



GetPayroll

Time&Attendance



Automated Time and Attendance Tracking System

Streamline your time and attendance processes to easily manage time collection, accruals, and employee schedules while staying compliant with FLSA and overtime laws.

Time Collection Options

Ensure easy, accurate time tracking with a variety of time clocks and punch methods to meet any need.

All of the time collection methods seamlessly integrate with the time and attendance software so employers can capture productivity trends to inform better business decisions. Businesses can use one method or multiple methods for employees to track their time.



TC Elite

Prevent buddy punching with biometric verification

The TC Elite offers a complete employee self-service solution. With a large flat-screen view, employees can easily track their time, check their accrual balance, request a day off from work, and check their schedule. Employees can clock in and out with a proximity card, bar code badge, PIN number, or biometric verification.



TC Basic

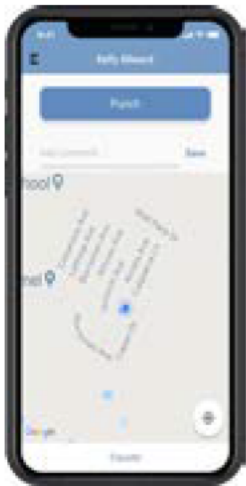
Prevent buddy punching with biometric verification

The TC Standard provides basic time clock functionality, including the ability to punch in and out with a PIN number, a proximity card, or a biometric reader.



Web

If there's no need for on-site hardware, employees can simply use the Time & Attendance website to punch in and out. Additional time management features make web time collection an engaging and efficient option for employees.



Mobile App

The free mobile app, available for both iPhone and Android, empowers employees to track their time from anywhere, at any time. With geopositioning functionality, supervisors can ensure employees are on-site when punching in and out. Employees can also review their time cards and accrual balance and enter time off requests.



Telepunch IVR

Using a landline or mobile phone, employees can clock in and out with an integrated voice response system, available from a 1-800 number.

Which time collection method is right for your business?

	Punch in and out with:					Employees can:			
	A PIN number	A proximity card	A barcode reader	Biometric (fingerprint) verification	A username and password log-in	Transfer a punch to a different department	Check accrual balance	Request time off	View schedule
TC Elite	✓	✓ *	✓	✓		✓	✓	✓	✓
TC Basic	✓	✓ **		✓		✓			
Web					✓	✓	✓	✓	✓
Mobile App					✓	✓	✓	✓	✓
Telepunch IVR	✓								

*The proximity reader on the TC Elite can be used with any compatible card.

**The proximity cards for the TC Basic can be purchased from us. Alternatively, you can purchase stickers, compatible with the TC Basic reader, to use with your own cards.



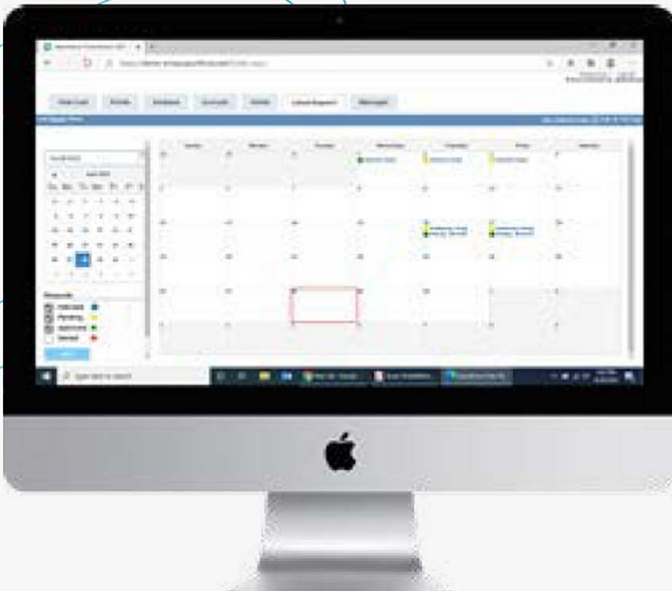
Employee Experience

Easy to use self-service solutions keep employees engaged in time and attendance tracking.

Web Portal

Enable Employees to Track Their Time Easily, Accurately, and Securely

- A straightforward tab format makes it easy for employees to view their time cards, request time off, and more.
- Employees can view their time sheet and their weekly schedule, check accrual balance, review their point balance, see the total time worked in the pay period, and run a time sheet report.



