



AUTOMATED TIME & ATTENDANCE SYSTEM

PRODUCT OVERVIEW

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Why Time America...

Time America, Inc. is a provider of advanced workforce, time and labor management software solutions designed to help executives, managers and employees solve a wide range of critical human resource time and attendance issues including those related to payroll, workforce scheduling, job tracking, labor allocation and benefit distribution. Operating from its base in Scottsdale, Arizona, the company's products are sold throughout the United States with expanding international sales. Companies can choose to use Time America software on a completely hosted or licensed basis via the Internet, or on their own hardware in both client/server and PC-based offerings. With experience in the field since 1988, the company's proprietary hardware and software applications maintain and automate the process of collecting time sheet information, providing automated interfaces to most popular payroll software solutions. Time America's suite of products are targeted to small, mid-sized and enterprise level companies.

At Time America, our customers have always guided new product development. That's why we're best known for offering a wide range of extremely accurate and highly adaptable computerized timekeeping systems - systems we constantly update as our customers grow and as new technology becomes available.

But timekeeping isn't all what Time America is about. We're also respected for our ability to expand our product line beyond timekeeping, and into all facets of advanced electronic data collection.

PRODUCT OVERVIEW

The TA50 PRO Time & Attendance Software is a simple to use, cost effective system which completely automates your time & attendance needs and much more.

TA50 PRO utilizes the latest advancements in database programming and technology to bring you one of the fastest and most sophisticated time & attendance data collection systems on the market today. TA50 PRO automatically calculates employee time and wages using your specific payroll policies and produces valuable management reports, which help control overpayment of employees and ensure proper department distribution of labor costs.

This full featured and comprehensive management tool will help you gain greater control over productivity and provide the accuracy needed in your business operations.

TIME & ATTENDANCE AUTOMATION

TA50 PRO enables you to completely automate the following tasks:

- Employee time & attendance calculations
- Attendance Tracking
- Gross wage calculations
- Application of payroll policies
- Data input for payroll processing
- Interface to third-party payroll services
- Distribution of personnel by department
- Report generation

REMEMBER!.....Since TA50 PRO is completely menu-driven and easy to use, it can be mastered quickly by those with little or no prior computer experience.

TA50 PRO HARDWARE - TA520/TA530/TA620

The TA520, TA530, and TA620 Data Collection Terminals (time clocks) are used to capture and transmit data from your employees to the host computer. Key features of these terminals are:

- o Proven reliability and durability through extensive testing and trouble free operation.
- o Supervisors can look up, add, delete, or print out punches at the terminal.
- o Terminals which can communicate to your computer via:
 - RS232 (Standard)
 - RS485 (Multiple Local Terminals)
 - Modem (Remote Terminals)
- o Terminals which can collect:
 - Keypad (Standard)
 - Magnetic Stripe Badges (Standard)
 - Bar Code Badges (Optional)
 - Proximity Badges (Optional)
 - Bar Code Wand (Optional)
- o Function keys which can allow for the capture of:
 - Tips
 - Daily IN/OUT Punches
 - Lunch IN/OUT Punches
 - Department Transfers
- o Terminals which allow your choice of comprehensive keypad data input or simplified "Swipe & Go" operation.
- o Durable wall mount to secure the terminal.
- o An internal lithium battery, which protects data in case of power failure.
- o The TA620's parallel port allows you to connect a standard parallel printer directly to the terminal.

TA50 PRO SYSTEM HIGHLIGHTS

- **Ease of Use** - TA50 PRO is a user-friendly menu-driven program that uses color-coded screens to simplify its use. All processes are clearly marked and follow a common operating thread throughout. The systems setup wizard walks you through the initial system setup.
- **User Definable Screen Settings** - TA50 PRO allows you to select the sorting and browse window display order so that information can be arranged in an order most convenient to you. For example, you may want to sort employee selection listings by last name instead of employee number.
- **Multi-User** – TA100 PRO supports multiple concurrent users. This means that multiple supervisors can edit data and run reports at the same time. Additional users can be added, up to a 5-user system.
- **Advanced Employee Browse Scheduler** - TA50 PRO 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. TA50 PRO can also copy existing schedules to an individual employee.
- **Flexible Reporting** - All time & attendance reports can be printed by pay period or by selected date range. 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. Each report may be displayed on the screen, emailed, printed, or sent to a file for use at a later date.
- **Flexible Lists** - Lists of employees, shifts, pay rules, departments, badges, schedules, assignments, and more can be generated at any time.
- **Punch IN/OUT for Lunches and Breaks or Auto Deduct Time** - Rules may be set up to prevent payment of long lunches or to dock tardy returns. Deductions may be taken by elapsed time worked.
- **Support for Fixed Shifts** - Employees may be assigned a specific shift start and stop time or they may be allowed to come and go randomly. Rounding rules can be setup around the start/stop times or actual punch times to prevent overpayment. Attendance codes can also be applied to each segment of the shift rounding to track employee's compliance to start/stop times.
- **Flexible Shifts** - TA50 PRO supports an unlimited number of shifts, including shifts with staggered start times.

