Attendance Enterprise is a fully automated and scalable timekeeping system. Combined with BIOMETRIC AND BADGE TIME RECORDERS . It transforms basic labor data into information for your organizational managers to measure and improve workforce productivity. The workforce is the most valuable asset of your company

Payroll managers accurately track employee time and wage information
The HR department manages employee absenteeism and leave management
Your company easily complies with complex payroll policies and labor regulations such as FMLA and FLSA

Time and Attendance is more than keeping track of when employees start and stop working—it is careful management of your most costly and important resource—labor. Attendance Enterprise offers a customized labor management solution that is tailored for your management staff and organization.

With Attendance Enterprise , supervisors correct just the problems in moments a day. Scheduling is easy too, and changes can be made right in the time card or a group schedule.

Current and archived time cards, benefit balance information, employee history, and schedules— there's no need for a personnel file to get the basics on any Employee at any time with Attendance Enterprise

R.S.I. Hand Reader

MANY DIFFERENT HARDWARE OPTIONS

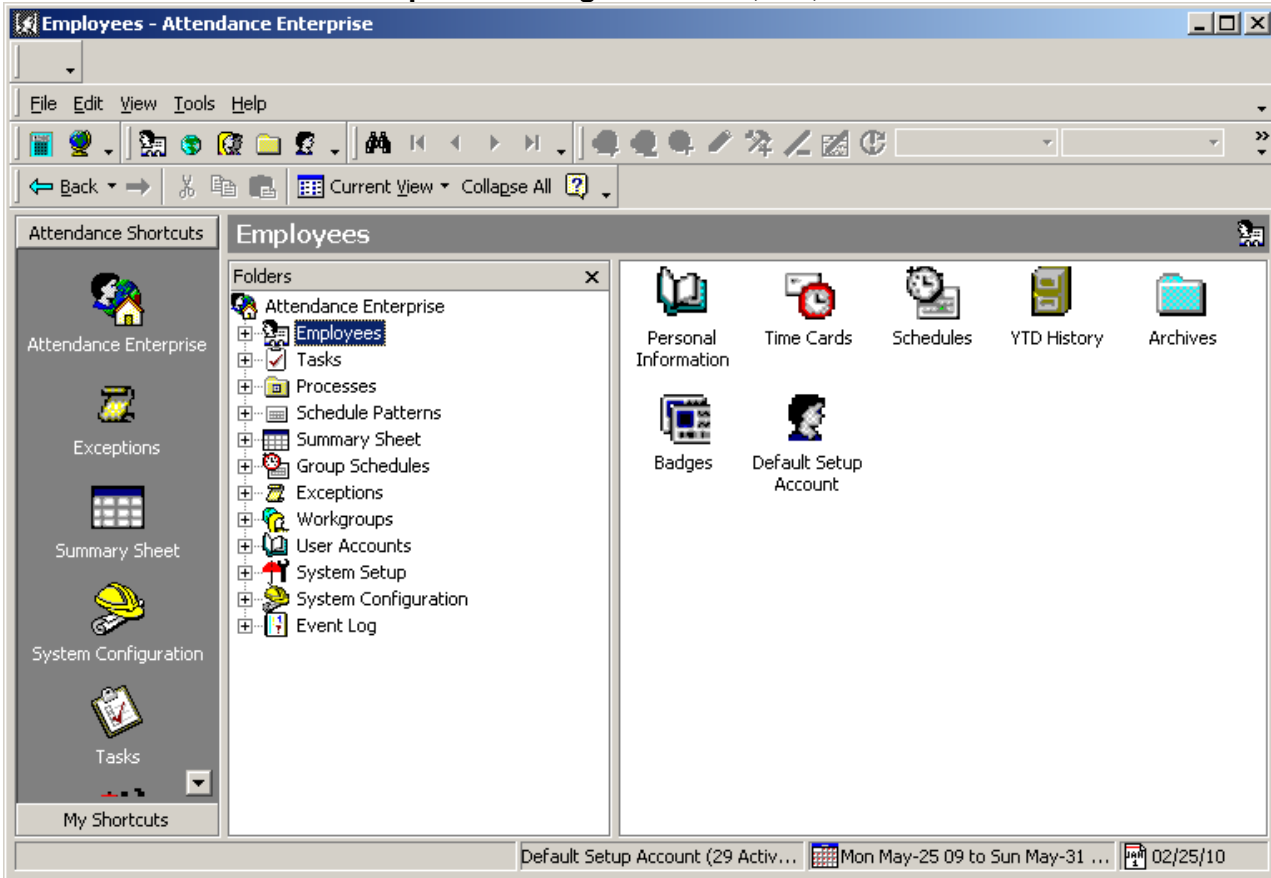| *IT 3100 Badge Reader*	*IT3100 Fingerprint Reader*

