



White Paper

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Table of Contents

GENESIS General Overview	4
Architecture and Technical Information	4
Operating System	5
Database Engine	5
Object-Oriented Programming	5
Thin Client Terminal Server - CITRIX® MetaFrame 1.8	5
Minimum Requirements	6
Genesis PRO: Application and Database	6
Genesis PRO: Database Only:	6
Genesis SQL: Application and Database	6
Genesis SQL: Database Only	6
Genesis Professional Management Application Overview	7
Feature List	7
Employee Maintenance	7
Timecard tab	8
Schedule tab	8
Transaction tab	9
Status tab	9
Benefits tab	10
Messages	10
Wages tab	11
Details tab	11
Approval Editor	12
Group Scheduler	12
Status Board	13
Auto Process	13
Task Organizer	14
Reports & Listings	14
Built-In Report Designer	15
Benefit Accruals (<i>Optional</i>)	15
Job Costing & Validation (<i>Optional</i>)	16
Profile Lockouts / Access Control (<i>Optional</i>)	16
Bell Schedules (<i>Optional</i>)	17
Occurrence Ratings (<i>Optional</i>)	17
PC Clock (<i>Optional Module</i>)	18
PDA Clock (<i>Optional Module</i>)	18
WebClock (<i>Optional Module</i>)	19
MultiPoll (<i>Optional Module</i>)	19
Telephony (<i>Optional Module</i>)	20
Videx Terminal Interface (<i>Optional Module</i>)	20
Time Card Reviewer (<i>module</i>)	21
Time Sheet Submittal (<i>module</i>)	21
Data Collection Options	22
Badge Terminals	22
GENESIS supports the following Badge Terminal functions	22
PC Clock / Timesheet	22
Hand Punch Terminals	23
WebClock / Timesheet	23
Telephony	23
WAP Enabled Phones, PDA's, Wands	23

Access System / 3 rd Party Integration.....	23
Genesis Professional Method of Operation.....	24
Employee Record Keeping	24
Employee Detail Information	24
Wage Rates and Tracking	25
Benefit Tracking.....	26
Business Rules and Policies	28
Policies.....	28
Rounding and Attendance Tracking Rules.....	34
Attendance Codes	34
Reason Codes.....	35
Shift Groups and Shifts	35
Department tracking and Job Costing	37
System Security	38
Reporting and Exports.....	39
Clock Messaging	39

GENESIS General Overview

Genesis is a powerful time & labor management system that will enable you to optimize productivity and better manage your bottom line by automating your Time & Attendance and Labor Management processes. In addition, Genesis produces valuable management reports that will allow you to control overpayment of employees and distribution of labor.

Genesis is a modular system that enables you to custom tailor a solution that best fits your business needs. With optional modules, such as Job Costing, Profile Lockout, Bell Ringing, Access Control, Occurrence Ratings, PC Clock and Benefit Accruals, this full featured and comprehensive management tool will help you gain greater control over productivity and provide a fully integrated solution for automating your Time & Attendance operations. The TA520, TA700 Series Data Collection Terminals, PC Clock, PDA Clock, Timesheet Submittal, as well as the Biometric Hand punch units, can capture and transmit data from your employees to the host computer, for automated processing by the Genesis software.

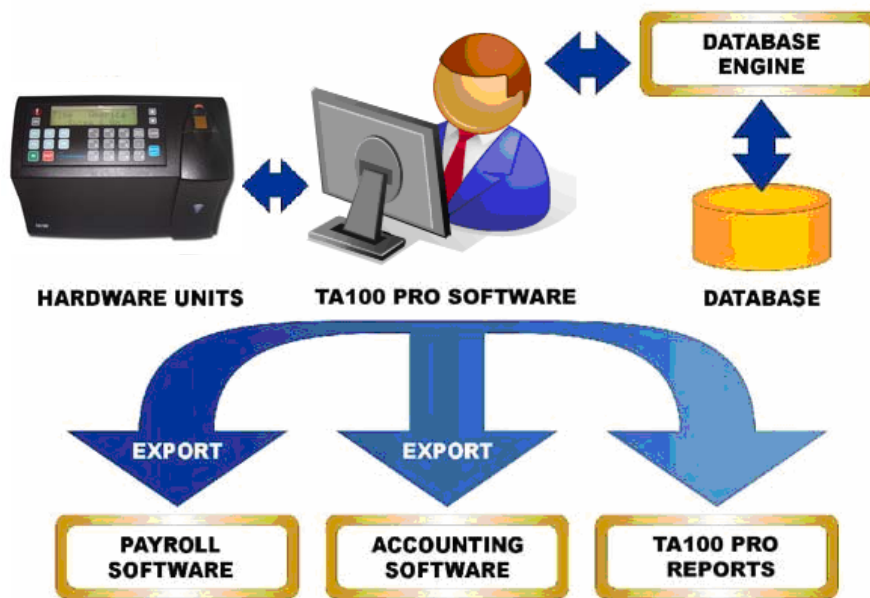
Genesis utilizes the latest advancements in database programming technology to bring you the fastest and most sophisticated time and attendance data collection solution. Let Genesis take over the menial and time consuming task of payroll preparation and adding up time cards, so you can spend more time growing your business.

Architecture and Technical Information

There are three parts to the Genesis Professional data system:

- Database
- Data Collection Device (*Hardware Unit, PC Clock™*)
- Genesis Management Software

All the information from the data collection devices is imported to the database, from which it can be viewed, filtered and managed using the Genesis Software.



Genesis's architecture promotes data integrity, as information is only stored in one location and thus cannot be overwritten by another "version" of the data stored elsewhere. It also enables fast application responses, as information is retrieved from the database only when needed.

Operating System

All Genesis solutions are designed for full 32-bit Microsoft Windows operating systems:

- Windows 98 / ME
- Windows NT 4.0 (Service Pack 5.0+)
- Windows 2000/XP (all editions)

Database Engine

Genesis uses one of the following data engines, depending upon the edition chosen -FoxPro 9.0 Relational Database (GENESIS PRO); Microsoft SQL Server (GENESIS SQL)

The Relational Database is an ideal choice for our small and mid-sized customers, while SQL server is the industry standard for Enterprise customers. Best of all, as our mid-size customers grow; they can seamlessly migrate over to SQL Server.

Object-Oriented Programming

Our software products are designed using OOP architecture. This allows us to quickly add features, create new modules, and expand the overall functionality of our applications. This keeps the Genesis Pro system constantly expanding to handle most companies' business rules. Network Genesis Professional supports multiple users using standard network Protocols. Using the Relational Database installing a workstation user only requires creating a Mapped network share and installing the support libraries. The relational Database version requires at least a 10 m-bit LAN connection. If your network cannot support a constant 10 m-bit connection it is recommended to upgrade to the SQL edition or use Thin client Terminal Server– CITRIX MetaFrame to enhance performance.

Thin Client Terminal Server - CITRIX® MetaFrame 1.8

Genesis Professional on a thin-client operating system will provide your company complete functionality across any connection (LAN, WAN, Internet or wireless), on any platform, to anyone, anywhere in the enterprise, with minimal efforts from your IT staff.

Minimum Requirements

The following represents the *recommended minimum* set of requirements to run Genesis.

Genesis PRO: Application and Database

- Pentium III class or better processor
- 128 MB of RAM
- 500 MB of available Hard Disk space. All available space must be on same drive letter (if partitioned.)
- Windows 98/ME/NT/2000/XP
- Latest Service Pack.

Genesis PRO: Database Only:

- Pentium III class or better processor
- 128MB of Ram 300MB of available Hard Disk space. All available space must be on same drive letter (if partitioned)
- Windows 98/ME/NT/2000/XP; Latest Service Pack

Genesis SQL: Application and Database

Genesis SQL Edition provides the same functionality as the Relational Database Edition, but has greater scalability, and requires MS SQL Server.

- Pentium III class or better processor
- 256MB of RAM
- 1GB of available Hard Disk space. All available space must be on same drive letter (if partitioned)
- Windows 98/ME/NT/2000/XP
- Latest Service Pack.

Genesis SQL: Database Only

- Pentium III class or better processor
- 256 MB of RAM
- 500 MB of available Hard Disk space. All available space must be on same drive letter (if partitioned)
- Windows 98/ME/NT/2000/XP
- Latest Service Pack.

Genesis Professional Management Application Overview

Genesis is the one-stop location for all your time & labor management needs. From Genesis Professional you may configure the rules and policies that affect employee time, view and edit time entry data collected from the “clocks,” manage employee records and much more.

Feature List

Genesis Professional is a tightly integrated suite that provides a comprehensive management solution. The following is a list of the applications that make up the Genesis System:

- Employee Maintenance
- Approval Editor
- Status Board
- Multiple Schedule Adjuster
- Security Maintenance
- Reports and Listing Selection
- Auto Process
- Time Card Reviewer Time Sheet Submittal
- Benefit Accruals *(Optional)*
- Bell Schedules *(Optional)*
- Job Costing and Validation *(Optional)*
- Profile Lockouts / Access Control *(Optional)*
- Occurrence Ratings *(Optional)*
- Web Clock *(Optional)*
- PC Clock *(Optional)*
- PDA Clock *(Optional)*
- Multipoll *(Optional)*

Employee Maintenance

Inside the Employee Maintenance area Genesis makes viewing and managing your employees' records simple with an easy to use graphical user interface. From the Employee Maintenance area you may also add, modify and delete employees. The Employee Maintenance area stores a myriad of information – contact information, pay information, Schedules with department and job assignments, and more.

