Time & Labor Management Solutions

HARPERS
PAYROLL SERVICES
Time & Attendance Division

⇒ **FLEXIBLE, RELIABLE, AND EASY-TO-USE**

⇒ **INCREASE PRODUCTIVITY**

⇒ **CREATE A FAIR AND UNBIASED WORK ENVIRONMENT**

⇒ **REWARD POSITIVE ATTENDANCE BEHAVIOR**

⇒ **VARIOUS DATA CAPTURING ALTERNATIVES**

⇒ **SPEND LESS TIME APPROVING TIMESHEETS**

Managing your greatest asset — *your workforce* — with an effective Time & Labor Management solution is critical to maintaining a competitive edge. A stronger balance between higher-level automation and ease-of-use helps ensure a quick rollout and greater system acceptance among users.

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FLEXIBLE, RELIABLE, AND EASY-TO-USE

Tracking attendance behavior and productivity for performance reviews is challenging for most organizations. Collecting timesheets from remote locations and mobile personnel, making sure timesheets have been approved by the appropriate managers, and running reports for senior management are common challenges.

Easily expand or scale back functionality to address the unique needs of each administrator, manager, and employee

Configurable labels and workflow simplify usage and increase system acceptance

Process pay rules for virtually any work environment with ease

The system offers features such as notifications – like reminding employees to fill out timesheets – to reduce time associated with collecting and processing payroll data. Data synchronization of employee records, reason codes, schedules, benefit information, and other important data ensures all Payroll and Human Resources-related applications run in parallel. Managers can quickly identify exception-based occurrences, analyze data collected, and forecast overtime.

Schedule vs. Actual Time Worked

TRACKING

Who's Scheduled to Work in What Department?
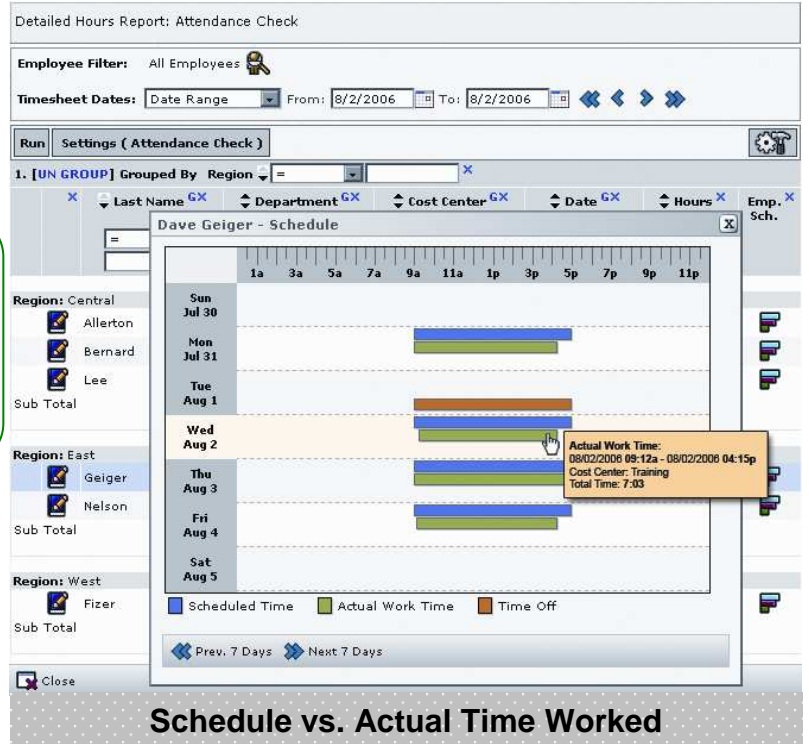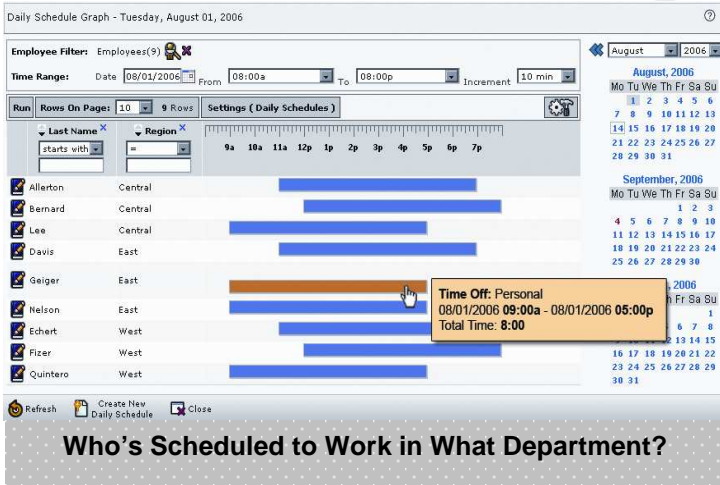
INCREASE PRODUCTIVITY

Providing adequate staff coverage at the appropriate times is essential in maintaining superior customer service levels. Creating schedules and defining shifts can be difficult and time consuming, as is avoiding scheduling conflicts.

Automatically assign employees based on skills, work preferences, or lowest cost

Quickly identify deviation from schedules and attendance infractions through system alerts

Capture last minute changes to schedules and reassign employees based on availability

Whether preparing labor data for payroll, retrieving information for compensation and wage issues, or meeting legal compliance standards, a flexible time and labor solution with integrated scheduling tools is critical to maintaining a competitive edge in the marketplace.

