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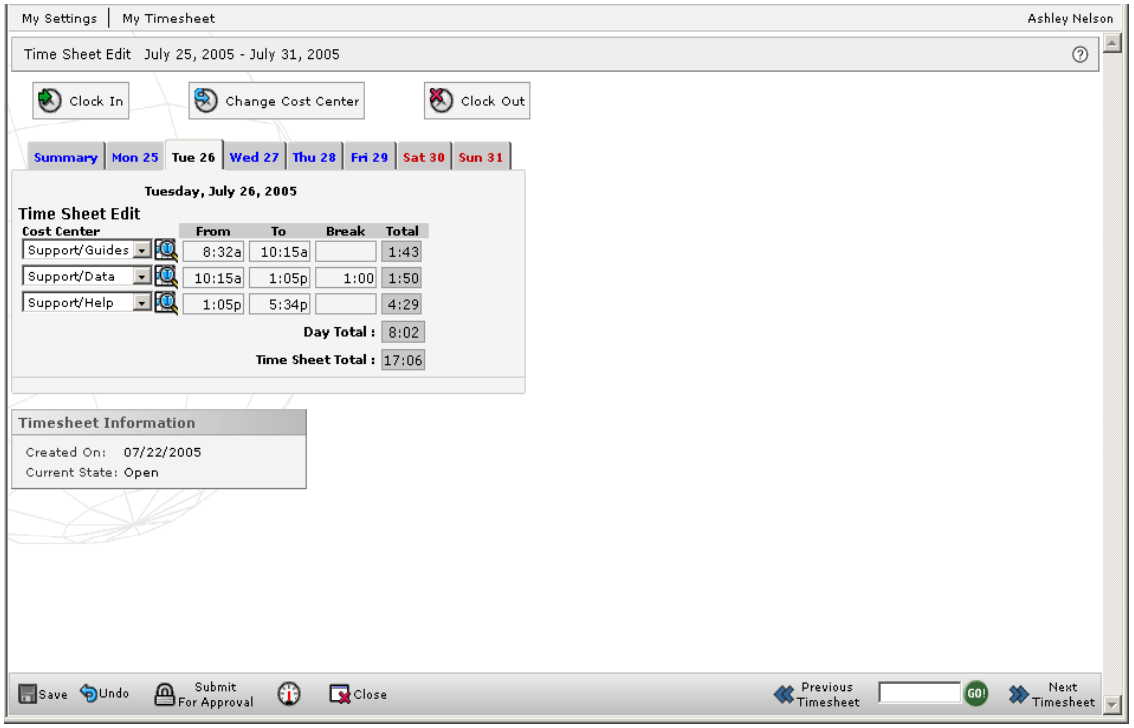
time & labor management solutions

Employee -> Time Entry -> Time Stamp



Highlights:

- Simplify or expand data required to track time and attendance
- Configure timesheet formats by individual or group
- Maintain consistency with existing policies through user-defined labels

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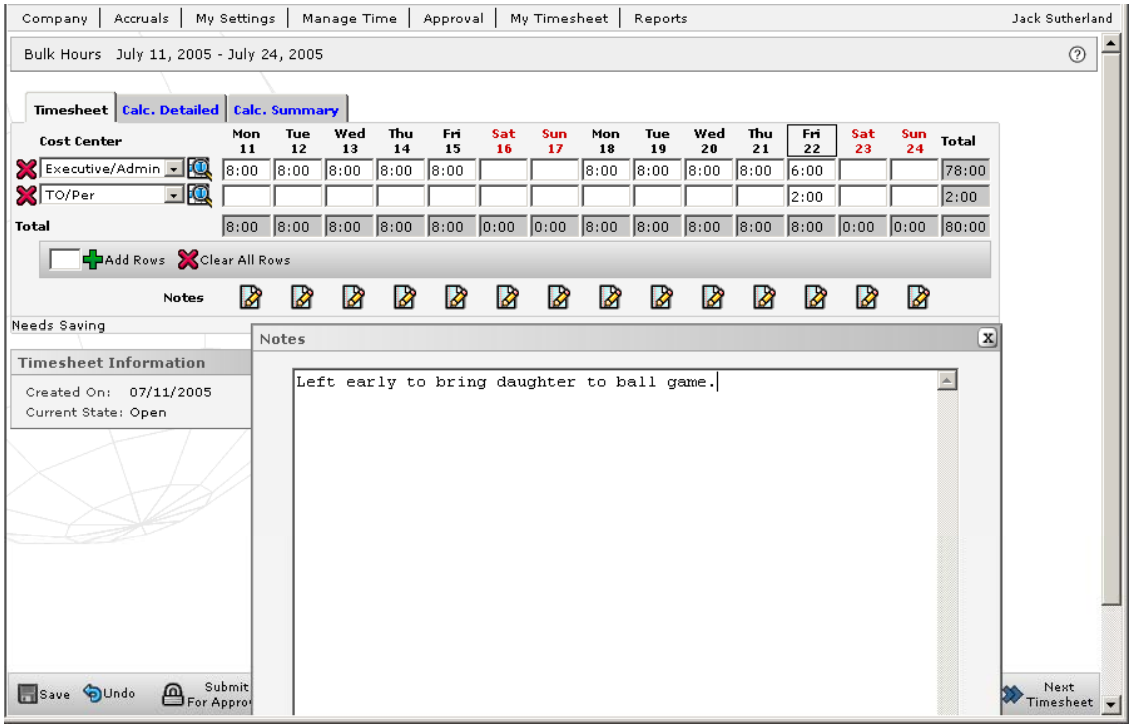
Employee -> Time Entry -> Bulk Hours