- **Wages** - Employees may be assigned a wage, which can be changed as often as needed without effecting history. The system contains many comprehensive wage reports by both employee and department.
- **Punch Editing at the Terminal or PC** - Supervisors can enter missed punches, delete existing punches, or look up punches stored in the terminal. Supervisors can add benefit time such as vacation, personal time, and sick leave. TA50 PRO maintains a full audit trail of the changes made to each transaction.
- **Two Levels of Overtime** - TA50 PRO supports two levels of overtime on both a daily and pay period basis. Overtime can be defined by the number of hours worked per day. Overtime can be paid on a weekly or biweekly basis.
- **No Period End Closing Procedure** - All data is available at any time for reporting. The only limit on the history the system keeps is the size of your hard drive.
- **Supports Multiple Pay Periods** - TA50 PRO supports weekly, biweekly, semi-monthly, and monthly pay periods. Employees on different pay periods can run concurrently on the same system.
- **Allows Employee Transfers** - Employees may perform department transfers at the terminal. This allows the employee's time to be broken down between different departments within your company.
- **Automatic Daylight Savings Time** - TA50 PRO automatically adjusts time for Daylight Savings Time (DST). Employee times are automatically adjusted accordingly.
- **Auto Punch Correction** - TA50 PRO automatically compensates for employee double punching as well as wrong entries by accepting only the last punch made when the terminal is used multiple times within a configurable amount of time.
- **Cross Punching** - When using multiple data collection terminals, employees may punch at any terminal. This allows them to punch IN on one terminal, perform a department transfer on another, then drive 40 miles and punch OUT at a remote site.
- **On Premises Reports** - With TA50 PRO, you can instantly find out who's out, who's in, and which department they are currently working. These reports will greatly assist you in tracking your employee's whereabouts, as well as their productivity. The Attendance Report tracks early, rounded, on-time, graced, docked, late punches.

- **Multitude of Reports** - Listed below are a few examples of the numerous reports that come standard with TA50 PRO. Refer to the Time America Reports Sampler for a description of the time and attendance reports that can be generated.
 - Hours
 - Home Department Summary
 - Attendance Count
 - Approaching Overtime
 - Employee Wage
 - Daily Hours
 - Who's In
 - Missing Punches
 - Who's Scheduled
 - Time Card
 - Department Summary
 - Who's Not In
 - Category Summary
 - Shift Coverage Report
 - Seniority
- **Variable Field Lengths** - Employee and department numbers can be up to 10 alphanumeric characters.
- **Bar Code Entry** - TA50 PRO supports bar code entry from a wand, gun, or external slot reader. These devices can be used for entering such items as department numbers, employee data, etc.
- **Online Time Card Editing** - TA50 PRO contains one online punch editor. This editor allows you to edit the employee's punch information right on the employee's time card.
- **Transaction Editor** - The TA50 PRO Browse Editor provides a simple means of correcting wrong punches and adding new ones by scrolling through existing transactions.
- **Security** - Each user must enter a Login name and Password before they can access the TA50 PRO Main Screen. The system security can limit the user by menu item and data displayed (Departments).
- **Change Key Field Names** - Another attractive feature of TA50 PRO is the ability to change the names of key fields and automatically have all the menus and reports change to reflect the new name. For example, if your company doesn't have "Departments", but has "Cost Centers", simply change the name "Department " to "Cost Center" and all references to Departments will automatically change to Cost Centers.
- **Built-In Utilities** - In case of power failure or computer problems, TA50 PRO system utilities permit easy recovery of data. TA50 PRO contains a complete Backup and Restore Function, which fully backs up the system's files and data.
- **Background Polling** - With TA50 PRO, terminals can be polled at any time with no interference to employee punching.

