



# Reduce Labor Costs and Improve Employee Attendance



## Punch-to-Paycheck Automation

Attendance on Demand is a cloud-based time and attendance service for highly secure, cost-effective labor management. Attendance on Demand improves employee time tracking, controls overtime, improves employee attendance habits, and reduces labor expenses.



Demand  
More

- Stay informed with real-time dashboards of essential labor information.
- Identify attendance exceptions such as tardiness and absenteeism and take action quickly.
- Eliminate unapproved overtime.
- Automate time off requests and approval.
- Correct and approve employee time cards quickly.
- Address unresolved absences by re-categorizing when proper documentation is provided.
- Empower employees and minimize inquiries to HR for attendance and benefit information
- Reduce redundancy by entering information only once.
- Efficiently apply a single edit to a group of employees.
- Cut payroll costs by automating complex pay policies.
- Simplify regulatory and wage audits.
- Improve management and employee communication.



## Labor management, cost management, time management... without expensive IT management

Demand  
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Attendance on Demand is a hosted time and attendance system with full capabilities for labor management, scheduling, timekeeping, accruals, incidents, budgets, and more.

There is no software to buy, no upfront investments in licenses, servers, or hardware. There is no need for costly maintenance. Monthly subscription rates are cost-effective, consistent, and predictable making budgeting easier. Pay only for the employees that you manage.

Powerful time and attendance management tools are at the ready whenever or wherever employees, supervisors, or managers need to track and manage the workforce.

From 02/13/11 to 02/19/11				
		Monday	Tuesday	Wednesday
<b>Feb</b>	<b>Hours</b>	<b>14</b>	<b>Feb</b>	<b>15</b>
Reg	Ovt	PTO	Schedules	19
152:00	0:00	0:00	Shifts Worked	4
100%	0%	0%	Birthdays	1
Actual		161:00	Anniversaries	1
Scheduled		152:00	Leave Requests	1
Diff		9:00	Working Now	1
Schedules		19	Critical Exceptions	3
Shifts Worked		20	Today's Absences	14
Birthdays		1	New Messages	2
Critical Exceptions		4		
Non-Critical Exceptions		2		
			<b>Feb</b>	<b>16</b>
			Schedules	15
			Birthdays	1

The calendar dashboard summarizes labor activity and highlights issues to be addressed.



### Automate and Save

The Attendance on Demand parameter engine automates even the most complex HR and pay policies.

- Automate employee pay rates and rate changes mandated by complex labor contracts.
- Maintain unassailable wage and hour records.
- Assist with labor regulations such as FMLA and FLSA.
- Resolve absences or exceptions when proper documentation later supports categorizing these instances as FMLA-eligible leave.
- Generate reporting for wage and hour claims, wrongful termination litigation, and other legal inquiries.

Last Name	First Name	ID	Badge Location	Department	Supervisor	Hired
Allen	Christine	1245	35867 OH	Warehouse- Shipping	KATHY ADAM	02/07/00

  

Date	Schedule	Start	End	Punches In	Out	Hours	Department	Workgroups From	To	Hours	Exceptions
Feb-6	4:45	13:30		4:41	13:28	8:15	Warehouse- Shipping	4:41	13:28	8:15	
Feb-7	4:45	13:00		4:40	13:20	8:00	Warehouse- Shipping	4:40	13:20	8:00	Left Late
Feb-8	6:00	21:00		5:55	21:01	14:30	Warehouse- Shipping	5:55	21:01	14:30	Max Shif.
Feb-9	4:45	11:45	DL	4:29	11:44	6:45	Warehouse- Shipping	4:29	11:44	6:45	Arr. Early
Feb-10	4:45	13:00		4:38	13:04	7:45	Warehouse- Shipping	4:38	13:04	7:45	
Feb-11	4:45	8:02									Absent (4:45/8:02)

Supervisors use timecards to quickly identify, correct, and approve employee activity.

Parameter settings reflect your pay guidelines, attendance policies, and benefit policies. Your pay rules can include overtime, lunch and break periods, rounding, flex time, holiday pay, shift differentials, special premiums, call back pay, and so on. Best of all, parameter settings are easily changed whenever company policies or labor contracts change.

Sunday		Monday		Tuesday		Wednesday		Thursday	
Reg	160:00	Reg	152:00	Schedules	19	Schedules	15	Schedules	15
Ovt	2:00	Ovt	0:00	Shifts Worked	18	Birthdays	1		
PTO	0:00	PTO	0:00	Overtime	2:00				
Diff	1:30	Diff	9:00	Leave Requests	3				
Schedules	21	Schedules	19	Working Now	5				
Shifts Worked	21	Shifts Worked	20	Critical Exceptions	2				
Overtime	2:00	Non-Critical Exceptions	1	Today's Absences	2				

Excessive overtime is easily identified and supervisors can drill down to investigate.

