Ross Technologies Group
TimeWise: Time & Attendance Software

July 5, 2013

Time & Attendance

Key Points:

- Easy graphical user interface with hot keys for efficient easy access.
- Designed to support both small and large businesses.
- Dozens of standard reports focusing on critical employee information.
- Advance error detection logic to identify missing punches
- Open SQL Server PC-Based architecture for flexibility and ease of integration
- Maintains an audit trail of modifications
- Stand alone or enterprise versions for multiple concurrent access across the corporate network.
- Interfaces with IBM DC Connect for Windows
- Report Writer option to allow user to easily create custom reports..

Time & Attendance

"In today's fast past business environment companies are looking to accurately and efficiently capture employee hours, manage work schedules, and benefits."

RTG's TimeWise; is an easy to use, SQL based time and attendance solution. The application software works in conjunction with a variety of data collection terminals, networked supervisor stations, and optional host.

Save time and money by electronically collecting employee attendance and automatically adjusting payable hours based on company specific rules. Screens are designed to provided supervisors quick and easy access of employee data for review and correction of invalid punches before they are processed.

Once the company master files are configured there is no need to duplicate information or effort. Vacation time, benefit hours and pay differentials are automatically adjusted. Other modules such as Job Costing, Labor Reporting, Access Control, Break Bell Control, and Machine Data Collection can be easily added.

Easy graphical user Interface

"Designed to make your job easier"

The graphical user interface provides a simple and easy interface to configure the system and supervise the data for your particular company. Hot keys are provided to further improve operator efficiency. Pull down menus and search functions are provided to guide inexperienced operators. "The software is designed for supervisors to quickly and easily manage and review employee data." The user interface is divided into four intuitive menus.

Company Master Files

"Configure it and forget about it"

The master files contain all the information specific to the company. These file contain lists of employees, supervisors, departments, and benefits. They also determine passwords, pay period, and the location of the output file .

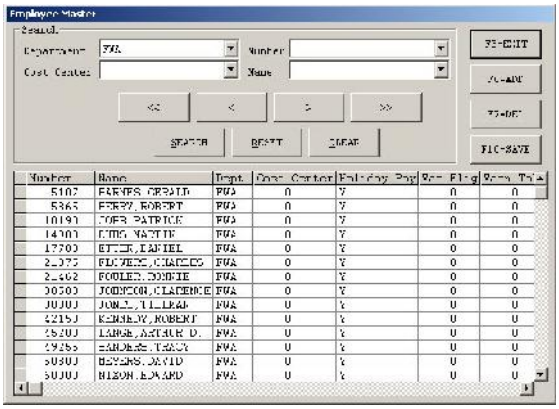
The Master Files menu provides the administrator the options to add, delete, or modify any of the departments, employees, supervisors, and establish

company rules and benefits. Once these files are created and the company data is recorded the system is configured. Once configured only periodic maintenance of these files is required.

Work Schedules and Supervisor Actions

"Assigning schedules and reviewing"

The Work Schedule menu allow supervisors

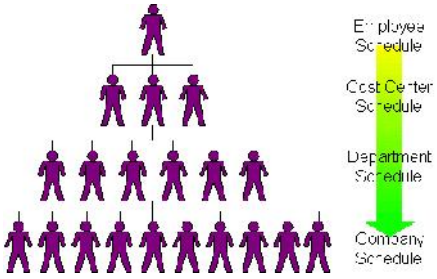


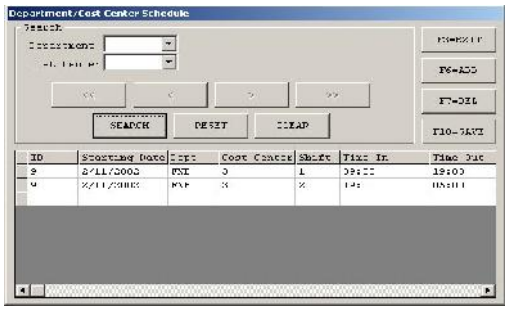
the ability to add and modify shift times, by employee, department, and cost center. If no unique schedule is required the company default is automatically assigned. The system includes logic to automatically determine the appropriate schedule for each employee. The scheduler first looks to see if the employee has his own unique schedule, if none is found it proceeds through departments, cost centers, and finally if none exist defaults to the company general purpose schedule. This allows supervisors

"Labor… your companies most valuable resource."

the option of providing a full range of schedules. For many employees no selection is required allowing the system to automatically default to the company schedule.

The Supervisors Actions allow supervisors to examine and adjust hours accumulated by employee's in a format similar to an electronic punch card. Supervisors can view the hours collected for each employee based

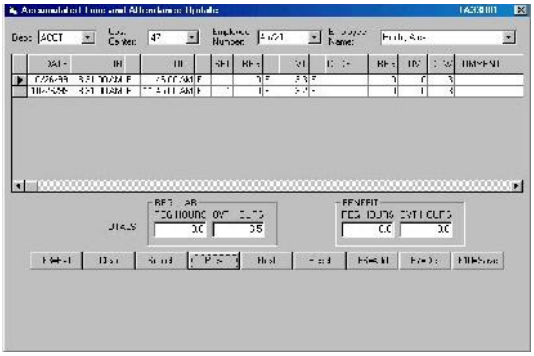




on regular, overtime, and benefit hours. Exceptions, errors, and missing punches are automatically flagged to assist supervisors during the correcting of errant punches before they can be posted. Logic is provided that prevents the administrator from closing the pay period until all exceptions are corrected.

Report/Inquiries

Dozens of standard reports and inquires are included to allow supervisors to view or print detailed reports. The report menu displays a list of all reports available. Typical reports include:



Standard Reports:

** Accumulated hours Report*
** Missing Punch Report*
** Employee Master File Report*
** Schedule Absence Report*
** On Premises Report*
** Benefit Codes Report*
** Department Schedule Report*
** Cost Center Schedule Report*
** Employee Schedule Report*
** Benefits/Attendance Report*
** Actual Clock In/Clock Out Report*
** Employee Vacation and Holiday Report*
** Employee Holiday Eligibility Report*

Security

The system has several methods to restrict access to authorized personnel. Beyond the advanced security provided in the windows operating system. Configuration of the company master files and setup is restricted to the administrator. Daily maintenance and work schedules are restricted to authorized supervisors. Additional security is provided by an audit trail that records all user modifications.

Grouping employees

Employees can be grouped together by cost center, department, or department/cost center. "This allows supervisors to track hours and establish schedules more efficiently by dealing with groups rather than individuals."

Pay period output files

The pay period output file is generated at the end of each pay period and contains formatted accumulated adjust totals for regular, overtime pay, and benefits. This can be a standard file format or a customer specific layout.

"Tracking Labor and monitoring productivity is critical to a healthy business..

Look to RTG for professional and affordable labor solutions"

Output Formats

- *ADP*
- *Paychecks*
- *Fixed length text or Excel*
- *Custom, user specified*
- *SAP*
- *Mapics*
- *JD Edwards*
- *SQL*

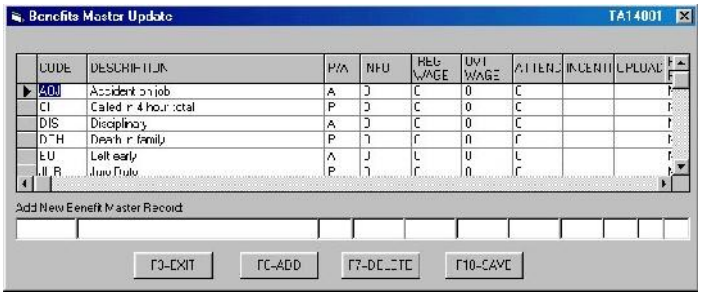
Automatic Data Collection:

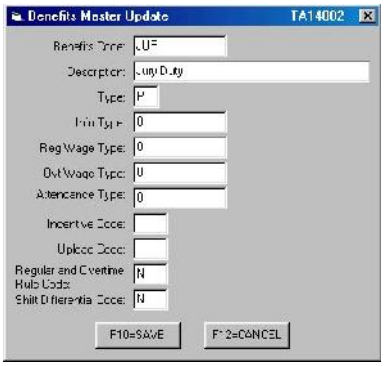
A Polling Schedule automatically uploads and transactions collected in the data collection terminals. This schedule establishes the actual time that the polling process is to occur. Alternative, the option is provided to manually poll the clocks providing up dates on demand.

