



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.

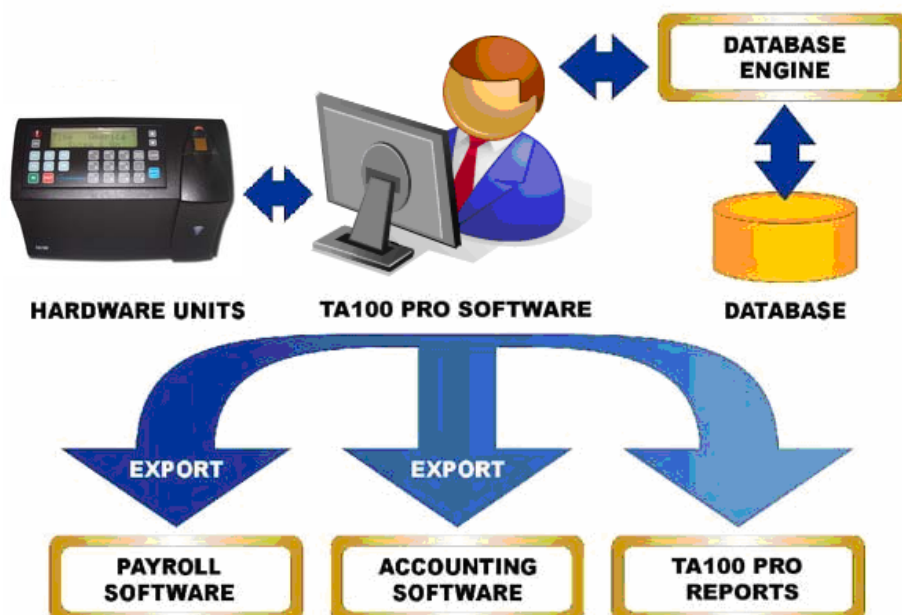
TA100 Professional utilizes the latest advancements in database programming technology to bring you the fastest and most sophisticated time and attendance data collection solution. Let TA100 Professional take over the menial and time consuming task of payroll preparation and adding up time cards, so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

Configure Employee

32907
Aguilar, Juan
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

aaaa, 00001
aaab, 01111
aaas, 02234
ADAMS, CHARLES *99880
Aguilar, Juan 32907
Ahmetovic, Elvis 32869
Aliyev, Ali 33463
Anderson, Canaan 32857
ANDERSON, RICHARD *00215
Arceneaux, Milton 32860
ASIRYAN, GARRICK *00035
AYALA, HARRY *00158
Bacevac, Muhamed 32908
Bajric, Suvad 32839
BALLARD, BENJAMI *00209
BARAKOVIC, VAHDE *00003
Barnett, Brad 32838

178 Listed
☐ Number ☐ Name
☒ Show Inactives

Timecard Schedule Transactions Status Benefits Messages Wages Badges N/A N/A Detail

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollars	S
11/21	Mon	JURY	7:38a		100-12	8.00						
11/22	Tue	WORK	6:00a	4:30p	100-12	10.00				0.50		
11/23	Wed		6:00a	4:30p	100-12							
11/24	Thu	WORK	6:00a	4:30p	100-12	10.00				0.50		
11/25	Fri	VAC	7:38a		100-12	8.00						
11/26	Sat				100-12	8.00						
11/27	Sun				100-12							
11/28	Mon				100-12							
11/29	Tue	WORK	6:00a	4:30p	100-12	10.00				0.50		
11/30	Wed		6:00a		100-12							
12/01	Thu	WORK	6:00a	4:30p	100-12	10.00				0.50		
12/02	Fri		6:00a	4:30p	100-12							

Auto processing Show Schedule Forecasting Approve

Pay Periods back: 1 Key
From 11/20/2005 to 12/03/2005

	11/20/2005	11/21/2005	11/22/2005	11/23/2005	11/24/2005	11/25/2005	11/26/2005	Totals
Reg	0.00	8.00	10.00	0.00	18.00	8.00	0.00	64.00
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	0.00	0.00	0.50	0.00	0.50	0.00	0.00	2.00
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

Timecard Schedule Transactions Status Benefits Messages Wages Badges Profiles Detail

