Automated Timekeeping Benefits Overview

SwipeClock®

Simple. Affordable. Time & Attendance

WEB-BASED TIMEKEEPING

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

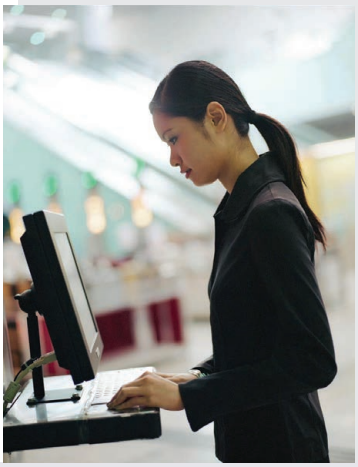
What most business owners don't realize is that an automated timekeeping solution will often not only pay for itself year after year, but will also generate immense additional savings. These savings stretch beyond simply reducing labor costs, eliminating human error, reducing administrative staff time, 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

Why automated timekeeping?

A few good reasons to use automated timekeeping are: eliminate the time it takes to prepare and complete time card data; eliminate unnecessary labor costs; reduce the cost of human error in time card preparation.



PRODUCT BENEFITS

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…

Finally . . .

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

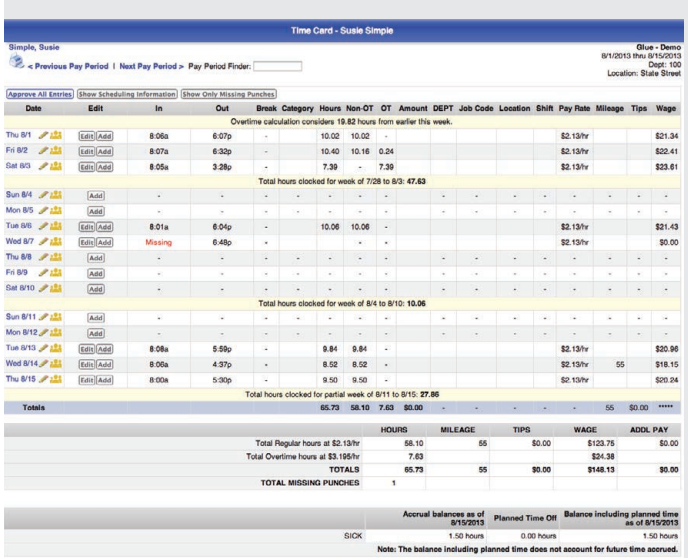
WHAT EMPLOYERS ARE SAYING...

"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!"



Time Card - Susie Simple

Simple, Susie

< Previous Pay Period | Next Pay Period > Pay Period Finder:

Glue - Demo
8/1/2013 thru 8/15/2013
Dept: 100
Location: State Street

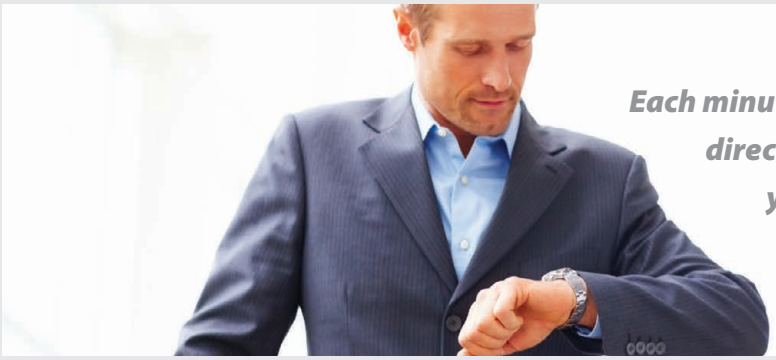
Approve All Entries | Show Scheduling Information | Show Only Missing Punches