Highlights:

- Automatically pre-populate timesheets
- Quickly enter comments or reason codes by exception
- Easily view calculated hours if access is granted

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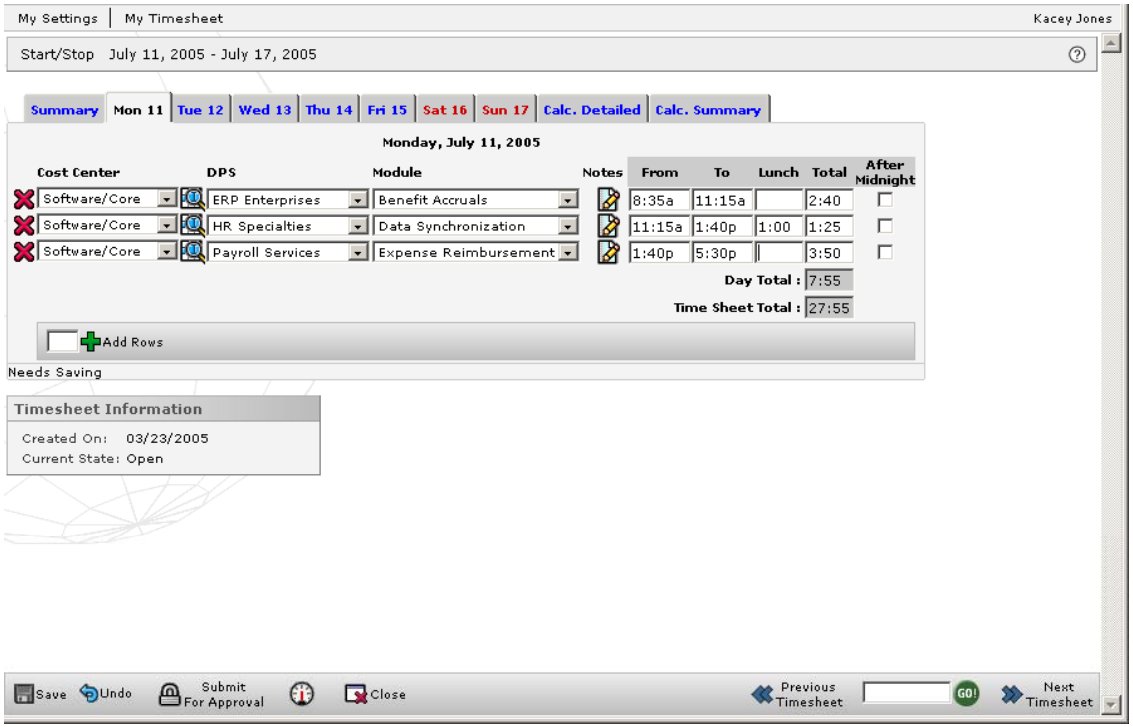
Employee -> Time Entry -> Start / Stop



Highlights:

- Track work time against departments, projects, tasks, etc.
- View additional information such as planned Time Off
- Manual or automatic submission of timesheets

