



Time & Attendance

Time and Attendance provides an unlimited number of user-defined attendance accounts with multiple accrual levels. Coupled with a wide variety of accrual periods, automatic rollover, and automatic bumping of accrual levels at the specified month, Time and Attendance provides a powerful, accurate, and easy to use feature for managing employee time off. Batch processing programs and detailed reports assist you in managing all facets of attendance.

Feature	Benefit
Unlimited Accrual Accounts	Define as many accrual accounts as required including vacation, sick, jury, bereavement, LOA, hours worked, etc. Accounts can be accruing or non-accruing.
Unlimited Accrual Rates	Define an unlimited number of accrual rates for each accruing account.
Wide Array of Accrual Frequencies	Automate almost any attendance policy. Frequencies include hourly, daily, weekly, biweekly, semi-monthly, monthly, quarterly, semi-annually, and annually.
Define Auto-Bumps	Automates the time when employees are to move from one accrual level to the next; eliminates the need for manual checking. Auto-bumping is performed during the accrual calculation process during the period specified.
Defined Carry-Overs	Automates the annual rollover from one year to another and optionally from one account to another.
Separate Accrual Calculations	Accruals can be calculated and reviewed prior to posting. This eliminates mistakes and allows verification of anticipated changes. Auto-bumps and rollovers are clearly indicated.
Easy Posting of Latest Calculations	Simple point and click posting of validated calculations; saves time and can be scheduled with the scheduling feature.





Feature

Benefit

Tracks Balances and Accrual Dates

Shows balances for all accounts including current available, accrued amount, and amount taken for the year-to-date.

Tracks Attendance History

Shows all details for attendance events including dates, hours, and absence reasons; optionally includes accruals and adjustments in addition to time used; indicates time used in calendar format and allows printing of a full-year attendance calendar.

Tracks Scheduled Time-Off

Allow employees to indicate planned time-off; enables you to reconcile request conflicts and to produce reports indicating scheduled time off.

Start Date	Day	End Date	Account	Amount	Absence Reason	Transaction Date
01-15-2001	Mon	01-17-2001	VAC	16.80	Vacation	07-13-2001
05-13-2001	Thu	05-14-2001	PER	16.80	Worker passed away	07-13-2001
09-13-2001	Mon	09-12-2001	JURY	40.80	Jury Duty	07-13-2001
07-05-2001	Thu	07-06-2001	PER	16.80	Personal Time	07-13-2001
06-30-2001	Fri	06-28-2001	ILL	1.90	Accrual	07-13-2001
06-30-2001	Sat	06-28-2001	VAC	6.67	Accrual	07-13-2001
05-30-2001	Wed	05-28-2001	ILL	1.90	Accrual	07-13-2001
05-30-2001	Wed	05-28-2001	VAC	6.67	Accrual	07-13-2001
04-30-2001	Mon	04-28-2001	ILL	1.90	Accrual	07-13-2001
04-30-2001	Mon	04-28-2001	VAC	6.67	Accrual	07-13-2001
03-09-2001	Fri	03-09-2001	ILL	8.90	Called in sick	07-13-2001
02-05-2001	Mon	02-05-2001	VAC	40.80	Vacation	07-13-2001

Start Date	Start Day	End Date	End Day	Account	Hours	Absence Reason
02-14-1995	Tue	02-14-1995	Tue	ILL	8.00	HOLIDAY

Scheduled Time Off Calendar

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
January 2001		2	3	4	5	6	7
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