The Employee Maintenance area is divided into the following tabs:

- Timecard
- Schedule
- Transactions
- Status
- Benefits
- Messages
- Wages
- Badges
- Profiles
- Details

Timecard tab

Configure Employee

0001 Stanley, David

Division: ALL
Group: ALL

<< Prior Find Next >>

0001 Stanley, David
0002 Baines, Peter
0003 Anderson, Frank
0004 Jones, David
0005 Smith, John
0006 Allen, Jim
0007 Murphy, Jennifer
0008 Howard, Sandra
0009 Jackson, George
0012 Smith, Paul

10 Listed
☒ Number ☐ Name
☐ Show Inactives

Date	Day	Cat	Start	Stop	Yard	Reg	OT1	OT2	OT3	Unpaid	Dollars
08/01/03	Fri	WORK	07:53	17:03	1	8.00				1.00	
08/04/03	Mon	WORK	07:54	17:11	1	8.00				1.00	
08/05/03	Tue	WORK	08:00	17:00	1	8.00				1.00	
08/06/03	Wed			17:02	1						
08/07/03	Thu				1						
08/08/03	Fri	WORK	08:08	17:12	1	7.75				1.00	
08/11/03	Mon	WORK	08:00	17:00	1	8.00				1.00	
08/12/03	Tue	WORK	08:00	17:00	1	8.00				1.00	
08/13/03	Wed	WORK	08:00	17:00	1	8.00				1.00	
08/14/03	Thu	WORK	08:00	17:00	1	8.00				1.00	
08/15/03	Fri	VAC	08:00		1	8.00					

Auto processing Show Schedule Forecasting Approve

Pay Periods back 0 Key

From 08/01/2003 to 08/16/2003

	08/01/2003	08/02/2003	08/03/2003	08/04/2003	08/05/2003	08/06/2003	08/07/2003	Totals
Reg	8.00	0.00	0.00	8.00	8.00	0.00	0.00	71.75
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	1.00	0.00	0.00	1.00	1.00	0.00	0.00	8.00
Dollars	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reprocess Add Trans Edit/Add Start Edit/Add Stop Multiple Misc. From Schedule Delete

Print Close

Inside the Timecard tab you can view and edit the employees start and stop times. View Daily and Pay Period Totals. Add Benefit hours like Sick or Vacation times, and check for errors created by missing punches and absences.

Schedule tab

Configure Employee

0001 Stanley, David

Division: ALL
Group: ALL

<< Prior Find Next >>

0001 Stanley, David
0002 Baines, Peter
0003 Anderson, Frank
0004 Jones, David
0005 Smith, John
0006 Allen, Jim
0007 Murphy, Jennifer
0008 Howard, Sandra
0009 Jackson, George
0012 Smith, Paul

10 Listed
☒ Number ☐ Name
☐ Show Inactives

2003	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 17	18	19	20	21	22	23	
Shift	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700
Yard	1	1	1	1	1	1	1
Job	000001	000001	000001	000001	000001	000001	000001
Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Override	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00
August 24	25	26	27	28	29	30	
Shift	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700
Yard	1	1	1	1	1	1	1
Job	000001	000001	000001	000001	000001	000001	000001
Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Override	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00
September 1	2	3	4	5	6		
Shift	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700
Yard	1	1	1	1	1	1	1
Job	000001	000001	000001	000001	000001	000001	000001
Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Override	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00	00:00-00:00

☐ Use as a template

☐ Update Back 01/13/2003 Sat ☐ Update Forward 04/02/2005 Sat

Note: The system will automatically update schedules (use check boxes above for manual update)

Copy Rotate Multiple Misc. Delete Apply Cancel

Print Close

In the Schedule tab you can view and edit the employee's schedule. In the schedule area are the shift, assigned department, and job costing levels. Genesis can warn you when the employee is absent or if there are problems with attendance. You can also create a template from an existing employee and copy the finished schedule to

other employees. Genesis can allow exact schedules or simple to use open shifts to match your companies desire to track attendance.

Transaction tab

Configure Employee
0001 Stanley, David

Division: ALL
Group: ALL

<< Prior Find Next >>

0001 Stanley, David
0002 Baines, Peter
0003 Anderson, Frank
0004 Jones, David
0005 Smith, John
0006 Allen, Jim
0007 Murphy, Jennifer
0008 Howard, Sandra
0009 Jackson, George
0012 Smith, Paul

10 Listed
☒ Number ☐ Name
☐ Show Inactives

Timecard | Schedule | **Transactions** | Status | Benefits | Messages | Wages | Badges | Profiles | Detail

Day	Date	Time	Key	Prompt	Clock	Badge	Reas
Mon	08/04/2003	07:54:00	*	CLOCKED IN	001		
Mon	08/04/2003	17:11:00	#	CLOCKED OUT	001		
Tue	08/05/2003	08:00:00	*	CLOCKED IN	001		
Tue	08/05/2003	17:00:00	#	CLOCKED OUT	001		
Wed	08/06/2003	17:02:00	#	CLOCKED OUT	001		
Fri	08/08/2003	08:03:00	*	CLOCKED IN	001		PT
Fri	08/08/2003	17:12:00	#	CLOCKED OUT	001		
Mon	08/11/2003	08:00:00	*	CLOCKED IN	001		
Mon	08/11/2003	17:00:00	#	CLOCKED OUT	001		
Tue	08/12/2003	08:00:00	*	CLOCKED IN	001		
Tue	08/12/2003	17:00:00	#	CLOCKED OUT	001		
Wed	08/13/2003	08:00:00	*	CLOCKED IN	001		
Wed	08/13/2003	17:00:00	#	CLOCKED OUT	001		
Thu	08/14/2003	08:00:00	*	CLOCKED IN	001		
Thu	08/14/2003	17:00:00	#	CLOCKED OUT	001		
Fri	08/15/2003	08:00:00	M	VAC +8.00 Hr DO REG ACC	001		

August 2003

SUPERVISOR
Badge 162
Name Jerry Archer
Date 08/15/2003
Time 10:34:23

PROMPT
CLOCKED IN

INPUT

Add Edit Delete

Print Close

The Transactions tab allows you to view the punches and transfers for the employee. All transactions edited by a supervisor will be tagged and audited. In addition, employees or supervisors can enter "reason codes" that can be reported on.

Status tab

Configure Employee
0001 Stanley, David

Division: ALL
Group: ALL

<< Prior Find Next >>

0001 Stanley, David
0002 Baines, Peter
0003 Anderson, Frank
0004 Jones, David
0005 Smith, John
0006 Allen, Jim
0007 Murphy, Jennifer
0008 Howard, Sandra
0009 Jackson, George
0012 Smith, Paul

10 Listed
☒ Number ☐ Name
☐ Show Inactives

Timecard | Schedule | Transactions | **Status** | Benefits | Messages | Wages | Badges | Profiles | Detail

STATUS

Date	Policies	Active	Fulltime	Permanent
09/15/2001	001	YES	NO	NO
12/26/2001	001	YES	YES	YES

Add Edit Delete

Print Close

The Status tab allows Genesis to track and maintain employee classification and business rules. This allows reports to easily filter employees by classification. The Status also specifies if the employee is Active or Inactive. Using the Status area you can keep Inactive employee records for reporting without having to delete the employee.

Benefits tab

Configure Employee

0001 Stanley, David

Division: ALL Group: ALL

<< Prior Find Next >>

0001 Stanley, David
0002 Baines, Peter
0003 Anderson, Frank
0004 Jones, David
0005 Smith, John
0006 Allen, Jim
0007 Murphy, Jennifer
0008 Howard, Sandra
0009 Jackson, George
0012 Smith, Paul

10 Listed
☒ Number ☐ Name
☐ Show Inactives

Timecard Schedule Transactions Status **Benefits** Messages Wages Badges Profiles Detail

Fiscal Date: 12/26/2002 Benefit Hire Date: 09/15/2001 711 Days of Service

Code	Description	Allowed	Taken	Pending	Left	Count	Carry date
SICK	Sick - Paid	48.00	9.00	0.00	40.00	1	01/01/2003
VAC	Vacation	40.00	8.00	32.00	0.00	5	01/01/2003

Benefit Details for 0001 Stanley, David (SICK)

Day	Date	Time	Amount	Balance	Category	Type	Archived
Mon	09/15/2001	00:00:00	-8.000000	40.000000	SICK	Misc. Entry	NO
Wed	01/01/2003	00:00:00	40.000000	48.000000	SICK	Bonus Hours	NO
Wed	01/01/2003	00:00:00	8.000000	8.000000	SICK	Carry Over	NO
Wed	06/05/2002	12:14:27	-8.000000	16.000000	SICK	Misc. Entry	NO
Mon	03/18/2002	12:14:27	-8.000000	24.000000	SICK	Misc. Entry	NO
Mon	02/25/2002	08:00:00	-8.000000	32.000000	SICK	Misc. Entry	NO
Tue	01/01/2002	00:00:00	40.000000	40.000000	SICK	Bonus Hours	NO

☒ Show Accrued Adjustments

Delete Manual Adj. Close

Update Details

Print Close

Before scheduling Personal or Vacation time you can use the Benefits tab to see the remaining Benefits Balance for the employee. You can also add hours to the balance. If the Benefit Accruals module is installed the employee's balance can be automatically updated based on company rules and seniority.

Messages

Configure Employee

0001 Stanley, David

Division: ALL Group: ALL

<< Prior Find Next >>

0001 Stanley, David
0002 Baines, Peter
0003 Anderson, Frank
0004 Jones, David
0005 Smith, John
0006 Allen, Jim
0007 Murphy, Jennifer
0008 Howard, Sandra
0009 Jackson, George
0012 Smith, Paul

10 Listed
☒ Number ☐ Name
☐ Show Inactives

Timecard Schedule Transactions Status Benefits **Messages** Wages Badges Profiles Detail

MESSAGES ASSIGNED

Clock ID	Message
001	Happy Birthday!

All Clocks Add Edit Delete

Print Close

Supervisors can send messages to employees such as "MEETING 9AM RM12". In addition, auto generated system messages such as the employee's hours, benefits, and next day schedule can be displayed to employee at the data collection terminal (model specific).

Wages tab

Configure Employee

0001 Stanley, David

Division: ALL Group: ALL

<< Prior Find Next >>

0001 Stanley, David
0002 Baines, Peter
0003 Anderson, Frank
0004 Jones, David
0005 Smith, John
0006 Allen, Jim
0007 Murphy, Jennifer
0008 Howard, Sandra
0009 Jackson, George
0012 Smith, Paul

10 Listed
☒ Number ☐ Name
☐ Show Inactives

Wages

☐ NON EXEMPT

☒ Use a global wage

09/15/2001	5.0000
12/29/2001	9.0000
06/01/2002	12.0000
01/01/2003	14.0000
06/01/2003	15.5000

Add Edit Delete

Yard Job
Step Operation
Task

☒ EXEMPT

Report Hours from
☐ Actual
☒ Scheduled

Attendance Clocking
☒ Paired Punching
☐ In Only
☐ Never

☐ Pay Overtime

Apply Cancel

Print Close

Genesis can track wage information for your employees. Genesis supports multiple styles for determining the wage. You can specify a permanent Global wage that does not change when the employee transfers to different departments or levels, or you can assign the wage from the department or level. You can also track hours for your exempt employees. Wages can also be used as labor charges or overhead factors to calculate job costing. Genesis allows you to input a budgeted as well as charge rates that be compared to the employees actual wage.