- **Multi-Terminal Installations** - TA50 PRO can support an extensive number of data collection terminals. These may be any combination of TA520/530's or TA620 terminals. A single system can support any combination of modem, RS232, and RS485 terminals.
- **Payroll Interface** - TA50 PRO comes standard with a payroll export feature that allows you to send data to an in-house payroll system. Direct exports to many of the major payroll companies are also included in the system.
- **Supports Remote Locations** - TA50 PRO can be purchased with a modem terminal, which enables remote locations to transfer their time & attendance data over standard phone lines to the host computer. The terminals may be programmed with an "Answer Window" to answer the telephone only at a specified time(s).
- **Hypertext Help Screens** - The help screens in TA50 PRO utilize Hypertext, which allows you to select a screen and display a selection list of references to the word or related topics. You can then jump back and forth between any of the screen-related items or search for any other help topic. Key TA50 PRO words have pop up definitions throughout the help system. This particular feature makes TA50 PRO the user-friendliest system on the market.
- **Easy for Employees to Use** - With a simple swipe or key press, TA50 PRO takes less of your employee's time than a mechanical time clock. The terminal's easy to read display assists your employees.
- **Hours/Wage Breakdowns** - TA50 PRO will show you how many labor hours in departments and/or dollars were spent, not only by employee, but also by department.
- **User Definable Categories** - Categories can be added to cover items such as vacation, sick days, personal time, holidays, jury duty, warning notices, expenses, etc.
- **Attendance Codes** - Attendance codes are used to cover items such as early arrival, early departure, late arrival, and late departure.
- **4 Forms of Data Output** - All reports and lists generated by TA50 PRO may be printed, displayed on your monitor, emailed, or sent to a data file. The software's enhanced display capabilities allow you to freely navigate through the report or list.

- **Hot Keys** - TA50 PRO contains a group of "Hot Key" utilities, which help make it the most flexible and easiest time & attendance system to operate. These utilities include an on-line Calendar/Diary to help you select dates and make notes, a time conversion table to convert AM/PM time to military time, a time format chart to convert minutes to hundredths of an hour, a calculator, and help screens. All are available by the simple press of a "Hot Key".
- **Auto Holidays** - TA50 PRO lets you define certain days as holidays. Qualifying factors such as number of days of employment, must work the day before and/or day after and others, control who will receive holiday benefits. TA50 PRO will automatically give holiday time to employees who are eligible, so you no longer have to manually track and add them.
- **Control Overtime** - The Approaching Overtime Report helps you schedule employees without paying unnecessary overtime. This report shows the employee's scheduled hours for the pay period, the time worked to date, the time still scheduled to work, and a system estimate of the amount of overtime the employee will likely accrue. With this knowledge, supervisors can call employees who are not likely to accrue overtime.
- **Spot Trends** - Not only can TA50 PRO show you when sick days were taken, it can produce a Trend Analysis to show you how many days were taken and on which day of the week. For example, John Doe took 6 sick days and they were all on Mondays. This information can be useful at employee evaluation time. A Trend Analysis can be run for any category of time.
- **Flexible Printer Support** - TA50 PRO utilizes the windows printer setup. This feature provides the highest level of printer flexibility and support.
- **PC Time Clock** - PC Time Clock, which is included with TA50 PRO as a single location input device, allows employees to perform all normal time clock functions at their PC.

BENEFITS OF TA50 PRO

Let TA50 PRO take over the time consuming tasks of payroll preparation and time card calculation, so you can spend more time developing your business. Automatic interfaces for many of the major payroll services are included with the software to completely eliminate the task of re-keying data.

As your needs change and your business grows, TA50 PRO will also! TA50 PRO is 100% upgradeable to other Time America software systems including our powerful labor management system GENESIS PRO, no re-keying of employee information and history. **Eliminate payday panic!** With TA50 PRO, you can find the information you need quickly. Easy to understand management reports will help you make informed decisions.

Know exactly where your employee's time and your dollars are spent. Implement your time rounding rules, not your employee's. TA50 PRO is the only easy to use "full-featured" computerized time & attendance system within its price range. Because of the SIGNIFICANT cost savings experienced by our customers, TA50 PRO systems can easily pay for themselves in less than one year.

TA50 PRO OPTIONS AND PERIPHERALS

- TA520 Data Collection Terminals
- TA530 Data Collection Terminals
- TA620 Data Collection Terminals

SYSTEM RECOMMENDATIONS

- An IBM compatible PC with a Pentium microprocessor.
- Processor Type: Pentium III 350 Mhz or equivalent.
- 64 MB (128 MB or more recommended)
- Operating System: Microsoft Windows 98 version 5.00 or greater
- Hard Drive Space: 300 MB
- ECP, EPP, or Standard Parallel Port.
- Available Serial Port or Modem (for polling time clocks)