Holidays & Benefits

The *Holiday Schedule* file contains one record for each official holiday observed by your company. This is used by the polling /posting process to generate a holiday pay record for each eligible employee during the work week in which the holiday occurs.

The *Benefits Schedule* provides the Supervisor with the ability to enter benefit for an employee. Benefits are excused absences that maybe paid or unpaid. Eligible employees automatically receive hours for paid absences such as jury duty, sick pay, or holidays.





The company recognized benefits are defined in the master benefit master file along with details about compensation. These hours are added to the accumulated payroll accumulated totals.

Total Hours = Regular hours + Overtime + Benefit hours

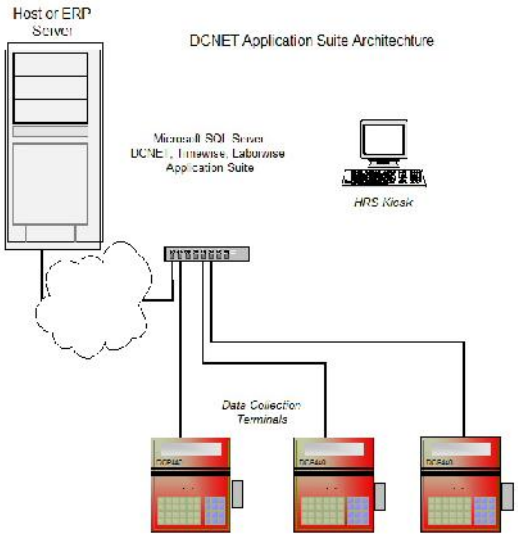
ID Badges and Badge Printing:

RTG provides on demand badge making. A PVC badge printer is provided along with software to simplify the process of creating and printing badges.

HID Proximity Badges are recommend based on superior performance, improve security, and easy of use over conventional barcode badges.

System Requirements

* i3 Processor
  4GB RAM, 250GB HD,
  DVD-R/W
* Windows 7 or Server
* Ethernet &
  Client Access for host
  connectivity
* Windows MS SQL Server
  (5 users) Basic
  (25 user)+ Enterprise



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Ross Technologies T&A

Time & Attendance
DCP Terminals

DCP440 Terminal

- 4x40 Character display, keyboard
- RJ45 Ethernet or WIFI
- Serial ports
- Badge Readers and HID Prox Readers
- Keyboard input or Keypad
- Digital I/O for Access / Bell Control
- Barcode, HID
- Finger Reader

DCP440

DCP-440
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F13
F14
F15
F16
1
2
3
4
5
6
7
8
9
Clear
0
Delete
Exit
Enter

DCP-440
F1
F2
F3
F4
F5
F6
F7
F8
1
2
3
4
5
6
7
8
9
Clear
0
Delete
A
B
C
X
Exit
Enter

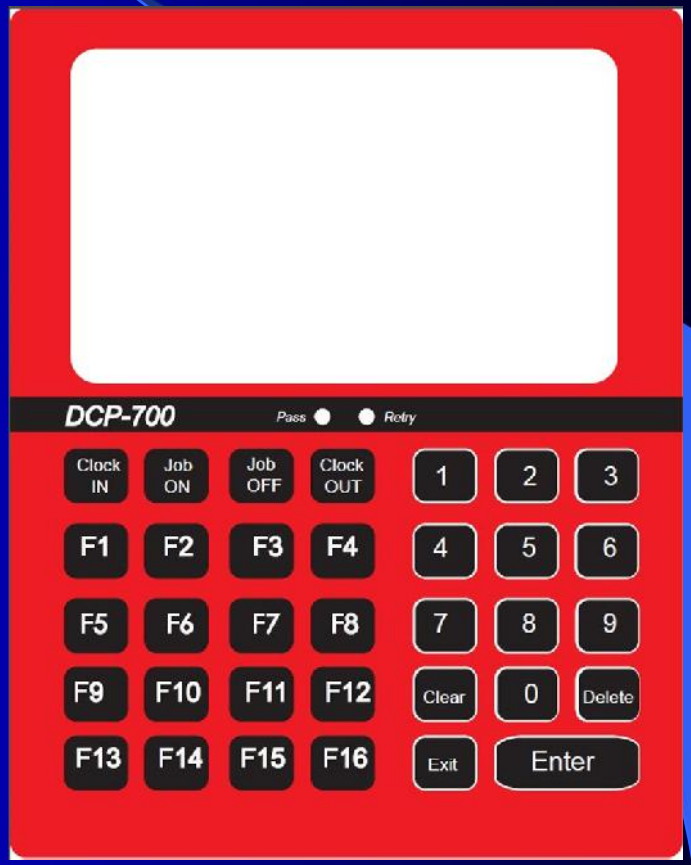
DCP440

Choose you reader…
Biometric, Prox, Barcode, Mag stripe

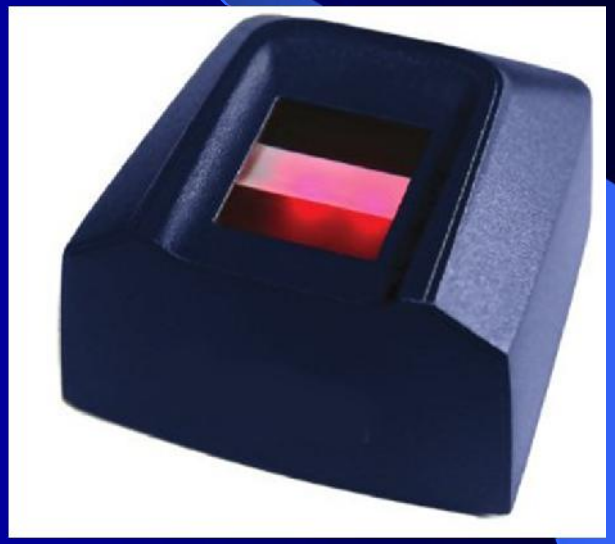
DCP700 Labor Terminal

- DCP700 7” LCD
- DCP440 4x40 Character
- Back Pack with monitor

DCP700 Keypad



DCP Finger Reader

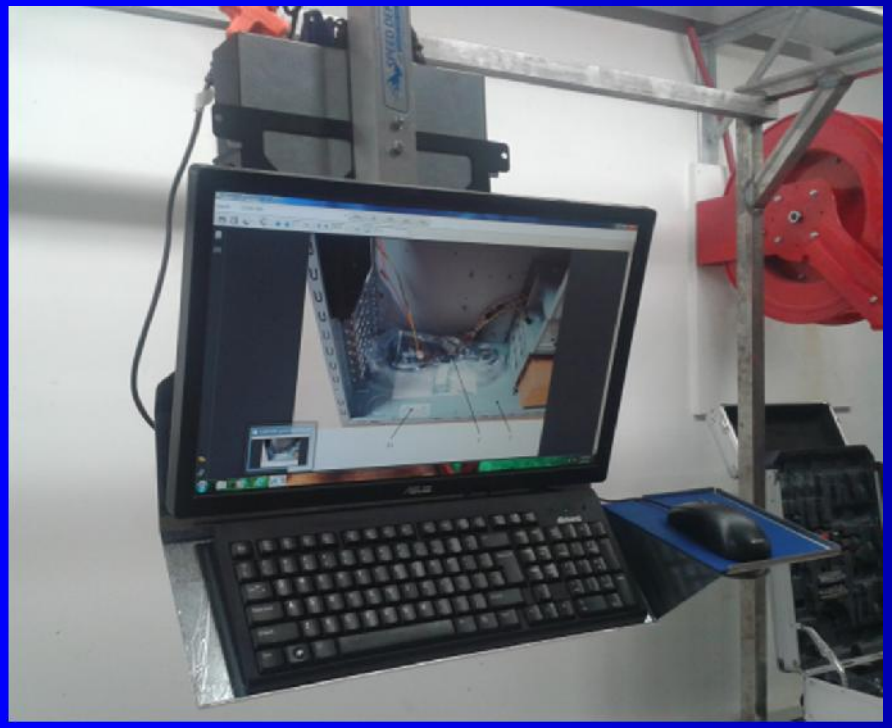


DCP Options

- Barcode Readers
- Prox Readers (non-contact)
- Magnetic Card Readers
- Finger Readers
- POE
- Mounting Options
- Bell Control