Date	Edit	In	Out	Break	Category	Hours	Non-OT	OT	Amount	DEPT	Job Code	Location	Shift	Pay Rate	Mileage	Tips	Wage
Overtime calculation considers 19.82 hours from earlier this week.																	
Thu 8/1	Edit Add	8:06a	6:07p	-		10.02	10.02	-						$2.13/hr			$21.34
Fri 8/2	Edit Add	8:07a	6:32p	-		10.40	10.16	0.24						$2.13/hr			$22.41
Sat 8/3	Edit Add	8:05a	3:28p	-		7.39	-	7.39						$2.13/hr			$23.61
Total hours clocked for week of 7/28 to 8/3: 47.63																	
Sun 8/4	Add	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-
Mon 8/5	Add	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-
Tue 8/6	Edit Add	8:01a	6:04p	-		10.06	10.06	-						$2.13/hr			$21.43
Wed 8/7	Edit Add	Missing	6:48p	-			-	-						$2.13/hr			$0.00
Thu 8/8	Add	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-
Fri 8/9	Add	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-
Sat 8/10	Add	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-
Total hours clocked for week of 8/4 to 8/10: 10.06																	
Sun 8/11	Add	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-
Mon 8/12	Add	-	-	-	-	-	-	-		-	-	-	-	-	-	-	-
Tue 8/13	Edit Add	8:08a	5:59p	-		9.84	9.84	-						$2.13/hr			$20.96
Wed 8/14	Edit Add	8:06a	4:37p	-		8.52	8.52	-						$2.13/hr	55		$18.15
Thu 8/15	Edit Add	8:00a	5:30p	-		9.50	9.50	-						$2.13/hr			$20.24
Total hours clocked for partial week of 8/11 to 8/15: 27.86																	
Totals						65.73	58.10	7.63	$0.00	-	-	-	-	-	55	$0.00	****

	HOURS	MILEAGE	TIPS	WAGE	ADDL PAY
Total Regular hours at $2.13/hr	58.10	55	$0.00	$123.75	$0.00
Total Overtime hours at $3.195/hr	7.63			$24.38	
TOTALS	65.73	55	$0.00	$148.13	$0.00
TOTAL MISSING PUNCHES	1				

	Accrual balances as of 8/15/2013	Planned Time Off	Balance including planned time as of 8/15/2013
SICK	1.50 hours	0.00 hours	1.50 hours

Note: The balance including planned time does not account for future time accrued.



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?

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?

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.

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?

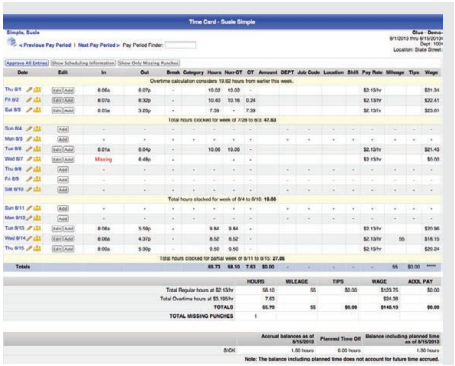
If not, you're likely paying thousands extra in unnecessary wages.

SYSTEM FEATURES & SETTINGS

BETTER MANAGE YOUR WORKFORCE

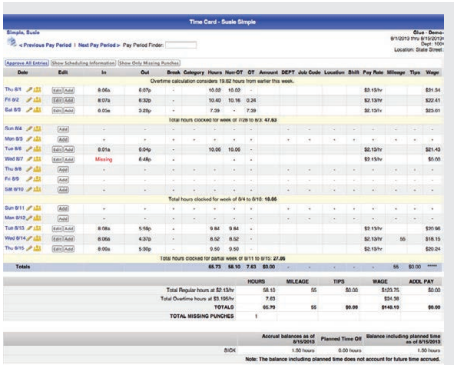
Our automated timekeeping solution is flexible. It can manage both simple and more advanced account features. Based on your needs, your employees' time cards may simply display "in" and "out" times or contain a variety of labor data.

- **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.

