




**BASIC**  
PAYROLL PLUS

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Basic Payroll Service

ONLINE AUTOMATED TIMEKEEPING



REDUCING YOUR  
COST OF LABOR  
ONE PAY PERIOD AT A TIME

AUTOMATED TIMEKEEPING

**BASIC**  
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## WEB-BASED TIMEKEEPING



### Reducing Your Cost of Labor One Pay Period at a Time

Today's automated timekeeping technology is a powerful resource for businesses, both large and small. It is designed to offer exceptional convenience, and to substantially improve profit margins by reducing the cost of labor.

#### Why Automated Timekeeping?

A few good reasons to employ automated timekeeping are: eliminate the time it takes to prepare and complete time card data; eliminate unnecessary labor costs; reduce the cost of human error in time card preparation.

### CONVENIENCE vs. SAVINGS

Many companies today considering implementing an automated timekeeping system are motivated primarily by upgrading to digital time tracking; however, what is often overlooked is exactly how much companies save by tracking their employees with an automated solution.

#### Finding a Solution For Your Needs

Maximizing your savings with automated timekeeping requires a brief evaluation of your system needs. You can create a network of time tracking devices, including the Web Clock and Voice Clock, or you may be able to work most efficiently with one standard tracking device, such as the traditional Time Clock unit.

#### Integrate Your Timekeeping Solution

Whatever time tracking needs you might have, all our tracking devices can be integrated into one single network and account, enabling convenient labor tracking, management, and reporting.



>> Time Clock



>> Web Clock



>> Voice Clock

“Finally, a simple-to-use timekeeping system that’s still loaded with features, and it fits the budget of any company!”

## SYSTEM FEATURES & SETTINGS

### Program Features & Settings

Our timekeeping solution can handle both simple and more advanced account features. In fact, your employee's time cards may contain a variety of labor data, or simply display an employee's "in" and "out" times.

Take a look at some of the key features offered by our timekeeping program.

### Program Features / Settings

- ✔ Automatic lunch deduction
- ✔ Supervisor login access / restrictions
- ✔ Holiday Pay Functionality
- ✔ Punch Rounding Options
  - Departmental / Categorical / Employee rounding functionality
- ✔ Labor distribution
  - Job cost reporting
  - Shift differential pay rates
  - Multiple pay rate assignment
  - Move between departments
  - Numeric / Categorical data collection at clock
- ✔ Online viewing, editing, and reporting
- ✔ Overtime pay automation
- ✔ Quick and flexible reporting options
- ✔ Simple payroll file export
- ✔ Daily auto e-mail module for administrators
- ✔ Custom labor categories
- ✔ Add/edit by dollar amount, punch times, hour blocks
- ✔ Track punch activity by location

Payroll Summary						
1/23/2006 through 2/11/2006						
#	Name	Total Hrs	Category	Pay Rate	Pay	Job Code
1	Abbott, Cassandra	56.00	Regular	5.13	287.08	0
		1.48	Overtime	3.58	5.28	0
2	Ames, Tom	55.00	Regular	2.50	137.50	0
3	Arbely, Tom	55.00	Regular	2.50	137.50	0
4	Balby, David	77.24	Regular	2.50	193.10	100
5	Bell, Todd	56.00	Regular	11.00	616.00	0
		34.00	Vacation	11.00	374.00	0
6	Barrett, Steven	56.00	Regular	6.15	344.40	0
		48.00	Regular	6.78	325.44	0
		8.00	Overtime	8.34	66.72	0
		1.86	Overtime	8.45	15.71	0
7	Blanco, Robert	56.00	Regular	5.15	288.40	0
		4.00	Overtime	7.33	29.32	0
8	Brown, Ryan	22.04	Regular	6.70	147.27	0
9	Carroll, Dana	44.45	Regular	5.00	222.25	0
<b>TOTAL</b>		<b>582.03</b>			<b>\$1,766.64</b>	<b>1200</b>

#### Summary Report Sample

You can create a variety of reports to suit your data needs. Above, you'll see an example of the "Payroll Summary Report." All reports offer sorting and filtering fields to help you organize your data.

