timetrak

SYSTEMS

Integrated Labor Management Solutions for Business

SOFTWARE SOLUTIONS

SOFTWARE SOLUTIONS

TimeTrak® Stands Up To Any Challenge

Whether your staff is salaried, hourly, exempt, nonexempt, sub-contracted, temporary, or any combination thereof, TimeTrak has the right suite of integrated solutions to help you better manage your workforce. Whether all employees reside in one building, multiple sites throughout North America, or even offices around the world, TimeTrak has the technology to keep them connected and to keep the system setup, administration, and processing at headquarters; eliminating the complications associated with multiple systems with multiple administrators, while finally making timely corporate labor reporting a reality.

Easy Integration Assured

Fully integrated software and hardware solutions, providing the latest in a changing world of intelligent data collection technologies, automate your Labor Management needs — Time and Attendance, Labor Distribution, Employee Scheduling and "Limited" Human Resource functions. Customers experience easy integration with multiple data formats, including MS-SQL, Oracle and others. Hundreds of interfaces to Payroll, HR, Scheduling and other Labor and ERP systems exist, and custom interfaces are always done in-house eliminating the complications of third party software development.

Access Anywhere an IP Connection Can be Established

TimeTrak allows companies, supervisors and even employees to "think thin" in the once time-consuming tasks of processing and reviewing employee hours for payroll and benefits. Information is now available instantly, whether for single or multiple locations, even for multi-national organizations. TimeTraks unique "Thin Client" technologies means companies can have that centralized data-base, with processing speeds far exceeding those formerly available over a wide area network (WAN), a VPN -- even over a local area network. From an employee's perspective, "thin" means quick, direct and secure access to confidential information. From a corporate investment perspective it translates into dramatically reduced costs and administration, with better information on what your employees are doing.

Every employee across the corporate enterprise -- from human resources, payroll, finance, and accounting -- have valuable front-line labor information available to them, whether local or across the nation. TimeTrak connects all parts of your business providing them with current information to make educated decisions. At the same time, your work force benefits from the improved recording, reporting of, and accessibility to employee hours, vacation time, sick pay, and other accrued types of benefit time. Now supervisors and managers have the ability to quickly assess labor distribution, examining the workflow and how it affects not only a single employee, but also a department or global division.

Purchasing Options to Match Your Needs

TimeTrak offers products for traditional licensing/sales, web-based SaaS (software as a service), and even offers companies a month-to-month, limited commitment option, permitting them to host their own TimeTrak application on their WAN or Company Intranet, eliminating the unknowns of the Web. TimeTrak offers single-user, network and thin client solutions. TimeTraks unique thin client suite of solutions can be easily integrated into your existing computer systems, even if you're already taking advantage of CITRIX, Windows Terminal Server; eliminating the need for costly server hardware or special IT system administrators.

Lightning Fast WAN / Intranet / Web Solutions

Our primary software products:

TimeTrak®, with Quick-Edit features, is the core product. It collects labor data, calculates payable hours and transfers them to payroll and beyond.

HisTrak® , stores and tracks the exceptions, hours, and benefit time, providing the reporting tools that allow you to analyze your business.

OmniTrak®, offers new patented technology that automates the monitoring, reporting and appropriate actions for events of importance to your company.

SchedTrak®,(patent-pending) automates scheduling and descheduling of benefits, such as vacation time. Benefit time requests are automatically evaluated based on seniority, availability, and minimum staffing levels.

ClocTrak®, empowers employees to enter punches or hours, edit and submit electronically signed off Time Cards. Employees have access to Schedules, Benefit Accrual information, and other personal information using TimeTrak's LAN, WAN, Intranet, and/or Internet/WEB enabled solutions.

SOFTWARE SOLUTIONS (cont.)

Always Adding New Technologies, Features and Benefits − Increasing the Value of Your Investment

TimeTrak recognizes the workplace is a continually changing landscape — virtual home offices... 4 day work weeks... flexible hours... shared jobs and more — requiring unique and convenient methods for all employees and managers to interact with their labor management solution.

The entire TimeTrak suite of products and all it's information may be accessed via the Web. Any function an employee or administrator can perform from their office computer can be accessed and done from any computer that has access to either the Inter -net, Company WAN / Intranet -- anywhere in the world. Information may be accessed, entered or edited over the Web, a PC desktop, the telephone or traditional badge-based data collection terminals.

Companies can use a mix of different technologies for identifying employees - ID's, ID's with PIN's, Barcode Badges, RFID/Prox Badges, and even biometric identification through fingerprints, hand geometry and voice verification.

TimeTrak's Unique 'Personal Desktop' − What Could Be More Intuitive?