Details tab

Configure Employee

0001 Stanley, David

Division: ALL Group: ALL

<< Prior Find Next >>

0001 Stanley, David
0002 Baines, Peter
0003 Anderson, Frank
0004 Jones, David
0005 Smith, John
0006 Allen, Jim
0007 Murphy, Jennifer
0008 Howard, Sandra
0009 Jackson, George
0012 Smith, Paul

10 Listed
☒ Number ☐ Name
☐ Show Inactives

Details

Number: 0001 SSN: 123-45-678 Birth date: 11/03/1962

Last name: Stanley First name: David Mi: A

Address: 1413 West Glendale Ave Apt 354 City: Phoenix

Zip Code: 85024 State: AZ Phone: (602) 471-1136

Hire date: 12/26/2001 Accrue this month: Fiscal 12/26/2001

☐ Use Alternate Hire date for Benefits 01/01/1900

License: 126173638 Spouse: Nancy Review: 06/01/2002

Division: 0000 City of Phx - Water Services Group: 001 Supervisor: 1

Holiday Group: ALL HOLIDAYS Accrual rule: 1 ANNUAL ACCRUAL Occurrence: 1 Full Time

Web timezone: US Mountain Standard Time (GMT-07)

☐ Use PC Clock ☒ Remote/Web Access IP Access list

☐ Use Web Clock ☒ View Benefits ☒ View Schedule ☒ View Timecard ☐ View Status Board ☐ Submit Time Sheet

Picture

Browse

Change Password Comments

OK Cancel

Genesis Professional allows you to view and manage your employee's personal records. If you have a photo ID system you can incorporate the pictures with the employee's detail for easier maintenance. Genesis Professional also has 6 user-definable fields to customize storage of your employee's personal records. Benefit Accrual rules and Occurrence Rules are assigned here. Above the employee picture you will notice the employee self service security section where you can define the employee web access rights.

Approval Editor

Approval Editor Selection

Name	Number	Date and Time	Dow	Code	Reason
Stanley,David	00001	08/06/2003 17:02:00	Wed		Missing Punch
Stanley,David	00001	08/07/2003 08:00:00	Thu		Absent
Stanley,David	00001	08/08/2003 08:08:22	Fri	IL	Attendance Infraction

3 Listed

☐ Absences
☐ Missing Punches and Other Exceptions
☐ Attendance Infractions
☒ All

☒ Active Employees
☐ Inactive Employees
☐ All Employees

Group: ALL GROUPS Division: ALL DIVISIONS

Edit Close

Timecard Schedule Transactions Status Benefits Messages

Date	Day	Cat	Start	Stop	Yard	Reg
08/01/03	Fri	WORK	08:00	17:00	1	8.00
08/04/03	Mon	WORK	08:01	17:11	1	8.00
08/05/03	Tue	WORK	08:00	17:00	1	8.00
M 08/06/03	Wed			17:02	1	-
A 08/07/03	Thu				1	-
08/08/03	Fri	WORK	08:08	17:12	1	8.00

The Approval Editor automatically filters out any timecard exceptions for all employees in the supervisors group. The editor then permits a supervisor to review and process attendance infractions prior to producing time & attendance reports. From the Approval Editor you can directly adjust and fix employee totals with a specialized Online Time Card with Attendance codes.

Group Scheduler

Multiple Schedule Adjuster

0006 Allen, Jim

08/24/2003 08/25/2003 08/26/2003 08/27/2003 08/28/2003 08/29/2003 08/30/2003

0800-1700 0800-1700 0800-1700 0800-1700 0800-1700 0800-1700 0800-1700

WORK WORK WORK WORK WORK WORK WORK

Yard 2 Corona 2 Corona 2 Corona 2 Corona 2 Corona 2 Corona

Override 00:00-00:00 00:00-00:00 00:00-00:00 00:00-00:00 00:00-00:00 00:00-00:00 00:00-00:00

Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Allen,Jim	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
Anderson, Frank	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
Baines, Peter	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
Howard, Sandra	OFF	1700-0200	1700-0200	1700-0200	1700-0200	1700-0200	OFF	40.00
Jackson, George	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
Jones, David	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
Murphy, Jennifer	OFF	1700-0200	1700-0200	1700-0200	1700-0200	1700-0200	OFF	40.00
Smith, John	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
Smith, Paul	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
Stanley, David	OFF	0800-1700	0800-1700	0800-1700	0800-1700	0800-1700	OFF	40.00
TOTALS	0.00	80.00	80.00	80.00	80.00	80.00	0.00	400.00

10 EMPLOYEES IN WEEK 08/24/2003 GROUP: ALL GROUPS DIVISION: ALL DIVISIONS

Print Close

The Multiple Schedule Adjuster allows supervisors to quickly adjust employee's schedules by week. From the Multiple Schedule Adjuster you can adjust the shift, Department, and Job Costing Levels. It also will show the total Scheduled hours.

Status Board

Name	Number	Out	Working	Lunch	Date and Time	Clock	Key	Prompt	Data Field 1	Data Field 2
Allison, Jim	0005									
Anderson, Frank	0003				Wed 08/27/2003 12:00	13	4	OUT FOR LUNCH		
Baines, Peter	0002				Wed 08/27/2003 07:51	1	*	CLOCKED IN		
Howard, Sandra	0008				Wed 08/27/2003 02:00	1	#	CLOCKED OUT		
Jackson, George	0009									
Jones, David	0004				Wed 08/27/2003 09:08	32	0	TRANSFER YARD	4	
Murphy, Jennifer	0007									
Smith, John	0005				Wed 08/27/2003 06:56	1	*	CLOCKED IN		
Smith, Paul	0012									
Stanley, David	0001				Wed 08/27/2003 08:00	PC	M	Miscellaneous	SICK	8.00

10 Employees Listed Hours back: 18.00 ☒ All ☐ Punches ☐ No Punches

The Status Board displays recent activity for your employees. This can be filtered to display if an employee punched, if no punches are visible, or both. The Status Board is organized to give a quick status check of your employees without having to run a report. The Status Board will also indicate if an employee has transferred to another location or is absent with a reason.

Auto Process

Time	Description	SMTWTFs	Type
00:00	Poll Clocks	YYYYYYY	Clock
01:00	Process Reports	YYYYYYY	Report

The Auto Process allows you to schedule Activities that would normally interfere with the daily operation of Genesis. You can automate polling of the clocks, run reports, utilities, and run files. Reports can be automatically sent to a printer or emailed to a list of contacts.

Task Organizer

Task Organizer

Payroll Tasks

The checklist below will walk you through the necessary steps for a successful payroll.

Select an item from the list below, ensuring that all steps are completed before clicking EXPORT PAYROLL.

	Completed?
Poll Time Clocks	YES
Fix Missing Punches and Absences	NO
Run Reports	NO
Export Payroll	NO

Buttons: Daily Tasks, Monthly Tasks, Annual Tasks, Payroll Tasks, System Setup

Close

The Task Organizer makes complex tasks easy as 1-2-3. The Task Organizer groups operations that need to be performed on a repetitive basis and walks the system user through them. As each step in the Task is performed the system will indicate that the operation was completed. Each operation must be performed in order and completed before the user is allowed to move on to the next operation.

Reports & Listings

Reports and Listings Selection

Selection

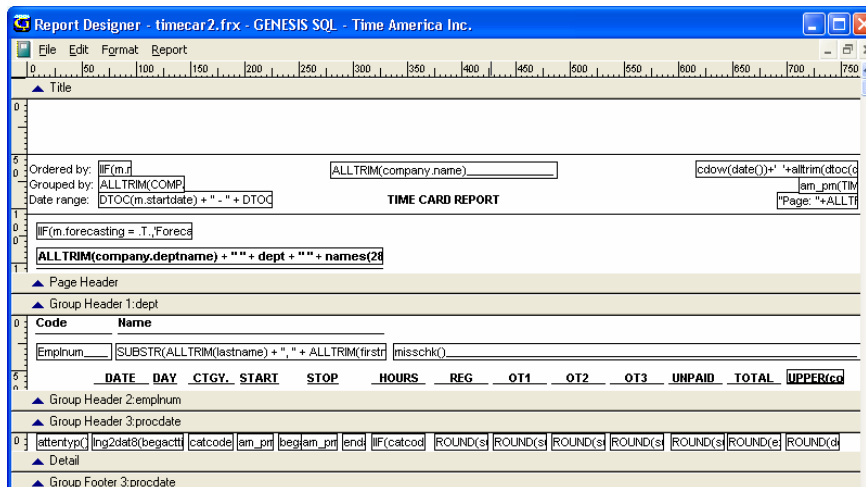
- ☒ Payroll
 - Daily Hours
 - Hours
 - Time Card
 - Time Card (Category Summary)
 - Time Card (Dept)
 - Time Card (Dept Cat. Summary)
 - Time Card (Diff. Cat. Summary)
 - Time Card (Differential)
 - Time Card (One Line)
 - Time Card (Dept Summary)
 - Time Card (One Line TA200)
 - Time Card (Analysis)
- ☐ Attendance
- ☐ Exceptions
- ☐ Human Resources
- ☐ Schedule
- ☐ Wage
- ☐ Exports
- ☐ Job Costing
- ☐ Access
- ☐ Listings

☐ Ranges ☒ Individuals

Run Close

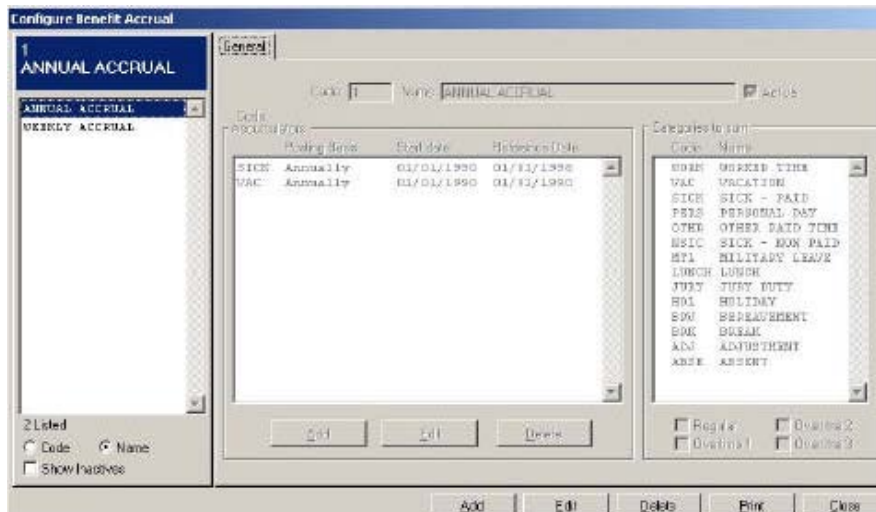
Genesis turns raw data into useful information that provides managers with strategic insight into their organizations. The Report and Listing Selection lists over 150 reports that present your company's information in a myriad of ways. The Report and Listing Selection includes reports that display employee information, hours worked, pay-data, benefits accruals, Job Costing, exceptions such as tardiness, and much more. Reports are organized by category to make finding and selecting the best report effortless. Context-sensitive reports are also available from most of the screens and areas in Genesis.

