



## Overview Guide

- WORKFLOW
- CODE SETUP
- RULE SETTINGS
- EMPLOYEE SETTINGS
- EDITS & EXCEPTIONS
- FRONT LINE MANAGEMENT
- PAID TIME OFF PLAN MANAGEMENT
- TIME OFF REQUESTS
- SCHEDULING
- ATTENDANCE
- SUPERVISOR SIGN OFF PROCESS
- TIME SHEET REPORTS
- EMPLOYEE SELF SERVICE
- LABOR DISTRIBUTION BY DEPARTMENT
- LABOR DISTRIBUTION BY JOB
- CUSTOMIZE NAVIGATION
- DATA SECURITY
- BUSINESS RULES
- OPERATIONS BY ROLE
- THE TIMECENTRE DIFFERENCE

This guide provides a general working model of the workflow and product features of TimeCentre e, from setup to operations to reporting. The e product can be delivered either through a client-server hosted at your location or through TimeCentre's Service Bureau.

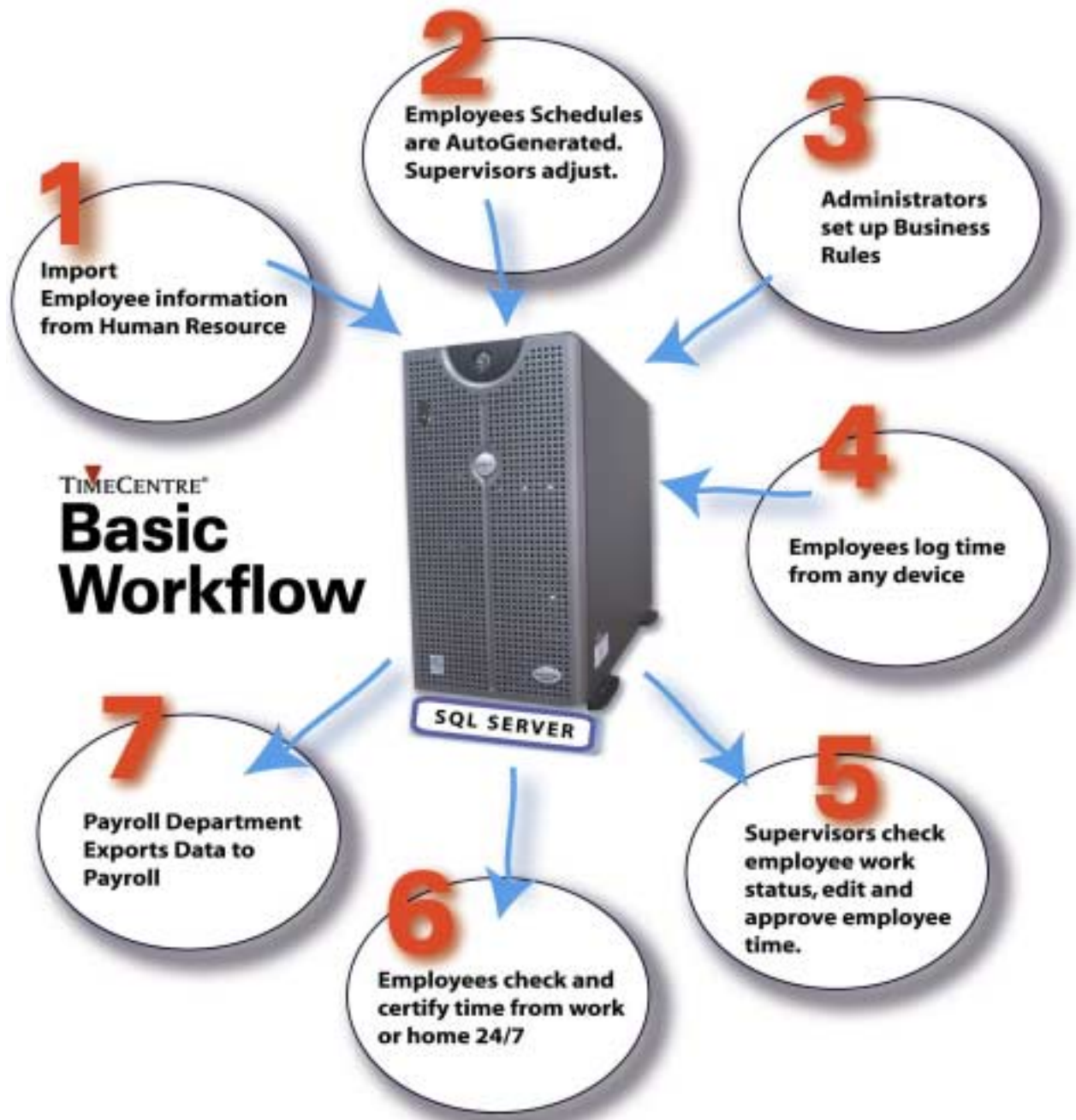
Time and labor information can be captured by a variety of data collection devices, from browser based for professionals to PC or browser entry for time-stamped entries on line, standard data clocks and biometric for stationary workforces, to telephone and mobile based solutions for off-site workers.



## Workflow

Workflow definition for your organization plays an important part of having a smooth operation. Different users of the system have different roles to play in operating TimeCentre. As each company will use TimeCentre a bit differently and have different standards for workflow process, this will serve as a guideline to assist the process. You define the steps, roles and processes most appropriate for your organization.

The Server can be hosted at your place or ours. All users access the database from “anywhere” using their web browser.

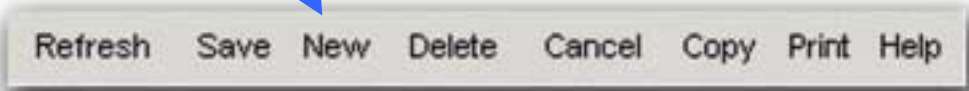




## Code Setup

Properly defined company codes result in clear and meaningful reports. All codes set up will appear in drop down menus on forms for easy and accurate data entry. Codes and descriptions are displayed on reports.

- DEPARTMENT CODES
- DIVISION NUMBERS
- JOB CODES
- SUPERVISOR NAMES



Create new codes on the same screen by clicking <New>, then <Save>. Listing reports are available for all setup forms for easy reference. Typically, Administrators define codes and descriptors.



## Rules Setup

→ AUTO LUNCH DEDUCT

PAY CODES

PAY PERIODS

PAY TYPES

RATE MATRIX

SCHEDULE & TRANSACTION ROUNDING

SHIFT DIFFERENTIAL

Determine the rules by which employees are paid. Company rules are assigned to employees in the Employee Rules form.

