

ADI TIME

Features

by Product/Version



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

ADI Time	
9.4.1	<p>ADI Time gets a new look: The screens in the ADI Time desktop product have a new color scheme and updated icons.</p> <p>The Logon screen displays the ADI Time logo (the logo can be hidden by changing the [Logo] setting in the Labor32.ini file).</p> <p>The ADI Time Software Branding program (LabBrd32.exe) allows you to browse to the branding file. A floppy disk is no longer required.</p> <p>When editing the number of used accrual hours, you can now enter the record date, whether the hours are used or expired, and comments.</p>
9.4	<p>Global approval for timecards.</p> <p>Override timecard rounding rules by using the Alternate Grace option.</p> <p>Position field on timecard can be configured as view-only for any user with a security record in ADI Time.</p> <p>The Job ID field on the Timecard and Miscellaneous Pay screens can be configured as a pop up window.</p> <p>Edit accrual usage on timecard for any previous pay period.</p> <p>When processing payroll, you can select pay groups within departments.</p> <p>Copy break rules during system configuration.</p>
9.3	<p>Active Directory support allows a user to be automatically logged on to ADI Time once they have logged on to the network.</p> <p>Microsoft Systems Management Server support enables you to easily and cost-effectively deploy ADI Time software and updates to targeted users through your network.</p> <p>Windows 2003 support.</p> <p>Improved installation: Can upgrade without uninstalling previous version.</p> <p>Clock PIN masking.</p> <p>Global punch out based on scheduled end time.</p> <p>Global job transfer.</p> <p>Select multiple departments/positions on the weekly schedule screen.</p> <p>Suppress Missing Punch exception for exempt employees.</p> <p>Display pre-configured holidays on time card.</p> <p>Missing Break exceptions can be generated.</p>
9.2	<p>ADI Time Task Scheduler:</p> <ul style="list-style-type: none"> ▪ For Application Service Provider environments, Task Scheduler can be set up to log on to the network to run scheduled tasks. ▪ Immediately refresh the task list with the Refresh Task List option. <p>Copy User Security records.</p> <p>State Abbreviation field (State Master Maintenance screen) can contain up to five characters.</p>

ADI Time	
9.0	<p>MSDE is a supported database.</p> <p>Simplified holiday configurations. Rules only need to be configured one time.</p> <p>Support for the following Regional Date formats: d/mm/yyyy and dd/mm/yyyy.</p> <p>Restrict the pay types that will be available to each type of user (employee, supervisor, or super-user) within each pay group on the Time Card.</p> <p>Hierarchy List Limitation: Set the maximum hierarchy level that will be visible to employees and supervisors.</p> <p>Email reports through Task Scheduler if SMTP-enabled.</p> <p>Crystal 9.0 is used for reports.</p> <p>On-screen Job Labels are configurable.</p> <p>Apply overtime rules to unscheduled days.</p> <p>Copy premium rules during system configuration.</p> <p>Create paid break rules.</p> <p>Download selected supervisors to CMI clocks.</p> <p>Global Miscellaneous Adjustments: Add a miscellaneous pay entry to a group of employees.</p> <p>Accrual Configuration enhancements.</p>
8.6.1	<p>Error Timeout option (Comm tab of the Clock Setup Maintenance screen) controls the amount of time available for the initial opening of the TCP/IP socket to the Ethernet clocks (no longer hard-coded at 3 seconds).</p>

ADI Web	
4.4	<p>ADI Mobile: Enter a time punch or department/position transfer, and utilize user-defined time fields from a WAP-enabled device.</p> <p>Faster timecard performance.</p> <p>Global approval for timecards.</p> <p>When editing a time entry on the timecard, the day before/after the pay period can be selected.</p> <p>Position field on timecard can be configured as view-only for any user with a security record in ADI Time.</p> <p>All user-defined fields are pop up windows instead of list boxes.</p> <p>Edit accrual usage on timecard for any previous pay period.</p> <p>Improved installation: Setup kit prompts users upgrading from ADI Web 4.3 to automatically uninstall the previous version.</p> <p>All Personnel reports are available in ADI Web.</p>
4.3	<p>Active Directory support allows a user to be automatically logged on to ADI Web once they have logged on to the network.</p> <p>Migration to .Net 1.1 framework.</p> <p>Windows 2003 support.</p> <p>Leave requests by hierarchy level displayed in a monthly calendar format. Includes both approved and pending requests. Pending requests can be approved/denied from this page.</p> <p>Approvals Browser page: <ul style="list-style-type: none"> ▪ Approve time cards by week. ▪ Filter by pay group. </p> <p>Select employees on multiple pages when copying schedules.</p> <p>Configure the Job ID field on the time card so that users can search by Job ID or Description.</p> <p>All time card dropdown lists replaced with pop-up windows.</p> <p>Display pre-configured holidays on time card.</p> <p>Display pre-configured time off entries on Schedule Reports.</p>
4.2	<p>Employees configured as <i>Punch Entry</i> or <i>Time In/Out Entry</i> can transfer to another department/position directly from the ADI Web Welcome page.</p> <p>Display messages when employees log on to ADI Web.</p>

ADI Web	
4.1	<p>MSDE is a supported database.</p> <p>Employees configured as <i>Punch Entry</i> or <i>Time In/Out Entry</i> can punch in or out directly from the ADI Web Welcome page.</p> <p>Support for the following Regional Date formats: d/mm/yyyy and dd/mm/yyyy.</p>
4.0	<p>Technology</p> <ul style="list-style-type: none"> ▪ ADI Web 4.0 uses Microsoft .NET technology, which provides improved scalability. ▪ The installation process has been simplified. ▪ Crystal 9.0 is used for reports. <p>ADI Web Configuration</p> <ul style="list-style-type: none"> ▪ The ADI Web Configuration pages have been reorganized to greatly simplify system configuration. ▪ Super-users can change their passwords in ADI Web Configuration. ▪ Product licensing is done through the ADI Web Configuration program. <p>Time card</p> <ul style="list-style-type: none"> ▪ The ADI Web Time Card resembles the desktop Time Card. ▪ View and maintain time card user-defined fields and comments. ▪ Employees can punch in/out through ADI Web when the ADI Time desktop system is locked. ▪ Supervisors can search for time cards with selected attendance exceptions, such as late arrivals and absences. From the search results page, supervisors can view/edit the time card. <p>Schedule</p> <ul style="list-style-type: none"> ▪ Create a global schedule for all employees within a selected level of your organization simultaneously. ▪ Schedule budgets may be established for your departments. Schedule budget variances can be viewed on-screen or in reports. ▪ Create and maintain Master Schedule templates. ▪ Copy an employee schedule from a prior week. <p>Other</p> <ul style="list-style-type: none"> ▪ The entire Employee Profile is available, including user-defined fields and picture files. Supervisors can add employee profiles. ▪ Reports can be emailed or exported to a .PDF or Excel file. ▪ Context-sensitive Help. ▪ Display your organization's logo on all ADI Web pages (any .gif, .jpg, .jpeg, or .bmp file).
3.0	<p>Electronic Leave Request: The process of requesting and approving time off can be completed through ADI Web.</p>