2003	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 17	0800-1700 1 000001 Work 00:00-00:00	0800-1700 18 000001 Work 8.00 00:00-00:00	0800-1700 19 000001 Work 8.00 00:00-00:00	0800-1700 20 000001 Work 8.00 00:00-00:00	0800-1700 21 000001 Work 8.00 00:00-00:00	0800-1700 22 000001 Work 8.00 00:00-00:00	0800-1700 23 000001 Work 00:00-00:00
August 24	0800-1700 1 000001 Work 00:00-00:00	0800-1700 25 000001 Work 8.00 00:00-00:00	0800-1700 26 000001 Work 8.00 00:00-00:00	0800-1700 27 000001 Work 8.00 00:00-00:00	0800-1700 28 000001 Work 00:00-00:00	0800-1700 29 000001 Work 00:00-00:00	0800-1700 30 000001 Work 00:00-00:00
September 1	0800-1700 1 000001 Work 00:00-00:00	0800-1700 2 000001 Work 8.00 00:00-00:00	0800-1700 3 000001 Work 8.00 00:00-00:00	0800-1700 4 000001 Work 8.00 00:00-00:00	0800-1700 5 000001 Work 8.00 00:00-00:00	0800-1700 6 000001 Work 00:00-00:00	0800-1700 7 000001 Work 00:00-00:00

Use as a template

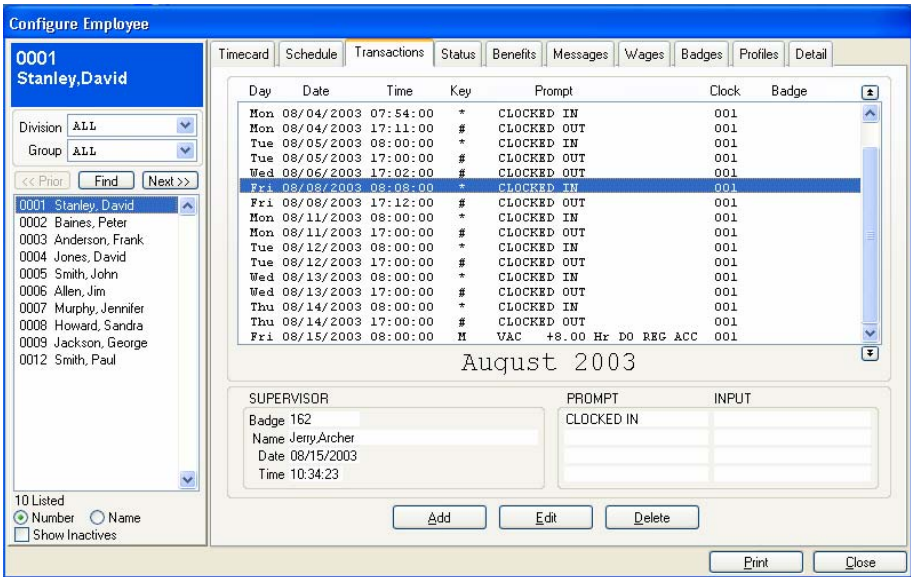
☐ Update Back 01/13/2007 Sat ☐ Update Forward 04/02/2007 Sat
Note: The system will automatically update schedules (use check boxes above for manual update)

Copy Rotate Multiple Misc. Delete Apply Cancel

Print Close

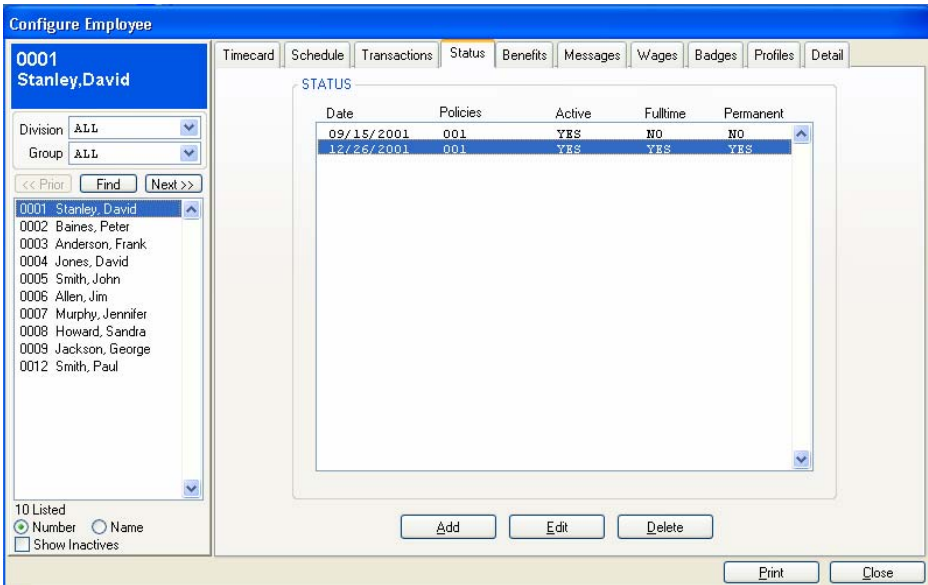
In the Schedule tab you can view and edit the employee's schedule. In the schedule area is the shift, assigned department, and job costing levels. TA100 Professional can warn you when the employee is absent or if there are problems with attendance. You can also create a template from an existing employee 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



