

InfiniTime Time & Attendance Software

Data Collection Options

InfiniTime now offers nine different methods of collecting employee data. These include biometric hand readers, voice verification, portable readers, internet and telephone punching. These innovative devices keep InfiniTime the state of the art solution in time & attendance.

Hardware options include:

- ❑ HandPunch Biometric Recognition Terminals
- ❑ Fingerprint Biometric Recognition Terminals
- ❑ Magnetic Stripe, Bar Code & Proximity Data Collection Terminals
- ❑ Palm Pilot Support & Software
- ❑ Slot Bar Code Reader Attached Directly to you PC
- ❑ Web Punch Modules (Employees Punch from Internet)
- ❑ PC Punch Modules (Employees Punch from their Workstations)



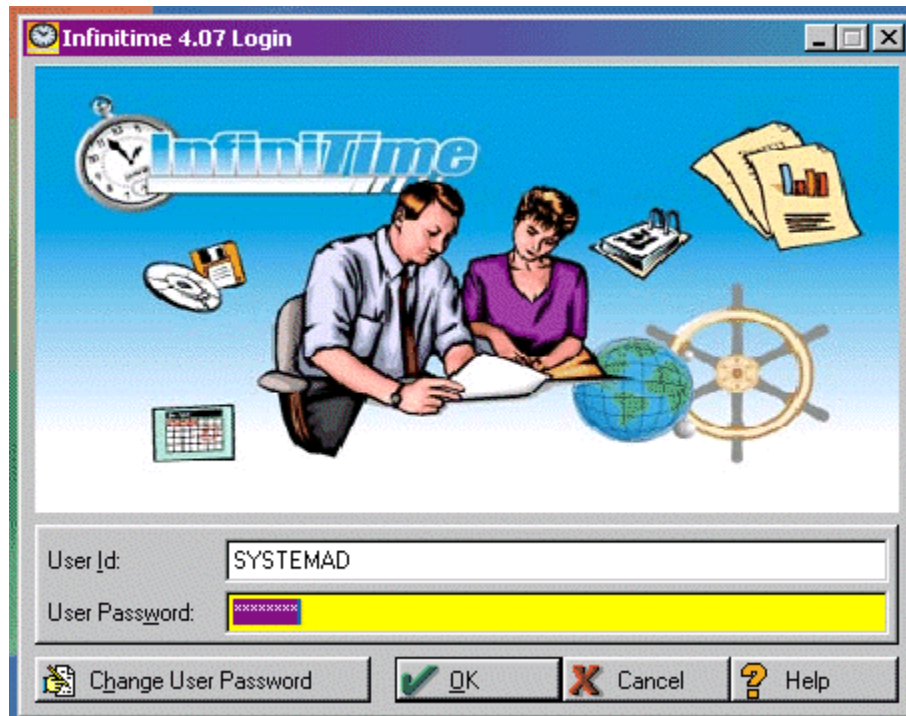
Access Control Terminal



Security

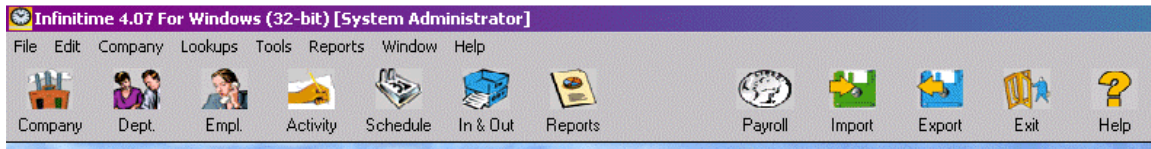
Authorized software users are set up with their own user login, which will only allow them into specified areas, assuring the integrity of sensitive information of other employees.

System audit trails are based on these user logins as well. These audit trails track the users' activity while using the Infitime software.



User Friendly

Simple to set up, simple to learn & simple to use, the InfiniTime online help screens and manuals are easy to understand. Our online support center makes updating your software easy and trouble free. Technical telephone support is always available during normal business hours*.



The tool bar features the most frequently used features in the InfiniTime software, including: company setup, department setup, employee setup, time card activity editing, schedule adjuster, in & out board, reports selection, payroll interface, import data, export data & help section.

Pay Rules & Policies

Maximum flexibility is the InfiniTime goal. Easy to understand and setup, basic labor rules and company policies can be augmented to handle the most dynamic of company pay policies.