The screenshots illustrate the following screens:

- Pay Periods:** A table with columns: Code, Description, Period Type, Days, Start Date and Time, End Date and Time, Pay Week Start Day, and On Hold Sch. Rows include 'B' (Bimonthly) and 'M' (Monthly).
- Payroll Codes:** A form for setting up payroll codes with fields for Name, Description, Start To, and End To, along with start and end dates.
- Rate Matrix:** A table for defining pay rates based on Department and Job Code. Columns include Department, Pay Rate, and Job Code.
- Clock Validation:** A form for setting up clock validation rules with fields for Clock, To, and Job.
- Lunch Rules:** A table for defining lunch rules with columns: Lunch Code, Lunch Min, Lunch Adjustment, Lunch Time, Deduct If Punched, and Deduct Difference. Rows include 'H' (Hour), 'M' (Meal), and 'A' (Afternoon).
- Rounding Policies:** A form for setting up rounding policies with fields for Round and Grace, Report Exceptions, and Report Absence, along with various time-based settings.
- Shift Setup:** A table for defining shift schedules with columns: No, Description, Start, End, Days, Interval, S%, Amount, Weekday, Saturday, and Sunday. Rows include 'Day Shift', 'First Night', and 'Second Night'.

ADMINISTRATOR ROLE



## Rules Setup

- ▶ PAY POLICIES
- HOLIDAYS
- HOLIDAY GROUPS

Determine the rules by which overtime and other premiums are calculated. All policies are customizable and multiple policies can be applied. Pay premiums include consecutive day rules, overtime, doubletime, Saturday and Sunday premiums and minimum time.

If holiday benefits vary from department to department or are organized by length of service, you can create holiday groups for classes of employees that share the same benefit. Holiday pay and premiums are automatically calculated.

Name	Date
New Year's Day	01/01/00
MLK Day 2000	01/17/00
Lincoln's Birthday 2000	02/12/00
St. Valentine's Day 2000	02/14/00
President's Day 2000	02/21/00
Ash Wednesday 2000	03/06/00
St. Patrick's Day 2000	03/17/00
Palm Sunday 2000	04/16/00
Passover (First Day) 2000	04/20/00
Good Friday 2000	04/21/00
Easter 2000	04/23/00
Mother's Day 2000	05/14/00
Memorial Day (Obs.) 2000	05/29/00
Memorial Day (Trad.) 2000	05/30/00
Flag Day 2000	06/14/00
Father's Day 2000	06/18/00
Independence Day 2000	07/04/00
Labor Day 2000	09/04/00
Jewish New Year 2000	09/30/00
Canadian Thanksgiving '00	10/09/00
Columbus Day (Obs.) 2000	10/09/00

Holiday Name	Date	Hours	Paid If Worked	OT If Worked	DT If Worked	Days Before	Days After
Christmas 2001	12/25/2001	8.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
Labor Day 2001	09/03/2001	8.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
Memorial Day 2001	05/28/2001	8.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
MLK Day 2001	01/15/2001	8.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
New Year Day 2001	01/01/2001	8.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0
Thanksgiving Day 2001	11/22/2001	8.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0



## Employee Settings

ASSIGN CODES &  
COMPANY RULES

All default company codes and business rules are assigned to employees by selecting from the drop down menu. The Employee Rule form can be populated with information from your HR or Payroll program.

*2000E TimeCentre*  
**Employee Listing Report**

Card ID	Employee Name	Division	DEPT	Schedule	Work Policy	Hire	Active	Rate Matrix
FN	Pages ID	Home Department	Work Policy	Holiday Group	Supervisor	Benefit	Time Offset	Pay Rate
	Job	Level	Level	Pay Policy	PTD Plan	Anniversary	Daylight Savings	Bill Rate
12460	Allen, Lou Ann L.	300-Exempt	300	200	1 Hour		Yes	D
12460	Angela, John J.	300-Exempt	300	Standard	Asst. Eng.			12.00
12460	Angela, John J.	300-Exempt	300	Standard	Asst. Eng.			12.00
12464	Asif, Tasneem K.	300-Exempt	300	Standard	Asst. Eng.			12.00
12461	Asif, William C.	300-Exempt	300	Standard	Asst. Eng.			12.00
12460	Bach, David R.	300-All Of Employees	300	Standard	Asst. Eng.			12.00
12460	Ball, Ash J.	300-Exempt	300	Standard	Asst. Eng.			12.00
12466	Boone, Thomas F.	300-Exempt	300	Standard	Asst. Eng.			12.00

[WorkForce](#) [Links](#) [Help](#)

Show Menu Settings Edit Reports Utilities Parameters Logout

### Employee Rules

Select by  Name  CardID **Employee** Allen, Lou Ann L.

Card ID:  Other ID:

First:  Middle:  Last:

Division:  Pay Policy:  PTO Plan:

Home Dept.:  Lunch:  Hire:

Job:  Holiday:  Benefit:

Level 4:  Schedule:  Anniversary:

Level 5:  Rounding:  E-Mail:

Pay Period:  NETime Profile:  Supervisor:

Rate Matrix:  Time Offset:  Daylight Savings:  PIN:

Pay Rate:  Bill Rate:  Shift:

Active:  Salary:  Exempt:  Shift Differential:  Best of Two:  Certify:

14 1 / 45 Refresh Save New Delete Cancel Print Help

v1.0

Done
Local intranet



## Edits and Exceptions

All time data is available for corrections, additions and deletions. Standard forms flag all exceptions. An audit trail is maintained for all punches.

- UNKNOWN ID's
- DUPLICATES/OVERLAPS
- MISSED PUNCHES
- OVER 24 HOURS
- EXCEPTIONS AUDIT TRAIL

The collage displays several screenshots from the TIMECENTRE software interface, illustrating various reports and data views:

- Unknown IDs:** A table listing employee IDs, names, and punch times that do not match any known records.
- Over 24 Hours:** A report showing punches that occur more than 24 hours apart, indicating potential data entry errors or missed punches.
- Duplicate & Overlapping Punches:** A report identifying punches that occur at the same time for the same employee or overlap in time, suggesting data duplication.
- Punch Exceptions:** A report highlighting punches that deviate from standard work schedules or patterns.
- Audit Report:** A detailed report providing an audit trail for punches, including employee information, punch times, and any associated exceptions.
- Edit Time:** A screenshot of the 'Edit Time' function, showing a grid for entering or correcting punch data for multiple employees.



## Frontline Management

Frontline supervisors log on to get the information they need to monitor their workforce and make timely decisions. Supervisors have secure access, which allows them to view all their employee labor data and enter revisions.

- APPROACHING OVERTIME
- DAILY TIME SHEET
- EXCEPTIONS
- PUNCH DETAIL
- WHO'S IN
- WHO'S NOT IN
- EARLY/LATE
- ABSENCE HISTORY

The screenshots display the following reports:

- Who's Not In (Schedule):** A table listing employees with columns for Name, Dept, Position, Status, and Date.
- Who's In Report:** A table showing employee status for a specific date, including columns for Employee Name, Department, Start Time, and End Time.
- Approaching Overtime Report:** A summary table of employee overtime hours by department.
- Punch Detail Report:** A detailed view of an employee's punch card entries, including Date, Dept, Employee Name, Position, Start Time, and End Time.
- Daily Time Report:** A comprehensive report for a specific date, showing employee names, departments, and various time metrics.





## Time Off Request

The Paid Time Off feature helps to manage available time allowed for specific paid time off benefits. The system supports accruals based on any start date. Accruals are rolled up at the end of every pay period and once again at the anniversary year end. Time away can be entered in the system directly by an employee or by a request form that requires a supervisor approval.

