**REDUCING YOUR COST OF LABOR ONE PAY PERIOD AT A TIME**

Today’s automated timekeeping technology is a powerful resource for businesses, both large and small. It is designed to offer exceptional convenience and to substantially improve profit margins by reducing the cost of administration and labor.

**Convenience vs. Savings**

Often, employers considering an automated timekeeping system are motivated by convenience, or reducing administrative costs and human error; however, what is often overlooked is exactly how much companies can save by tracking their employees to the minute with an automated solution!

**A True Investment Opportunity: Automated Timekeeping**

What most business owners don’t realize is that an automated timekeeping solution will often not only pay for itself year after year, but will also generate immense additional savings. These savings stretch beyond simply reducing labor costs, eliminating human error, reducing administrative staff time, and the time saved by supervisors and other staff members involved in payroll preparation each pay period.

**TOP REASONS TO INVEST IN AUTOMATED TIMEKEEPING**

1. Eliminate hours of unnecessary and costly manual data entry
2. Manage employer reporting requirements for the Affordable Care Act
3. Minimize wasted labor minutes and employee time theft
4. Increase profitability while reducing administrative time
5. Protect your organization from labor disputes and costly audits
6. Streamline time card management with automated time punch collection
7. Secure, online reports provide you with meaningful data on-demand
8. Reduce costly administrative human error and employee dissatisfaction
9. Ease the stress associated with payroll preparation through automation
10. Increase accountability and correct costly employee habits

**WEB-BASED TIMEKEEPING**
PROVIDING REAL SOLUTIONS

Today’s business world thrives on efficiency and convenience. Our timekeeping package was designed to meet those objectives, and most importantly, to reduce your company’s cost of labor. Our product is simple, practical, and still capable of handling a diverse range of timekeeping needs. Product benefits include:

- “Plug-and-play” setup and installation
- No software to install
- Easy data collection: swipe; PIN; web or mobile browser; biometric; proximity badge or key fob; over the phone (see pg.7)
- Analog, Ethernet and cellular data transmission
- Data editing and reporting is conveniently performed online
- Minimize manual data entry, human error, or tedious data preparation
- Schedule employee hours in advance
- Flexible and immediate reporting on your labor force
- On-site time clock portability
- and more…

WHAT EMPLOYERS ARE SAYING...

“Manage employees accurately and quickly.”

“After a 15-minute training session, my supervisors are functional on the system.”

“No more running around the day payroll is due.”

“I can do this!”

Finally . . .

. . . a simple-to-use timekeeping system that’s still loaded with features, and it fits the budget of any company!

PRODUCT BENEFITS

Time is money!

Each minute that your employees spend “on the clock” directly impacts your bottom line. How well does your company manage employee time theft?
SAVINGS

MANUAL VS. AUTOMATED TIMEKEEPING

**Question:** Is your company manually collecting and totaling employee hours worked and reporting appropriately?

**Question:** Do your employees write down their punch times, giving their best approximation for in and out times, or does your system track the very minute your employees clock in and out?

**Question:** Is your company vulnerable to human error when calculating one of your greatest expenses, labor costs, or is your process instant and automated?

**Question:** Could you significantly reduce your cost of labor by correcting costly employee habits?

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1. **CASE STUDY — WASTED LABOR MINUTES**
   Did you know that just 15 employees receiving pay for merely 4 minutes of “wasted” time per day (e.g., untracked breaks, extended lunches, over-approximated punch times, etc.) will total 1380 minutes (23 hours) of additional pay per month?

   **The Cost:** If your average pay rate is $10 per hour, then you pay an extra $230 each month for labor worked.

2. **CASE STUDY — HUMAN ERROR**
   The American Payroll Association estimates that the rate of human error in time card preparation is between 1% and 8%.

   **The Cost:** Therefore, a conservative 2% human error rate on a $12,000 payroll would equal $240 in erroneous wages paid per pay period. Moreover, the cost to re-issue correct payroll amounts (if the error is detected and reported) further increases your cost of human error.

