



## **White Paper**

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## TA100 Professional General Overview

TA100 Professional 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, TA100 Pro produces valuable management reports that will allow you to control overpayment of employees and distribution of labor.

TA100 Professional is a modular system that enables you to custom tailor a solution that best fits your business needs. With optional modules, such as Benefit Accruals, Bell Ringing, PC Clock, PDA 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 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 TA100 Professional software.

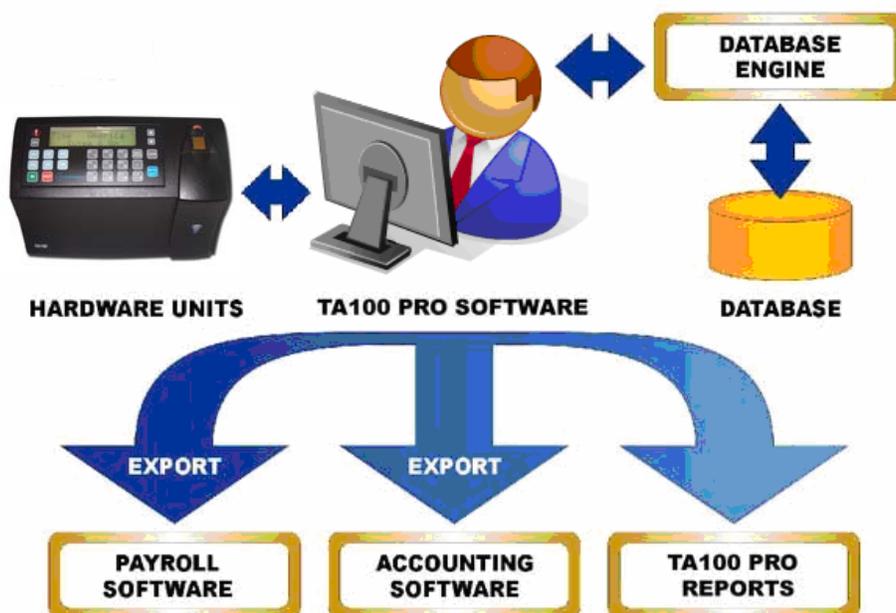
TA100 Professional utilizes the latest advancements in database programming technology to bring you the fastest and most sophisticated time and attendance data collection solution. Let TA100 Professional take over the menial and time consuming task of payroll preparation and adding up time cards, so you can spend more time growing your business.

### Architecture and Technical Information

There are three parts to the TA100 Professional data system:

- Database
- Data Collection Device (Hardware Unit, PC Clock™)
- TA100 Pro 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 TA100 Professional Software.



TA100 Professional'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 TA100 Pro solutions are designed for full 32-bit Microsoft Windows operating systems:

- Windows 95 / 98 / ME
- Windows NT 4.0 (Service Pack 5.0+)
- Windows 2000/XP (all editions)

## **Database Engine**

TA100 Professional uses Microsoft's FoxPro 9.0 Database engine. This engine provides enterprise level performance without the need for expensive SQL servers and licenses.

## **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 TA100 Pro system constantly expanding to handle most companies' business rules.

## **Network**

TA100 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. TA100 Professional requires at least a 10 m-bit LAN connection. If your network cannot support a constant 10 m-bit connection it is recommended to use thin client Terminal Server- CITRIX MetaFrame to enhance performance.

## **Thin Client Terminal Server - CITRIX® MetaFrame 1.8**

TA100 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 TA100 Professional.

#### **Full Install: TA100 Professional and Database**

Pentium III class or better processor

64 MB of RAM

500 MB of available Hard Disk space. All available space must be on same drive letter (if partitioned.)

Windows 95/98/ME/NT/2000/XP

Latest Service Pack

#### **Database Only:**

Pentium III class or better processor

64 MB of RAM

500 MB of available Hard Disk space. All available space must be on same drive letter (if partitioned.)

Windows 95/98/ME/NT/2000/XP

Latest Service Pack

## TA100 Professional Management Application Overview

TA100 Professional is the one-stop location for all your time & labor management needs. From TA100 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**

TA100 Professional is a tightly integrated suite that provides a comprehensive management solution. The following is a list of the applications that make up the TA100 Professional System:

- Employee Maintenance
- Approval Editor
- Status Board
- Security Maintenance
- Reports and Listing Selection
- Auto Process
- Benefit Accruals (Optional)
- Bell Schedules (Optional)
- PC Clock (Optional)
- PDA Clock (Optional)

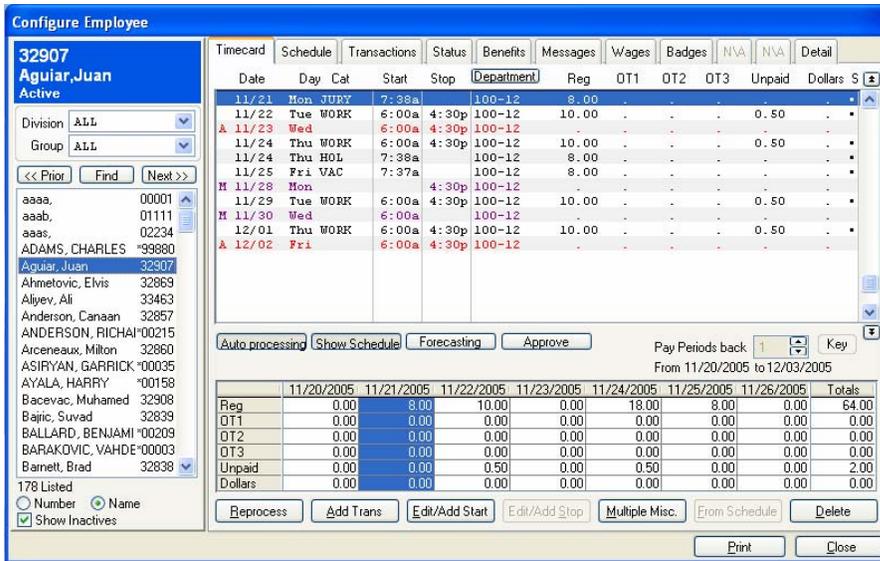
### **Employee Maintenance**

Inside the Employee Maintenance area TA100 Professional 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:

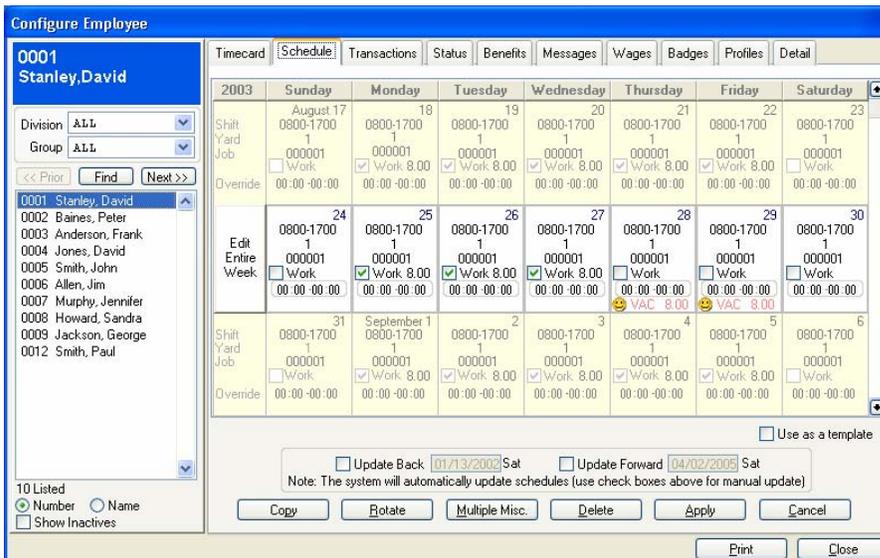
- Timecard
- Schedule
- Transactions
- Status
- Benefits
- Wages
- Details

## Timecard tab



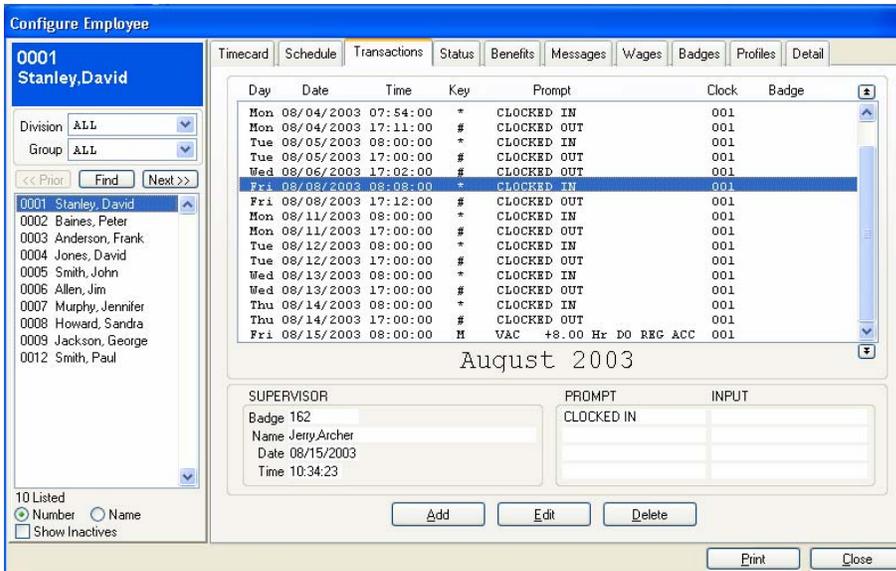
Inside the Timecard tab you can view and edit the employees start and stop times. View Daily and Pay Period Totals. Add Benefit hours like Sick or Vacation times, and check for errors created by missing punches and absences.

## Schedule tab



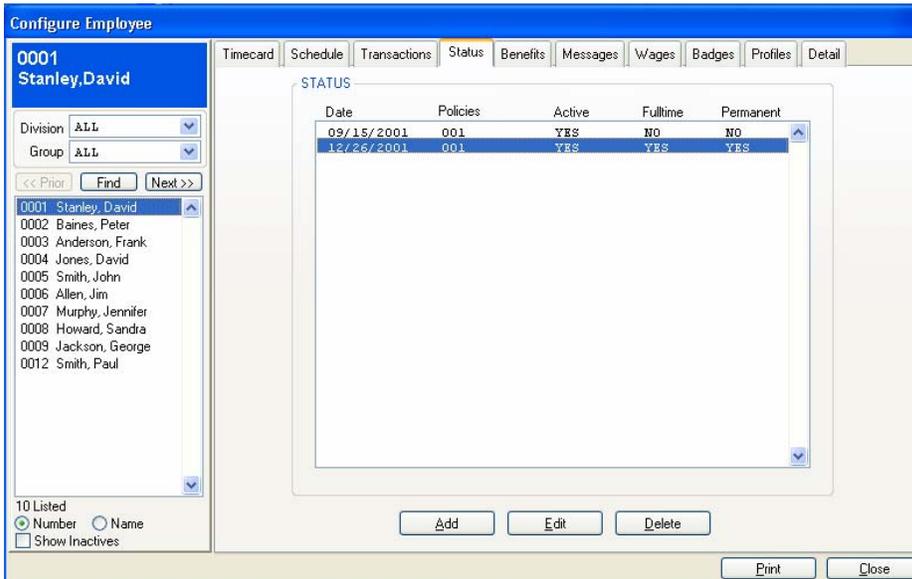
In the Schedule tab you can view and edit the employee's schedule. In the schedule area is the shift, assigned department, and job costing levels. TA100 Professional can warn you when the employee is absent or if there are problems with attendance. You can also create a template from an existing employee and copy the finished schedule to other employees. TA100 Professional can allow exact schedules or simple to use open shifts to match your companies desire to track attendance.

### Transaction tab



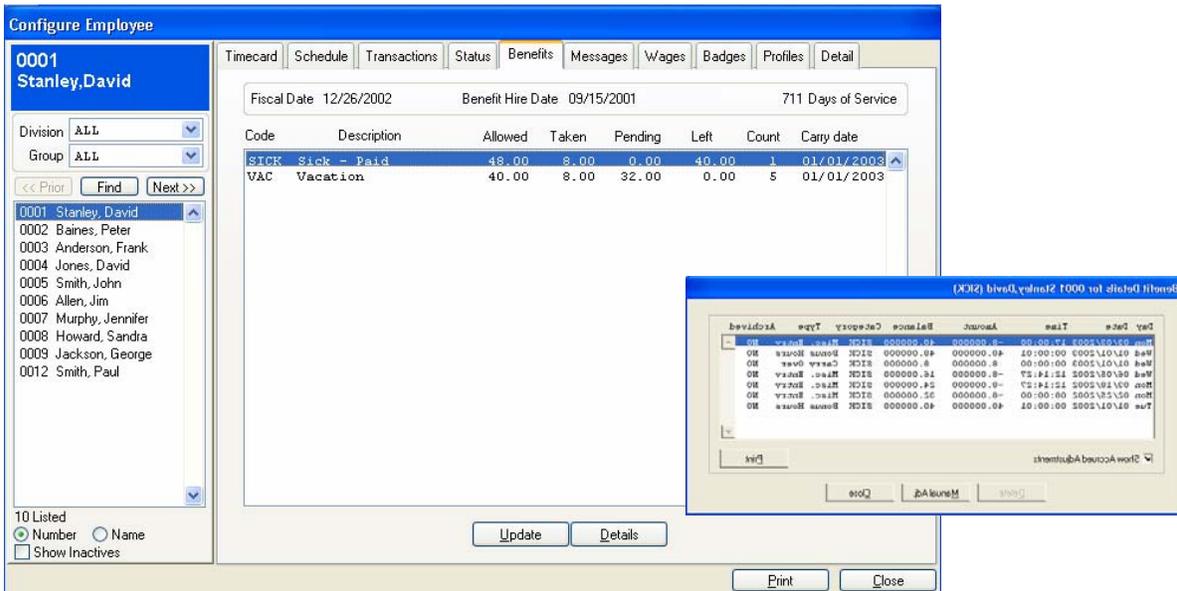
The Transactions tab allows you to view the punches and transfers for the employee. All transactions edited by a supervisor will be tagged and audited.