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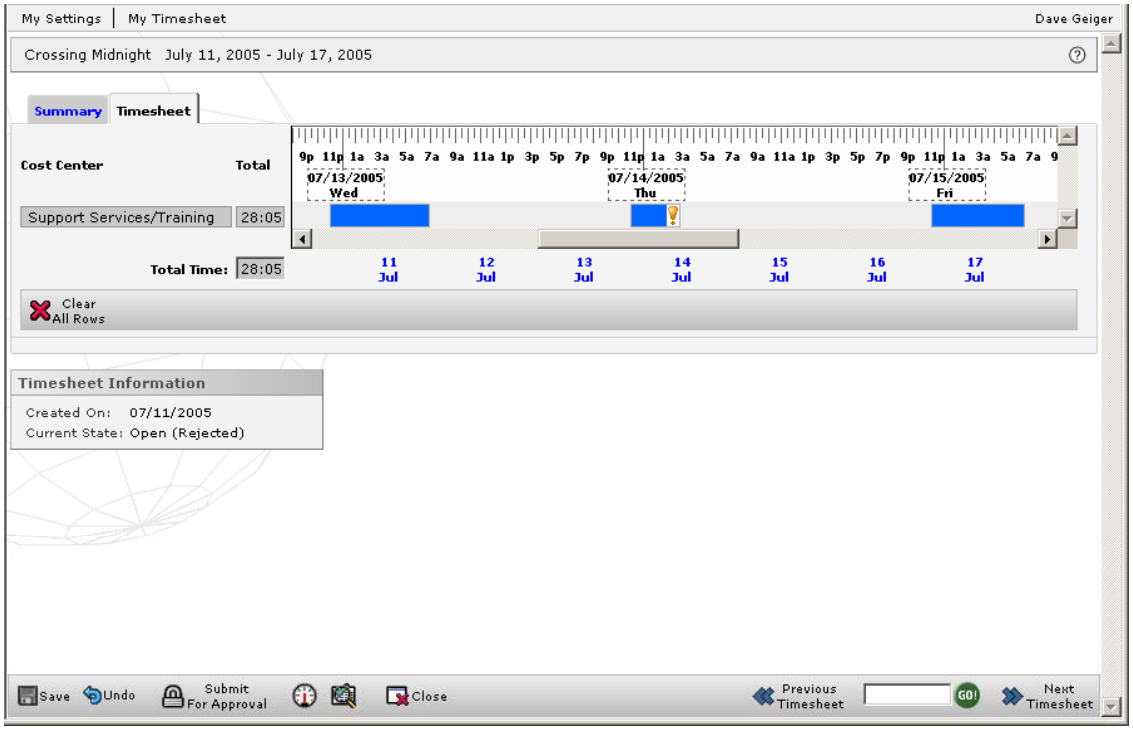
Employee -> Time Entry -> Crossing Midnight



Highlights:

- Web, barcode, Biometric and wireless data entry available
- Streamlined workflow ensures accurate payroll
- Easy to configure settings address the most complex pay rules

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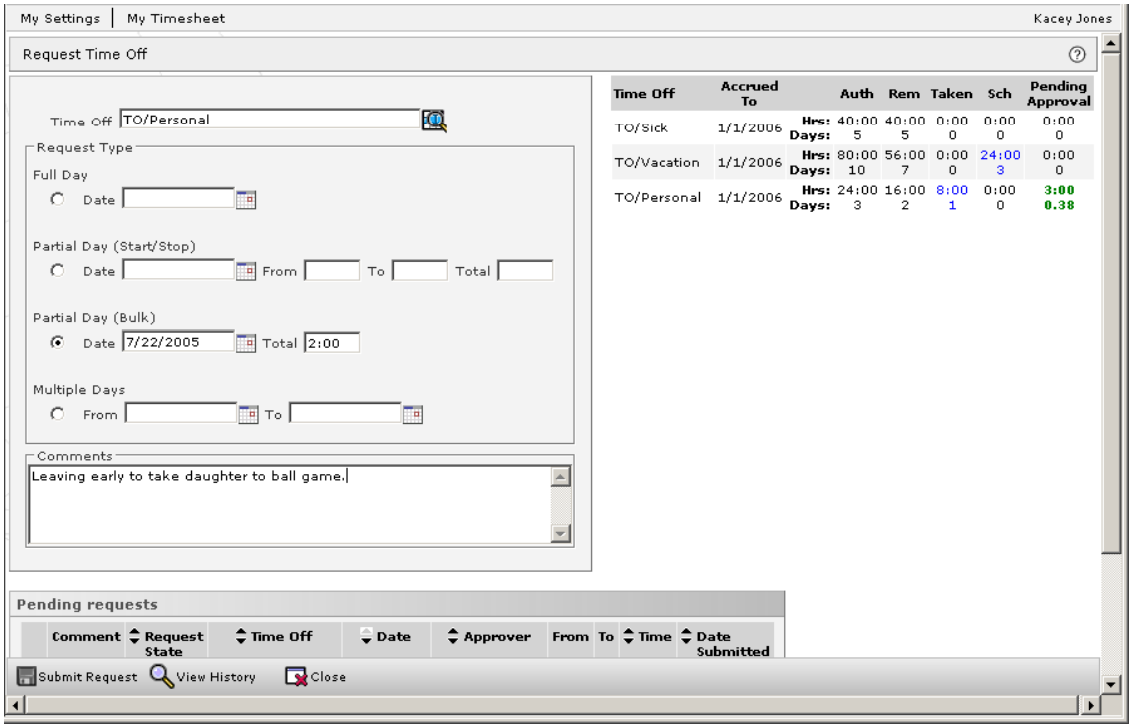
Employee -> Request Time Off