3. **CASE STUDY — MANUAL TIME CARD PREPARATION**
   The average payroll clerk spends 7 minutes per time card each pay period:
   - Preparing and handling time cards
   - Verifying time card totals
   - Recreating lost or damaged time cards
   - Computing time card totals
   - Computing shift and department totals

   **The Cost:** Manually preparing 100 time cards will take an estimated 11.67 hours to complete. Therefore, at an average clerical wage of $15 per hour, time card preparation would cost $175.05 per pay period.

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Are you paying too much for labor?

Staying competitive today requires companies to find new ways to drive revenues and profitability. One of your most significant expenses is your labor cost; however, it is also one that is most easily controlled. Are you tracking your dollars and labor minutes?

If not, you’re likely paying thousands extra in unnecessary wages.
BETTER MANAGE YOUR WORKFORCE
Our automated timekeeping solution is flexible. It can manage both simple and more advanced account features. Based on your needs, your employees' time cards may simply display “in” and “out” times or contain a variety of labor data.

- Employee Self Service (ESS) portal
- Supervisor logins and multi-tier time card approvals
- Automate employee leave requests and approvals
- Streamline holiday and overtime pay
- Automate paid time-off accrual tracking
- Labor distribution
  - Job cost reporting
  - Shift differential pay rates
  - Multiple pay rate assignment
  - Move between departments
  - Numeric / Categorical data collection at clock
- PPACA “Hours Alert” and employer reporting
- Quick and flexible reporting options
- Simple payroll file export
- Daily auto e-mail subscription for administrators
- Custom labor categories
- Add/edit by dollar amount, punch times, hour blocks
- Track punch activity by location

Summary Report
You can create a variety of reports to meet your data needs, such as the “Payroll Summary Report.” All reports offer sorting and filtering options to help organize your data.

Labor Distribution
If you’re tracking multiple departments, locations, and job codes, you’ll have options for organizing this data as well.
EMPILOYEE SELF-SERVICE (ESS)

The Employee Self-Service portal can enable employees to view and approve their time cards, view schedules, request time off, view accrual balances and update personal information. Authorized employees can even edit their own time card if necessary. This feature relieves supervisors of time-consuming administrative work while empowering the appropriate employees.

NOTE: The following features are permissions-based:

- Provide employees a number of “self-management” options via web browser
- Limit self-service features by employee
- Show total hours worked, missing punches, pending time-off requests, and time card notes
- Share announcements to the company, a specific employee, or group of employees
- Authorize easy access to clock IN or OUT through the web
- Allow authorized employees to edit their time card, add notes, or submit comments
- Enable employees to approve their time cards
- If tracking accruals, display accrual balances on employee time cards
- Show past, present and future employee schedules
- Request time off for a single day, multiple days or partial day online
- View other employees in their department with time off approved for future dates
- Update personal information such as password or email address

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![Employee Self Service Portal - Timekeeping Demo](image)
ACCURALS

Accrual tracking is a valuable feature that is often managed within your payroll software; however, including this data in the timekeeping system creates convenience for employers as well as employees. Offering employees a quick view of available time makes the request approval process very simple.

- Track paid-time-off (PTO) hours that have been earned or used based on a specific accrual policy
- Display earned time off on employee time cards
- Provide employees an accruals report through their ESS portal
- Allow for adjustments to existing or new accrual balances
- View reporting for balances, accrued hours, deductions, and adjustments
- See accrual balances while requesting time off (employee)
- Define category names for accruals such as Sick, Vacation or PTO
FEATURES — APPROVALS

APPROVALS
Multi-tier time card approvals allow an employee, their supervisor, and/or manager to approve time cards electronically prior to processing payroll. This feature minimizes payroll preparation time, data errors and the cost of printing and storing signed time cards while still ensuring the approval process takes place.

Features Include:

- Electronic time card approvals
- User-friendly, icon-based approvals on time card
- Quickly identify who has approved punches, who needs to approve, and if changes are made after the initial approval
- Approve for a single day or an entire pay period
- View an approval summary report
- Identify, correct and approve missing punches prior to processing payroll
- Eliminate the need to print and sign time cards
- Up to three levels of approval (i.e., employee, supervisor, payroll manager)
- Streamline the administrative experience for employees, supervisors and payroll managers
- Audit Log Report tracks who, when and from what computer the approval was made from
Worried about employer-mandated reporting requirements of the Affordable Care Act? Try our Work Week or Work Month report to quickly determine your count of Full-Time or Full-Time Equivalent (FTE) employees.