Each supervisor accessing the TimeTrak system may be immediately brought to his or her own TimeTrak Personal Desktop, with their own shortcuts to reports, editing processes, anything they do on a regular basis. Jobs can be individually or globally memorized and assigned to particular User ID's. In turn, those end-users can edit the name of the shortcut, move the shortcutto any of their individually named TimeTrak Personal Desktop folders or completely remove the shortcut from their Desktop altogether.

In TimeTrak, each administrative user has the ability to load multiple maintenance 'windows', re-size and place them as desired for their computer monitor, then memorize that organizational setup as a shortcut in their TimeTrak Personal Desktop. Ever after, clicking on that shortcut will load all the system screens and position them as memorized, providing maximum productivity, and maximum flexibility for each user to adapt TimeTrak to meet their needs. Even a novice TimeTrak system administrator can create a series of similar tasks (e.g. an emailed AM attendance report) that differs only by email recipient or department detail in a manner of minutes by accessing a similar task, adjusting the settings and memorizing under a new name and/or icon. With TimeTrak's Personal Desktop, ANY daily duty can be accessed and executed with only the click of a mouse. Imagine viewing only the information you wish to see -- and precisely the way you want to see it...every time, with no tedious setup required.

Ease of Use and Productivity Beyond Compare

No system provides the flexibility, personalization, ease of use, and productivity TimeTrak offers. TimeTrak's Quick-Edit and Quick-Fill features, patented OmniTrak features and benefits, unlimited access to historical information, and full and partial employee empowerment features provide productivity far exceeding other automated systems offered on the market.

Adapt TimeTrak to Your Needs, Not Opposite Way

TimeTrak allows you to adapt the system to your environment, your terminology, and your editing, review and reporting processes. TimeTrak permits you to name your fields... and uses those naming conventions throughout the system, on screens and in reports. For example, Employees at your company may be referred to as 'Associates'. Departments might be called 'Divisions'. Job Codes may be called 'Projects'. Whatever the case may be, TimeTrak permits you to use the pay codes your supervisors are familiar with.

Reports are fast and easy, viewable from screen if desired. Literally thousands of report variations are available, likely providing just the information you may want to report on to assist in analyzing your business. And reports you want to re-use can be memorized and added to your TimeTrak Personal Desktop for quick and easy access, or set to automatically print at specific times of the day, to a particular printer.

TimeTrak Makes Your Decisions Easier, Now and Into the Future

TimeTrak offers investment protection, so you'll never be forced into buying another Labor Management system again, or go through the time consuming evaluation, selection, implementation and training process associated with a new system. Customers maintaining annual maintenance continue to receive upgrades to newer versions of the products keeping them current with latest technologies, features and benefits.

Should your IT infrastructure or platform change (server type, OS, etc.), you can be rest assured TimeTrak will be able to migrate along with you and your changing technological needs. At TimeTrak, we've worked hard and long to assure that future releases remain consistent feature-wise and performance-wise. That means you'll never be forced to re-key data, or train employees on a radically different or obscure user interface to that of your current TimeTrak suite of products. Any changes in new versions are designed to be as intuitive as possible to customers using the current version, even as new and emerging networking platforms come along. Your solution never becomes old and out-dated when you have invested in a TimeTrak system.

TIMETRAK® TIME & ATTENDANCE MODULE

TimeTrak is simply a much more efficient way to handle your Time & Attendance and Labor Distribution. It couldn't be easier to meet payroll policies on Shift Start and End Times, Overtime, Premium Time, Holidays, Shift Differentials, Job Rate Changes, On-Call, Call Back, Change and Clean-Up Time, Baylor Time, etc. TimeTrak supports multiple Pay Periods simultaneously, assuring policy enforcement in the most complex situations. TimeTrak will use the same pay codes and terminology you currently use. You'll never need to refer to a list since TimeTrak is totally user-defined and table-driven.

Fast and Easy

Super-fast TimeTrak couldn't be simpler for your supervisors to use. TimeTrak speeds supervisors through time card editing and management process with a unique method of Global Time Card Management, offering quick-edit solutions where appropriate. Upon a supervisor's sign-on, TimeTrak can move directly to the Global Time Card Management process, keeping supervisory training time to a minimum — and, reducing start-up time.

A Truly Paperless System

This process, combined with Electronic Sign-Off, provides a truly paperless system requiring no distribution or collection of reports. Of course, paper reports (or reports via E-mail delivery) are always an option for those supervisors who will not have access to the system. And when those reports are returned marked up with edits, data entry clerks can also use the Global Time Card Management process to speed their Time Card editing.

Built−In Controls

Password Restrictions, Electronic Sign-Off and Audit Trails provide controls ensuring the accuracy of the information transferred to Payroll.

Passwords control user access to every part of the package (No Access / View Only / Editing Permitted) — and can even limit whether information can be deleted, added or only changed. Password profiles make it easy to give users access to each employee to whom such access is needed, yet limits where they can go and what they can do.

