



# EnterpriseIQ Time & Attendance System

## Making Labor Tracking Easier and More Accurate

### Improving Labor Tracking

As the need to cut costs increases, the necessity of having more efficient management of labor resources and more accurate labor reporting has increased. EnterpriseIQ Time & Attendance is a powerful time clock system that collects labor data for both Payroll and Job Costing. It provides analysis and reporting tools and is directly linked to the EnterpriseIQ Payroll, Financial, Project Manager, Preventative Maintenance, Production and ShopFloor modules to provide a complete time, attendance and labor tracking system.

Employee hours can be monitored via PC-based time clocks, barcoded name badges, biometric scanners, or via links to the EnterpriseIQ ShopFloor module. Time & Attendance streamlines labor tracking and reporting, automates employee shift scheduling and improves job costing. All these attributes contribute to an efficient and profitable organization.

### BENEFITS

- Improves job cost analysis by tracking Production, Project and Preventative Maintenance activity
- Helps to identify labor-intensive processes as well as those that are more efficient
- Improves labor management through comprehensive reporting and analysis
- Increases work productivity visibility
- Enhances payroll accuracy, whether using EnterpriseIQ Payroll or exporting to a third-party system
- Simplify shift and employee management

Review and edit time clock punch information prior to posting to payroll or exporting to a third-party system.

Badge #	First Name	Last Name	Supervisor	Department	Clock IN	Clock OUT	Processed	Overtime	Approved	Total Hours	Running Total	Comment
001	JOAN	WILDER		OPERATIONS	10/31/07 3:05:24 PM	10/31/07 3:07:54 PM	N			0 days, 0 hrs, 2:50 mins	0 hrs, 2:50 mins	
002	CARLETTA	ANDRETTI		ASSEMBLY	10/31/07 3:08:03 PM	10/31/07 3:10:33 PM	N			0 days, 0 hrs, 2:50 mins	0 hrs, 5:00 mins	
ANDJ001	JOHN	ANDERSON		PM	11/01/07 2:48:25 F	11/01/07 2:47:41 PM	N			0 days, 23 hrs, 37:07 m	23 hrs, 42:07 mins	
004	PEPPER	ANDERSON		WAREHOUSE	11/01/07 2:48:46 F					0 days, 0 hrs, 0:25 mins	23 hrs, 42:32 mins	
					11/01/07 2:50:08 F					0 days, 0 hrs, 1:28 mins	23 hrs, 43:60 mins	
					11/01/07 2:50:39 F					0 days, 0 hrs, 0:47 mins	23 hrs, 44:07 mins	
					11/01/07 2:51:11 F					0 days, 0 hrs, 0:48 mins	23 hrs, 44:55 mins	
					11/01/07 2:58:44 F					0 days, 0 hrs, 7:48 mins	23 hrs, 52:03 mins	
					11/06/07 10:15:30 AM	11/06/07 10:18:18 AM	N			0 days, 0 hrs, 22:23 mir	24 hrs, 14:27 mins	
					11/06/07 10:43:47 AM	11/08/07 10:18:44 AM	N			0 days, 0 hrs, 2:80 mins	24 hrs, 17:07 mins	
					11/08/07 10:19:02 AM	11/08/07 10:21:28 AM	N			1 days, 23 hrs, 34:95 m	71 hrs, 52:02 mins	
					11/08/07 10:43:51 AM	11/08/07 10:44:16 AM	N			0 days, 0 hrs, 2:43 mins	71 hrs, 54:45 mins	
					11/28/07 11:19:35 AM	11/29/07 9:09:41 AM	N			0 days, 0 hrs, 0:42 mins	71 hrs, 54:87 mins	
					12/03/07 12:59:56 PM	01/17/08 11:15:24 AM	N			0 days, 21 hrs, 50:10 m	93 hrs, 44:97 mins	
					01/17/08 11:15:34 AM	03/19/08 3:05:14 PM	N			44 days, 22 hrs, 15:47 m	1172 hrs, 0:43 mir	
					05/20/08 2:06:41 PM	05/20/08 2:10:22 PM	N			62 days, 3 hrs, 49:67 m	2663 hrs, 50:10 m	
					05/20/08 2:11:09 PM	05/20/08 2:34:46 PM	N			0 days, 0 hrs, 3:68 mins	2663 hrs, 53:78 m	
					05/20/08 2:34:50 PM	05/20/08 3:24:46 PM	N			0 days, 0 hrs, 2:36 mir	2664 hrs, 17:40 m	
					05/20/08 3:24:51 PM	05/20/08 3:29:11 PM	N			0 days, 0 hrs, 49:93 mir	2665 hrs, 7:33 mir	
					05/21/08 7:44:00 AM	05/21/08 7:44:29 AM	N			0 days, 0 hrs, 4:33 mins	2665 hrs, 11:67 m	
					05/21/08 7:44:36 AM	10/07/08 8:30:21 AM	N			0 days, 0 hrs, 0:48 mins	2665 hrs, 12:15 m	
					10/17/08 3:36:24 PM	10/17/08 3:38:27 PM	N			139 days, 0 hrs, 45:75 m	6001 hrs, 57:90 m	
					10/17/08 3:38:37 PM	10/17/08 3:39:31 PM	N			0 days, 0 hrs, 2:05 mins	6001 hrs, 59:95 m	
					10/17/08 3:39:37 PM	10/23/08 2:58:47 PM	N			0 days, 0 hrs, 0:90 mins	6002 hrs, 0:85 mir	
					10/23/08 2:59:03 PM	10/23/08 5:57:11 PM	N			5 days, 23 hrs, 19:17 m	6145 hrs, 20:02 m	
					10/23/08 5:57:21 PM	10/23/08 6:00:53 PM	N			0 days, 2 hrs, 58:13 mir	6148 hrs, 18:15 m	
										0 days, 0 hrs, 3:53 mins	6148 hrs, 21:68 m	
										7100 hrs, 8:1 mins		