The most simple and immediate solution to manage your ACA reporting requirements is to implement an automated timekeeping solution. You can conveniently track employee hours and identify employees approaching the 30-hour threshold.

- View employee hours by Full-Time, Full-Time Equivalent, and Non-Full-Time status for a week or multiple-week time period (Note: Work Month report also available)
- View how part-time employees contribute to the Full-Time Equivalent count
- Use the Hours Alert feature to signal to employers when part-time employees will cross over a defined period of hours for the week, such as 28 or 30 hours

**WORK WEEK/MONTH REPORT BENEFITS**

- Minimize exposure to risk and penalties related to reporting requirements
- Quickly determine your current and ongoing large employer classification status
## Product Guide

All time clocks are subject to **activation charges** (Partner Point discounts will apply). A (*) indicates this product is subject to one or more of the following **MONTHLY** surcharges in addition to regular service charges: Ethernet (Eth), Biometrics, Ethernet+Biotics (Eth)(Bio), Cellular (Cell), Connection Charge (CC).

### FLEXCLOCK

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
<th>DATA COLLECTION</th>
<th>CONNECTIVITY</th>
<th>EXTRA FEATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FlexClock Vx510 new or refurbished *† (Eth)</td>
<td>Standard Vx-Series model supporting Ethernet connectivity. Compatible with PrintReader option for biometric verification.</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
<tr>
<td>FlexClock Vx510G *† (Cell)</td>
<td>Standard Vx-Series model with GSM cellular (wireless) connectivity to transmit employee data to the Web. (Not battery-equipped)</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
<tr>
<td>FlexClock Vx570 *† (Eth)</td>
<td>Standard Vx-Series model supporting Ethernet connectivity with wall mount option. Compatible with PrintReader for biometric verification.</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
<tr>
<td>FlexClock Vx610G *† (Cell)</td>
<td>Vx model with portability, offering an on-board battery and cellular (wireless) connectivity. Compatible with cellular GSM wireless carriers.</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
<tr>
<td>FlexClock Z11 *† (Eth)</td>
<td>Supports Ethernet connectivity and offers built-in proximity reader. Clock in/out via PIN or optional &quot;Mango&quot; prox card.</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
<tr>
<td>FlexClock Z14 Magstripe *† (Eth)</td>
<td>Supports Ethernet connectivity. Clock in/out via PIN, or magnetic stripe card (Note: Future functionality).</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
<tr>
<td>FlexClock Z14 Proximity Card or Fob *† (Eth)</td>
<td>Supports Ethernet connectivity and offers built-in proximity reader. Clock in/out via PIN or optional &quot;Mango&quot; prox card (Note: Future functionality).</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
<tr>
<td>FlexClock Z18 *† (Eth)</td>
<td>Ethernet-enabled model offering universal 3rd-party prox card compatibility. Intended for professional wall mounting only.</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
<tr>
<td>FlexClock Z33 &amp; Z34 *† (Eth)(Bio)</td>
<td>Offers on-screen fingerprint verification, Ethernet connectivity (real-time*) and a built-in fingerprint reader. Rounded (33) or square (34) case.</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
</tbody>
</table>

### HAND GEOMETRY BIOMETRICS

<table>
<thead>
<tr>
<th>Model</th>
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<th>EXTRA FEATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FlexClock GT-400 *† (Eth)(Bio)</td>
<td>Utilizes hand geometry technology that verifies the size and shape of an employee’s hand to punch IN/OUT.</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
<tr>
<td>HandKey-2 for FlexClock Z18 *† (Eth)(Bio)</td>
<td>Utilizes hand geometry technology that maps and verifies the size and shape of an employee’s hand. Note: requires FlexClock Z18.</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
</tbody>
</table>

### TIMECLOCK

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
<th>DATA COLLECTION</th>
<th>CONNECTIVITY</th>
<th>EXTRA FEATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>TimeClock 330/380</td>
<td>Standard “time clock” offering Analog connectivity and PIN/badge clock in/out. Compatible with PrintReader for biometric verification.</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
</tbody>
</table>