Electronic Sign-Off (ESO) allows companies to keep electronic records of which supervisor authorized which employee's hours, eliminating the need for the distribution, collection and storage of paper records. ESO offers both employee level and supervisory level sign off. Companies may choose to use either, both, or neither, allowing them to see which employees and/or which supervisors are or are not signed off. Overrides permit Payroll to close pay periods when necessary.

System Audit Trails track when and who made changes to Time

Employee Empowerment, Balanced with Supervisor Review & Approval

Card records, Calculated Hours, and Schedules — what the items were before being changed, and what they were changed to.

Hourly and Salaried

Whether your employees are salaried or hourly, TimeTrak can automate the calculation and transfer of their payable hours.

Salaried employees can use a Pay According to Schedule (where hours are system-generated with no punching required, only their Exceptions to Schedule need attention), a One Punch anytime during the day to verify they were in, a Punch IN in the morning to verify on time arrival, or even multiple sets of punches as they come and go (for insurance purposes in case of injury off-premises during the work day). In all cases TimeTrak will generate their salaried hours for the day.

Hourly employees have many options as well, depending on how much a company wants to reduce its editing. By choosing different levels of employee empowerment, companies can limit supervisor editing to a minimum — balancing it with supervisor review and approval.

And only TimeTrak offers companies the option of a "swipe and go" or "keyed punch" mode, allowing companies to match their environment and philosophy.

Scheduling and More

Schedule each individual employee, or use TimeTrak's Global Schedule Editing utility to assign and change schedules for your staff based on a number of user defined settings or criteria..

Better yet, let TimeTrak do the scheduling chores. Our Labor Demand Scheduling utility will automatically build and assisgn a sample labor schedule for a department or work area, based on a stated number of hours needed to be filled while also identifying the qualified staff that's available to fulfill them. Further edits are allowed before accepting the final labor schedule.

TimeTrak can work without schedules, assign schedules that best match an employee's IN and OUT punches, or automatically update schedules from a 'master' schedule or rotational schedule.

It can also automatically update current schedules from individual Advanced Schedules (vacations, etc.), apply holidays, and even adjust for daylight savings time.

Automation and Integration Beyond Compare

Nearly all TimeTrak functions can be memorized, saved and configured to run on an ongoing scheduled basis using TimeTrak's Job Scheduler utility. System reports, notifications, data import/export activities for Payroll / HR Systems, Scheduling, ERP Job Costing, and other programs can be accomplished without leaving TimeTrak. Many bi-directional Interface options are offered as well.

TIMETRAK® TIME & ATTENDANCE MODULE (cont.)

Exception and Labor Tracking

Over forty Attendance Exceptions are tracked automatically; and, users may attach Reason Codes to Exceptions to further clarify the Exception (e.g., "Bereavement due to death of grandfather"). In addition, a Reason Code may be attached to any Time Card record (e.g., "Approving overtime due to absence of relief employee"), or may be used as a tracking tool even when no Punch Exception exists.

Further, employees may make Transfers, charging their time to Departments and Job Classes, effecting changes in rates of pay if required. Every payable minute is tracked to a Date, a Cost Center, a Department, a Job Class Code, a Pay Code, a Rate, a Multiplication Factor, a Shift, and as to whether or not the time was Scheduled.
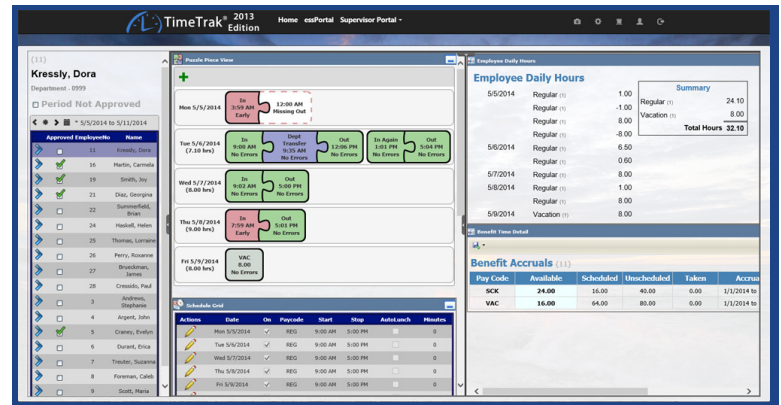
An Employee Note Page

Access to the Note Page is available when a supervisor is working with just one employee's information, anywhere in TimeTrak or any of its software modules. Supervisors can store notes on employee availability, discussions with the employee, or any other information. Those notes follow the employee throughout the company.

Employee Empowerment and Reduced Editing

Another powerful, unique TimeTrak feature - Pay to Schedule - empowers employees, with appropriate review processes, to reduce editing. If a company desires, it can empower its staff to request certain types of benefit time if they should arrive late, leave early, or be absent. The requests can be limited to special Request Pay Code types only, preventing transfer to Payroll unless a supervisor converts the requested benefit time to a payable Benefit Pay Code. Or, employees can be empowered to enter valid Benefit Pay Codes (reducing editing by supervisors even further), where supervisors review all time entered by their employees, and have the option to easily take the time away. For employees who arrive early, or leave late, companies can use a similar feature - Pay as Punched - to control overtime and unscheduled time, keeping an accurate record of who authorized the time and why.

