

TIMECENTRE®

ENTERPRISE SOLUTIONS BY Albertson Consulting, Inc.

Revolutionize the
way your business
tracks & manages
labor data



TIME & ATTENDANCE

LABOR & PROJECT TRACKING

PERSONNEL SCHEDULING

EMPLOYEE SELF SERVICE

TIME OFF MANAGEMENT

EXPENSE TRACKING

PAYROLL & HR INTEGRATION

HOSTED AT YOUR PLACE OR OURS

TimeCentre gives you "just what you need" enterprise control over your workforce data.

- **Payroll staff relief** from the time consuming and stressful manual review and calculation of timesheets.
- **Reduce labor costs** by utilizing on-demand reports for rapid, proactive management responses to labor situations throughout your organization. Control overtime, schedule variances and project costs on a daily basis. Many installations pay for themselves in a matter of weeks.
- **Deliver on time payroll** with payroll staff relieved of tabulation, calculation and manual time sheet reviews. Be assured of error-free processing.
- **Maintain confidentiality of data** with a secure login system that defines data, form and report access by role.
- **Get exacting results** with open source, industry-standard open architecture and Microsoft SQL database. Gain the ability to control your own direction and enterprise integration if desired.
- **Reduce training costs** with an easy-to-use "two clicks to anywhere" interface. Completely customize the interface - without programming skills required - for a "just what you need" solution.
- **Manage growth easily** with a fully scalable component design. Just add more hardware to grow your capacity.
- **Improved employee satisfaction** with accurate and timely feedback at any time.
- **Reduce deployment and maintenance costs** significantly with full browser-based technology for administering business rules, editing data and generating reports.

With TimeCentre, managers, administrators and employees access information with an already-familiar interface. Security is based on roles, assuring the confidentiality of time and labor data. TimeCentre provides employees an easy time tracking method with reporting and approval feedback. With rapid, centralized reporting capabilities, you will gain enhanced supervisory control over employee activity. Enterprise integration facilitates proactive labor management and maximum utilization of your enterprise data.



Gain fast and efficient performance, excellent scalability and a long-term solution to your labor tracking requirements.

KEY FEATURES AT A GLANCE

- Real-time data tracking
- Variety of data capture devices
- Flexible business rules
- Open architecture
- Scalable technology
- Integrated role-based functionality
- Preassigned, customizable roles for
 - Administrator
 - Supervisor/Timekeeper
 - Employee
- Payroll integration
- Centralized deployment
- Intuitive interface
- Employee self-service
- Profile driven security

STANDARD TIMEKEEPING FUNCTIONS

- Rounding rules
- Automatic holiday assignment
- Personnel scheduling and attendance
- Business rule processing
- Payroll and HR system interfaces
- Multi-level job tracking
- Divisional control
- Home department assignment
- Overtime calculations
- Easy access to historical data
- Supervisor approval process
- Time away reporting
- Time away benefit tracking
- Bulk time entry
- Multiple pay periods supported
- Flexible task or user-based billing rates
- Pay rate matrix for reporting
- Labor distribution and productivity reports
- Shift differential calculations
- Security management
- Multi-company management

Workforce Solutions

Employees

Employees clock in and out through their browser or through a wide variety of TimeCentre data capture devices in any environment - professional organizations, office environments, service industries, manufacturing, retail, financial, hospitality, construction, education, government, etc. Your TimeCentre Systems Consultant will help you select the right combination of devices for your enterprise.

Browser-based
Real-time



NETimeClock

Records employee's exact time and work activity over a browser.

Browser-based Project & Expense



NETimeSheet

Salaried employees, consultants and other professionals access NETimeSheet on line, from anywhere, at any time. Allows after-the-fact time, activity and expense reporting, time certification and time off reporting.

Biometric Identity & Access



Biometric Keyboard



Biometric devices used with NETimeClock and PCTimeClock ensures user identity.



Optical Biometric Mouse

Networked Workstation



PC Time Clock

No on line access? PCTimeClock operates over your network on individual employee workstations or on a centralized time & attendance PC.

Hand Readers

Eliminate costly buddy punching, ensure positive identity and add security. Can be used for keyless facility entry.

Door Access Control

Certain models can be used for secure permission-based facility access.

TeleTrak

Use any touch tone telephone to record work activity. Calls log into the call center for immediate information on field activity.

Touch Tone Telephone



Stationary Clocks



Time & Data Clocks

Communicate with the server by modem, LAN or TCP/IP Ethernet. Select from a full range of barcode, mag card or proximity readers.

Mobile Barcode Scanners



Mobility

When there is no phone or power, collect time and job information throughout the workday. Download by modem or serial connection to the server.

Control labor resources with a centralized system that keeps performance high and support costs low.

Frontline Labor Management

Increase management performance through tighter control of your labor resources. Supervisors can manage daily operations with a variety of real-time reports, including who's in, approaching overtime, early/late, employee time sheets for any time period, histories and exceptions.

