



100% Web-Based Time & Labor Management

White Paper

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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While it can seem daunting to replace outdated systems and manual practices with new technologies, this is the path to accurate time tracking and elimination of overpayments.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

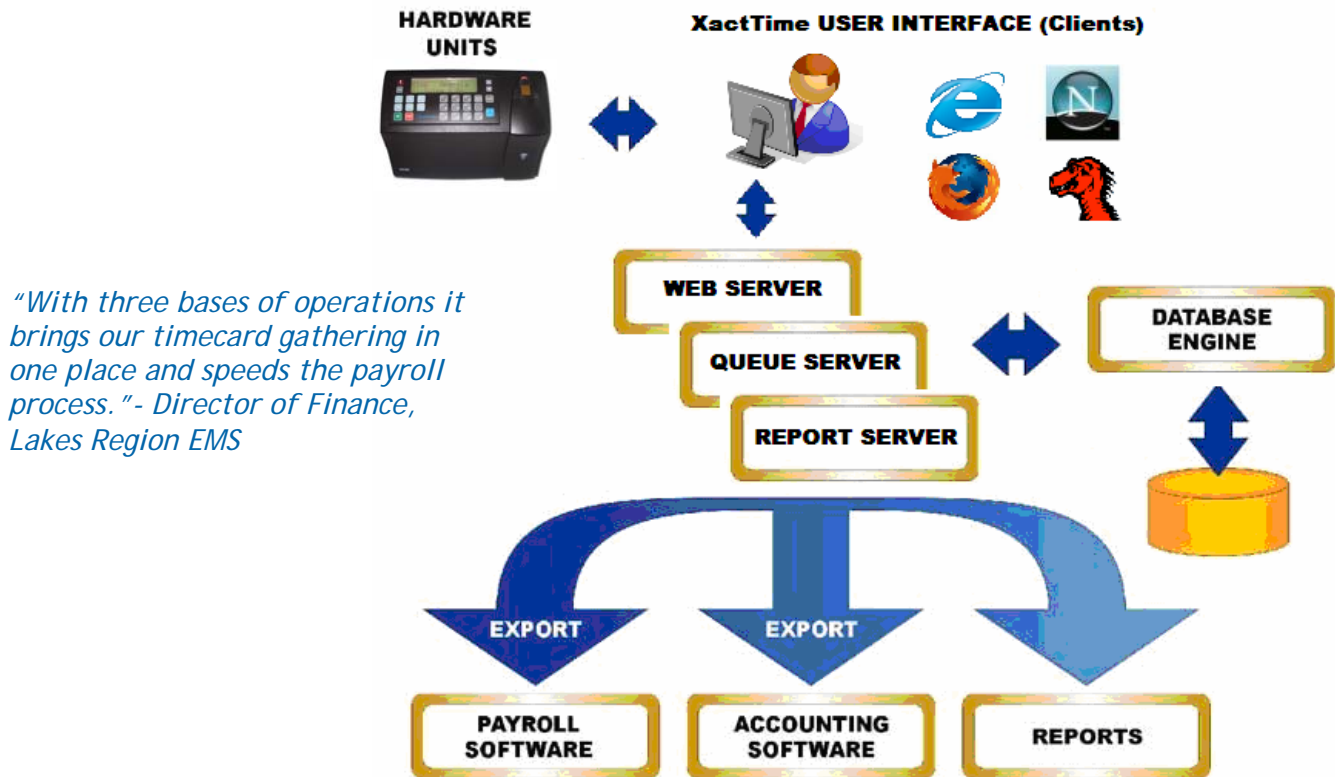
There are three parts to the XactTime system:

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.