Punch Entry Options

We offer a broad range of choices when it comes to collecting employee punches, including PIN entry, swipe badge, proximity badge, key fob, finger or hand geometry biometrics, telephony, and web browser (See pg.3).

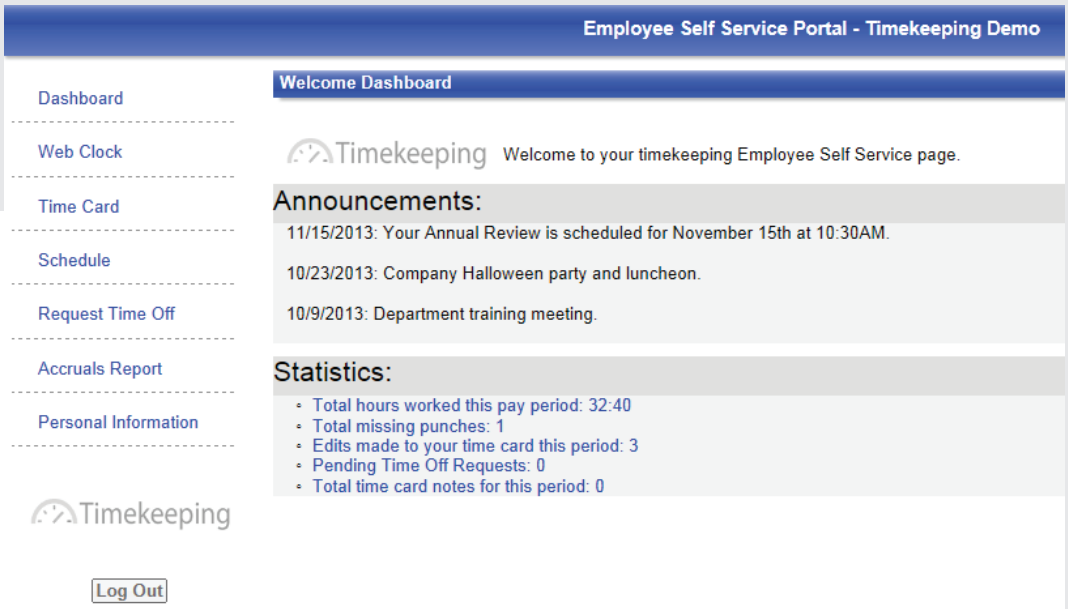
FEATURES — EMPLOYEE SELF SERVICE (ESS)

EMPLOYEE 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



ACCRUALS

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

Available Accrual Balances as of Friday, October 4, 2013

Print | Export to CSV

All balances are as of the end of the listed reporting date.

Name	Sick	Vacation
Accruals, Austin	24.00	40.08
Forgetful, Frank	8.00	64.00
Groups, Gavin	20.00	72.00
Job Code, Josh	12.00	54.00
PTO, Paige	8.00	48.00
Restaurant, Roberto	20.00	
Simple, Susie	16.00	
Totals	108.00	

Accrual Balance Adjustment

Type of balance changes to make: Add to existing balance (or subtract if number is negative) Explain choices
Effective date of changes: 2013-10-04
Expiration date of any added balance: Explain expiration

Name	Vacation Balance as of 2013-10-04	Amount
Accruals, Austin	40.08	4
Forgetful, Frank	64.00	
Groups, Gavin	72.00	-8
Job Code, Josh	54.00	
PTO, Paige	48.00	
Restaurant, Roberto	24.00	8
Simple, Susie	32.00	

