

ADI Time Version 10 Features

The features below have been added since ADI Time Version 9.41 and ADI Web 4.4.

Streamline the Supervisor review and approval process

- Configurable Workflow Notifications proactively notify Supervisors via e-mail of areas that need their attention.
- The home page Information Center notifies Supervisors of employees with selected attendance exceptions, pending time off requests and time cards requiring approval.
- Electronic In/Out Board displays the employee's next scheduled in time as well as their current status of In or Out.

Time Card Display

- Control the time card view through User Preferences. Select which areas of the time card to expand or collapse.
- View Miscellaneous Pay transactions on the time card without having to go to a separate screen.

Reports

- Create reports tailored to your liking with built in ad hoc reporting.
- Report request screens have buttons to pre-set the date fields for selections such as today, prior day, last pay period.
- Save commonly used reports in a Favorites menu.
- Built in report generation; no more reliance on Crystal Reports.
- Security controls over which reports a user can run.

Data Wizards

- Easily manage the import of Employees, Accruals, Miscellaneous Pay entries, Hierarchy and Schedules without separate utilities.
- Alternatively, handle the export of Time Punches, Accruals, Employees, Schedules and Miscellaneous Pay transactions without a custom utility.

Security

- Create security roles to define which modules and what level of access is allowed on these modules. As new users are added assign them to a Security Role.
- Alphanumeric login ID's for Employees.
- Password update option for Employees and Supervisors.
- Security control over supervisor changes to employee passwords.
- Mask the employee password on their Profile.
- Display of SSN to authorized users only.

Time Calculation

- Real time timecard calculation
- Use the employee schedule in determination of a missing punch.
- Prior period adjustment screen detailing the adjusted entry and calculating the new daily and pay period totals.
- Time Reallocation screen to easily reallocate hours from one Pay Type, day or hierarchy code to another.

Overtime Calculations

- Allocate overtime to worked assignment before allocating to employee's home department.
- Overtime Rules can be assigned to an employee based on their home or worked assignment.
- Award Comp time in lieu of overtime.

Break Rules

- Easily override an automatic meal deduction.
- Apply a rounding table to a break rule.

Premium Calculations

- Award premium based on an employee's master schedule hours.
- Award premium based on a percentage of the employee's schedule.

Holidays

- Calculate holiday benefit in advance of the holiday.
- Configure multiple rules per holiday in the same pay group.
- Specify different pay types for Worked/Schedule versus Worked/Not Scheduled and other scenarios.
- Award holiday benefit if the employee works either the scheduled day before or the scheduled day after a holiday.
- Award Comp time in lieu of holiday benefit.

Guaranteed Hours

- Award guaranteed hours for a Call In, Call Back or Call In Early on a scheduled day.
- Configure multiple guaranteed hours rules per pay group.

Scheduling

- Schedule build is no longer required prior to running schedule reports.
- Schedule start time is no longer a global setting; it is configured at the Pay Group level.
- Optionally hide the day pointers on the Departmental Schedule.
- Optionally assign Shift per day and break minutes per day to the Master Template.
- Build Rotation Schedule Templates.
- An alternate schedule template can be assigned to the employee profile.

Technology

- Fully web-based utilizing leading edge technology.
- Written in C# utilizing .Net framework.
- 100% Managed Code
- Zero client footprint
- Centralized Management

Audit trails

- New audits available for schedule and configurations.

- Improved audit capabilities for the time card and profile.

Accruals

- Improved accrual history display.

Leave Request

- Receive only one email per leave request.
- Submit leave requests for non-accrual pay types.
- Automatically skip weekends and holidays when entering leave request.
- Default the number of hours per day.
- Specify the actual from and to times for partial days.
- Improved display of the monthly calendar.
- Expanded Employee Edit capability.
- Leave Requests may be deleted.

General

- Real-time timecard calculation.
- Configurations available on the web – no more switching between programs.
- Produce payroll transfer file.
- 24-hour clock time display.