XACT TIME

100% Web-Based Time & Labor Management

White Paper

Table of Contents

XactTime

A one hundred percent Web-based solution that offers a fast, easy method of automating employee time and attendance processes.

Introduction

As recently as five years ago, an automated workforce management system was not a must-have application. Many companies still used manual processes to calculate timesheets and manage employee scheduling and attendance. Today, however, workforce management is as crucial to an organization as CRM, ERP, HR, and Payroll solutions. The global market for human resources management applications has grown to approximately $1.5 billion in annual license revenues and $4.6 billion overall, including maintenance and services revenues (*Forrester Wave, HR Management Systems: Choosing the Right System to Manage your People*).

Because payroll comprises the largest operating expense in a company, accurate and efficient time tracking is critical to the bottom line. Inaccuracies of even one percent each pay period add up to hundreds or thousands of dollars in annual overpayments. For organizations still manually calculating typed or handwritten time cards, this percentage is typically even higher than one percent – a figure that can easily be reduced by transitioning to an automated workforce management solution.

While it can seem daunting to replace outdated systems and manual practices with new technologies, this is the path to accurate time tracking and elimination of overpayments. By choosing a Web-based workforce management solution, a company can make the transition process even easier. Web-based options require only the simplest infrastructure if run in-house. And, for companies hesitant about utilizing existing servers or having to purchase additional hardware, Web-based workforce management can be used in a hosted (ASP) capacity, where the entire infrastructure is outside the four walls of the business and in the hands of Internet technology experts.

Regardless of whether a Web-based workforce management solution is hosted or licensed, the technology delivers real-time information through an Internet browser. At every tier of the organization, from entry-level staff to executive management, users feel comfortable navigating and operating the system in a familiar online environment. As an added benefit, automating workforce management also helps make employees more productive and the organization more efficient as a whole. Even for technology-leery employees, a Web-based solution nearly guarantees smooth and rapid user adoption.

In operationally and technologically savvy companies, Finance and IT departments can work together to leverage existing systems and in-house platforms to track employee time and attendance, and to reap ROI out of technology investments. Once a company gets the basic pieces in place, custom reporting and biometric identification can be added to further control costs and improve the utilization of labor resources.

XactTime General Overview

Time America built XactTime on a standard, non-proprietary Web-based architecture. With XactTime, companies can harness their corporate information using existing systems. XactTime ensures the peace of mind that today's technology will not become tomorrow's legacy problem.

Recognizing that customers' configurations come in many different shapes and sizes, XactTime is offered in either a licensed or a hosted model. XactTime was designed from the top down to meet both the business requirements and Web-based technical demands of enterprises. Its flexible design and use of proven distributed technology supports the high volume and availability requirements of diversified markets.

XactTime will enable you to:

- Eliminate up to 80% of payroll preparation time.
- Reduce employee overpayment for issues such as long breaks and/or lunches, early departures, and late arrivals.
- Streamline time, attendance, and payroll processing by automating procedures, properly applying company policies to time transactions, and objectively enforcing policies for the entire workforce.
- Provide employees with self-service capabilities to acquire their own time-related information (e.g.. hours, schedules, benefits, etc.).
- Allow businesses to focus on core competencies, rather than spending time managing employee time, attendance, and payroll.

XactTime is a modular system that enables you to custom tailor a solution that best fits your business needs. With options, such as Job Costing, Profile Lockout, Bell Ringing 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, 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 XactTime software.

Let XactTime 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.

Hosted vs. Licensed

XactTime provides companies with a user-friendly means of automating workforce management processes. Offered as a hosted or licensed application, XactTime can be used from any computer running an Internet browser.

Hosted	Licensed
XactTime is hosted at a world-class Cox Communications data center with 128-bit encryption SSL and firewall protection.	You own the software license and rely on your environment and Internet service provider to use XactTime.
You make a minimal upfront investment and pay a Per Employee Per Month (PEPM) fee. XactTime receives automatic, transparent upgrades.	You control the system and your IT expenditures. It's up to you to perform upgrades, back-ups, system maintenance, etc.
You do not need any additional software or hardware.	You leverage your existing hardware and software systems to run XactTime. Add additional functionality based on your needs.
XactTime is outside your firewall.	XactTime is inside your firewall.