Built-In Report Designer



All standard reports have been written using Microsoft's Report Writer which is included with the system. This means all reports and lists generated by the system can be user modified. In addition, you can copy existing reports to a new name and modify them, thus creating your own reports. The reporting menu can be modified to add your newly created reports.

Benefit Accruals (Optional)



Genesis helps with leave management by automatically accruing available benefit time and by tracking benefit time used. Benefit Accruals walks you through creating the rules by which Genesis will manage employee paid time off. Benefit Accruals allows for a variety of accrual methods and rules. Accrual rules enable you to have different yearly benefits for employees based upon seniority. The Accrual Templates created can accommodate virtually unlimited pay types (vacation, sick and personal, etc.), with different rules for each.

Job Costing & Validation (Optional)

Configure Job

0023218133
Change Water Pump

Code: 0023218133
Name: Change Water Pump

☒ Active ☒ Validate
☒ Use Hourly Wage ☒ Use Charge Rate ☒ Use Piece Rate

Budgeted Total Hours: 1.50
 Budgeted Total Dollars: 56.0000
 Hourly wage: 0.0000
 Charge rate: 75.0000
 Piece-work rate: 50.0000

1 Listed
☐ Code ☐ Name
☐ Show Inactives

OK Cancel

The Job Costing & Validation Module enables you to accurately track time and labor costs and distribute them by department, job, step, operation and task. It allows for a more detailed breakdown of cost information, which can be reported in both hours and dollars. The five levels of tracking may be renamed to fit your company's needs. This module also helps you eliminate the input of invalid data by allowing you to define the valid department, job, step, or operation numbers. When an employee keys in a bad number at the terminal, the message "INVALID ENTRY" is displayed and the employee is prompted to re-key the number. A description can be displayed to further strengthen the validity of entered data. In addition, this module supports pay by piece rate and allows employees to input quantity produced along with a second quantity, usually scrap. Two additional comparative rates "Budgeted" and "Charge" can be tracked and compared with actual working rates to see if you project is on target.

Profile Lockouts / Access Control (Optional)

Configure Profiles

0001
Default Profile every 30 min

Number: 0001 Name: Default Profile every 30 min ☒ Active

Schedule	Start	Stop	Message
Schedule 1	00:00	00:05	001
Schedule 2	00:05	00:10	001
Schedule 3	00:10	00:15	001
Schedule 4	00:15	00:20	001
Schedule 5	00:20	00:25	001
Schedule 6	00:25	00:30	001
Schedule 7	00:30	00:35	001
Schedule 8	00:35	00:40	001
Schedule 9	00:40	00:45	001
Schedule 10	00:45	00:50	001
Schedule 11	00:50	00:55	001
Schedule 12	00:55	01:00	001
Schedule 13	01:00	01:05	001
Schedule 14	01:05	01:10	001
Schedule 15	01:10	01:15	001

1 Listed
☐ Number ☐ Name
☐ Show Inactives

Back OK Cancel

ACCESS CONFIGURATION

☒ Use Access Control
☐ Access only terminal
☐ Report denied access attempts
☐ Allow access for all badges
 Access duration: 00

ACCESS OPEN WINDOW

☐ Sunday ☐ Thursday
☐ Monday ☐ Friday
☐ Tuesday ☐ Saturday
☐ Wednesday
 Always open start time: 00:00
 Always open stop time: 00:00

Profile Lockouts sometimes referred to as Schedule Lockouts allow you to define time frames and days of week when employees can utilize the data collection terminals. In addition, employee can be restricted to only the terminals you allow them to have access to. Employees are given different Profile messages depending upon the time of day they clock. For example "Too early" or "See Supervisor". The employee can also be assigned to different Profile schedules for each day allowing for flexibility with changing Profile Lockout rules. Supervisors can override a lockout at the terminal, if authorized to do so. Access Control allows the clocks to open a door

relay for security doors. Access Control can also report denied attempts. With Access control clocks can be used for Access control only or continue to provide Time & Attendance functions. For fire code compliance you can also specify always-open windows.

Bell Schedules (Optional)

Configure Bells

General

Number: 0001 Name: Assembly Line Schedule 1 ☒ Active

SCHEDULES

	SCHEDULE	Time	Duration
1.	MTWTFSS	08:00	2.0
2.	MTWTFSS	12:00	2.0
3.	MTWTFSS	13:00	2.0
4.	MTWTFSS	17:00	2.0

DAY OF WEEK

☐ Sunday
☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☐ Saturday

Time: 17:00
Duration: 20

Buttons: Add, Delete, Apply, OK, Cancel

The Bell Schedules Module allows you to control an electronic Bell system using TA520 and TA700 series terminals. Genesis Professional can have virtually unlimited Bell schedule for use.

Occurrence Ratings (Optional)

Configure Occurrences

General

Code: 001 Name: Demerit Rule 1 ☒ Active

System generated absences count as: 6.00 OCCURRENCES Calculations are done on a rolling: 12 months basis

Category and Attendance Infractions

Name	Type	Occurrence
01. ABSENCE - LONG	A	0.50
10. IN DOCKED	A	0.25
11. IN LATE	A	0.50
12. LUNCH - LONG	A	0.50
13. SICK - SOME PAID	C	1.00
14. OUT EARLY	A	0.50

Notices

Notice
5.00 First Warning
20.00 Final Warning
30.00 Termination

Buttons: Add, Edit, Delete, Apply, OK, Cancel

Designed to assist in the employee review and disciplinary process, Employers use Occurrence Ratings (also

known as the points system) to track incident of their employees in respect to the assigned shift times. Genesis accomplishes this task by tracking Categories and/or Attendance Codes, point values are assigned to each attendance occurrence. Points are deducted from the employees balance based on the severity of the attendance infraction. Warning notices with custom messages can be automatically generated when employees reach pre-defined infraction levels.

PC Clock (Optional Module)



PC may be installed to anyone's workstation, thin-terminal client machine or PC. PC Clock allows employees to clock in and out for the day, to lunch, and to breaks. PC Clock gets its function definitions from the Genesis software so you can user define up to eleven function keys to collect different data such as transfer departments, transfer jobs, make leave requests, etc. PC Time Clock supports employee messaging, input validation for job costing, and profile lockout. PC Time Clock is perfect in situations where hardware data collection systems can't be cost-justified, or where hardware time clocks do not match into your organization's environment.

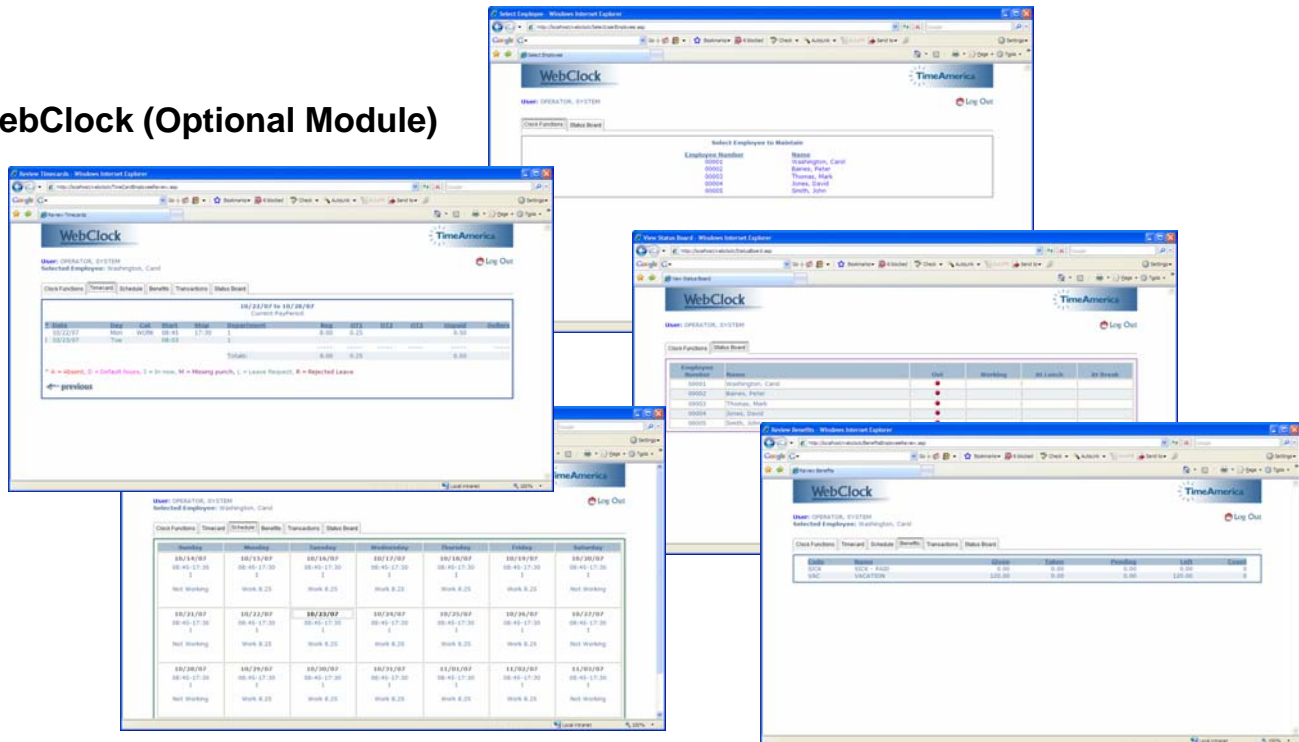
PDA Clock (Optional Module)