Fully Integrated Add−On Modules

TimeTrak users can have use of several fully integrated specialty modules.

- The Previous Period Module permits complete access to up to 99 individual pay periods, including all standard Time-Trak reports & utilities. This module may be used to answer employee questions about past pay periods hours or to assess the results of pending contract changes with the system's built-in recalculation features. Configurable Screen color changes serve as a reminder you're accessing/editing a previous period.

- The Import/Export Module allows for import/export of flat ASCII files or writing TimeTrak data in MS-SQL data tables.

- TimeTrak offers built-in support for Microsoft Reports (RDLC) writing as well direct data access to other ODBC-compliant report writers (Crystal, Access, etc.) though direct access to selected MS-SQL tables.

- Built in utilities exist for Index Rebuilding, Backup/Restore, and Recalculation of Pay Period Hours after policy changes. In addition, TimeTrak Systems offers fully-integrated modifications to automate non-standard rules and procedures your company may have in force.

- BarTrak provides an integrated program to generate bar code lists for badges, as well as departments and job classes from your tables, permitting quicker, more accurate job/data entry using wands with your time clocks.

Safe Clear Choice

With all these unique features, it's easy to see why TimeTrak will cut your editing time in half - when compared to any automated system on the market. TimeTrak is clearly the choice for companies looking to reduce unproductive work, and provides the best return (and protection) on your investment.

HISTRAK® HISTORY & BENEFIT ARCHIVER MODULE

HisTrak, a multi-purpose product, provides hundreds of ways to analyze your business. It serves as an event recorder, a reporting utility, and a human resource tool. HisTrak records Hours, Punch Exceptions, and Benefit Time. With the Accrual Earnings Module option it will also accrue and maintain up-to-the-minute Benefit Time Balances.

With HisTrak, Workmen's Compensation Reports and Unemployment Reports can be completed in minutes instead of days. In addition, absence hours due to Disability and FMLA can easily be tracked, maintained and reported. HisTrak can even be structured to automatically accrue Overtime as Comp Time, and then automatically deduct it as an employee uses it.

Create Worker's Compensation and Unemployment Reports in Minutes vs. Days

As an HR Compliance Tool

With thirty user-defined fields, companies can decide which data to maintain in the employee files; e.g. addresses, phone numbers, emergency contacts, skills, license plate numbers, Disability status and return date, FMLA status and return date, pay rate history, etc. All thirty are selectable as sort criteria for any of the reports within HisTrak.

Use HisTrak to determine how many employees, now on disability, will be returning during the month. Quickly discover how many employees needed the new FMLA law, and how much time each took off. Or use it for something as simple as looking up the license plate number of that car in the parking lot with its headlights on, and find the employee who owns it. System capabilities are only limited by your setup and your imagination.

Editable History – A Necessity, Not a Luxury

The complete archive of Labor Hours, Dollars, Units, Exceptions and Reason Codes maintained within HisTrak are editable, as well as the full details of each, including time card punches and schedules. Occasionally, a supervisor may miss correcting a punch exception in TimeTrak that gets imported into HisTrak (e.g., an employee who was late to work but was legitimately picking up coffee for visiting guests at the request of their supervisor). Without the ability to edit such occurrences, inaccurate information becomes embedded in your timekeeping history. All such information, therefore, becomes suspect and useless for any reporting or analysis purpose. Even the simplest of oversights/errors could ultimately result in a costly employee grievance or HR compliance issue, even when unintentional.

HisTrak maintains a complete editable record of both productive and non-productive Hours, Dollars and Units. Complete details include Date, Cost Center, Department, Job Class, Pay Code, Shift, Multiplication Factor, Rate, Amount, and Scheduled or Non-Scheduled Status.

Helpful Exception Accumulators and editable detailed historical exceptions are automatically maintained. Exception detail include Date, Type of Exception, Count, Amount of Time, Cost Center, Department, Job Class/Code, and attached Reason Code.

Benefit Accruals

HisTrak can either serve as the 'master' for your employees' accrued benefit time or it can periodically import totals from your HRIS system or third-party database. Using the Benefit Accrual Calculation Module, HisTrak can generate benefit time earned, as well as deduct time taken, maintaining an accurate, editable record of all your Benefit Time. Benefit Time can be earned as a percentage of time worked or flat amounts; both may vary based on months/years of employment. Many parameterized options exist for each Benefit Pay Code (e.g., as to when the earned benefit time becomes available to the employee, maximum accrual balance, carry-over rules, etc.).