# EnterpriseIQ Time & Attendance System

## Key Features

**Payroll & Job Costing Time Clocks** – Supports time clock systems for both Payroll and Job Cost Tracking. Each system allows review and adjustment of clock data (with audit trail capability) prior to posting time clock information.

**Time Clock Log In/Out** – Unlimited PC-based time clocks with easy and simple screens makes logging in and out fast and accurate. Supports any serial devices for login purposes (keyboard, “swipe” readers, biometric scanners).

**Job Cost Tracking** – Users can log directly into work orders. Time & Attendance logs all activity and displays the data for easy editing and approval. It also supports an employee logging into one or multiple jobs simultaneously.

**Link to EnterpriseIQ Payroll or Export to Third-Party Payroll System** – Data gathered via the time clocks can be reviewed, verified and sent directly to the EnterpriseIQ Payroll module or exported to third-party payroll systems.

**Extensive Pay Rules** – Create a custom set of pay rules including pay types, tax exemptions, pay formulas, time-rounding options, overtime rules and more.

**Visual Scheduling with Flexible Shift Definition** – Create standard and unique shifts, including start, end and break times, set over standard work weeks, weekends and other special times. Employees can be assigned to any shift.

**Employee Absence Calendar** - Enter pre-planned absences such as vacation or holidays and information is pulled automatically into the employees time cards during preparation of payroll data.

**Incentive Pay Support** – This module is used to evaluate attendance against scheduled shifts and provide a detailed analysis of employee attendance exceptions (i.e., logging in late or too early) for better attendance monitoring.

**Attendance Violations** - Allows application of a user defined set of rules to assign 'Points' for each occurrence of absenteeism and tardiness. Point systems typically are used for determining penalties for attendance violations.

Record time to one or more work orders or tasks and directly feed data into job costing system.