Highlights:

- Enter Time Off directly into timesheet or require manager approval
- Easily view authorized, taken and scheduled Time Off
- Avoids schedule conflicts and unbiased enforcement of company policy

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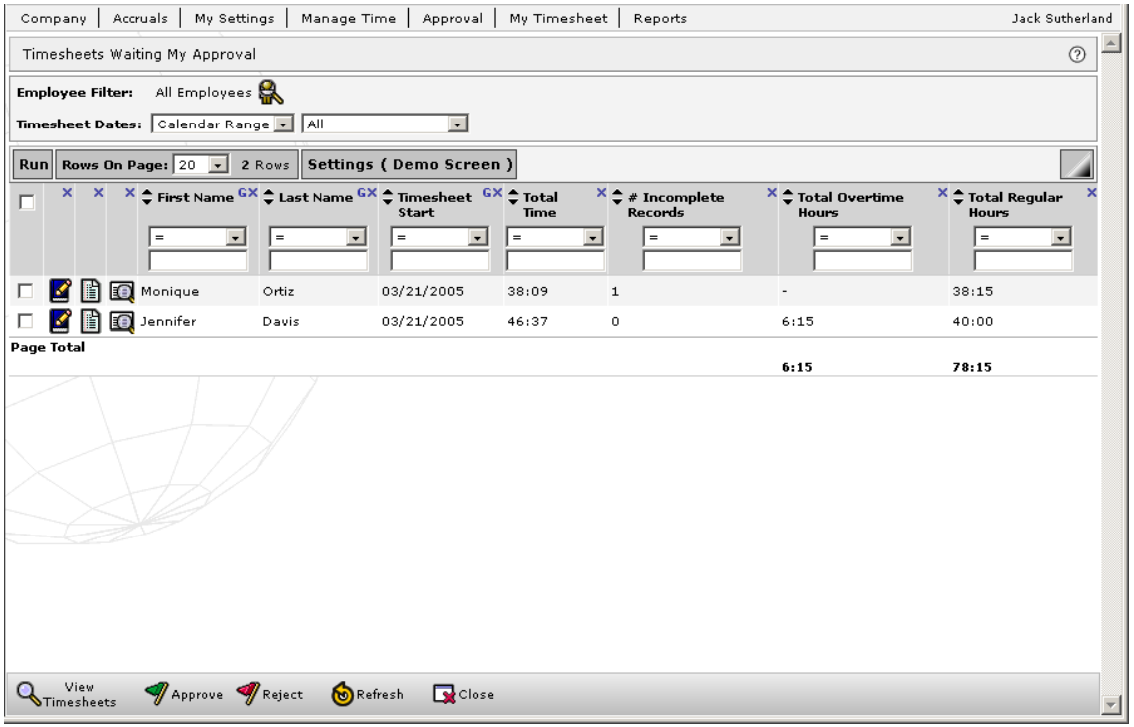
Manager -> Timesheet Approval



Highlights:

- Easily review, edit and approve timesheets by exception
- Quickly identify missing punches, attendance infractions and overtime
- Identify employee trends including adherence to schedule

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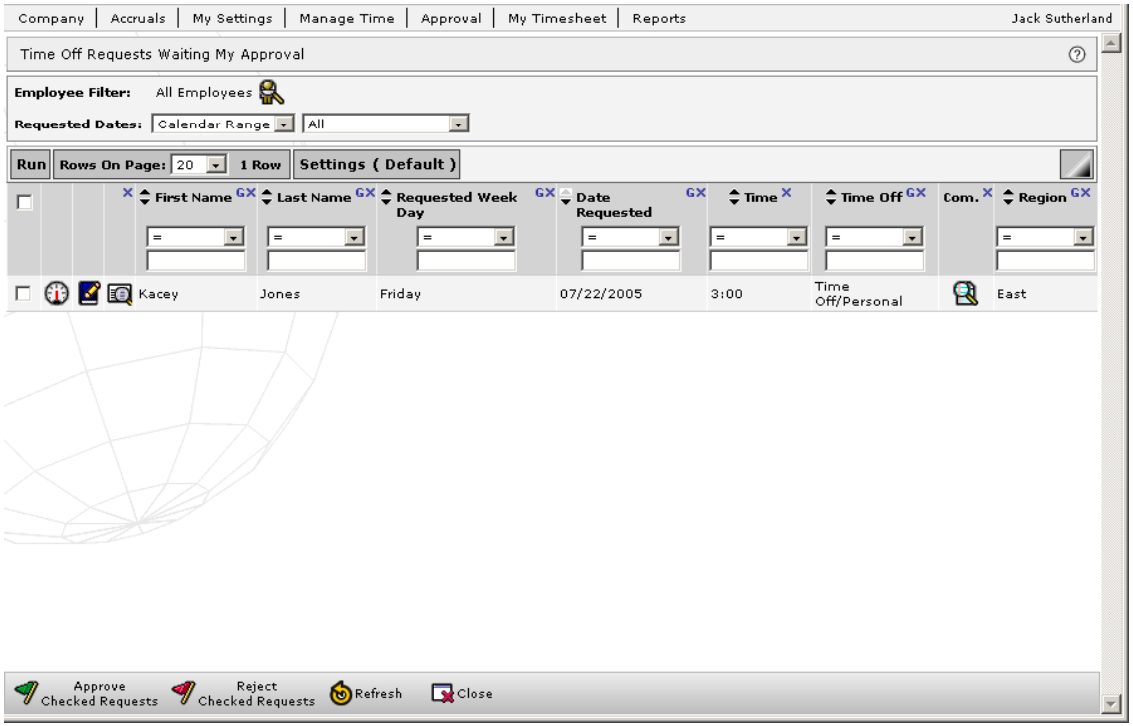
Manager -> Time Off Request Approval