All unusual punch activity is flagged for supervisor attention. Supervisors can act promptly on reported absences, amend exceptions and approve employee time sheets on line.

Payroll

Gain a streamline punch-to-payroll process with automated, consistent application of labor rules and error-free processing. Eliminate the need for long hours tied up with manual timekeeping systems. Prevent redundant rekeying of labor hours into payroll and reduce the occurrence of costly manual check adjustments.

Administration

The administrator controls application access, navigation, interface and data. All business rules such as overtime, rounding, schedules and shift differentials are set by the administrator for consistent and accurate calculation of each transaction.

SQL Database Server

All the data resides on a centralized database server, making the instant update of information easy. Application servers are designed for scalability. Larger environments can have separate servers for each process, single or clustered boxes for SQL database, IIS/ASP Internet Information Server, the Report Writer (Crystal Reports, Data Dynamics, etc.) server and Business Rule Manager.

The server can be located at your place or ours.



There is no denying the Payroll Department is one of the greatest beneficiaries when a company invests in an automated time & labor tracking system.

Employees

- Record time activity with reliable data capture devices.
- Increase confidence with a system that delivers a fair reporting of time worked, pay and accruals.
- Assure a more accurate payroll and cut down on paper with TimeCentre's powerful employee certification feature.
- Certify time sheets on line and notify supervisor of any corrections on line.
- Submit requests and view approvals for time off.
- Use employee self service to view work schedules, time off accruals, and attendance records on-line, without management intervention.
- View your historical records for any date range.



Supervisors



Manage and monitor projects and jobs in real time.

Shorten the learning curve. Each client's viewing of the program is specific to the individual tasks for which they are responsible.

View assigned employee's labor data and enter revisions with a secure supervisor access.

View and approve employee requests for time off.

Gain all the benefits of a Windows application with the management of a browser client. Edit in place technology increases user performance.

Send job and other tracking data to shop floor or other back office systems.

Payroll Administrators

- View an audit trail that records all supervisor edits.
- Get around TimeCentre easily with the unique "two clicks to anywhere" model.
- Handle data entry for every form with standardized commands.
- Retrieve employee data from payroll or HR systems.
- Manage time-away benefits with other systems or with TimeCentre for all employees.
- Post end of period data to multiple payroll, HR and accounting systems.



A few simple steps take you from punch to paycheck.

It doesn't take long to realize that the payback of this investment is felt by every department in your organization.



Administrator

- Create as many navigation profiles as you require and display appropriate menu items for each profile, eliminating the clutter of unneeded menu options.
- Modify the profiles to further control what employee data users can view and edit.
- Manage federal, state and most customized situations with standard and parameter driven business rules.
- Create flexible business rule definitions for automatic lunch rounding, shift differentials, overtime, weekend premiums, automatic holidays and more, and assign to each employee.
- Build your own reports using an industry-standard reporting system or choose from dozens of standard reports.
- Customized navigation management lets you name menu items with labels that correspond with how you do business.
- Get off on the right foot with complete training programs through TimeCentre University. Courses are held at client site, at TCU training facilities, by phone or on-line.



System Administrator

- TimeCentre's unique data design makes integration to the enterprise a snap.
- Browser technology reduces IT involvement in system maintenance.

- TimeCentre uses a secure data access scheme insuring log in information encrypted with GUID codes that are unique after every login.
- SQL database provides rock solid management. Windows 2000 server with IIS5 provides dependable client access.
- Thin client technology cuts maintenance, preventing version control problems.
- Backup for every process insures no lost data.
- Any error in a rule setting is easily corrected by simply changing the rule, attesting to TimeCentre's fault tolerance.
- Field failures are immediately replaced from a large inventory of stock.



Management

- Access all reports easily, for timely performance management by company, division, department, project or job.
- Empower front-line managers with daily reports on labor distribution and schedule variances.
- Begin saving sooner, not later. TimeCentre has one of the most aggressive implementation schedules in the industry.
- Receive the ongoing support you need to protect and enhance your automation investment.
- Grow your organization, and TimeCentre's flexible product grows right with you.

If custom work is to be done, the System Administrator should understand Visual Interdev, a report writer such as Crystal Reports or Dynamic Data, and Active Server Pages.

Albertson Consulting prides itself on providing business automation to small, mid-size and enterprise organizations, continually innovating the "best practices" in time, attendance and labor tracking solutions.

TimeCentre's enterprise product represents a culmination of development experience over many years. TimeCentre enterprise was the first 100% browser based time and attendance tracking product to market in 1999.

With Albertson Consulting, you get a company with continuous commitment to product improvement and enhancement. Albertson Consulting backs its line of time and attendance solutions with a team of well-trained engineers and technicians who understand your needs and goals and provide fast response to your technical and customer service requirements.

Call to schedule a real-time on line demo or request a Product Demo CD.



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