Increase Employee Satisfaction with User-Friendly HR Tools

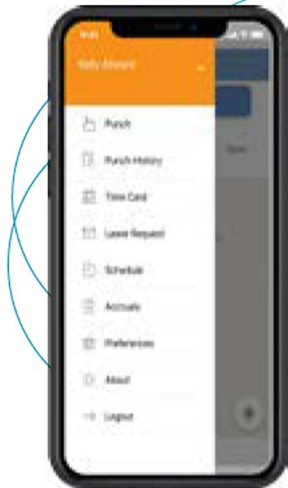
- A monthly calendar view provides an at-a-glance view of who has requested off on certain days so employees can check work shift coverage before requesting time off.
- Employees can electronically request time off. Requests are submitted to the supervisor via email and also appear on the supervisor's dashboard. Once approved, the time off request appears on the calendar view and the employee's time sheet, and the employee receives email confirmation when the request has been processed.

AsureForce Mobile App



Empower Employees to Manage Their Time from Anywhere, Anytime

The free mobile app provides all the same functionality as the web portal in a convenient smartphone app. Employees can punch in and out, review their punch history, view their time card, enter leave requests, view their schedule, and check their accrual balance.



Utilize the Power of Geopositioning

The mobile app recognizes where an employee is when punching in and out and will log the employee's GPS position for supervisors to review. Additionally, supervisors can enable the photo feature, which requires employees to take a photo of themselves at the work site when clocking in and out.

Streamline Processes with Crew Clocking

With crew clocking, a supervisor or crew leader can clock multiple employees in at once. If employees do not have access to smartphones, but the supervisor does, this option is a time-saving way to capture all present employees at once.



Supervisor Experience

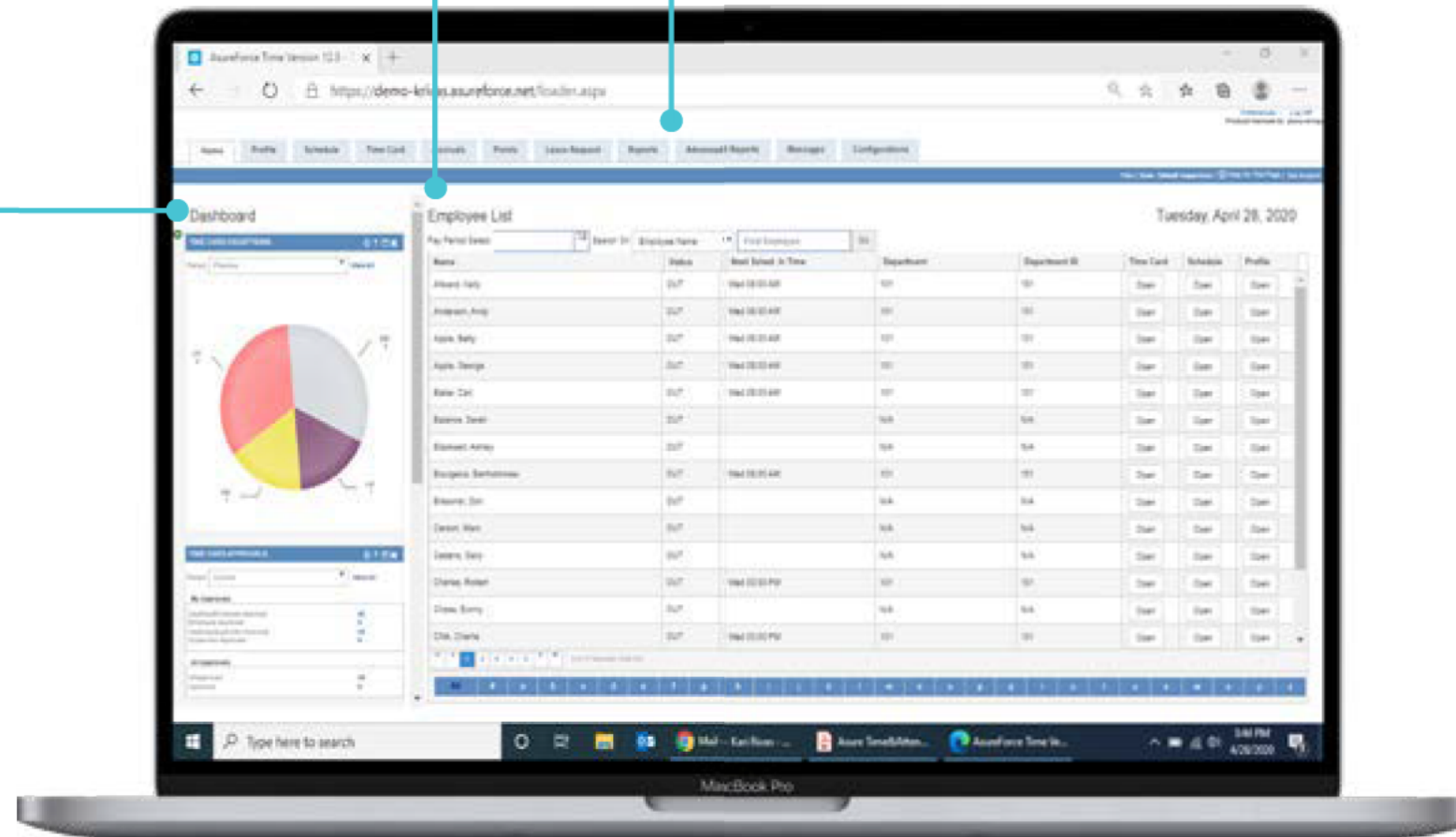
Effectively manage employees' time and attendance and track productivity trends, all in one place.