What connection types are available?

- HTTP
- Ethernet 10 Base-T (TCP/IP)
- Wireless
- Serial (RS232/RS485)

Main Screen
DASHBOARD

Navigating Through Attendance Enterprise

Attendance Enterprise is designed to look, act, and feel like Microsoft Outlook.


Note: *The appearance of Attendance Enterprise windows varies based on the user's access rights. If you do not have access to one or more functions or toolbars, those items are disabled or are not displayed.*

You control Attendance Enterprise using menus, toolbars, the Folders list, and shortcut menus. This section offers tips for using toolbars, the Folders list, and shortcut menus to your best advantage. Workgroup trees or lists and the To Do List, also commonly used, are described here as well.

Toolbars

Toolbar commands control many of the functions in Attendance Enterprise. Attendance Enterprise includes several toolbars: Standard, Time Card Editing, Employees, Operations, and Maintenance.Your toolbars may contain several or many buttons, according to your role in the organization. Custom toolbars are also available.
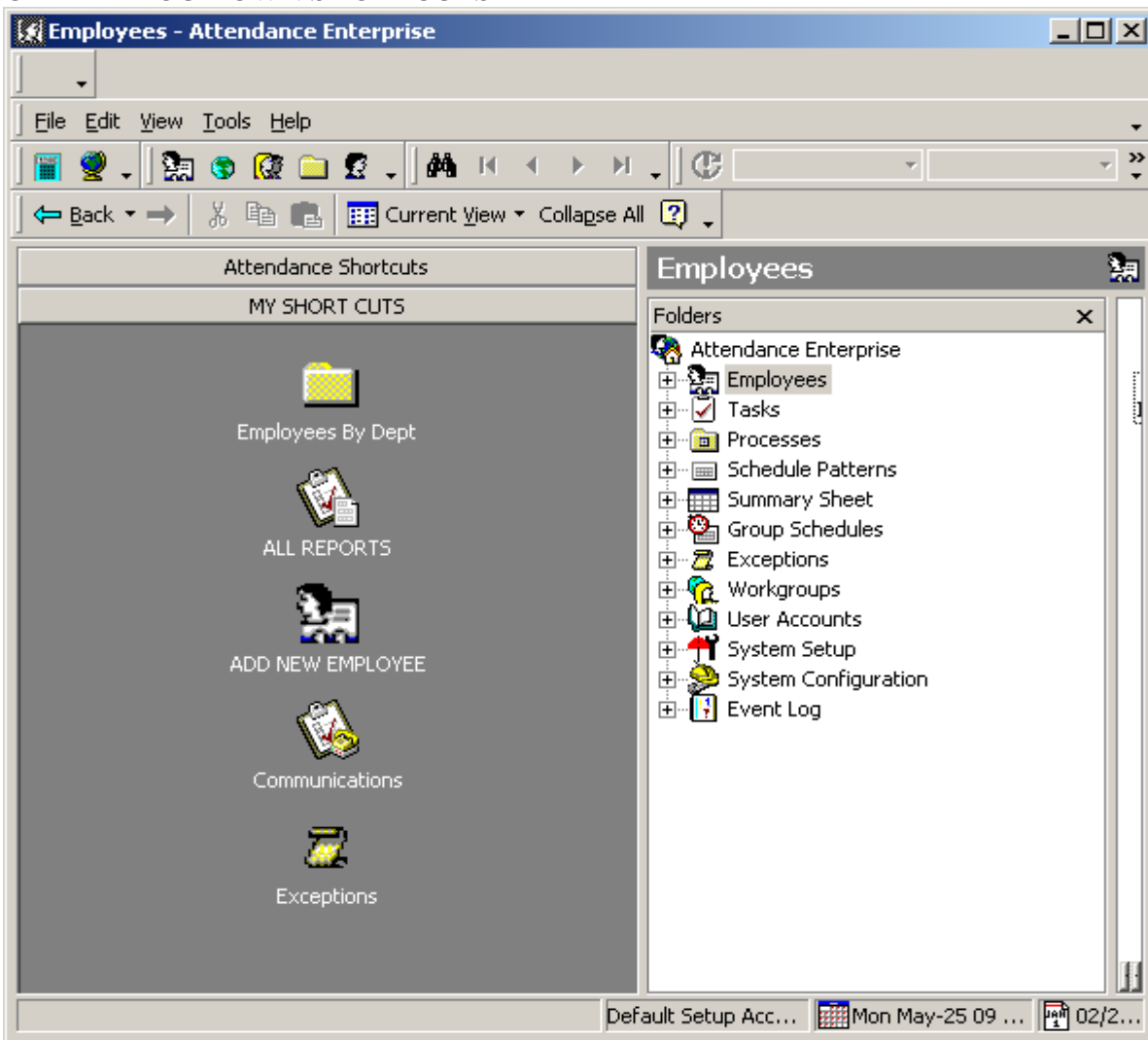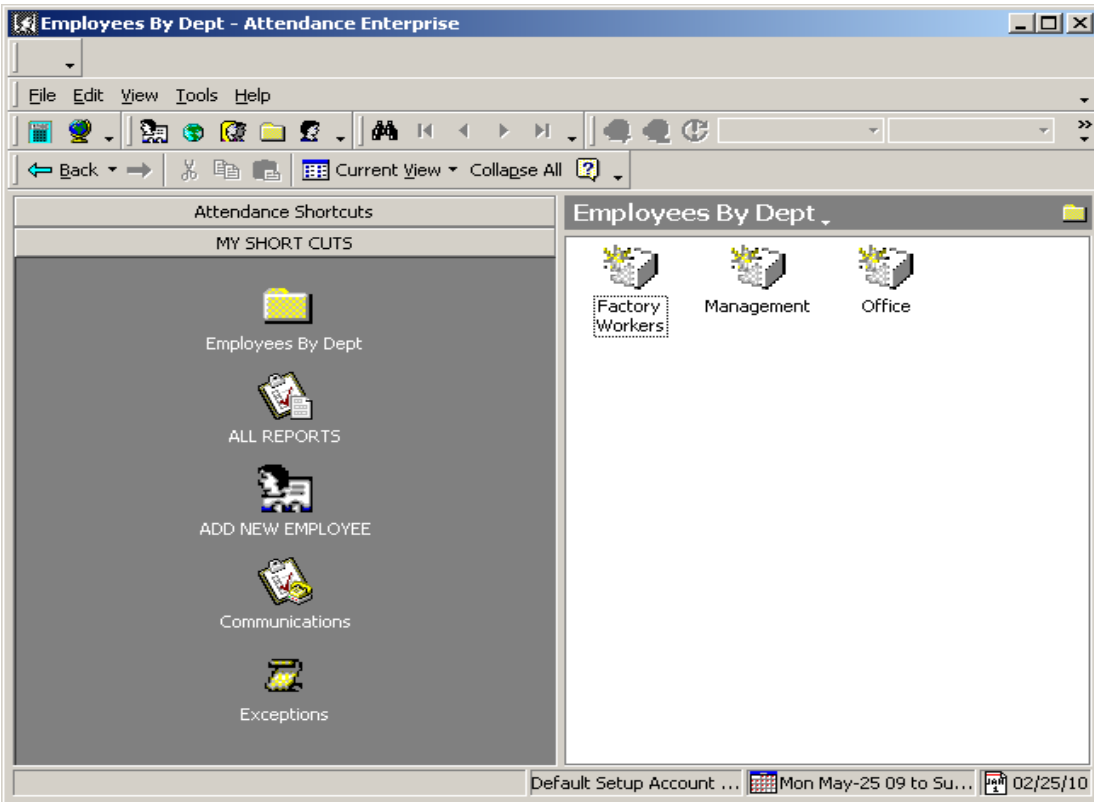
