

ADI TIME

Version 9

ADI Time™ is a complete Time & Attendance solution designed to meet your workforce management needs.



Features	Benefits
<p>Time and Attendance</p> <ul style="list-style-type: none"> ▪ Parameter-driven. ▪ Automatic generation of timecard adjustments for holiday benefit, guaranteed hours, scheduled time off, and missed meal breaks. Automatically pay employees a pay rate applicable to the position worked. ▪ Easy integration with HR/Payroll systems. ▪ Flexible collection methods for hourly and professional employees' time and attendance data including Internet, PC, electronic badge readers, and biometrics. ▪ Supervisors can search for timecards with selected attendance exceptions, such as late arrivals and absences. ▪ Timecard editor gives supervisors an easy review, editing, and sign-off process. 	<ul style="list-style-type: none"> ✓ Maximum flexibility. ✓ Reduce payroll preparation time by up to 80% and increase accuracy by reducing payroll adjustments. ✓ Payroll provider independence. ✓ Provides great flexibility in collecting employees' time and attendance data. ✓ Increase productivity by limiting supervisors' daily review to the timecards that need their attention. ✓ Simplifies the review, editing, and sign-off process with a paperless system.
<p>Scheduling</p> <ul style="list-style-type: none"> ▪ Develop schedules to plan your workforce requirements, including time off in advance. Measure actual hours worked against planned schedules. ▪ Project overtime based on time worked and remaining time scheduled for the week. ▪ Create schedules on an individual basis, or for larger groups, such as departments. ▪ Create master schedules and rotation schedules. 	<ul style="list-style-type: none"> ✓ Improve efficiencies in scheduling of staff. Aids in decision-making. ✓ Reduce overhead costs. ✓ Save time. ✓ Save time by creating a schedule one time and using it over and over again.

Features	Benefits
<p>Human Resources</p> <ul style="list-style-type: none"> ▪ ADI Time can serve as your Human Resources Information System by keeping track of employee profile information such as SSN, address, date of hire, and emergency contacts. ▪ Supervisors can update employee profile information; employees can view their profile information. ▪ User-defined employee profile fields available. 	<ul style="list-style-type: none"> ✓ Streamline systems by using ADI Time to process both Time and Attendance and Human Resources information. ✓ 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. Filter the report data by specifying a date range and/or a group of employees. ▪ Create your own custom reports using Crystal Reports™ 9.0 and then add them to the ADI Time report menu. 	<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.
<p>Workplace Security</p> <ul style="list-style-type: none"> ▪ Restrict access to your facility through your data collection terminal, including badges, PIN-entry or biometrics. Access can be further restricted by an employee's schedule. ▪ Run Door Access Reports to show which areas were accessed by whom. ▪ Collect a time punch simultaneously. 	<ul style="list-style-type: none"> ✓ Workplace security is evermore critical today. Protect your employees and your sensitive information by ensuring that only authorized employees have access to controlled areas. ✓ Easily find out which employees have entered controlled areas. ✓ Maximize efficiency by restricting access and collecting time data in one transaction.
<p>Benefit Time</p> <ul style="list-style-type: none"> ▪ Import accrual balances from your payroll system or allow ADI Time to calculate accruals for you. ▪ ADI Time supports complex accrual rule configurations to accommodate intricate benefit time policies. ▪ Managers with access to the ADI Time desktop system can view, add, or edit accrued leave balances. ▪ Employees with access to ADI Time or ADI Web can easily check their own balances. 	<ul style="list-style-type: none"> ✓ ADI Time can track and monitor use of benefit time hours. ✓ Award benefit time to employees automatically and accurately. ✓ Managers have current and accurate information to help them plan their department's resources. ✓ Human Resources won't be burdened with balance inquiries.
<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.
<p>Automate Routine Tasks</p> <ul style="list-style-type: none"> ▪ Routine tasks such as data collection, terminal communication, and report generation can be scheduled to run automatically through the ADI Time Task Scheduler. ▪ For Application Service Provider environments, Task Scheduler can be set up to log itself on to the network to run scheduled tasks. 	<ul style="list-style-type: none"> ✓ Save time by scheduling routine tasks to run when it is convenient for you (such as after hours). ✓ Convenience. A user does not have to be logged on to the network in order for network-dependent tasks to run.
<p>Network</p> <ul style="list-style-type: none"> ▪ Microsoft Systems Management Server support enables you to easily and cost-effectively deploy ADI Time software and updates to targeted users through your network. ▪ Active Directory support allows a user to be automatically logged on to ADI Time once they have logged on to the network. 	<ul style="list-style-type: none"> ✓ Save installation time and costs through improved asset management. ✓ Users only have to remember one user ID and password.