

ADI Time 9.4 Features

The features below have been added since Version 8.5.

Alleviate the time your administrative staff spends making manual adjustments

- Automatically pay employees for breaks not taken.
- Make Global Miscellaneous Pay entries. This new feature allows you to select the pay type and number of hours you wish to pay selected employees or all employees. You can also make global department/position transfers.
- Create a global “out punch” for selected employees based on their schedule for a selected date.

Streamline the editing/approval process

- Global timecard approval: Approve all timecards or just timecards for selected departments/employees.
- Hierarchy drop-down lists are limited to the departments that supervisors are authorized to view. Previously, each supervisor could see every company, location, division, department, and position of your organization’s hierarchy.
- Pay types available on an employee time card can be restricted. For example, adjustment pay types can be made available only to those who need access to them.
- Time card adjustments can be made on days that contain automatically loaded hours.
- Select multiple departments/positions when opening the Weekly Schedule Edit screen.
- Override timecard rounding rules by using the Alternate Grace option.

Easily distribute reports

- Reports can be automatically emailed through Task Scheduler. There is no limit to the number of email recipients. *SMTP Service must be installed in order to use this feature.*
- Reports scheduled to print through Task Scheduler can print to any printer that has been set up on the workstation on which Task Scheduler is run.

Resource Management

- Terminated employees are no longer included in the employee limit count.

Easily configure your holidays each year

- All you need to do is add the dates for the new year to the holiday calendar.
- Pre-configured holidays are noted on the time card.

Enhanced clock features

- Save clock memory by downloading only selected supervisors to CMI clocks.
- Non-secure enrollment is available for CMI BioScan II.
- Mask the badge numbers that employees and supervisors enter at the clock.

Enhanced Accruals and Points

- Refer to the ADI Time™ Accruals and Points features lists for detailed information.

Run scheduled tasks while logged off from the network

For Application Service Provider environments, the ADI Time Task Scheduler program can run tasks (e.g. polling and posting) while logged off from the network.

User Security records can be copied

This is a real time-saver if several employees need access to the same application functions and employees, or if rights need to be assigned to a new employee due to turnover.

Network

- Active Directory support allows a user to be automatically logged on to ADI Time once they have logged on to the network.
- Microsoft Systems Management Server support enables you to easily and cost-effectively deploy ADI Time software and updates to targeted users through your network.