

# optimum

TIME &  
ATTENDANCE

Microsoft Partner  
Gold Application Development



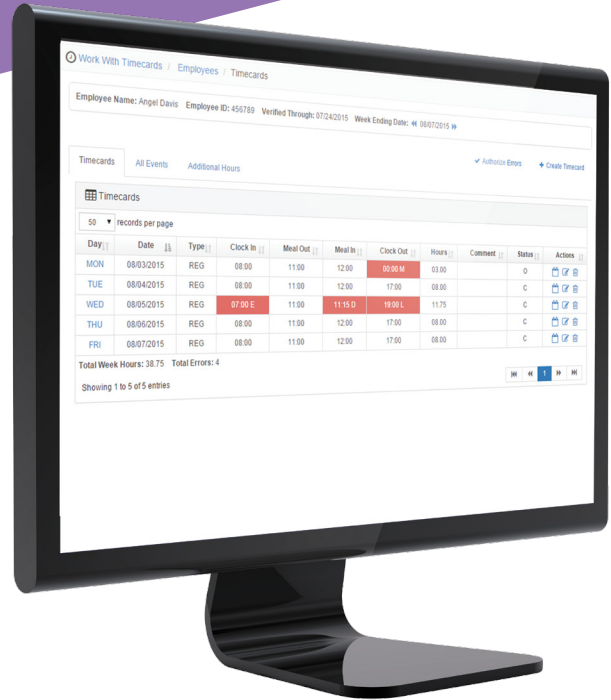
## Increase productivity and effectively manage your workforce.

Optimum Time & Attendance is an advanced time-tracking solution that increases productivity, tracks employee attendance more accurately, and allows companies to effectively manage their workforce. The business rule-based options provided by the system are imperative when complying with wage and hour requirements for numerous employees and multiple schedules. Business rules, such as employee schedules, grace periods, and overtime rules, can be defined at the company, organization, and/or employee level.



*It's been wonderful having the Optimum Time & Attendance solution. We just pull in the data and manipulate it however we need. Truly a time saver for our company.*

**Daryl Lovell, IT Director**  
Winkler, Inc.



Optimum Time & Attendance offers flexibility and convenience by eliminating the use of timecards. Multiple clocking options are available to collect employees' time. Whether using PC, web-based, badge/swipe, or biometric clocking options, the process is completely paperless.

Optimum Time & Attendance can be deployed on premise or in the cloud as a stand-alone module or integrated to Optimum Payroll and/or Optimum Human Resources. When integrated, the products utilize one masterfile database which eliminates redundant data entry. Integration to the other Optimum applications ensures a company's payroll and HR departments are always working with current employee information.



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## Scheduling

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Optimum Time & Attendance provides unlimited user-defined schedules that can be assigned to groups or to individual employees. This process enables companies to effectively manage their workforce. Optimum Time & Attendance scheduling feature allows companies to:

- Mass assign schedules
- Define alternating schedules
- Ensure adequate schedule coverage at all times

## Leave Requests

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Employee absenteeism can be very costly to a company if not managed properly. Optimum Time & Attendance offers unlimited attendance history and online viewing of real-time transactions such as clocking events and leave requests. In today's legal environment, compliancy and reporting are critical to an organization's success. With the Optimum Time & Attendance leave request feature, companies can:

- Access employees' leave hours and attendance history
- Enable employees to view leave balances and request time off
- View employee leave display by month

## Policies

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There may be differences in policies among various departments and among individual employees within an organization. Optimum Time & Attendance provides user-defined business policies at the company, organization, and/or employee level. Optimum Time & Attendance allows companies to:

- Comply with Wage and Hour through conferrable policies for date/time, overtime, rounding, and much more
- Establish grace periods for each transaction type to trigger notification of schedule violations
- Determine valid transaction types such as clocking for meals, breaks, and transfers

## Electronic Timecards

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Optimum Time & Attendance eliminates paper timesheets and other error-prone manual processes which increases payroll efficiency and accuracy. Optimum Time & Attendance timecard feature allows companies to:

- Approve timecards daily or at the end of each pay period
- Display actual and rounded time as well as employees' scheduled time
- Create user-defined authorization codes with assigned point values for perfect attendance and disciplinary tracking
- Accumulate employee hours by job number or job class

## Reports

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Optimum Time & Attendance provides companies with numerous standard reports with a wide variety of sort and selection options to meet your managerial, compliance, and strategic planning needs. Report features in Optimum Time & Attendance include:

- Ability to generate standard reports to monitor employee data
- Option to export reports in a variety of formats such as Excel or PDF
- Ad hoc reporting with third party report writers such as Crystal Reports or Excel

## Clocking Options

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- Badge/Swipe
- Biometric
- Wedge reader
- PC/Terminal
- Fingerprint