Highlights:

- Instant access to past Time Off and time scheduled in the future
- System maintains all history of comments for approval and rejects
- Automatic accrual processing notifies of potential negative balances

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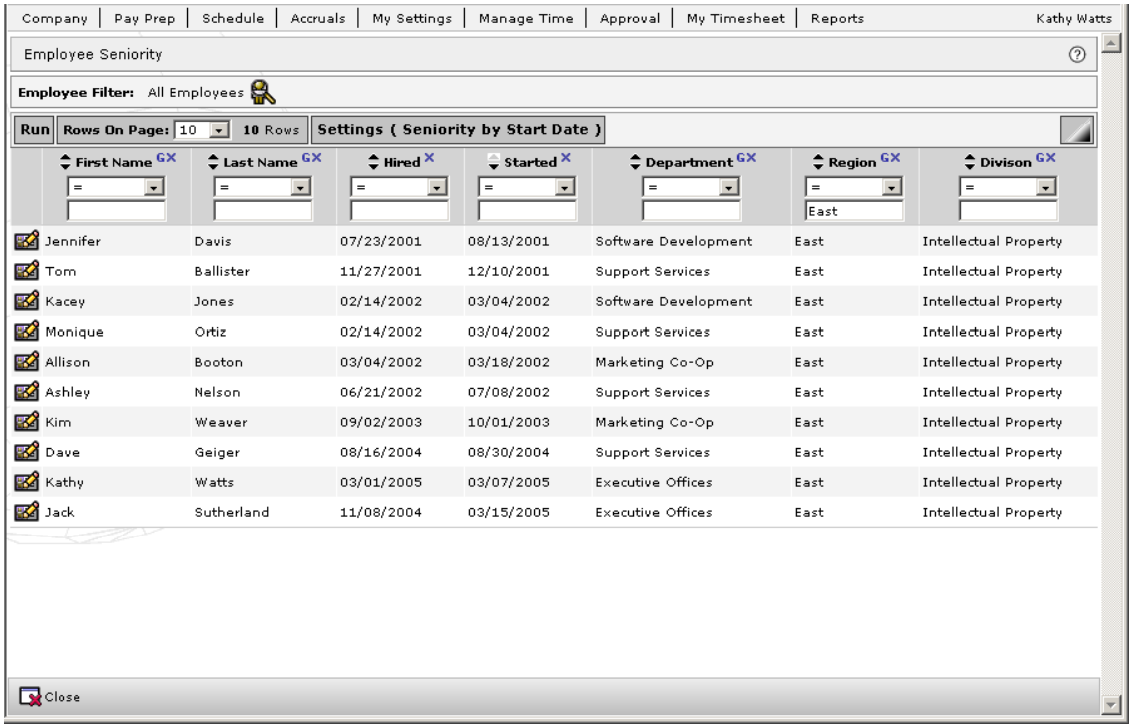
Manager -> Reports -> Seniority



Highlights:

- Quickly filter, sort or group report data
- Send data to screen, CSV, Excel, .PDF, .HTML, .XML
- Data displayed in text, graphical and calendar formats

