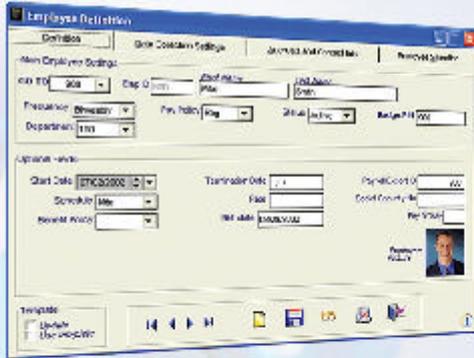


# Timesoft Attendance

## Flexible Workforce Time and Labor Management

Timesoft Attendance™ delivers a networkable real-time database for up-to-the minute calculations which allows unlimited departments, shifts, holidays, pay calculating rules, schedules, and pay groups. Timesoft Attendance™ provides business oriented features and reporting. It's an easy to use solution for the small and mid-sized organization

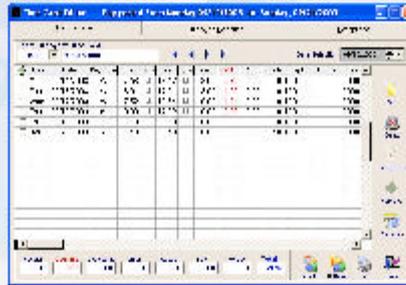


- Mid-Market Solution.
- Runs stand-alone or networked.
- Software Licensing available for 25 to 600 employees and up to 10 Managers.
- Great for companies with multiple shifts and pay policies.

### Modules

#### Standard Modules

- Automated Time and Attendance
- Past Hours History
- Scheduling
- Holiday Hours Generator
- Year To Date Accumulator
- Payroll Export
- Custom Minutes Rounding
- Time Clock Manager
- Reports



#### Optional Modules

- Benefit Accruals
- Differentials
- Auto Calculation/Polling
- Bell Ringing Control
- Employee Self Services

### Data Collection Options



#### Timesoft eClocks™

Timesoft eClocks are electronic time clock units that collect employees' attendance data using badges or PINS. Connectivity: RS-232, RS-485. Modem and Ethernet TCP/IP.



#### Timesoft Hand Punch™

Timesoft Hand Punch collect employees' attendance data as well as validate employees identity based on the unique size and shape of their hands. Connectivity: RS-232, RS-485. Modem and Ethernet TCP/IP.



#### Timesoft WebClock.NET™

Innovative thin-client browser based time keeping solution that allows employees to punch through a web browser using your companies intranet or internet connection.



#### Timesoft PC Clock and PC Clock Plus™

Two software applications that allow employees to punch through a windows computer. PC Clock Plus allows the use of password to punch and enter tips, and perform department/activity/job transfers.



#### Timesoft TimeSheet™ and TimeSheet.NET™

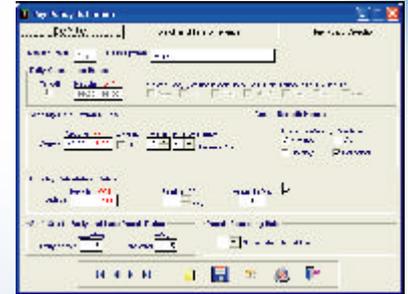
Allows employees enter their own start/stop times --or-- total work and benefit hours. Excellent for management or employees who work out on the field and fill out time sheets. Module available in both Windows and .NET web browser versions.

## SOLUTIONS FEATURES

- + Prepares time cards online
- + User-Defined password protection
- + Monitors employee attendance
- + Schedule employees individually or globally by creating templates
- + Pay Periods: Weekly, Bi-Weekly, Semi-Monthly, Monthly
- + Pay Codes: Regular, Overtime, DoubleTime, Sick, Vacation, Holiday, Personal, and others
- + Provides flexible Shifts
- + Each Shift can have a different rounding rule
- + Allows employee's to punch at different time clocks
- + Define unlimited number of shifts, departments, schedules, and holidays
- + Connect unlimited local/remote time clocks
- + Massive entry of punches, hours, holiday hours, and schedules
- + Keeps hours history for up to 99 months for unlimited number of employees
- + Keeps schedule hours history for up to 99 months for unlimited number of employees
- + Year to date hours accumulator with reporting capabilities
- + Create payroll file for different employee groups or companies
- + Employee's rate for gross wages calculation

## SYSTEM POLICIES

- + Hundredths or tenths hrs calculation
- + Rounding Rules by Shift Worked include: rounding based on user defined windows, 1/4 , 1/10, total hours worked, none, and custom rounding.
- + Shift Dock.
- + Daily Overtime 1 and 2.
- + Weekly Overtime 1 and 2.
- + Pay hours based on date of first or last punch.
- + Require minimum number of days of employment before holiday pay eligibility.
- + Powerful Lunch Rules: actual, automatic, based on hours worked, and minimum Lunch enforcement with optional grace minutes.
- + Include or Exclude vacation, sick, personal, or holiday hours for weekly overtime calculation.
- + Employee level exception to pay overtime hours as regular, overriding pay policy's overtime rules.



With Timesoft Attendance you can define unlimited Pay Policy groups to automate the calculation of rounding, overtime, and all other hour calculations parameters.

## PAYROLL EXPORTS

Payroll Exports files can be opened in popular word processing and spreadsheet programs for editing and later transfer of employee's hours to payroll programs.

- + TXT file
- + ASCII file
- + DBF file



Timesoft Attendance comes standard with over 20 payroll interface files, including generic TXT and DBF files which can easily be opened and edited in popular spreadsheet and word processing programs.

## MINIMUM REQUIREMENTS

Windows 98/NT/2000/XP/2003; 350 MHZ Pentium processor or better; 64MB RAM; 20MG free disk space at minimum (higher if more than 100 active employees on database); one communication port for Timesoft eClock(s) connection; modem for remote Timesoft eClock(s) connection, ethernet communication for TCP/IP eClock(s) connection.

## INFORMATIVE REPORTS

Flexible Timesoft reporting allows selection of specific date ranges, departments, and individual employees. View Timesoft reports on screen for paperless inquiries, or save to a file, or print a hard copy. Timesoft reports include...

- + Time Card
- + Missing Punches
- + Employee Detail Hours (Wages)
- + Summary Wage Hours
- + Selected Date Range Totals
- + Daily Totals
- + Employee Summary Hours
- + Shift Summary Hours
- + Department Summary Hours
- + Absent
- + Tardy
- + Year to Date Totals
- + Seniority Listing
- + Employee Listings by Name, Employee No, Department and Badge No Department Listing
- + Schedule Templates Listing
- + Weekly Scheduled Hours
- + Schedule Hours
- + Actual vs. Scheduled
- + Who is In?



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