

TimeMaster Pro

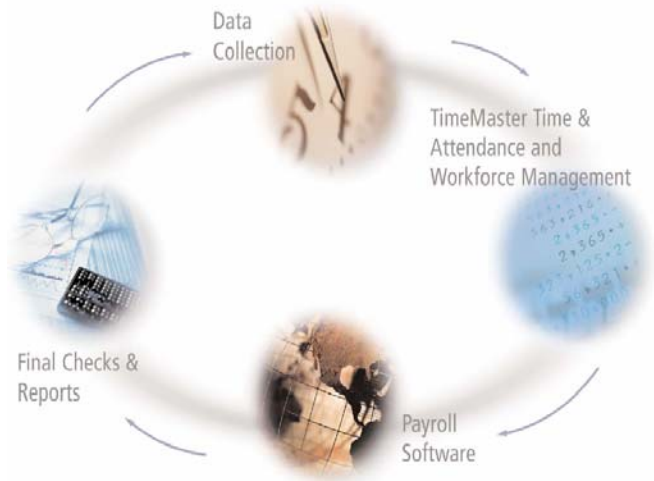
The Enterprise Labor Management Solution

Features:

- Automated Tracking & Calculation of Time, Wages, Attendance, and Benefits for Exempt & Non-Exempt Employees
- Supports and Applies an Unlimited number of Shifts, Pay Categories, Pay Rules, Departments, Jobs, Steps, Operations, Tasks and Attendance Codes and Pay Rules.
- Provides Extensive Payroll and Management Reports
- Allows "Cash" and "Charge" Tip Recording and Reporting
- Exports Hours Directly to over 30 Popular 3rd Party Payroll Providers
- Supports an Unlimited Number of Data Collection Terminals
- Bi-directional interface into numerous payroll and human resource systems
- Calculates Shift Differentials
- Automated Time Clock Polling And Report Generation
- Includes an On-Line Approval Editor
- Forecasts Payroll and Job Cost Information
- Budgets Department and Job Labor
- Internal Report Writer
- Integrated Guard Tour System
- Advanced Employee Browse Scheduler

TIMEMASTER PRO is a "full-featured" comprehensive management tool that will help you gain greater control over productivity and provide the accuracy needed in your business operations. It is an easy-to-use, powerful time and attendance solution that allows you to automate your company's timekeeping, attendance tracking, job costing, benefit administration, labor scheduling, data collection and access control. TIMEMASTER PRO eliminates paper timesheets, which are the root of most payroll nightmares! Employees enter data at an electronic data terminal using magnetic stripe, bar code or biometric technology. Optional PC entry is available along with timesheet submittals for exempt employees. The TIMEMASTER PRO software collects these transactions and your pay rules are applied automatically, consistently and impartially.

The TIMEMASTER PRO's powerful reporting system produces valuable management reports, which help control overpayment of employees and ensure proper distribution of labor costs. TIMEMASTER PRO's reports also help you avoid unauthorized overtime, track employee status, track benefit administration, control departmental costs, monitor staffing, perform job costing, and much more.



A Powerful Workforce Management Solution That Streamlines Operations, Enforces Pay Rules, and Saves Money

Optional modules such as Job Costing & Validation, Access Control & Profile Lockout, Benefit Accruals, Occurrence Ratings and Bell Control are available and integrate directly into the system.

Data integration is a crucial component to any time and attendance solution. **Our bi-directional interface** eliminates duplicate data entry and costly errors thus reducing administrative costs.

The automated time clock polling and report generation capability standard with TIMEMASTER PRO allows you to define a processing schedule. TIMEMASTER PRO will poll the time clocks, process reports and even email them to supervisors automatically without operator intervention. The optional Benefit Accrual Module allows you to define benefit accrual calculations that automatically update your employee's accrual balances.

Know exactly where your workforce time and dollars are spent. Implement *your* rounding rules, not your employee's. Eliminate Payday Panic.