PDA Clock may be installed to any portable device that runs Windows Mobile 2003, or Windows Mobile 5.0 or newer Windows Mobile OS. PDA Clock allows employees to clock in and out for the day, to lunch, and to breaks. PDA Clock gets its function definitions from the Genesis software so you can user define up to eleven function keys to collect different data such as transfer departments, transfer jobs, make

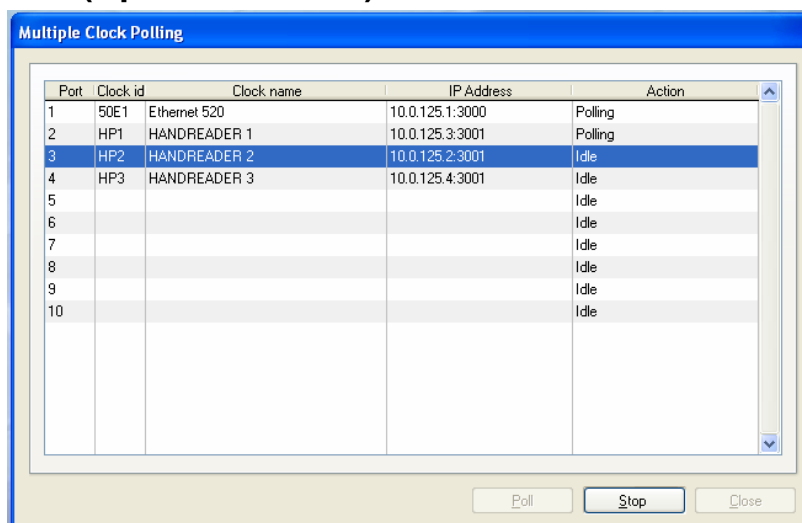
leave requests, etc. PDA Clock supports employee messaging and input validation for job costing. PDA clocks supervisor mode allows supervisors to select employee and jobs from drop down lists to perform transactions for their crew on an individual or group basis.

WebClock (Optional Module)



Web Clock allows both employees and Supervisors access to GENESIS PRO/SQL from any web browser. Employee self service allows employees to clock, view timecard, view punches, view schedule, view benefits and submit a timesheet. Supervisor mode allows supervisors to perform transactions and edits for their crew on an individual or group basis. In addition, supervisors have access to the systems Status board.

MultiPoll (Optional Module)



MultiPoll - Polls and sets time on up to 99 Ethernet or Modem Clocks simultaneously. Works through manual poll or auto polling processes. Supports TA520, TA700 Series and Hand Reader terminals. Utilizes Digiboards or USB hub for modem operation. Ethernet requires no special equipment. Prefix allows mixing of dial prefix and direct dial phone lines

Telephony (Optional Module)



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.

Videx Terminal Interface (Optional Module)



Videx offers an exceptional high-performance portable data collector. It combines laser bar code reading and Touch Memory button reading with an alphanumeric keypad. Touch Memory buttons are used when durability, tamper-resistance, and simplicity are required. A Touch Memory button is a memory chip sealed inside a dime-sized stainless steel canister, and comes in read and read/write varieties. Each

memory chip contains a pre-programmed 12-digit identification number that can be cross-referenced to a person, place, item, or activity. Touch Memory is perfect for guard tour or any other application where you need confirmation that the user is at a specific location.

Time Card Reviewer (module)

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollars
01/28/2002	Mon	WORK	07:05	15:56	2	7.75	-	-	-	1.00	-
01/29/2002	Tue	WORK	07:02	10:51	2	3.85	-	-	-	-	-
01/29/2002	Tue	WORK	10:51	15:55	1	3.90	-	-	-	1.00	-
01/30/2002	Wed	WORK	06:57	15:53	2	7.75	-	-	-	1.00	-
01/31/2002	Thu	WORK	07:03	12:59	2	5.98	-	-	-	-	-
01/31/2002	Thu	WORK	12:59	16:06	3	2.52	-	-	-	1.00	-
02/01/2002	Fri	WORK	07:00	15:57	2	7.75	-	-	-	1.00	-
02/04/2002	Mon	WORK	06:55	15:53	2	7.75	-	-	-	1.00	-
02/05/2002	Tue	WORK	07:03	16:06	2	8.50	-	-	-	1.00	-
02/06/2002	Wed	WORK	06:55	16:02	2	8.00	-	-	-	1.00	-
02/07/2002	Thu		06:53		2	-	-	-	-	-	-

Pay Periods back: 0 01/28/2002 Totals: 7.75 0.00 0.00 0.00 1.00 0.00

Pay Period: 01/28/2002 to 02/10/2002 Totals: 63.75 0.00 0.00 0.00 8.00 0.00

Change Password Print Close

Copyright © 1989-2001, Time America, Inc. NUM 9:32:09 am

The Time Card reviewer is an external Module that allows an unlimited amount of employees to view their Time Cards, Schedule, and Benefits hours. Each employee can create their own password and print their information.

Time Sheet Submittal (module)

DATE WORKED	IN	OUT	WORKED HOURS	MISCELLANEOUS INFORMATION CATEGORY	TIME	HOURS	TOTAL HOURS
MON 07/30	07:00	00:00	0.00	SICK SIC	07:00	8.00	8.00
TUE 07/31	07:00	12:00	8.00	NONE	07:00	0.00	8.00
WED 08/01	07:00	11:00	0.50	NONE	07:00	0.00	0.50
THU 08/02	07:00	12:00	8.50	NONE	07:00	0.00	8.50
FRI 08/03	07:00	13:00	8.00	NONE	07:00	0.00	8.00
SAT 08/04	00:00	00:00	0.00	NONE	07:00	0.00	0.00
SUN 08/05	00:00	00:00	0.00	NONE	07:00	0.00	0.00
TOTAL			33.00			8.00	41.00

Change Password Submit Close

Copyright © 1989-2001, Time America, Inc. All rights reserved. NUM 2:48:34 pm

The Time Sheet Submittal™ module allows Exempt employees to submit electronic time sheets. Time sheets may be submitted by Pay Period, and may be used either as a supplement to clocking in and out, or as a replacement.

Data Collection Options

Genesis Time & Labor Management Software integrates with a variety of data collection options, from traditional “clock”-type hardware to Software-based tools. Data from the devices is imported into the Genesis database, from which it may be viewed and edited using the Genesis Software. Time America is proud to offer the data collection options described below.

Badge Terminals



Time America's badge terminals record Time & Attendance data when an employee swipes a badge or enters a personal identification number (PIN) through the keypad. Programmable function keys also provide users with the flexibility to display or collect additional data. For example, employees can receive messages from their supervisors on the screen, display or check their schedules, or number of hours worked by pressing a key and swiping their badge through the reader. Employees may use the badge terminals to transfer from one department to another, or from one job to another ensuring accurate transfer of labor charges and transition of labor rates. The terminals can also be programmed to accept only authorized or scheduled employee punches, which helps to eliminate costly, unplanned overtime.

Time America's badge terminals provide editing capabilities so supervisors can immediately correct punches or make edits right from the floor. They operate off-line, freeing the host system for other applications. At regularly programmed intervals the host automatically polls the terminals and transfers the stored data for processing. The badge terminals can limit access to secured work areas, and when equipped with a printer, generate copies of entries for employees and reports for supervisors.

Time America's badge terminals are long lasting, reliable, and expandable, with a low cost of ownership. These terminals are suitable for small ventures as well as the enterprise, and can work in conjunction with other Time America data collection devices.

GENESIS supports the following Badge Terminal functions

Clock IN/OUT for day
Clock IN/OUT for lunch
Clock IN/OUT for break
Transfer to new level
Enter Charge and Cash Tips

Make a leave Request
Enter Leave/Category
Supervisor approve OT
In On Service (call back)
Out On Service (on call)

Group Transfer
Group Transfer Back
Enter Dollars
Quantity Accepted
Quantity Rejected

PC Clock / Timesheet

See previous section for more details on “PC Clock” and “Time Sheet Submittal”.

Hand Punch Terminals



Biometry is the statistical analysis of biological observations and phenomena. It is also the new standard for time and attendance data collection devices. Instead of utilizing badges or passwords, which can be lost or forgotten, Time America's hand punch terminals verify an employee's identity based on the unique size and shape of their hand. This state-of-the-art data collection device involves an investment similar to that required by traditional badge swipe devices. Yet, the length of time required for you to recover your investment is significantly reduced, because biometric devices eliminate buddy punching.

Buddy punching affects companies in varying degrees. If your company's current workforce management solution allows employees to clock in and out for one another, a Time America solution can help you recover losses. If you are implementing a workforce management system for the first time, you can maximize your investment and avoid potential pitfalls by starting with this technology.

Time America's hand punch terminals do not store images of your employees' hands, nor can they use any stored information to create images of employees' hands. Instead, they use a sophisticated algorithm to generate and store a numerical template. Each time an employee scans his hand, a new number is generated and compared to the one on file. The clock in/out transaction will occur in less than a second, but only if the generated number and stored template match closely. Save time and money with this fast, easy-to-use, secure, and versatile solution.

WebClock / Timesheet

See previous section for more details on "WebClock".

Telephony

See previous section for more details on "Telephony".

WAP Enabled Phones, PDA's, Wands

See previous section for more details on "WebClock", "PDA Clock" and "Videx Terminal Interface".

Access System / 3rd Party Integration

Genesis provides the hooks you need to import transaction from a flat file that was created by a third party system. Whether it is an Access or VOIP system, if you can format the transactions into the import file format Genesis will read them into the Genesis database.

Genesis Professional Method of Operation

The preceding section provided you with an overview of Genesis and its features. This section will go into further detail concerning specific features, but stops short of offering instruction on how use each feature. For this information, please see the Genesis Users' Guide.

Employee Record Keeping

Genesis allows you to store and retrieve a variety of employee information, including personal contact information, wage rates, employee status, department and job assignments, available benefit time, and more. This information may be viewed and edited from the Employee Maintenance area and may be printed from the Reports and listings selection.

Employee Detail Information

The Employee Details is the central location from which you may manage all employee personal information.

Employee's personal records a store in one location for easier retrieval

Standard Fields

The Employee Details displays the following items for each employee:

Personal/Contact Information:

- Employee Number / Code (Required)
- Social Security Number
- Birth Date
- Last Name
- First Name
- Middle Initial
- Street Address 1
- Street Address 2

City, State and Zip
Phone Number
Email address
Hire Date (Required)
Fiscal Date
Alt Hire Date
Division Assignment
Group Assignment
Holiday Group
Accrual Rule (Optional)
Occurrence Rule (Optional)
Web timezone (Optional)

Custom Fields

Genesis Professional allows you to add custom fields for storing information. This is useful if you wish to track information for which Genesis Professional doesn't contain a specific field. Entries in custom fields can include text and numbers. You may have 6 custom fields.