### Status tab



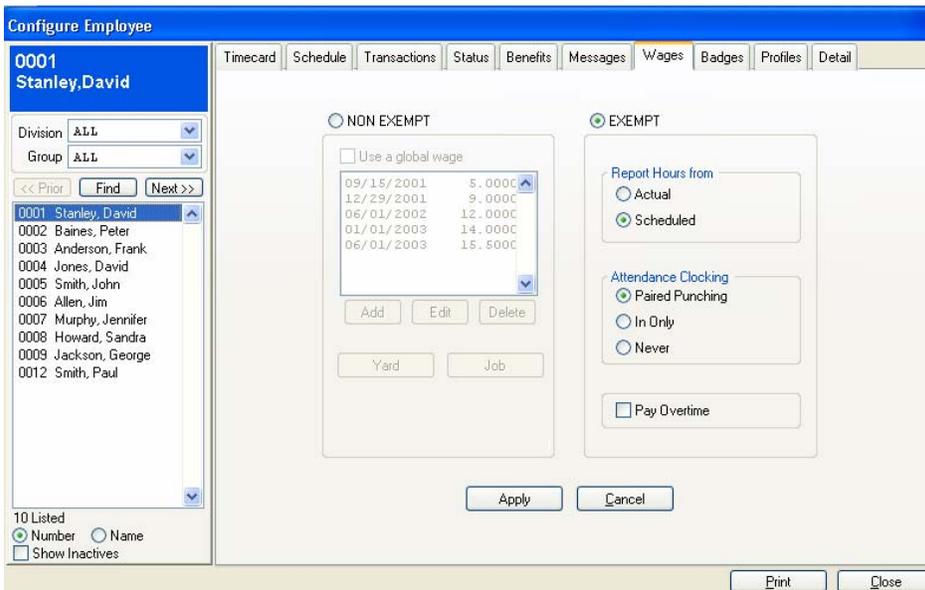
The Status tab allows TA100 Professional to track and maintain employee classification and business rules. This allows reports to easily filter employees by classification. The Status also specifies if the employee is Active or Inactive. Using the Status you can keep Inactive employee records for reporting without having to delete the employee.

### Benefits tab



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.

### Wages tab



TA100 Professional can track wage information for your employees. TA100 Professional 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.

### Details tab

**Configure Employee**

0001 Stanley, David

Division: ALL Group: ALL

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

Use PC Clock: [ ]

Comments [ ] OK [ ] Cancel [ ]

TA100 Professional allows you to view and manage your employee’s personal records. TA100 Professional also has 6 user-definable fields to customize storage of your employee’s personal records. Benefit Accrual rules and Groups are assigned here.

### 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

Group: ALL GROUPS Division: ALL DIVISIONS

Edit [ ] Close [ ]

**Timecard**

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.

### Status Board

Name	Number	Out	Working	Lunch	Date and Time	Clock	Key	Prompt	Data Field 1	Data Field 2
Allen, Jim	0006	■								
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

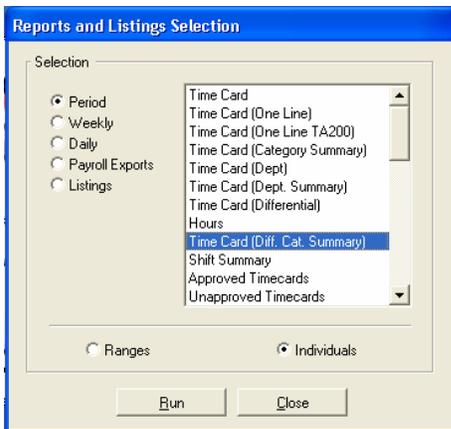
The Status Board displays recent activity for your employees. This can be filtered to display if an employee punched, if no punches are visible, or both. The Status Board is organized to give a quick status check of your employees without having to run a report. The Status Board will also indicate if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

### Auto Process

Time	Description	SMTWIFS	Type
00:00	Poll Clocks	YYYYYY	Clock
01:00	Process Reports	YYYYYY	Report

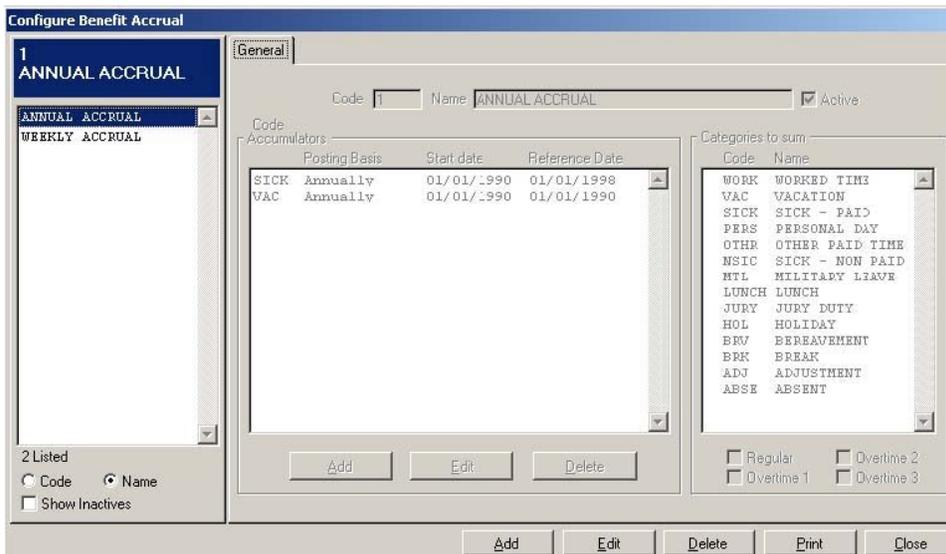
The Auto Process allows you to schedule Activities that would normally interfere with the daily operation of TA100 Professional. You can automate polling of the clocks, run reports, utilities, and run files. Reports can be automatically sent to a printer or emailed to a list of contacts.