Save changes

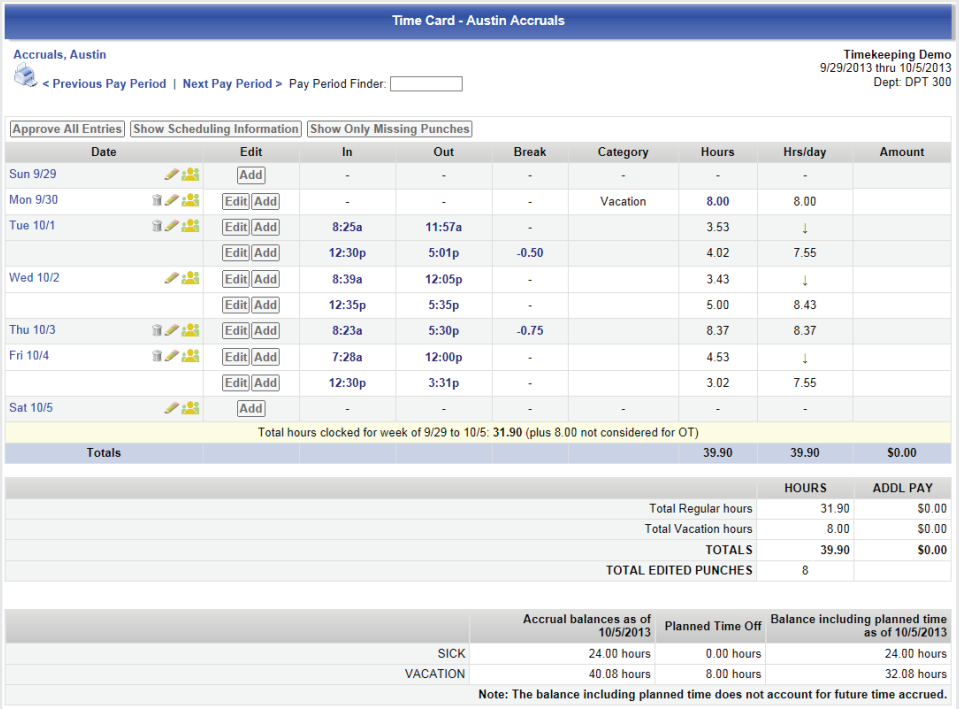
FEATURES — APPROVALS

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



Time Card - Austin Accruals

Accruals, Austin

< Previous Pay Period | Next Pay Period > Pay Period Finder:

Timekeeping Demo
9/29/2013 thru 10/5/2013
Dept: DPT 300

Approve All Entries | Show Scheduling Information | Show Only Missing Punches

Date	Edit	In	Out	Break	Category	Hours	Hrs/day	Amount
Sun 9/29	Add	-	-	-	-	-	-	
Mon 9/30	Edit Add	-	-	-	Vacation	8.00	8.00	
Tue 10/1	Edit Add	8:25a	11:57a	-		3.53	↓	
	Edit Add	12:30p	5:01p	-0.50		4.02	7.55	
Wed 10/2	Edit Add	8:39a	12:05p	-		3.43	↓	
	Edit Add	12:35p	5:35p	-		5.00	8.43	
Thu 10/3	Edit Add	8:23a	5:30p	-0.75		8.37	8.37	
Fri 10/4	Edit Add	7:28a	12:00p	-		4.53	↓	
	Edit Add	12:30p	3:31p	-		3.02	7.55	
Sat 10/5	Add	-	-	-	-	-	-	
Total hours clocked for week of 9/29 to 10/5: **31.90** (plus 8.00 not considered for OT)								
Totals						39.90	39.90	$0.00

	HOURS	ADDL PAY
Total Regular hours	31.90	$0.00
Total Vacation hours	8.00	$0.00
TOTALS	**39.90**	**$0.00**
TOTAL EDITED PUNCHES	8	

	Accrual balances as of 10/5/2013	Planned Time Off	Balance including planned time as of 10/5/2013
SICK	24.00 hours	0.00 hours	24.00 hours
VACATION	40.08 hours	8.00 hours	32.08 hours

Note: The balance including planned time does not account for future time accrued.

FEATURES — WORK WEEK REPORT

WORK WEEK REPORT

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

Work Month Report

Timekeeping Demo
7/1/2013

There are Unmatched Punches which may throw off totals due to the hours being unassigned. To ensure accuracy, please process Unmatched Punches before running Payroll.