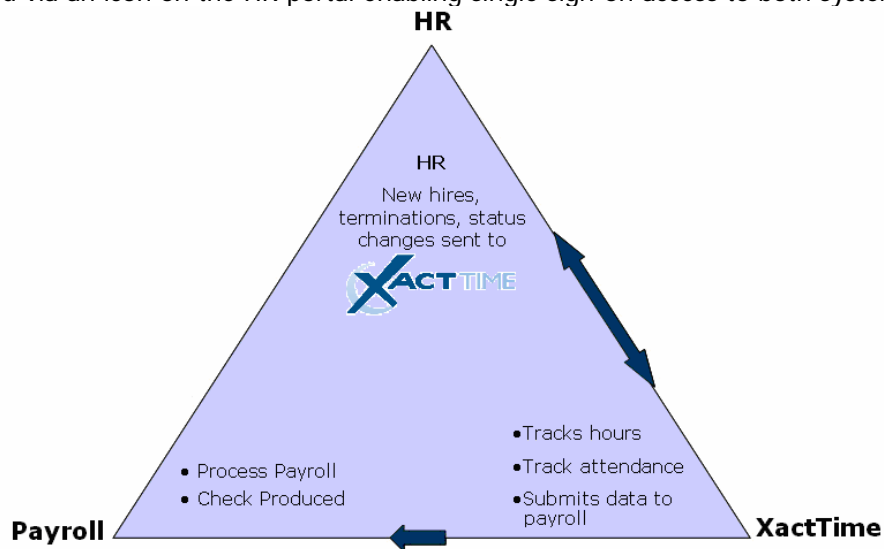
Business Object Layer - The business object layer contains the code to interact with both the User interface and data access layers. Business objects contain the specific business logic that is performed by the user interface on the data.

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.



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 screenshot displays the XactTime web application interface. The top navigation bar includes the XactTime logo and the TimeAmerica logo. The main content area is divided into several sections, each with a callout box explaining its function:

- ACTIONS:** Contains links for 'Submit Timesheet', 'Location: Colorado', 'Department: Human Resources', 'Job: Manager', 'Change Labor Levels', 'Action: Clock In', 'Notes', and 'Punch'.
- STATUS:** Displays 'Status: Clocked In', 'Time: 08/02/2007 10:26 am', 'Current Location: Colorado', 'Current Department: Human Resources', 'Current Job: Manager', and 'Your current time: 2:32 pm'.
- MESSAGES:** States 'There are no active messages.'
- HOURS WORKED:** Shows a table of clocked-in times for the week of 07/29/2007 to 08/04/2007. The table includes columns for Approval, Type, Day, Date In, Time In, Date Out, Time Out, Reg, OT1, OT2, and Unpaid Notes. The total hours worked are 26.50 hrs.
- SCHEDULE:** Displays a table of the employee's schedule for the week of 03/04/2007 to 03/10/2007. The table includes columns for Day, Date, Start Time, End Time, and Total Time.
- ADD PAY ADJUSTMENT:** A form for adding pay adjustments, including fields for Type, Date, Amount, and Notes.
- PAY ADJUSTMENTS:** A table showing pay adjustments for the week of 03/04/2007 to 03/10/2007, with columns for Day, Date, Type, Amount, and Notes.
- BENEFITS:** A table showing benefit balances and time taken, including columns for Initial, Granted, Used, and Balance.
- PERSONAL INFO:** A section for personal information, including a 'Change Password' link.
- TIME OFF REQUEST:** A form for requesting time off, including fields for Type, Date Range, Start Time, Hours Per Day, and Notes.
- REQUEST STATUS:** A table showing the status of time off requests, including columns for Date, Type, Start Time, Duration, and Status.

The bottom of the page features a copyright notice: (c) Copyright 2006 TIME AMERICA INC.

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

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

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

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

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

The MESSAGES section is where employees can view their messages.

The SCHEDULE section is where employees can view their Schedule.

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

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.

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.

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 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

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

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.

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.

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

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
Payroll Policies
Pay Types
Pay Adjustment Types
Holidays
Closing
Re-Open

Hardware
Schedules
Custom Personal Information
New Employee Defaults
Benefits
Shift Differentials
Telephony
Error Log

Security

Feature Access Templates
Employee Group Members
Time Sheet Audit Trails

Change Administrator Password
IP Access

Departments (LL)

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

Assign Departments (LL) Override Rates

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.