CUSTOMIZABLE MICROSOFT TOOL BAR
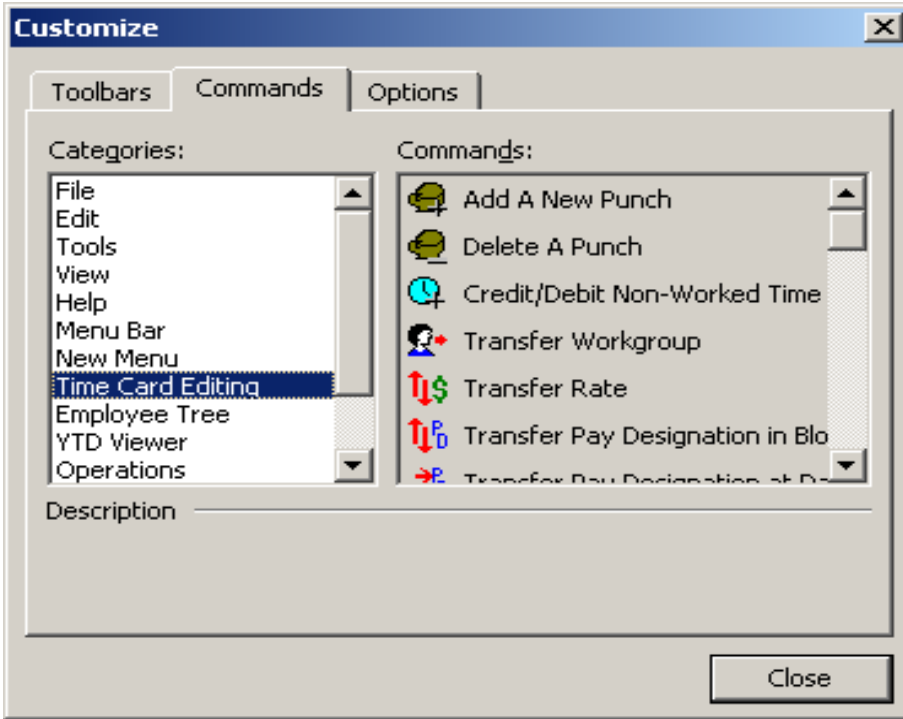
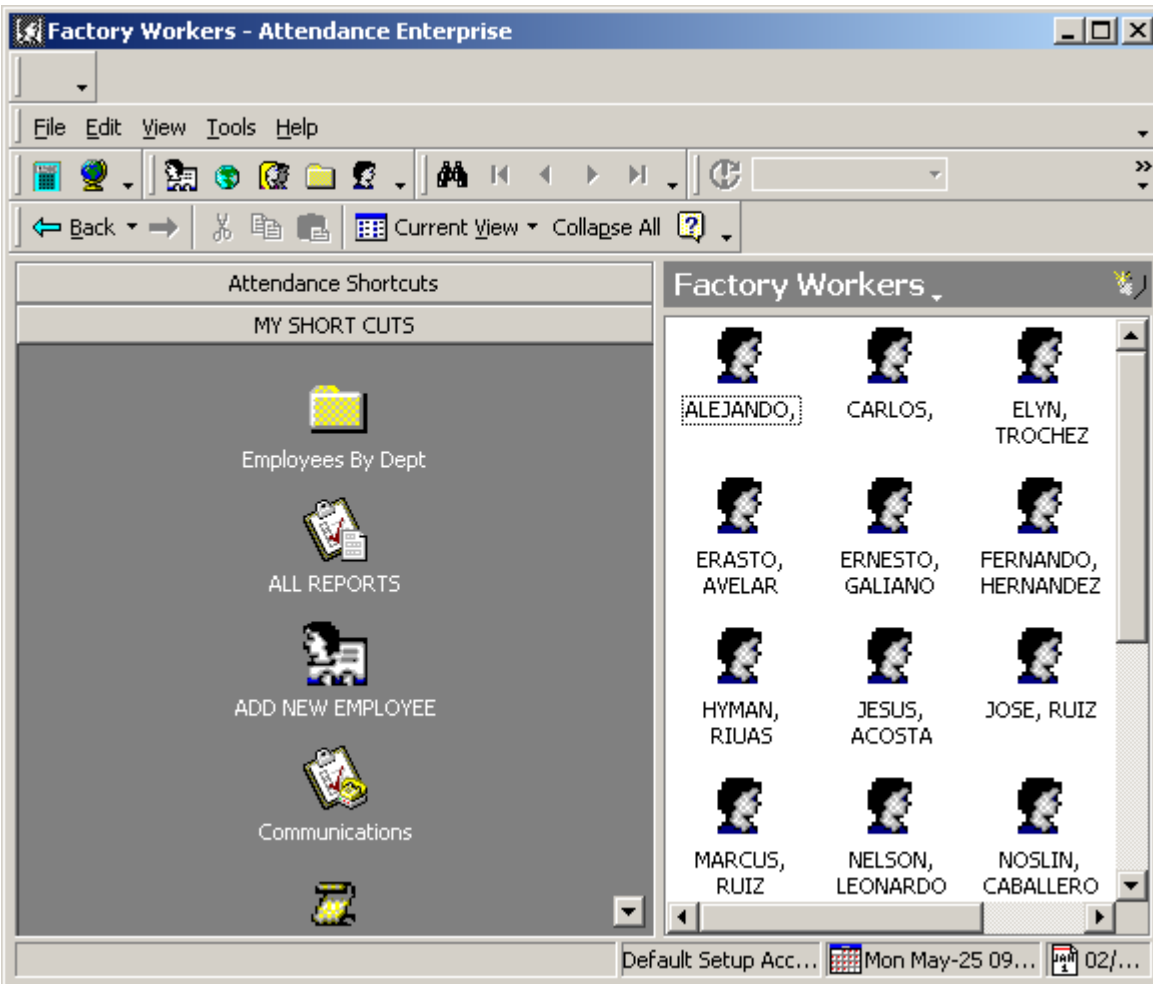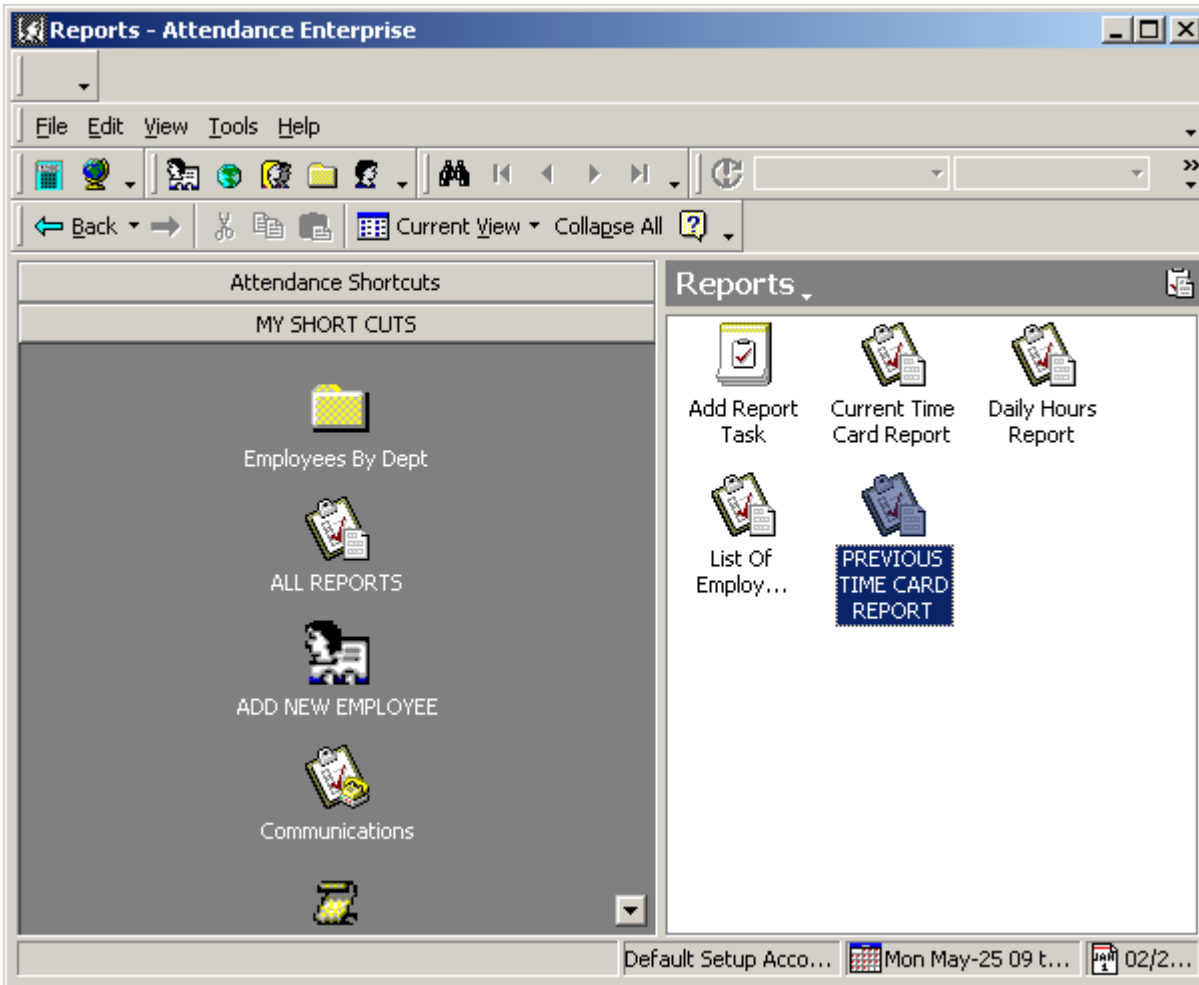DRAG AND ADD COMMANDS - MANY TO CHOOSE FROM
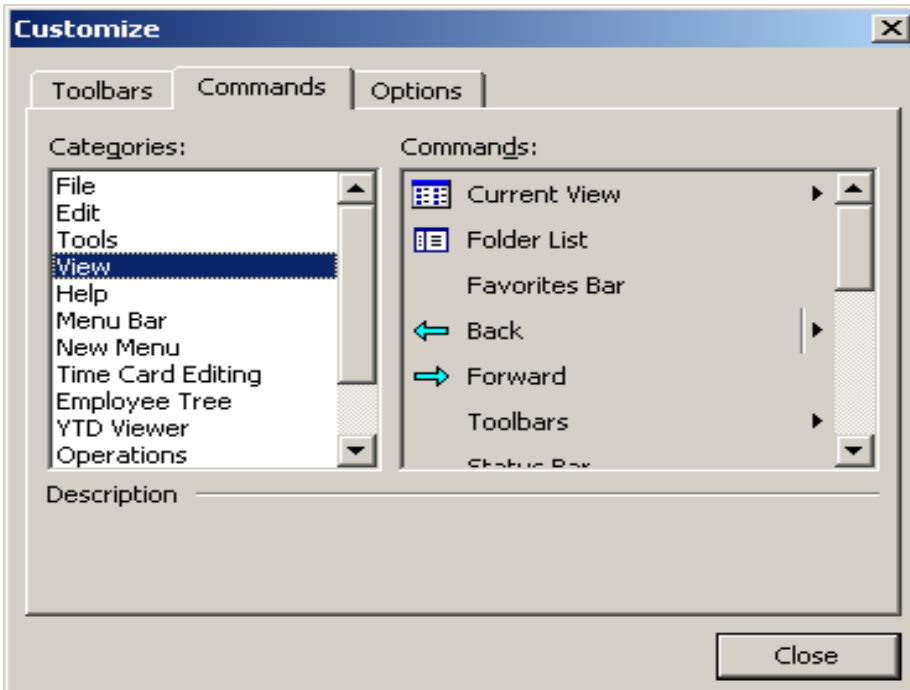
CREATE YOUR OWN SHORTCUTS