Policy Update Form

Name: **Full Time** Class: **Non-Union** Default

Employees Working From: **1.00** Years To: **2.00** Years With Company

Accruals | Breaks | **Overtime** | Bounding Rules | Guarantee / Limit / Standby Hours | Pay Cycle | Schedule Rules | Default Schedule | Holidays

Overtime One | Overtime Two | Overtime Three | Overtime Four

Daily If Over Hours: **8.00**

Weekly If Over Hours: **40.00**

Rate: **1.50**

Overtime Must Be Approved
 Deduct Daily OT From Weekly OT

Excessive Hours Amount: **12.00** Hours

Missing Punch Threshold: **16.00** Hours

Missed Punch Day Change Time:

Consecutive Day Setting One | Consecutive Day Setting Two

Consecutive Days Worked Before All Time Is Overtime: **7**

Overtime To Put Consecutive Day Regular Hours Into: **1**

Overtime To Put Consecutive Day Overtime Hours Into: **1**

Day Of Week Overtime Three | Day Of Week Overtime Four

Day Of Week Overtime One | Day Of Week Overtime Two

Day Of Week: **Tuesday**

Overtime To Put Automatic Regular Hours Into: **1**

Overtime To Put Automatic Overtime Hours Into: **2**

OK Cancel Help

Benefits & Accruals

InfiniTime comes standard with a basic benefits & accruals package, which allows you to set up your company's benefits according to your own pay policy. If the basic accruals package falls short of your needs, we also have the Accruals Plus module (read below).

The screenshot shows a software window titled "Policy Update Form". At the top, there are fields for "Name: Full Time", "Class: Non-Union", and a checked "Default" checkbox. Below these are "Employees Working From: 2.00" and "Years To: 3.00" with "Years With Company" text. A series of tabs are visible: "Accruals", "Breaks", "Overtime", "Bouding Rules", "Guarantee / Limit / Standby Hours", "Pay Cycle", "Schedule Rules", "Default Schedule", and "Holidays". The "Accruals" tab is active, showing two main sections: "Sick Time" and "Vacation/Holiday Time".

Field	Value	Unit
Start Accruing	90.00	Days
Hire Date Plus:		
Start At:	10.00	Hours
Accrue:	1.50	Hours
For Every:	10.00	Day(s)
Stop At:	45.00	Hours
Reset Type:	Calendar Year	
<input type="checkbox"/> Carry Over		
Vacation/Holiday Time		
Start Accruing	0.00	Days
Hire Date Plus:		
Start At:	0.00	Hours
Accrue:	0.00	Hours
For Every:	0.00	Day(s)
Stop At:	0.00	Hours
Reset Type:	Calendar Year	
<input type="checkbox"/> Carry Over		

At the bottom left of the form is a button labeled "Accruals Plus". At the bottom right are three buttons: "OK", "Cancel", and "Help".

Employee Data

User definable fields allow you to setup only the data that is meaningful to your firm. Employee photos can be set, and employee badges can even be reprinted in the employee window.

Employee Update Form - [Jones, Cindy]

Holidays | Comments | Groups | Shifts | Default Schedule

General | HR Profile | Login | Security | Alternate Department And Badge Id's | Deductions | Accruals | Important Dates

Employee No.: Inactive

First Name: Middle Initial:

Last Name:

Address:

City:


State / County: Zip/Postal Code:

Phone Number:

Gender:

Default Department:

Default Policy:



Time Card Editing

Simple tools allow quick access to exceptions and edited data is recalculated and updated automatically. Redundancy checks prevent the addition of erroneous data on the employee time card. Audit trails track any editing of data in the software to increase accountability of supervisors and payroll clerks. What's more, the time card activity sheet is completely customizable.

Description	Hours	Approved Overtime				Unapproved Overtime				Other	
		One	Two	Three	Four	One	Two	Three	Four	Hours	Amount
7/1/2001 to 7/3/2001	32.00					32.00					
Exceptions											
7/2/2001 12:00 AM Missed Punch											
7/3/2001 12:00 AM Missed Punch											
Daily Totals											
7/1/2001	16.00										
8:00 AM Clock In	8.00										
4:00 PM Clock Out	8.00					16.00					
7/2/2001	8.00										
7/3/2001	8.00					16.00					
Department Totals											

Dynamic Scheduler

With the ability to drag and drop schedules, the InfiniTime software has eliminated headaches caused by setting up complex schedules. InfiniTime offers flex, floating, dynamic as well as rotating schedules as well as shift differentials.

