

# *Manage Employee Attendance and Save Labor Costs*



**attendance**  
*enterprise*

## Manage Employee Attendance and Save Labor Costs

From 02/13/11 to 02/19/11

	Monday	Tuesday	Wednesday
<b>Feb</b>	<b>14</b>	<b>15</b>	<b>16</b>
Hours		Schedules 19	Schedules 15
Reg 152:00	Ovt 0:00	Shifts Worked 4	Birthdays 1
100%	0%	Anniversaries 1	
Actual 161:00	Leave Requests 1		
Scheduled 152:00	Working Now 1		
Diff 9:00	Critical Exceptions 3		
Schedules 19	Today's Absences 14		
Shifts Worked 20	New Messages 2		
Birthdays 1			
Critical Exceptions 4			
Non-Critical Exceptions 2			

The calendar dashboard summarizes labor activity and highlights issues to be addressed.

Allen, Christine A (01, Warehouse- Shipping, KATHY ADAM) Prev: 02/06/11 to 02/12/11

Last Name	First Name	ID	Badge	Location	Department	Supervisor	Hired					
Allen	Christine	1245	3567	On	Warehouse-Shipping	KATHY ADAM	02/07/00					
Date	Schedule	Start	End	In	Out	Hours	Department	From	To	Hours	Exceptions	Details
1	Feb-6	4:45	13:30	4:41	13:28	8:15	Warehouse-Shipping	4:41	13:28	8:15		
2	Feb-7	4:45	13:00	4:40	13:30	8:00	Warehouse-Shipping	4:40	13:28	8:00	Left Late	
3	Feb-8	8:00	21:00	5:55	21:01	14:30	Warehouse-Shipping	5:55	21:01	14:30	Max SHF	
4	Feb-9											
5	Feb-10	4:45	11:45	4:29	11:44	6:45	Warehouse-Shipping	4:29	11:44	6:45	Arr. Early	
6	Feb-11	4:45	13:00	4:38	13:04	7:45	Warehouse-Shipping	4:38	13:04	7:45		
7	Feb-12	4:45	8:02								Absent (4-45:00:02)	

Supervisors use timecards to quickly identify, correct, and approve employee activity.

### Punch-to-Paycheck Automation

Attendance Enterprise improves employee time tracking, controls overtime, improves employee attendance habits, and reduces labor expenses.

- Stay informed with real-time dashboards of essential labor information.
- Identify attendance exceptions such as tardiness and absenteeism and take action quickly.
- Eliminate unapproved overtime.
- Automate time off requests and approval.
- Correct and approve employee time cards quickly.
- Address unresolved absences by re-categorizing when proper documentation is provided.
- Empower employees and minimize inquiries to HR for attendance and benefit information
- Reduce redundancy by entering information only once.
- Efficiently apply a single edit to a group of employees.
- Cut payroll costs by automating complex pay policies.
- Simplify regulatory and wage audits.
- Improve management and employee communication.

Attendance Enterprise fits any size organization — you purchase the user accounts and number of employees your company needs. As your company grows, Attendance Enterprise scales to accommodate the size of your workforce. You can also add optional modules to help optimize your employee attendance.

## Automate and Save

Attendance Enterprise parameter engine automates even the most complex HR and pay policies.

- Automate employee pay rates and rate changes mandated by complex labor contracts
- Maintain unassailable wage and hour records
- Assist with labor regulations such as FMLA and FLSA
- Resolve absences or exceptions when proper documentation later supports categorizing these instances as FMLA-eligible leave
- Generate reporting for wage and hour claims, wrongful termination litigation, and other legal inquiries

Parameter settings reflect your pay guidelines, attendance policies, and benefit policies. Your pay rules can include overtime, lunch and break periods, rounding, flex time, holiday pay, shift differentials, special premiums, call back pay, and so on. Best of all, parameter settings are easily changed whenever company policies or labor contracts change.

*Unresolved absences can be re-categorized when proper documentation is submitted. Even after the pay period has closed.*

## Control Overtime and Stay Within Budget

Attendance Enterprise tracks labor activities through intuitive labor summaries, time cards, employee historical calendars, time card archives, and flexible employee or group scheduling.