EMPLOYEES BY DEPT SHORTCUT

FACTORY WORKERS

MY REPORTS SHORTCUTS

ADD MANY DIFFERENT REPORTS TO SCREEN MENU

ADD NEW EMPLOYEE WIZARD

COMMUNICATION SHORTCUTS EASILY CONNECTS TO TIME CLOCKS FOR MANUAL
COMMUNICATIONS, OR AUTOMATIC COMMUNICATIONS AT PRE-SET TIMES
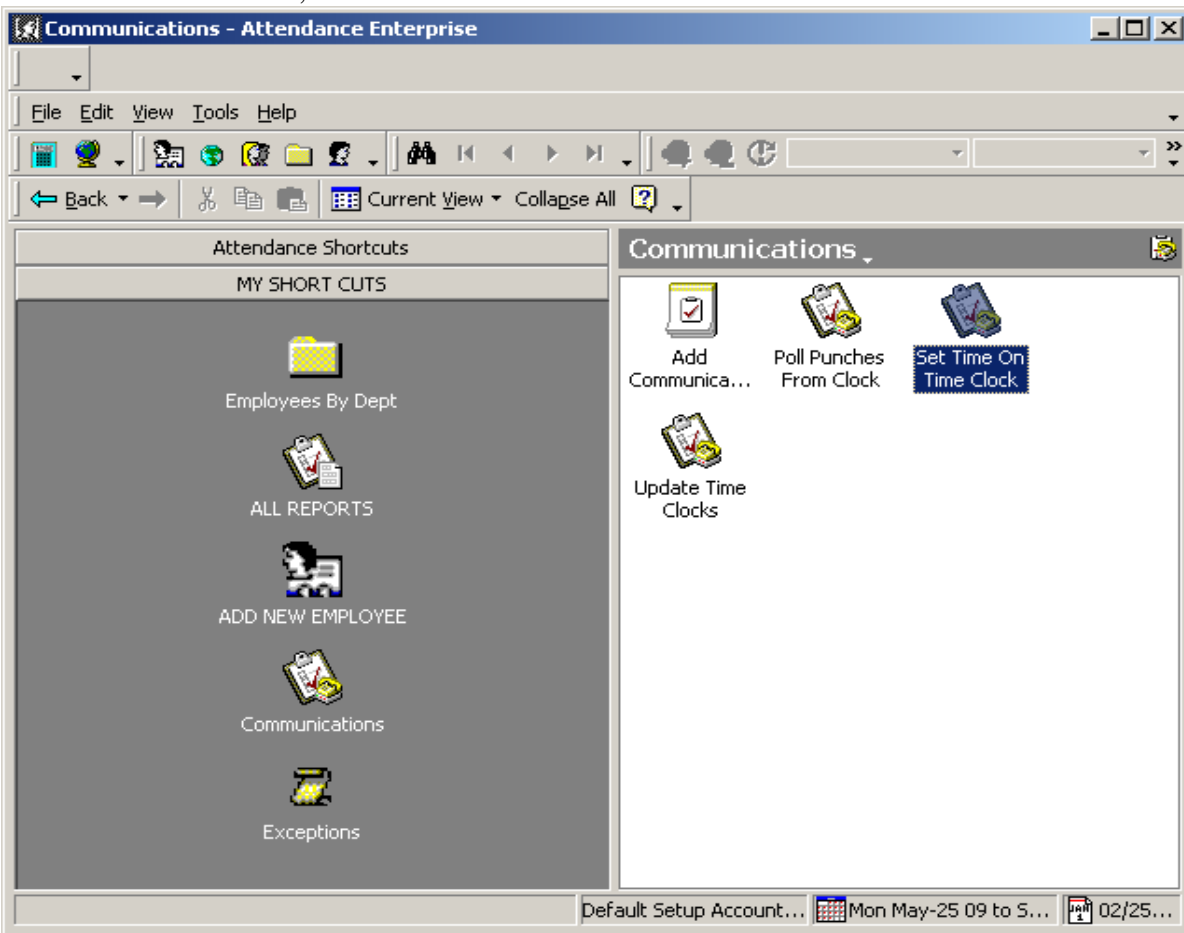
ADD NEW COMMUNICATION TASK