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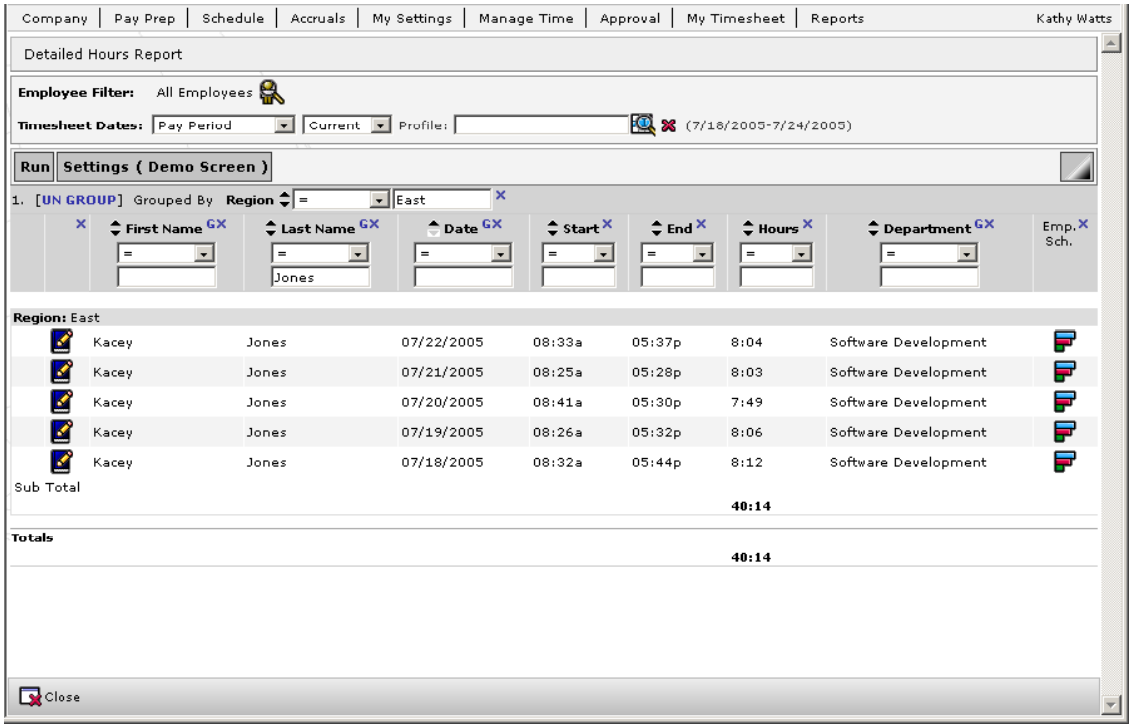
Manager -> Reports -> Detailed Hours



Highlights:

- Drill-down capability directly from report allows quick change to data
- Limit, expand and place data fields in preferred order
- Easily push saved report settings to individuals or groups to save time

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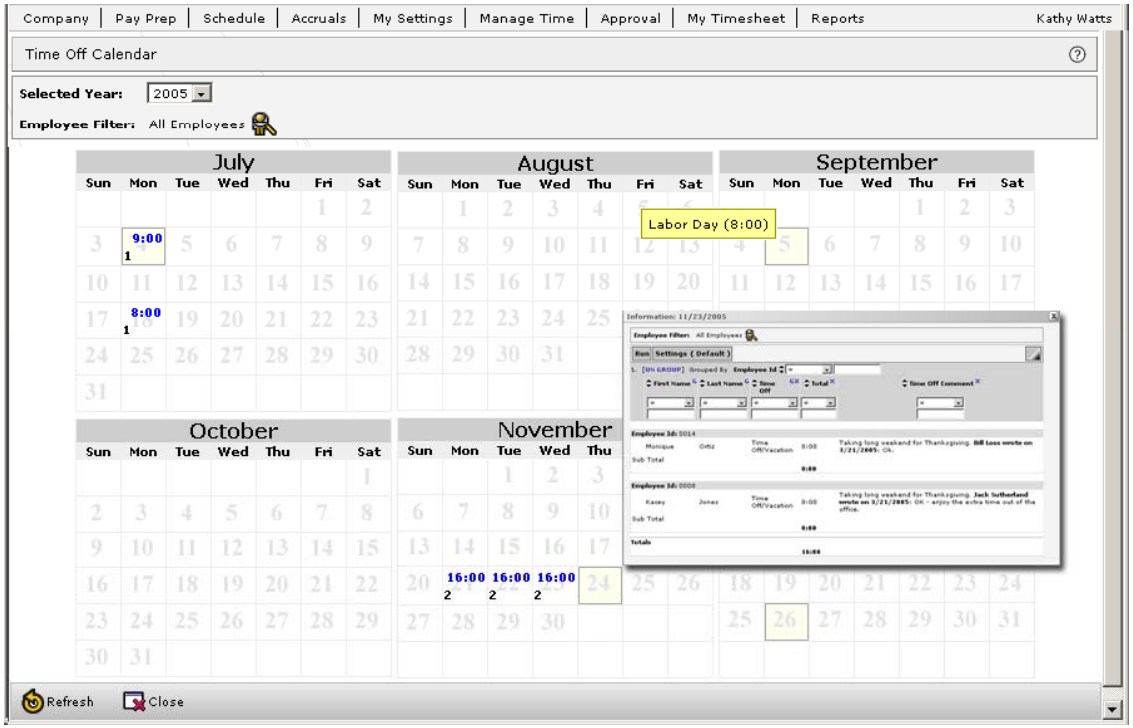
Manager -> Reports -> Time Off Calendar



