

# Next Generation Web-Based Time & Attendance



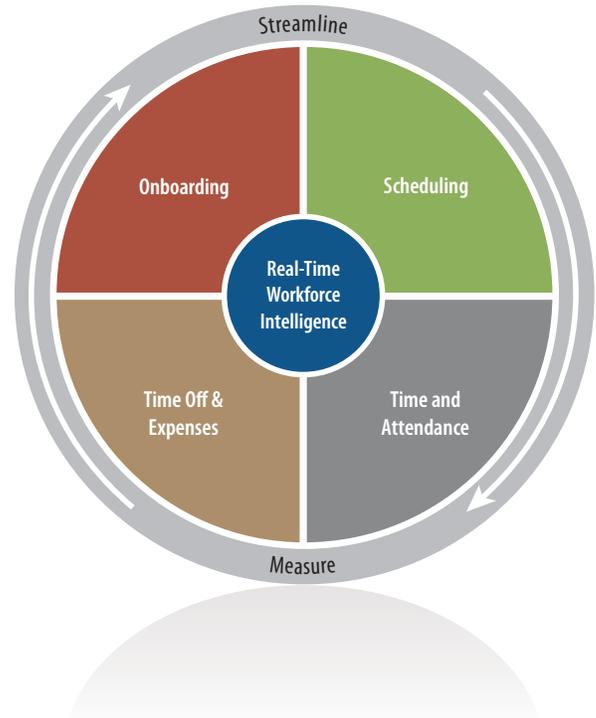
## PerfectTIME® HR

Take control of labor costs and workforce management

PerfectTIME HR is an intuitive, convenient and efficient web-based time and attendance solution that helps organizations optimize their greatest asset and most manageable expense: the workforce.

Featuring sophisticated technology such as biometrics and the industry's leading time and attendance engine, HR:

- Reduces Administrative Tasks
- Improves Payroll Accuracy
- Provides Superior Business Intelligence
- Maximizes Return on Labor Investment
- Generates Higher Operating Margins



## Putting Time on Your Side

HR provides your business with a comprehensive and flexible set of tools to schedule, track and measure workforce time and attendance. By automating the collection and management of employee time-related information, HR offers you a wealth of benefits, including:

### EFFICIENCY

- Easy data imports and exports.
- Elimination of risks associated with paper timecards.
- Sophisticated, secure and real-time time-entry portals to increase accuracy of time tracking.
- Secure and intuitive self-service Web interfaces.
- Time entered, reviewed, and approved easily and promptly in real-time 24/7.
- Effortless migration of approved time data to existing payroll and business systems.

### LABOR COST REDUCTION

- Eliminates time fraud.
- Enforces pay and attendance rules to control labor costs.
- Raises employee and supervisor productivity.
- Lowers payroll-processing costs while improving accuracy.

### WORKFORCE INTELLIGENCE

- Unlimited data storage.
- Real-time dashboards available 24/7.
- In-depth reporting tools.

### EXPEDITED RETURN ON INVESTMENT

- Rapid deployment and implementation.
- Minimal training required.
- Comprehensive support.

# Features & Technology



Businesses require solutions that match their versatility. Built on decades of HR and software experience, **PerfectTIME® HR** accommodates companies of any size and industry by leveraging:

- The Web's flexibility,
- Sophisticated time-entry technology such as biometrics,
- Powerful time and attendance, reporting, scheduling, and benefit/PTO accruals engines, and
- Seamless integration with payroll and other critical business systems.

## Key Features

### CORE FUNCTIONALITY

- Scalable to businesses of any size.
- Versatile architecture supports calculating, viewing, and migrating time data across companies, locations, and departments.
- HR data interface and integration modules.
- Supports the latest time-entry portal technology.
- Payroll interface and integration modules.
- Secure self-service modules, including:
  - Employee profile builder
  - Administrator Web interface
  - Supervisor/Manager Web interface
  - Employee Web interface
  - Scheduling, benefit/PTO accruals, expenses, and account code allocation
  - Pay policy configuration
  - Payroll data exporter
- World-class data hosting facility.
- Global messaging distribution.

## Technology

- Available in On-Demand (SaaS) and On-Premise models.
- Microsoft® .NET 3.5 Framework
- SQL-based.



### AUTOMATED TIME MANAGEMENT

- Dashboards of real-time workforce activity.
- Administrator-defined, multiple-user hierarchy.
- Timecards sortable to user preference.
- Individual and group timecard management.
- Automatic notification of timecards awaiting approval.
- Automatic return of rejected timecard to employee for correction and re-submission.
- Users drill down to examine timecard details, including employee comments.
- Full audit trail of employee time data.

### BUSINESS INTELLIGENCE

- Unlimited data storage.
- Dashboards tracking labor expenses by company, department and location.
- Powerful reporting tools.

- Flexible, scalable.
- Real-time.
- Zero footprint.
- 100% proprietary and managed code.

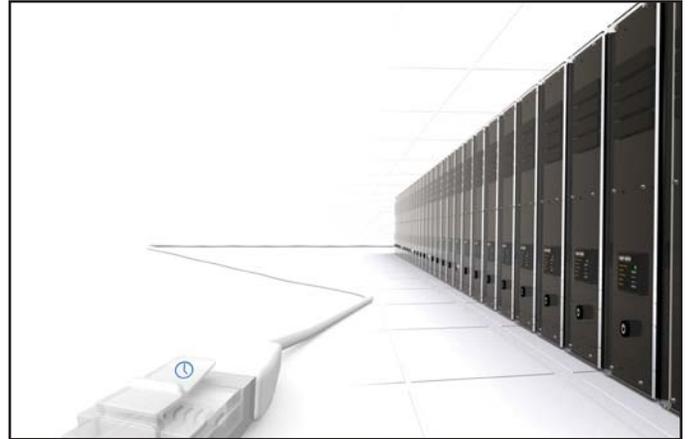
# Leading Edge Time-Entry Portals



Choosing a suitable data collection method is a critical phase of your time and attendance process. Since every company is unique, PerfectTIME® HR features multiple time-entry mechanisms to accommodate even the most complex work environments.

