

What do you need from a Time and Attendance Solution?

- Scalable & Built to be Affordable Timekeeping Solution.
- Unlimited Access Locations and Real Time Information
  - Payroll and financial system integration
    - Time collection devices, Web, Biometrics, PDA's and more
    - Break Paid and Automatic Deductions
    - Time Accrual, Job Costing, Holiday Processing and more

Answer: The **ITCS-WebClock** Suite

## Easy to Use and Real Time Information

The ITCS-WebClock objective is to:

- Streamline payroll and reduce manual effort.
- Reduce fraud and provide an accurate account of employee and contractors time.
- Provide rich reporting options for Payroll Administrators and Managers.
- Eliminate paper through the electronic signature and approval reports.
- Streamline time-off requests and electronic approval with Black Out dates and calendar functions.
- Maintain Holiday and overtime reporting.
- Control and manage cost by activity, task and client.
- Flexibility in design which will allow the ITCS-WebClock to run internal or hosted at our ASP facilities.
- Further automate processing by interfaces with Financial, 3<sup>rd</sup> Part Payroll and other applications.
- *Through a secure web-based application that is a scalable enterprise solution for use across the globe.*

DOE: 3894, 30MN // Employee ID: 3894		DEPT1		Pay Group: 27																		
Dep/Supervisor:		DEPT1		Pay Period: 102005																		
		Sunday 04/24/05 07:00:00 AM through Sunday 05/08/05 06:59:59 AM																				
	Actual Start	Adjusted Start	Actual Out	Adjusted Out	Actual In	Adjusted In	Actual End	Adjusted End	Hours	Daily/OT Hours												
<b>Pay Week: 1</b>																						
04/26/05	Tue	Tue	-	-	-	-	Tue	Tue	7.24	7.24												
	08:03 AM	08:00 AM					12:14 PM	12:14 PM														
04/27/05	Wed	Wed	-	-	-	-	12:31 PM	12:30 PM	.00	.00												
	12:30 PM	12:30 PM					12:30 PM	12:30 PM														
04/28/05	Thu	Thu	-	-	-	-	12:42 PM	12:42 PM	8.01	8.01												
	07:41 AM	07:41 AM					12:42 PM	12:42 PM														
<b>Shift Worked: Week 1</b>						<b>Hours Worked: Week 1</b>																
Shift 1 Hrs			15.25				Regular	15.25														
Shift 2 Hrs			.00				Overtime	0.00														
Shift 3 Hrs			.00				<b>Week Total:</b>	<b>15.25</b>														
						<table border="1"> <thead> <tr> <th>Regular Hours</th> <th>OT Hours</th> <th>Shift 1 Hrs</th> <th>Shift 2 Hrs</th> <th>Shift 3 Hrs</th> <th>Total Hours</th> </tr> </thead> <tbody> <tr> <td>15.25</td> <td>.00</td> <td>15.25</td> <td>.00</td> <td>.00</td> <td>15.25</td> </tr> </tbody> </table>					Regular Hours	OT Hours	Shift 1 Hrs	Shift 2 Hrs	Shift 3 Hrs	Total Hours	15.25	.00	15.25	.00	.00	15.25
Regular Hours	OT Hours	Shift 1 Hrs	Shift 2 Hrs	Shift 3 Hrs	Total Hours																	
15.25	.00	15.25	.00	.00	15.25																	
Employee No.						Accrual Type																
3894						2004 HOLIDAY																
3894						2004 FT																
3894						2004 PERSONAL																
3894						2004 VAC																
3894						2004 6MONTH																
Employee Signatures: _____						Supervisor Signatures: _____																

## Features and Benefits

Through the easy to use web based system the ITCS-WebClock includes employee self service, payroll exports, job costing and time accrual management. Below are a few of the features:

- Unlimited Access Locations
- Web Based Time Clock
- PDA Employee Access
- Biometric Device Collection
- 7 Minute Rounding Rules
- Multiple Pay Periods
- Audit and Standard Reporting
- Location Tracking
- Real Time Updates & Manager Overrides

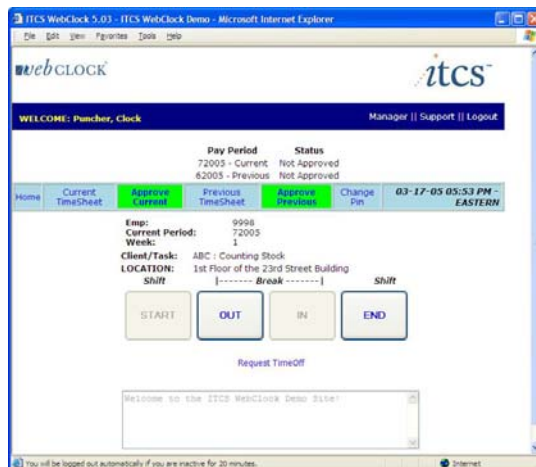


- Holiday Auto Calculations
- Automatic Paid Breaks
- Automate Lunch Deductions
- Payroll Interfaces
- Time Accrual / Time Off
- Job Costing
- Computer Access Lock Down
- 3rdParty Software Integration
- Custom Enhancements

## Data Collection

Seamlessly integrate the ITCS-WebClock with the Recognition Systems HandPunch biometrics time collection device and eliminate buddy punching.

ITCS-WebClock data collection solutions capture data and store punches, automatically processes the time and attendance data and loads to the ITCS-WebClock. The workforce data is now available at any location. Perform Employee Collection through Web-based solutions, Biometrics, Touch Screens, Smart Phone & PDA's and badge terminals.



Track time through our timesheet entry form or simulate a "Punch Clock" with the Web Time Clock interface. Tracking time securely and accurately through your web browser.

## 3<sup>rd</sup> Party Interfaces

- Information may be collected from your financial system routinely. The interfaces eliminate duplicate entry and ensures accuracy. The ITCS-WebClock supports:
  - Employee Data Interface
  - Time Accrual Data Interface
- Information may be exported to other systems and outside vendors. The ITCS-WebClock supports:
  - Payroll interfaces
  - Financial interfaces
  - other third party products.
- The ITCS-WebClock will allow employees to “punch-in” and “punch-out” from any internet browser or compatible PC-devices such as Biometric HandPunch, PDA’s etc.
- Employees can view, print or perform administration enabled functions such as request Time Off or charge time to a task.
- Employees can view current and previous pay period information.
- There are 4 web-time entry functions:
  - Punch Form - either a touch or key pad entry
  - Keyed Hours - enter the start and end time into a form
  - Enter Hours - enter hours for the shift
  - Costing Interface - interface job costing data to product time and attendance data