Architecture and Technical Information

There are three parts to the XactTime system:

User Interface Layer - Developed as Active Server Pages (ASP), this layer contains the code for all user interface components. ASP runs under Internet Information Server (IIS) and communicates with the COM objects for accessing data and business logic of the application.

Business Object Layer - The business object layer contains the code to interact with both the User interface and data access layers. Business objects contain the specific business logic that is performed by the user interface on the data.

Data Layer - The data layer accesses the data from the database. COM objects in the business object layer use Microsoft ActiveX Data Objects (ADO) to expose data from the data store into usable row sets.

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

"With three bases of operations it brings our timecard gathering in one place and speeds the payroll process." - Director of Finance, Lakes Region EMS
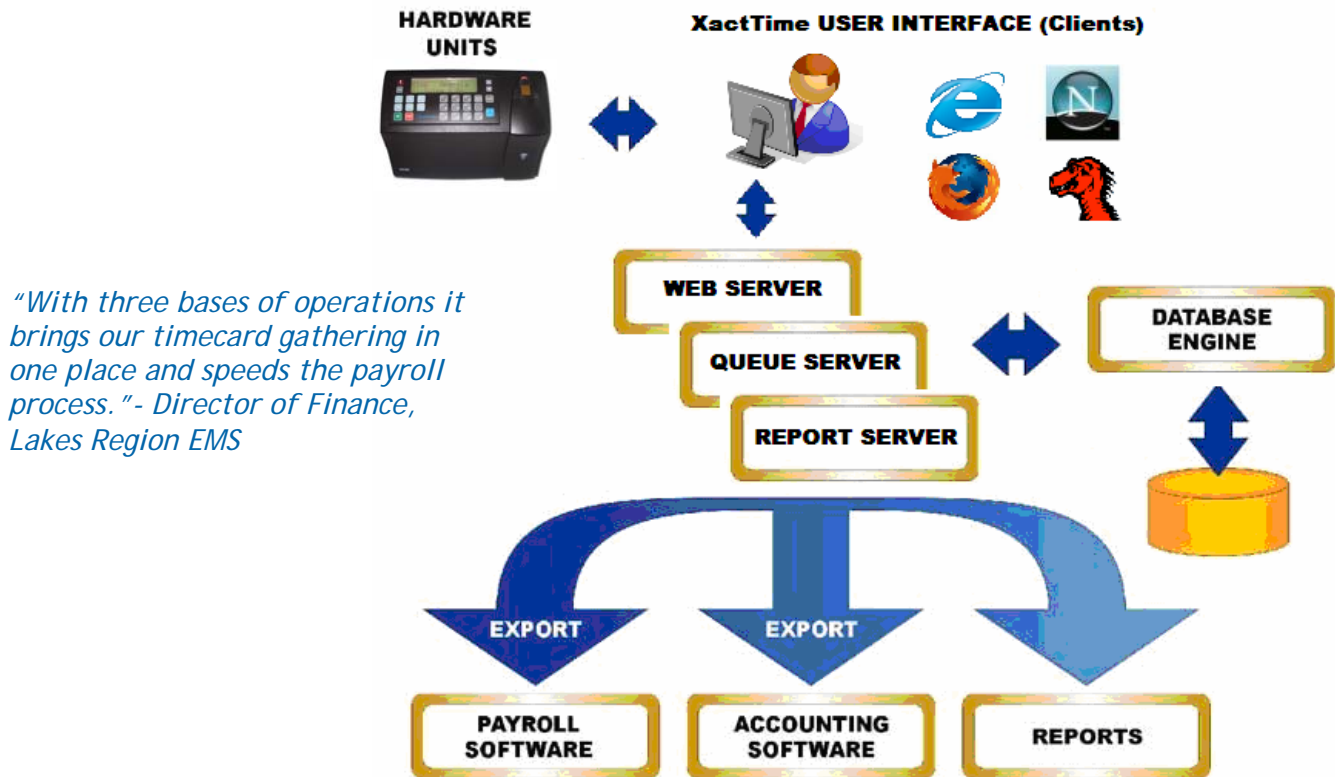
XactTime helps businesses improve labor management processes by integrating with a variety of HR solutions, which provides a seamless interface for employee data tracking and payroll preparation. Master data is typically stored in the HR application. Using XML and Web Services, HR applications can share data with XactTime. XactTime can also be accessed via an icon on the HR portal enabling single sign-on access to both systems.
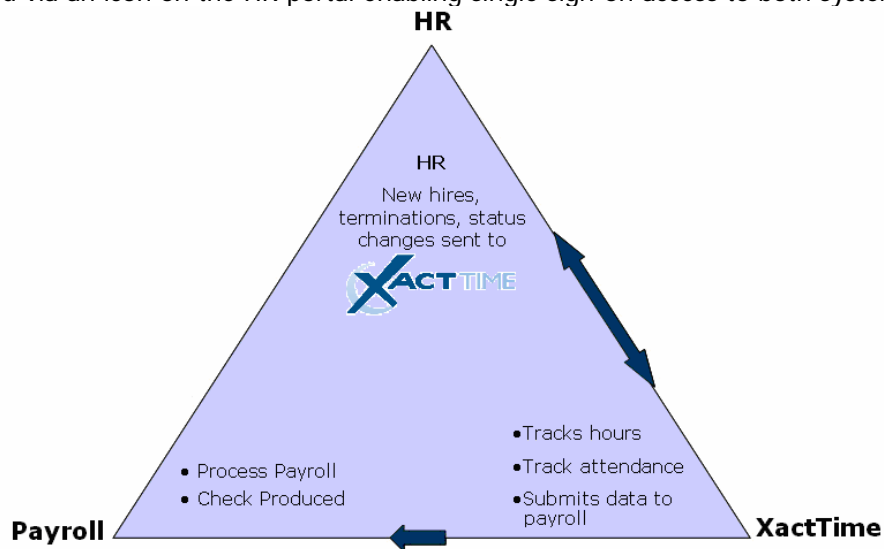
Minimum Hardware/ Software Requirements

