100% Web-Based Time & Labor Management

PRODUCT OVERVIEW

Why Time America...

Time America, Inc. is a provider of advanced workforce, time and labor management software solutions designed to help executives, managers and employees solve a wide range of critical human resource time and attendance issues including those related to payroll, workforce scheduling, job tracking, labor allocation and benefit distribution. Operating from its base in Arizona, the company's products are sold throughout the United States with expanding international sales. Companies can choose to use Time America's software on a completely hosted or licensed basis via the Internet, or on their own hardware in both client/server and PC-based offerings. With experience in the field since 1988, the company's proprietary hardware and software applications maintain and automate the process of collecting time sheet information, providing automated interfaces to most popular payroll software solutions. Time America's suite of products are targeted to small, mid-sized and enterprise level companies.

At Time America, our customers have always guided new product development. That's why we're best known for offering a wide range of extremely accurate and highly adaptable computerized timekeeping systems - systems we constantly update as our customers grow and as new technology becomes available.

But timekeeping isn't all what Time America is about. We're also respected for our ability to expand our product line beyond timekeeping, and into all facets of advanced electronic data collection.

PRODUCT OVERVIEW:

XactTime is a comprehensive 100% Internet browser based Time and Labor Management system. *XactTime* utilizes the latest in Microsoft Browser based technology, allowing it to run on virtually any platform (Windows, Macintosh, Linux, AS400, etc). All you need is a connection to the Internet and a browser.

XactTime is a simple to use, cost effective system which completely automates your time & attendance needs as well as job costing, data collection, labor scheduling, benefit accruals, and much more.

XactTime utilizes the latest advancements in database programming and technology to bring you one of the fastest and most sophisticated time & attendance data collection systems on the market today. *XactTime* automatically calculates employee time and wages using your specific payroll policies and produces valuable management reports which help control overpayment of employees and ensure proper distribution of labor costs. This full featured and comprehensive management tool will help you gain greater control over productivity and provide the accuracy needed in your business operations.

XactTime offers you all the benefits that come with automating your time and attendance. Additionally, by adding the power of the Internet, *XactTime* can offer even more:

- **No Startup Expense:** No hardware or software installation required. All you need is Internet access.

- **Pay As You Go:** Since there is no startup expense, *XactTime* requires no capital outlay. No longer do you have to "Wait until it's in the budget." Since the *XactTime* service is charged on a monthly basis you can, "Try it, if you don't like it, cancel the service. You only pay for what you use".

- **Time America Administers the System:** No need for costly MIS or TI maintenance. *XactTime* is hosted in a secure environment. Time America provides mirror backup servers, redundant Internet connections, UPS power system with backup diesel generators, and 24 hour monitoring. This alone would cost you more than the monthly charge for the service.

- **Time America Secures Data:** The SSL security protocol provides data encryption, server authentication, message integrity, and optional client authentication for a TCP/IP connection. Data is backed up every night and moved to a remote location for added security.

- **Rapid Deployment:** Let's say your opening 20 new locations in different states and one in Europe, and you need the system installed by Tuesday, what do you do? With *XactTime* you just give them the Internet address and the installation is done.

- **Immediate Return On Investment:** What's the bottom line? What do all these benefits mean? With *XactTime*, you will save money starting *Day One*. **No other system can offer the same results!**

TIME & ATTENDANCE AUTOMATION:

XactTime enables you to completely automate the following tasks:

- Employee time & attendance calculations
- Attendance Tracking
- Gross wage calculations
- Application of payroll policies
- Data input for payroll processing
- Interface to third-party payroll services
- Distribution of personnel by department, job, step, operation and task
- Employee messaging
- Employee Self Service
- Benefit Accruals and tracking
- Leave Requests & Approvals
- Report generation
- Scheduling
- Status Board

REMEMBER!.....Since *XactTime* is completely menu-driven and easy to use, it can be quickly mastered by those with little or no prior computer experience.

