

Stand Alone Time and Attendance Solution



Save Time...Save Money...Work Smarter!

Did you know...

According to surveys conducted by Robert Half and Associates, the average employee "steals" 4.5 hours a week on Average. A major portion of that is due to buddy punching, arriving late and leaving early without recording the time correctly. If we take that 4.5 hours a week and multiply it by 50 weeks a year that is 225 hours lost per year per employee due to poor time and attendance tracking.

On-Time Stand Alone™ lets you gather employee time and attendance data simply, easily and accurately. Numerous built-in functions allow extensive data processing and reporting. Written in MS Access, On-Time Stand Alone is designed to interface with TRAVERSE® Accounting Software or to be used as a stand-alone time and attendance data solution. It conforms to Windows usability standards and can be customized for your unique business rules.

In order to collect time and attendance data and post it into TRAVERSE you need two things—the management tool and a way to collect the punches/data. On-Time Stand Alone is the management tool where the pay rates, etc., are set up to move the data into TRAVERSE.

Shifts/Schedules On-Time Stand Alone helps make the creation of work schedules easier and faster. It allows for unlimited shifts with midnight crossover, so you can run multiple shifts over varying dates without a calculation problem. The automated holiday pay feature allows setup for individual company holiday schedules.

Calculations Shift premiums are automatically calculated. Overtime is calculated on a user-defined basis. You also have the option to automatically calculate lunch punches.

Attendance Tracking With On-Time Stand Alone you can track the history of employee attendance and punches and compare scheduled work times against actual work times. You can set grace periods for punching in and out and have editable rounding intervals (15 min., 10 min., etc.) or exact time calculations. It also allows configuration of paid or unpaid breaks and break lengths.

Polling the Data Collector Delayed polling allows unattended polling sessions. Transactions can be edited after polling, and you may override any aspect of the procedure and make changes without having to start all over. You can print the data stored in any of our data collectors without erasing it, but also included is the ability to recover the data if it is accidentally erased.

Barcodes On-Time stand Alone lets you create barcodes for employee or department ID badges or labels, all with your company logos and/or images. You can also create barcodes for jobs or phases for job cost data collection and post into the Traverse Project Costing module.

(On-Time Stand Alone can post directly to Payroll or to Project Costing then through to Payroll.)

Barcodes may be produced on laser, inkjet, or dot matrix printers.

Master File List The Master File list includes Connect Information, Employees, Holiday Pay Schedule, Punch Overrides, Activity Key Cross Reference, Shifts and Label Layouts.

Reports Among the reports you can create to verify the data that is collected and help you save time and money are the following:

- Work Schedule History
- Schedule/Actual History Comparison
- Employee Sign Off History
- Who Is In Report
- Time Card History
- Transaction History
- Daily Transactions
- Calendar Transactions
- Exception Transaction History

On-Time Web™
www.on-timeweb.com

Would you like to run
On-Time in the Cloud?
Ask us about On-Time
Web.

Stand Alone Time and Attendance Solution



The E5 Ethernet Time Clock data collector gives you the ability to collect attendance, schedule, and specific job cost information in combination with the **On-Time Stand Alone™** software.

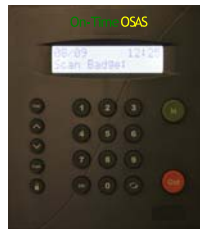
The E5 provides a direct connection to a network via

Ethernet. A built-in barcode scanner is included for scanning badges, and a standard serial interface is provided to allow the connection of an optional laser (gun type) scanners to collect data.

The keyboard consists of a 24-key keypad, with two shift keys provided to generate upper case characters and several special characters. Also included are eight function keys that can be used to select a specific prompt sequence. The keypad is covered by a windowed overlay that allows the keypad to be changed to a new graphic if needed.

The **E5-FP Biometric Time Clock** is additionally configured to require the operator to have his finger (or thumb) print read by the on-board fingerprint sensor and validated by comparing the print data read by the sensor to the print data that is stored in the E5-FP for that specific employee ID number

The OT1000™ data collector provides an economical option for the On-Time Stand Alone product line. The OT1000 utilizes RFID proximity badges along with a heavy duty case and keypad. It is simple and less complicated than other data collectors.



OT1000 Features:

- Real-time Data Transfer
- Heavy-duty Case and Keypad for high usage
- Stores 100,000+ Transactions
- Keypad (PIN) or RFID Proximity Card entry
- Ethernet and Serial Connection
- Data Transfer Over LAN, WAN, Internet or Direct Connect
- Low Voltage Power Supply (9V DC)

PC Time Clock™ is a time and attendance collection utility that runs on a personal computer in lieu of a dedicated hardware device.

Utilizing Microsoft Access 2003, PC Time Clock can run on a dedicated computer, several computers throughout your office, or on everyone's systems. Your employees punch in and out from any computer terminal in the building on which PC Time Clock is installed.

You can view transactions for individual employees and enter Jobs and Phases with descriptions. You can also enter Phases as they are started or enter all Phases at one time and activate when ready. You determine security code requirements, how often data is transferred into the accounting data directory, and whether to preview or print reports.

Features

- Integrates with On-Time Time and Attendance Software and On-Time Stand Alone™
- Secure Administrative functions for setup and maintenance
- Transaction Reporting and History Reporting
- Data Transmission via Internet
- Unlimited Employees
- Departmental, Job, and Project Tracking
- Developed in Microsoft Access
- Runs on Windows® 2000, XP or Windows® 7

Hardware Requirements

- Intel or compatible system
- Pentium 166 or higher
- 32 MB RAM
- CD-ROM

