

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

Number	Name	Dept	Cost Center	Emp. Type	Pay	Wk	Flg	Tm
5107	FERRELL, GORDON	FWS	0	Y		0	0	
5365	FERRELL, GORDON	FWS	0	Y		0	0	
10191	FERRELL, GORDON	FWS	0	Y		0	0	
14001	FERRELL, GORDON	FWS	0	Y		0	0	
17703	FERRELL, GORDON	FWS	0	Y		0	0	
20075	FERRELL, GORDON	FWS	0	Y		0	0	
20062	FERRELL, GORDON	FWS	0	Y		0	0	
20063	FERRELL, GORDON	FWS	0	Y		0	0	
20064	FERRELL, GORDON	FWS	0	Y		0	0	
22151	FERRELL, GORDON	FWS	0	Y		0	0	
25001	FERRELL, GORDON	FWS	0	Y		0	0	
29265	FERRELL, GORDON	FWS	0	Y		0	0	
30001	FERRELL, GORDON	FWS	0	Y		0	0	
30002	FERRELL, GORDON	FWS	0	Y		0	0	

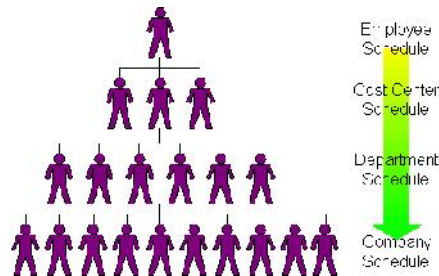
the ability to add and modify shift times, by employee, department, and cost center. If no unique schedule is required the company default is automatically assigned. The system includes logic to automatically determine the appropriate schedule for each employee. The scheduler first looks to see if the 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



ID	STARTING DATE	DES	CODE	CODES	SCHED	TIME IN	TIME OUT
1	2/11/2003	DES	0		A	0815	0815
2	2/11/2003	DES	0		A	0815	0815

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 inquiries are included to allow supervisors to view or print detailed reports. The report menu dis-

DES	CEN	EMP	SCHED	TIME IN	TIME OUT	REG HOURS	OVERTIME	BENEFITS
1	1	1	A	0815	0815	0	0	0
2	1	1	A	0815	0815	0	0	0

plays 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.

CODE	DESCRIPTION	P/A	NPU	REG WAGE	OVT WAGE	ATTEND	INCENT	UPLOAD
ADJ	Accident or Job	A	J	C	0	C		
CI	Called in 4 hours total	P	J	C	0	C		
DIS	Disciplinary	A	J	C	0	C		
DTH	Death in family	P	J	C	0	C		
LU	Left early	A	J	L	U	L		
JJ R	Jury Trial	P	J	C	0	C		

Benefits Type:

Description:

Type:

Print Type:

Reg Wage Type:

Ovt Wage Type:

Attendance Type:

Incentive Code:

Upload Code:

Regular and Overtime Hub Code:

Shift Differential Code:

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

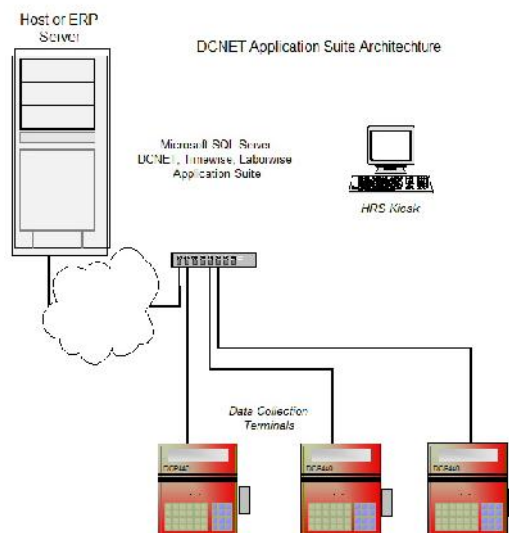
ID Badges and Badge Printing:

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 recommended 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



RTG
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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



