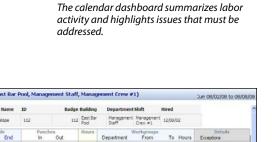# attendance enterprise 2.0

Manage Employee Attendance and Save Labor Costs

Punch-to-Paycheck Automation

Attendance Enterprise 2.0 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.

- Empower employees and minimize inquiries to HR for attendance and benefit information with Employee Self Service.

- Reduce redundancy by entering information only once.

- Cut payroll costs by automating complex pay policies.

- Simplify regulatory compliance and wage audits.

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

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

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Employee Attendance Systems

Work Smart

attendance enterprise 2.0

Attendance Enterprise 2.0 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 automatically handles 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
- Ensure compliance with labor regulations such as FMLA and FLSA
- 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 for 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.

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

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

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.

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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.

Dashboards use colors to indicate payroll readiness.

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

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 the Internet Explorer web browser to access Attendance Enterprise from any location. 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
- Incidents & Points
- Benefit Accruals
- Custom Report Writer
- Coverage Budgets

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