## Reports / Listings



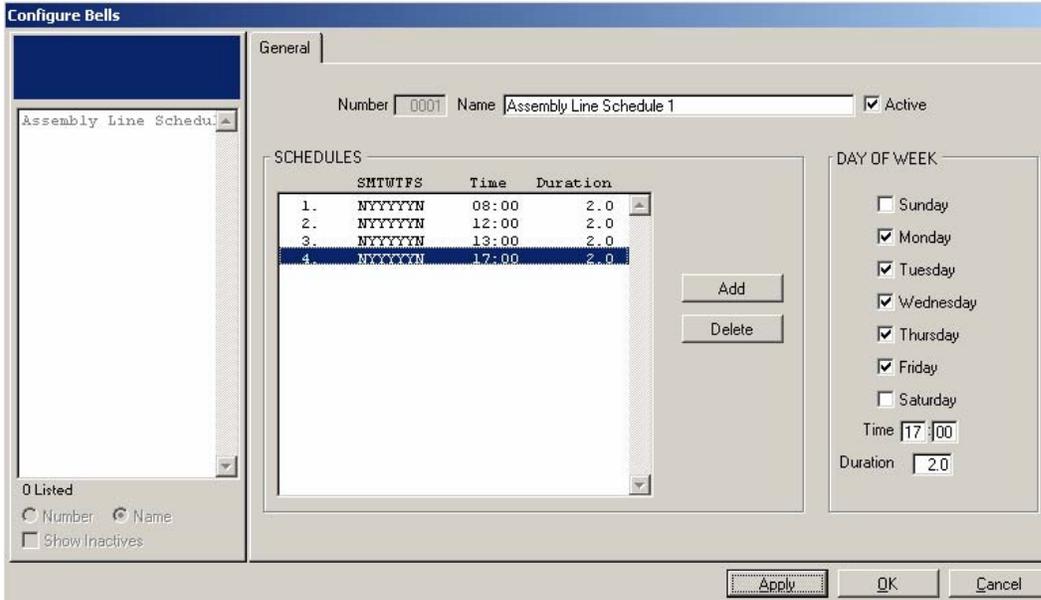
TA100 Professional turns raw data into useful information that provides managers with strategic insight into their organizations. The Report and Listing Selection lists over 90 reports that present your company’s information in a myriad of ways. The Report and Listing Selection includes reports that 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 TA100 Professional.

## Benefit Accruals *(Optional)*



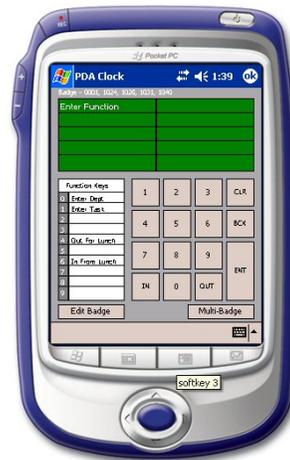
TA100 Professional helps with leave management by automatically accruing available benefit time and by tracking benefit time used. Benefit Accruals walks you through creating the rules by which TA100 Professional will manage employee paid time off. Benefit Accruals allows for a variety of accrual methods 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.

**Bell Schedules (Optional)**



The Bell Schedules Module allows you to control an electronic Bell system using TA520 and TA700 series terminals. TA100 Professional can have virtually unlimited Bell schedules.

**PC & PDA Clock (Optional Modules)**



PC Clock & PDA Clock may be installed to anyone's workstation, thin-terminal client machine or PDA. PC/PDA Clock allows employees to clock in and out for the day, to lunch, and to breaks. Employees may also use PC/PDA Clock to transfer departments or jobs. PC/PDA Clock are 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 also has a supervisor mode where supervisors can log transitions for their crew on an individual or group basis.

## Data Collection Options

TA100 Professional 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 TA100 Professional database, from which it may be viewed and edited using the TA100 Pro Software. Time America is proud to offer the data collection options described below.



## Badge Terminals

Time America's data collection terminals record Time & Attendance data when an employee swipes a badge, presents a finger 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 data collection 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 as well as the enterprise ventures, and can work in conjunction with other Time America data collection devices.

## TA100 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 (department & job)
- Enter Charge and Cash Tips

## PC Clock & PDA Clock

See previous section for more details on "PC & PDA Clock".

## Hand Punch Terminals



Biometry is 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 his 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 easy-to-use, secure, and versatile solution.

## TA100 Professional Method of Operation

The preceding section provided you with an overview of TA100 Professional and its features. This section will go into further detail concerning specific features, but stops short of offering instruction on how to use each feature. For this information, please see the TA100 Professional Users' Guide.

### ***Employee Record Keeping***

TA100 Professional 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)
- Birth Date
- Social Security Number
- Last Name
- First Name
- Middle Name
- Street Address 1
- Street Address 2
- City, State and Zip
- Phone Number
- Email address
- Hire date (Required)
- Fiscal Date
- Alt Hire Date
- Division
- Group Assignment
- Holiday Group
- Accrual Rule (Optional)

**Custom Fields**

TA100 Professional allows you to add custom fields for storing information. This is useful if you wish to track information for which TA100 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**

TA100 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 Status List

## Wage Rates and Tracking

TA100 Professional 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. TA100 Professional support 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. TA100 Professional 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

TA100 Professional provides several reports to print the employee wage information:

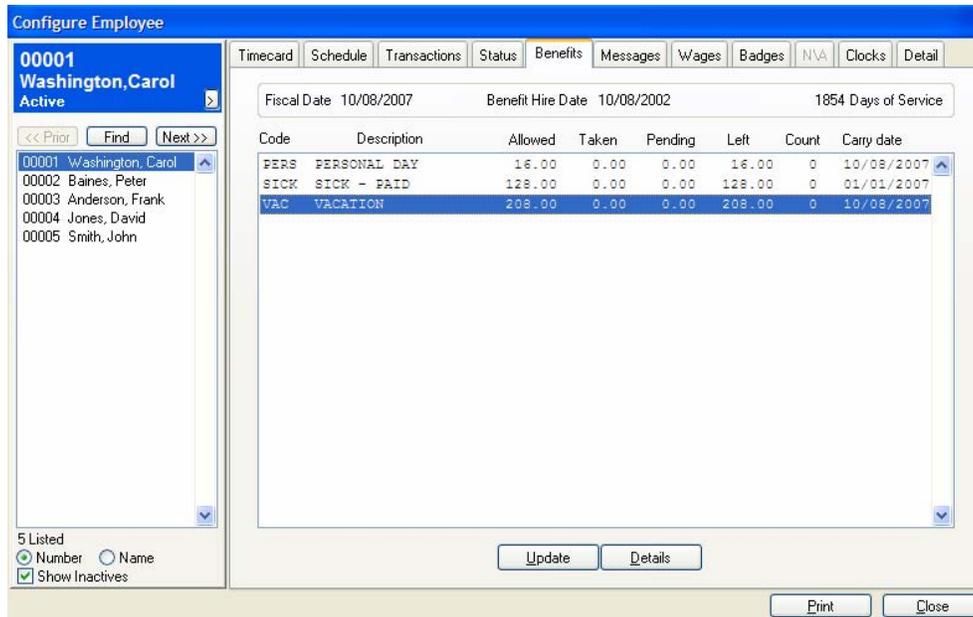
- Employee Wage
- Employee Wage with Category
- Department Wage
- Division Wage
- Group Wage
- Level Wage Distribution

## Benefit Tracking

TA100 Professional allows easy to manage benefit tracking using two methods:

### Benefit Entitlements

The Benefit Entitlements feature of TA100 Professional eliminates the need for manually registering employees non-worked hours such as Vacation and Sick time in a notebook or an Excel Spreadsheet. TA100 Professional will track the amount of benefit hours used, allowed, and pending. TA100 Professional will also warn system user when they attempt to give an employee more benefit hours than allowed.



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

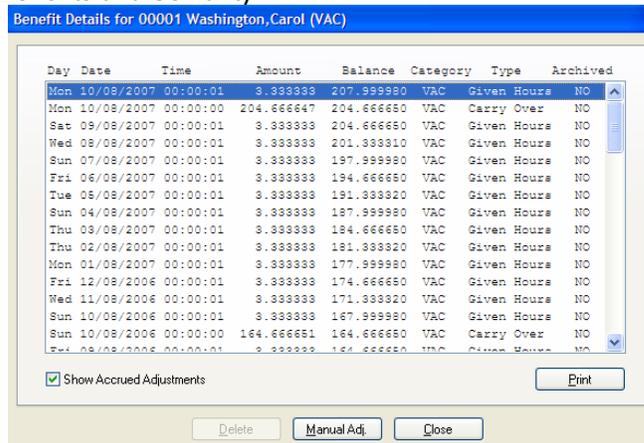
**Features of Benefit Entitlements:**

- 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**

TA100 Professional provides the following reports for reviewing Benefit Information:

**Benefits and Seniority**



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. TA100 Professional supports a number of accrual cycles and allows for changes to employee accumulators based on their tenure.

**Configure Benefit Accrual**

**001 BASIC**

Code: 001 Name: BASIC  Active

**Accumulators**

	Posting Basis	Start date	Reference Date
FERS	Annually	01/01/1900	Hire date
SICK	Annually	01/01/1900	01/01/1900
VAC	Monthly	01/01/1900	Hire date

**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

Buttons: Add, Edit, Delete, Print, Close

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
- Benefit Balances can be adjusted by "Balance" or "Give Hours"

## **Business Rules and Policies**

TA100 Professional 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.

TA100 Professional 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 TA100 Professional ready to deploy for any environment:

- Multiple Pay Periods
- Unlimited Overtime and Holiday Rules
- Supports Daily, Weekly, Bi-Weekly, and Consecutive Daily Overtime
- Shift Differential
- Exception Reporting
- Simple Rounding Rules
- Unlimited Pay Types
- Supports 24+ Hour Shifts
- Supports Sub-Companies

## **Policies**

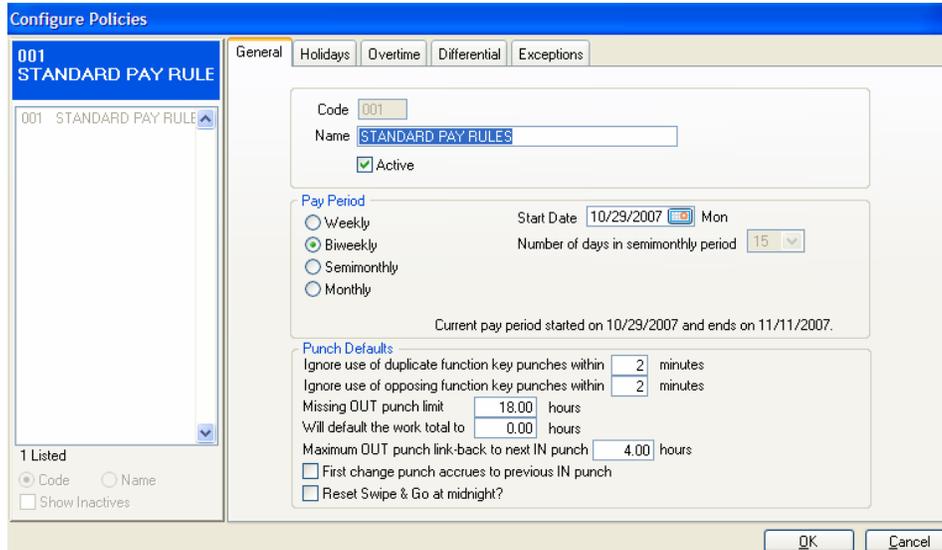
One of the most important features of TA100 Professional is its ability to analyze and organize the raw data collected from the clocks according to a company's payroll policies. These policies are compiled into Pay Rules. Pay Rule specify:

- Pay Period cycle (Weekly, Bi-weekly, Semi-Monthly, Monthly)
- Pay Period Dates (Sat-Sun, Fri- Thurs...etc.)
- Holiday Pay
- Overtime Rules
- Exceptions
- Differential Rates

TA100 Professional 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.