- ▶ PAID TIME OFF
- ▶ TIME OFF APPROVAL
- ▶ BENEFIT BALANCES

**2000E TimeCentre  
PTO Request Report**

Card ID: 12345 Employee Name: Dumford, Assoc II Plan: Plan 1

Date Off	PayType	Time Units	Time Off	Time Off Permitted	Approved	Disapproved
30/01/11 12:00 am	Vacation	Hours	8:00	0:00	No	No
30/01/11 12:00 am	Vacation	Hours	8:00	0:00	No	No
30/01/11 12:00 am	Vacation	Hours	8:00	0:00	No	No
30/01/11 12:00 am	Vacation	Hours	8:00	0:00	No	No
30/01/11 12:00 am	Vacation	Hours	8:00	0:00	No	No

**TIMECENTRE®**

2000E TimeCentre

Menu Home Settings Edit Reports HR/Rec Parameters Logout

**PTO Request Form**

Card ID: 12345 Name: Dumford, Assoc II Plan: Plan 1

Date Off	PayType	Time Units	Time Off	Time Off Permitted	Approved	Disapproved
31/05/11 00:00	Vacation	Hours	8:00	0:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31/07/11 00:00	Vacation	Hours	8:00	0:00	<input type="checkbox"/>	<input type="checkbox"/>
31/09/11 00:00	Vacation	Hours	8:00	0:00	<input type="checkbox"/>	<input type="checkbox"/>
31/12/11 00:00	Vacation	Hours	8:00	0:00	<input type="checkbox"/>	<input type="checkbox"/>
31/03/12 00:00	Vacation	Hours	8:00	0:00	<input type="checkbox"/>	<input type="checkbox"/>

**2000E TimeCentre  
PTO Approval**

Card ID	Name	Date Off	PayType	Time Units	Time Off Permitted	Approved	Disapproved	Applied
12345	Dumford, Assoc II	30/01/12 00:00	Vacation	8:00	8:00	No	No	No
12345	Dumford, Assoc II	30/01/12 00:00	Vacation	8:00	8:00	No	No	No
12345	Dumford, Assoc II	30/01/12 00:00	Vacation	8:00	8:00	No	No	No
12345	Dumford, Assoc II	30/01/12 00:00	Vacation	8:00	8:00	No	No	No
12345	Dumford, Assoc II	30/01/12 00:00	Vacation	8:00	8:00	No	No	No

**EMPLOYEE ROLE**

**TIMECENTRE®**

2000E TimeCentre

Menu Home Settings Edit Reports HR/Rec Parameters Logout

**PTO Approval**

Card ID / Name	Date Off	PayType	Time Units	Time Off Permitted	Time Off	Approved	Disapproved	Applied	Notes
12345 Dumford, Assoc II 03/04/11 00:00	Vacation	8:00	0:00	Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12345 Dumford, Assoc II 03/07/11 00:00	Vacation	8:00	0:00	Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12345 Dumford, Assoc II 03/09/11 00:00	Vacation	8:00	0:00	Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12345 Dumford, Assoc II 03/09/11 00:00	Vacation	8:00	0:00	Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12345 Dumford, Assoc II 03/12/11 00:00	Vacation	8:00	0:00	Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12345 Dumford, Assoc II 03/24/11 00:00	Vacation	8:00	0:00	Hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**SUPERVISOR ROLE**



## Scheduling

Using schedules is the key to knowing when employees arrive early or late and provides the ability to report any absence days. Get real time "who's not in" reports based on a schedule. Schedule variance reports compare actual time worked to the scheduled time worked, in a department, job or work order.

The Scheduling process consists of creating, building, editing and assigning the schedules to employees. Schedules can be set to auto-generate every period.

Scheduling supports complex recurring schedules for just about any industry. Schedules are easily edited on the fly to adjust for last minute changes.

- SCHEDULE TIME
- RECURRING SCHEDULES
- ASSIGNMENT BASED
- MULTIPLE SHIFTS
- ATTENDANCE ACCRUALS
- ROUND PUNCHES TO SCHEDULE
- VALIDATE EMPLOYEE ENTRIES

2000E TimeCentre  
Schedule Templates Listing

Day	Start Time	End Time	Lunch	Department	Job	Work Order
1	07:00	07:00	45	1000	1001	001
2	07:00	07:00	45	1000	1001	001
3	07:00	07:00	45	1000	1001	001
4	07:00	07:00	45	1000	1001	001
5	07:00	12:00	30	1000	1001	001

2000E TimeCentre  
Schedule Templates  
Standard

Day	Start Time	End Time	Lunch	Department	Job	Work Order
1	07:00	07:00	45	1000	1001	001
2	07:00	07:00	45	1000	1001	001
3	07:00	07:00	45	1000	1001	001
4	07:00	07:00	45	1000	1001	001
5	07:00	12:00	30	1000	1001	001

TIMECENTRE®  
2000E TimeCentre

Schedule Templates

Optional Start Day of Week: [Sunday] Select Schedule: [Standard]

Day Number	Start Time	End Time	Lunch Minutes	Department	Job	Work Order
1	07:30	17:30	60	1000	1001	001
2	07:30	17:30	60	1000	1001	001
3	07:30	17:30	60	1000	1001	001
4	07:30	17:30	60	1000	1001	001
5	07:30	12:30	30	1000	1001	001

TIMECENTRE®  
2000E TimeCentre

Schedule Builder

Start Date: [02/01] End Date: [02/01]

Card ID	Name	Schedule	Start Date	Processed
223492	Allen, Lily Ann L	1000	08/07/01	Y
223493	Angelo, John J	1000	08/07/01	Y
223494	Arft, Tamara D	1000	08/07/01	Y
223495	Arts, William C	1000	08/07/01	Y
223496	Baron, David B	1000	08/07/01	Y
223497	Bell, Mark J	1000	08/07/01	Y
223498	Brown, Thomas F	1000	08/07/01	Y
223499	Black, Amy E	1000	08/07/01	Y
223500	Carroll, Michael C	1000	08/07/01	Y
223501	Chen, Daniel E	1000	08/07/01	Y
223502	Copetti, Stuart S	1000	08/07/01	Y
223503	Curt, Brian J	1000	08/07/01	Y

TIMECENTRE®  
2000E TimeCentre

Schedule Editor

Select Employee: [Frank, Frank]

Day Range: [02/02/01] to [02/02/01]

Day	Start Time	End Time	Lunch Minutes	Department	Job	Work Order
02/02/01	07:30	17:30	60	1000	1001	001
08/02/01	07:30	17:30	60	1000	1001	001
09/02/01	07:30	17:30	60	1000	1001	001
08/09/01	07:30	17:30	60	1000	1001	001
08/16/01	07:30	12:30	30	1000	1001	001

**SUPERVISOR ROLE**



## Scheduling Reports

Employees can log on to check their schedules and assignments if the Employee Self Service role is used. Schedule variance reports compare schedule to actual outcomes and can be run by department, employee or job.