For more detailed information on the hardware requirements and configuration options to install XactTime in a licensed environment, please see the "XactTime Technical and Architectural Overview" document.

XactTime **Professional Management Application Overview**

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

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

Employee Maintenance
Approval Editor
Status Board
Scheduler
Security Maintenance
Reports and Listing Selection
Reporting
Time Card Reviewer Time Sheet Submittal
Benefit Accruals
Bell Schedules
Job Costing
Profile Lockouts
Web Clock
Telephony *(Optional)*

Employee View

Employees can clock in / clock out, review hours worked, check schedules, and review benefit balances all on one Web page. Employees can also personalize their pages, making them easier to navigate. The Employee View area is divided into the following user definable sections:

Status	Maximized		Messages	Maximized
Action	Maximized		Schedule	Maximized
Pay Adjustments	Maximized		Hours	Maximized
Personal Info	Maximized		View Adjustments	Maximized
Time Off Request	Maximized		Benefits	Maximized
Request Status	Maximized			

"Initial set up was easy. Employees like the convenience of clocking in right from their PCs."
- HR Admin, Frontenac Bank.

The STATUS section is where employees can view their current status.

The ACTIONS section is where employees can perform time clock functions such as Clock In/Out.

The MESSAGES section is where employees can view their messages.

The HOURS section is where employees can view and approve their timecard.

The SCHEDULE section is where employees can view their Schedule.

The ADD & VIEW PAY ADJUSTMENTS sections are where employees can input both dollar and hour amounts such as expenses

The BENEFITS section is where employees can view their benefit balances and time taken.

TIME OFF REQUESTS is where employees can request as well as view the status of time off requests

PERSONAL INFO displays the employee's master record

Status Board View

Available to both supervisors and employees, the Status Board displays recent activity for your employees. This can be filtered to display separate Labor Levels. The Status Board is organized to give a quick status check of your employees without having to run a report. The Status Board is viewable by all employees if given permission.

Steve Sharer	Admin	**Status Board**			LOG OUT

XACT TIME   **TimeAmerica**

Employee Group: <All>   Print Status Board Results

Employee Labor Level Filter

Location	Department	Job
Arizona	<All>	<All>

Change Labor Level Filter

Employee Name	Out	Working	At Lunch	On Break	Last Transaction Time	Notes
Black, Brad	●					
Blue, Brennan	●					
Brown, Brian	●					
Carlislyle, Rick	●					
Carpenter, Garrett		●			08/01/2007 8:00 am	
Earp, Wyatt			●		08/01/2007 8:00 am	
Foder, Adam	●					
Grass, George	●					
Green, Jason	●					
Hanson, Dylan	●					
Johnson, Don	●					
Jones, Mike	●					
Klien, Dan		●			07/26/2007 8:00 am	
Love, Joe	●					
Manson, Dave	●				07/27/2007 5:00 pm	
Shine, Alex	●					
Smith, Steve	●					
Vasquez, Jose	●					
White, Kyle	●					

(c) Copyright 2006 TIME AMERICA INC.