Admin | Status Board | LOG OUT

Home - Reports - Assign Labor Levels - Schedules - Message Center - Import - Configuration

XACTTIME | TimeAmerica

Express Scheduler

Apply Changes | Apply and go to next page

Week starting 11/06/2007

Name	Tue 11/6	Wed 11/7	Thu 11/8	Fri 11/9	Sat 11/10	Sun 11/11	Mon 11/12
Drennan, Tamra	Start: 5:30 Stop: 14:30 Department: 3 Group: 57	Start: 5:30 Stop: 14:30 Department: 3 Group: 57	Start: 5:30 Stop: 14:30 Department: 3 Group: 57	Start: 5:30 Stop: 14:30 Department: 3 Group: 57	Start: Stop: Department: Group:	Start: Stop: Department: Group:	Start: 5:30 Stop: 14:30 Department: 3 Group: 57
Lange, Mary	Start: 8:00 Stop: 17:00 Department: 3 Group: 57	Start: 8:00 Stop: 17:00 Department: 3 Group: 57	Start: 8:00 Stop: 17:00 Department: 3 Group: 57	Start: 8:00 Stop: 17:00 Department: 3 Group: 57	Start: Stop: Department: Group:	Start: Stop: Department: Group:	Start: 8:00 Stop: 17:00 Department: 3 Group: 57

Total Hours: 40

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.

Employee Time Off Requests

Employee	Name	Submitted	Type	Date	Start	Hours	Balance	Action	Status
007	Misina, Trevor	10/31/06	Personal	11/01/06	7:00 AM	8	92.00	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	✓
110	Vila, Bob	11/03/06	Sick	11/13/06	8:00 AM	24	-24.00	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	✓
007	Misina, Trevor	01/25/07	Vacation	01/25/07	8:00 AM	24	6.00	<input type="checkbox"/> Approve <input type="checkbox"/> Deny	✓

Employee Notes: Vegas! oh yeah
Showing Page 1 of 1

Submit

Jan 2007 Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Return to Admin Home

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.

Trevor Misina Status Board LOG OUT

Submit Time Sheet
[Timesheet Express](#)

Date: 04/21/2007 Hours: 0 Type: Work Notes: Leave note here

Employee Department (LL)

Department	Job	Task
Support	Job Level 2	<Unassigned>

[Change Department \(LL\)](#)

Hours Worked

04/15/2007 04/21/2007

[Prev. Pay Period](#)
 [Prev. Week](#)
 [Current Week](#)
 [Current Pay Period](#)
 [Next Week](#)
 [Next Pay Period](#)

Approval	Type	Time In	Time Out	Reg	OT1	OT2	Unpaid	Notes
MON 04/16/2007								
	Clock In	8:00 am	4:00 pm	8.00 hrs				
TUE 04/17/2007								
	Clock In	8:00 am	3:00 pm	7.00 hrs				
WED 04/18/2007								
	Clock In	8:00 am	5:00 pm	9.00 hrs				
THU 04/19/2007								
	Clock In	8:00 am	12:00 pm	4.00 hrs				
	Clock In	12:01 pm	4:01 pm	4.00 hrs				
FRI 04/20/2007								
	Clock In	8:00 am	4:30 pm	8.00 hrs	0.50 hrs			Leave note here

☒ Employee Approved
 ☒ Supervisor Approved

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Trevor Misina Admin Status Board LOG OUT

XACTTIME **TimeAmerica**

Submit Timesheet Express
[Timesheet](#)

Shifts per day 1

Search By
☒ Code (requires exact match)
☐ Description (requires partial match)

10/29/2007 11/02/2007

[Prev. Pay Period](#)
 [Prev. Week](#)
 [Current Week](#)
 [Current Pay Period](#)
 [Next Week](#)
 [Next Pay Period](#)

Hours Worked

Type	Hours	Reg	OT1	OT2	Unp	Department	Job	Task	Notes
Monday 10/29/2007									
	Clock In	9:00 hr				Executive			
	Work								
Tuesday 10/30/2007									
	Work	8				1111			
Wednesday 10/31/2007									
	Work	8				1111			
Thursday 11/1/2007									
	Work								
Friday 11/2/2007									
	Work								

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.