Each Benefit Pay Code can be set up to: (a) check and prevent a supervisor from exceeding available hours, (b) check and allow a supervisor to exceed available hours only after overriding a warning, or (c) not check the available accrual balance at all.

In assessing Available Hours, HisTrak evaluates the current balance in the Benefit Accrual Table and subtracts any hours of that type/Pay Code from other areas in TimeTrak not yet reflected in the recorded balance. This yields an accurate gauge of benefit hours available at any given moment in time. Plus, you avoid the possibility of a supervisor or HR administrator awarding sick time during the course of a week that person's remaining benefit hours have just been depleted. (or approving vacation pay soon after that employee requested/scheduled their remaining vacation days for the following week.

In addition, HisTrak offers a Pay-Out option of available benefit hours for companies with such requirements.

Other Convenient Features

Other features and benefits that extend into HisTrak are the Employee Note Page, File Import and Export Utilities, and a printable Audit Trail that maintains a record of all changes made to the Hours File or Exceptions Archive files.

Reporting Tools

All historical reports can be sent to multiple printers, screen, disk or emailed to any number of recipients. Selectable sequencing, filters and detail options provide literally hundreds of standard report combinations. Also, your most commonly produced reports can be memorized and generated automatically using your TimeTrak Job Scheduler utility, saving you further time and effort. Of course, custom report generation is always an option, using Microsoft Report Generator (.RDLC) or your own ODBC-compliant software tool.

HISTRAK® HISTORY & BENEFIT ARCHIVER MODULE (cont.)

Hours History Analysis

This is probably the most extensive of HisTrak's reporting tools. Analyze information by any of the standard fields maintained, as well as any of the thirty user-defined fields structured by your company. This report provides analysis of Hours Worked, Overtime, Jobs, Departments, Cost Centers, Shifts, etc. - ranging from any date to any other date, filtered for any employee group, pick-list of employees, or even one individual. Up-to-the-minute reports can be obtained by including current data from Time-Trak. In addition, select the "Total Hours" sort sequence and reports may be generated ranking Employees, Cost Centers, Departments, Job Classes, etc. by total hours in ascending o descending order.

Attendance and Absence Reporting

Creates reports showing employees with more (or fewer) than "X" continuous days. Or, from a different perspective, show employees with fewer than "X" absences over any selected range of time.

Exception Reporting

Obtain summaries or voluminous detail, from any user-selected date to any other date -- or something in between. Percentages permit you to compare Employees, Departments, Job Classes, or Shifts against one another. Within this Exception Report you may also generate reports on Reason Codes, including percentages.

Benefit Accrual Reporting

Report on Available Time, Eligible Date and Amount for Additional Accrued Time, Last Date on which Accruals were Updated, Taken Hours, and Accumulated Hours. To identify employees with excessive or little benefit time available, request reports on All Time, Less, or More Than "X" Time.

Benefit Comp Time Reporting

Select your starting Month and Year, then determine which of the following to include on the report: Comp Time, Exceptions, and/or Reason Codes. While many companies currently maintain this report, others do not because it is too time consuming and often becomes inaccurate. But with HisTrak, the Benefit Comp Time Report provides a year-at-a-glance summary for an employee in seconds (useful for review purposes).

Analyze Your Business When & How You Choose

Anytime you have a question about your business, HisTrak is there to answer it. No waiting for delayed monthly reports from payroll services or systems; eliminate that expense and get the information you need before it is too late to act. Pick your time period based on your expertise, literally from any date to any date. Request your reports in numerous different ways based on your initial reviews, providing different perspectives. And, do it all on the first day of the month, if you choose. Use the immense capabilities of HisTrak to review and fine-tune your business whenever you choose, without additional charges fro your payroll provider.

There To Answer Your Questions.....No Waiting for Delayed Reports

OMNITRAK® EVENT ACCRUAL & ANALYSIS MODULE

An Ever Present Guardian

"A Supervisor in Your Computer"

Owning an OmniTrak system is like having a supervisor living within your computer — 24 hours a day / 365 days a year. It constantly monitors information and automatically notifies you of only those situations you are concerned with, at the precise moment you want to be notified. It automatically updates status fields and takes appropriate actions predetermined by you, e.g., printing a warning notice upon the fifth tardiness exceeding five minutes over the last 180 rolling days. It also details each occurrence leading to the action.

Fair, Consistent and Timely Notification

The ever-present "supervisor in your computer" will enforce policy evenly and fairly. It never misses an event as it occurs. And it catches problems when required - not after it's too late.

Cost Effective Management, Not Available 'Til Now

With your current Time & Attendance system -- or any other -- it is simply impossible to effectively monitor your job or departmental budgeted hours, dollars, overtime, etc., over the last 90 (or 365, or even more) rolling days. Would it even be possible to generate such a report every day? If so, who would do it? Who would review it? And, most importantly, what action (if any) would they carry out once they did review it? OmniTrak provides a level of management information and automated action never before obtainable cost-effectively. Without OmniTrak, potentially dozens of clerks would be needed to identify the conditions, and dozens of supervisors to administer the actions that OmniTrak will identify and carry out automatically.