Highlights:

- Graphical view is familiar to all employees
- Employee view based on security settings and group permissions
- Available comments record approval history and prior communication

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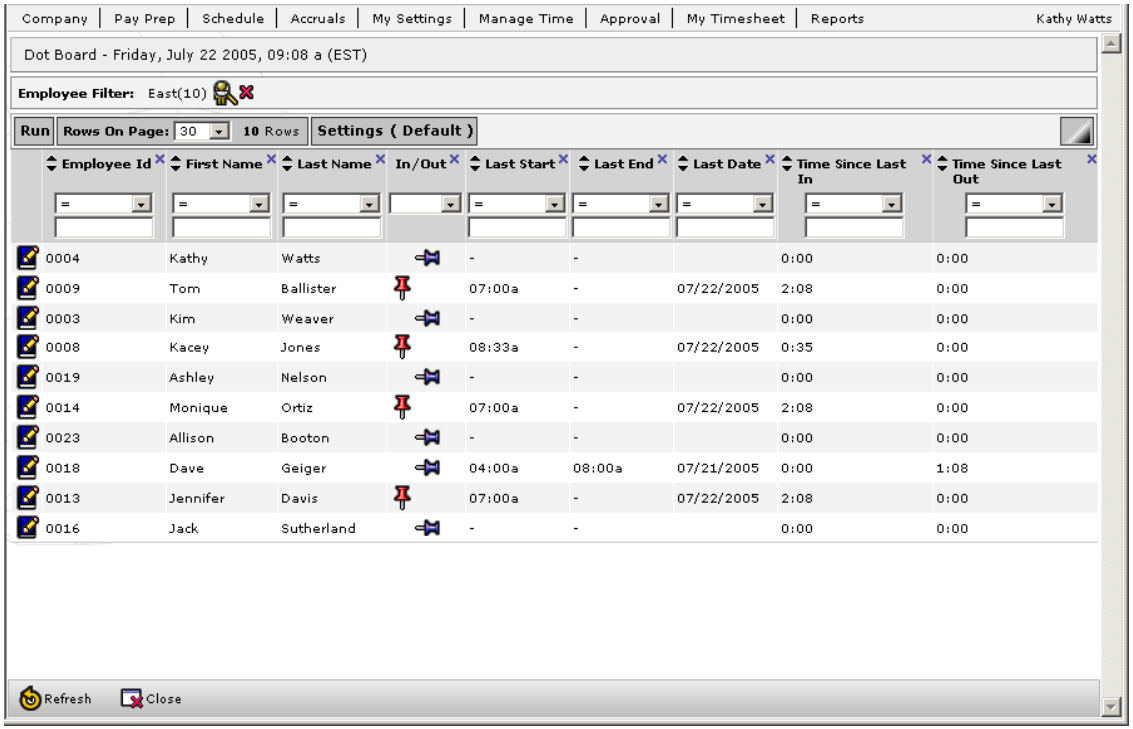
Manager -> Reports -> Dot Board



Highlights:

- Know who's working and who's not in remote locations
- Monitor what current projects employees are working on
- Identify the last in or out punch by employee