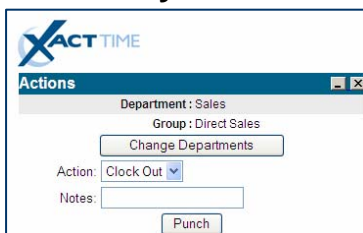
Time America's hand punch terminals do not store images of your employees' hands, nor can they use any stored information to create images of employees' hands. Instead, they use a sophisticated algorithm to generate and store a numerical template. Each time an employee scans his hand, a new number is 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: <input checked="" type="radio"/> Active <input type="radio"/> 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: <input checked="" type="radio"/> Salary <input type="radio"/> Hourly	
Employee Type: <input type="radio"/> Exempt <input checked="" type="radio"/> Non-Exempt	Pay Rate: 0.00	Per pay period
Shift Differential: <None>	Charge Rate: 0.00	
Holiday List: <None>	Enforce Schedule: <input type="checkbox"/>	
Employee's Default Labor Level		
Department: <Unassigned>	Job: <Unassigned>	Task: <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

PTO: 0.00

Custom Fields

Spouse Name: Parking:

Card Key: Birthdate:

Health Insurance: Dental Insurance:

401k: Option Agreement:

Emergency Contact #1: Emergency Contact #2:

Emergency Contact: Start Date:

Notes: Termination Date:

Review Date:

Web Access

Web Access Settings

☒ Allow this Employee to Access the system through the web

Web Login ID:

☒ Keep Current Password

☐ Change Password

Password:

Confirm Password:

Feature Access Template :

Permission to

Employee Manager Groups:

IP Access Policy:

☒ Allow Employee to clock in/out through the web

Time Sheet Submittal and Attendance Tracking

Time Sheet Submittal

☐ Allow Employees to submit Time Sheets for:

☐ Work Hours

Default Clock-In Time:

☐ Non-Work Hours (Vac/Sick/Etc)

☐ Default Non-Work Hours to "Paid"

Attendance Tracking

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:	<input type="text"/>  <input type="text"/> 
Start Time:	8:00 AM
Hours Per Day:	8
Notes:	<input type="text"/>
<input type="checkbox"/> Include weekends	
<input type="button" value="Apply"/>	

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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.

PTO

Frequency
Benefit time can be accrued and granted on different frequencies. For example, you may accrue time for every hour worked, but that time may not be granted (posted to an employee's available balance) until the end of the pay period.
Time is granted to employees

Time is accrued on a basis

Accruing Calculation
Hours to Accrue are calculated based on

Restriction
Employee must work at least paid work hours on a Daily basis to qualify for benefit accruals.
Restrict employees from accruing benefits for months after their benefit start date.
Employee has probation period of months where time is accrued but not granted.

Rules
When calculating benefits, the system can accrue a different number of benefit hours to each employee based on their length of service. Alternatively, all employees can be given the same number of benefit hours.
[Add Rule](#)

From (months)	To (months)	Accrue (hours)*	Cap (hours)	Max Carry Over (hours)	Accrue Annually
0	9999	0.3288	999	120	

*On a Daily basis, where Daily is the accrual frequency.

Reset Date
The reset date defines when the next benefit period begins.
☐ Calendar Year (January 1)
☐ Benefit Start Date

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	
Part Time	+ Attendance Exceptions
Delete	
Members: 2	+ Round to Schedule
List of Policies	+ Standard Rounding
Full Time	+ Overtime
Non-Profit Work	+ Advanced Overtime
Part Time	+ Holidays
Salary	+ Lunch
Group Assignments	+ Lunch Rounding
Assign Multiple Employees	+ 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.