AIO Arm mount with tray

Full Screen Terminals with Tray



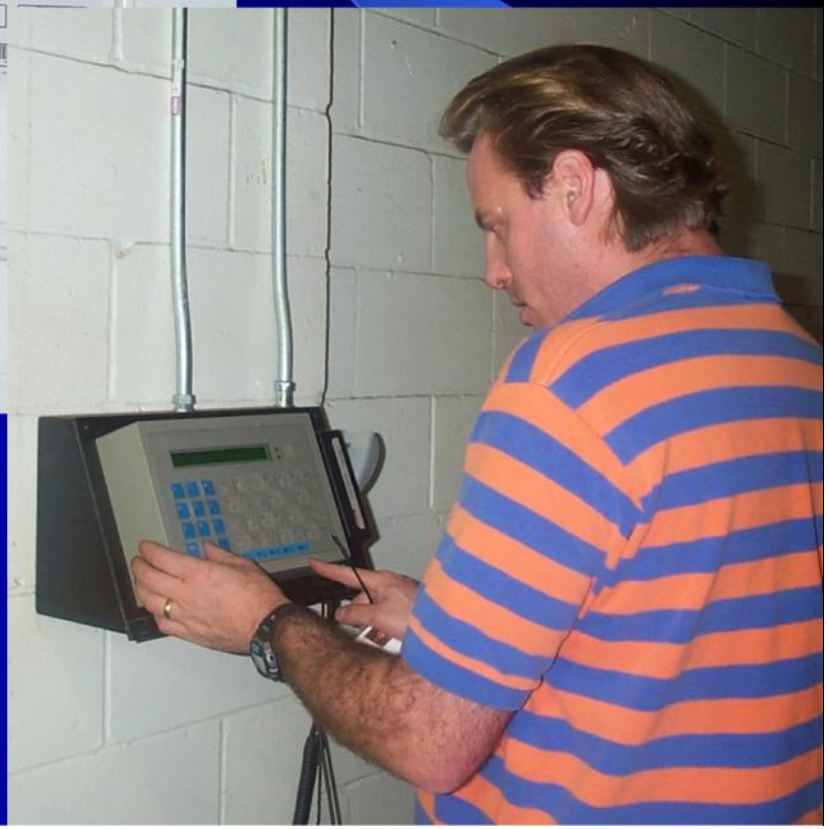
Paper less PDF Shop floor Viewer

Ross Technologies

AIO wall mount

15” AIO, Touch Terminal
speakers, 6 USB, 2 Serial

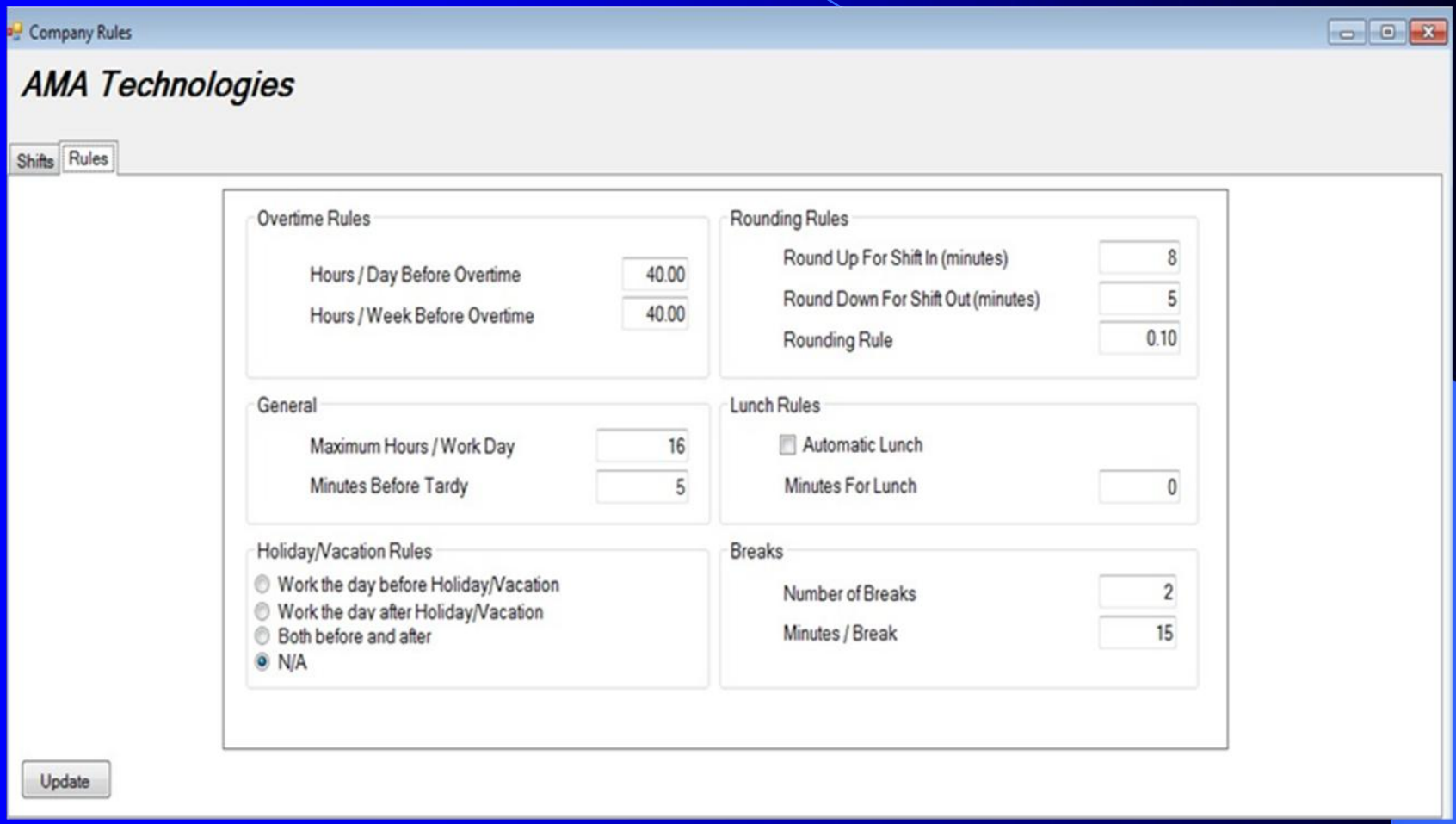
Labor



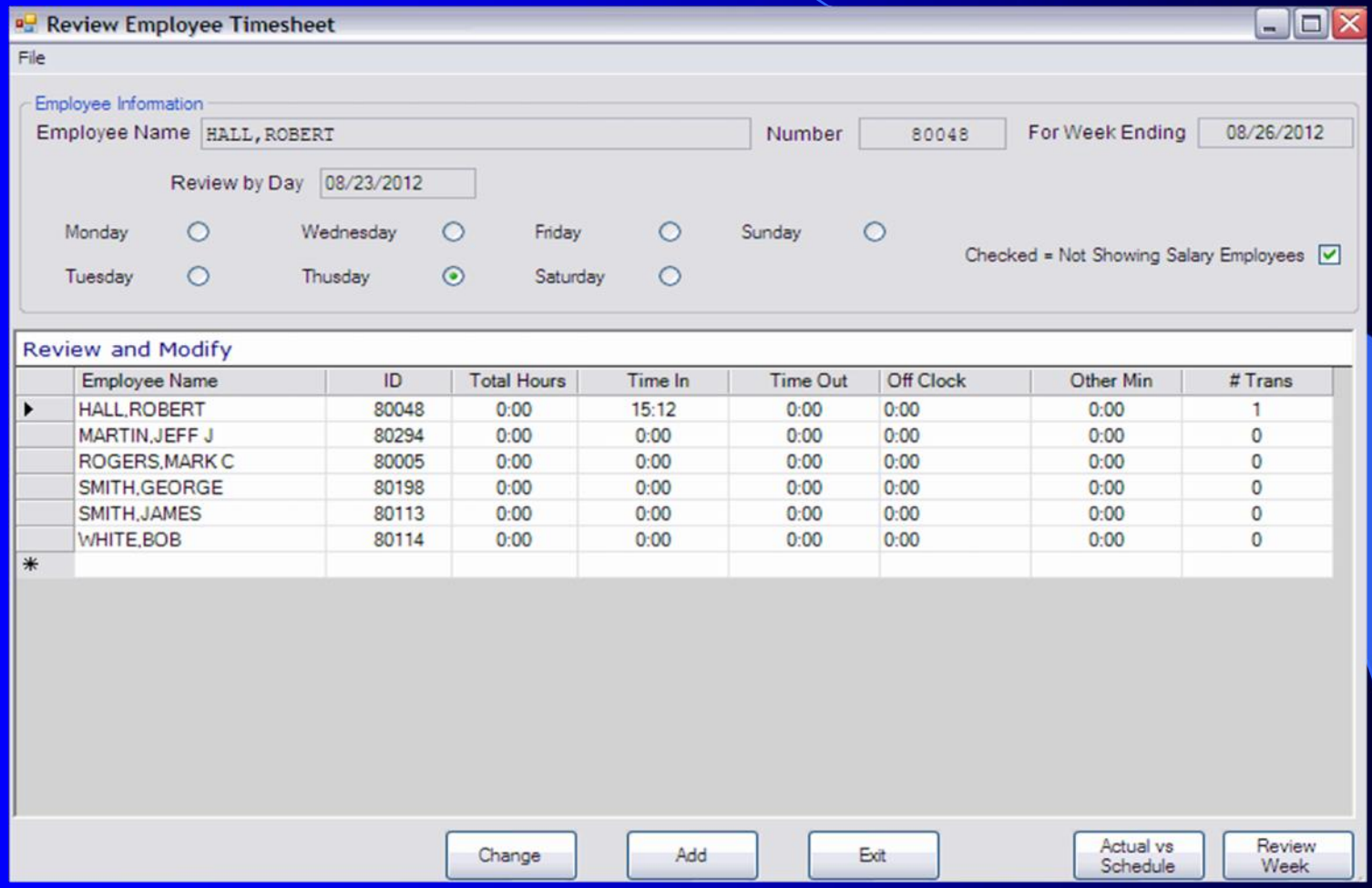
4
IBM
JOB ON
CHECK JOB #
GO HOME
TOOLS & FIXTURE
MACH REPAIR
ASSY LABOR
ASSY MAINT
Shift
Clear
Enter
QUIPP

AIO 21.5”