OPTIONAL HARDWARE - TA520/TA700 Series620/Hand Biometric:

Although *XactTime* does not require a data collection terminal, XactTime supports the connection of the TA520, TA620, and Hand Biometric Data Collection Terminals (time clocks). Instead of the standard PC web entry, these terminals can be used to capture and transmit data from your employees to XactTime. Key features of these terminals are:

☑ Terminals which allow your choice of comprehensive keypad data input or simplified "Swipe & Go" operation.

☑ Terminals which can communicate to your computer via:
- RS232 (Standard)
- RS485 (Multiple Local Terminals)
- Modem (Remote Terminals)
- Ethernet (Optional)

☑ Terminals which can collect information via:
- Keypad (Standard)
- Magnetic Stripe Badges (Standard)
- Bar Code Badges (Optional)
- Finger or Hand Biometrics (Optional)
- Proximity Badge (Optional)
- Bar Code Wand (Optional)

☑ Proven reliability and durability through extensive testing and trouble free operation.

☑ Lock out employees from punching at unauthorized time. Supervisor overrides provide for authorization of overtime. (Hand Biometric only).

☑ Supervisors can look up, add, delete, or print out punches at the terminal.

☑ Durable wall mount to secure the terminal.

☑ Function keys that can allow for the capture of:
- Daily IN/OUT Punches
- Lunch IN/OUT Punches
- Break IN/OUT Punches
- Dept/Job Transfer
- Tips

☑ An internal lithium battery, which protects data in case of power failure.

XactTime SYSTEM HIGHLIGHTS:

☑ **Ease of Use** - *XactTime* is a user-friendly menu-driven program that uses color-coded screens to simplify its use. All processes are clearly marked and follow a common operating thread throughout. *XactTime* allows you to select the sorting and browse window display order so that information can be arranged in an order most convenient to you. For example, you may want to sort employee selection listings by last name instead of employee number.

☑ **High Quality and Rapid Data Access** - To ensure optimum product quality, *XactTime* was designed in accordance with industry standards for software development using Microsoft SQL Server, which is known to be one of the most powerful database systems available.

☑ **Multi-User** - XactTime supports unlimited concurrent users. This means that multiple supervisors can edit data and run reports at the same time.

☑ **No Need For a Dedicated Computer** - *XactTime* operates both "on-line" and "off-line" modes of operation. Employees using the employee login page will have their punches immediately posted to reports and timesheets (on-line) for administrators. Each employee will have a unique ID and password to access their own personal page. Employees utilizing either a TA520, TA700 Series, or Hand Biometric Time and Data Terminal(s) will have their data processed at your request (off-line). With the *XactTime* Auto Process Function, you can automatically poll the data from the terminals, completely process the data, and generate system reports. This can be done unattended at night, which frees up your computer during business hours and provides you with the information you need the next morning!

☑ **No Limitations** - *XactTime* has no limit on the number of employees, data collection points, schedules, pay rules, departments, jobs costing levels, security and benefits. It is designed to grow as your business grows!

☑ **Employee Scheduler** - *XactTime* allows you to quickly scroll through and edit an employee's schedule. Once a schedule is set, the system remembers it so you never have to re-enter schedules. Global Scheduling lets you schedule groups of employees in one step. *XactTime* can also copy existing schedules to an individual or group of employees and makes it easy to assign rotating schedules.

☑ **Flexible Reporting** - All time & attendance reports can be generated on daily, weekly, bi-weekly, semi-monthly or monthly. This feature gives you the ability to run monthly, quarterly, year-to-date reports on any totals right up to the last time the terminal was polled. An e-mail notification option is also available when reports are available.

☑ **Flexible Lists** - Lists of employees, shifts, payroll policies, departments, badges, schedules, benefits, and more can be generated at any time in reports section.

☑ **Punch IN/OUT for Lunches and Breaks or Auto Deduct Time** - Rules may be set up to prevent payment of long lunches or to dock tardy returns.

☑ **Flexible Shifts** - *XactTime* supports an unlimited number of shifts, plus unusual shifts such as flex, split, and staggered start.

☑ **Flexible Rounding** - *XactTime* supports an unlimited number of time rounding rules.

☑ **Shift Differentials by the Day of the Week** - *XactTime* allows you to apply differentials for each day of the week to accommodate the specific needs of your company.