DCP440



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



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DCP700 Labor Terminal



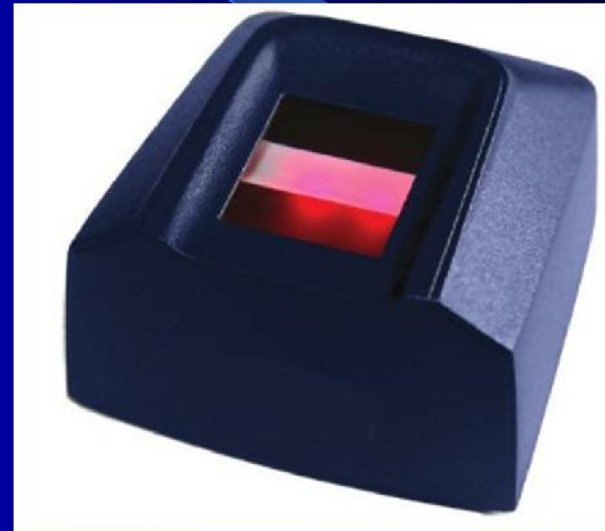
- DCP700 7" LCD
- DCP440 4x40 Character
- Back Pack with monitor



DCP700 Keypad



DCP Finger Reader



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DCP Options

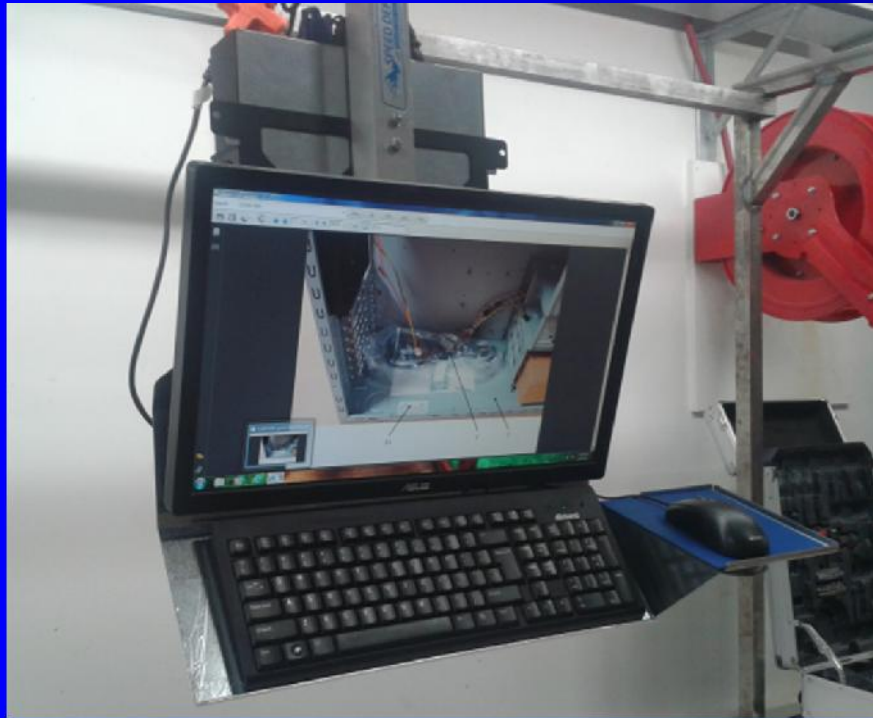
- Barcode Readers
- Prox Readers (non-contact)
- Magnetic Card Readers
- Finger Readers
- POE
- Mounting Options
- Bell Control