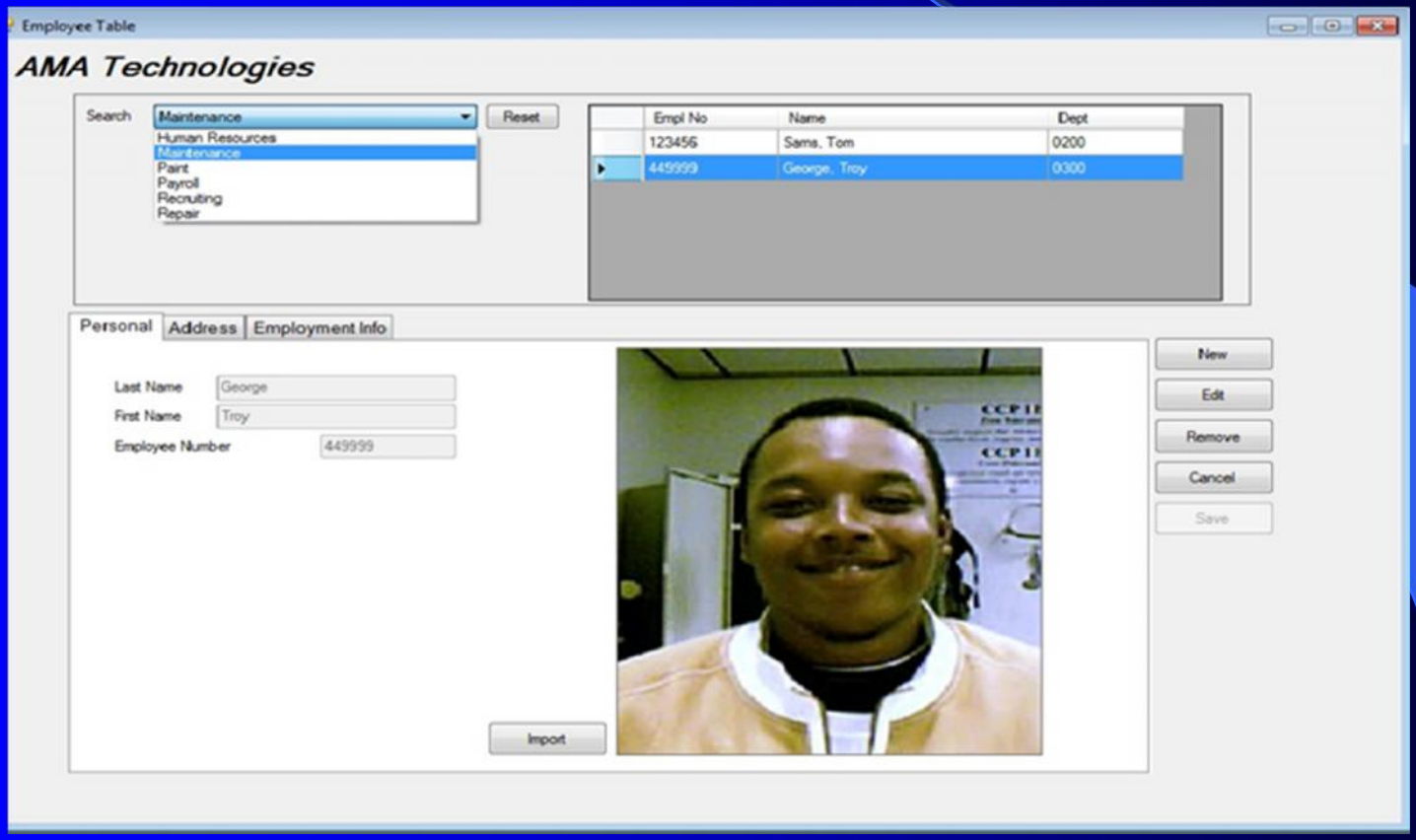
Company Rules



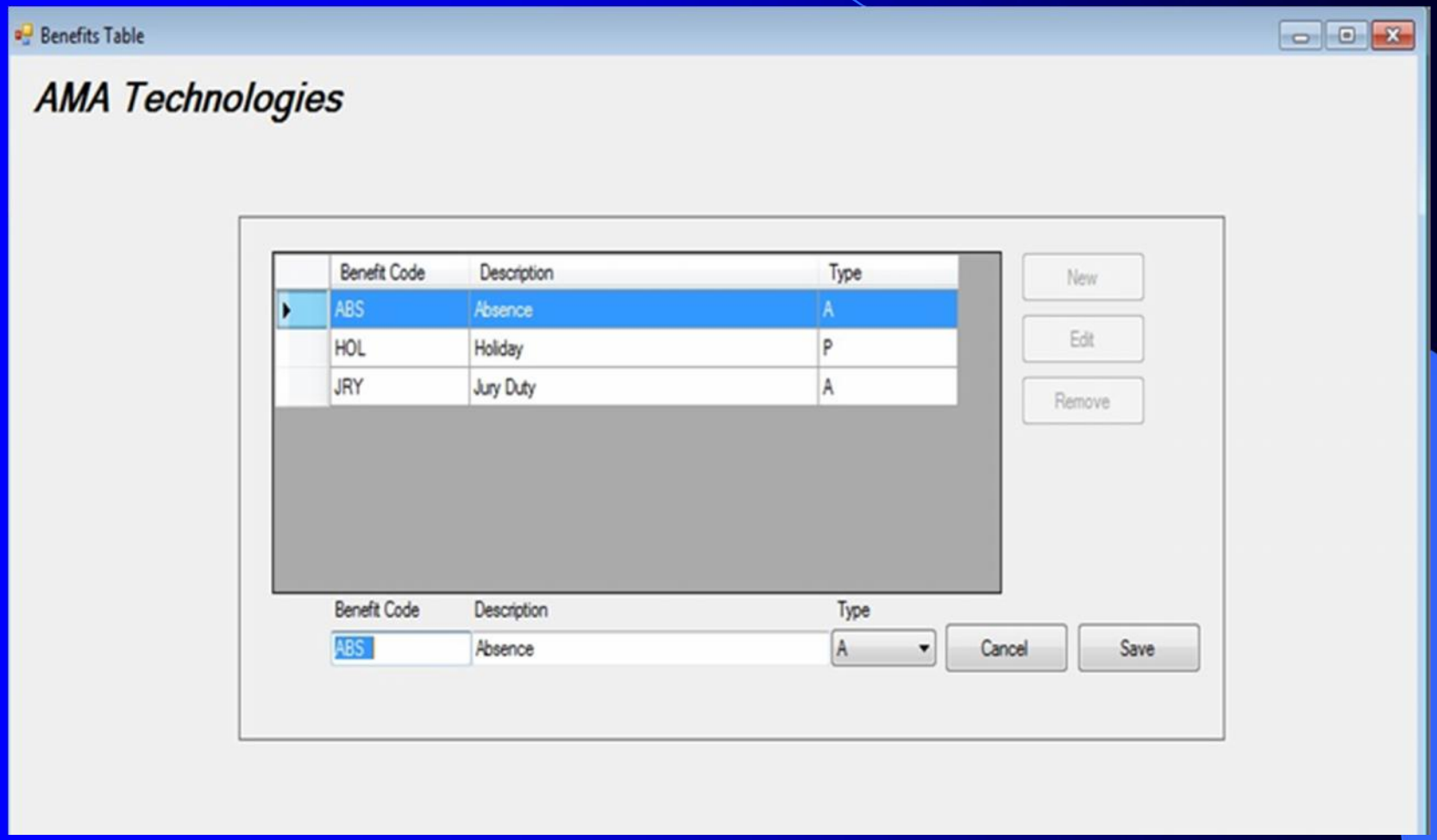
Department Employee Summary Screen



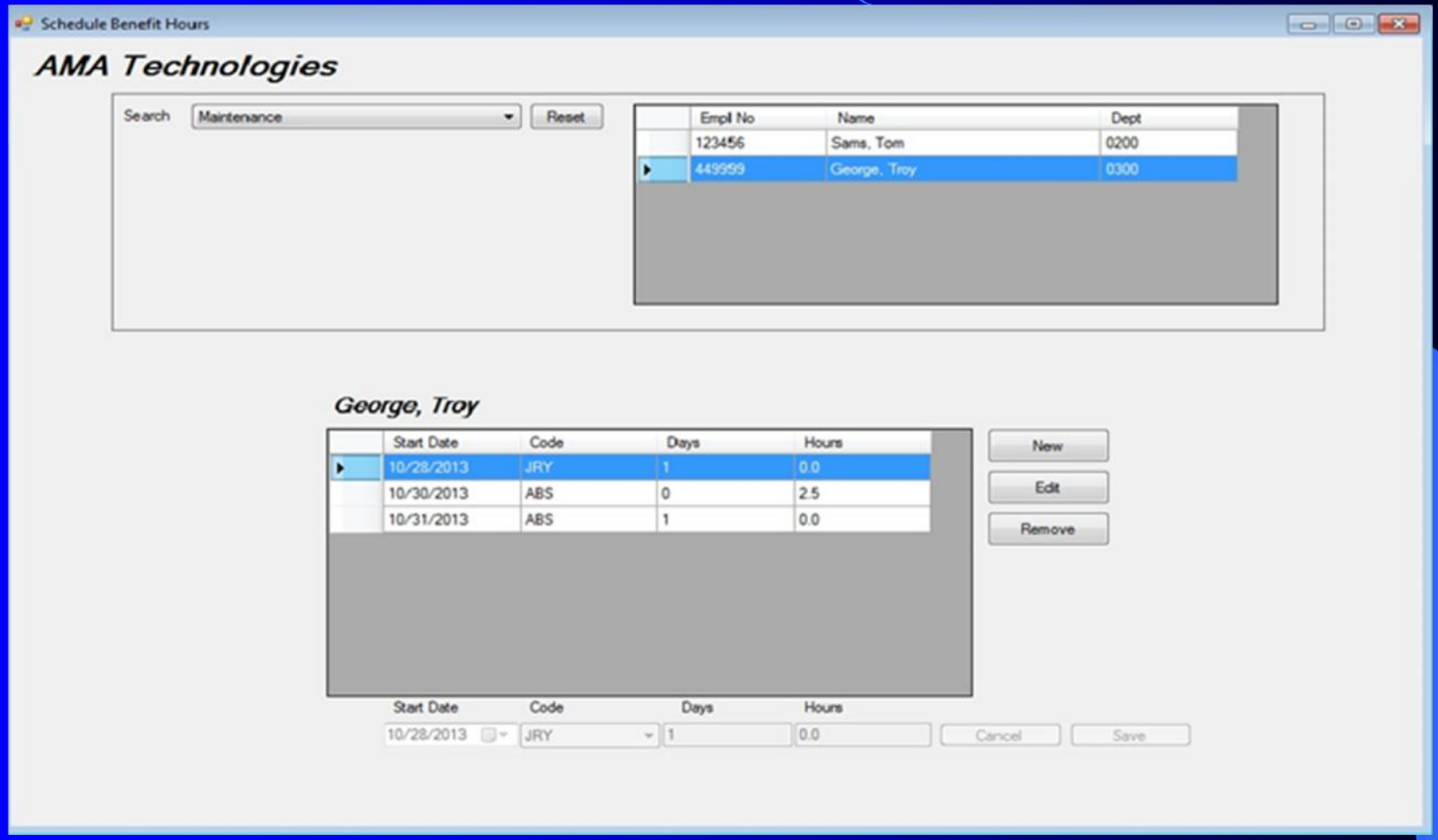
Employee Master Data



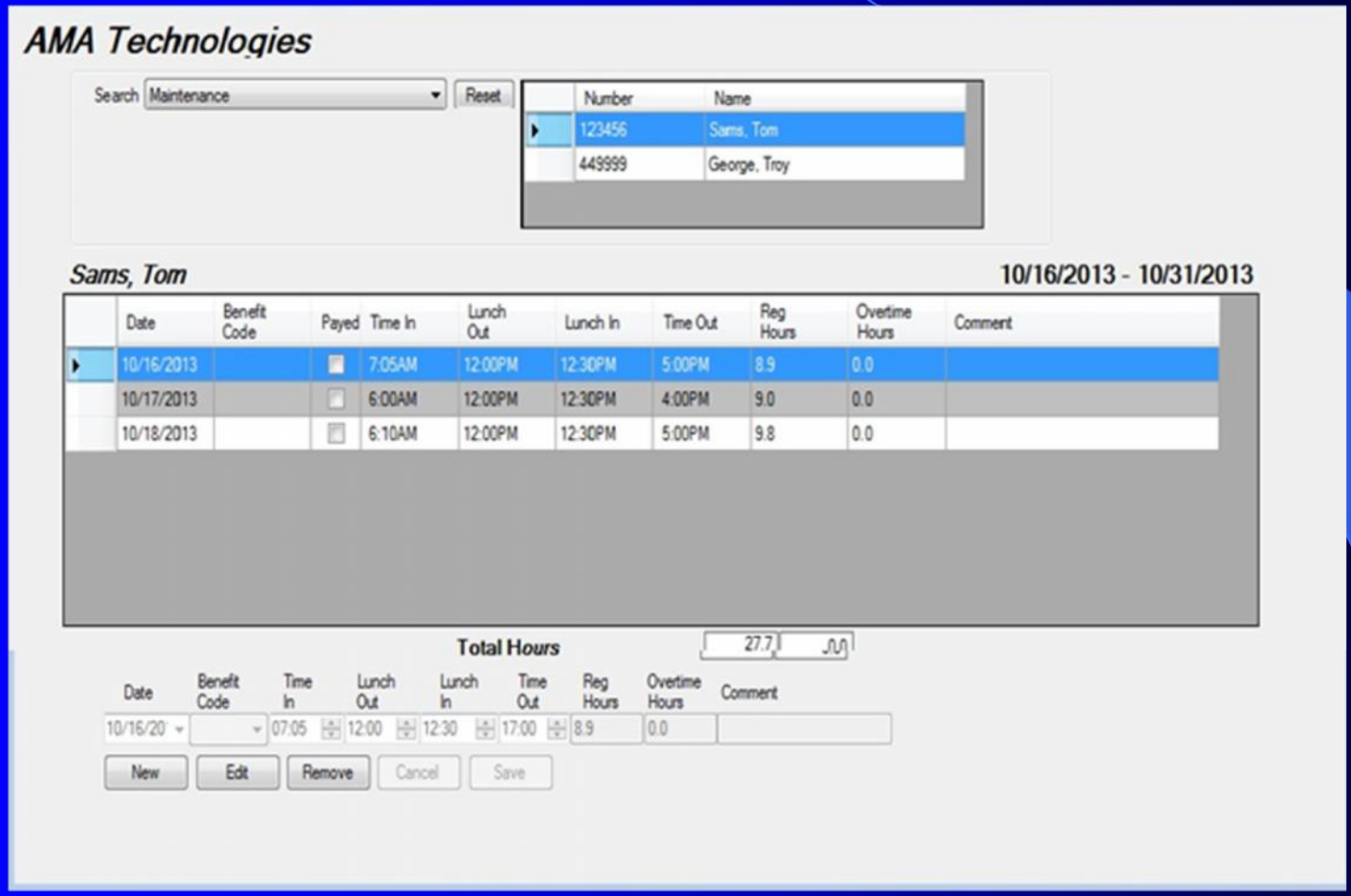
Employee Benefits



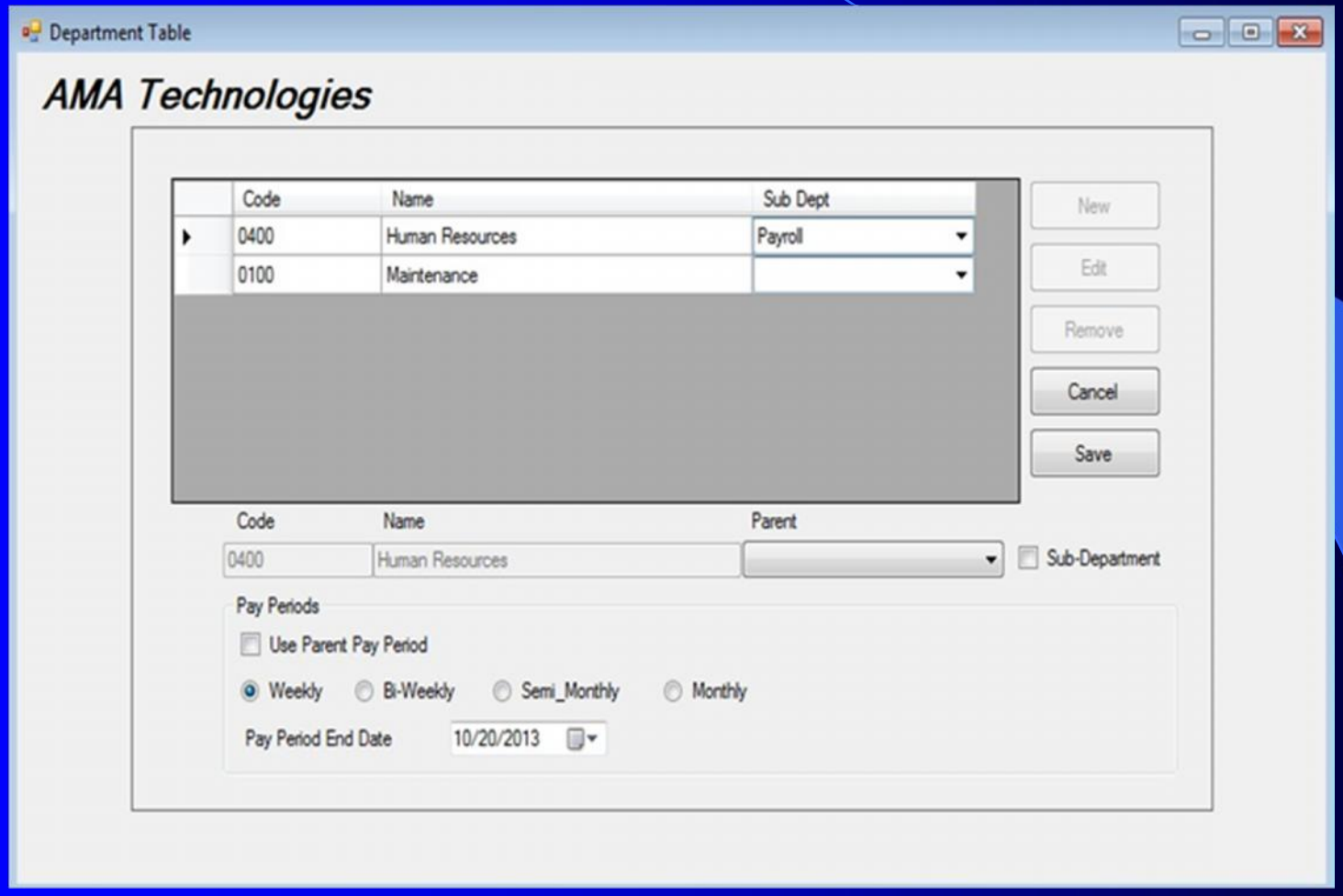