☑ **Wages** - Employees may be assigned a department wage, which can be changed within each department.

☑ **Online Timesheet Center** - *XactTime* contains an online Timesheet editor. The Online Timesheet page allows you to edit the employee's punch information right on the employee's timesheets. The Online Timesheets page can display a time card for any pay period in the system and allows for supervisor approval of employee time.

☑ **Two Levels of Overtime** - *XactTime* supports two levels of overtime on both a daily and weekly basis. You may also pay overtime if a specific number of consecutive days are worked or on unscheduled days. Shift differentials can also be calculated.

☑ **Supports Multiple Pay Periods** - *XactTime* supports weekly, biweekly, semi-monthly, and monthly pay periods. Employees on different pay periods can run concurrently on the same system.

☑ **Allows Employee Transfers** - Employees may perform labor level transfers at the terminal. This allows the employee's time to be broken down between different departments, jobs, etc. within your company.

☑ **Automatic Daylight Savings Time** - *XactTime* automatically adjusts time for Daylight Savings Time (DST). Employee times are automatically adjusted accordingly.

☑ **Auto Punch Correction** - *XactTime* automatically compensates for employee double punching as well as wrong entries by accepting only the last punch made when the terminal is used multiple times within a configurable amount of time.

☑ **Cross Punching** - Employees may punch at any terminal (PC or data collection). This allows them to punch IN on one terminal, perform a department transfer on another, then drive 40 miles and punch OUT at a remote site.

☑ **Control Unauthorized Overtime** - Supervisors can control overtime at the computer or right at the time clock. With the optional Access Control & Profile Lockout Module, employees can be locked out from punching outside their normally scheduled work time. Early IN punches and late OUT punches are eliminated. Customized messages such as **YOU'RE TOO EARLY**, **NOT SCHEDULED**, **SEE SUPERVISOR**, **START AT 8:00AM** may be sent to the employee as to why they were locked out. Supervisors can authorize a block of overtime or specific segments of overtime. They may also override the lockout to authorize the extra work time. This helps GENESIS PRO/SQL pay for itself in a short period of time.

☑ **Report Punch Exceptions** - *XactTime*, allows you to define attendance codes and generate an Attendance Report   to list anyone punching outside of their assigned time frame(s).

☑ **On Premises Reports** - With *XactTime*,, you can instantly find out who's out, who's in, and which department they are currently working. These reports will greatly assist you in tracking your employee's whereabouts, as well as their productivity. The Attendance Report tracks early, rounded, on-time, graced, docked, and late punches.

☑ **Multitudes of Reports -** Listed below are a few examples of the numerous reports that come standard with *XactTime*.

• Summary of Hours	• Timesheets	• Job Cost vs. Charge
• Hours Paid by Department	• Weekly Summary of Hours	• Project Wages
• Pay Type Details	• Tardy	• Employee Earnings
• Time Sheet In/out Times	• Scheduled Work Absence	• Summary Payroll

☑ **Variable Field Lengths** – Employee, department, and job numbers can be up to 20 alphanumeric characters.

☑ **Bar Code Entry** - *XactTime* supports bar code entry from a wand, gun, or external slot reader. These devices can be used for entering such items as department numbers, employee data, etc.

☑ **Online Time Card Editing** - *XactTime* contains two online punch editors - Online Time Card and the Approval Editor. Both allow you to edit the employee's punch information right on the employee's time card. The difference between the two is that the Online Time Card Editor can display a time card for any pay period in the system, whereas the Approval Editor automatically displays only those time cards that need approval. Both editors contain a Benefit Entitlement Window which allows you to see if an employee has a particular benefit available to them before it is given. This eliminates overpayment of employee benefits.

☑ **Security** - Each user must enter a Login name and Password before they can access the *XactTime* Main Screen. The system can limit the user by features accessible depending on security policies.

☑ **AM/PM or Military Time** – *XactTime* and the data collection terminals can be programmed to display time in either AM/PM or military time format.