Supervisor View

Supervisors can run reports against employee data to perform job costing, control departmental costs, monitor staffing, track benefit administration and more. Supervisors can also personalize their pages, making them easier to navigate. The Supervisor View area is divided into the following user definable sections:

Search	Maximized		Reports	Maximized
Search Results	Maximized		Time Sheets	Maximized
Quick Message	Maximized		View Adjustments	Hidden
Pay Adjustments	Maximized		Schedule	Maximized
Schedule Templates	Maximized		Benefits	Maximized
Departments	Maximized		Employee Info	Maximized
Exceptions	Maximized		Custom Info	Maximized
Employee Requests	Maximized			

"As the administrator of the account, I like the simplicity of the software. I also like being able to access the data off the web. It came in handy last summer when multiple hurricanes forced us to shut down our office due to power failure. I would not have been able to provide accurate checks without XactTime." – Payroll Benefits Manager, Axolotl Corp.

The EXCEPTIONS section 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 Exceptions section you can directly adjust and fix timecards.

The TIME OFF REQUESTS section is where supervisors can approve or deny employee leave requests. In addition supervisor's can send employees notes as to their decision.

This is where supervisors go to view their generated reports. All time & attendance reports can be generated on daily, weekly, bi-weekly, semi-monthly or monthly. This feature gives you the ability to run monthly, quarterly, year-to-date reports on any totals right up to the last time the terminal was polled.

Employee searches, filters and selection lists allow supervisors to easily locate the employee they want to view

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

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

ADD PAY ADJUSTMENTS is where supervisors can make dollar entries to cover items such as expenses, tool allowances, etc.

BENEFITS give supervisors a quick list of the employee's benefits. *XactTime* lets you define what benefits you want to track. This includes: sick time, vacation time, personal time, or any other defined category of time. Clicking on the benefit hot link bring up a list of all calculation details including Initial balance, accrued amount, reste date and last rollover

QUICK MESSAGE gives supervisors the ability to send employee messages that are shown on the employee home page. Messages can be sent to an individual or group of employees.

Schedule

02/25/2007   03/03/2007   Apply

Current Week   Current Pay Period

◀◀ Previous Pay Period   ◀◀ Previous Week   Next Week ▶▶   Next Pay Period ▶▶

Day	Date	Start Time	End Time	Total Time
Mon	02/26/2007	9:00 am	5:00 pm	8h 0m
Tue	02/27/2007	9:00 am	5:00 pm	8h 0m
Wed	02/28/2007	9:00 am	5:00 pm	8h 0m
Thu	03/01/2007	9:00 am	5:00 pm	8h 0m
Fri	03/02/2007	9:00 am	5:00 pm	8h 0m

Edit Schedule   Express Scheduler

Schedule Templates
Assign schedule rotation to employee

Show Public Templates

Week 1 - 03/04/2007   9 to 5 ▾
Add   Assign

Add Pay Adjustment   _ ☒

Type: Non-Payable Work ▾
Date:
Amount:
Notes:

Apply

Quick Message   _ ☒

Message:

Expires: 03/13/2007
Send to: Current ▾
Send

Pay Adjustments   _ ☒

02/25/2007   03/03/2007   Apply

Current Week   Current Pay Period

◀◀ Previous Pay Period   ◀◀ Previous Week   Next Week ▶▶   Next Pay Period ▶▶

	Day	Date	Type	Amount	Notes
🔍 ❌	Fri	03/02/2007	Travel	$35.00	Full Tank of Gas

Total $35.00

Benefits   _ ☒

	Initial	Granted	Used	Balance
Sick	16.00 hrs	4.00 hrs	0 hrs	20.00 hrs
Vacation	40.00 hrs	8.00 hrs	8.00 hrs	40.00 hrs

(c) Copyright 2006 **TIME AMERICA INC.**

Administrator View

Administrators have full rights to the system. They can access the same functions as a supervisor, but are also able to perform setup operations, close pay periods, and assign security rights.