Employee Detail Information Reports

Genesis Professional provides several reports to print the employee detail information viewed in the Employee Maintenance including:

- Employee Address list
- Employee Badge List
- Employee Benefits List
- Employee Message List
- Employee Profile List
- Employee Status List
- Birthday List

Employee Self Service Security Settings

Genesis Professional provides several employees self service options:

- PC Clock
- Telephony
- Remote/Web Access

Wage Rates and Tracking

Genesis supports multiple styles of wage tracking and assignments:

Non-Exempt

Using the Non-Exempt option employees can be paid a default wage or be assigned the wage based on the location they are assigned. Genesis supports wage tracking down to the last Job Costing level and also supports piece rate wages. Using the Non-Exempt option employee hours will be multiplied by the wage at the rate specified in the payroll policy. Reports will calculate the wage and determine your gross labor costs.

Exempt

The Exempt option is used to track your salaried employee attendance, but will leave determining the employee gross labor costs to an external process. Using the Exempt option hours can be track base on actual In/Out punch or Scheduled Hours. Genesis can also enable Overtime for Exempt employees.

If determining hours by the employee's Schedule, Exempt employees can still be required to Punch In/Out or Punch In, only to determine Absences.

Exempt with hourly Wage

This option allows reports to display an hourly wage for the Exempt employees. This is useful if tracking Exempt employees across multiple locations or if using Job Costing. All the rules for the Exempt employee will apply, but on Wage reports the Dollars information will be calculated like a Non-Exempt employee.

Wage Information Reports

Genesis provides several reports to print the employee wage information:

Employee Wage - Department Wage - Group Wage
 Employee Wage with Category - Division Wage - Wage Distribution *(Optional with Job Costing Module)*
 Piece Wage *(Optional with Job Costing Module)*

Benefit Tracking

Genesis allows easy to manage benefit tracking using two methods:

Benefit Entitlements

The Benefit Entitlements feature of Genesis eliminates the need for manually registering employees non-worked hours such as Vacation and Sick time in a notebook or an Excel Spreadsheet. Genesis Professional will track the amount of benefit hours used, allowed, and pending. Genesis Professional will also warn system user when they attempt to give an employee more benefit hours than allowed.

Configure Employee

00001 Washington, Carol

Division: ALL Group: ALL

<< Prior Find Next >>

Anderson, Frank 00003
 Baines, Peter 00002
 Jones, David 00004
 Smith, John 00005
 Washington, Carol 00001

5 Listed
☐ Number ☒ Name
☐ Show Inactives

Timecard Schedule Transactions Status **Benefits** Messages Wages Badges Profiles Clocks Detail

Fiscal Date 10/08/2007 Benefit Hire Date 10/08/2007 28 Days of Service

Code	Description	Allowed	Taken	Pending	Left	Count	Carry date
PERS	PERSONAL DAY	16.00	0.00	0.00	16.00	0	10/08/2007
SICK	SICK - PAID	40.00	0.00	0.00	40.00	0	01/01/2007
VAC	VACATION	80.00	0.00	0.00	80.00	0	01/01/2007

Update Details

Print Close

Benefit information is quickly retrieved from the Employee Maintenance area inside the Benefits tab.

Features of Benefit Entitlements: Keeps a running total of Benefit hours given and remaining; Warns of overpayment of Benefit hours by setting allowed limits for the employee Unlimited amount of pay types can be tracked by Benefit entitlements; Using Seniority reports employee Balances can be updated quickly; The Benefit tab will show the total day on service, Fiscal Date, and Hire date.

Benefit Information Reports

Benefits Seniority.

Benefit Details for Washington, Carol 00001 (VAC)

Day	Date	Time	Amount	Balance	Category	Type	Archived
Mon	01/01/2007	00:00:01	120.000000	200.000000	VAC	Bonus Hours	NO
Mon	01/01/2007	00:00:01	80.000000	80.000000	VAC	Given Hours	NO
Mon	01/01/2007	00:00:00	0.000000	0.000000	VAC	Carry Over	NO
Sun	01/01/2006	00:00:01	80.000000	80.000000	VAC	Given Hours	NO
Sun	01/01/2006	00:00:00	0.000000	0.000000	VAC	Carry Over	NO
Sat	01/01/2005	00:00:01	80.000000	120.000000	VAC	Bonus Hours	NO
Sat	01/01/2005	00:00:01	40.000000	40.000000	VAC	Given Hours	NO
Sat	01/01/2005	00:00:00	0.000000	0.000000	VAC	Carry Over	NO
Thu	01/01/2004	00:00:01	40.000000	40.000000	VAC	Given Hours	NO
Thu	01/01/2004	00:00:00	0.000000	0.000000	VAC	Carry Over	NO
Wed	01/01/2003	00:00:01	40.000000	120.000000	VAC	Bonus Hours	NO
Mon	01/01/1900	00:00:00	80.000000	80.000000	VAC	Balance Adj.	NO

☒ Show Accrued Adjustments

With Benefit Entitlements you can track and view a running balance of Benefit hours used by the employee.

Benefit Accruals (Optional)

The Benefit Accruals Module allows you to automatically update employee benefit balances based on your company's current rules. Genesis Professional supports a number of accrual cycles and allows for changes to employee accumulators based on their tenure.

Configure Benefit Accrual

1 ANNUAL ACCRUAL

ANNUAL ACCRUAL 1
WEEKLY ACCRUAL 2

2 Listed
☐ Code ☒ Name
☐ Show Inactives

General

Code 1 Name ANNUAL ACCRUAL ☒ Active

Accumulators

	Posting Basis	Start date	Reference Date
PERS	Annually	01/01/1900	Hire date
SICK	Annually	01/01/1990	01/01/1998
VAC	Annually	01/01/1990	01/01/1990

Categories to sum

Code	Name
WORK	WORKED TIME
VAC	VACATION
SICK	SICK - PAID
PERS	PERSONAL DAY
OTHR	OTHER PAID TIME
NSIC	SICK - NON PAID
MTL	MILITARY LEAVE
LUNCH	LUNCH
JURY	JURY DUTY
HOL	HOLIDAY
BRV	BEREAVEMENT
BRK	BREAK
ADJ	ADJUSTMENT

☐ Regular ☐ Overtime 2
☐ Overtime 1 ☐ Overtime 3

The Benefit Accruals area allows for configuration of automatic dispersal of Benefit Hours.

Features of the Benefit Accruals Module:

- Automates when the employees Benefit Balance is updated Different Benefit amounts can be dispersed based on Seniority
- Benefit Hours can be calculated by amount of worked hours, and/or non-worked hours
- Benefit Balances can be updated Weekly, Bi-weekly, Monthly, Quarterly, Semi- Annually, and Annually
- Benefit can be set to disperse by Hire Date, Fiscal Date, or a set Reference Date.
- Benefit Balances can have set limits and Carry over totals. Balances can be adjusted by "Balance" or "Give Hours."

Business Rules and Policies

Genesis contains a comprehensive collection of Business rules and Policies to match most companies' requirements for Overtime, Holiday pay, and many other specialty requirements that other software packages cannot even attempt.

Genesis has built in support for Divisions or sub-companies so the need to incorporate different Business Rules for each location is a must. Below is a list of features that makes Genesis ready to deploy for any environment:

- Unlimited Overtime and Holiday Rules
- Multiple Pay Periods Supports Daily, Weekly, Bi-Weekly, and Consecutive Daily Overtime Per Diem Bonus
- Pay on In/Out service Shift Differential Exact Rounding Rules Unlimited Attendance Codes
- Exception Reporting Unlimited Pay Types
- Supports Sub-Companies
- Supports 24+ Hour Shifts

Policies

One of the most important features of Genesis is its ability to analyze and organize the raw data collected from the clocks according to a company's payroll policies. These policies are compiled into Pay Rules.

- Pay Rules specify: Pay Period cycle (Weekly, Bi-weekly, Semi-Monthly, Monthly)
- Pay Period Dates (Sat-Holiday Pay Exceptions, Per Diem Bonus, Sun, Fri- Thurs...etc.)
- Overtime Rules, Differential Rates, Pay on, and In/Out Service Rules.

Genesis supports an unlimited number of Policies. This allows you to track employees that could have completely different Pay Period dates. If your company is spread across multiple states you might have employees that earn daily Overtime, while another set of employees only earn Overtime by Week or Bi-weekly.

Pay Period Cycle and Start Dates

Each policy created specifies the date range for the Pay Period. Pay Periods can be Weekly, Bi-Weekly,

Semi-Monthly, and Monthly. Once the Cycle is determined the Start Dates specifies what dates determine the Cycle.

Configure Policies

001 STANDARD PAY RULE

Code: 001
Name: STANDARD PAY RULE
☒ Active

Pay Period

☐ Weekly
☒ Biweekly
☐ Semimonthly
☐ Monthly

Start Date: 10/29/2007 Mon
Number of days in semimonthly period: 15
Process on: ☐ Actual ☒ Schedule
☐ Auto close at pay period end (midnight)
☐ Auto close at overtime cycle end (midnight)
Current pay period started on 10/29/2007 and ends on 11/11/2007.

Punch Defaults

Ignore use of duplicate function key punches within: 2 minutes
Ignore use of opposing function key punches within: 2 minutes
Missing OUT punch limit: 18.00 hours
Will default the work total to: 0.00 hours
Maximum OUT punch link-back to next IN punch: 4.00 hours ☐ Do not link over day end
☐ First change punch accrues to previous IN punch
☐ Reset Swipe & Go? at: ☐ midnight ☐ 1 am ☐ 2 am ☐ 3 am ☐ 4 am

1 Listed
☒ Code ☐ Name
☐ Show Inactives

OK Cancel

Each Policy defines the employees Pay Period Cycle and Timecard Processing Rules.

Each policy also defines how to handle irregular punches caused by employee's forgetting when they punched.