Objective Review of Potential Problems

Imagine a system that automatically watches for alcohol, drug or other individual issue-related absenteeism and tardy attendance patterns — fairly, accurately, and objectively identifying employees and predicting who may need attention before their potential problem has a detrimental effect on the company.

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(57) ABSTRACT

A parameter-driven time-and-attendance analysis system that includes one or more data entry stations for entering user time and attendance data, and a central processor coupled to the entry stations for receiving and evaluating the user time and attendance data. The central processor includes facility for identifying exception data indicative of non-standard time and attendance data and for assigning event points to such exception data based upon character of the exception data. Such event points are accumulated for each system user and report is automatically generated when accumulated event points for a system user reach a preselected level.

17 Claims, 9 Drawing Sheets
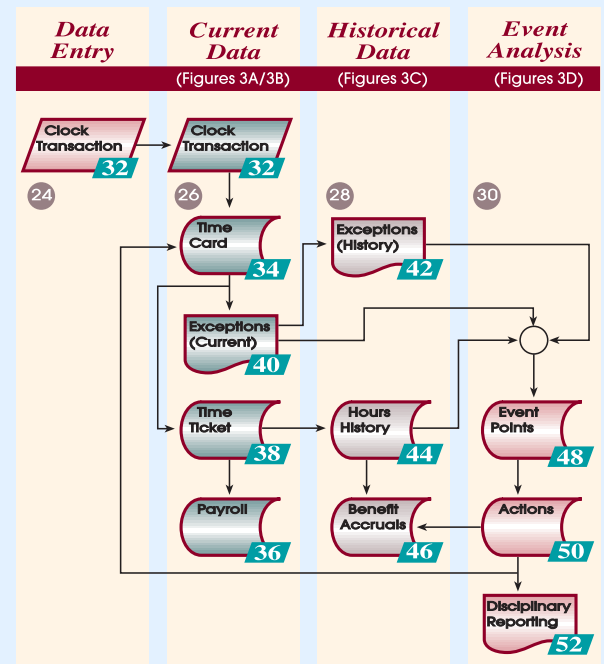
OMNITRAK® EVENT ACCRUAL & ANALYSIS MODULE (cont.)

Automate Time Consuming Point Systems

If you use a point system, OmniTrak will automate it for you. Point systems identify staffing patterns and/or problems. Penalty Points can be given for particular events or deleted for specified good behavior patterns.

Reward Employees and Improve Morale

You can automate your merit system with OmniTrak. Or, initiate a merit system that awards extra time off, dollar bonuses, or simply a certificate of accomplishment.

Flexibility Beyond Compare

- Fully Parameterized for Easy Setup

- Track Exceptions, Hours, Dollars, Reason Codes (Reason Codes can be automatically assigned to different types of Exceptions, or simply act as a wild card that can be attached to any Time Card record, for any reason)

- Select any Tracked Item by Cost Center / Department / Job / Reason Code / Exception / Pay Code Specify the Number of Minutes or Hours at which the Item is to Count

- Specify which days of the week you want to count, and assign different weights to different days

- Select the Period to Watch: Day / Week / Month / Year / Pay Pd.

- Specify How Many Periods to Watch: XXX (Days / Weeks / Months / Years / Pay Periods)

- Select the Direction for Counting: Backward / Forward

- Specify from: Today / Yesterday / Tomorrow / Hire Date / Birth Date / Employee Evaluation Date / Static Date / Last Occurrence Date / Previous Period Start / Previous Period End / Current Period Start / Current Period End / Next Period Start / Next Period End / Current Month End

- Select Different Accrual Periods for Different Items to be Tracked Track Multiple Items, with Different Weights on Each, Toward Single Events

- Select the Actions You Desire: Update Status Field / Generate Document / Generate Letter Merge File / Generate List for Review

Typical OmniTrak® Uses

Among other capabilities, OmniTrak can watch and warn against all the following events, by Cost Center, Department Worked, Job Worked, Shift, etc.

- Budgeting Overages - Hours and/or Dollars
- Excessive Overtime - Hours and/or Dollars
- Excessive Exceptions of One Type Only
- Excessive Exceptions of Various Specified Types (e.g., Absences, Tardies and Early Departures)
- Excessive Exceptions on Specific Days of the Week. (e.g., Absences on Mondays and Fridays, Combined with Late Arrivals on Mondays and Early Departures on Fridays)

Data Accessibility for Spreadsheets / Databases

Import and Export flat ASCII files to ensure easy sharing of data with your existing spreadsheet and database programs or read TimeTrak's data files directly, from any ODBC enabled program.