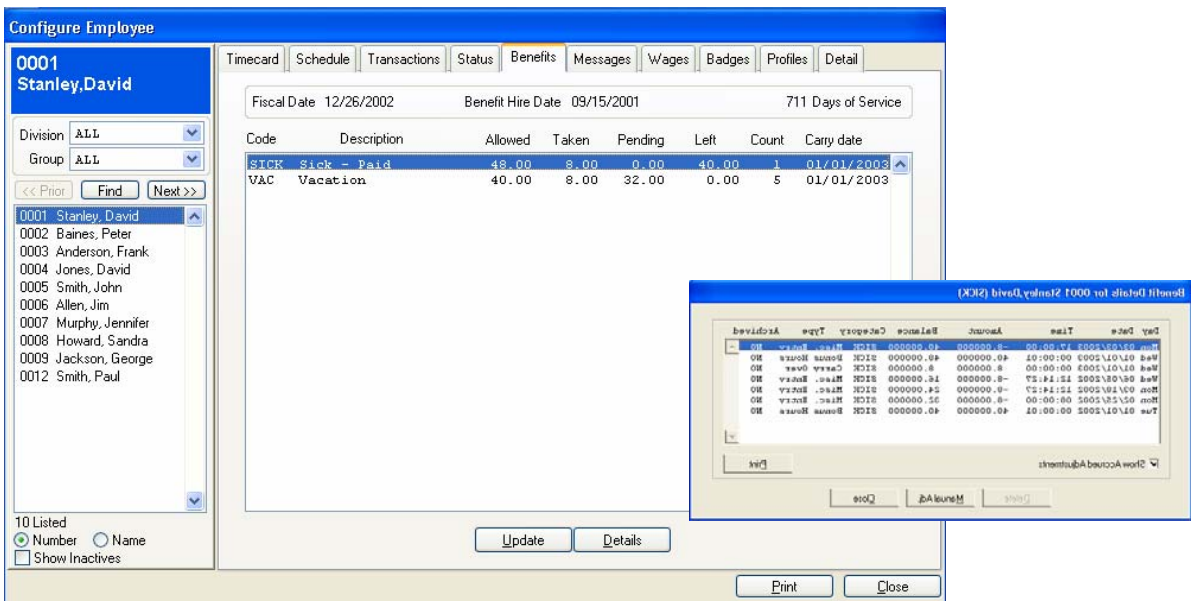
The Transactions tab allows you to view the punches and transfers for the employee. All transactions edited by a supervisor will be tagged and audited.