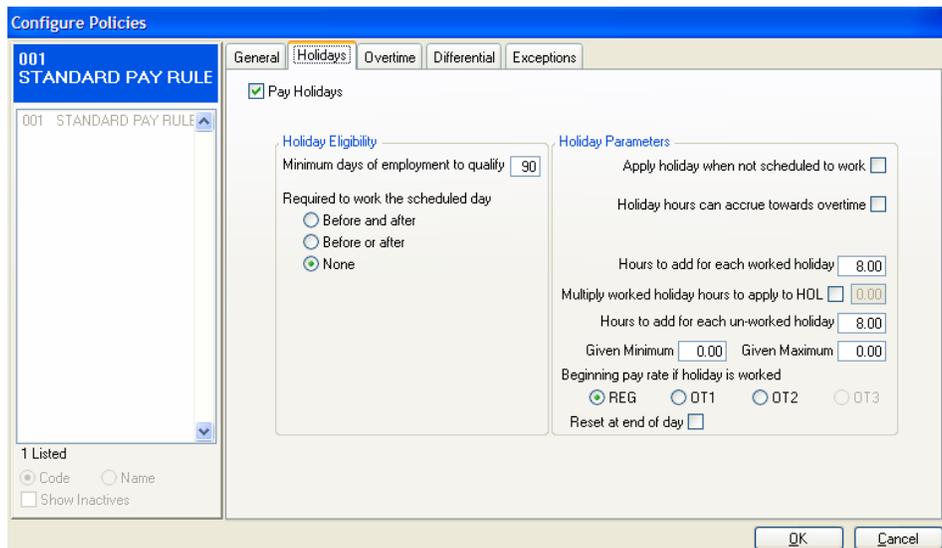


Each Policy defines the employees Pay Period Cycle and Timecard Processing Rules.

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 TA100 Professional will automate the task of determining bonus pay. TA100 Professional 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:



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)

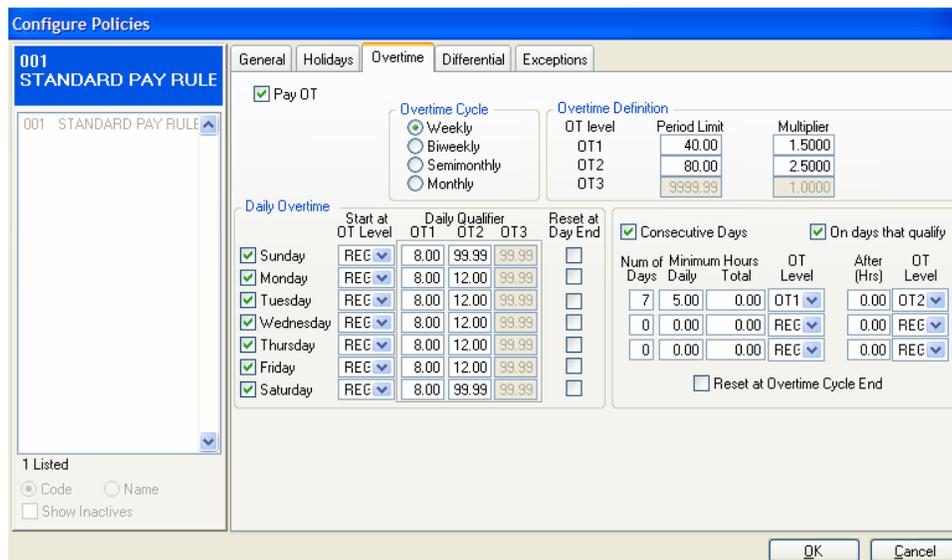
Multiply Worked Hours to Apply to Holiday Hours

Apply a minimum or maximum amount of Holiday Hours

TA100 Professional 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.

### Overtime Rules

TA100 Professional 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 are also Shift specific rules that overtime can be issued. TA100 Professional supports up to three Overtime levels.



TA100 Professional 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. TA100 Professional supports three Overtime limits to determine the employee's wage.

### Daily Overtime

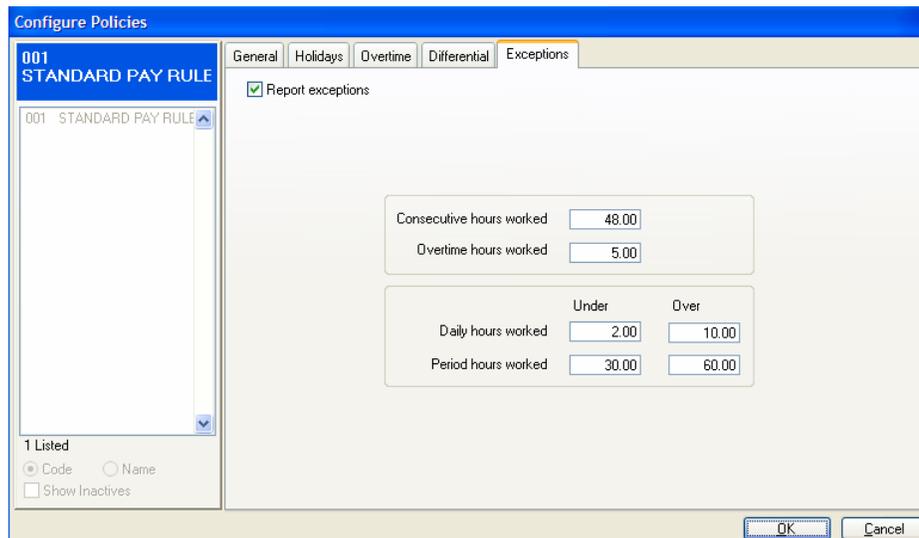
TA100 Professional allows each day to determine the amount of overtime the employee will earn. By configuring the starting Pay rate for the day TA100 Professional will multiply the wage by the pay rate until the next level of Overtime is reached. It will continue to pay at the new rate of pay until another 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.

### Report Exceptions

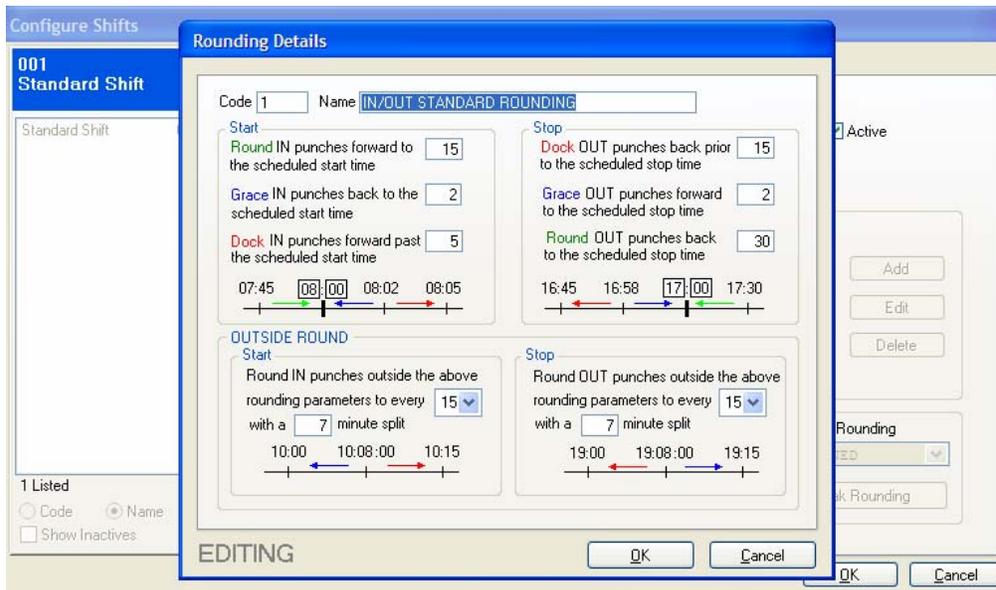
TA100 Professional can report hours within a specified time frame. This defines the parameters used to produce the Exception Report. If this is not configured the Exception Report will not generate results. It is best to define the Exceptions for infrequent activities such as unusual amounts of Overtime or Half days. Each Policy can be configured with its own set of Exception rules to match the employees Overtime rules.