The screenshot displays the 'Employee Schedule' window. At the top, the 'Department' is set to 'Administration' and the 'Date' is '7/15/2001'. Below this, there are fields for 'Begin Time', 'End Time', and 'Type'. The main area is a grid with columns for time slots: 8:00 AM, 9:00 AM, 10:00 AM, 11:00 AM, 12:00 PM, 1:00 PM, 2:00 PM, and 3:00 PM. The first row for 'Taro, George' shows 'Working' from 8:00 AM to 11:00 AM, 'Paid Break' at 12:00 PM, and 'Working' from 1:00 PM to 3:00 PM. The bottom of the window features a toolbar with buttons for 'Insert', 'Work Hours', 'Other Activity', 'Paid Break', 'Unpaid Break', 'Delete', 'Print', 'Copy', 'Quick', 'Close', and 'Help'.

Employee Name	8:00 AM 15 30 45	9:00 AM 15 30 45	10:00 AM 15 30 45	11:00 AM 15 30 45	12:00 PM 15 30 45	1:00 PM 15 30 45	2:00 PM 15 30 45	3:00 PM 15 30 45
Taro, George	Working	Working	Working	Working	Paid Break	Working	Working	Working

Payroll Interfaces

With more than 200 payroll interfaces available, you have the flexibility to work any existing payroll company. If you work with a payroll service that we do not currently have an interface for, let us know and we will write one for you! Our most popular interfaces include ADP, PayChex, QuickBooks Pro, Ceridian and so on.



Please contact us for the most up to date list of payroll interfaces!

Available Software Modules

Accruals Plus

InfiniTime comes standard with a basic accruals package, however the Accruals Plus Module allows expanded benefit banking and accruals to be entered into the system with more dynamic rules applied to it. Employees can have accruals carry over from year to year, borrow hours and so on.

Accrual Type Update Form

General | Other Activity Types That Deduct From Accrual | Rate Mapping

Type: **Comp Time** Inactive

Effective Date: 01.01.02

Stop Accruing Date: 31.12.02

Start Accruing Hire Date Plus: 1.000 Days

Start At: 40.000 Hours

Default Accrual Rate: 0.001000000 Hours

For Every: 1.000 Hour(s)

Stop At: 999.00 Hours

Authorized Amount: 8.00 to 12.00

Overflow Into: No Overflow

Reset Type: Fiscal Year Fiscal Month: 6 Fiscal Day: 15

Maximum Negative Accrual: 2.000000000 Hours

End Of Cycle Bonus: 16.000000000 Hours

Carry Over Maximum Carry Over: 8.00 Hours

Carry Over Expires: 90.00 Days

Do Not Allow Accrued Time To Be Used

OK Cancel Help

Optional Software Modules (Cont.)

Custom Reports Generator

The InfiniTime custom report generator easily addresses complex management reporting issues. You can create, modify and store an unlimited number of unique reports to handle your specific management needs. Reports can be automatically emailed or exported to Excel when needed.

Door Access Control

This module ensures that secured areas of your facility stay secured. Access control allows only certain employees into a given area of your facility.

- ❑ Employees can access a door without creating a time & attendance punch
- ❑ Employees can access a door every time they punch without hitting a function key
- ❑ Flexible scheduling for the most complex installation
- ❑ Create an unlimited amount of schedules to be used on the hand reader
- ❑ User definable access granted/denied messages
- ❑ Lock out a group of employees on holidays
- ❑ Create an "Always Open Schedule" to allow everybody access all the time
- ❑ Create an always-closed schedule to lock out all employees at certain times.
- ❑ Create single day schedule override for the days that companies are closed
- ❑ Flexible reporting & logging



Internet Interface & Web Punch

In some instances, punching via the internet is the only way to track attendance information, especially with employees working in the field at client sites. Data can also be merged via the internet as well.

Voice Verification

With voice verification, you know the person is who they say it is, literally. This module has voice authorization on file to compare the user attempting to punch/login to the recorded voice on file. This module is only available for the PC Punch module.

Optional Software Modules (Cont.)

Bell Scheduler

This module allows you to custom program your bell schedules for work alerts to employees on the warehouse floor. Program work start & end times as well as break times, so employees remain on schedule throughout the day.