Status tab



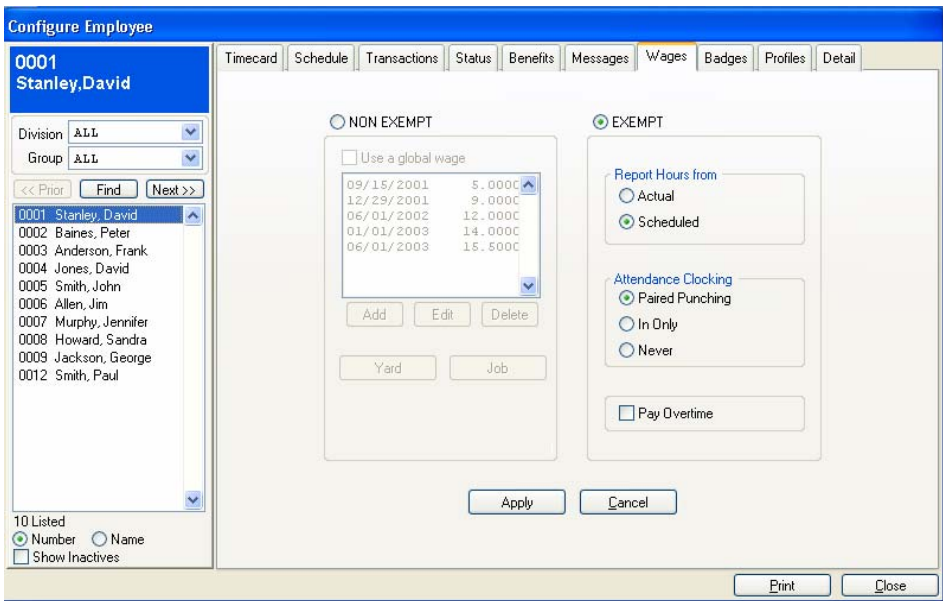
The Status tab allows TA100 Professional to track and maintain employee classification and business rules. This allows reports to easily filter employees by classification. The Status also specifies if the employee is Active or Inactive. Using the Status you can keep Inactive employee records for reporting 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

<< 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

Number 0001
SSN 123-45-678 Birth date 11/03/1962
Last name Stanley
First name David Mi A
Address 1413 West Glendale Ave
Address 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

Active

Group ALL GROUPS Division ALL DIVISIONS

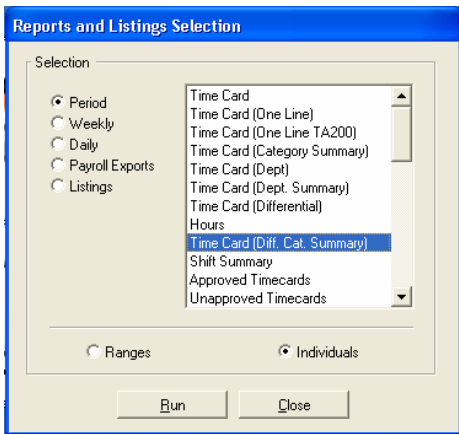
Edit Close

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

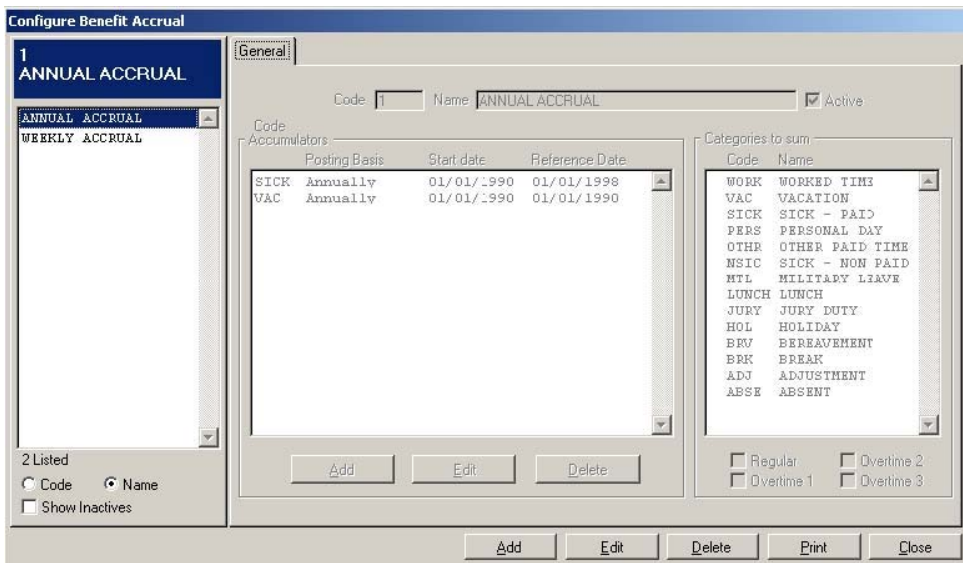
The Approval Editor automatically filters out any timecard exceptions for all employees in the supervisors group. The editor then permits a supervisor to review and process attendance infractions prior to producing time & attendance reports. From the Approval Editor you can directly adjust and fix employee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