- Track departmental transfers to support the borrowing and lending of employees
- Analyze actual vs. scheduled labor costs and actual vs. budgeted labor costs
- Easily see departmental labor breakdowns, labor hours and dollars by pay designation, and more

Sunday		Monday		Tuesday		Wednesday		Thursday	
Reg	Ovt	PTO	Reg	Ovt	PTO	Schedules	BrIdays	Schedules	
162:00	2:00	0:00	152:00	0:00	0:00	19	15	15	
88%	1%	0%	100%	0%	0%	Shifts Worked			
						Overtime			
						Leave Requests			
						Working Now			
						Critical Exceptions			
						Today's Absences			
Actual	170:00		Actual	161:00					
Scheduled	168:30		Scheduled	152:00					
Diff	1:30		Diff	9:00					
Schedules	21	Schedules	19						
Shifts Worked	21	Shifts Worked	20						
Overtime	2:00	Non-Critical Exceptions	1						

*Excessive overtime is easily identified and supervisors can drill down to investigate.*

## Schedule Employees Efficiently

Attendance Enterprise lets you view, create and change schedules for single employees and for groups of employees by the day, week, month or customized time period.

Create ongoing, repeating schedule patterns for employees who regularly work the same hours. Schedule an employee once, and never worry about it again.

When an employee is assigned a schedule, Attendance Enterprise automatically compares it to worked hours, identifying employees who are tardy, leave early, take long lunch hours or are absent.



Payroll		Scheduling		H.R.	
<b>Bi-Weekly</b>					
Employees	21	<b>This Week</b>		<b>Usage</b>	
Previous Period		Begins	02/13/11	Active Employees	21
Begins	02/06/11	Ends	02/19/11	Hourly Status Types	
Ends	02/22/11	Employees Scheduled	21	Full Time	21
Posts in 1 day(s)	02/18/11	Employees Scheduled Off	3	Part Time	0
Issues	0, 0 critical	Employees Without Schedules	0	Active Conditions	
Hours	826:19	<b>Next Week</b>		Normal	18
Dollars	8846,4000	Begins	02/20/11	Probation	1
Status	Ready	Ends	02/26/11	Temporary	1
Current Period		Employees Scheduled	18	Training	1
Begins	02/13/11	Employees Scheduled Off	3		
Ends	02/19/11	Employees Without Schedules	3		
Issues	2, 2 critical				
Hours	590:54				
Dollars	6380,0330				
Status	Please Repair				

Dashboards use colors to indicate payroll readiness.

## Improve Management and Employee Communication

Attendance Enterprise helps managers and employees communicate efficiently by using Employee Messaging. Communication can be initiated by either the manager or the employee using a private message board. This is useful for getting timely messages to an employee about extra shifts available or extending hours, for example. Employees can use it to communicate their availability for more hours or information about circumstances surrounding an absence or tardiness. Improved communication means better workforce relations.



The Payroll Monitor shows which supervisors have open issues to resolve before payroll can be processed.

## Integrate Seamlessly With HR and Payroll

Attendance Enterprise easily integrates with your existing payroll, human resources, and other key office systems. You can fully leverage your investment by

sourcing employee information from your existing HR system and seamlessly transferring it to payroll — whether your payroll is done in-house or by a payroll company.

## Easy Access, Easy Maintenance

Attendance Enterprise is installed centrally on your servers. Web servers provide access for managers and employees through your intranet or over the

internet. You need only a web browser to access Attendance Enterprise from any location. Supported browsers include Internet Explorer, Safari, Firefox, Chrome, and Opera. Employees access Employee Self Service through a web browser, too. You can authorize or prohibit IP addresses, controlling access from unauthorized locations.

## Collect Time and Attendance Data Your Way

Select from a broad range of time clocks for collecting time and attendance and other important employee data. Our time clock options fit your unique work environment, and reduce the time and costs of data collection. Choose the method that works for your company and your employees:

- Biometric Hand Readers
- Biometric Finger Readers
- PIN Time Clocks
- Proximity Readers
- Barcode Readers
- Magnetic Stripe Readers
- Employee Online Time Sheets



## Optional Modules

Attendance Enterprise delivers critical information through core time and attendance features. Optional modules provide advanced labor management capabilities including:

- Employee Self Service
- Leave Management
- Employee Messaging
- Incidents & Points
- Benefit Accruals
- Custom Report Writer
- Coverage Budgets

**INFOTRONICS**  
Employee Attendance Systems

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