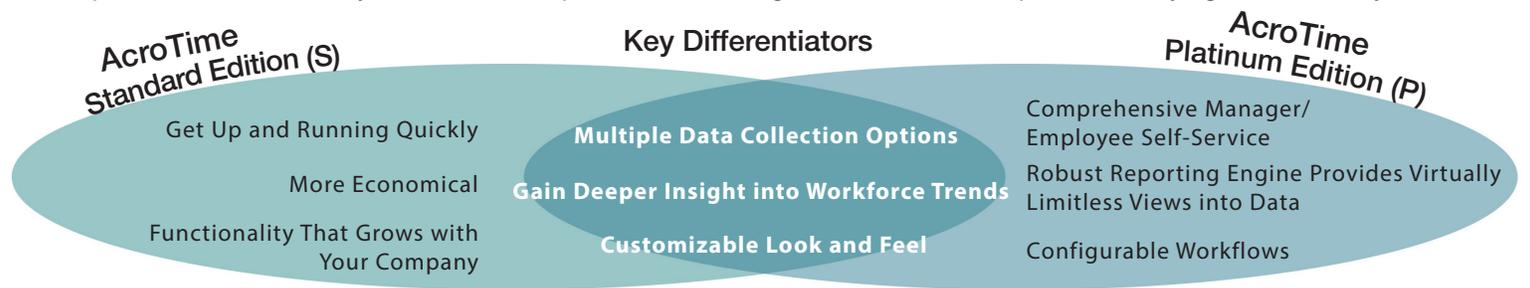


WHICH SOLUTION WILL HELP TO MAXIMIZE YOUR WORKFORCE'S POTENTIAL?

The first step to building a more efficient workforce is choosing the right solution. Whether you're part of a large organization or a small business and whether you're looking for deeper insight, greater efficiency, or improved productivity, you have found the product that will meet your business requirements. Picking a solution is as simple as identifying the features you need.



FEATURE HIGHLIGHTS	S	P	Functionality: ○ = Limited ● = Full
Employee/Manager Self-Service	○	●	Allow users to manage various aspects of their accounts such as timesheets, employee demographics, and more
Permanent Detailed Audit Trail	●	●	Ongoing changes are tracked for greater accountability
Timesheet Approval Workflow		●	Up to five approval levels with as many approvers on each level as needed
Company Dashboard	○	●	Role-based views provide insight into key workforce data with the ability to respond
Time-Off Request Tool		●	Automate processes associated with employees' time off
Import/Export Utility	●	●	Wide range of third-party data integrations supported
Job Costing	○	●	Track time across multiple locations, departments, projects, and tasks
Accruals		●	Accurately track and manage multiple types of accruals while adhering to company policies
IP Address/Punch Restriction	○	●	Set up approved punch-in centers and times
Multiple Pay Periods		●	Conduct weekly, biweekly, and/or monthly periods
Autopopulated Holidays	●	●	Convenient, "set it once and forget about it" functionality
Application and User Permissions	○	●	Flexible security settings to control access to information
Flexible Pay Rules and Rates	○	●	Rules-based system covers a majority of scenarios
Pay Categories	○	●	Set up multiple categories according to your needs
Itemized Expense Tracking	○	●	Track and manage business expenses for each employee
Multiple Time Zones	○	●	Support employees across different time zones
Mass Edit Capabilities	○	●	Make updates to multiple users' accounts at once
Points Tracking System		●	Identify positive and/or negative attendance trends
Backup Managers		●	Assign temporary managers to supervise attendance
Notifications Module		●	Configure custom email notifications to be sent in response to different events (alerts, reminders, etc.)
Exception Tracking		●	Color-coded report tracks lateness and other infractions
Mobile App Compatibility		●	For employees and managers; iPhone and Android Versions

REPORTS	S	P	Functionality: ○ = Limited ● = Full	HARDWARE	S	P	Functionality: ○ = Limited ● = Full
Variety of Reports	15	50	Configure custom report views using advanced filtering; export options include CSV, Excel, PDF, HTML, and XML	Ethernet-Based Clocks	●	●	Real-time punch collection devices
Daily Email Summary	●	●	Email of the current or previous day's attendance report	Modem-Based Clocks	●	●	Set update frequencies
Custom Analytics	○	●	Easily add extra columns for custom calculations	Mag stripe, Proximity, and Bar Code Cards	●	●	Accommodate a variety of workplace environments
Save Report Settings	○	●	Save and share popular report settings across the team	Biometric Scanners	●	●	For added security that also prevents buddy punching
Customizable Look and Feel	●	●	Set up company-specific logo, colors, and report headings	Access Control	○	●	Restrict and monitor access to specific areas
Specialized Reports	○	●	Interactive views of different data within the system	Remote Management	○	●	Configure and manage devices while traveling

OPTIONAL MARKETPLACE TOOLS AVAILABLE

MARKETPLACE ADD-ONS*	S	P	Functionality: ○ = Limited ● = Full
Communication API	○	●	Seamless communication with third-party systems
RSA Login Authentication	●	●	Provide added security with two-factor authentication
Premium Dashboard		●	Powerful and dynamic views into key workforce performance trends across the entire organization
Emailing of Reports		●	Automatically schedule emails of preconfigured reports to be sent to the team members on the go
Document Storage		●	Centralized location for employee-related data (receipts, company handbooks, and more)

*Note: These features are optional power tools for new and existing c and available at an additional fee.

Contact our team today to discuss your organization's time and labor management needs!

"The software is logically designed and structured, so if you're not familiar with it, you can easily learn on your own."

— Romeo Chicco