Trevor Misina   **Admin**   Status Board   👤 ❓   LOG OUT

Home · Reports · Assign Departments (LL) · Schedules · Message Center · Import · Configuration

XACT TIME   **TimeAmerica**

Configuration

System

General Configuration   Hardware
Payroll Policies   Schedules
Pay Types   Custom Personal Information
Pay Adjustment Types   New Employee Defaults
Holidays   Benefits
Closing   Shift Differentials
Re-Open   Telephony
                               Error Log

Security

Feature Access Templates   Change Administrator Password
Employee Group Members   IP Access
Time Sheet Audit Trails

Departments (LL)

Define Departments (LL)   Assign Departments (LL) Override Rates
Setup Departments (LL)
Assign Departments (LL) to One Employee
Assign Departments (LL) to Multiple Employees

Express Scheduler

The Express Scheduler allows supervisors to quickly adjust employee's schedules by week. From the Express Scheduler you can adjust the shift, Department, Group, and all Labor levels. It also will show the total Scheduled hours. The Express Scheduler auto adjusts its calendar to match your work week.

Time-Off Requests

XactTime automates the employee leave request and approval process by allowing employees to request leave through employee self service. Those requests are displayed for supervisors to approve. A convenient calendar view makes it easy for supervisors to determine if they are properly staffed before approving new leave requests. Upon approval or denial, the employee is notified through the Request Status section of the Employee View.

Time Sheet Submittal

XactTime gives you multiple views for submitting timesheets. Whether it be entering punches, total hours or allocating hours to a specific labor level, the Time Sheet Submittal™ option is flexible enough to capture employees time in an easy-to-use format.

Data Collection Options

XactTime 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 XactTime database, from which it may be viewed and edited using the XactTime 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.

XACTTIME supports the following Badge Terminal functions

Clock IN/OUT for day	Make a leave Request
Clock IN/OUT for lunch	Enter Leave/Category
Clock IN/OUT for break	Enter Dollars
Transfer to new level	In On Service (call back)
Enter Charge and Cash Tips	Out On Service (on call)

Timesheet Submittal

See previous section for more details on "Timesheet" 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.

Telephony

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

Web-entry and PDA's
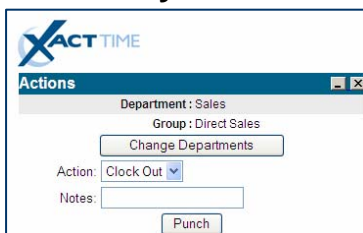
XactTime is a comprehensive 100% Internet browser-based time and labor management system. XactTime utilizes the latest in Microsoft browser-based technology, allowing it to run on virtually any platform (Windows, Macintosh, Linux, AS400, etc.). All you need is a connection to the Internet and a browser.

Access System / 3rd Party Integration

XactTime 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, you can utilize XactTime's web-service calls to import them into the XactTime database.

XactTime Professional Method of Operation

The preceding section provided you with an overview of XactTime 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 XactTime Users' Guide.

Employee Record Keeping

XactTime 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 Information

First Name*:	Trevor	Last Name*:	Misina
Middle Name:		Title:	
Employee Number*:	007	BadgeNumber:	1237
Start Date:	9/25/2006	End Date:	
SSN:	104101001	Time Zone*:	(GMT-07:00) Arizona
Status:	⊙ Active ○ Inactive		

* Indicates a Required Field

Contact Information

Phone 1:	480-555-1492	Street:	2461 E. Toledo Ct
Phone 2:		City:	Gilbert
E-Mail:		State:	AZ
		Zip:	85296

Payroll Information

Payroll Policy:	Full Time	Salary Type:	⊙ Salary ○ Hourly
Employee Type:	○ Exempt ⊙ Non-Exempt	Pay Rate:	0.00 Per pay period
Shift Differential:	<None>	Charge Rate:	0.00
Holiday List:	<None>	Enforce Schedule:	☐

Employee's Default Labor Level

Department	Job	Task
<Unassigned>	<Unassigned>	<Unassigned>

Change Labor Level

Employee Benefits

Accrual Rule: Benefits   Benefit Start Date: 10/6/2006

Initial Time (Hours)
Personal : 0.00
Sick : 40.00
Vacation : 30.00

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 (Required)	Hire date
Social Security Number	Birthday
Last Name (Required)	First Name (Required)
Middle Name	Title
Badge Number	Time Zone