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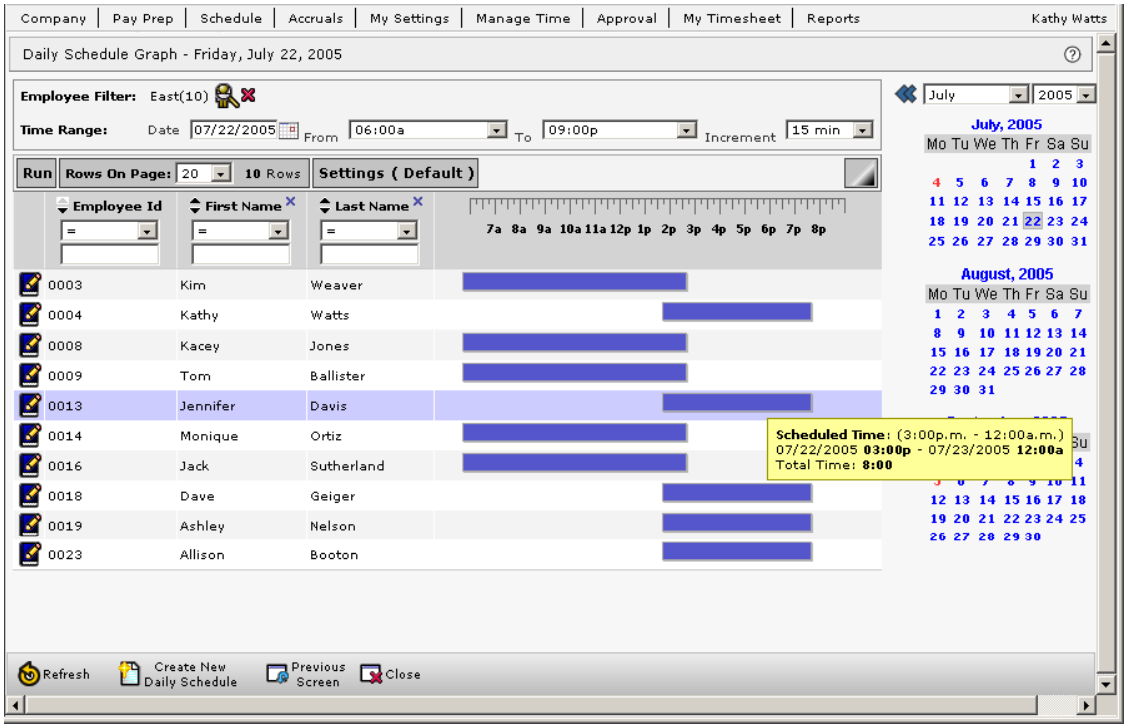
Manager -> Schedules -> Daily View



Highlights:

- Establish skills, positions and locations by business unit
- Assign skills and work preferences to employees
- Define rules (lowest $, fewest people, etc.) and generate schedules

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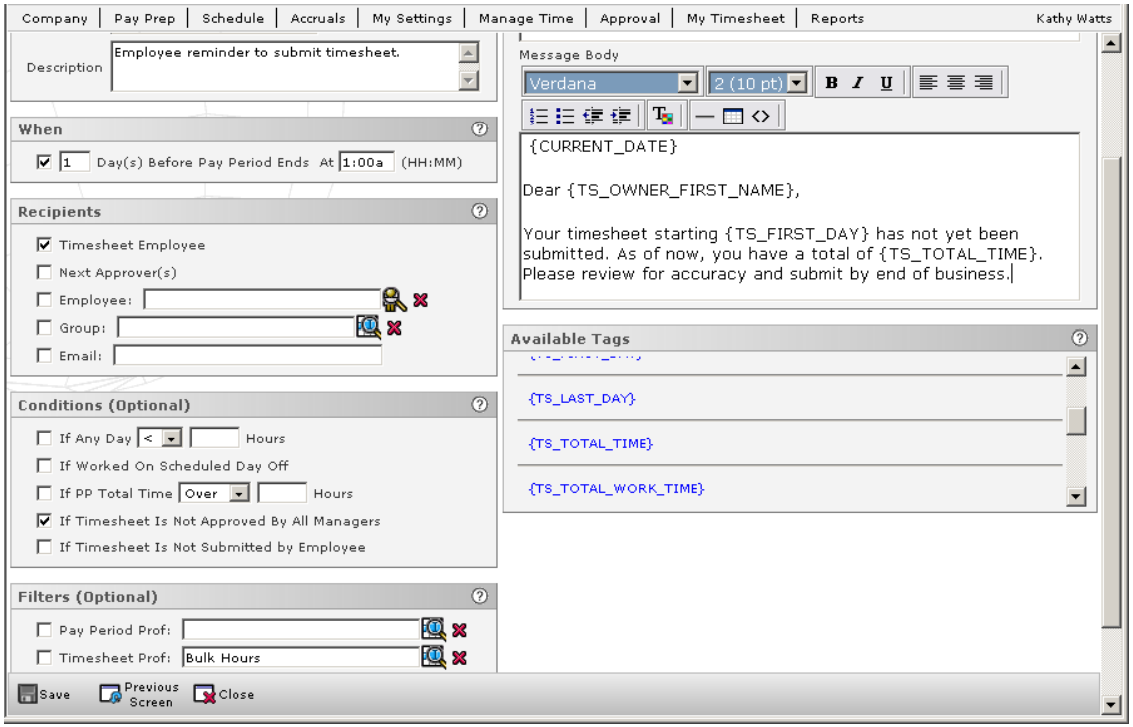
Manager -> Notification -> Timesheet Submittal



Highlights:

- System tracks most processes and core functions for exceptions
- Configurable ‘tags’ send employee or process specific information
- Notifications sent automatically based on specific occurrences or events