TA100 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.



TA100 Professional's rounding rules allow easy to configure rules 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.

TA100 Professional includes the following Attendance Codes:

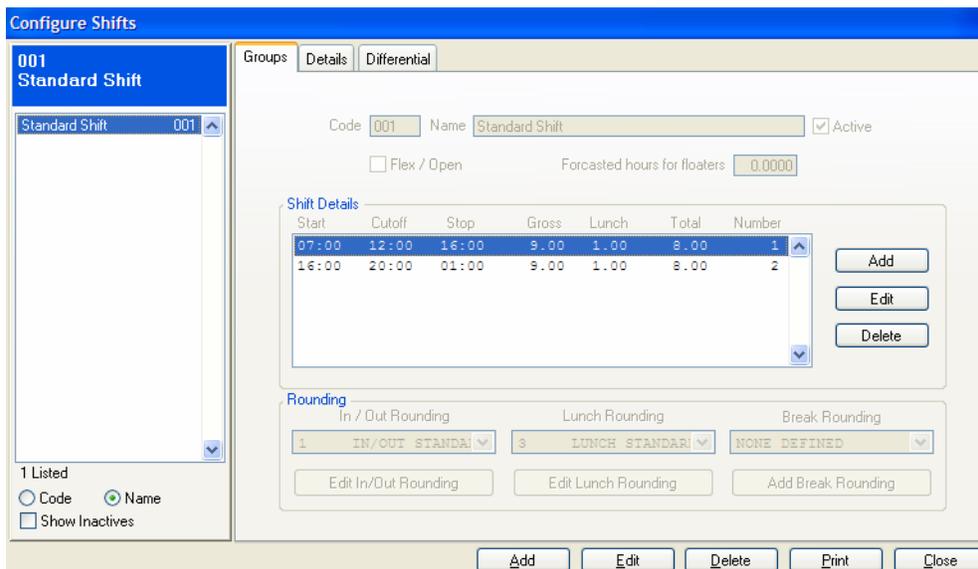
- |                  |                  |
|------------------|------------------|
| IE – In Early    | BL – Break Long  |
| IL – In Late     | BS – Break Short |
| IR – In rounded  | OE – Out Early   |
| IG – In Graced   | OL – Out Late    |
| ID – In Docked   | OR – Out Rounded |
| LL – Lunch Long  | OG – Out Graced  |
| LS – Lunch Short | OD – Out Docked  |

## Shift Groups and Shifts

TA100 Professional makes tracking your employee attendance easy by allowing pre-configured shifts which helps determine employee-punching habits. With Shifts Groups and Shifts TA100 Professional 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

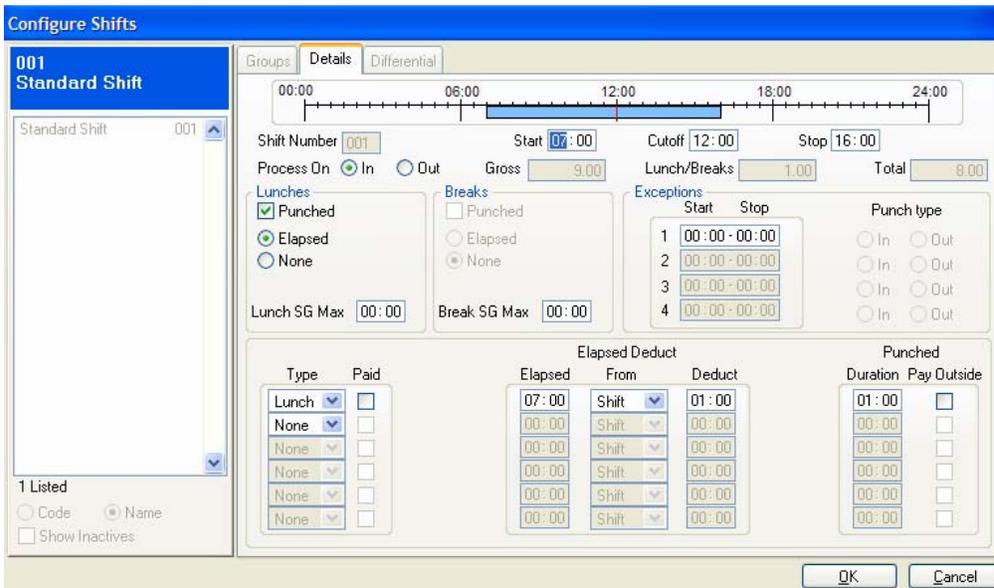


TA100 Professional Shift Groups allows easy maintenance of multiple shifts.

Shift Groups allows TA100 Professional to create collection of shifts with similar Rounding rules and Differential Windows. TA100 Professional supports virtually unlimited Shift Groups, and inside each group you can create as many shifts that will fit in a 24-hour day.