Scheduled Employee Benefits



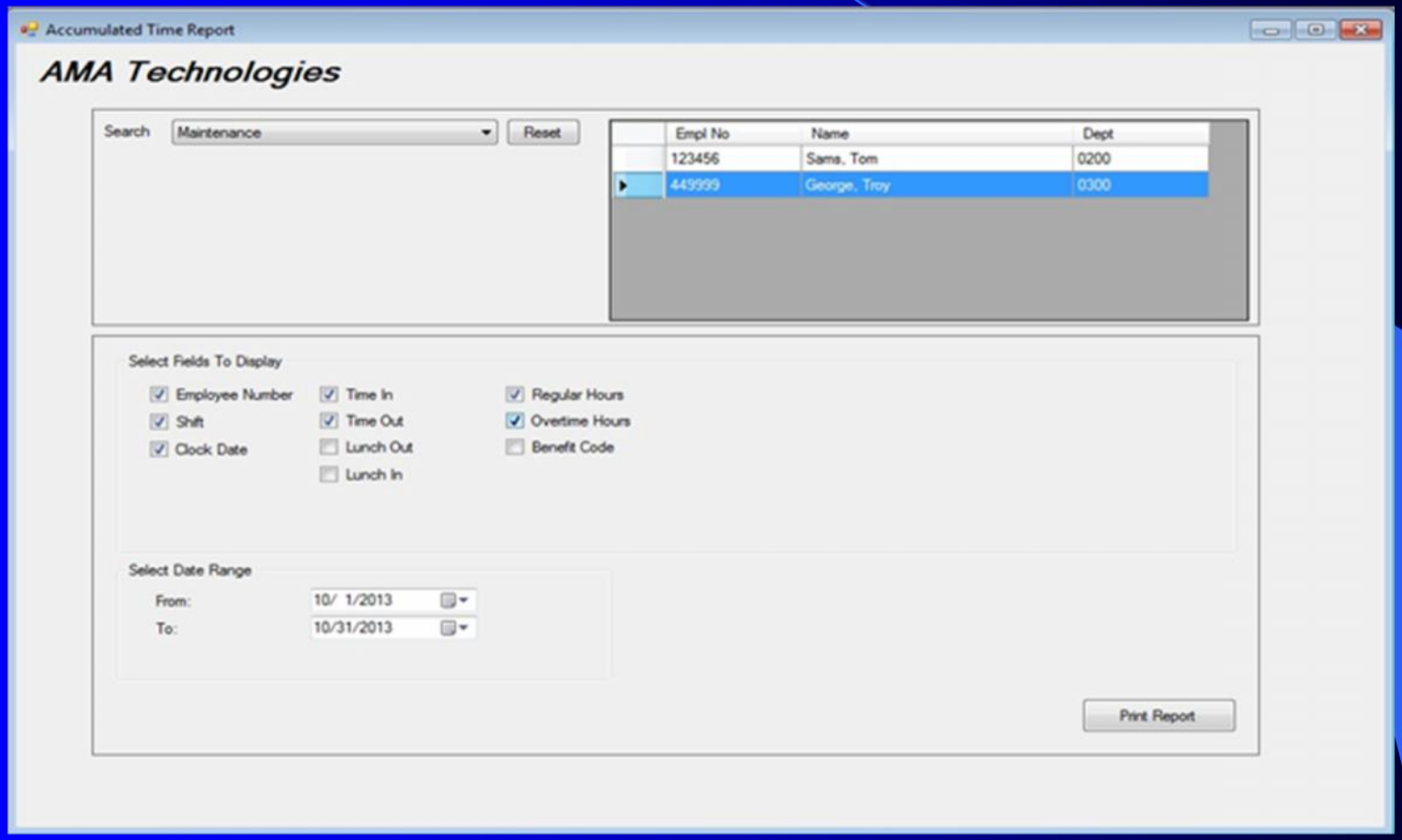
View/Edit Employees Time Sheet



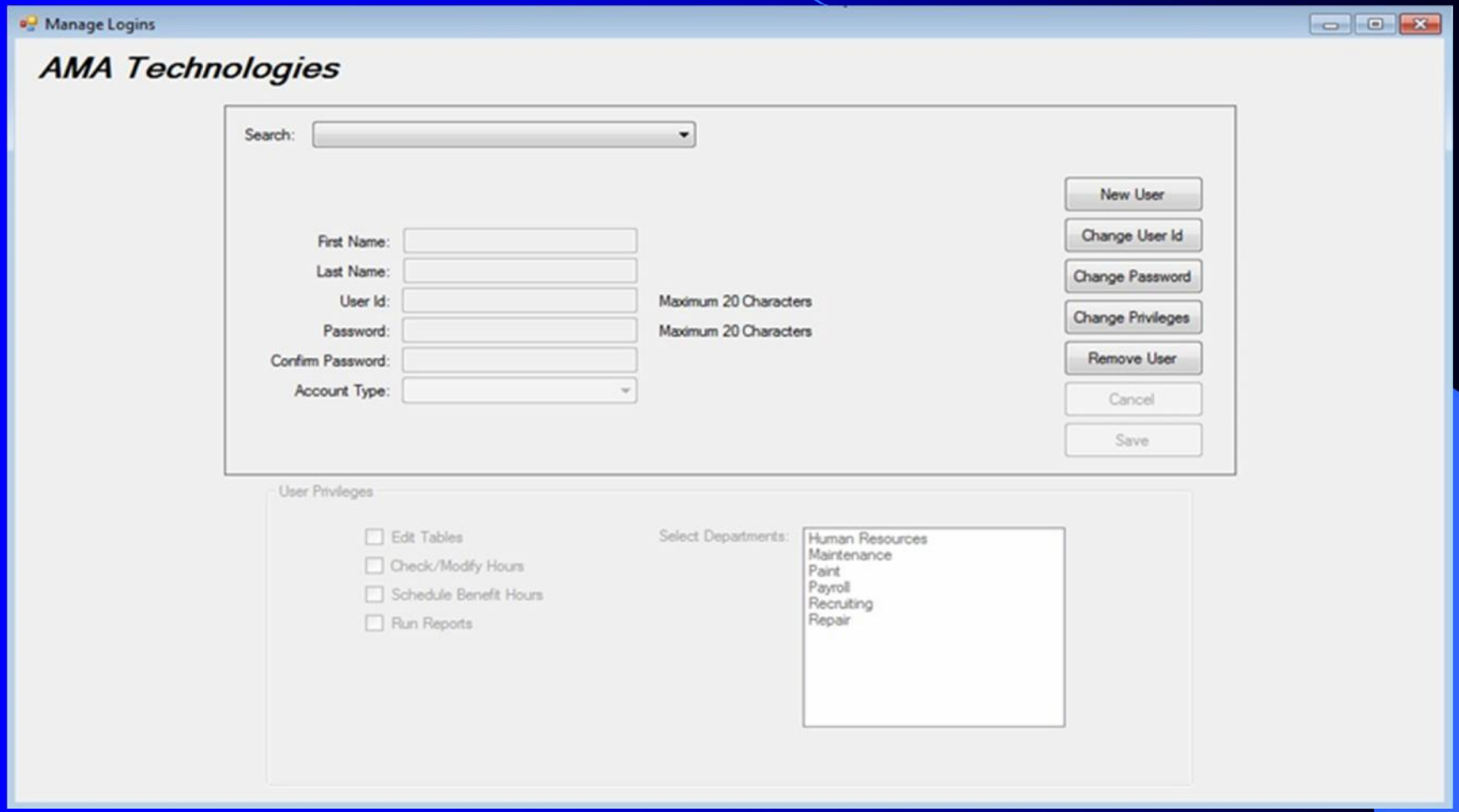
Department Configuration



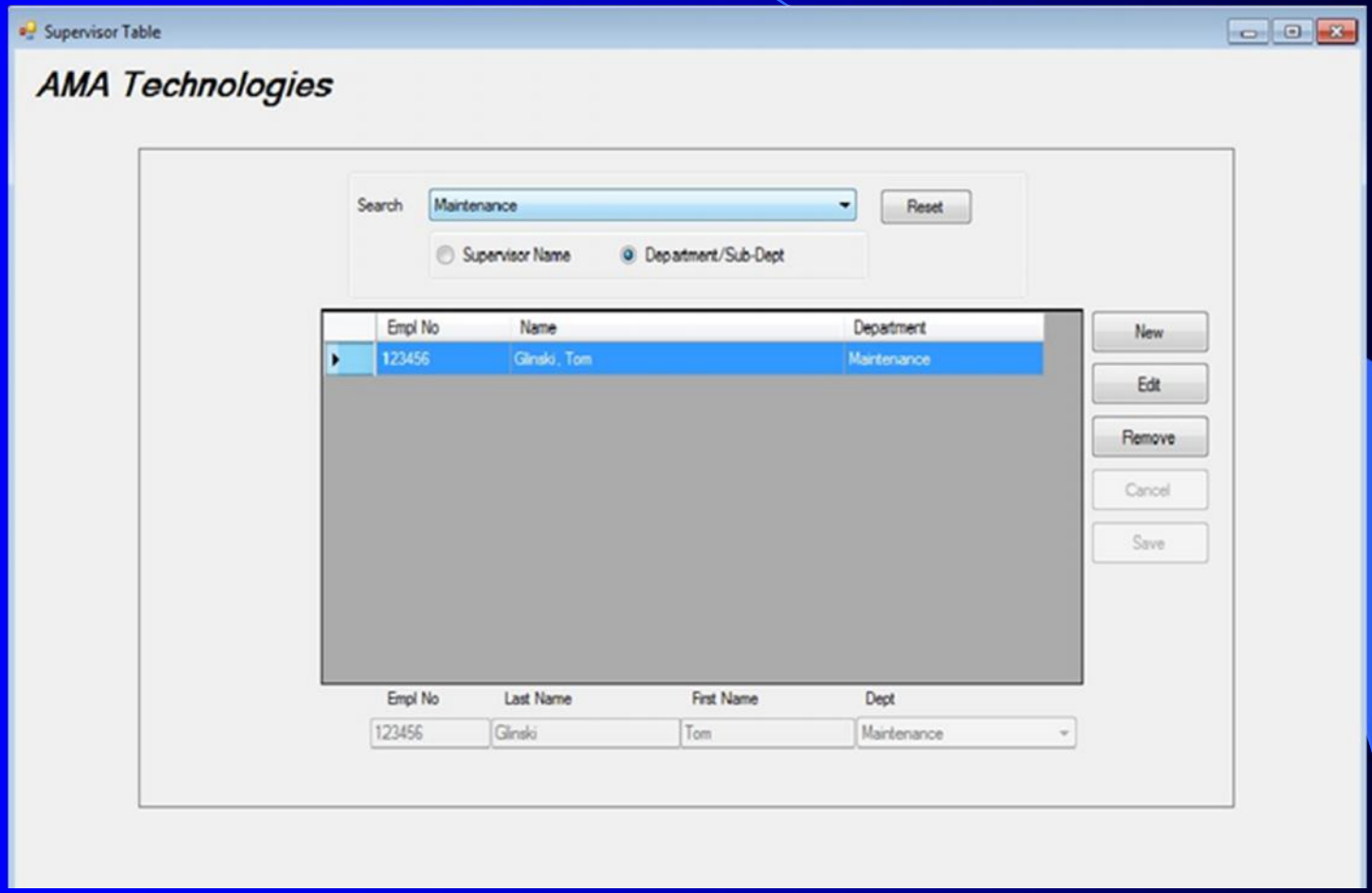
Report Menu


Accumulated Time Report
AMA Technologies