Status	Street Address 1
Street Address 2	City, State and Zip
Phone Number	Email address
Payroll Policy Assignment	Employee Type
Shift Differential	Pay rates
Salary Type	Holiday Group
Default Labor Levels	Benefit Rule and Starting Balances

Lower Half of Employee Detail Screen

Custom Fields

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

Web Access
Employee self service allows employees to clock, view timecard, view punches, view schedule, view benefits and submit a timesheet. This sets access rights for employees logging in through the web

Time Sheet Submittal
XactTime contains an online Timesheet submitter. Time Sheets are used by employees (usually exempt) who will not be required to clock in/out through a conventional time clock or the web clock. This is where you set the employees rights to the timesheet.

Wage Rates and Tracking

XactTime supports multiple styles of wage tracking and assignments:

Hourly / Salary
Employees can be paid a default wage or be assigned the wage based on the labor level they are assigned or working. XactTime supports wage tracking down to the last Job Costing level (15 levels). Salaried employees are paid on an input amount per pay period.

Exempt / non-Exempt
Controls if employees get paid overtime and is used as a filter on reports

Attendance Tracking
With the Attendance Tracking option, hours can be tracked based on actual In/Out punch or by just clock IN only. Employees set to just clock in are paid off a default shift minutes.

Benefit Tracking

XactTime allows easy to manage benefit tracking using two methods:

Benefit Entitlement

The Benefit Entitlements feature of XactTime eliminates the need for manually registering employees non-worked hours such as Vacation and Sick time in a notebook or an Excel Spreadsheet. XactTime Professional will track the Initial amount of benefit hours and the amount used.

Benefits	Initial	Granted	Used	Balance
Sick	16.00 hrs	4.00 hrs	0 hrs	20.00 hrs
Vacation	40.00 hrs	8.00 hrs	0 hrs	48.00 hrs

Time Off Request

Type: Sick
Date Range:
Start Time: 8:00 AM
Hours Per Day: 8
Notes:
☐ Include weekends
[Apply]

(c) Copyright 2006

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.

Benefit Accruals

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

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

Features of Benefit Accruals:

- 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

XactTime 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.

XactTime 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 XactTime 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 Call and Call Back Shift Differential Exact Rounding Rules Unlimited Attendance Codes
- Exception Reporting Unlimited Pay Types
- Supports Sub-Companies
- Supports 24+ Hour Shifts

Payroll Policies

One of the most important features of XactTime 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.

XactTime 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.

Selected Payroll Policy	+ Pay Periods
Add Delete	
Part Time	+ Attendance Exceptions
Members: 2	
	+ Round to Schedule
List of Policies	
Full Time	+ Standard Rounding
Non-Profit Work	
Part Time	+ Overtime
Salary	
	+ Advanced Overtime
Group Assignments	
	+ Holidays
Assign Multiple Employees	
	+ Lunch
	+ Lunch Rounding
	+ Breaks
	+ Breaks Rounding
	+ Employee Setting
	+ Time Sheet Processing Configuration
	+ Comp Time Configuration
	+ Meal Allowance Configuration
	+ Call Back Configuration

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.

Attendance Exceptions

This is where you can setup rules for an acceptable "grace period" before an entry is marked early or

late. XactTime can report hours within a specified time frame. This defines the parameters used to produce the Exception Report. Each Policy can be configured with its own set of Exception rules to match the employees Overtime rules.

Overtime Rules

XactTime 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. XactTime Professional Support up to three Overtime levels.

XactTime 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. XactTime supports two Overtime limits to determine the employee's wage.

Daily Overtime

XactTime allows each day to determine the amount of overtime the employee will earn. By configuring the starting Pay rate for the day XactTime 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.

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 that 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 XactTime 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 Overtime. 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 Overtime.

Holiday Rules
When a Company holiday is observed XactTime will automate the task of determining bonus pay. XactTime 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

XactTime 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.

Comp Time

Comp time allows you to accrue time in one pay type and post it or draw from it with another pay type.

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

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.

For all punches outside the Round to Schedule windows, the Standard Round rules can adjust the punch forward or backward to a user defined rounding increment. (*0,3,6,15,30,60*).

Lunches & Breaks

Rules may be set up to prevent payment of long lunches/breaks or to dock tardy returns. In addition, deductions may be taken by elapsed time worked.