### WEBCLOCK

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
<th>DATA COLLECTION</th>
<th>CONNECTIVITY</th>
<th>EXTRA FEATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebClock—Browser-Based Timekeeping*</td>
<td>Clock in/out and view employee time cards online through a web browser from any Internet-enabled workstation.</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
</tbody>
</table>

### VOICECLOCK

<table>
<thead>
<tr>
<th>Model</th>
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<th>DATA COLLECTION</th>
<th>CONNECTIVITY</th>
<th>EXTRA FEATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>VoiceClock Telephony(CC)</td>
<td>Available in 3 lines, 6 lines or 12 lines</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
<td>![Feature Icon]</td>
</tr>
</tbody>
</table>

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- **Limited lifetime warranty**
- **Feature included, additional charges may apply**
- **Not included, sold separately**
- **Available via WebClock (optional)**
- **Real-time connection**
- **Limited 1-Year Warranty**
Add-On Products and Accessories

1. This product is subject to a monthly Biometrics surcharge in addition to regular charges. PrintReader sold separately with certain hardware.

ACCESSORIES AND ADD-ONS

- **Badge Rack**
  - Protect your badge cards from bending, damage, general wear and tear, or getting lost with a durable steel 40-card badge rack.

- **Wireless Phone Jack (TimeClock 330/380)**
  - Enables a TimeClock to be relocated in a building where a phone line is not accessible (Analog) by creating an additional phone port.

- **TimeClock 330/380 Punch Extraction Kit**
  - Used to extract punches from a TimeClock that is unable to transmit over the phone. Requires PC. Includes cable and instruction CD.

- **PrintReader for TimeClock/FlexClock† (Bio)**
  - Add a PrintReader unit for biometric fingerprint punching. (Check specific hardware models for compatibility.)

- **Automotive Power Inverter**
  - Power your time clock from a standard automotive 12-volt cigarette lighter outlet.

- **Badge Swipe Cleaner (TC 330/380, Z12, All Vx)**
  - This presaturated disposable cleaning card removes dirt, magnetic oxides, lotions and other contaminants from all types of card readers.

- **Badge Card Clip and/or Hole Punch**
  - Add a badge card clip to employee time cards.

- **Bell Relay Kit (Z18)**
  - The Bell Relay Kit allows your Z18 timeclocks to activate a 3rd-party bell/alarm system at user-defined intervals.

- **TimeClock Outdoor Case**
  - Use an outdoor case to protect your time clock in locations where they may be vulnerable to harsh conditions. Available with or without fan.

- **Mag-Stripe & Proximity Cards (Call for Prices)**
  - Take advantage of custom full-color, custom single-color, custom black and white, generic, encoded, mag-stripe and “Mango” proximity cards.

- **Key Fobs (Call for Prices)**
  - Three different key fob options are available. Black leather, blue or white plastic. Punch IN/OUT with one quick swipe.

Add-On Products and Accessories

Mag-stripe and proximity badge cards are available in custom full-color, black and white, single-color or generic styles.

**MAG-STRIPE BADGE CARDS**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Generic</th>
<th>Black &amp; White</th>
<th>Single-Color</th>
<th>Full-Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-99</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100-499</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>500-999</td>
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<tr>
<td>1,000+</td>
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</table>

**PROXIMITY BADGE CARDS**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Generic</th>
<th>Black &amp; White</th>
<th>Single-Color</th>
<th>Full-Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-99</td>
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</tr>
<tr>
<td>100-499</td>
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</tr>
<tr>
<td>500-999</td>
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<td></td>
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<tr>
<td>1,000+</td>
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</table>

**FOB PRICING**

**KEY FOBS COME IN 3 DIFFERENT STYLES**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Blue</th>
<th>White</th>
<th>Black</th>
<th>Cost Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-99</td>
<td></td>
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<tr>
<td>500-999</td>
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<tr>
<td>1,000+</td>
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**Additional Services**

- **Name or Picture Merge**
  - Add custom names and photos to badges.

- **Hole Punch/Badge Clip**
  - Pre-punched holes and optional snap clips for each badge.

- **Custom Encoding**
  - Custom numbers printed directly onto individual cards.