### Control Overtime and Stay Within Budget

Attendance on Demand tracks labor activities through intuitive labor summaries, time cards, employee historical calendars, time card archives, and flexible employee or group scheduling.

- Track departmental transfers to support the borrowing and lending of employees.
- Analyze actual vs. scheduled labor costs and actual vs. budgeted labor costs.
- Easily see departmental labor breakdowns, labor hours and dollars by pay designation, and more.

### Schedule Employees Efficiently

Attendance on Demand lets you view, create and change schedules for single employees and for groups of employees by the day, week, month or customized time period.

Payroll	Scheduling	H.R.
<b>Bi-Weekly</b>	<b>This Week</b>	<b>Usage</b>
Employees	Begins	02/13/11
21	Ends	02/19/11
Previous Period	Employees Scheduled	21
Begins	Employees Scheduled Off	3
02/06/11	Employees Without Schedules	0
02/12/11	Next Week	
Ends	Begins	02/20/11
Issues	Ends	02/26/11
21	Employees Scheduled	18
0 critical	Employees Scheduled Off	2
02/16/11	Employees Without Schedules	3
Hours		
826:19		
Dollars		
8849:4500		
Status		
Ready		
Current Period		
Begins		
02/13/11		
Ends		
02/19/11		
Issues		
2, 2 critical		
Hours		
580:54		
Dollars		
6380:0330		
Status		
Please Repair		

Dashboards use colors to indicate payroll readiness.

Create ongoing, repeating schedule patterns for employees who regularly work the same hours. Schedule an employee once, and never worry about it again.

When an employee is assigned a schedule, Attendance on Demand automatically compares it to worked hours, identifying employees who are tardy, leave early, take long lunch hours or are absent.



## Improve Management and Employee Communication

Attendance on Demand helps managers and employees communicate efficiently by using Employee Messaging. Communication can be initiated by either the manager or the employee using a private message board. This is useful for getting timely messages to an employee about extra shifts available or extending hours, for example. Employees can use it to communicate their availability for more hours or information about circumstances surrounding an absence or tardiness. Improved communication means better workforce relations.

Closing Payroll Status		Tues May-20 14						
		Sun May 18	Mon May 19	Tue May 20	Wed May 21	Thu May 22	Fri May 23	Sat May 24
<b>Supervisors</b>								
Sharon	1 Issues, 1 Critical							
<b>Payroll Managers</b>								
Mary	0 Issues, 0 Critical							

The Payroll Monitor shows which supervisors have open issues to resolve before payroll can be processed.

## Integrate Seamlessly With HR and Payroll

Attendance on Demand easily integrates with your existing payroll, human resources, and other key office systems. You can fully leverage your investment by sourcing employee information from your existing HR system and seamlessly transferring it to payroll — whether your payroll is done in-house or by a payroll company.

## Collect Time and Attendance Data Your Way

Select from a broad range of time clocks for collecting time and attendance and other important employee data. Our time clock options fit your unique work environment, and reduce the time and costs of data collection. Choose the method that works for your company and your employees:

- Biometric Hand Readers
- Biometric Finger Readers
- PIN Time Clocks
- Proximity Readers
- Barcode Readers
- Magnetic Stripe Readers
- Employee Online Time Sheets

Address Unresolved Absence	
Select Absence	Wed-28 14 UnResolved 8:00
Select an Absence Event	
New Pay Designation	FMLA
Reassign entry to new Pay Designation	
Credit Benefit Balance	FMLA
Select Benefit Balance to Adjust	
Credit Amount	8:00
Enter Amount to Debit Selected Benefit Bank	
Debit Benefit Balance	UnResolved
Select Benefit Balance to Adjust	
Debit Amount	8:00
Enter Amount to Credit Selected Benefit Bank	

Unresolved absences can be re-categorized when proper documentation is submitted. Even after the pay period has closed.

## Easy Access, Easy Maintenance

Attendance on Demand is installed centrally on our servers. Web servers provide access for managers and employees through your intranet or over the internet. You need only a web browser to access Attendance on Demand from any location. Supported browsers include Internet Explorer, Safari, Firefox, Chrome, and Opera. Employees access Employee Self Service through a web browser, too. You can authorize or prohibit IP addresses, controlling access from unauthorized locations.

## Optional Modules

Attendance on Demand delivers critical information through core time and attendance features. Optional modules provide advanced labor management capabilities including:

- Employee Self Service
- Leave Management
- Employee Messaging
- Incidents & Points
- Benefit Accruals
- Custom Report Writer
- Coverage Budgets