INFORMATIVE SUMMARY REPORTS FOR PAY PERIODS CURRENT, PREVIOUS OR SET YOUR OWN DATE RANGE

PAY PERIOD HOURS

From 05/25/09 to 05/31/09

Full Name	Number	Regular	Overtime	DoubleTime	Sick	Vacation	Personal	Premium	Weekend
, Ivano	678	29.25							
ADONIS, LOBO	657	38.50							
ALEJANDO,	756	40.00	0.75						
BART, WODZINSKI	131	40.00	13.25						
CARLOS,	222	39.75							
ELYN, TROCHEZ	190	31.25							
Emilio, Jose	676	40.00	4.25						
ERASTO, AVELAR	213	40.00	3.75						
ERNESTO, GALIANO	257	40.00	0.25						
FERNANDO, HERNAI	441	40.00	3.75						
Hernandez, Jose D	033	30.50							
HYMAN, RIUAS	141	38.50							
JESUS, ACOSTA	315	37.50							
JOSE, RUIZ	151	38.00							
JUAN, ZELOYA	575	21.00							
MARCUS, RUIZ	144	37.50							
NELSON, LEONARD(	275	29.25							
NOSLIN, CABALLER(	266	29.00							
Reas, Tony	10	25.50							
RENALDO, MEDINA	363								
RENATO, JACOME	290								
Ribas, Hugo	152	31.25							
RIGOBERTO, CHINCH	767								
ROSA, SAMARAS	699	15.50							

File　Search　View　Help

Page Width

Time Card Report

Includes all workgroups for all employees who are Active.

Carlos, Johnathan

Location　　　ABC Company　　　ID Number　　222
Department　　Factory Workers

05/18/09 to 05/24/09

Date	In	Out	In	Out	Hours	Schedule	Exceptions
05/19/09	6:40a	7:23p			12:15	Unsch	Unsch., Max Shf.
05/20/09	6:42a	4:45p			9:30	8:00a/ 4:30p	Arr. Early, Left Late
05/21/09	6:41a	4:45p			9:30	8:00a/ 4:30p	Arr. Early, Left Late
05/22/09	6:43a	4:45p			9:30	8:00a/ 4:30p	Arr. Early, Left Late
05/23/09	6:47a	5:45p			10:30	Unsch	Unsch.

LOC-DEPT-CC	Pay Designation	Hours	Rate	Dollars
JB-WORKERS-HM	Regular	40:00	14.5000	580.0000
JB-WORKERS-HM	Overtime	11:15	21.7500	244.6875

ELYN, TROCHEZ

Location　　　ABC Company　　　ID Number　　190
Department　　Office

05/18/09 to 05/24/09

Date	In	Out	In	Out	Hours	Schedule	Exceptions
05/18/09	6:42a	4:57p			9:45	Unsch	Unsch.
05/19/09	6:43a	5:08p			10:00	Unsch	Unsch.
05/20/09	6:44a	5:30p			10:15	8:00a/ 4:30p	Arr. Early, Left Late, Over Sch.
05/21/09	6:44a	5:24p			10:15	8:00a/ 4:30p	Arr. Early, Left Late, Over Sch.
05/22/09	6:43a	4:51p			9:30	8:00a/ 4:30p	Arr. Early, Left Late
05/23/09	6:43a	5:43p			10:30	Unsch	Unsch.

LOC-DEPT-CC	Pay Designation	Hours	Rate	Dollars
JB-Office -HM	Regular	40:00	16.2500	650.0000
JB-Office -HM	Overtime	20:15	24.3800	493.6950

Ready　　　　　　　　　　　　　　　　　　　　　　　　108%　2 of 8