Print Export to CSV

Report Date : 2013-07 to 2013-09			
Type	Total Employees	Total Hours	Average Monthly Hours
Salary Employee	1	-	-
Full-Time Employee	3	1418.33	157.59
Non-Full-Time Employee	3	564.67	62.74
Full-Time Equivalent	1	-	-
Total Full-Time and Equivalent Employees	5	-	-

#	Name	Total Hrs	Average Monthly Hrs	Type	2013-09	2013-08	2013-07
1	Accruals, Austin	508.13	169.38	Full-Time	154.20	178.15	175.78
2	Forgetful, Frank	150.70	50.23	Non-Full-Time	51.50	24.00	75.20
3	Groups, Gavin	N/A	N/A	Salary	109.55	93.48	169.22
4	Job Code, Josh	132.55	44.18	Non-Full-Time	29.50	24.00	79.05
5	PTO, Paige	281.42	93.81	Non-Full-Time	93.87	79.98	107.57
6	Restaurant, Roberto	461.43	153.81	Full-Time	157.00	140.30	164.13
7	Simple, Susie	448.77	149.59	Full-Time	156.35	143.22	149.20

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+Biometrics** (Eth)(Bio), **Cellular** (Cell), **Connection Charge** (CC).

	DATA COLLECTION								CONNECTIVITY			EXTRA FEATURES				
	Fingerprint Biometrics	Hand Geometry Scan	Magnetic Stripe Card	Proximity Card	Universal Proximity Card	PIN Over the Phone	PIN Entry	Web Browser Clock In/Out	Analog (fax/phone)	Cellular (wireless)	Ethernet (real-time)	PrintReader™ Compatible	Wall Mount Option	Portability	External Bell Support	Warranty
FLEXCLOCK																
FlexClock Vx510 new or refurbished *†(Eth) Standard Vx-Series model supporting Ethernet connectivity. Compatible with PrintReader option for biometric verification.	●		●			●	●	●	●		●	●				●
FlexClock Vx510G *† (Cell) Standard Vx-Series model with GSM cellular (wireless) connectivity to transmit employee data to the Web. (Not battery-equipped)	●		●			●	●	●	●	●		●				●
FlexClock Vx570 *† (Eth) Standard Vx-Series model supporting Ethernet connectivity with wall mount option. Compatible with PrintReader for biometric verification.	●		●			●	●	●	●		●	●	●			●
FlexClock Vx610G *† (Cell) Vx model with portability, offering an on-board battery and cellular (wireless) connectivity. Compatible with cellular GSM wireless carriers.			●			●	●	●	●	●				●		●
FlexClock Z11 *† (Eth) Supports Ethernet connectivity and offers built-in proximity reader. Clock in/out via PIN or optional "Mango" prox card.				●		●	●	●			●		●			●
FlexClock Z14 Magstripe *† (Eth) Supports Ethernet connectivity. Clock in/out via PIN, or magnetic stripe card (Note: Future functionality).			●			●	●	●			●		●			●
FlexClock Z14 Proximity Card or Fob *† (Eth) Supports Ethernet connectivity and offers built-in proximity reader. Clock in/out via PIN or optional "Mango" prox card (Note: Future functionality).				●		●	●	●			●		●			●
FlexClock Z18 *† (Eth) Ethernet-enabled model offering universal 3rd-party prox card compatibility. Intended for professional wall mounting only.	●	●		●	●	●	●	●			●	●	●		●	●
FlexClock Z33 & Z34 *† (Eth)(Bio) Offers on-screen fingerprint verification, Ethernet connectivity (real-time*) and a built-in fingerprint reader. Rounded (33) or square (34) case.	●					●	●	●			●		●			●
HAND GEOMETRY BIOMETRICS																
FlexClock GT-400 *†(Eth)(Bio) Utilizes hand geometry technology that verifies the size and shape of an employee's hand to punch IN/OUT.		●				●	●	●			●	●	●		●	★
HandKey-2 for FlexClock Z18 *† (Eth)(Bio) Utilizes hand geometry technology that maps and verifies the size and shape of an employee's hand. Note: requires FlexClock Z18.		●		●		●	●	●			●	●	●			N/A
TIMECLOCK																
TimeClock 330/380 Standard "time clock" offering Analog connectivity and PIN/badge clock in/out. Compatible with PrintReader for biometric verification.	●		●			●	●	●	●			●	●			●
WEBCLOCK																
WebClock—Browser-Based Timekeeping* Clock in/out and view employee time cards online through a web browser from any Internet-enabled workstation.						●		●			●		N/A	●		N/A
VOICECLOCK																
VoiceClock Telephony(CC) **Available in 3 lines, 6 lines or 12 lines** Enables employees across multiple clients to clock in and out over the phone. Offers modem support for 3, 6 and 12 lines.						●		●			●			●		●