Group Assignments	Overtime
 Assign Multiple Employees	Apply Overtime <input type="checkbox"/> Apply OT1 towards overtime. <input type="checkbox"/> Apply OT2 towards overtime.
	Overtime Factors For OT1 <input type="text" value="1.50"/> For OT2 <input type="text" value="2.00"/>
	Weekly Overtime <input checked="" type="checkbox"/> Pay OT1 Anything over <input type="text" value="40"/> hours <input type="checkbox"/> Pay OT2 Anything over <input type="text" value="50"/> hours
	Daily Overtime
	Monday <input checked="" type="checkbox"/> Pay OT1 Anything over <input type="text" value="8"/> hours <input type="checkbox"/> Pay OT2 Anything over <input type="text" value="12"/> hours
	Tuesday <input checked="" type="checkbox"/> Pay OT1 Anything over <input type="text" value="8"/> hours <input type="checkbox"/> Pay OT2 Anything over <input type="text" value="12"/> hours
	Wednesday <input checked="" type="checkbox"/> Pay OT1 Anything over <input type="text" value="8"/> hours <input type="checkbox"/> Pay OT2 Anything over <input type="text" value="12"/> hours
	Thursday <input checked="" type="checkbox"/> Pay OT1 Anything over <input type="text" value="8"/> hours <input type="checkbox"/> Pay OT2 Anything over <input type="text" value="12"/> hours
	Friday <input checked="" type="checkbox"/> Pay OT1 Anything over <input type="text" value="8"/> hours <input type="checkbox"/> Pay OT2 Anything over <input type="text" value="12"/> hours
	Saturday <input checked="" type="checkbox"/> Pay OT1 Anything over <input type="text" value="8"/> hours <input type="checkbox"/> Pay OT2 Anything over <input type="text" value="12"/> hours
Sunday <input checked="" type="checkbox"/> Pay OT1 Anything over <input type="text" value="8"/> hours <input type="checkbox"/> Pay OT2 Anything over <input type="text" value="12"/> hours	
<input type="button" value="Apply Changes >>"/>	

XactTime can handle an extensive set of Overtime requirements.

Group Assignments
+ Overtime

[Assign Multiple Employees](#)

- Advanced Overtime

Unscheduled Days

When employees accrue paid hours that apply to overtime on days they are not scheduled, they are paid daily overtime based on a different number of hours. Select these options if your company utilizes this policy:

☐ Pay OT1
Anything over hours

☐ Pay OT2
Anything over hours

Time Worked Outside Schedule

☐ Enable Time Worked Outside Schedule

Consecutive Days Overtime

☐ Enable Sixth Day Overtime

Pay overtime based on:

☒ Consecutive Days
☐ Consecutive workweek days

Pay at overtime level:

☐ Based on Custom Overtime Rules

☐ Enable Seventh Day Overtime

Pay overtime based on:

☒ Consecutive Days
☐ Consecutive workweek days

Pay at overtime level:

☐ Based on Custom Overtime Rules

Note: If the Advanced Overtime options do not apply to your company, leave the options unchecked.

Apply Changes >>

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 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.

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:

Selected Holiday List **Holiday List**

[Add](#) [Delete](#) A holiday list is a set of holidays you want employees to be paid for.

Salary Holiday List

[Members](#): 3

Holiday List Name:

Holiday Lists

Salary Holiday List

[Show Inactive Holidays](#) [Add Holiday](#)

Holiday Template Assignment

[Assign Multiple Employees](#)

Click the 'Add Holiday' link above to add a holiday to this holiday list

Holiday	Date	Active	Days
Easter	04/08/2007	Active	1
Thanksgiving	11/28/2006	Active	2

Regenerate Holidays

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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.