AIO Arm mount with tray



Full Screen Terminals with Tray



Paper less PDF Shop floor Viewer

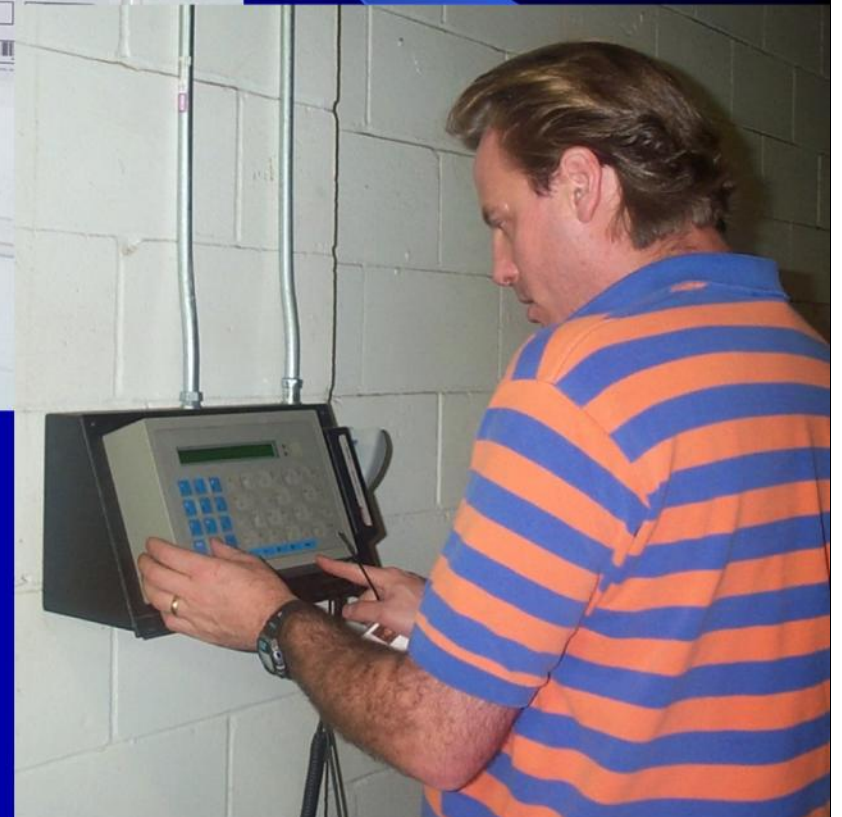
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AIO wall mount



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

labor





AIO 21.5"



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Company Rules

Company Rules

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Shifts Rules

Overtime Rules		Rounding Rules	
Hours / Day Before Overtime	40.00	Round Up For Shift In (minutes)	8
Hours / Week Before Overtime	40.00	Round Down For Shift Out (minutes)	5
		Rounding Rule	0.10
General		Lunch Rules	
Maximum Hours / Work Day	16	<input type="checkbox"/> Automatic Lunch	
Minutes Before Tardy	5	Minutes For Lunch	0
Holiday/Vacation Rules		Breaks	
<input type="radio"/> Work the day before Holiday/Vacation		Number of Breaks	2
<input type="radio"/> Work the day after Holiday/Vacation		Minutes / Break	15
<input type="radio"/> Both before and after			
<input checked="" type="radio"/> N/A			

Update

Department Employee Summary Screen

Review Employee Timesheet

File

Employee Information

Employee Name Number For Week Ending

Review by Day

Monday ☐ Wednesday ☐ Friday ☐ Sunday ☐

Tuesday ☐ Thursday ☒ Saturday ☐

Checked = Not Showing Salary Employees ☒

Review and Modify

	Employee Name	ID	Total Hours	Time In	Time Out	Off Clock	Other Min	# Trans
▶	HALL, ROBERT	80048	0:00	15:12	0:00	0:00	0:00	1
	MARTIN, JEFF J	80294	0:00	0:00	0:00	0:00	0:00	0
	ROGERS, MARK C	80005	0:00	0:00	0:00	0:00	0:00	0
	SMITH, GEORGE	80198	0:00	0:00	0:00	0:00	0:00	0
	SMITH, JAMES	80113	0:00	0:00	0:00	0:00	0:00	0
	WHITE, BOB	80114	0:00	0:00	0:00	0:00	0:00	0
*								

Change Add Exit Actual vs Schedule Review Week

Employee Master Data

Employee Table


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Search:

Empl No	Name	Dept
123456	Sams, Tom	0200
445999	George, Troy	0300

Personal | Address | Employment Info

Last Name:
First Name:
Employee Number:



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Employee Benefits

Benefits Table

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	Benefit Code	Description	Type
▶	ABS	Absence	A
	HOL	Holiday	P
	JRY	Jury Duty	A