Holiday Rules

When a Company holiday is observed Genesis will automate the task of determining bonus pay. Genesis will apply the rules based on if the employee worked the holiday or spend the day off. Below is a list of rules that will process for Holiday pay:

Configure Policies

001 STANDARD PAY RULE

General Holidays Overtime Service Per Diem Differential Exceptions

☒ Pay Holidays

Holiday Eligibility

Minimum days of employment to qualify: 90
Required to work the scheduled day:
☐ Before and after
☐ Before or after
☒ None

Holiday Parameters

☐ Apply holiday when not scheduled to work
☐ Apply the holiday on the next day
☐ Holiday hours can accrue towards overtime
☐ Holiday hours can not be overtime
☐ Apply differential based on scheduled start time
Hours to add for each worked holiday: 8.00
Multiply worked holiday hours to apply to HOL: 0.00
Hours to add for each un-worked holiday: 8.00
Given Minimum: 0.00 Given Maximum: 0.00
Beginning pay rate if holiday is worked:
☒ REG ☐ OT1 ☐ OT2 ☐ OT3
☐ Reset at end of day

1 Listed
☒ Code ☐ Name
☐ Show Inactives

OK Cancel

The Holiday Rules automates Holiday Pay and rates.

Holiday Eligibility

The Holiday Eligibility rules determine if the employee qualify for Holiday Pay.

- Require a minimum amount of Days from hire date with Company
- Require that the employee either work “Day before and after”, “Day before or after”, or “None”.

Holiday Parameters

The Holiday Parameters Determine the amount and when to apply the Holiday pay.

- Apply Holiday when not scheduled to Work
- Apply the holiday on the Next Day
- Enable Holiday Hours to accrue towards Overtime
- Amount of hours given for Un-Worked Holidays
- Amount of hours given for Worked Holidays
- Pay rate for Worked hours on Holidays *(can also be reset at Midnight)*
- Multiply Worked Hours to Apply to Holiday Hours
- Apply a minimum or maximum amount of Holiday Hours

Genesis also supports Holidays that do not override absences. This allows companies to create special Holidays that are still required to work without having to adjust policies.

Holiday Groups

The Holiday Groups feature specifies which holidays are assigned to specific groups of employees. Holidays Groups must be defined in order to post different holidays to specific groups of employees. Some examples of holiday groups are:

- Executive
- Full-Time
- Union

Employees are assigned to a holiday group in the Employee Maintenance dialog box.

Configure Holiday Groups

General

Code: 01
 Name: EXECUTIVE
☒ Active

Holidays

Include	Date	Name

3 Listed
☒ Code ☐ Name
☐ Show Inactives

Add Edit Delete Print Close

Overtime Rules

Genesis contains an extensive set of Overtime rules designed to fit most state requirements. Overtime Cycle, Daily, and/or Consecutive Days can calculate overtime pay rates. There is also Shift specific rules that overtime can be issued. Genesis Professional Support up to three Overtime levels.

The screenshot shows the 'Configure Policies' window for '001 STANDARD PAY RULE'. The 'Overtime' tab is selected. The 'Pay OT' checkbox is checked. The 'Overtime Cycle' is set to 'Weekly'. The 'Overtime Definition' table shows three levels of overtime with their respective period limits and multipliers.

OT level	Period Limit	Multiplier
OT1	40.00	1.5000
OT2	9999.99	2.0000
OT3	9999.99	3.0000

The 'Daily Overtime' section shows a table for each day of the week with columns for 'Start at OT Level', 'Daily Qualifier OT1', 'OT2', 'OT3', and 'Reset at Day End'. The 'Consecutive Days' section has checkboxes for 'Consecutive Days' and 'On days that qualify', with a table for 'Num of Days', 'Minimum Hours', 'Hours Total', 'OT Level', 'After (Hrs)', and 'OT Level'. The 'Force OT by Time of Day' section has checkboxes for 'Time worked outside defined shifts to OT level REG' and 'For IN punches between' with a time range of '00:00 - 00:00' and radio buttons for 'All hours' and 'Hours within'.

Genesis can handle an extensive set of Overtime requirements.

Overtime Cycle

The basic level of Overtime combines hours by Week, Bi-weekly, Semi-monthly, and Monthly. Hours are then added together to determine a total for the cycle. As the total reaches an Overtime limit the hours above the limit are multiplied at a new rate to determine the wage. Genesis supports three Overtime limits to determine the employee's wage.

Daily Overtime

Genesis allows each day to determine the amount of overtime the employee will earn. By configuring the starting Pay rate for the day Genesis will multiple the wage by the pay rate until the next level of Overtime is reached. It will continue to pay at the new rate of pay until another level of Overtime is reached. Each Day's Overtime limits can be reset at Midnight.

Consecutive Days Overtime

This rule will adjust the employees pay rate if the employee works more or equal consecutive days set by the rule. On days that qualify the overtime limit can be increased if the employee works more hours than the set limit. The Consecutive Days overtime cycle can also be reset when the Overtime Cycle ends.

Force Overtime by Time of Day Time worked outside defined shift to OT level

This option tells Genesis to compare the employee transactions to their schedule. If the employee worked before the schedule start, or after the schedule stop, the extra worked time will be applied to the specified Overtime level. Keep in mind that even if an employee is late, but works passed the schedule stop, the time worked after will still be forced to the specified Overtime level.

In punches between

This option will force time worked to a specified Overtime Level based on the IN punch. If the IN punch falls between the indicated times, All Hours or only the Hours Between will be forced to the specified Overtime level. If this option is used, only that Overtime level will be calculated, even if the amount in the Overtime level is more than the Period Limit. Any time outside will still be calculated normally.

In/Out on Service

In On Service is used for situations where an employee has already clocked out, but then comes back to work. This is for employees who are on call or who work special split shifts. The employee will be paid a minimum amount of hours even if they do not actually work the full duration. In on Service hours can accrue towards Overtime, and be paid a higher Pay rate.

Out on Service is used in situations where an employee will not be able to clock out at the time clock, but still needs to be paid. It is generally used for employees who work away from the job site. When an employee uses the Out on Service function at the clock, he will be given a specified number of hours. The employee can finish their job and go home, without actually Clocking Out. The employee will be paid a set amount of hours even if the employee worked more or less hours than given. Out on Service hours can

Configure Policies

General Holidays Overtime **Service** Per Diem Differential Exceptions

☒ Pay in and out on service

In-On-Service

Minimum hours

☐ Accrue given hours to OT

Level

- ☒ Regular
- ☐ Overtime 1
- ☐ Overtime 2
- ☐ Overtime 3

Change Work hours to

Out-On-Service

Add hours

☒ Accrue given hours to OT

Level

- ☐ Regular
- ☒ Overtime 1
- ☐ Overtime 2
- ☐ Overtime 3

1 Listed

☒ Code ☐ Name

☐ Show Inactives

OK Cancel

Services allow you to pay your employee a bonus for returning to work, or to complete their task without having to Punch Out.

Per Diem

The Per Diem bonus allows the employee to earn additional hours or Dollars by working over a specified limit. Limits can be set by Daily, by Overtime Cycle, and Pay Period. Each Day has the option to pay an additional bonus over the first limit.

Configure Policies

001 STANDARD PAY RULE

General Holidays Overtime Service **Per Diem** Differential Exceptions

☒ Use per diem

Day	After	Pay	PRD1	PRD2	Accrue
<input checked="" type="checkbox"/> Sunday	08:00	50.00	PRD1	PRD2	<input type="checkbox"/>
<input type="checkbox"/> Monday	00:00	0.00			<input type="checkbox"/>
<input type="checkbox"/> Tuesday	00:00	0.00			<input type="checkbox"/>
<input type="checkbox"/> Wednesday	00:00	0.00			<input type="checkbox"/>
<input type="checkbox"/> Thursday	00:00	0.00			<input type="checkbox"/>
<input type="checkbox"/> Friday	00:00	0.00			<input type="checkbox"/>
<input checked="" type="checkbox"/> Saturday	08:00	25.00	PRD1	PRD2	<input type="checkbox"/>

☐ Apply at holiday work rate when daily per diem occurs on a holiday.

☐ Overtime Cycle After 000:00 Pay 0.00 ASSE ABSENT REG OT1 OT2 OT3

☐ Pay Period After 000:00 Pay 0.00 ASSE ABSENT REG OT1 OT2 OT3

1 Listed
☒ Code ☐ Name
☐ Show Inactives

OK Cancel

Per Diem allows additional Bonus Hours/Dollars to be paid.

Report Exceptions

Genesis can report hours within a specified time frame. This defines the parameters used to produce the Exception Report. If this is not configured the Exception Report will not generate results. It is best to define the Exceptions for infrequent activities such as unusual amounts of Overtime or Half days. Each Policy can be configured with its own set of Exception rules to match the employees Overtime rules.

Configure Policies

001 STANDARD PAY RULE

General Holidays Overtime Service Per Diem Differential **Exceptions**

☒ Report exceptions

Consecutive hours worked 48.00

Overtime hours worked 5.00

Daily hours worked Under 2.00 Over 10.00

Period hours worked Under 30.00 Over 50.00

1 Listed
☒ Code ☐ Name
☐ Show Inactives

OK Cancel

Genesis Professional allows each Policy to define how the Exception reports generate.

Rounding and Attendance Tracking Rules

When an employee punches at the Time Clock, the transaction is recorded in real time. To simplify time cards and payroll, employee transactions can be rounded forward and backward. Rounding features establish rounding rules applicable to employee punches. The system rounds In/Out punches, Lunch punches, and Break punches. Based on scheduled punch times and scheduled duration, the system uses a Go To rounding program.

Configure Rounding

1 IN/OUT STANDARD ROUNDING

General

Code Name ☒ Active

Type ☒ In/Out ☐ Lunch ☐ Break

Scheduled Start

From	To	Go to	Code
-999	-31	999	IE
-30	-5	0	IR
-4	2	0	
3	5	0	IG
6	15	15	ID
16	999	999	IL
0	0	0	

Scheduled Stop

From	To	Go to	Code
-999	-16	999	OE
-15	-3	-15	OD
-2	0	0	OG
1	5	0	
6	30	30	OR
31	999	999	OL
0	0	0	

Scheduled Duration Stop

From	To	Go to	Code
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	

OUTSIDE ROUND OR GO TO = -999

(Start) every mins (Stop) every mins (Duration) every mins

round back -> round back -> round back ->

round forward -> round forward -> round forward ->

OUTSIDE ROUND OR GO TO = 999

(Start) every mins (Stop) every mins (Duration) every mins

round back -> round back -> round back ->

round forward -> round forward -> round forward ->

8 Listed ☒ Code ☐ Name ☐ Show Inactives

OK Cancel

Genesis rounding rules allow complex company policies regarding attendance tracking and payment.

