
- >> Reduce typical mobile workforce challenges, such as payment errors, inaccurate timekeeping and compliance issues.

#### SMS TEXT CLOCKING

Are you looking for a simple, inexpensive clocking solution? One with no fancy equipment or devices, no specialized training and one that can be used just about anywhere? The Advance System SMS Text Clocking option allows employees to clock in and out using text messages on a basic mobile phone. All that's needed is cell service.

Workers simply send a text message with their employee number to a virtual mobile phone number. The data is then sent to the Advance Systems Time & Attendance System, where it can be immediately viewed.

- >> SMS Text Clocking can be configured to record more details, such as location, project or job.
- >> Absolutely no hidden costs. Users are billed monthly by the telecommunications provider.
- >> Ideal for mobile workforces.

















#### WEB-BASED CLOCKING

If you've got a varied workforce that operates out of several different locations or is mobile, consider The Advance Systems Web-based Clocking option. Web-based clocking allows employees to manage their time and attendance from virtually any type of Web-based communication device, including desktop PCs, laptops, iPads and other tablets and mobile phones.

No hardware or software required. Web-based Clocking is as easy as logging onto the Internet. Employees and supervisors can use the system anywhere, anytime - from the home office, from remote worksites or on the road. With our Web-based Clocking option, you've found a system as flexible as your workforce.

- Save time and money, while empowering employees to manage their own time.
- >> Reduce administrative errors, compliance issues and overpayments associated with a mobile workforce.
- >> All you need is an Internet-ready device and access to the Web.

### WEB BASED BIOMETRIC CLOCKING

If your organization requires groups of employees to manage time and attendance on one PC terminal, the Advance Systems Cloud Kiosk Clocking option may be just what you're looking for.

One of the most flexible clocking systems on the market, the Cloud Kiosk Clocking option allows employees to manage time and attendance at a kiosk set up on a wall - or desk mounted monitor. It's ideal for organizations that require their employees to register changes when moving from task to task.

- >> Use with a touch screen or traditional computer terminal with a variety of input methods, including biometrics, key fob, swipe card or simple keyboard.
- Cost effective and easy to use, the system requires no hardware or software.
- >> Ideal for situations that call for fewer computer terminals, such as retail and service environments.























# **OUR SERVICES**

The right time management system can save your organization both time and money, providing a return on investment in as little as a few months. But the wrong system? A workforce management system that is not perfectly aligned with your organizations' needs and goals can be an empty investment and can cost you more money in the long run.

Advance Systems Inc. is 100% committed to ensuring that your time and attendance system saves you time, saves you money and helps you meet every single one of your organizational goals. From helping your organization determine its workforce management needs to implementing your time and attendance system, from installing the system to supporting you in the long term through issues and upgrades, Advance Systems Inc. has you covered.

#### CONSULTANCY/IMPLEMENTATION

With more than 4,000 workforce management projects under its belt, Advance Systems has the experience and knowledge needed to help your organization plan, manage and use its time and attendance software, now and in the future.

- >> Consultancy that examines your workforce needs and determines tools and functions that can streamline your workforce management, helping you save maximum time and money.
- >> Reports that show software potential and financial benefits.
- >> Dedicated project personnel who will lead you through the process, answer your questions and ensure system optimization from the planning stages, through the training and support stages.

## PROJECT MANAGEMENT

Advance Systems prides itself on offering a comprehensive project plan before, during and after installation, to ensure your organization's needs are always met both now and in the future.

- >> Comprehensive project plan ensures that when it comes to your organizations' specific needs, nothing is overlooked.
- Project planning that measure readiness for implementation, monitors performance and ensures the momentum of your project.

Find us on

- >> Long-term assessments that ensure your workforce management software continues to work hard for you.
- Maximum control of your project, with minimum disruption to your business.
- >> Clear communication and continuity, from beginning to end.













#### INSTALLATION

The Advance Systems team of project managers, software engineers and hardware engineers takes care of installing the time and attendance system for you, freeing up time for your IT team and allowing them to focus on meeting organizational goals.

- System onto your IT infrastructure.
- Sets up the database, security parameters, configuration and data migration based on your organization's specific requirements.
- >> Integrates software with payroll and HR systems.
- >> Ensures hardware is fully operational and communicating with the host system.

#### **TRAINING**

Ensure your Advance Systems Time & Attendance System remains usable and cost effective with our end-user training strategy. Training strategies are developed before installation to avoid training overrun.

- Assessment of end-user needs, including evaluation of users' technical skill levels.
- Achievable training targets set based on complexity of application, number of users and users' computer literacy and familiarity with similar applications.
- >> Training tailored to the client's specific use of the software and potential problems experienced by users taken into consideration.

#### **SUPPORT**

At Advance Systems, our relationships with clients don't end with installation and training. We're there to support you as long as you're using our product.

- >> An assigned help-desk contact will support you on a day-to-day basis.
- >> An Advance Systems project manager will continue to support you, in addition to the help-desk contact.
- Support available for everything pertaining to the use of the software, including troubleshooting issues and problems, making adjustments as your organization grows and changes and ensuring that upgrades are made.

















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