Telephone Punch

It is not always possible for some employees to punch at a fixed location, especially when they are expected to work out in the field or perform off-hour deliveries. The Telephone Punch module utilizes caller ID to verify that the employee calling to punch in or out is, in fact, where they should be.

Multi-User Network

Supervisors, payroll clerks and even controllers can log in to the software all at once without having to wait for others to log out or wait to get in to the InfiniTime software to perform their routine functions.

Palm Punch

This is ideal for companies that want to track employees, as well as job or department transfers in the field. Crew chiefs may find this particularly useful for entering punches for employees in a particular crew. Once in the cradle, the Palm updates the InfiniTime software with the punch data.

InfiniTime Palm Punch is the ultimate data collection device for off-site employees. This state-of-the-art unit allows "remote" employees to clock in and out from across town or anywhere in the world. The InfiniTime Palm Punch operates on any of Palm OS's family of hand held products, allowing employees to work outside the office to clock in and out without having access to a PC. Punch transactions are stored on the Palm, and later synchronized to the InfiniTime program simply by using the Palm cradle.

- ❑ Use a "Palm" for off-site employees
- ❑ Display employees worked hours on the "Palm"
- ❑ Transfer Departments Transmit to software
- ❑ Great for Mobile Employees



Optional Software Modules (Cont.)

PC Punch Module

InfiniTime tracks and records employees' worked hours using the PC. Employees enter an assigned Id and Password or verify identity by "Voiceprint," with the optional Voice Verification module, eliminating false entries. When the work time data is collected, it is compared against the employee's stored schedule giving management feedback on employees who have unscheduled or missed punches, as well as those that are early, tardy, or absent.

Employees enter an assigned id and password or verify identity by Voiceprint (Voice Verification) eliminating false entries. When work time data is collected, it is compared against the employee's stored schedule giving management feedback on employees who have unscheduled or missed punches, as well as those that are early, tardy, or absent.

- ❑ Employee punches in/out at PC keyboard
- ❑ Optional "voice verification" eliminates "buddy punching"
- ❑ Work time is collected, calculated and rounded according to your company policies
- ❑ Management reports include: missing punches, department summary, payroll summary and more
- ❑ Exports to all payroll services or packages automatically including QuickBooks Pro, Peachtree, PayChex, ADP, and many more
- ❑ Automatically e-mail punch information between sites using our Internet Interface



Optional Software Modules (Cont.)

PC Punch Plus

InfiniTime Plus couples the powerful database of InfiniTime with an easy to use bar code scanner. Employees scan an assigned Employee Card and can be positively identified by the optional Voice Verification module. InfiniTime Plus records the time and date automatically. The intuitive "Scanner Screen" displays information to the employee and chimes to give the employee the status of the scan.

This hardware/software package couples the powerful database and Voice verification capabilities of InfiniTime with an easy to use bar code scanner. Employees scan an assigned employee card and are positively verified by voice (Voice Verification is optional). InfiniTime Plus records the time and date automatically. The intuitive Scanner Screen displays information to the employee and chimes to give the employee the status of the scan.

- ❑ Plus package has all the features of the InfiniTime PC Punch. Its hardware/software package couples the powerful database and optional voice verification capabilities of InfiniTime with an easy to use bar code scanner.
- ❑ Employees scan an assigned badge
- ❑ InfiniTime Punch Plus records the time and date automatically
- ❑ Scanner can be up to 50 feet away from the computer
- ❑ Pops-up over running programs to minimize user interruption



Partial Report Listing

With No Modules Installed

Employee Information Reports

- Attendance Review
- Accrual Information
- Accrual Posting
- Employee Comments
- Employee List
- Employee Profile
- Employees with Exceptions
- Employees without Reviewed Time Card
- Important Date Report
- In & Out Board Report
- Performance Analysis

Management Reports

- Audit Trail Report
- Exception Report
- Excessive Hours
- Failed Biometric Verifications Report
- Employee Points Report
- Who Is Where

Payroll Reports

- Payroll Detail Report
- Payroll Summary Report

Schedule Reports

- Day Schedule Report
- Monthly Schedule Report
- Post-able Schedule Report
- Schedule Gantt Chart Report

Time Card Reports

- Activity Summary Report
- Department Daily Summary Report
- Mini Time Card Report
- Shift Daily Summary Report
- Time Card Clock Report
- Time Card Detail Report
- Time Card Daily Summary Report
- Time Card Summary Report