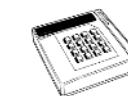
Labor Report		
1/24/2006 thru 2/11/2006		
Category	Hours	Amount
ABBOTT, CASSANDRA		REGULAR: 56.00
		Overtime: 1.48
<b>TOTAL</b>		<b>57.48</b>
AMES, TOM		REGULAR: 55.00
		Overtime: 0.00
<b>TOTAL</b>		<b>55.00</b>
ARBELY, TOM		REGULAR: 55.00
		Overtime: 0.00
<b>TOTAL</b>		<b>55.00</b>
BALBY, DAVID		REGULAR: 77.24
		Overtime: 0.00
<b>TOTAL</b>		<b>77.24</b>
BELL, TODD		REGULAR: 56.00
		Overtime: 0.00
<b>TOTAL</b>		<b>56.00</b>
BARRETT, STEVEN		REGULAR: 56.00
		Overtime: 4.00
<b>TOTAL</b>		<b>60.00</b>
BROWN, RYAN		REGULAR: 22.04
		Overtime: 0.00
<b>TOTAL</b>		<b>22.04</b>
CARROLL, DANA		REGULAR: 44.45
		Overtime: 0.00
<b>TOTAL</b>		<b>44.45</b>

#### Labor Distribution Sample Caption

If you're tracking multiple departments, locations, and job codes, you'll have numerous options for organizing this data as well.

### Punch Entry Options

- ✔ Time Clock
  - Badge Swipe
  - PIN entry
  - SSN entry
- ✔ Web Clock
  - PC login online
  - ID and password entry
- ✔ Voice Clock
  - Telephone punch



## SYSTEM SETUP & REQUIREMENTS

### TIME CLOCK



#### Setup Require-

- >> Time Clock Unit(s)
- >> Standard analog phone line\*
- >> Internet access
- >> Power outlet/source
- >> No software

#### Accessories

- >> Wireless phone jack
- >> Badge rack
- >> Badge cards > custom / generic

#### Compatibility

- >> Compatible with Web & Voice Clock

### WEB CLOCK



#### Setup Require-

- >> PC with Internet access
- >> No software

#### Accessories

- >> None

#### Compatibility

- >> Compatible with Time & Voice Clock

### VOICE CLOCK



#### Setup Require-

- >> Internet access
- >> Phone access
- >> No software

#### Accessories

- >> None

#### Compatibility

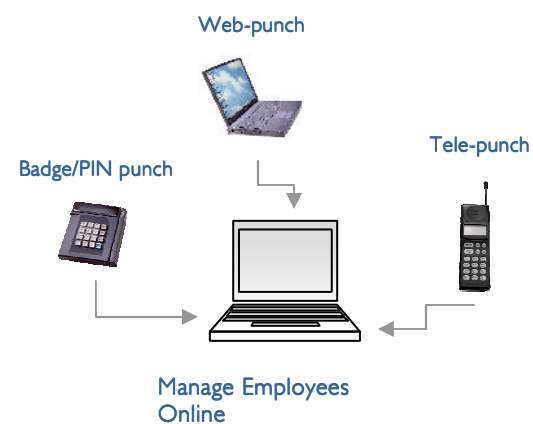
- >> Compatible with Time & Web Clock

### PUNCHING & HARDWARE OPTIONS

Take a moment to find a system of solutions that will help you maximize the labor tracking of your work force.

All our tracking devices can be integrated into one single account, but your needs may be best met with just one or two tracking methods.

[Operational Flow Chart >>](#)



## PRODUCT BENEFITS



### Providing Real Solutions

Today's business world thrives on efficiency and convenience. Our timekeeping package was designed to meet those objectives, and most importantly, to reduce your company's cost of labor. Our product is simple, practical, and still capable of handling your various timekeeping needs. Other product benefits include:

- >> Virtually no setup is required - "just plug it in."
- >> No software to install
- >> Data editing and reporting is conveniently performed on the Web
- >> On-site time clock portability
- >> Easy data collection: time clock, Web, or over the phone
- >> Easy-access training and support online
- >> No manual data entry, human error, or tedious data preparation
- >> Flexible and immediate reporting on your labor force
- >> Life-time warranty on time clock hardware
- >> and more....

**Time is Money....**  
Each minute that your employees spend "on the clock" directly impacts your company profit and revenue.

How well does your company manage employee time theft?

### >> PROVIDING SIMPLICITY

"Manage your employees comfortably, and quickly."

"After a 15 minute training session, my supervisors are fully functional on the system."

"No more running around the day payroll is due."

"I can do this."