Search
Maintenance
Reset
Empl No
Name
Dept
123456
Sams, Tom
0200
449999
George, Troy
0300
Select Fields To Display
Employee Number
Shift
Clock Date
Time In
Time Out
Lunch Out
Lunch In
Regular Hours
Overtime Hours
Benefit Code
Select Date Range
From:
10/ 1/2013
To:
10/31/2013
Print Report

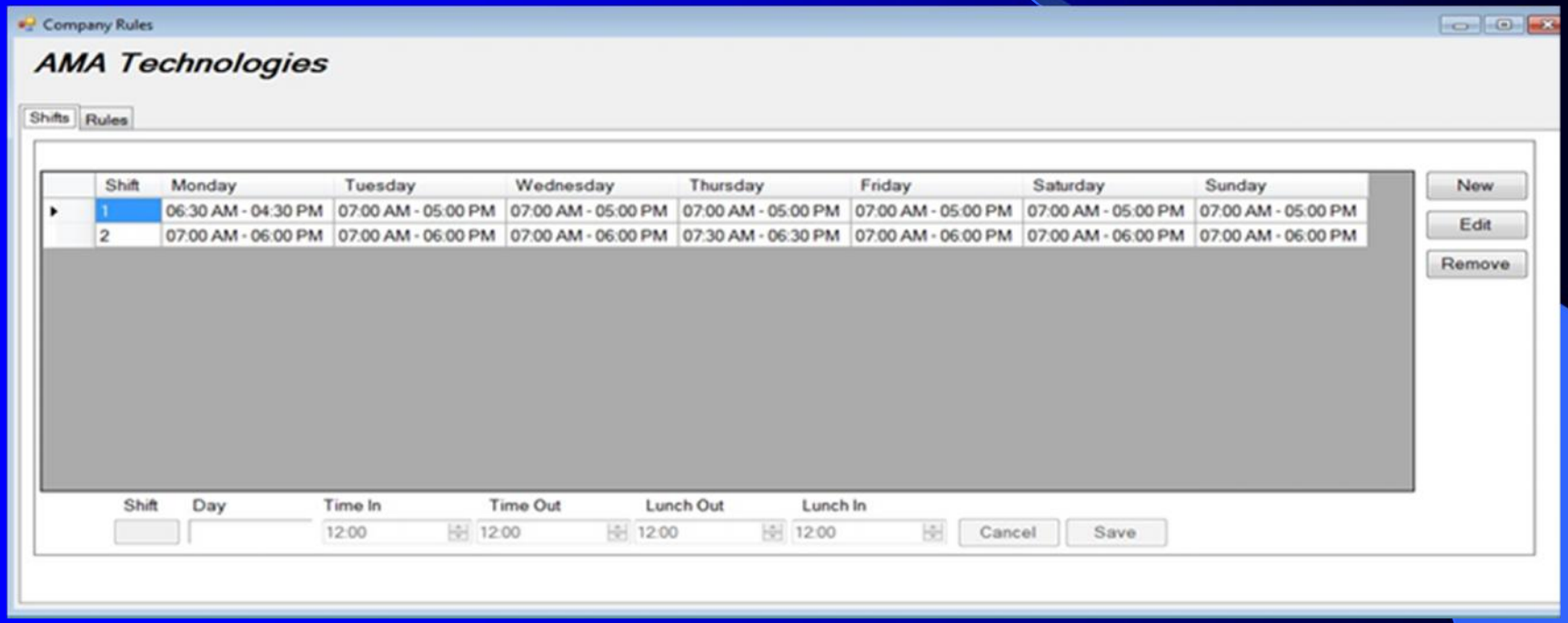
Supervisor Configuration



Supervisor Table



Employee Shifts



Accumulated Time Report

Wed, 02 Jul 2014 14:11:45 GMT

AMA Technologies

Accumulated Time Report

Department: Paint

Sams, Tom

Empl No	Shift	Clock Date	Time In	Time Out	Reg Hours	Overtime Hrs
123456	1	10/16/2013	7:05AM	5:00PM	8.9	0.0
123456	1	10/17/2013	6:00AM	4:00PM	9.0	0.0
123456	1	10/18/2013	6:10AM	5:00PM	9.8	0.0

Department: Repair

George, Troy

Empl No	Shift	Clock Date	Time In	Time Out	Reg Hours	Overtime Hrs
449999	1	10/14/2013	6:00PM	1:30AM	6.5	0.0