☑ **Change Key Field Names** - Another attractive feature of *XactTime* is the ability to change the names of key fields and automatically have all the menus and reports change to reflect the new name. For example, if your company doesn't have "Departments", but has "Cost Centers", simply change the name "Department" to "Cost Center" and all references to Departments will automatically change to Cost Centers.

☑ **User Defined Custom Fields** - In addition to the user modifiable fields described above, *XactTime* allows you to define an unlimited number of fields in the employee master record. These fields can be used to track items such as birthdays, spouse's name, driver's license number, emergency number, payroll categories etc.

☑ **Terminal Download** - *XactTime* allows you to define the tables, prompts, and operating parameters used by your terminal(s). The system downloads this information to the terminal so that it operates using your company's terminology, not ours.

☑ **Background Polling** - With *XactTime*, terminals can be polled at any time with no interference to employee punching. Auto-process can be running in the background and updating the database with new punches while you are editing data and running reports.

☑ **Multi-Terminal Installations** - *XactTime* can support an extensive number of data collection terminals. These may be any combination of TA520, TA620 and Hand Biometric terminals. A single system can support any combination of modem, RS232, RS485, and Ethernet terminals.

☑ **Payroll Interface** - *XactTime* comes standard with a payroll export feature that allows you to send data to an in-house payroll system. Direct exports to many of the major payroll companies are also included in the system.

☑ **Supports Remote Locations** - *XactTime* can be purchased with a modem terminal, which enables remote locations to transfer their time & attendance data over standard phone lines to the host computer. The terminals may be programmed with an "Answer Window" to answer the telephone only at a specified time(s). When using the Auto-process Function, the system allows you to use a standard phone line and automatically dial-up the terminal at night or during non-business hours, which eliminates the need for a dedicated phone line.

☑ **Easy for Employees to Use** - With a simple swipe or key press, *XactTime* takes less of your employee's time than a mechanical time clock. The terminal's easy to read display assists your employees. Accept and Reject tones also assist employees and help to reduce errors.

☑ **Hours/Wage Breakdowns** - *XactTime* will show you how many labor hours and/or dollars were spent, not only by employee but also by department and job.

☑ **User Definable Pay Type Categories** - Categories can be added to cover items such as vacation, sick days, personal time, holidays, jury duty, warning notices, expenses, etc.

☑ **One Step Global Entries** - If you need to make a punch entry, schedule a change, or default change that affects a group of employees, *XactTime* will let you make it once and apply it to all employees or employee in a group.

☑ **Auto Holidays** - *XactTime* lets you define certain days as holidays. Qualifying factors such as number of days of employment, must work the day before and/or day after, and others, control who will receive holiday benefits. *XactTime* will automatically give holiday time to employees who are eligible, so you no longer have to manually track and add them.

☑ **Benefit Tracking** - XactTime lets you define what benefits you want to track. This includes: sick time, vacation time, personal time, or any other defined category of time. Administrators can setup rules to correspond with company policies. Times accrued, used, left and granted are all tracked by the system. This data can be view by employees and edited/viewed by administrators.

☑ **Control Overtime** - The Approaching Overtime page helps you schedule/manage employees without paying unnecessary overtime. This page shows the employee's work hours for the week. With this knowledge, supervisors can see employees who are not likely to accrue overtime.

☑ **Audit Trail** - XactTime keeps a complete Audit trail on all changes, additions and deletions made to transactions. Easy views allow administrators to track changes made by supervisors. XactTime does not limit the amount of Audit trail history the system will keep on-line.

☑ **Exempt/Salaried Employee Support** – XactTime allows you to define employees as exempt. Exempt employee can be required to clock in/out, in only, or not at all. Hours can be calculated from actual or scheduled. Reports can break out exempt employees. Payroll exports can export only exceptions.

☑ **Import/Export** - *XactTime* contains a built-in import/export function that allows you to bring data into the system and export data out to other software packages using standard formats like CSV and XML. In addition, *XactTime* contains direct data exports to several major payrolls including Paychexs, ADP and Payroll Associates

☑ **Flexible Printer Support** - *XactTime* utilizes the Windows printer setup. This feature provides the highest level of printer flexibility and support.