Used individually or packaged together, HR's time-collection portals:

- Eliminate paper timecards
- Enhance workforce management
- Decrease labor costs, including overtime
- Deter time-fraud tactics
- Promote employee acceptance



## Web-Based Biometrics with Photo ID

Biometrics is the industry standard for secure, precise time entry. Utilizing optical fingerprint readers, this value-added time-entry portal enables you to realize additional returns on your labor investment.

### BENEFITS & FEATURES

- Eliminates time-fraud tactics such as buddy punching, rounding and more.
- Ensures submission and approval of real-time hours worked.
- Robust dashboard offers multiple users a real-time, 24/7 view of workforce with photo identification.



*Wireless Ultra Mobile PCs with optical fingerprint readers serve as powerful, versatile and reliable stand-alone biometric terminals.*

- Time-entry method cannot be guessed, forged, stolen, shared, lost or forgotten.
- Employee validation without ID cards, pin numbers or other authentication mechanisms.
- Compatible with additional PerfectTIME hardware, including photo identification, swipe cards, and more.
- Self-Contained, Wireless Stand Alone Units
- Minimal requirements include Internet connection and power outlet.
- Nominal Deployment, Training
- Non-Intrusive
- Low Maintenance

# Leading Edge Time-Entry Portals



## WebClock

WebClock is an innovative time-entry method that captures clock events in real-time while providing a heightened level of security and accountability.

Employees simply log in to [PerfectTIME® HR](#) and click on the WebClock icon when they start their workday, take breaks and leave for the day. At the end of each pay period, employees review and submit their time for approval.

Each clock event is recorded in real-time and viewable by employee and supervisor 24/7. And because each click is traceable back to the IP address of the computer from which it was made, WebClock provides reassurance that the time recorded was done so where and when it should have.



### **BENEFIT AND FEATURES**

- Deters time-fraud tactics such as buddy punching, rounding and more.
- Ensures submission and approval of real-time hours worked.
- Robust reporting offers multiple users a real-time, 24/7 view of workforce with photo identification.
- Timecard access tied to unique User ID and Password.
- Clock events traceable to the IP address of the computer from which they were recorded.
- Compatible with additional PerfectTIME hardware, including photo-identification.
- Minimal requirements include PC with Internet connection.
- Nominal Deployment, Training
- Non-Intrusive
- Low Maintenance
- First-Rate Customer Support

## Web/Desktop

These browser-based, self-service oriented options place your employees in control of their time information and administration. Available in Web and Desktop configurations, [HR's](#) Web client enables workers to track and submit hours from anywhere they have Internet or intranet access: at home, in a hotel room, at a customer's site...anywhere.

### **BENEFIT AND FEATURES**

- Robust reporting offers multiple users a real-time, 24/7 view of workforce with photo identification.
- Timecard access tied to unique User ID and Password.
- Compatible with additional PerfectTIME hardware, including photo-identification.
- Minimal requirements include PC with Internet connection.
- Nominal Deployment, Training
- Non-Intrusive
- Low Maintenance
- First-Rate Customer Support

## Badge-Activated Time Clocks

Proven efficient and economical solutions, Badge-Activated Time Clocks maintain a high level of functionality. You enjoy the benefits of PerfectTIME<sup>®</sup>HR with the added security, efficiency and accuracy of proximity, magstripe and barcode time clock terminals.

With this option, each employee is issued an employee badge that triggers a clock event when swiped through or passed near the HR-compatible time clock. The clock event is instantly recorded by HR and stored in the employee's weekly electronic timecard. At week's end, managers log in to HR to approve the hours worked.

All clocks have an integrated network (Ethernet) connection, which eliminates the cost of a dedicated PC that systems with just a USB connection require.

### BENEFITS AND FEATURES

- Deters time-fraud tactics such as buddy punching, rounding and more.
- Promotes submission and approval of real-time hours worked.
- Compatible with additional PerfectTIME hardware, including photo-identification.
- Nominal Deployment, Training
- Low Maintenance
- Non-Intrusive
- First-Rate Customer Support

## Employee Kiosks

Kiosks offer employee self-service capabilities while allowing you to centralize the point of entry. They are ideal for tracking employee time in situations where employees have limited access to computers or the Internet. Typically positioned in high-traffic areas, these input devices come in touch screen and keyboard variants. Security features, such as biometric technology, badge terminals or cameras, can be added as well.

### BENEFITS AND FEATURES

- Timecard access tied to unique User ID and Password.
- Compatible with additional HR hardware, including biometric technology, photo-identification and more.
- Nominal Deployment, Training
- Low Maintenance
- Non-Intrusive
- First-Rate Customer Support

## Telephony/IVR

HR with interactive voice response technology allows employees to track time using any common telephone or cell phone. Employees simply call in, enter an ID and Pin number, and follow the customized prompts to record and submit hours worked.

As with all of HR's time-entry portals, the clock events are recorded and viewable by managers in real-time via web browser. Additionally, managers in the field can dial in to verify employee status, make basic timecard edits and perform other actions.

### BENEFITS AND FEATURES

- Timecard access tied to unique User ID and Pin Number.
- Non-Intrusive
- First-Rate Customer Support
- Nominal Deployment, Training
- Low Maintenance