- Comp Time Configuration

☐ Enable Comp Time

☐ Allow users to change comp time selection from the Employee Tab

Accruing Comp Time Pay Type: Bereavement

Posting Comp Time Pay Type: Bereavement

Default Comp Time Selection: Overtime

☐ Regular hours over accrue to comp time by a factor of

OT1 hours accrue to comp time by a factor of

☐ OT2 hours accrue to comp time by a factor of

☐ Accrued comp time expires if not used within months

[Change Comp Time Selections](#)

Apply Changes >>

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

- Call Back Configuration

☐ Enable Call Back

☒ Create Time:

Call Back minutes received:

Call Back hours are paid at: Paid - Policy Rate

☐ Create Pay Adjustment:

Call Back hours are paid at: Travel

Pay Adjustment Received:

Call Back Export Code:

Apply Changes >>

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.

The screenshot shows the XactTime web interface. At the top, there are logos for XACT TIME and TimeAmerica. Below the logos, there are several tabs: 'Selected Payroll Policy', '+ Payroll Policy', '+ Pay Periods', '+ Attendance Exceptions', and '+ Round to Schedule'. The 'Round to Schedule' tab is selected, showing a description: 'When clocking in or out, the employee's time can be rounded to his/her schedule if the entry falls within an acceptable "window". Enter the values for this window:'. Below this, there are two columns: 'IN' and 'OUT'. Each column has two rows: 'Up to 0 minutes before' and 'Up to 0 minutes after'. There are also 'Apply Changes>>' buttons. Below the 'Round to Schedule' tab, there is a '+ Standard Rounding' tab. It has a description: 'When a clock in or out entry does not fall within a Round to Schedule window, a standard rounding policy can be applied. Select the parameters for your standard rounding policy (Note: leave this setting to 0 to avoid rounding)'. Below this, there are two columns: 'IN' and 'OUT'. Each column has a 'Round to the' dropdown menu set to 'Nearest' and a '0 minutes' input field. There is also an 'Apply Changes>>' button.

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.

The screenshot shows the XactTime web interface. At the top, there is a tab labeled '- Lunch'. Below it, there is a 'Lunch Type' section with a description: 'There are several ways of granting employees lunch periods during their shifts. Any lunches in a shift will follow the rules for each lunch you define. Select the option that applies to your policy:'. Below this, there are two radio buttons: 'Lunch is not allowed' and 'Employees manually clock out for lunch'. The 'Employees manually clock out for lunch' option is selected. Below this, there is a 'Manual Punch Settings' table with columns: 'Lunch', 'Duration', 'Paid', and 'Apply to OT'. The table has one row with values: '240', '60', 'True', and 'False'. There is an 'Add Detail' button. Below the table, there is a radio button labeled 'The system automatically subtracts lunch time from employees' shifts'. Below this, there is a description: 'Auto lunches are added to all shifts that: - are not closed - have a clock in and a clock out - overlaps the lunch times defined below - there are less existing lunches than the ones defined below (i.e. there is one existing lunch and you have two defined below)'. Below this, there is a description: 'New lunches will be added the next time processing runs. To prevent an employee from getting an auto lunch, edit or add a lunch to the shift with a zero duration. Auto lunches will overwrite any existing breaks. Auto breaks are added before auto lunches.' Below the 'Lunch' tab, there is a '+ Lunch Rounding' tab. It has a description: 'Select the parameters for your lunch rounding policy (Note: leave this setting to 0 to avoid rounding)'. Below this, there are two columns: 'IN' and 'OUT'. Each column has a 'Round to the' dropdown menu set to 'Nearest' and a '0 minutes' input field. Below the 'IN' column, there is a 'Round Lunch Duration' section with a checkbox 'Round actual lunch durations to the' set to 'Nearest' and a '15 minutes' input field. Below this, there is a 'Round Short Lunches' section with a description: 'When employees take short lunches, the system can round the lunch duration down or up.' Below this, there are two checkboxes: 'Round short lunches down to 0 minutes' and 'Round short lunches up to 70 minutes'. Below the 'Round Short Lunches' section, there is a description: 'Use above rounding only if the lunch taken is less than 0 minutes' and 'Use above rounding only if the lunch taken is at least 10 minutes'. There is an 'Apply Changes >>' button.