- SCHEDULE VARIANCE
- WEEKLY SCHEDULES
- WEEKLY ASSIGNMENTS
- SCHEDULES BY DEPARTMENT
- MULTIPLE SHIFTS
- ATTENDANCE ACCRUALS

**2000E TimeCentre**  
**Weekly Schedules By Department**

Area	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001
	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Bank, David S.	00.00						
Cyberlink, David	00.00						
Clark, Sean J	00.00						
Davidson, Alan	00.00						
Huang, Joseph S	00.00						
Proctor, Scott	00.00						
Reedy, James P	00.00						
Smith, Mark C	00.00						

**2000E TimeCentre**  
**Schedule Variance by Employee**

Emp ID	Name	Days	Week Number	Plan	Actual	Variance	Days	Plan	Actual	Variance
12181	Alan, Davidson	000	1200	Finance Services	12.00	12.00	1200	12.00	12.00	0.00
12187	Joseph, Clark	000	1200	Finance Services	12.00	12.00	1200	12.00	0.00	
12184	Sean, Clark	000	1200	Finance Services	12.00	12.00	1200	12.00	0.00	
12181	David, Davidson	000	1200	Finance Services	12.00	12.00	1200	12.00	0.00	
12187	Alan, Davidson	000	1200	Finance Services	12.00	12.00	1200	12.00	0.00	

**2000E TimeCentre**  
**Weekly Schedules**

Area	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001
	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Bank, David S.	00.00						
Clark, Sean J	00.00						
Davidson, Alan	00.00						
Huang, Joseph S	00.00						
Proctor, Scott	00.00						
Reedy, James P	00.00						
Smith, Mark C	00.00						

**2000E TimeCentre**  
**Weekly Schedules with Assignments**

Area	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001
	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Bank, David S.	00.00						
Clark, Sean J	00.00						
Davidson, Alan	00.00						
Huang, Joseph S	00.00						
Proctor, Scott	00.00						
Reedy, James P	00.00						
Smith, Mark C	00.00						

**2000E TimeCentre**  
**Weekly Schedules with Assignments by Job**

Area	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001	01/12/2001
	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Bank, David S.	00.00						
Clark, Sean J	00.00						
Davidson, Alan	00.00						
Huang, Joseph S	00.00						
Proctor, Scott	00.00						
Reedy, James P	00.00						
Smith, Mark C	00.00						

EMPLOYEE SELF-SERVICE ROLE

SUPERVISOR ROLE



## Attendance

All attendance reports can be run for a specific range of employees, departments, divisions or shifts. The employee history report shows the number of hours and days of non-worked and worked time by type and includes year-to-date, last year, year before last and perpetual totals of hours and days. The attendance module tracks and calculates attendance accruals, not just balances.

- ATTENDANCE ACCRUALS
- ABSENCE
- EARLY/LATE
- EXCEPTIONS
- HISTORY

The screenshots display the following reports:

- 2000E TimeCentre Attendance History:** A summary table showing total hours and days for different employee categories.
- 2000E TimeCentre Attendance Exceptions:** A table listing various exceptions such as Early In, Late In, Early Out, Late Out, Not Scaled, Absent, Lunch Over, and Lunch Under.
- 2000E TimeCentre Attendance:** A detailed report for a specific employee (Card ID: 12345) showing hours worked and exceptions.
- 2000E TimeCentre Early/Late Report by Employee:** A list of employees with their respective early and late arrival times.
- 2000E TimeCentre Absence Report:** A table showing absence data for multiple employees, including name, division, and total absence hours.
- 2000E TimeCentre Attendance (Detailed):** A detailed view of attendance data for a specific employee, including a table with columns for Key Type, Last Period, PTO, Last Hour, Year Before Last, Perpetual, Last Period Days, PTO Days, Year Before Days, and Perpetual Days.



## Supervisor Signoff Process

The supervisor sign off feature provides payroll administrators confirmation that each supervisor has reviewed their employees' time cards and signed off that the time sheets are in order. The Supervisor Exceptions report and Edit Certifications form can be accessed to manage the approval status before payroll period end.

- ▶ SUPERVISOR ASSIGNMENT
- ▶ TIME SHEET APPROVAL
- ▶ APPROVAL EXCEPTIONS
- ▶ PUNCH EDIT AUDIT TRAIL

**2000E TimeCentre**  
**Supervisor Exceptions**

Payroll	Supervisor Name	Employee Name	Card ID	Time ID	Signoff
El Rocky	Jack Webb	Alex, Lori Ann L.	123402	123402	No
		Angie, John J.	123405	123405	No
		Art, William C.	123401	123401	No
	Book, Gregory	Johns, Diane D.	123407	123407	No

**2000E TimeCentre**  
**Supervisor Signoff for Joe Abbott**

Card ID	Name	Payroll	Signoff
123000	Caputo, Ronald E.	123000	No
123002	Clay, Joseph E.	123002	No
123004	Flanagan, Tiffany C.	123004	Yes
123006	Fuchs, John P.	123006	No
123008	Holmes, Billy O.	123008	Yes
123010	Travis, Gorb W.	123010	Yes
123012	Walt, Scott E.	123012	No
123014	Walt, Joseph P.	123014	No
123016	Wilson, Paul J.	123016	No

**2000E TimeCentre**  
**Supervisor Signoff** Supervisor: Joe Abbott

Card ID	Name	Payroll ID	Signoff
123400	Ciccoletti, Ronald E.	123400	
123402	Clay, Joseph E.	123402	
123404	Flanagan, Tiffany C.	123404	
123406	Fuchs, John P.	123406	
123408	Holmes, Billy O.	123408	
123410	Travis, Gorb W.	123410	
123412	Walt, Scott E.	123412	
123414	Walt, Joseph P.	123414	
123416	Wilson, Paul J.	123416	

PAYROLL ADMIN. / TIMEKEEPER ROLE



## Time Sheet Reports

Time card reports provide a clearly organized time record for each employee. Used for verification purposes, this report lists employee identification, home department and all hours worked for the period, calculated with the business rules set up for that employee. Pay and bill rates can be added for reporting purposes. Time sheets are updated in real time and may be viewed by employees with self-service.

- ▶ EMPLOYEE CERTIFY
- SUPERVISOR APPROVAL
- DAILY TIME REPORT
- TIME SHEET SUMMARIES
- SIMPLE SUMMARIES

**2000E TimeCentre Time Sheet**  
#30001 (2000-07) 01/01 01/01

**Clark, Brian I**

Department	Job No.	Job Title	Rate	Time In	Time Out	Week Day/Type	Reg	OT 1	OT 2	Time/Tot	Rate	Total Pay \$/Hr	Total Pay \$/Wk
1000-Dogdog	30000	4.00 am	30000	4.00 pm	8.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
1000-Dogdog	30000	4.00 am	30000	4.00 pm	8.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
1000-Dogdog	30000	7.00 am	30000	1.00 pm	1.00	Afternoon				4.00		\$11.00	\$11.00
1000-Dogdog	30000	4.00 am	30000	4.00 pm	8.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
1000-Dogdog	30000	4.00 am	30000	4.00 pm	8.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
1000-Dogdog	30000	4.00 am	30000	1.00 pm	1.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
1000-Dogdog	30000	4.00 am	30000	4.00 pm	8.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
<b>Weekly Totals</b>							40.00	0.00	0.00	4.00			\$44.00