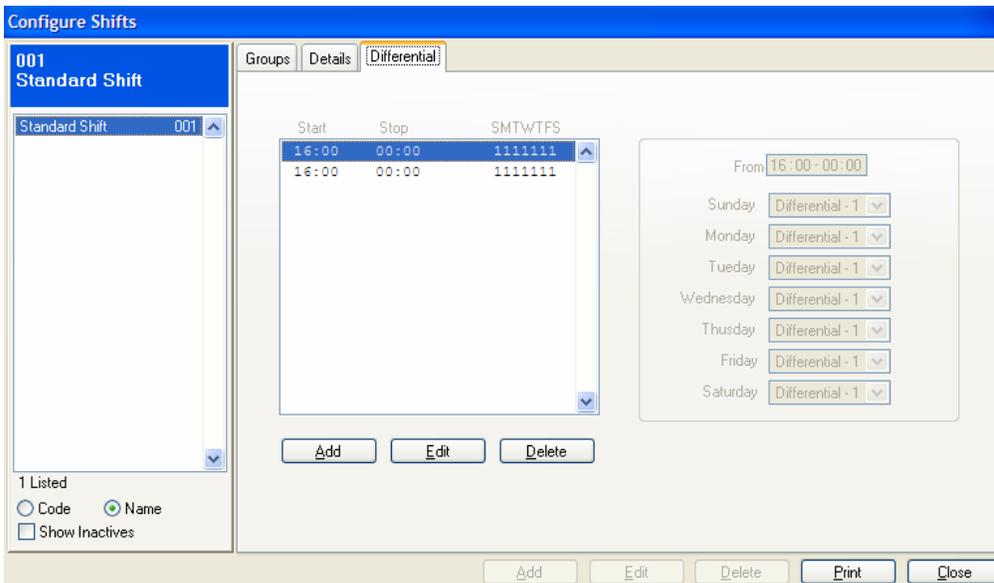
If rigid scheduling does not match your company’s environment TA100 Professional also allows Flex/ Open Shifts. These shifts record the employee’s punches without defining a start or stop time. The Flex / Open shifts are ideal for tracking hourly consultants or laborers who work freely without a set schedule. Flex shift punches are rounded to the closest minute increment defined in the assigned rounding rule.

TA100 Professional also supports Floater shifts. These shifts allow TA100 Professional to determine the employee’s schedule by when the employee punches in at the time clock. Using a Cutoff rule TA100 Professional checks the available shifts used for floating employees. If the In punches occurs 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.



Each Shift can be configured to match each employees punch requirements.

Each shift contains options for automatic Lunch/Break Deduction. Punch Exception tracking, and paid lunch rules.



Each Group defines a differential window and the Differential level.

TA100 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.

TA100 Professional also comes standard with an additional level of tracking called Job. This allows further labor analysis by detailing everyday jobs the employee completes. 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		LABOR DISTRIBUTION REPORT							16:52:35
									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.

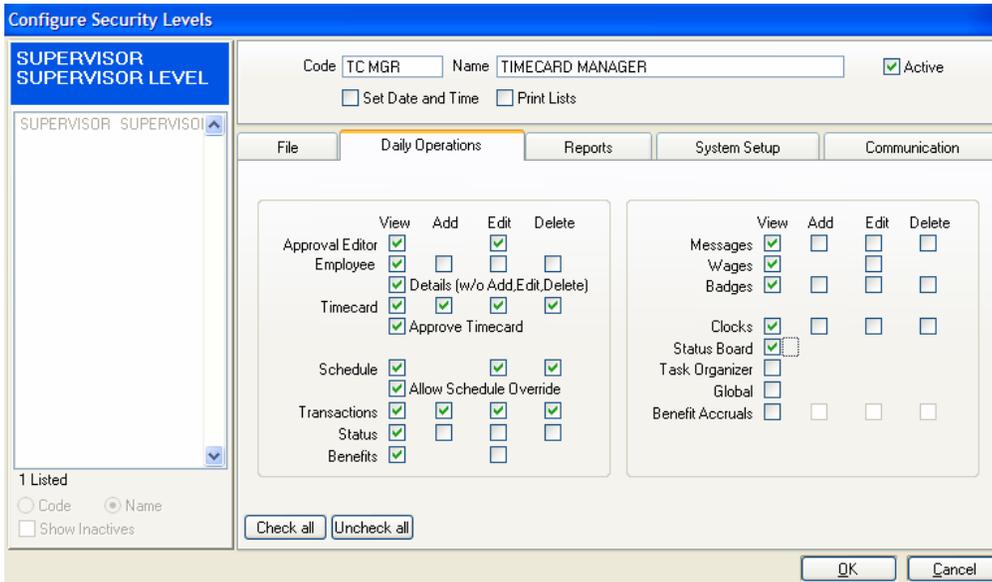
Besides showing labor distribution each level can track Piece count and wage to track production lines. TA100 Professional can be configured to allow a level to determine the employee's wage.

Department and Job Costing Reports:

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

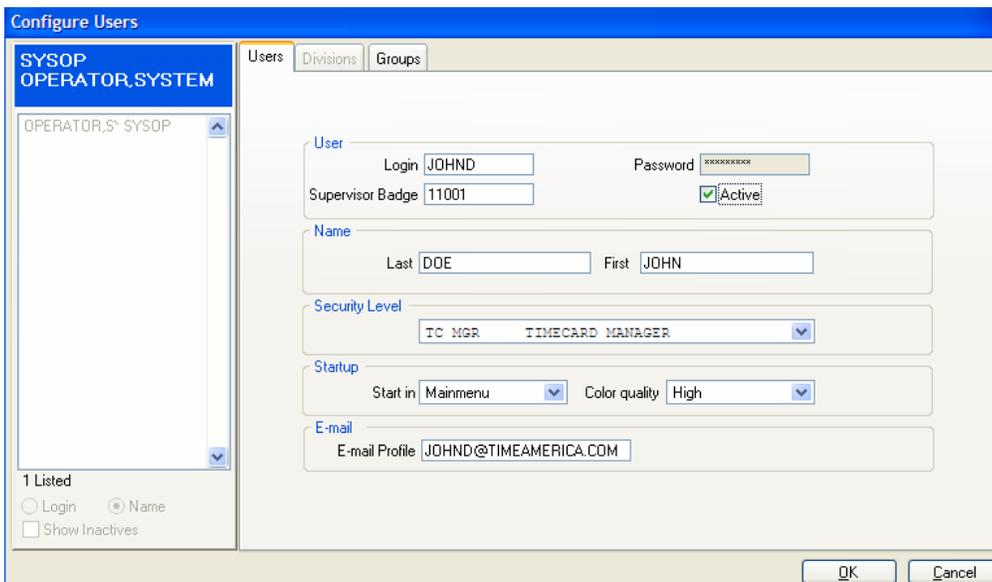
## System Security

TA100 Professional 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 TA100 Professional.



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 Add, Edit and Delete can be turned On / Off.



TA100 Professional allows easy creation of Users Logins and security Access.

Each user in TA100 Professional is assigned a unique login and password. This allows all Timecard changes to be audited for and record modification. TA100 Professional also allows Users to be restricted to view only 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. TA100 Professional includes over 100 reports for displaying each employee's hours and wage. TA100 Professional groups reports in common areas to quickly find the appropriate report needed.

## ***Clock Messaging***

TA100 Professional allows Custom messages to be downloaded to the Supported Data Collection Terminal (TA520, TA530, TA620, 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, then download to the terminal for viewing. Reports available for Messaging are:

- Assign Hours to Message
- Assign Benefits to Message