

# **TimeTrak® – Latest Features and Enhanced Benefits**

*Short summary of some of the latest features offered in TimeTrak / Professional & Enterprise Editions*

## **1) New Enhanced Windows Client User Interface**

TimeTrak now offers a newly designed Windows Client User Interface that is streamlined, easier to use, and incorporates all Supervisor and Administrative needs into one user interface. The new user interface improves work-flow for supervisor\timekeepers that review and correct employee time as well as admin users who submit payroll. The redesigned menu structure makes navigation a breeze with SIMPLIFIED menus such as Pay Period Tools and Admin Utilities.

## **2) New Improved Supervisor Browser Portal User Interface**

The Supervisor Browser Portal user interface has added capabilities for review, edit and approval of employee time; and now provides a quick layout swap feature, that dramatically reduces load times.

## **3) Optional Prior “Look and Feel” Retained if you Wish to Stay with a Familiar User Interface**

For those who prefer the traditional “look and feel” of prior versions they may be using, the “Retro Employee Maintenance” section has you covered with a view that is identical to prior versions of TimeTrak.

## **4) Reports Improved and Reorganized for Ease of Access and Faster Load**

The Reports section has been reorganized and simplified, and now contains all the new portal reports along with the traditional TimeTrak reports. All new reports can be exported to PDF, Excel and other formats.

## **5) Enhanced iPhone and Android Mobile apps, NOW with Facial Recognition**

ClocTrak Mobile, available in the Apple Store and Android Store, provides a mobile time clock, employee self-service for lookups, and vacation request features in the palm of your hand. These features are independent of each other and we can offer a mobile solution that matches the need of your workforce.

ClocTrak Mobile now uses Microsoft Azure cognitive services to offer facial recognition as an integrated feature with your employee’s smart phones. Facial recognition can be structured with a secure mode where it rejects a non-match, or in an unsecure mode where it accepts all transactions and when the match fails the transaction is tagged with a Failed Recognition code – for the supervisor to take a look at the picture and make their own determination.

## **6) New Browser Group-Scheduler Feature Speeds and Simplifies Scheduling**

Supervisors can now build employee schedules in the portal with the use of graphical-scheduler that resembles the group scheduler previously only available in the admin and supervisor clients. Saved templates can be assigned to the employee for days or weeks in advance.

## **7) Quick Swap Custom Layouts in TimeTrak Web-Portals Improve Performance and Ease of Use**

Multiple dashboards and layouts can now be created in the supervisor web-portal. With the click of a button supervisors can switch between layouts allowing them to focus on the task at hand.

## **8) Additional XML Transforms Improving Performance and Load Times**

These XML transforms now include: Current Employee, Employee Hours, Hours by Date, Hours PIE Chat, Employee Schedule, Employee Accruals, Needing Attention, and exception groups.

## **9) InfoCenter Web-portal Report – Improved Performance and Data Access**

InfoCenter offers a completely new way to edit and review time cards. It serves as the command center for employee time card maintenance. InfoCenter allows the user to choose which exceptions they would like to see and then guides them to the employees which need editing. Once an edit is complete, the exception drops off the list. After all edits have been completed the user is prompted with a message that NO additional exceptions exist.

InfoCenter also provides important information such as employee hours, hours by transferable labor field, benefit accruals, employee attendance points, and the employee schedule.

## **10) New and Improved Setup Areas \ Reason Codes \ Master Schedules Maintenance.**

The creation of master schedules is now dramatically easier. The new setup utility allows you to see the entire schedule template at a glance. Employee maintenance also offers a single-click utility that will automatically modify an existing schedule template or generate a new master schedule.

Reason code maintenance has been redesigned. This new interface offers a sneak-peak at the new interface screens that will replace many of the setup areas such as departments and job classes.

## **11) New essClient Application (ClocTrak for Windows application)**

The essClient is our application-based employee time clock. Unlike the web-portal the essClient is a windows application that is installed on a PC or workstation allowing you to control which computers have access to the time clock. The essClient has been redesigned to better match the appearance of our web-portal and essTouch time clocks. Employee self-service is available in essClient allowing employees to view time cards, hours, schedules, and more. The new essClient will also work in offline mode too, storing the punches until the network or internet connection is restored.

## **12) Improved Notification Services**

TimeTrak expands upon our current list of supervisor notifications. All previous notifications are still available, such as: Missing Punches or Absent Notifications. TimeTrak will now support an ever-growing list of subscription-based notifications for supervisors and employees alike.

## **13) Enhanced Administrator Capabilities**

Administrators and Supervisors can now perform many new functions from the new Windows Client user interface such as adding employees, without needing to go to the Administrators user interface.

## **14) Rounded Punch Time Column in Browser Portal User Interface**

In both the Time Card TrakIt and the Time Card Report, your view can include actual and rounded punch times so you can easily see the effects of your company's rounding rules.