Reports / Listings



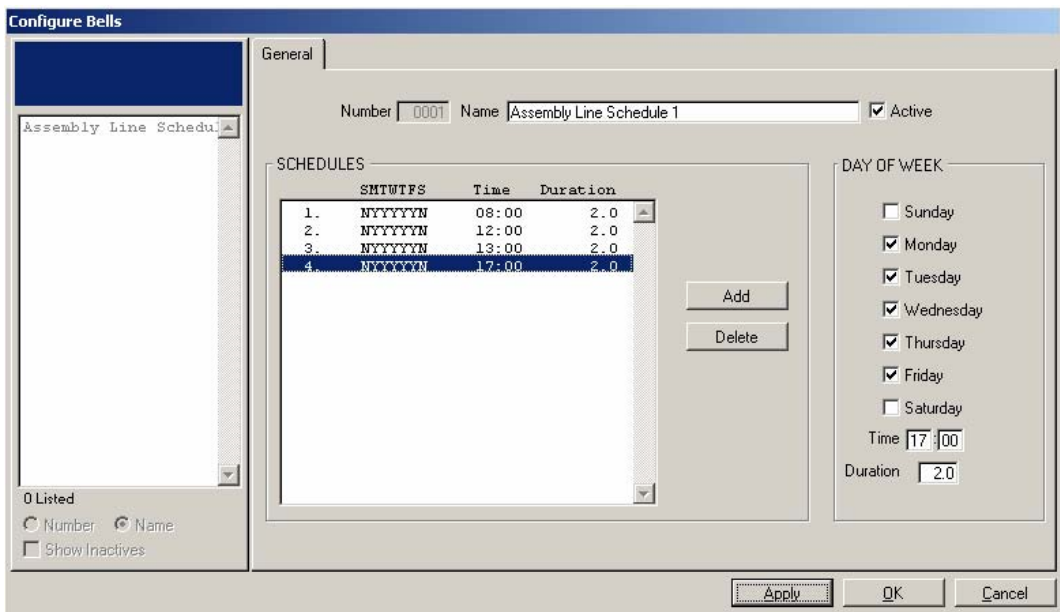
TA100 Professional turns raw data into useful information that provides managers with strategic insight into their organizations. The Report and Listing Selection lists over 90 reports that present your company’s information in a myriad of ways. The Report and Listing Selection includes reports that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

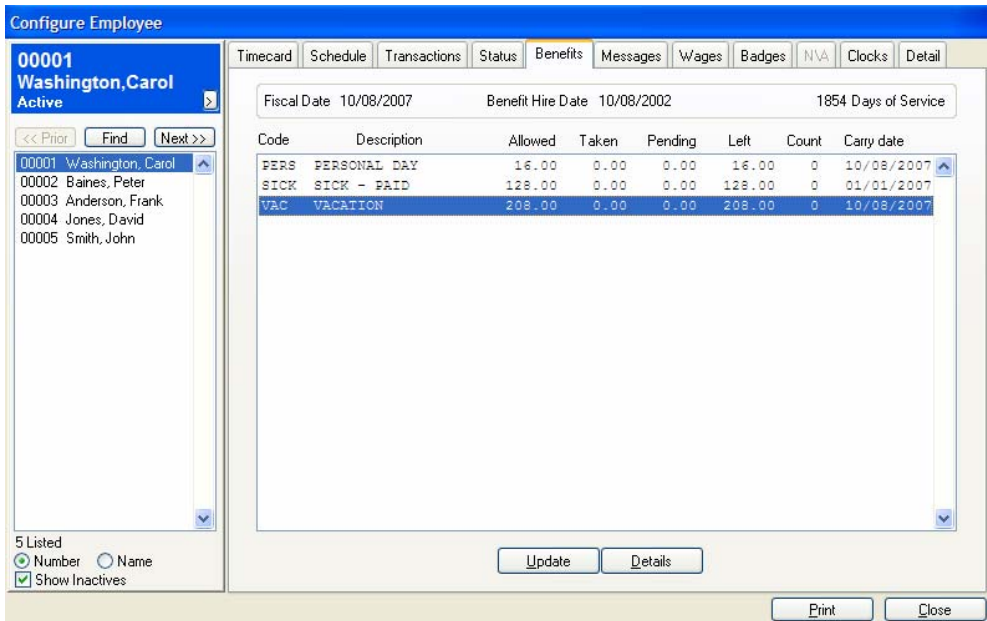
- Employee Wage
- Employee Wage with Category
- Department Wage
- Division Wage
- Group Wage
- Level Wage Distribution

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.