PRODUCTIVITY

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CREATE A FAIR AND UNBIASED WORK ENVIRONMENT
Benefit accruals are complicated to maintain and can be difficult to track. Managers as well as employees need to know how to effectively manage accruals in order to streamline back-office activities.

Multiple formats allow managers to view historical data necessary to spotlight attendance patterns and future scheduled Time Off to ensure staffing requirements are met

An automated Time Off request tool sends notifications to managers for approval and can display warnings such as a potential negative balance

Test benefit accrual rules before executing to avoid errors and minimize time spent adjusting balances

Flexibility in workflow, including override capabilities, simplifies requesting and approving of Time Off

Employee Self-Service (ESS) and Manager Self-Service (MSS) enable employees to request Time Off while providing managers the tools they need to check available balances, estimate future entitlements, and see who else is scheduled out before approving a Time Off request.

FAIRNESS

REWARD POSITIVE ATTENDANCE BEHAVIOR
Happy and motivated individuals make productive team players. By operating under a team approach, your organization can become more successful. A major factor in motivating employees is being able to acknowledge an individual for a job well done based on objective and quantifiable criteria. Through the use of a Point System, it's easier to recognize those individuals who contribute most to your organization.

Allow managers to objectively track employee work behavior

Assign user-defined values based on specific occurrences

Proactively encourage good attendance through notifications

The Point System can be arranged to assign either positive or negative points to employees based on attendance behavior. Through the use of an effective Point System, managers are able to objectively analyze attendance activities. Systematically evaluating an employee's attendance behavior ensures accurate performance recognition based on facts rather than subjective review.

REWARD

VARIOUS DATA CAPTURING ALTERNATIVES

Tracking time against business units, departments, projects, tasks, clients, and other increments can be challenging. Depending on your organization's work environment, a variety of devices may be used to collect time and request Time Off.

- *Multiple timesheet formats*
- *Traditional swipe / keypads (barcode, magnetic, proximity)*
- *Personal handheld devices (PDAs)*
- *Biometric (hand recognition, fingerprint)*
- *External systems (access control, phone switches)*

As data is collected and processed, business rules are applied instantly. Both relational and non-relational cost buckets may be defined. Effective dating accurately tracks rate increases and other changes as they relate to each cost center ensuring reports reflect historical rates, not just current values.

Dot Board - Monday, August 14 2006, 02:52p (EST)

Employee Filter: Employees(12)

Run | Rows On Page: 30 | 12 Rows | Settings (Who's In? Who's Out?)

Last Name	In/Out	Region	Department	Last Start	Last End	Last Date
starts with		=	=	=	=	=
Allerton		Central	Executive Offices	09:01a	-	08/14/2006
Bernard		Central	Marketing Co-Op	08:59a	-	08/14/2006
Lee		Central	Human Resources	09:02a	04:59p	08/13/2006
Davis		East	Support Services	09:01a	-	08/14/2006
Geiger		East	Marketing Co-Op	08:59a	-	08/14/2006
Nelson		East	Human Resources	09:02a	-	08/14/2006
Neilson		Mountain	Marketing Co-Op	08:58a	-	08/14/2006
Torres		Mountain	Support Services	09:05a	-	08/14/2006
Young		Mountain	Executive Offices	09:01a	05:09p	08/13/2006
Echert		West	Human Resources	08:54a	-	08/14/2006
Fizer		West	Executive Offices	09:03a	-	08/14/2006
Quintero		West	Support Services	09:00a	-	08/14/2006

Refresh   Close

Who's In? Who's Out?

CAPTURE

Time Overview : Monday, July 31, 2006 - Friday, August 04, 2006

Employee Filter: Employees(12)

Date Range: Date Range | From: 7/31/2006 To: 8/4/2006

Run | Rows On Page: 20 | 12 Rows | Settings (Clearing the Reds)

Last Name	Region	July Mon 31	August Tue 1	August Wed 2	August Thu 3	August Fri 4
starts with	=	=	=	=	=	=
Allerton	Central	8:59	8:04	4:15	8:02	7:05
Bernard	Central	A	7:48	8:02	8:21	8:01
Lee	Central	7:59	7:57	7:43	8:42	8:34
Davis	East	9:02	3:29	8:09	8:17	8:48
Geiger	East	7:40	7:46	M	7:55	7:13
Nelson	East	7:56	8:03	8:30	8:15	7:45
Neilson	Mountain	8:00	T	7:59	7:45	6:30
Torres	Mountain	8:58	7:45	7:45	8:03	M
Young	Mountain	8:45	7:30	7:50	7:55	6:58
Echert	West	8:30	7:58	6:33	A	8:00
Fizer	West	8:03	7:57	8:21	5:01	7:12
Quintero	West	8:59	7:15	8:31	7:15	7:29

Close

Exception Review, Edit & Approval

SPEND LESS TIME APPROVING TIMESHEETS

Approving time collected can often be tedious and time consuming. Automating this paper-intensive process can save countless hours better spent on other functions.

- *Company holidays and other pre-approved Time Off are automatically populated within the appropriate timesheets, simplifying the review, edit, and approval of time*
- *Easily identify exceptions to schedules, overtime hours, missing punches, and more*
- *Drill-down capabilities allow direct access to an individual's timesheet for quick edits*
- *System notifications and warnings support better decision-making and reduce errors*

Software settings can be configured to address shift premiums, restrict punches, determine rules for lunch and breaks, establish grace periods, and address other special pay. Both employees and managers have the ability to enter comments directly on a timesheet in order to keep historical records of communication. Audit reports track additions, deletions, and changes made to each timesheet.

EFFICIENCY