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.

Sunday, March 04, 2007 - Saturday, March 10, 2007

[Previous Pay Period](#)
[Current Week](#)
[Current Pay Period](#)
[Next Week](#)
[Next Pay Period](#)

Sunday 03/04/2007			
Start time:	<input type="text"/>	End time:	<input type="text"/>
Department:	Job:	Task:	
	Change		
Monday 03/05/2007			
Start time:	<input type="text" value="9:00 am"/>	End time:	<input type="text" value="5:00 pm"/>
Department:	Support	Job: Job Level	Task:
		Change	
Tuesday 03/06/2007			
Start time:	<input type="text" value="9:00 am"/>	End time:	<input type="text" value="5:00 pm"/>
Department:	Support	Job: Job Level	Task:
		Change	
Wednesday 03/07/2007			
Start time:	<input type="text" value="9:00 am"/>	End time:	<input type="text" value="5:00 pm"/>
Department:		Job:	Task:
		Change	
Thursday 03/08/2007			
Start time:	<input type="text" value="9:00 am"/>	End time:	<input type="text" value="5:00 pm"/>
Department:		Job:	Task:
		Change	
Friday 03/09/2007			
Start time:	<input type="text" value="9:00 am"/>	End time:	<input type="text" value="5:00 pm"/>
Department:		Job:	Task:
		Change	
Saturday 03/10/2007			
Start time:	<input type="text"/>	End time:	<input type="text"/>
Department:		Job:	Task:
		Change	

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		
		<div>Total</div>					
		Reg	OT1	OT2	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						
9943	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						
9943	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.

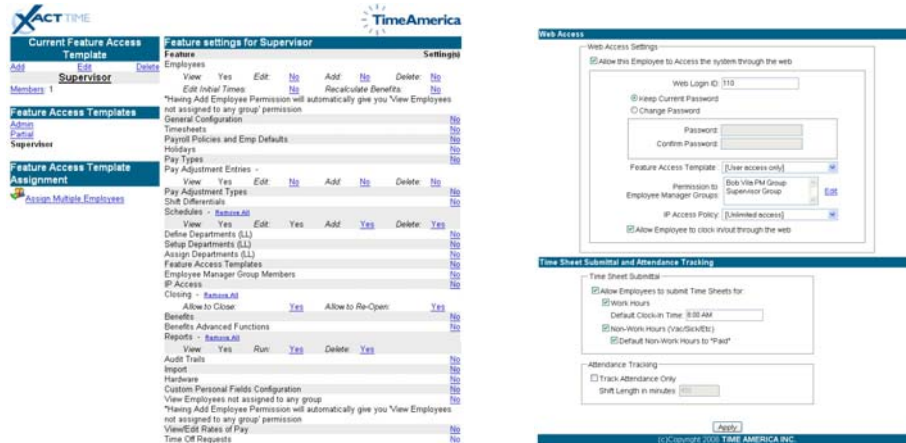
Besides showing labor distribution each level can track Piece count and wage to track production lines. XactTime Professional can be configured to allow a level to determine the employee's wage.

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.

