

AsureForce™ Time Features and Benefits

FEATURES

Time and Attendance

- Flexible methods of time entry per employee.
- Employees can click a Punch button or type the number of hours worked. They can also transfer to other departments or charge their time to job orders.
- Exception-based time entry.
- Automatic generation of timecard adjustments for holiday benefit, guaranteed hours, scheduled time off and missed meal breaks.
- Accommodation for prior period adjustments.
- Configurable calculation engine.
- Supervisors review, edit, and approve employee timecards.
- Configurable Workflow Notifications proactively notify Supervisors of employees with exceptions or time cards that need their attention.
- The home page Dashboard notifies Supervisors of employees with selected labor management exceptions such as late arrivals and absences, pending time off requests and time cards that require approval.
- Interface with all popular payroll products.

Paperless Leave Requests

- Requests for time off can be submitted and then approved/denied electronically.
- Supervisors can view time off requests for employees within a selected hierarchy level (e.g. department) to determine whether a request should be approved or denied.
- Employees can be notified of the decision via email.
- Approved leave time is automatically recorded on the employee's timecard.

BENEFITS

- Accurate time collection. Reduction in total cost of ownership, time clocks not required.
- Flexibility. You can select different time entry methods for different employees.
- Record only time spent away from work.
- Reduce payroll preparation time by up to 80% and increase accuracy by reducing payroll adjustments.
- Eliminate costly and time-consuming manual calculations.
- Automate complex time calculations.
- Simple and efficient review, edit, and sign-off process with a paperless system.
- Increase productivity by limiting Supervisors daily review to the time cards that need their attention.
- Efficient review and approval process.
- Combine best-of-breed time and labor management system with your payroll system of choice.
- Self-sufficiency. Employees do not have to request this information from HR and Payroll.
- Eliminate paper forms while streamlining your leave request and approval process.
- Managers can make informed decisions quickly.
- Supervisors will not be burdened with leave request status inquiries.
- Increased efficiency.



FEATURES

BENEFITS

Scheduling

- Develop schedules to plan your workforce requirements, and then measure actual hours worked against the plan.
- Project overtime based on time worked and remaining time scheduled for the week.
- Calendar-based schedule configuration and editing.

- More efficient staff scheduling. Aids in decision-making.
- Reduce overhead costs.
- Easy to understand and see scheduling conflicts.

Reporting

- Easy-to-use reporting provides critical employee payroll, scheduling, and historical trend information.
- Create reports tailored to your liking with ad hoc reporting.
- Filter the report data by specifying a date range and/or a group of employees.
- Save commonly used reports in a Favorites menu.
- Download report results to PDF, CSV, or Excel.

- Increase productivity and profits by having timely and accurate information at your fingertips.
- Tailor the report data to fit your organization's specific needs.
- Flexibility to provide only the information that you need.
- Eliminate the need to repeatedly customize the same report.
- Convenient access to employee data.

Benefit Time

- AsureForce Time supports complex accrual rule configurations to accommodate intricate benefit time policies.
- Import accrual balances from your payroll system. AsureForce Time can track and monitor use of benefit time.
- Employees can view their remaining vacation balances on the timecard.

- Award benefit time to employees automatically and accurately.
- Managers have current and accurate information to help them plan their department's resources.

Employee Self Service

- Employees can view their profile information and work schedule.
- Employees can review their remaining benefit time balances.
- Track the status of leave requests.

- Saves time and reduces the number of inquiries to their Supervisor.
- Human Resources will not be burdened with balance inquiries.
- Convenience.

Technology

- Password update option for Employees and Supervisors.
- Modern Web application, runs on all leading browsers with no browser configuration required.
- Intuitive task-oriented workflow.
- Cloud-based application.

- Protect sensitive information.
- Use the browsers you're using now, no configuration of the user's workstation.
- Matches the way employees, supervisors, and HR professionals work.
- No investment in hardware, systems software, or systems management.

