

# EasyChoice®

Time & Attendance

## THE TIMEVANTAGE EDGE

### ON DEMAND ACCESS

TimeVantage's On Demand access allows administrators, supervisors, and employees 24/7 access to their labor information. Administrators and supervisors can run a variety of real time reports including absent or late employees, employees currently on premises, extensive labor allocation, current and historical timecards and accrual benefit information. All reports can be printed to PDF or exported to Excel, Excel.csv, HTML, or XML. TimeVantage's notification system can generate emails based on certain events within TimeVantage making it a proactive system

### HOW DOES TIMEVANTAGE WORK?

TimeVantage allows for several methods for collecting employee labor information. Employees can clock in and clock out via an internet browser, through traditional wall mounted data collection devices such as badge readers and biometric readers or via telephone. Security profiles can allow access from the office, shop floor, remote off-site locations, or even from home. Supervisors have secure access to employee information from any browser-enabled PC, allowing them to view all employee labor data and enter revisions in real time.

Employees can view summaries of their timecards, schedules, adjustments and year-to-date accrual and benefit balances, as well as request time off. If notifications are enabled their respective supervisor is then notified via email they have a request to Approve or Deny.

TimeVantage accurately processes and calculates all time and attendance data, applying grace periods, complex business rules, rates, and policies. This automation can save up to 80% of the time required for manual payroll preparation.

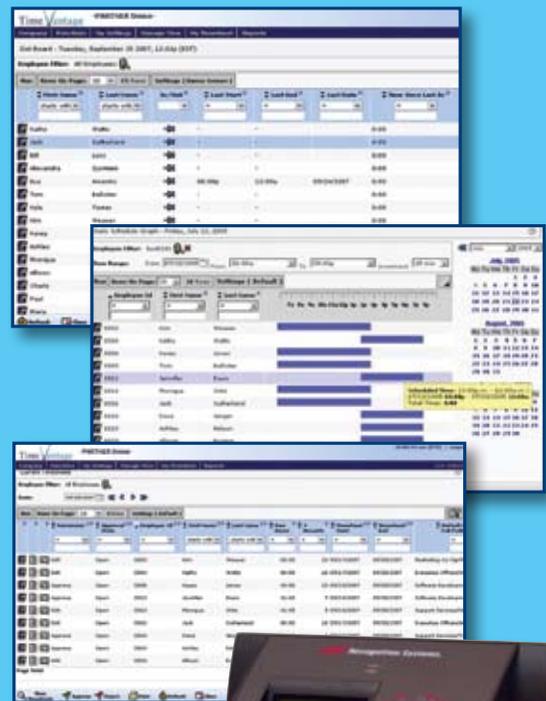
### WHAT YOU NEED TO DEPLOY TIMEVANTAGE

Deploying TimeVantage is easy. If you have an Internet browser, you can use the application. That is all it takes.

### TIMEVANTAGE & PAYCHOICE

**The best Internet-based solution for businesses that want to automate all labor management processes from time and attendance through payroll preparation.**

Implement TimeVantage with PayChoice Online Payroll service and benefit from added efficiency with single point of entry of employee demographic information. Additions and changes in PayChoice's Online Payroll can automatically update TimeVantage in real time. Upload hours directly into PayChoice Online payroll and eliminate manual entry.





Your Single Source Solution for Payroll, Benefits and H.R. Services

# EasyChoice<sup>®</sup>

Time & Attendance

## THE TIMEVANTAGE EDGE

### TIMEVANTAGE EFFICIENTLY AUTOMATES THE FOLLOWING:

- Timekeeping
- Personnel Scheduling
- Business Rules Processing
- Employee Services
- Supervisor Services
- Labor and Job Allocation
- Accrual and Benefit Tracking
- Payroll & HR System Interfaces
- Historical Data Management

### IMPROVED TIME MANAGEMENT

TimeVantage is an elegant and simple solution that allows you to exert better control over employee time utilization and attendance tracking through TimeVantage. Supervisors can act promptly on reported absences and approve, amend or reject exceptions such as early clock-ins, late clock-outs and overtime.

### ACCURATE TIME REPORTING

TimeVantage ensures accurate rounding and calculation of grace periods and overtime, according to your companies defined pay rates and rules. Accrual and benefit values are automatically incremented for both salaried and hourly personnel.

### ACCELERATE ROUTINE TASKS

TimeVantage enables supervisors to breeze through routine labor management tasks such as approving overtime, processing exceptions, reviewing warnings and adjusting timecards for multiple employees at the same time.

### GUARANTEES PROMPT AND ERROR-FREE PAYROLL

TimeVantage relieves payroll staff from the time-consuming and stressful manual review and calculation of timecards. The system facilitates on time delivery of payrolls and eliminates estimating, manual calculation errors, rate inaccuracies, and the resulting payroll grievances, and/or lengthy audits.

### COMPLEX SCHEDULING MADE EASY

TimeVantage makes quick work of setting up a variety of schedules including pattern or rotational schedules, line or group schedules as well individual employee schedules. The optional Dynamic Scheduler can build schedules based upon complex business rules such as certifications and availability often used in healthcare and restaurants.

### CONTROL OVERTIME

Supervisors can track overtime hours offered, accepted and worked, according to predefined eligibility criteria. TimeVantage supports multiple overtime criteria, special days and other definable pay types.