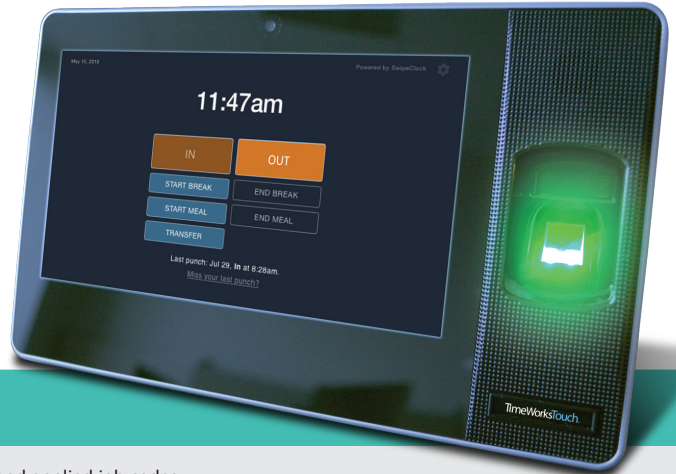



# TimeWorksTouch<sup>®</sup>

## Complete Features

TimeWorksTouch combines the latest in time clock technology with industry-proven, cloud-based time and attendance services. Streamline punch and payroll activities with greater accuracy to give managers powerful labor management and cost control tools.



 Clock Features	Description
<b>Interactive Prompts</b>	Real-time validation as to punch state and applied job codes
<b>Data Input</b>	Enter tips, codes or responses
<b>State Awareness</b>	System tracks employee state (clocked in or out, on break, current job code). Eliminates missed punches and enables detailed timekeeping records
<b>Fingerprint Enrollment</b>	Supervisors can rapidly enroll employee fingerprints at the clock
<b>Fingerprint Verify</b>	Employee identification/verification with fast biometric fingerprint reader
<b>Registration</b>	Installer registration of clock with service through the clock interface
<b>Wifi-enabled</b>	Allows placement on manufacturing floors or in locations where network wires are not feasible
<b>Ethernet Connection</b>	Wired connection to networks
<b>Battery Backup</b>	Supports continued usage for up to three hours (depending on use) in the event of lost power
<b>Offline Mode</b>	Punches are stored if network connectivity is lost and submitted when connection is restored
<b>Multiple ID Form Factor Support</b>	Identify with PIN, proximity cards, or fingerprints—all supported within the same site
<b>Remote Update</b>	Clock receives latest software updates without user involvement
<b>7" Color Screen</b>	High contrast, large area screen for punches, messages and data input
<b>User Capacity</b>	Up to 6000 fingerprints/timecards

### Administration & Compliance

#### Cloud-based Service

Connect from anywhere, always on, secure, scalable, currently supporting over one million users

#### Payroll Integration

Multiple levels of payroll integration with options for auto data transfer, single sign-on and employee synchronization

#### HCM Platform Integration

Development options to include timekeeping functionality (clocks, time cards, time-off requests) and employee data as part of employee portals or custom applications

#### Leave Management

Customizable holidays, time off requests, accrual balances

#### Accrual Management

Accrue based on hours, days or category and apply based on days, months or years of service with limits

#### Reporting & Compliance

Template and custom reporting for employees, hours, overtime and breaks

#### Multi Clock Support

Support for web, mobile, hardware, portal and application embedded clocks

### Labor Management

#### Break Tracking and Enforcement

Gives employees dedicated break buttons. Allows breaks to be paid based on hours worked and authorized break times.

#### Labor Transfer

Button to transfer to alternative jobs, projects or departments

#### Alerts

Set hours alert for overtime or ACA thresholds

#### PunchLogic™

Eliminates duplicate punches and reduces edits based on established rules

#### Custom Rules

Establish custom overtime rules, rounding rules, break policies, shift differentials, pay rates, accruals and more

#### Time-off Requests

Employee submit time-off requests

#### Manager Terminal

Supervisors can approve timecards and time-off requests

#### Overtime Management

Flexible overtime pay rules combined with schedule enforcement and threshold alerts to manage overtime

#### Time Card Management

View and correct punches, update and approve time cards

#### Messaging

Send & receive basic messages through intelligent clocks

#### Daily Timeclock Report

Summary and detail of all employee punches, time off balances and hours

### Scheduling

#### Basic Scheduling

Defined schedule per position or individual. View schedule deviations.

#### Clock Lockout

Prevents punches if employee not scheduled to work. Informs employee as to when they are scheduled to start

#### Schedule Viewing

View individual schedules with web-based clock



## Benefits for HR and Payroll Managers

<b>Streamline Payroll Processing</b>	Error-free punch data, synchronized employees and auto-transfer of timecard data to payroll system
<b>Flexible Policies</b>	Establish and apply policies for pay, attendance or other labor requirements
<b>Compliance Reporting and Auditing</b>	Tools to support local, state and national regulations for compliance. Flexible reporting for management and auditing.
<b>Job Costing</b>	Definable codes to associate labor costs with appropriate job, department, location or organization
<b>Easy Setup</b>	Configure and be running in minutes



## Benefits for Labor Supervisors

<b>Buddy Punch Prevention</b>	Biometric fingerprint scan ensures employee is actually on the job. Can further enforce identification by requiring identification code.
<b>Manage Costs</b>	Manage costs with visibility of cost categories and employee performance
<b>Simplified Time Card Approval</b>	Eliminate missed punches, time card preview, online or mobile approvals
<b>Simplified Training</b>	Users have the same clock experience across hardware and software clocks
<b>Compliance Enforcement</b>	Use rules and notifications to alert on approaching thresholds with time card visibility and reporting to manage compliance
<b>Labor Management</b>	Simplified timecard and time-off-request approvals. Visibility into past, present and scheduled labor force by job, department location, employee and more. Eliminates errors, solves buddy punching and over-reported hours



## Benefits for Labor Employees

<b>Consistent User Experience</b>	Same user experience and functionality on hardware, mobile and web-based clocks
<b>Self Service Control</b>	View punches, timecards and accruals; easily transfer and request leave
<b>Intelligent Prompts</b>	Eliminates need to memorize codes or post printed code lists