**2000E TimeCentre Time Sheet Summary**  
#30001 (2000-07) 01/01 01/01

Name	Time Card	Period	Department	Reg	OT 1	OT 2	Total	Hour Rate	Total Pay
Allen, Lee Ann L	12000	Jul 19-20	1000	2.00	0.00	0.00	2.00	\$10.00	\$20.00
Angelo, Mike T	12000	Jul 19-20	1000	0.00	0.00	0.00	0.00	\$10.00	\$0.00
Auld, Timothy D	12000	Jul 19-20	1000	0.00	0.00	0.00	0.00	\$10.00	\$0.00
Avi, Wilson T	12000	Jul 19-20	1000	4.00	0.00	0.00	4.00	\$10.00	\$40.00
Bailey, David B	12000	Jul 19-20	1000	0.00	0.00	0.00	0.00	\$10.00	\$0.00
Bald, John J	12000	Jul 19-20	1000	0.00	0.00	0.00	0.00	\$10.00	\$0.00
Bauer, Thomas F	12000	Jul 19-20	1000	0.00	0.00	0.00	0.00	\$10.00	\$0.00
Beck, Jerry C	12000	Jul 19-20	1000	0.00	0.00	0.00	0.00	\$10.00	\$0.00
Black, Michael T	12000	Jul 19-20	1000	0.00	0.00	0.00	0.00	\$10.00	\$0.00
Blum, Frank G	12000	Jul 19-20	1000	0.00	0.00	0.00	0.00	\$10.00	\$0.00
Boyd, David D	12000	Jul 19-20	1000	0.00	0.00	0.00	0.00	\$10.00	\$0.00
Clark, Brian I	12000	Jul 19-20	1000	4.00	0.00	0.00	4.00	\$11.00	\$44.00
Report	12000	Jul 19-20	1000	0.00	0.00	0.00	0.00	\$10.00	\$0.00

**2000E TimeCentre Time Sheet**  
#30001 (2000-07) 01/01 01/01

**Williams, Pam S**

Department	Job No.	Job Title	Rate	Time In	Time Out	Week Day/Type	Reg	OT 1	OT 2	Time/Tot	Rate	Total Pay \$/Hr	Total Pay \$/Wk
1000-Dogdog	30000	4.00 am	30000	1.00 pm	1.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
1000-Dogdog	30000	4.00 am	30000	4.00 pm	8.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
1000-Dogdog	30000	4.00 am	30000	4.00 pm	8.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
1000-Dogdog	30000	4.00 am	30000	4.00 pm	8.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
1000-Dogdog	30000	4.00 am	30000	1.00 pm	1.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
1000-Dogdog	30000	4.00 am	30000	4.00 pm	8.00	Week	4.00	0.00	0.00			\$11.00	\$11.00
<b>Weekly Totals</b>							40.00	0.00	0.00	4.00			\$44.00

**Period Totals**

Reg Hours	40.00
OT Hours	0.00
OT Pay	\$0.00
Total Pay/Hours	\$44.00



## Employee Self Service

TimeCentre generates employee time sheets and attendance reports on demand, and allows employees to access their schedules and time off requests. With employee certification enabled, employees can receive email notification that time sheets are complete for the pay period, can view and log on to check and approve their time sheet each period.

- CERTIFY TIME SHEET
- ATTENDANCE INFORMATION
- VIEW WORK HISTORY
- VIEW PTO HISTORY
- VIEW SCHEDULES
- ENTER TIME OFF REQUESTS
- ENTER EXPENSES
- BROWSER ENTRY-



2008 TimeCentre Schedule Listing

Date	Start	End	Location	Project	Day	Week
10/01/08	08:00	12:00	10	100	100	10
10/02/08	08:00	12:00	10	100	100	10
10/03/08	08:00	12:00	10	100	100	10
10/04/08	08:00	12:00	10	100	100	10
10/05/08	08:00	12:00	10	100	100	10
10/06/08	08:00	12:00	10	100	100	10
10/07/08	08:00	12:00	10	100	100	10
10/08/08	08:00	12:00	10	100	100	10
10/09/08	08:00	12:00	10	100	100	10
10/10/08	08:00	12:00	10	100	100	10
10/11/08	08:00	12:00	10	100	100	10
10/12/08	08:00	12:00	10	100	100	10
10/13/08	08:00	12:00	10	100	100	10
10/14/08	08:00	12:00	10	100	100	10
10/15/08	08:00	12:00	10	100	100	10
10/16/08	08:00	12:00	10	100	100	10
10/17/08	08:00	12:00	10	100	100	10
10/18/08	08:00	12:00	10	100	100	10
10/19/08	08:00	12:00	10	100	100	10
10/20/08	08:00	12:00	10	100	100	10
10/21/08	08:00	12:00	10	100	100	10
10/22/08	08:00	12:00	10	100	100	10
10/23/08	08:00	12:00	10	100	100	10
10/24/08	08:00	12:00	10	100	100	10
10/25/08	08:00	12:00	10	100	100	10
10/26/08	08:00	12:00	10	100	100	10
10/27/08	08:00	12:00	10	100	100	10
10/28/08	08:00	12:00	10	100	100	10
10/29/08	08:00	12:00	10	100	100	10
10/30/08	08:00	12:00	10	100	100	10
10/31/08	08:00	12:00	10	100	100	10



Optionally enter expense information on-line.

2008 TimeCentre Expense By Date

Date	Expense	Rate
10/01/08	Travel	100
10/02/08	Travel	100
10/03/08	Travel	100
10/04/08	Travel	100
10/05/08	Travel	100
10/06/08	Travel	100
10/07/08	Travel	100
10/08/08	Travel	100
10/09/08	Travel	100
10/10/08	Travel	100
10/11/08	Travel	100
10/12/08	Travel	100
10/13/08	Travel	100
10/14/08	Travel	100
10/15/08	Travel	100
10/16/08	Travel	100
10/17/08	Travel	100
10/18/08	Travel	100
10/19/08	Travel	100
10/20/08	Travel	100
10/21/08	Travel	100
10/22/08	Travel	100
10/23/08	Travel	100
10/24/08	Travel	100
10/25/08	Travel	100
10/26/08	Travel	100
10/27/08	Travel	100
10/28/08	Travel	100
10/29/08	Travel	100
10/30/08	Travel	100
10/31/08	Travel	100

2008 TimeCentre Expense By Expense Type

Date	Expense	Rate	Expense Type	Rate
10/01/08	Travel	100	Travel	100
10/02/08	Travel	100	Travel	100
10/03/08	Travel	100	Travel	100
10/04/08	Travel	100	Travel	100
10/05/08	Travel	100	Travel	100
10/06/08	Travel	100	Travel	100
10/07/08	Travel	100	Travel	100
10/08/08	Travel	100	Travel	100
10/09/08	Travel	100	Travel	100
10/10/08	Travel	100	Travel	100
10/11/08	Travel	100	Travel	100
10/12/08	Travel	100	Travel	100
10/13/08	Travel	100	Travel	100
10/14/08	Travel	100	Travel	100
10/15/08	Travel	100	Travel	100
10/16/08	Travel	100	Travel	100
10/17/08	Travel	100	Travel	100
10/18/08	Travel	100	Travel	100
10/19/08	Travel	100	Travel	100
10/20/08	Travel	100	Travel	100
10/21/08	Travel	100	Travel	100
10/22/08	Travel	100	Travel	100
10/23/08	Travel	100	Travel	100
10/24/08	Travel	100	Travel	100
10/25/08	Travel	100	Travel	100
10/26/08	Travel	100	Travel	100
10/27/08	Travel	100	Travel	100
10/28/08	Travel	100	Travel	100
10/29/08	Travel	100	Travel	100
10/30/08	Travel	100	Travel	100
10/31/08	Travel	100	Travel	100



NETimeClock through your browser time-stamps in/out and other employee punches.