Benefits

- Eliminates adding up time cards
- Eliminates missing punch overpayments
- Compiles employee data into a multitude of informative reports
- Helps develop employee schedules
- Grows to meet your expanding business needs
- Breaks down employee time by Division, Department, Job, Step, Operation and Task.
- Eliminate costly duplicate data entry and labor costs

System Recommendations

- Windows 98/2000/NT/ME/XP
- Pentium III 500 or better
- 128 MB of RAM
- 500 MB of Available Hard Disk Space

Available Modules

Optional Bell Ringing: Allows you to define bell-ringing schedules and program the data collection devices to activate a user-supplied bell, alarm, or other audible signaling device.

Optional Benefit Accruals: Allows you to define benefit accrual calculations that automatically update your employee's accrual balances.

Optional On-line PC-Based Time Clock: Allows employees to perform all normal time clock functions at their PC.

Optional Job Costing & Validation: Accurately track time and labor costs and distribute them by department, job, step, operation and task. This module allows you to define valid numbers. A description can be displayed to further strengthen the validity of entered data. You can also pay employees by piece rate using two user definable quantities (good and scrap). Quantity reports show dollars spent to produce each part and efficiencies compared to other employees.

Optional Access Control & Schedule Lockout: You can lockout or warn employees who attempt to punch IN or OUT at times other than their scheduled shift. This module also allows you to control an entry access device (door, gate, turnstile, etc.) to regulate unauthorized personnel. An employee's access can be restricted to certain locations.

Optional Occurrence Ratings: Assign point values to each attendance occurrence. Warning notices with custom messages can be automatically generated when employees reach pre-defined infraction levels.

Optional Telephone Input Module: You can integrate a phone system to TIMEMASTER PRO to capture punches and other time and attendance data.



Features

Payroll/HR Automation: TIMEMASTER PRO tracks employee attendance, tardiness, department transfers, job costing transfers, schedules. It automates employee time and wage calculation and uniformly applies an unlimited number of simple or complex pay policies and shifts to time and attendance data.

Time Sheet Submittal: TIMEMASTER PRO allows for time submittals through an on-line timesheet. Employees can submit times as well as exceptions, such as sick, vacation, etc.

Menu Driven: For ease of operation, TIMEMASTER PRO allows each user to arrange information in an order that is convenient for them. Color-coded notations on the electronic timecard easily identify exceptions.

Strategic Reporting: There are over 100 reports available, which can be run by pay period or selected date range. Reports can be displayed on screen, printed, emailed, or sent to a data file.

Bi-directional Interface: Avoid costly mistakes and labor costs caused by duplicate data entry. Our interface integrates into numerous payroll and HR systems

Customization: TIMEMASTER PRO offers administrators the ability to change the names of key fields within the menu and reporting system and allows users to define six system fields in the employee master record.

Imports/Exports: TIMEMASTER PRO comes standard with an import/export feature that allows users bring data into the system and export data out to a third party payroll system or other software packages.

Budgeting/Forecasting: Enter budgetary factors (hours and dollars) and TIMEMASTER PRO will compare them to your scheduled and actual time. Know if you are over or under total job labor expenditures by forecast future costs based on schedules you have input.

Employee Reviewer: TIMEMASTER PRO allows you to give employees access to view their payroll and HR data without accessing the system, taking up a user license. Employees can review their time card, schedules and benefit balances.

Spot Trends: Not only can TIMEMASTER PRO show users when sick days were taken, it can produce Trend Analysis to show users how many days are taken and on which day of the week.

Security: Each user has a unique User ID and password. Filters are included to allow supervisors to access only their respective employees.

Autoprocess: Allows users to set a specific date/time to poll the information from the data collection devices, as well as run reports and print or email them directly to supervisors.

Multiple Schedule Adjuster: This scheduling tool makes quick work of scheduling entire departments on one easy to read screen.

Built-In Report Writer: TIMEMASTER PRO reports are created via an internal report writer which allows you to modify existing reports and create new reports. The flexible reporting menu structure lets you add new reports to the menus, remove unused reports and categorize/order reports for convenient access.

Integrated Badge and Job Costing Bar Code Generator: Create personalized badges, including employee picture and Job identification numbers directly from the system to any laser jet printer.

Employee Messaging: TIMEMASTER PRO displays employee names at the data terminal for swipe validation.