For all punches outside the configured windows the Outside Round rule can adjust the punch to the closes minute increment. (0,3,6,15,30,60) Besides Adjusting Timecards, the Rounding Rules also record employee attendance.

Attendance Codes

Rounding rules can be configured to report seven attendance codes for each punch. Genesis Professional also supports an unlimited amount of Attendance codes for assignment. Attendance codes are used to indicate time rounding and employee attendance on reports. These codes are used in conjunction with the Rounding Rules and can be viewed as exceptions in the Approval Editor and/or can be used in conjunction with Occurrence Ratings.

Approval for Employee 00001 Washington, Carol

Date	Day	Cat	Start	Stop	Reg	OT1	OT2	OT3	Unpaid	Dollars	S
11/05/07	Mon	WORK	7:25a	IL	3:00p	OG	7.50	-	-	-	-
11/06/07	Tue	WORK	7:00a		2:35p	OE	7.50	-	-	-	-
11/07/07	Wed	WORK	7:00a		3:00p	OG	8.00	-	-	-	-

Reason Codes

Reason codes are added to an employee's transaction through the Online Timecard. They are used to denote a specific reason for the transaction.

Configure Reason

DR DOCTOR APPT

DOCTOR APPT DF
FLAT TIRE FT

2 Listed
☐ Code
☒ Name
☐ Show Inactives

Code: DR
 Name: DOCTOR APPT
☒ Active

Add Edit Delete Print Close

Shift Groups and Shifts

Genesis makes tracking your employee attendance easy by allowing pre-configured shifts to determine employee-punching habits. With Shifts Groups and Shifts Genesis users configure Start / Stop times, Lunches / Breaks, and special rules for when the employee forgets to punch, or if Lunches and Breaks are paid.

Below are some of the available rules when creating Shifts: Paid Lunches / Breaks Continue to pay long Lunches / Breaks Auto-deduct Lunches / Breaks by Scheduled Time Auto-deduct Lunches / Breaks by elapsed Worked Time Tracking Punch habits by Defining Exception Reporting by In / Out punches Post hours on Day of In / Out Punch.

Configure Shifts

001 Standard Shift

Standard Shift 001

1 Listed
☐ Code
☒ Name
☐ Show Inactives

Code: 001 Name: Standard Shift ☒ Active
☐ Flex / Open Forecasted hours for floaters: 0.0000

Shift Details

Start	Cutoff	Stop	Gross	Lunch	Total	Number
07:00	12:00	16:00	9.00	1.00	8.00	1
16:00	20:00	01:00	9.00	1.00	8.00	2

Add Edit Delete

Rounding

In / Out Rounding: 1 IN/OUT STANDAL
 Lunch Rounding: 3 LUNCH 60 MINUT
 Break Rounding: 5 BREAK 15 MINUT

OK Cancel

Genesis Shift Groups allows easy maintenance of multiple shifts.

Shift Groups allows Genesis to create collection of shifts with similar Rounding rules and Differential Windows. Genesis Professional supports virtually unlimited Shift Groups, and inside each group you can create as many shifts that will fit in a 24-hour day. If rigid scheduling does not match your companies' environment Genesis also allows Flex/ Open Shifts. These shifts record the employee's punches without defining a start or stop time. The Flex / Open shifts are ideal for tracking hourly consultants or laborers who work freely without a set schedule. Flex shift punches are rounded to the closest minute increment defined in the assigned rounding rule. Genesis also supports Floater shifts. These shifts allow Genesis to determine the employee's schedule by when the employee punches in at the time clock. Using a Cutoff rule Genesis checks the available shifts used for floating employees. If the In punches occur between the start time and the Cutoff time the employee is assigned to the matching shift and all rounding and attendance rules are processed based on the assigned Start / Stop time.

Configure Shifts

Groups: Details Differential

Shift Number 001 Start 06:00 Cutoff 12:00 Stop 16:00

Process On ☒ In ☐ Out Gross 9.00 Lunch/Breaks 1.00 Total 8.00

Lunches
☒ Punched
☐ Window
☐ Elapsed
☐ None
 Lunch SG Max 00:00

Breaks
☐ Punched
☐ Window
☐ Elapsed
☒ None
 Break SG Max 00:00

Exceptions

	Start	Stop	Punch type
1	00:00-00:00		<input type="radio"/> In <input type="radio"/> Out
2	00:00-00:00		<input type="radio"/> In <input type="radio"/> Out
3	00:00-00:00		<input type="radio"/> In <input type="radio"/> Out
4	00:00-00:00		<input type="radio"/> In <input type="radio"/> Out

Window Deduct

Type	Paid	Out	In
Lunch	<input type="checkbox"/>	00:00	00:00
None	<input type="checkbox"/>	00:00	00:00
None	<input type="checkbox"/>	00:00	00:00
None	<input type="checkbox"/>	00:00	00:00
None	<input type="checkbox"/>	00:00	00:00

Elapsed Deduct

From	Deduct	Punched
07:00 Shift	01:00	01:00 <input type="checkbox"/>
00:00 Shift	00:00	00:00 <input type="checkbox"/>
00:00 Shift	00:00	00:00 <input type="checkbox"/>
00:00 Shift	00:00	00:00 <input type="checkbox"/>
00:00 Shift	00:00	00:00 <input type="checkbox"/>

1 Listed
☐ Code ☒ Name
☐ Show Inactives

OK Cancel

Each Shift can be configured to match each employee's punch requirements. Each shift contains options for automatic Lunch/Break Deduction, Punch Exception tracking, and paid lunch rules.

Configure Shifts

Groups: Details Differential

Start Stop SMTWTFS

16:00	00:00	1111111
-------	-------	---------

From 16:00-00:00

Sunday Differential -1
 Monday Differential -1
 Tuesday Differential -1
 Wednesday Differential -1
 Thursday Differential -1
 Friday Differential -1
 Saturday Differential -1

Add Edit Delete

Add Edit Delete Print Close

Each Group defines a differential window and the Differential level. Genesis Professional allows multiple Differential windows and Differential pay levels. The employees assigned Policy allows employee to be assigned to the same shift, but earn different pay scales for each Differential Level.

Department tracking and Job Costing

Tracking labor costs is essential in an automated Time & Attendance system. Using Departments, employee Timecard hours can be assigned and tracked to the location or labor code worked by the employee. Using the Data Collection Devices the employee enters real time Department transfers assigning all new hours to the new department. Employees can also be scheduled in a default Home Department if employees are unable to efficiently record transfers at the Time clock. Reports then show labor distribution inside your company allowing for reassignment of labor to undermanned locations.

Genesis also comes standard with an additional level of tracking called Job. This allows further labor analysis by detailing everyday jobs the employee completes. As an additional Module Genesis Professional adds 3 more levels of job costing to give a total of 5 levels to analyze labor efficiency. This is in addition to the status of Full-time, Part-time, Permanent, and Temporary.

Date range: 05/27/2002 - 06/09/2002		Time America, Inc				Wednesday 06/05/2002			
Grouped by: Department, Employee						16:52:35			
		LABOR DISTRIBUTION REPORT				Page: 1			
		HOURS	CUM HRS	REG	OT1	OT2	OT3	UNPAID	TOTAL
1	Customer Service								
00001	Washington, Carol	46.07	46.07	46.07				5.00	51.07
00002	Baines, Peter	3.27	49.33	3.27				1.00	4.27
00004	Jones, David	50.02	99.35	50.02				7.00	57.02
00005	Smith, John	4.75	104.10	4.75				1.00	5.75
DEPARTMENT 1 TOTALS		104.10		104.10	0.00	0.00	0.00	14.00	118.10
2	Sales								
00001	Washington, Carol	2.67	2.67	2.67				1.00	3.67
00002	Baines, Peter	48.58	51.25	48.58				5.00	53.58
00003	Anderson, Frank	7.33	58.58	7.33				1.00	8.33
00004	Jones, David	3.73	62.32	3.73					3.73
00005	Smith, John	47.80	110.12	47.80				6.00	53.80
DEPARTMENT 2 TOTALS		110.12		110.12	0.00	0.00	0.00	13.00	123.12
3	Programming Service								
00001	Washington, Carol	6.52	6.52	6.52				1.00	7.52
00002	Baines, Peter	2.65	9.17	2.65				1.00	3.65
00003	Anderson, Frank	47.42	56.58	47.42				6.00	53.42
00004	Jones, David	2.00	58.58	2.00					2.00
00005	Smith, John	1.70	60.28	1.70					1.70
DEPARTMENT 3 TOTALS		60.28		60.28	0.00	0.00	0.00	8.00	68.28

The Labor Distribution report shows labor analysis and has multiple configurations for viewing level transfers.

Besides showing labor distribution each level can track Piece count and wage to track production lines. Genesis Professional can be configured to allow a level to determine the employee's wage.

Department and Job Costing Reports:

- Time Card (Dept)
- Time Card (Department Summary)
- Time Card (Dept. Cat. Summary)
- Department Summary
- Labor Distribution
- Wage Distribution Quantity
- Piece Wage

System Security

Genesis protects employee's personal records and company policies by allowing system administrators to create Security Levels with detailed access rights. Each user then can be assigned to access only pre-defined areas of Genesis.

Each area and function can be easily enabled and inactivated to secure your Time & Attendance Data.

Each Security Level allows detailed configuration for access rights. Areas are sectioned by the file menu and functions such as a Add, Edit and Delete can be turned On / Off.

Genesis Professional allows easy creating of Users Logins and security Access. Each user in Genesis Professional is assigned a unique login and password. This allows all Timecard changes to be audited for and record modification. Genesis Professional also allows Users to be restricted only to view allowed Divisions and Groups. This prevents unauthorized access to employee's personal information.

Reporting and Exports

Automation of collecting and verifying employee Time & Attendance information is useless unless efficient and valid statistics and reports can be used to determine labor analysis and cost. Genesis Professional includes over 100 reports for displaying each employee's hours and wage. Genesis groups reports in common areas to quickly find the appropriate report needed

Clock Messaging

Genesis allows Custom messages to be downloaded to the Supported Data Collection Terminal (TA520, TA620, TA700 Series, HP 4000, and ATS series). Messages can be assigned individually or by Globally creating a single message. Also reports can generate custom messages for hours and benefits, and then download to the terminal for viewing. Reports available for Messaging are :

- Assign Hours to Message
- Assign Benefits to Message
- Assign Tomorrows Schedule to Message

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