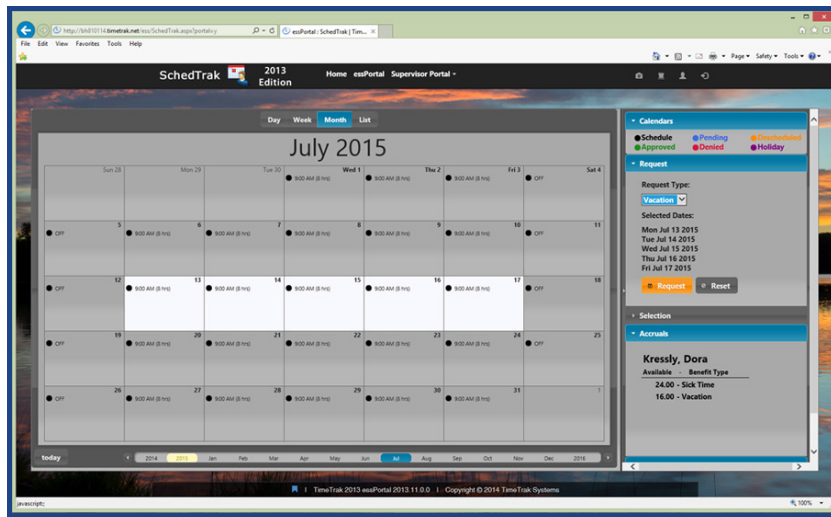## Make Your Choice –– Proactive or Reactive

If your competitors are reducing their overhead costs and obtaining strategic information with OmniTrak, can you afford not to? Or better yet, get the jump on your competition today with OmniTrak.

SCHEDTRAK® EMPLOYEE BENEFIT TIME PLANNER

Our patented SchedTrak automates benefit scheduling and de-scheduling, while empowering employees to enter and review benefit requests and statuses. SchedTrak eliminates paper requests and circulation of vacation sheets, frees supervisors to do more important work, and provides unbiased application of corporate policies. With SchedTrak, Benefit Request Reports and Benefit Approval Reports can be generated in minutes for review. Supervisors, with granted rights, can quickly override system settings and approve requests. Denied Benefit Reports and Evaluation Override Reports, in addition to many others, provide administrators with quick oversight of system activities.

In assessing available/uncommited hours, SchedTrak takes the current balance in the Benefit Accrual Table and subtracts hours of that type Pay Code/Benefit Type from other areas in TimeTrak not yet reflected in the balance. This yields an accurate gauge of benefit hours available; avoiding, for example, the possibility of SchedTrak approving a request for vacation hours this week that are already designated, by employee request, for a week long vacation just two weeks from now.

Fair, Consistent & Timely Application of Your Benefit Policies

SchedTrak evaluates some requests daily, holds other employee requests until a set date, and permits supervisors to manually start an evaluation process. 24 hours a day / 365 days a year, SchedTrak constantly monitors information and automatically evaluates requests according to your corporate policies. Each decision is detailed and stored for later review. Employee requests are never left unresponded to; SchedTrak handles them on a timely basis. Supervisors and potential biases are removed from the process, and all employees are treated fairly and consistently within your corporate policy -- ensuring improved employee morale.

Empower Your Employees

Employees have access to on-screen graphical scheduling at dedicated employee kiosks, or any workstation with access to the server on which TimeTrak resides. Employees may make requests to take benefit time such as vacation and comp time, review the status of requests pending, view current available hours and uncommitted hours (available less committed), and leave denied requests on hold pending a change in another employee's schedule. SchedTrak even permits employees to sell off benefit time.

Eliminate Paperwork
While Maintaining Critical Staffing Levels

SchedTrak provides parameterized setup flexibility without customization. Structure automated evaluations and granting of benefit time requests to consider available/uncommitted time, and seniority among other items. Supervisors can designate minimum staffing levels by department, cost center, job, and many other criterias for SchedTrak to consider in granting or denying requests. Vacation bumping becomes an automated process, eliminating the continual manual restructuring of vacation schedules.

Cost Effective Automation, Not Available Until Now

Passing, completion, collection, and processing of employee vacation time sheets/requests consumes considerable supervisor time and energy, and yet often leaves employees disappointed and departments understaffed. It has been nearly impossible to effectively coordinate vacation scheduling in a manual method. SchedTrak now permits you to fully utilize your system time and attendance information; while reducing dependence on supervisors, getting the job done sooner and according to corporate policies.

CLOCTRAK® EMPLOYEE EMPOWERED DATA COLLECTION

Turn any computer screen into a sophisticated employee collection, editing and information retrieval system!

Do It All, Right on Your Computer Screen

Everyone's workstation, dumb terminal or PC can become a high-tech time clock, and much more, with ClocTrak; whether by local area network across the hall or by Internet around the world. This option is the perfect answer in situations where hardware data collection systems can't be cost-justified, or where hardware time clocks aren't suitable to your white collar environment.

