TimeTrak® 2016 Edition – New Features and Enhanced Benefits

Short summary of some of the new features offered in TimeTrak 2016 / Pro & Enterprise Editions

1) **'New' Windows Ready** – Support for Windows® 8.x & 10 Operating Systems as well as MS Server 2012 & 2016.

2) **Re-Designed Back-End Architecture - Thin Client & MS-SQL**

   TimeTrak 2016 Edition provides enhanced stability and processing efficiency required for Microsoft's Server 2012 and upcoming Server 2016 OS environments, providing the most efficient and speedy TimeTrak program yet for client/server networks. TimeTrak 2016 Edition also provides significant improvements in processing speed and optimal data file integrity through Microsoft SQL (2008 R2 and later), while offering ad-hoc reporting flexibility and data query through a variety of third-party reporting tools.

3) **Re-Designed User Interface Options / Workspaces**

   TimeTrak 2016 Edition offers a newly designed Supervisor Client User Interface that is more streamlined, easier to use and improves work-flow for supervisor-timekeepers that review and correct employee time, schedules and approve benefit time-off requests. Two new 'looks' for daily and period timekeepers are offered:
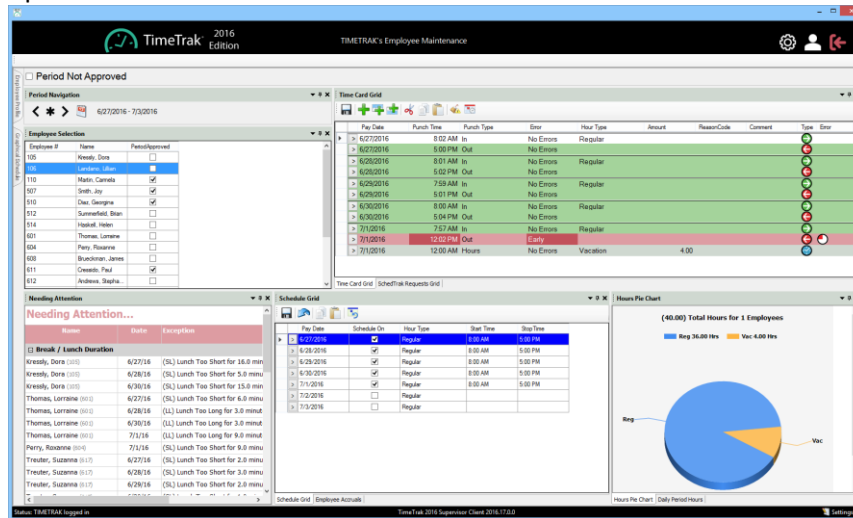
   - Improved **Supervisor Dashboard** client – Though originally offered as a Web-only premium feature within TimeTrak 2013 Edition, this all-new Windows-based client program option provides a sleek, configurable dashboard; presenting supervisors a quick-view of summary employee information, labor hours, absenteeism and much more. Supervisors see only their own staff, reducing desktop clutter and improving overall productivity and efficiency.

   - All-New Supervisor **Employee Maintenance Client** – We've made TimeTrak even faster and more intuitive, so you can get MORE done in LESS time. This Windows-based client program provides a flexible and attractive workspace for manager review and sign-off tasks, along with improved editing of employee

punch times, punch error/exceptions, period labor hours and benefit time off (with ESS SchedTrak). The customizable Desktop Window now allows for placement of TimeTrak Trak-It ('widgets'), reports/graphs and other useful utilities within flexible 'cells'. Cells may be Pinned, Docked, converted to Tabs within another cell or even configured as an auto-collapsing windows that can 'hide' themselves when inactive. Supervisors are also provided full access to the TimeTrak Report Viewer, Single-Employee Maintenance or Multi-Employee Trak-Its and Editing Utilities, eliminating the need for navigating multiple menus and options.

4)   **New & Improved TimeTrak® Trak-It™ Reports for Supervisor Client & Web Portals**

Trak-It's provide even more productivity and quick-glance content for TimeTrak Employee (ESS) Portals, Supervisor Portals and/or the newly-designed Supervisor Client program. Now any custom report, listing or chart created in the reporting area may be linked, saved and stored as a Trak-It. Beginning in Q2 2017, more advanced Trak-It's will be available via TimeTrak's Trak-It Store for in-app purchase or at a reasonable cost.

