



Features	Benefits
<p><b>Time and Attendance</b></p> <ul style="list-style-type: none"> <li>▪ Flexible methods of time entry per employee.</li> <li>▪ Employees can click a Punch button or type the number of hours worked. They can also transfer to other departments or charge their time to job orders.</li> <li>▪ Exception-based time entry</li> <li>▪ Automatic generation of timecard adjustments for holiday benefit, guaranteed hours, scheduled time off and missed meal breaks.</li> <li>▪ Accommodation for prior period adjustments.</li> <li>▪ Configurable calculation engine</li> <li>▪ Supervisors review, edit, and approve employee timecards.</li> <li>▪ Configurable Workflow Notifications proactively notify Supervisors of employees with exceptions or time cards that need their attention.</li> <li>▪ The home page Information Center notifies Supervisors of employees with selected attendance exceptions such as late arrivals and absences, pending time off requests and time cards that require approval.</li> <li>▪ Electronic In-Out Board</li> <li>▪ Interface with all popular payroll products.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Accurate time collection. Reduction in total cost of ownership, time clocks not required.</li> <li>✓ Flexibility. You can select different time entry methods for different employees.</li> <li>✓ Record only time spent away from work.</li> <li>✓ Reduce payroll preparation time by up to 80% and increase accuracy by reducing payroll adjustments.</li> <li>✓ Eliminate costly and time-consuming manual calculations.</li> <li>✓ Automate complex time calculations</li> <li>✓ Simple and efficient review, edit, and sign-off process with a paperless system.</li> <li>✓ Increase productivity by limiting Supervisors daily review to the time cards that need their attention.</li> <li>✓ Efficient review and approval process.</li> <li>✓ Easily see who is in or out.</li> <li>✓ Payroll vendor independence</li> </ul>
<p><b>Paperless Leave Requests</b></p> <ul style="list-style-type: none"> <li>▪ Employees can view their remaining vacation balances on the timecard.</li> <li>▪ Requests for time off can be submitted and then approved/denied electronically.</li> <li>▪ Supervisors can view time off requests for employees within a selected hierarchy level (e.g. department) to determine whether a request should be approved or denied.</li> <li>▪ Employees can be notified of the decision via email.</li> <li>▪ Approved leave time is automatically recorded on the employee's timecard.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Self-sufficiency. Employees do not have to request this information from HR and Payroll.</li> <li>✓ Eliminate paper forms while streamlining your leave request and approval process.</li> <li>✓ Managers can make informed decisions quickly.</li> <li>✓ Supervisors will not be burdened with leave request status inquiries.</li> <li>✓ Increased efficiency.</li> </ul>

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<p><b>Scheduling</b></p> <ul style="list-style-type: none"> <li>▪ Develop schedules to plan your workforce requirements, and then measure actual hours worked against the plan.</li> <li>▪ Project overtime based on time worked and remaining time scheduled for the week.</li> </ul>	<ul style="list-style-type: none"> <li>✓ More efficient staff scheduling. Aids in decision-making.</li> <li>✓ Reduce overhead costs.</li> </ul>
<p><b>Schedule Budgets</b></p> <ul style="list-style-type: none"> <li>▪ Schedule budgets may be established for your departments.</li> <li>▪ Schedule budget variances are updated real-time as the schedule is edited. Variances can be viewed on-screen or in reports.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Allow managers to schedule employees within budget limits.</li> <li>✓ Easily locate departments with variances.</li> </ul>
<p><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>▪ ADI Time can supplement your Human Resources Information System, making employee profile information such as Tax ID, address, date of hire, and emergency contacts available to Supervisors.</li> <li>▪ Supervisors can update employee profile information from your main location or a remote site.</li> <li>▪ User-defined employee profile fields available.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Reduce the burden on your HR staff.</li> <li>✓ Convenience.</li> <li>✓ Track additional information.</li> </ul>
<p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Easy-to-use reporting provides critical employee payroll, scheduling, and historical trend information.</li> <li>▪ Create reports tailored to your liking with ad hoc reporting.</li> <li>▪ Filter the report data by specifying a date range and/or a group of employees.</li> <li>▪ Save commonly used reports in a Favorites menu.</li> <li>▪ Download report results to MS Excel or .PDF</li> </ul>	<ul style="list-style-type: none"> <li>✓ Increase productivity and profits by having timely and accurate information at your fingertips.</li> <li>✓ Tailor the report data to fit your organization's specific needs.</li> <li>✓ Flexibility to provide only the information that you need.</li> <li>✓ Ease of use.</li> <li>✓ Eliminate the need to repeatedly customize the same report.</li> <li>✓ Convenient access to employee data.</li> </ul>
<p><b>Benefit Time</b></p> <ul style="list-style-type: none"> <li>▪ ADI Time Version 10 supports complex accrual rule configurations to accommodate intricate benefit time policies.</li> <li>▪ Import accrual balances from your payroll system. ADI Time can track and monitor use of benefit time.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Award benefit time to employees automatically and accurately.</li> <li>✓ Managers have current and accurate information to help them plan their department's resources.</li> </ul>
<p><b>Attendance Points</b></p> <ul style="list-style-type: none"> <li>▪ Apply your attendance policy automatically and consistently throughout your organization by generating points for attendance policy infractions.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Easily identify employees in need of attendance counseling.</li> </ul>

Features	Benefits
<p><b>Employee Self Service</b></p> <ul style="list-style-type: none"> <li>▪ Display messages when employees log on to ADI Time Version 10.</li> <li>▪ Employees can view their profile information and work schedule.</li> <li>▪ Employees can review their remaining benefit time balances as well as attendance points.</li> <li>▪ Track the status of leave requests.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Ensures that employees receive important messages as soon as possible.</li> <li>✓ Saves time and reduces the number of inquires to their Supervisor.</li> <li>✓ Human Resources will not be burdened with balance inquiries.</li> <li>✓ Convenience</li> </ul>
<p><b>Technology</b></p> <ul style="list-style-type: none"> <li>▪ Active Directory support</li> <li>▪ Password update option for Employees and Supervisors.</li> <li>▪ Web-based</li> <li>▪ Written in C# utilizing .Net Framework.</li> <li>▪ Optionally available as ASP hosted solution.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Users only have to remember one user ID and password.</li> <li>✓ Protect sensitive information.</li> <li>✓ Zero-footprint, centralized administration.</li> <li>✓ Leading edge technology</li> <li>✓ Easy implementation; lower total cost of ownership.</li> </ul>