



Features	Benefits
<p>Time and Attendance</p> <ul style="list-style-type: none"> ▪ Flexible methods of time entry per employee. ▪ Employees can click a Punch button or type the number of hours worked. They can also transfer to other departments or charge their time to job orders. ▪ Exception-based time entry ▪ Automatic generation of timecard adjustments for holiday benefit, guaranteed hours, scheduled time off and missed meal breaks. ▪ Accommodation for prior period adjustments. ▪ Configurable calculation engine ▪ Supervisors review, edit, and approve employee timecards. ▪ Configurable Workflow Notifications proactively notify Supervisors of employees with exceptions or time cards that need their attention. ▪ The home page Information Center notifies Supervisors of employees with selected attendance exceptions such as late arrivals and absences, pending time off requests and time cards that require approval. ▪ Electronic In-Out Board ▪ Interface with all popular payroll products. 	<ul style="list-style-type: none"> ✓ Accurate time collection. Reduction in total cost of ownership, time clocks not required. ✓ Flexibility. You can select different time entry methods for different employees. ✓ Record only time spent away from work. ✓ Reduce payroll preparation time by up to 80% and increase accuracy by reducing payroll adjustments. ✓ Eliminate costly and time-consuming manual calculations. ✓ Automate complex time calculations ✓ Simple and efficient review, edit, and sign-off process with a paperless system. ✓ Increase productivity by limiting Supervisors daily review to the time cards that need their attention. ✓ Efficient review and approval process. ✓ Easily see who is in or out. ✓ Payroll vendor independence
<p>Paperless Leave Requests</p> <ul style="list-style-type: none"> ▪ Requests for time off can be submitted and then approved/denied electronically. ▪ Supervisors can view time off requests for employees within a selected hierarchy level (e.g. department) to determine whether a request should be approved or denied. ▪ Employees can be notified of the decision via email. ▪ Approved leave time is automatically recorded on the employee's timecard. 	<ul style="list-style-type: none"> ✓ Self-sufficiency. Employees do not have to request this information from HR and Payroll. ✓ Eliminate paper forms while streamlining your leave request and approval process. ✓ Managers can make informed decisions quickly. ✓ Supervisors will not be burdened with leave request status inquiries. ✓ Increased efficiency.

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<p>Scheduling</p> <ul style="list-style-type: none"> ▪ Develop schedules to plan your workforce requirements, and then measure actual hours worked against the plan. ▪ Project overtime based on time worked and remaining time scheduled for the week. 	<ul style="list-style-type: none"> ✓ More efficient staff scheduling. Aids in decision-making. ✓ Reduce overhead costs.
<p>Schedule Budgets</p> <ul style="list-style-type: none"> ▪ Schedule budgets may be established for your departments. ▪ Schedule budget variances are updated real-time as the schedule is edited. Variances can be viewed on-screen or in reports. 	<ul style="list-style-type: none"> ✓ Allow managers to schedule employees within budget limits. ✓ Easily locate departments with variances.
<p>Human Resources</p> <ul style="list-style-type: none"> ▪ ADI Time can supplement your Human Resources Information System, making employee profile information such as Tax ID, address, date of hire, and emergency contacts available to Supervisors. ▪ Supervisors can update employee profile information from your main location or a remote site. ▪ User-defined employee profile fields available. 	<ul style="list-style-type: none"> ✓ Reduce the burden on your HR staff. ✓ Convenience. ✓ Track additional information.
<p>Reporting</p> <ul style="list-style-type: none"> ▪ Easy-to-use reporting provides critical employee payroll, scheduling, and historical trend information. ▪ Create reports tailored to your liking with ad hoc reporting. ▪ Filter the report data by specifying a date range and/or a group of employees. ▪ Save commonly used reports in a Favorites menu. ▪ Download report results to MS Excel or .PDF 	<ul style="list-style-type: none"> ✓ Increase productivity and profits by having timely and accurate information at your fingertips. ✓ Tailor the report data to fit your organization's specific needs. ✓ Flexibility to provide only the information that you need. ✓ Ease of use. ✓ Eliminate the need to repeatedly customize the same report. ✓ Convenient access to employee data.
<p>Benefit Time</p> <ul style="list-style-type: none"> ▪ ADI Time Version 10 supports complex accrual rule configurations to accommodate intricate benefit time policies. ▪ Import accrual balances from your payroll system. ADI Time can track and monitor use of benefit time. ▪ Employees can view their remaining vacation balances on the timecard. 	<ul style="list-style-type: none"> ✓ Award benefit time to employees automatically and accurately. ✓ Managers have current and accurate information to help them plan their department's resources.
<p>Attendance Points</p> <ul style="list-style-type: none"> ▪ Apply your attendance policy automatically and consistently throughout your organization by generating points for attendance policy infractions. 	<ul style="list-style-type: none"> ✓ Easily identify employees in need of attendance counseling.

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<p>Employee Self Service</p> <ul style="list-style-type: none"> ▪ Display messages when employees log on to ADI Time Version 10. ▪ Employees can view their profile information and work schedule. ▪ Employees can review their remaining benefit time balances as well as attendance points. ▪ Track the status of leave requests. 	<ul style="list-style-type: none"> ✓ Ensures that employees receive important messages as soon as possible. ✓ Saves time and reduces the number of inquires to their Supervisor. ✓ Human Resources will not be burdened with balance inquiries. ✓ Convenience
<p>Technology</p> <ul style="list-style-type: none"> ▪ Active Directory support ▪ Password update option for Employees and Supervisors. ▪ Web-based ▪ Written in C# utilizing .Net Framework. ▪ Optionally available as ASP hosted solution. 	<ul style="list-style-type: none"> ✓ Users only have to remember one user ID and password. ✓ Protect sensitive information. ✓ Zero-footprint, centralized administration. ✓ Leading edge technology ✓ Easy implementation; lower total cost of ownership.