New
Edit
Remove

Benefit Code	Description	Type
ABS	Absence	A

Cancel Save

Scheduled Employee Benefits

Schedule Benefit Hours

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Search: Maintenance

Empl No	Name	Dept
123456	Sams, Tom	0200
449999	George, Troy	0300

George, Troy

Start Date	Code	Days	Hours
10/28/2013	JRY	1	0.0
10/30/2013	ABS	0	2.5
10/31/2013	ABS	1	0.0

Start Date: 10/28/2013 Code: JRY Days: 1 Hours: 0.0

View/Edit Employees Time Sheet

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Search

Number	Name
123456	Sams, Tom
449999	George, Troy

Sams, Tom 10/16/2013 - 10/31/2013

	Date	Benefit Code	Payed	Time In	Lunch Out	Lunch In	Time Out	Reg Hours	Overtime Hours	Comment
▶	10/16/2013		<input type="checkbox"/>	7:05AM	12:00PM	12:30PM	5:00PM	8.9	0.0	
	10/17/2013		<input type="checkbox"/>	6:00AM	12:00PM	12:30PM	4:00PM	9.0	0.0	
	10/18/2013		<input type="checkbox"/>	6:10AM	12:00PM	12:30PM	5:00PM	9.8	0.0	

Total Hours 27.7

Date	Benefit Code	Time In	Lunch Out	Lunch In	Time Out	Reg Hours	Overtime Hours	Comment
10/16/2013		07:05	12:00	12:30	17:00	8.9	0.0	

Department Configuration

Department Table

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	Code	Name	Sub Dept
▶	0400	Human Resources	Payroll ▼
	0100	Maintenance	▼

New
Edit
Remove
Cancel
Save

Code	Name	Parent
0400	Human Resources	▼

☐ Sub-Department

Pay Periods

☐ Use Parent Pay Period

☒ Weekly ☐ Bi-Weekly ☐ Semi_Monthly ☐ Monthly

Pay Period End Date 10/20/2013 ▼

Report Menu

Accumulated Time Report

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Search: Maintenance

Empl No	Name	Dept
123456	Sams, Tom	0200
449999	George, Troy	0300

Select Fields To Display

<input checked="" type="checkbox"/> Employee Number	<input checked="" type="checkbox"/> Time In	<input checked="" type="checkbox"/> Regular Hours
<input checked="" type="checkbox"/> Shift	<input checked="" type="checkbox"/> Time Out	<input checked="" type="checkbox"/> Overtime Hours
<input checked="" type="checkbox"/> Clock Date	<input type="checkbox"/> Lunch Out	<input type="checkbox"/> Benefit Code
	<input type="checkbox"/> Lunch In	

Select Date Range

From: 10/ 1/2013

To: 10/31/2013

Supervisor Configuration

Manage Logins

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Search:

First Name:

Last Name:

User Id: Maximum 20 Characters

Password: Maximum 20 Characters

Confirm Password:

Account Type:

New User

Change User Id

Change Password

Change Privileges

Remove User

Cancel

Save

User Privileges

☐ Edit Tables

☐ Check/Modify Hours

☐ Schedule Benefit Hours

☐ Run Reports

Select Departments:

Human Resources

Maintenance

Paint

Payroll

Recruiting

Repair

Supervisor Table

Supervisor Table

AMA Technologies

Search: Maintenance

☐ Supervisor Name ☒ Department/Sub-Dept

Empl No	Name	Department
123456	Ginski, Tom	Maintenance

Empl No: 123456 Last Name: Ginski First Name: Tom Dept: Maintenance

Employee Shifts

Company Rules

AMA Technologies

Shifts Rules

Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	06:30 AM - 04:30 PM	07:00 AM - 05:00 PM	07:00 AM - 05:00 PM	07:00 AM - 05:00 PM	07:00 AM - 05:00 PM	07:00 AM - 05:00 PM	07:00 AM - 05:00 PM
2	07:00 AM - 06:00 PM	07:00 AM - 06:00 PM	07:00 AM - 06:00 PM	07:30 AM - 06:30 PM	07:00 AM - 06:00 PM	07:00 AM - 06:00 PM	07:00 AM - 06:00 PM

New Edit Remove

Shift Day Time In Time Out Lunch Out Lunch In

12:00 12:00 12:00 12:00 Cancel Save

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Accumulated Time Report

Wed, 02 Jul 2014 14:11:45 GMT

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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