

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