NETimeSheet is used by professionals to enter after-the-fact time worked and time off, plus project information if desired.

### EMPLOYEE SELF-SERVICE ROLE





## Labor Distribution by Job



- DATE SEQUENCE
- JOB SUMMARY
- SUMMARY: BY LEVEL 4
- SUMMARY: BY LEVEL 5
- DETAIL BY PERSON
- DETAIL BY DEPT
- SUMMARY BY PERSON
- SUMMARY BY DEPT

The collage displays several reports from the 2006E TimeCentre system:

- Job Summary by Phase:** A table showing job phases like 'Phase' and 'Grand Total' with columns for 'No.', 'UT', 'OF', 'OF', 'Level', and 'Total/Sec'.
- Job Report by Job by Dept/Task:** A detailed report with columns for 'Job', 'Subjob', 'Task', and various time-related metrics.
- Job Summary by Cost Code:** A table showing cost codes and their associated 'No.', 'UT', 'OF', 'OF', 'Level', and 'Total/Sec'.
- Job Sequence:** A table detailing job sequences with columns for 'Job', 'Seq', 'Term', 'Start', 'End', 'UT', 'OF', 'OF', 'Level', 'Sec', and 'Task'.
- Job Detail by Person Report:** A report showing details for 'John, Lisa Ann E.' with columns for 'Department', 'Task', 'Start', 'Stop', 'Start/Sec', 'Stop/Sec', 'No.', 'UT', 'OF', 'OF', 'Level', 'Total/Sec', and 'Total'.
- Job Detail by Dept/Task Report:** A report showing details for 'John, Lisa Ann E.' with columns for 'Job', 'Subjob', 'Task', 'Start', 'Stop', 'Start/Sec', 'Stop/Sec', 'No.', 'UT', 'OF', 'OF', 'Level', 'Total/Sec', and 'Total'.
- Person Summary:** A report summarizing data for 'John, Lisa Ann E.' with columns for 'Job', 'Subjob', 'Task', 'Start', 'Stop', 'Start/Sec', 'Stop/Sec', 'No.', 'UT', 'OF', 'OF', 'Level', 'Total/Sec', and 'Total'.

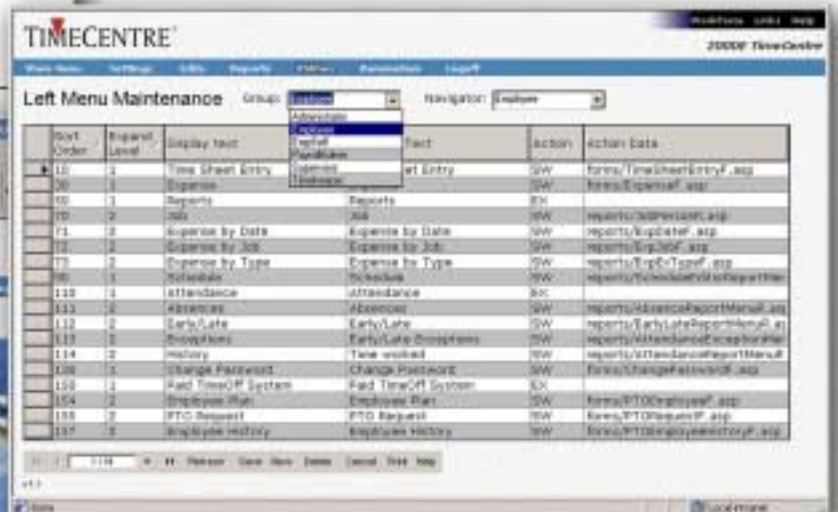


## Customize Navigation

The navigation menu and menu bar can be customized for each role in your company by the Administrator. The order and text of the selection items can be changed for each user group for maximum efficiency, whereby they will view only those items that pertain to their role in the company. This prevents unauthorized users from accessing confidential data. New forms or reports can be easily added to the application and navigation.

for:  
 EMPLOYEES  
 SUPERVISORS  
 TIMEKEEPERS  
 PAYROLL ADMINISTRATORS  
 ADMINISTRATORS

All reports can be modified or new reports created with 3<sup>rd</sup> party reporting programs such as Crystal Reports or Data Dynamics.