☑ **Employee Messaging** - *XactTime* allows you to send employee messages from *XactTime* to the employee's who are logging in onto their *XactTime* account. Messages can be anything from displaying the employee's name when they punch, to telling them what job to work on.

☑ **Employee Requests** - *XactTime* allows employees who have internet access to request vacation, sick, personal, etc time off. Once the employee requests the time off, the manager can either approve or deny the request. The employee can then see what the status of the request is. The manager also has the ability to see a calendar which shows all of the approved requests for the other employees which they have access to.

☑ **Employee Time Sheet Submittal –** For employees that will not be "punching" in and out, *XactTime* allows for time submittals through an on-line timesheet. Employees can submit times as well as exceptions, such as sick, vacation, etc.

☑ **Employee Reviewer –** *XactTime* allows employees to perform all normal time clock functions at their PC. Employees can review: their time card, transactions, schedules and benefit balances.

☑ **IP Access Security** – An IP access policy is a group of rules, or a template, that describes which IP addresses are permitted access to this site. The ability to punch in/out can also be limited by an IP access policy. Employees can be restricted to clock in/out from specific IP address or range of addresses.

☑ **Job Costing** – *XactTime* includes Job Costing which enables you to accurately track time and labor costs and distribute them by up to 15 labor levels. It allows for a more detailed breakdown of cost information, which can be reported in both hours and dollars.

☑ **Benefit Accruals** - The Benefit Accruals Module allows you to automatically update employee benefit balances based on your company's current rules. *XactTime* supports a number of accrual cycles and allows for changes to employee accumulators based on their tenure. *XactTime* also allows forecasting of benefits such as Vacation to prevent over-drawn benefit balances.

☑ **Bell Ringing** - The Bell Control Module allows you to define a bell ringing schedule and send it to the clock which activates a user supplied bell, alarm, or other audible signaling device. Each bell can be defined by a day-of-week, time-of-day, and ring duration. *XactTime* can ring up to 336 bells per terminal, per week.

☑ **Schedule Lockout** - The Access Control & Profile Lockout Module allows you to define intervals of time in which employees can enter a punch at the terminal. You can lockout or warn employees who attempt to punch IN or OUT at times other than their scheduled shift. This module provides control of punching by time of day and day of week. Supervisors can override these lockouts if desired.

☑ **Telephony** – Telephony Time & Data entry system allows employee to punch via any standard telephone/cell phone. With Telephony employees can clock IN/OUT, lunch IN/OUT, break IN/OUT, perform Department, Job, and Step transfers, and review current and previous week's hours. Employee specific caller ID lockout and profile lockout are also supported. Telephony is easy to setup via user definable "text to speech" voice prompts.

BENEFITS OF *XactTime*:

Let *XactTime* take over the time consuming tasks of payroll preparation and time card calculation, so you can spend more time developing your business. Automatic interfaces for many of the major payroll services are included with the service to completely eliminate the task of re-keying data.

As your needs change and your business grows, *XactTime* too, will allow for the growth of your business! Flexible user-configurable rules mean that you will never have to purchase another system to support your company's growth. ***Eliminate payday panic!*** With *XactTime*, you can find the information you need quickly. Easy to understand management reports will help you make informed decisions.

Know exactly where your employee's time and your dollars are spent. Implement your time rounding rules, not your employee's. *XactTime* is the only "full-featured" and computerized Internet based time & attendance system within its price range. The SIGNIFICANT cost savings that our customers have experienced is a direct result of the *XactTime* system paying you back from the first day you use the service.

XactTime OPTIONS AND PERIPHERALS:

- TA520 Data Collection Terminals
- TA700 Series Data Collection Terminals
- Telephony
- Biometric Hand Readers
- Benefit Accruals

SYSTEM REQUIREMENTS:

Workstation Recommendations:

- Internet Connection
- Internet Browser

Workstation Utilizing a Data Collection Terminal:

- An IBM compatible PC with a Pentium microprocessor
- 64 MB memory
- Operating System: Microsoft Windows 98 version 5.00 or greater
- Available serial port with default address and interrupt