Admin

[Home](#)
[Reports](#)
[Assign Labor Levels](#)
[Schedule](#)
[Message Center](#)
[Import](#)
[Configuration](#)

TimeSheet Audit Trails

Employee Group Filter:

Apply

Employees Filter:

Filter

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Filter Transactions By:

☒ Transaction Time
 ☐ Change Time

Filter Employees By:

☒ Employee
 ☐ Supervisor

Start Date:


End Date:

Get TimeSheet

Emp	Time	Transaction Type	Rate	Approved	Approved By	Approved Date	Approved Time	Employee	Supervisor	Employee Date	Employee Time	Change Date	Change Time
ADA	ADH	10/15/2007 11:00:00 AM	0.00	True	False	False	False	BOWERBANK, DANA	BOWERBANK, DANA	10/15/2007 11:17:07 PM		Approved	10/15/2007 11:17:07 PM
	ADH	10/15/2007 11:00:00 AM	0.00	True	False	False	False	BOWERBANK, DANA	BOWERBANK, DANA	10/15/2007 8:42:34 PM		Approved	10/15/2007 8:42:34 PM
ADH	ADH	10/15/2007 11:00:00 AM	0.00	True	False	False	False	BOWERBANK, DANA	BOWERBANK, DANA	10/15/2007 11:17:07 PM		Approved	10/15/2007 11:17:07 PM
	ADH	10/15/2007 11:00:00 AM	0.00	True	False	False	False	BOWERBANK, DANA	BOWERBANK, DANA	10/15/2007 8:42:34 PM		Approved	10/15/2007 8:42:34 PM
ADH	ADH	10/15/2007 11:00:00 AM	0.00	True	False	False	False	BOWERBANK, DANA	BOWERBANK, DANA	10/15/2007 11:17:07 PM		Approved	10/15/2007 11:17:07 PM
	ADH	10/15/2007 11:00:00 AM	0.00	True	False	False	False	BOWERBANK, DANA	BOWERBANK, DANA	10/15/2007 8:42:34 PM		Approved	10/15/2007 8:42:34 PM
ADH	ADH	10/15/2007 11:00:00 AM	0.00	True	False	False	False	BOWERBANK, DANA	BOWERBANK, DANA	10/15/2007 11:17:07 PM		Approved	10/15/2007 11:17:07 PM
	ADH	10/15/2007 11:00:00 AM	0.00	True	False	False	False	BOWERBANK, DANA	BOWERBANK, DANA	10/15/2007 8:42:34 PM		Approved	10/15/2007 8:42:34 PM
ADH	ADH	10/15/2007 11:00:00 AM	0.00	True	False	False	False	BOWERBANK, DANA	BOWERBANK, DANA	10/15/2007 11:17:07 PM		Approved	10/15/2007 11:17:07 PM
	ADH	10/15/2007 11:00:00 AM	0.00	True	False	False	False	BOWERBANK, DANA	BOWERBANK, DANA	10/15/2007 8:42:34 PM		Approved	10/15/2007 8:42:34 PM

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.



Schedule Reports



Select a report you would like to process:

Custom

Employees

- [Basic Audit Trail](#)
- [Complete Employee Information](#)
- [Create TimeSheets From Schedules](#)
- [Custom Personal Data](#)
- [Detailed Schedules Report by Employee](#)
- [Detailed Schedules Report by Department](#)
- [Employee Accrual Information](#)
- [Employee Badge Numbers](#)
- [Employee Groups By Employee](#)
- [Employee Groups By Group Name](#)
- [Employee Department Assignments](#)
- [Employee Phone Numbers](#)
- [Employees With No Access Group](#)
- [Employees With No Default Templates](#)
- [Employees With No Hand Template](#)

My Scheduled Reports

Report Name	To Be Queued
<input type="checkbox"/> Labor Distribution Report	11/08/2007 9:00:00 am 
<input type="checkbox"/> Absence(Current Day)	11/08/2007 8:00:00 am 

Delete Marked Scheduled Reports

Other Users Scheduled Reports

There are no publicly scheduled reports.

Generate Report:

☒ As soon as possible
☐ At this time AM

In this timezone:

☒ On:
☐ Daily ☐ Include Weekends
☐ Weekly on:
☐ Bi-weekly on: ☐ Start after next occurrence
☐ Semi-monthly on:
☐ Monthly on day of the month

Enter email to send report as attachment when completed:

Email:

**To send to more than one email address separate emails by commas or semi-colons*

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.