**ADMINISTRATOR ROLE**

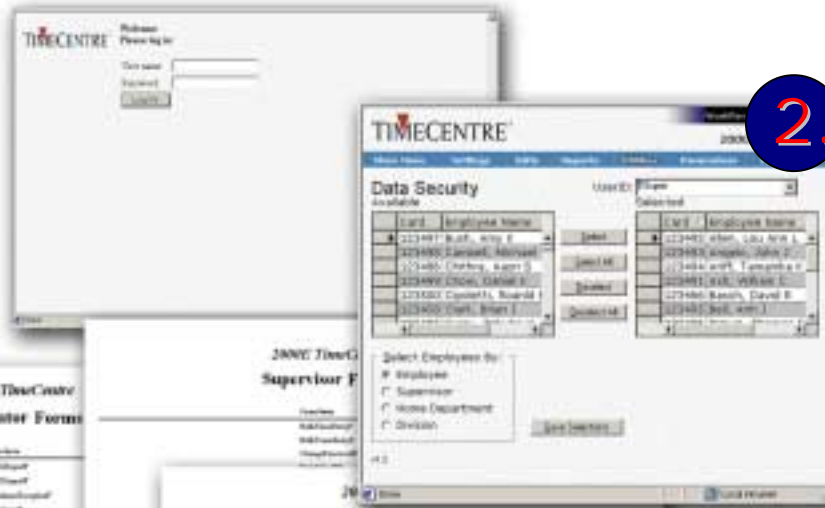


## Security

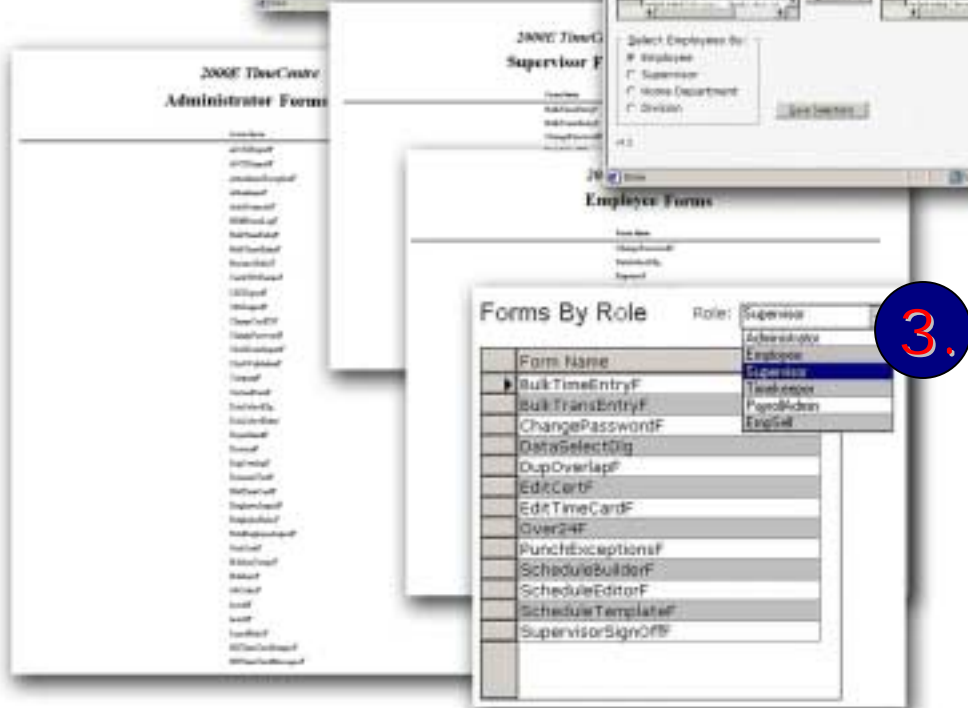
Security is controlled in many different forms, beginning with Login, which is employee based, to Data Security and Navigation Security, which are role based.

**1.** Login Security is based on SQL server ID that is part of a role created by SQL server. That login can be run as http or https page for additional encrypted security. Once login occurs, login information is replaced with a session GUID that maintains the security profile only for that session. Data is secured and rendered through IIS services.

Note:  
There is no direct connection to SQL server through login.



**2.** Data Security restricts the login session to view only specific employees or groups of employees



**3.** Navigation Security is based on the user profiles created, with corresponding rights and permission for each user ID. This determines what forms and reports can be accessed, and controls the ability to change a form's data through read/write permission settings.

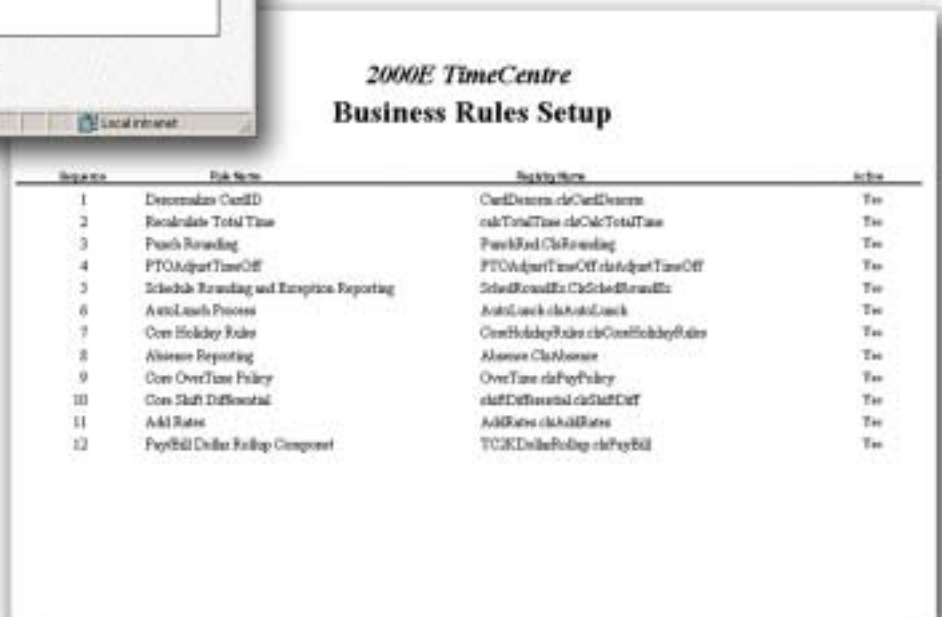
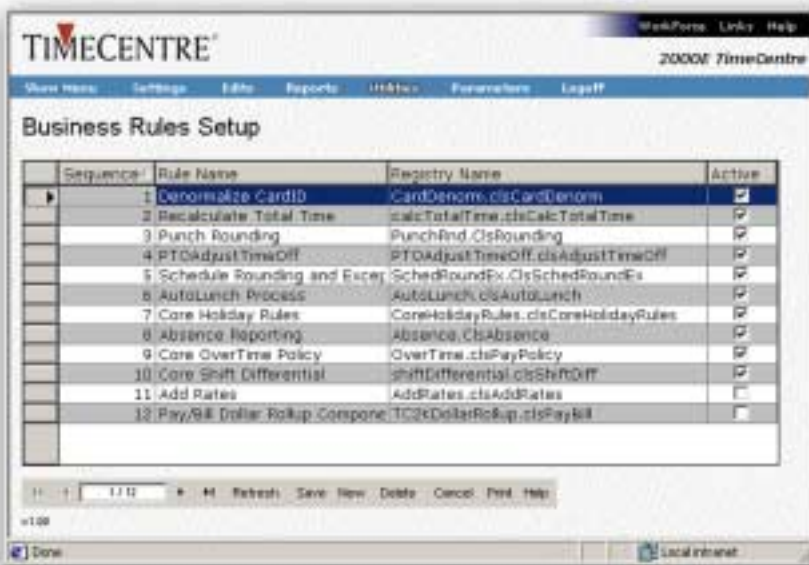
ADMINISTRATOR ROLE



## Business Rules

The business rule manager applies all time and pay rules to each punch in the system. You can determine what rules are active, and can add new business rules with a custom .DLL file. The Business Rule Manager runs in the background all the time queuing new records.

- ▶ CALCULATE TIME
- ROUNDING
- OVERTIME
- AUTOMATIC LUNCH DEDUCTION
- HOLIDAYS
- SHIFT DIFFERENTIALS
- PAY/BILL RATE ROLLUP





## Workflow by Role

Different users of TimeCentre have different roles to play in the operation of TimeCentre. By creating the process unique to your company, you can more effectively communicate the expectations to each system operator. Each company will use TimeCentre differently. Roles and authority may vary.

- ADMINISTRATOR
- PAYROLL ADMINISTRATOR
- SUPERVISOR
- TIMEKEEPER
- EMPLOYEE
- SYSTEM ADMINISTRATOR

### ADMINISTRATOR / PAYROLL ADMIN. ROLE



### SUPERVISOR / TIMEKEEPER ROLE



## Workflow by Role

### EMPLOYEE / SELF-SERVICE ROLE



### SYSTEM ADMINISTRATOR ROLE

The System Administrator should have a good working knowledge of SQL administration and be responsible for:



- ♦ Maintaining updates to operating system
- ♦ Performing system backups
- ♦ Customizing or adding forms as required
- ♦ Adding or changing security roles
- ♦ Setting up navigation profiles for new roles
- ♦ Changing business rule profiles when needed
- ♦ Setting up security and data rights for different roles
- ♦ Do system maintenance on the database as required.