New or Improved Employee-Filtered Trak-Its Include:

- Filtered Report Viewer
- Employee Master Profile
- Period Hours Approval
- Pay Period Navigation (previous-current-next)
- Employee SchedTrak Requests
- Time Card (Grid View)
- Time Card (Puzzle Piece View)
- Schedule Grid

5) **New Power User Client Utility**

TimeTrak 2016 Edition's Power User Client closely resembles our classic supervisor client, but offers far more, especially in the area of User Filters and Web Portal / Client Reports. All 'classic' TimeTrak reports from TimeTrak v9.0 through 2013 Edition are supported using enhanced filtering features that provide drill-down capabilities. In addition, all new TimeTrak 2016 Edition (SQL / SSRS) reports are now available from within the Power User Client, allowing users to print, save or export in a variety of standard graphical formats, including PDF, MS-Excel, CSV and more.

6) **New Web /ESS Portal Features**

Configurable TRAK-IT Zones Bring Customized Feel
ESS ClocTrak & infoPLUS now support Trak-It Zones, offering a much-improved look and feel to TimeTrak 2016's portal workspace environment. Zones are configurable as either "Stacked" (as offered in TimeTrak 2013 Edition), "Accordion" (Client or Server refreshed) or as "Tabs" (Server or Client-side refreshed).

New Editable TRAK-IT Windows for ESS Portals
This new 2016 Edition enhancement allows 'empowered' employees to manage and edit their timecards and/or schedules, providing a quick and easy timesheet alternative for your staff or as a means of auto-generating pay – whether productive work time or paid-time off (PTO-Vacation) – from self-managed work schedules your administrators/executives maintain.

7) **ESS SchedTrak Feature Enhancements**
Multiple improvements have been made to the SchedTrak Benefit (Time Offf) Request utility in the ESS Web Portal area:
- Web SchedTrak for 2016 Edition is now fully-compatible with SchedTrak request rules found only in our Windows-based client versions.
- Support for request of multiple pay codes in a single online transaction
- Support for Modification/Editing of Requested Times before submission

8) **Enhanced Supervisor (Web) Portal Features**
TimeTrak 2016 offers a number of improvements and enhanced options within the Web-based Supervisor Portal utility that improve the timekeeper user experience and increase their productivity within TimeTrak:

- Saved Layouts (replaces / enhances the old "Shared Scope")
- New Reports
- Windows-Client Dashboard
- Employee Maintenance within the Supervisor Editing area

9) **Enhanced Data Converter (Export) Module**
TimeTrak's comprehensive export program just got better…much better. The 2016 Edition Data Converter Export Utility provides complete control over the creation of custom data export files in ASCII and delimited formats. Information may be extracted, combined, ordered and arranged from a broad range of TimeTrak Data Files (Employee Profiles, Payroll Hours, Current Hours, Time Cards, Hour Type Codes, Labor Codes [Cost Center/Dept/Job/Task Codes] and presented in a single – or multiple – data files. Even information from any of the program's 30 User-Defined Employee Data Fields may be used. No programming experience necessary!
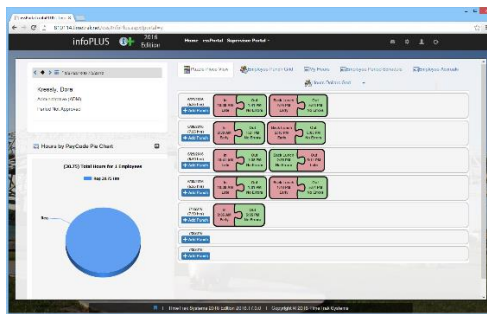
The new TT Data Converter all but eliminates the need for custom written export and interface programs for payroll services, accounting/finance software programs, ERP software, and more. It even supports an unlimited number of export 'profiles', so you can easily create unlimited variations of other export layouts you've previously created without having to start from scratch.

10) **Enhanced TimeTrak® Employee Self Service Options** (Optional Upgrade by License)
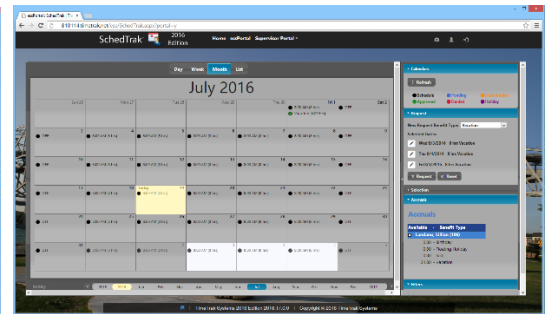
- **ESS ClocTrak Web** – Employees wishing to transact online may do so using the newly enhanced ClocTrak Web application with the ESS Portal. Like 'traditional' ClocTrak, up to 14 user configurable transaction types may be used to accomplish this common task.
- **InfoPlus for Web** – Formerly known as ClocTrak "Plus", InfoPlus module provides users immediate and real-time access to their key information, including Time Cards, Detailed & Summary Labor Hours, Schedules, Benefit Accrual Balances and more. ESS InfoPlus provides an attractive browser-based 'dashboard' user interface that is configurable using TimeTrak-provided or customer-created "Trak-It" reports through SQL Server (see #14 & #15 below)
- **ESS SchedTrak** – The SchedTrak Benefit planner application is available through the same TimeTrak ESS Access utility as ClocTrak & Info Plus. SchedTrak empowers your staff to request accrued benefit (PTO) as they have in previous MS Windows software releases. For TimeTrak systems with an Web Portal license, SchedTrak Web is presented using an intuitive, newly designed, browser-based interface.