Bailey, Donald							
Online Demo							
1/15/2006 thru 1/28/2006							
Date	In	Out	Lunch	Hours	Job Code	Edit	Notes
Sun 1/15	-	-	-	-	-	-	-
Mon 1/16	10:14a	6:46p	-30min	8.03	128	<a href="#">Edit</a>	<a href="#">Add Notes</a>
Tue 1/17	10:17a	6:41p	-30min	7.90	128	<a href="#">Edit</a>	<a href="#">Add Notes</a>
Wed 1/18	9:47a	6:16p	-30min	7.98	128	<a href="#">Edit</a>	<a href="#">Add Notes</a>
Thu 1/19	10:19a	6:29p	-30min	7.67	128	<a href="#">Edit</a>	<a href="#">Add Notes</a>
Fri 1/20	10:11a	6:33p	-30min	7.87	128	<a href="#">Edit</a>	<a href="#">Add Notes</a>
Sat 1/21	-	-	-	-	-	-	-
Total hours clocked, week of 1/15 to 1/21: <b>39.45</b>							
Sun 1/22	-	-	-	-	-	-	-
Mon 1/23	10:13a	6:47p	-30min	8.07	128	<a href="#">Edit</a>	<a href="#">Add Notes</a>
Tue 1/24	10:15a	6:46p	-30min	8.02	128	<a href="#">Edit</a>	<a href="#">Add Notes</a>
Wed 1/25	10:16a	6:44p	-30min	7.97	128	<a href="#">Edit</a>	<a href="#">Add Notes</a>
Thu 1/26	12:00p	6:41p	-30min	6.18	128	<a href="#">Edit</a>	<a href="#">Add Notes</a>
Fri 1/27	10:11a	6:47p	-30min	8.10	128	<a href="#">Edit</a>	<a href="#">Add Notes</a>
Sat 1/28	-	-	-	-	-	-	-
Total hours clocked, week of 1/22 to 1/28: <b>38.34</b>							
<b>Totals</b>				77.79	1280		
77.79 Regular hours at \$0.00/hr: \$0.00							
						<b>Total Pay:</b>	<b>\$0.00</b>
						<b>Total Hours:</b>	<b>77.79</b>
						<b>Total Job Code</b>	<b>1280</b>

Employee Time Card Sample

## SAVINGS

### Manual vs. Automated Timekeeping

**Question:** Is your company taking the time to handle, approve, and total each employee's time card or can it be done in a matter of seconds?

**Question:** Do your employees write down their punch times, giving their best approximation for in and out times, or does your system track the very minute your employees clock in and out?

**Question:** Is your company vulnerable to human error when calculating one of your greatest expenses, labor costs, or is your system instant, error-free, and automated?

**Question:** Could you significantly reduce your cost of labor?

**Are you paying too much for labor?**  
Staying competitive today requires companies to find new ways to drive revenues and profitability.



One of your most significant expenses is your labor cost; however, it is also one that is most easily controlled. Are you tracking your dollars and labor minutes?

If not, you're likely paying thousands extra in unnecessary wages.

### CASE # 1 - Wasted Labor Min-

Did you know that just 15 employees receiving pay for merely 4 minutes of "wasted" time per day [untracked breaks, extended lunches, over-approximated punch times, etc.] will total 1380 minutes [23 hours] of additional pay per month?

**The Cost:** If your average pay rate is \$10.00 per hour, then you pay an extra \$230.00 each month for labor worked.

### CASE # 2 - Human Error

The American Payroll Association estimates that the rate of human error in time card preparation is between 1% and 8%.

**The Cost:** Therefore, a conservative 2% human error rate on a \$12,000 payroll would equal \$240.00 in erroneous wages paid per pay period. Moreover, the cost to re-issue correct payroll amounts (if the error is detected and reported) further increases your cost of human error.

### CASE # 3 - Manual Time Card Preparation

The average payroll clerk spends 7 minutes per time card each pay period:

- >> Preparing and handling time cards
- >> Computing time card totals
- >> Verifying time card totals
- >> Computing shift and department totals
- >> Reconstructing lost or damaged time cards

**The Cost:** Preparing 100 time cards will take an estimated 11.67 hours to complete. Therefore, at an average clerical wage of \$15.00 per hour, time card preparation would cost \$175.05 per pay period.

## PRODUCTS & SERVICES

### TIME CLOCK



Track employee labor via a mountable time clock unit. Employees can clock in/out with the swipe of a badge, through a personal PIN code, or a SSN.

Employees may also use the online Web Clock with Time Clock. Telephony Voice Clock may be added to create a complete time tracking system.

### WEB CLOCK

Track employee punching, or permit employees to view their personal time card online via a PC.



With IP filter restrictions, you can designate which PC's will act as authorized time clocks.

### VOICE CLOCK



Telephone-based timekeeping. Use the convenience of a telephone as a powerful time tracking tool that can integrate with all other SwipeClock solutions (i.e., Web Clock and Time Clock).

Caller ID verification will permit management to control and audit punch activity.

## ACCESSORIES

### Badge Cards

Terminal swipe cards may be ordered in generic, custom black and white, custom single-color, and custom full-color. Photo time cards are also available to assist employee identification.



### Wireless Phone Jack

Relocate or add an additional phone jack for your time clock. Your client's phone jack can be placed in any location offering a standard electrical outlet. The building phone signal is channeled to the new location through the building's electrical structure.



### Badge Rack

Protect your badge cards from bending, damage, general wear and tear, or being lost with our durable steel 40-card badge rack.