If custom work is to be done, the System Administrator should understand how to use Visual Interdev, Crystal Reports and Active Server Pages.



# The TimeCentre Difference

Ten  
Top Reasons  
To Select  
TimeCentre

## 1. **Superior Cutting Edge Technology for Better Performance**

- ◆ SQL 2000 database provides rock solid data management.
- ◆ Windows 2000 Server with IIS 5 provides dependable client access.
- ◆ Thin Client technology cuts maintenance, prevents version control problems.
- ◆ Fully web-based product with experience as the first of its kind on the market.
- ◆ Fully scalable to grow with your organization.

## 2. **Open System Benefits Growth and Change**

- ◆ Build unusual business rules that are unique to you.
- ◆ Modify the interface and control what users can see and use.
- ◆ Build your own reports using an industry standard reporting system.
- ◆ Create your own forms for whatever kinds of data interaction you require.
- ◆ Use our services or yours to make the product exactly what you need.

## 3. **Data Collection Flexibility**

- ◆ Strongest OEM provider of data collection devices in the industry with over \$200,000 in inventory to back up every configuration of product sold.
- ◆ Many options can be mixed and matched for the best solution for any situation.
- ◆ Select from traditional wall clocks, biometrics, telephone based, portable systems and web-based entry devices.

## 4. **Simple to Learn and Navigate**

- ◆ TimeCentre's unique "two clicks to anywhere" model makes it easy to get around.
- ◆ Customized navigation management let's you name menu items with labels that correspond to how you do business.
- ◆ Edit in place technology gives all the benefits of using a Windows application with the management of a browser client.
- ◆ Logical grouping of business activity along with the ability to change groupings lets you control workflow with ease.
- ◆ Show only what you want, eliminate the clutter of unneeded menu options.
- ◆ Create as many navigation profiles as you require.
- ◆ Standardized commands handle data entry for every form. Standardized forms speeds up the learning process.
- ◆ A few simple steps take you from punch to paycheck.

## 5. **Ready-to-Run to Achieve Fast Results**

- ◆ Standard and parameter driven business rules that are easy to create and manage federal, state and most customized situations.
- ◆ Dozens of reports available that are designed for a huge variety of organizations.
- ◆ Flexible rule definition for auto-lunches, rounding, shift differential, overtime, weekend premiums, shift differential, automatic holidays and more.
- ◆ Flexible business rules for each employee.



## **6. Rapid Deployment for a Quicker Return on Investment**

- ◆ TimeCentre has one of the most aggressive implementation schedules in the industry saving you money even faster.
- ◆ TimeCentre is fault tolerant. If you set things up wrong, they are easily corrected by simply changing the rule.
- ◆ Training for all roles is available through TimeCentre University. With just a couple days of training, most system administrators can adequately manage the whole system without much support. Training can be provided at client site, at the TCU Training Center, over the phone or via the web.

## **7. Safe and Secure Insures Data is Available for the Right People**

- ◆ TimeCentre is built like an airplane with a backup for every process, insuring no lost data.
- ◆ TimeCentre uses a secure data access scheme insuring that login information is encrypted with GUID codes that are unique after every login.
- ◆ Each user may be uniquely defined by the employees they may see, data that can be edited, and reports they can run.

## **8. Lower Cost of Ownership**

- ◆ TimeCentre updates are managed automatically for you. There is nothing to update.
- ◆ Timekeeping equipment that fails is replaced immediately with a large inventory of stock.
- ◆ Training information can be easily disseminated through your organization with TimeCentre's multi-media training systems provided free of charge, and with comprehensive on-line documentation.
- ◆ Browser technology reduces IT involvement in system maintenance.
- ◆ All components can run on the corporate intranet or on the public internet.

## **9. Enterprise Integration Puts Your Data Where it Belongs**

- ◆ TimeCentre's unique data design makes integration to the enterprise a snap.
- ◆ Employee data may be retrieved from payroll or human resource systems.
- ◆ Manage time away benefits with other systems or with TimeCentre.
- ◆ Send job and other tracking data to Shop Floor, Maintenance or other Back Office Systems.
- ◆ Integrate Email messaging based on data events.
- ◆ Post end of period data to multiple payrolls, HR, and accounting systems.

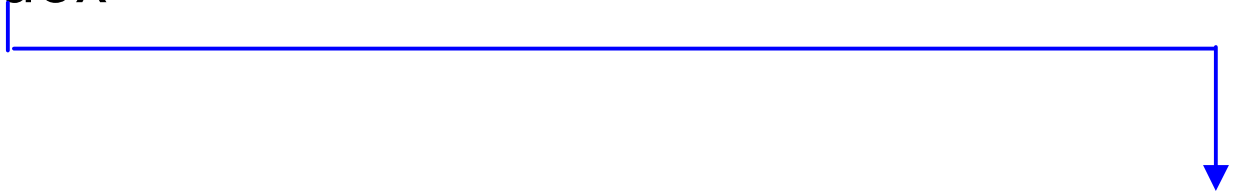
## **10. Join forces with a company that takes pride in making your system do more for you ...**

**Everyday!**

- ◆ Sixteen years of providing business automation to small, medium and large organizations.
- ◆ Innovation in Timekeeping with the first Windows product, and the first web based products in the market.
- ◆ Fast response to all your technical and customer service needs. Most problems are resolved in the first phone call.
- ◆ Continuous commitment to product improvement and enhancement. Your ideas and requirements are our business!



# Index



ADMINISTRATOR WORKFLOW .....	21
ATTENDANCE .....	12
BUSINESS RULES .....	20
CODE SETUP .....	2
CUSTOMIZE NAVIGATION.....	18
DATA SECURITY .....	19
EMPLOYEE SELF SERVICE.....	15
EMPLOYEE SETTINGS .....	5
EMPLOYEE WORKFLOW.....	22
EDITS & EXCEPTIONS .....	6
FRONT LINE MANAGEMENT .....	7
LABOR DISTRIBUTION BY DEPARTMENT .....	16
LABOR DISTRIBUTION BY JOB.....	17
PAID TIME OFF PLAN MANAGEMENT.....	8
PAYROLL ADMINISTRATOR WORKFLOW.....	21
RULE SETTINGS.....	3-4
SCHEDULING .....	10-11
SUPERVISOR SIGN OFF PROCESS.....	13
SUPERVISOR / TIMEKEEPER WORKFLOW.....	21
SYSTEM ADMINISTRATOR WORKFLOW .....	22



We thank you for taking the time to review the TimeCentre **e** Enterprise time and labor tracking solution. TimeCentre can be implemented in your choice of self-hosted client/server, through the TimeCentre Service Bureau, or through your own Payroll Service Bureau. TimeCentre adapts to the way your company does business, with a look and feel that is already familiar to your workforce.

Schedule a real time demonstration of TimeCentre **e** on line.

Call your Systems Consultant at **1.701.839.7523**