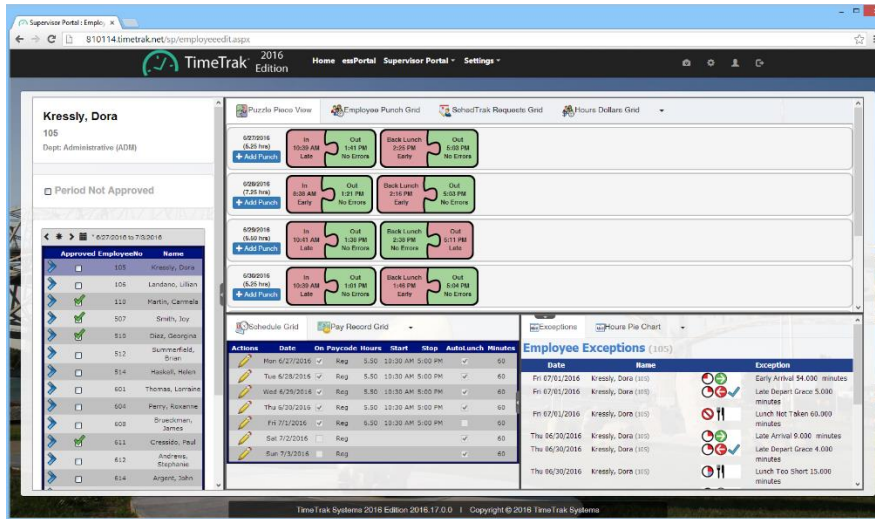| ClocTrak Web | ESS InfoPlus Web | ESS SchedTrak (Web) |

11) **TimeTrak® Supervisor Web Portals** (Optional Upgrade by License)

TimeTrak now provides a licensed option for adding web-based Supervisor Portals for viewing a wide variety of administrative or management data.

- Web-Based Supervisor Dashboard – Using user-configurable combinations of TimeTrak Trak-It's (see below), supervisors may review a broad range of information via a web-based dashboard, populating their dashboard's 'cells' with employee-specific time punch details, hours, schedules, overtime – even signed-off status. Utilizing a variety grids, columns or other graphical representations, summarized labor may be arranged and ordered by period, pay types, work areas or more – the possibilities are literally endless.

- Supervisor Web Maintenance Portal – TimeTrak 2016 offers an optional web-based employee record maintenance portal for editing time punches, punch error flags, schedules and even online sign-off of employee time card & period hours records.

12) Enhanced TimeTrak® Analytics through SQL Server® Reporting Services (SSRS)

In addition to all the 'traditional TimeTrak reports users have come to know and rely on, TimeTrak 2016 (with Supervisor Portal Web license) utilizes reports creating using the Microsoft® SQL Server Reporting Services tools, providing enhanced/custom reporting options that are both powerful and flexible. Plus, many of the provided TimeTrak reports (including Trak-It's) may be edited to reflect your specific needs and preferences.

13) Updated Data Collection Options (see www.timetrak.com for additional functionality & specifications):

- TimeTrak® Model 100c Series Time Clocks
- TimeTrak® Model 900 Series Time Clocks (Windows CE punch terminals)
- ESS Prox Touch Series Clocks (Windows Touch-Screen 'kiosk' terminals)
- ESS Bio Touch Series Clocks (Touch-Screen w/ optical fingerprint reader)
- TexTrak SMS Text Messaging Punch In / Out (includes Txt-Info 'Lookup' Utility)
- ESS ClocTrak® or ClocTrak Web (upgrade for Web portal licensed users)

14) Enhanced Time Clock Communication – TT Connect

TimeTrak 2016 uses TTConnect, a 'universal' communication service/software for all supported time clock terminals. TTConnect App Service offers real-time access to TimeTrak system data files for use with employee self-service and "lookup" features on all Windows-embedded time clocks and touchscreen kiosks (by ESS license). Please consult with your TimeTrak technical representative for a list of supported data terminals as well as MS-SQL requirements.