Quickly View All Employee Details

- In the Employee List, supervisors have access to a real-time on-premise dashboard.
- This area also provides access to view or edit an individual employee's time card, schedule, or profile.

Manage More Efficiently

- Managers can choose which quick-view Dashboards to enable on the Home tab. Dashboards provide easy access to essential tasks and data.
- The Time Card Exceptions widget allows supervisors to manage by exception, without looking at each employee's time card each day. By clicking into the graph, supervisors can easily see exceptions (e.g. missed punches, late arrivals, etc.) and address them as needed.
- The Time Card Approvals and Leave Requests widgets enable fast access to action items. Besides appearing on the Dashboard, these items can also be sent to the supervisor by email. Tasks like time card approvals can even be automated with timely email reminders.



Maximize Your Time with a Simplified Interface

Supervisors can also:

- Create schedules for employees and edit them on-the-fly
- Create patterns for schedules, for groups of employees who work at similar times
- Browse employees' time cards and change them as necessary
- View accrual balances that are automatically calculated and updated in real time
- Check on which leave requests have been processed for the month when deciding whether to approve or deny an employee's request
- Track a points or occurrence based attendance policy, at no additional cost to you
- Run customizable reports on any time and attendance data
- Schedule reports to run automatically

Fully Integrated Solution

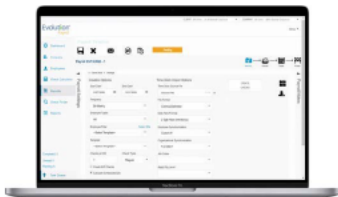
The Time & Attendance software integrates with the HR and Payroll & Tax software through a single sign-on. By using us as a complete solution for your Human Capital Management needs, you can unlock these great benefits:

- New hires onboarded in the HR software are instantly added to Time & Attendance
- Hours entered in Time & Attendance feed directly into Payroll & Tax



Why Should You Outsource Your Human Capital Management?

We deliver human capital management (HCM) solutions for businesses so owners, executives, entrepreneurs, and managers can focus their time and energy on growth. With our personalized service and support, you'll have a partner that truly understands your market and your business.

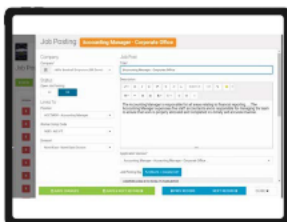
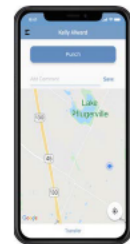


Payroll&Tax

We maintain federal, state, and local rate tables and file taxes on your behalf. With general ledger integration, managed garnishments, and automated ACA compliance and reporting capabilities, payroll is easier than ever.

Time&Attendance

We offer flexible options for time tracking, easy management of exceptions and time off requests, and automated payroll preparation to make compliance with FLSA and overtime laws a no-brainer.



HR

Attract, develop, and retain great people with user-friendly software to track applicants, on-board employees, and complete benefits enrollment through connected carrier feeds.



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