Shift Groups and Shifts

XactTime makes tracking your employee attendance easy by allowing pre-configured shifts to determine employee-punching habits. With Shifts Groups and Shifts XactTime 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.

XactTime Shift Groups allows easy maintenance of multiple shifts.

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.

XactTime 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 XactTime 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.

ABC Company
123 Home
Anytown, AZ

Labor Distribution Report

As of Tuesday, January 31, 2006
All Employees
01/08/2006 - 01/21/2006
Department, Job, Employee

		Reg	OT1	OT2	Total Paid	Unpaid	Earnings
1148	Accounting						
2255	Accounts Payable						
3789	Jones, Sally	40.00	5.00		45.00	5.00	$332.50
Totals: Accounts Payable		40.00	5.00	0.00	45.00	5.00	$332.50
1148	Accounts Receivable						
3789	Jones, Sally	8.00			8.00	1.00	$64.00
Totals: Accounts Receivable		8.00	0.00	0.00	8.00	1.00	$64.00
Totals: Accounting		48.00	5.00	0.00	53.00	6.00	$396.50
2255	IT dept						
4270	IT Help Desk						
6943	Baxter, Matt	23.53			23.53	3.00	$105.90
4270	Benson, Adam	48.20	0.13		48.33	3.00	$290.40
Totals: IT Help Desk		71.73	0.13	0.00	71.87	6.00	$396.30
3789	IT Programming						
6943	Baxter, Matt	51.00			51.00	5.00	$255.00
4270	Benson, Adam	32.13	4.80		36.93		$275.33
Totals: IT Programming		83.13	4.80	0.00	87.93	5.00	$530.33
Totals: IT dept		154.87	4.93	0.00	159.80	11.00	$926.63
GRAND TOTALS		442.13	15.53	0.00	457.67	51.00	$3,807.80

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. XactTime 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

XactTime 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 XactTime.
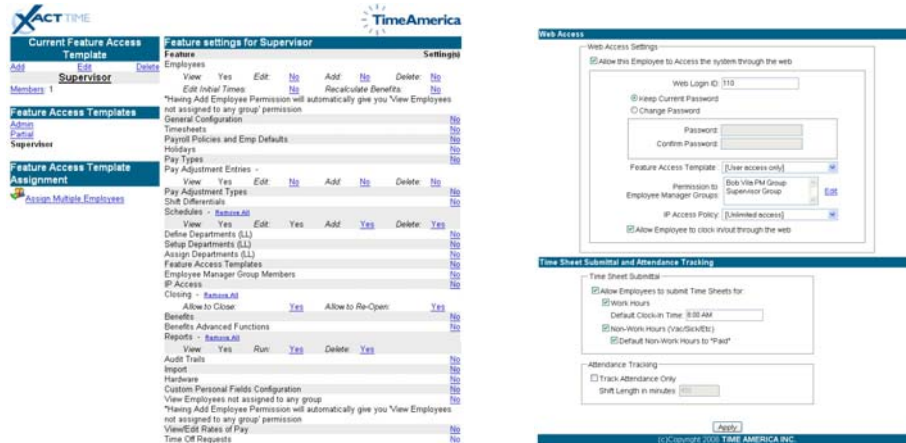
Each area and function can be easily enabled and inactivated to secure your Time & Attendance Data. Each Security Level allows detailed configuration for access rights. Areas are sectioned by the file menu and functions such as a Add, Edit and Delete can be turned On / Off.

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

Restrict Access via IP Masking

By defining IP Access Masks system access can be restricted to only the locations you allow access from.

Audit Trail

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

Reporting

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. XactTime includes over 100 reports. Each report can be scheduled to auto generate on a defined recurring schedule. XactTime groups reports in common areas to quickly find the appropriate report needed.

Importing & Exporting

XactTime offer web services integration to fit seamlessly into a heterogeneous applications environment and a broad choice of technology infrastructure. Web Services allows developers to add new user records or return existing user records which can then be modified or removed. In addition, XactTime can be connected to locally via a DLL file that is registered on the local computer or it can be connected to by using a web service remotely over an intranet or the internet. The web service can be done by any language with SOAP 1.1 compliant capabilities. Performance via DLL is fast however it requires that the server is on the same local area network. Performance via web services is slower because behind the scenes large XML documents are being passed back and forth via http, however, it may be used across the web and is not platform dependent.