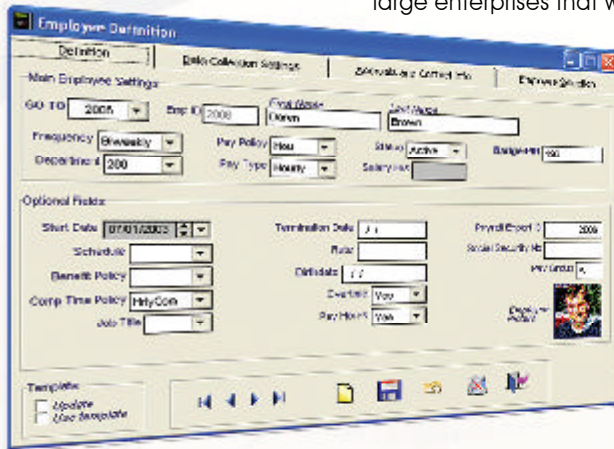# Timesoft Premier

Robust Workforce Time and Labor Management

Timesoft Premier™ is a two-tier application targeted for businesses with less than 1,000 employees. Timesoft Premier is a leading time and attendance system. It is an ideal solution for small and mid-size businesses, or for large enterprises that want to deploy their systems on a site-by-site basic.

- Mid-Market and Enterprise Solution.
- Runs stand-alone or networked.
- Software Licensing available for 25 to 1000 employees and up to 20 Managers.
- Great for companies with multiple shifts, pay policies, job costing, custom pay codes, reason codes, and needing performance reporting.

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
- Reason/Points Tracking
- Category Filters
- Job Costing

Optional Modules

- Benefit Accruals
- Differentials
- Comp Time
- Auto Calculation/Polling
- Bell Ringing Control
- Access Control
- Employee Self Services
- Timesoft Premier Supervisor.NET

DATA COLLECTION OPTIONS

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

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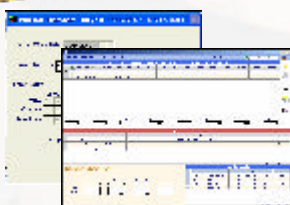
Timesoft TimeSheet™ and TimeSheet™
Allows employees enter their own start/stop times --or-- total work and benefit hours. Excellent for management or employees who work out on the field and fill out time sheets. Module available in both Windows and .NET web browser versions.

SOLUTION FEATURES

- Parameter driven time cards calculation
- Enter comments for each employee
- Lockout zone - unauthorized work time prevention tool
- Adjustment of work hours based on schedule
- Accommodates flex time
- Pre-defined import and exporting capabilities
- Costing of hours by department, earning code, and job
- Reason Tracking with point system
- Unlimited pay policies, departments, shifts, holidays, custom pay codes, reasons, etc.
- Lunch grace period with minimum lunch required
- Require minimum of x months before holiday pay eligibility
- Require to work day before and/or after for holiday pay eligibility
- Overtime calculation based on consecutive days worked
- Tracks worked hours for both hourly and salaried employees
- Ability to pay salaried employees a set amount
- Tracks both paid and non-paid hours
- Swipe & Go! clocking, In/Out Key clocking, and/or Prompt for start of shift
- Password and option level protection
- Monitor employee attendance
- Schedule employees
- Hundredths or tenths hours calculation
- Automates time rounding policies
- Quickly access history hours, 99 months
- Create employee definition template
- Accrues and tracks totals for vacation, sick, and personal hours
- Deduct actual lunch time taken
- Automatic deduction of lunch time
- Assign up to 5 shifts per employee
- Pay/report hours on date of out punch
- Time and shift differential
- Attach unlimited time clocks
- Display any pay period's week hours
- Massive entry of actual punches or total hours by department
- Massive entry of holiday hours
- Who is here today?
- Can process multiple pay periods simultaneously
- Track/report on tips/dollar amount
- Track/report on jobs (hours and $$)
- Paid break tracking with exception report
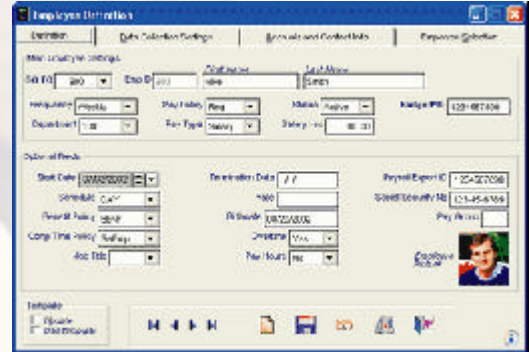
Thanks to an employee driven system architecture virtually all settings can be customized by individual employee. Employee data can be initially populated by importing employees data or by using template feature which copies one employees settings and populates the fields to create a new employee.

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 Grace.
- 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.

PAYROLL EXPORTS

Payroll Exports file can be opened in popular word processing and spreadsheet programs for editing and later transfer of employee's hours to payroll programas. Standard payroll exports include:

ASCIIfile, TXT file and DBF file.

MINIMUM REQUIREMENTS

Windows 98/2000/NT/XP; 350 MHZ Pentium processor or better; 64MB RAM; 20MG free disk space; Communication port for local eClock(s) connection; Modem for remote eClock(s) connection and 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?
- Reason Tracking Points, • Consolidated Attendance,
- Category Hours, • Job Costing Labor Cost

Microsoft
CERTIFIED
Partner

timesoft®
Improving the Productivity of Today's Workforce