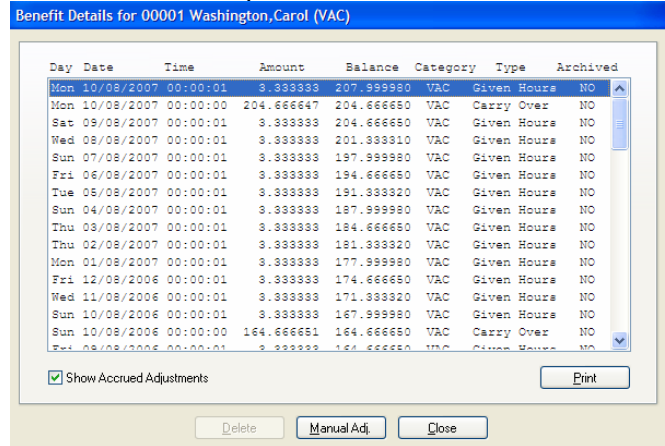
Features of Benefit Entitlements:

- 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 Name ☒ Active

Accumulators

	Posting Basis	Start date	Reference Date
PERS	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

1 Listed
☐ Code ☒ Name
☐ Show Inactives

Add Edit Delete

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.

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
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
☐ First change punch accrues to previous IN punch
☐ Reset Swipe & Go at midnight?

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 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:

Configure Policies

001 STANDARD PAY RULE

☒ 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: ☐
Holiday hours can accrue towards overtime: ☐
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

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.

Configure Policies

001
STANDARD PAY RULE

001 STANDARD PAY RULE

1 Listed
☒ Code ☐ Name
☐ Show Inactives

GeneralHolidaysOvertimeDifferentialExceptions

☒ Pay OT

Overtime Cycle

☒ Weekly
☐ Biweekly
☐ Semimonthly
☐ Monthly

Overtime Definition

OT level	Period Limit	Multiplier
OT1	40.00	1.5000
OT2	80.00	2.5000
OT3	9999.99	1.0000

Daily Overtime

	Start at OT Level	Daily Qualifier	OT1	OT2	OT3	Reset at Day End
<input checked="" type="checkbox"/> Sunday	REG	8.00	99.99	99.99		<input type="checkbox"/>
<input checked="" type="checkbox"/> Monday	REG	8.00	12.00	99.99		<input type="checkbox"/>
<input checked="" type="checkbox"/> Tuesday	REG	8.00	12.00	99.99		<input type="checkbox"/>
<input checked="" type="checkbox"/> Wednesday	REG	8.00	12.00	99.99		<input type="checkbox"/>
<input checked="" type="checkbox"/> Thursday	REG	8.00	12.00	99.99		<input type="checkbox"/>
<input checked="" type="checkbox"/> Friday	REG	8.00	12.00	99.99		<input type="checkbox"/>
<input checked="" type="checkbox"/> Saturday	REG	8.00	99.99	99.99		<input type="checkbox"/>

☒ Consecutive Days

☒ On days that qualify

Num of Days	Minimum Daily	Hours Total	OT Level	After (Hrs)	OT Level
7	5.00	0.00	OT1	0.00	OT2
0	0.00	0.00	REG	0.00	REG
0	0.00	0.00	REG	0.00	REG

☐ Reset at Overtime Cycle End

OKCancel

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 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.

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.

The screenshot shows the 'Configure Policies' dialog box with the 'Exceptions' tab selected. On the left, a list shows '001 STANDARD PAY RULE'. The main area contains the following settings:

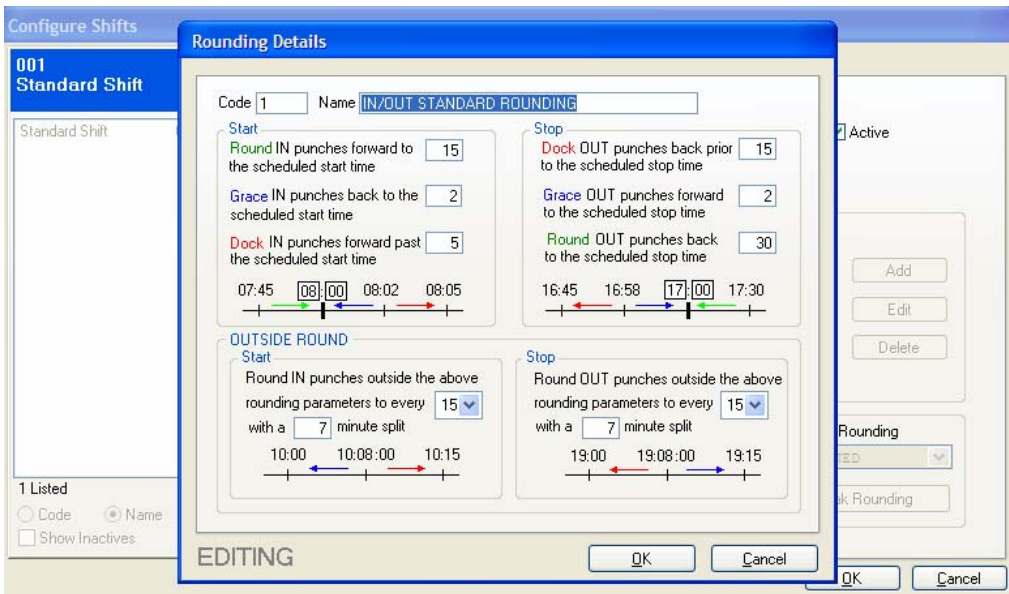
- ☒ Report exceptions
- Consecutive hours worked: 48.00
- Overtime hours worked: 5.00
- Daily hours worked: Under 2.00, Over 10.00
- Period hours worked: Under 30.00, Over 60.00

At the bottom left, there is a section for '1 Listed' with radio buttons for 'Code' (selected) and 'Name', and a checkbox for 'Show Inactives'. At the bottom right are 'OK' and 'Cancel' buttons.

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

Configure Shifts

001 Standard Shift

Standard Shift 001

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 STANDAR Lunch Rounding: 3 LUNCH STANDAR Break Rounding: NONE DEFINED

Edit In/Out Rounding Edit Lunch Rounding Add Break Rounding

Add Edit Delete Print Close

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.

Configure Shifts

001 Standard Shift

Groups Details Differential

00:00 06:00 12:00 18:00 24:00

Shift Number 001 Start 07:00 Cutoff 12:00 Stop 16:00

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

Lunches ☒ Punched ☐ Elapsed ☐ None

Breaks ☐ Punched ☐ Elapsed ☒ None

Lunch SG Max 00:00 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

Elapsed Deduct

Type	Paid	Elapsed	From	Deduct
Lunch	<input type="checkbox"/>	07:00	Shift	01:00
None	<input type="checkbox"/>	00:00	Shift	00:00
None	<input type="checkbox"/>	00:00	Shift	00:00
None	<input type="checkbox"/>	00:00	Shift	00:00
None	<input type="checkbox"/>	00:00	Shift	00:00
None	<input type="checkbox"/>	00:00	Shift	00:00

Punched

Duration	Pay Outside
01:00	<input type="checkbox"/>
00:00	<input type="checkbox"/>
00:00	<input type="checkbox"/>
00:00	<input type="checkbox"/>
00:00	<input type="checkbox"/>
00:00	<input type="checkbox"/>

1 Listed

☐ Code ☒ Name

☐ Show Inactives

OK Cancel

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.

Configure Shifts

001 Standard Shift

Groups Details Differential

Start	Stop	SMTWTFS
16:00	00:00	1111111
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.

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							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. 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.

	View	Add	Edit	Delete
Approval Editor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timecard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

	View	Add	Edit	Delete
Messages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Badges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clocks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Status Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Task Organizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Benefit Accruals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

), 'Name' (Last: DOE, First: JOHN), 'Security Level' (TC MGR TIMECARD MANAGER), 'Startup' (Start in: Mainmenu, Color quality: High), and 'E-mail' (E-mail Profile: JOHND@TIMEAMERICA.COM). At the bottom are 'OK' and 'Cancel' buttons."/>

User: Login: JOHND, Password: [masked], Supervisor Badge: 11001, Active: ☒

Name: Last: DOE, First: JOHN

Security Level: TC MGR TIMECARD MANAGER

Startup: Start in: Mainmenu, Color quality: High

E-mail: E-mail Profile: JOHND@TIMEAMERICA.COM

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