● Limited lifetime warranty

● Feature included, additional charges may apply

● Not included, sold separately

● Available via WebClock (optional)

* Real-time connection

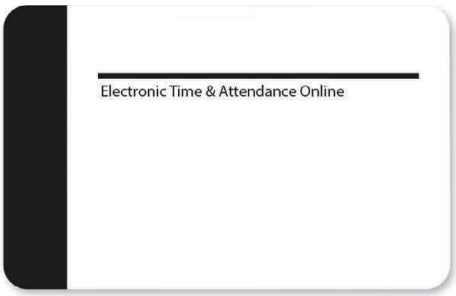
★ Limited 1-Year Warranty

Add-On Products and Accessories

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

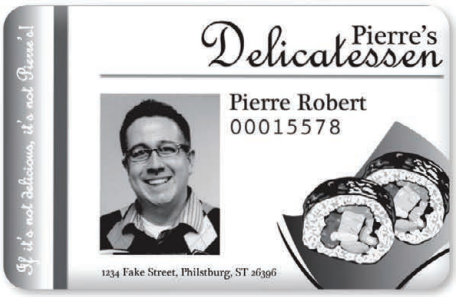
ACCESSORIES AND ADD-ONS	FlexClock (see model)	TimeClock
Badge Rack Protect your badge cards from bending, damage, general wear and tear, or getting lost with a durable steel 40-card badge rack.	●	●
Wireless Phone Jack (TimeClock 330/380) Enables a TimeClock to be relocated in a building where a phone 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.	●	

Generic

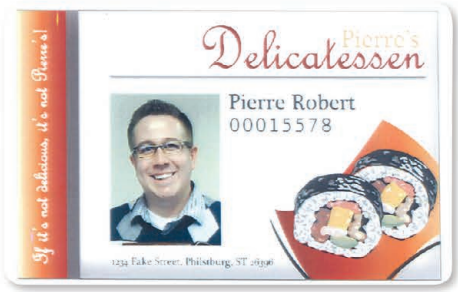


Custom Single-Color

Custom Black & White



Custom Full-Color



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.

BADGE OPTIONS

MAG-STRIPE BADGE CARDS

Quantity	Generic	Black & White	Single-Color	Full-Color
1-99	•	•	•	•
100-499	•	•	•	•
500-999	•	•	•	•
1,000+	•	•	•	•

PROXIMITY BADGE CARDS

Quantity	Generic	Black & White	Single-Color	Full-Color
1-99	•	•	•	•
100-499	•	•	•	•
500-999	•	•	•	•
1,000+	•	•	•	•

FOB PRICING

KEY FOBS COME IN 3 DIFFERENT STYLES

Quantity	Blue	White	Black	Cost Break
1-99	•	•	•	•
100-499	•	•	•	•
500-999	•	•	•	•
1,000+	•	•	•	•

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.

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