Let Employees Retrieve Their Own Information

At your screen or an Employee Information Kiosk, you can do much more than input arrivals / departures or perform labor transfers/ vacation requests. Without disturbing supervisors or Payroll, view current accurate information, including: Time Card; Paid Hours to Date; Schedule; Future Schedule Changes (e.g., Vacations/Business Trips/Early Arrivals); Prior Period Hours; Available Sick/Vacation/etc.; Benefit Accruals; RetrieveMessages; and Most Recent-12-Month-at-a-Glance Hours/Exceptions/Benefits.

ESS ClocTrak

ESS InfoPlus – Employee Information Portal

Empower Employees to Edit and Submit Hours Online

■ ClocTrak provides individual controls over what each employee can view and/or edit. Employees simply enter their ID number (and a PIN number for security if desired) to gain access to their personal time card, schedule and hours information.

■ Time Cards can be generated as employees' transactions are received, or auto-filled from schedule with daily scheduled hours or daily scheduled start and stop times - permitting employees to make any minor edits, if necessary, prior to submission of their worked hours. Editing controls permit maximum flexibility (e.g., an employee can be permitted to change a punch time, but not create or delete punches).

■ Clicking the 'Signed Off' button becomes their electronic signature acknowledging their submitted labor hours as accurate. And supervisors can easily identify which employees have submitted hours and which have not, eliminating Missed time sheets. A secondary level of electronic sign off permits supervisors to electronically sign off (approve payroll hours) on employees for which they're responsible.

LAN – WAN – Intranet & WEB –– Available Wherever & Whenever Needed

You decide what access you want to give each employee. TimeTrak provides lightning fast access with our unique thin client enabled solutions. Finally companies can have centralized databases and reporting, without the need for complex syncing processes; and employees and supervisors can have access to the information they need to perform more efficiently.

Turn–Key Solutions That are
Up and Running Quickly and Smoothly.

Software, Hardware, Consulting, Installation, Training and Support... All From One Source!

Easy Integration

Our customers experience easy integration with other applications that use SQL data formats: MS-SQL, Oracle, and others. Over one hundred-fifity interfaces (plus hundreds more custom interfaces) exist to leading Payroll, Human Resource, Scheduling, Access Control, Shop Floor, and ERP Information Systems. All interfaces are developed in-house and maintained to remain current with all new releases.

Investment Protection

TimeTrak Systems customers have consistently been able to move to the newest technologies without any inconvenience. We provide a seamless upgrade path for any application purchased for any computer or operating system. Re-training and re-keying of data are never required.

> *"will cut your editing in half - when compared to any other automated system on the market."*

TimeTrak supports a variety of network hardware platforms and supported operating systems. Environments supported include all current Windows (XP, Vista & new Windows 7) platforms, as well as several Client/Server platforms, including CiTRiX and Windows' Terminal Server, 'thin' clients and others. Our uniform design methodology offers a nearly identical feature-set, workflow and end-user experience among all popular -- and even emerging -- network and Web-based platforms, providing maximum scalability and portability with all our integrated solutions. So, when you choose to move to new operating system, hardware platform or network scheme, TimeTrak will be able to move with you, along with the same features, functions and, most importantly, benefits.

Productivity Redefined

TimeTrak's Global Maintenance Features will cut your editing time in half - when compared to any other automated system on the market. That's returning productive time to you, providing benefits each and every pay period you use TimeTrak — year after year after year. These are benefits that are impossible to put a price on.

Our patented OmniTrak software is based on the Third Wave of Technology which has revolutionized new software products, eliminating tedious management review of critical reports and information to locate and identify staffing problems and patterns. Simply set the parameters and corresponding action(s) you want taken automatically (for the conditions and occurrences your company is concerned with monitoring), and OmniTrak does the rest for you.

With HisTrak, Workmen's Compensation Reports and Unemployment Reports can be completed in minutes instead of days. HisTrak maintains records indefinitely for Hours Worked, Attendance Exceptions and taken Benefit Hours, allowing reporting using any user-specified date range, including hours and activities in the current pay period. Fixed and User-Defined fields may be used as selection criteria for reporting, allowing you maximum flexibility.

HisTrak's Benefit Accrual Calculation Module will automatically generate Benefit Hours based on your policies, maintain Available Balances, while preventing the payment of Benefit Hours not yet earned (or Warn and Allow an Override).

The Clear, Safe, Uncompromised Choice

TimeTrak is the clear choice to reduce unproductive work, while providing the best return (and protection) on your investment. By growing with you in a world of consistently improving technologies, TimeTrak eliminates future re-implementing and re-keying of your data, as well as the re-training of your supervisors and employees when future changes occur. We cannot predict or control the future, but with TimeTrak, you can eliminate unnecessary risks.

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