

SwipeClock

ONLINE AUTOMATED TIMEKEEPING

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

AUTOMATED TIMEKEEPING



SwipeClock™
Simple. Affordable. Time & Attendance

Web-Based Timekeeping



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.

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 labor. The focus on ROI, and staying afloat during the economic recovery makes reducing costs wherever possible critical.

CONVENIENCE vs. SAVINGS

Many companies considering implementing an automated timekeeping system are motivated primarily by upgrading to digital time tracking; however, what is often overlooked is exactly how much companies save by tracking their employees with an automated solution.

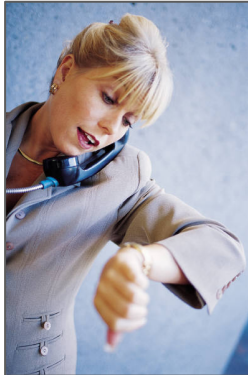
A True Investment Opportunity: Automated Timekeeping

What most business owners don't realize is that an automated timekeeping solution will not only pay for itself year after year, but it will also return immense savings. These savings stretch far beyond simply recovering the cost of the service in the form of reduced labor costs, eliminated human error costs, eliminated payroll staff costs, and additional time saved by all staff members involved in payroll preparation each pay period.

TOP REASONS TO INVEST IN AUTOMATED TIMEKEEPING

- >> Eliminate hours of unnecessary and expensive clerical labor
- >> Streamline time card management with digital time punch collection
- >> Secure, online reports provide you with meaningful data on-demand
- >> Reduce human error, cost of errors, and employee dissatisfaction
- >> Ease stress associated with payroll preparation thru automation
- >> Enhanced reporting capabilities and time tracking for employee labor worked
- >> Reduce paper work, with the option to go "paperless" (an earth-friendly option)
- >> Increase bottom line and organizational profitability while reducing the cost of labor
- >> Minimize wasted labor minutes and optimize employee time management
- >> Save time with the easy-to-customize scheduling templates
- >> Manage schedule deviance and tardies
- >> Focus on the core tasks of running your business, not administration

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 your various timekeeping needs. Other product benefits include:

- >> "Plug-and-play" setup and installation
- >> No software to install
- >> On-site time clock portability
- >> Easy data collection: swipe; Web; finger scan; over the phone
- >> Analog data transmission
- >> Data editing and reporting is conveniently performed on the Web
- >> No manual data entry, human error, or tedious data preparation
- >> Schedule online with your own customized, time-saving templates
- >> Flexible and immediate reporting on your labor force
- >> Easy-access training and support online
- >> and more...

Time is Money...

Each minute that your employees spend "on the clock" directly impacts your company, profit, and revenue.

How well does your company manage employee time theft?

>> PROVIDING SIMPLICITY

"Manage your employees comfortably, and quickly."

"After a 15 minute training session, my supervisors are fully functional on the system."

"No more running around the day payroll is due."

"I can do this."

Bailey, Donald							Online Demo	
							1/15/2006 thru 1/28/2006	
Date	In	Out	Lunch	Hours	Job Code	Edit	Notes	
Sun 1/15	-	-	-	-	-	-	-	
Mon 1/16	10:14a	6:46p	-30min	8.03	128	Edit	Add Notes	
Tue 1/17	10:17a	6:41p	-30min	7.90	128	Edit	Add Notes	
Wed 1/18	9:47a	6:16p	-30min	7.98	128	Edit	Add Notes	
Thu 1/19	10:19a	6:29p	-30min	7.67	128	Edit	Add Notes	
Fri 1/20	10:11a	6:33p	-30min	7.87	128	Edit	Add Notes	
Sat 1/21	-	-	-	-	-	-	-	
Total hours clocked, week of 1/15 to 1/21:				39.45				
Sun 1/22	-	-	-	-	-	-	-	
Mon 1/23	10:13a	6:47p	-30min	8.07	128	Edit	Add Notes	
Tue 1/24	10:15a	6:46p	-30min	8.02	128	Edit	Add Notes	
Wed 1/25	10:16a	6:44p	-30min	7.97	128	Edit	Add Notes	
Thu 1/26	12:00p	6:41p	-30min	6.18	128	Edit	Add Notes	
Fri 1/27	10:11a	6:47p	-30min	8.10	128	Edit	Add Notes	
Sat 1/28	-	-	-	-	-	-	-	
Total hours clocked, week of 1/22 to 1/28:				38.34				
Totals				77.79	1280			
							77.79 Regular hours at \$0.00/hr:	\$0.00
							Total Pay:	\$0.00
							Total Hours:	77.79
							Total Job Code	1280













Employee Time Card Sample

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

Product Guide

Our organization offers employers high-value time clock solutions focused on employee accountability and the accuracy of time and attendance data, made available at an affordable price.

See below for a list of product summaries, features and hardware details.














	DATA COLLECTION					CONNECTIVITY				ADDITIONAL FEATURES						
	Fingerprint (PrintReader)	Live Finger Detection	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*)	Wall Mount Option	Portability (via Battery)	Internal Printer	External Bell Support	Warranty
FLEXCLOCK																
 FlexClock Vx510 Standard Vx-Series model supporting Ethernet connectivity. Compatible with PrintReader option for biometric verification.								•						•		•
 FlexClock Vx510G Standard Vx-Series model with cellular (wireless) connectivity to transmit employee data to the Web. (Not battery-equipped)								•		•				•		•
 FlexClock Vx570 Standard Vx-Series model supporting Ethernet connectivity with wall mount option. Compatible with PrintReader for biometric verification.								•				•		•		•
 FlexClock Vx610G Vx model with portability, offering an on-board battery and cellular (wireless) connectivity. Compatible with cellular GSM wireless carriers.								•		•				•		•
 FlexClock Z11 Exceptional value - supports Ethernet connectivity and offers built-in proximity reader. Clock in/out via PIN or optional "Mango" prox card.				•				•				•	•			•
 FlexClock Z18 Ethernet-enabled model offering universal 3rd-party prox card compatibility. Intended for professional wall mounting only.				•				•				•				•
 FlexClock Z23 Best value - Offers Ethernet connectivity (real-time*) and a built-in fingerprint reader at a "best value" price point. (Rounded case)								•				•				•
 FlexClock Z24 Best value - Offers Ethernet connectivity (real-time*) and a built-in fingerprint reader at a "best value" price point. (Squared case)								•				•				•
 FlexClock L1 High-precision biometric device offering a multispectral fingerprint sensor to identify employees via capillaries below the skin.	•	•		•	•		•	•			•	•			•	•
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 Time Clock Clock in/out and view employee time cards online through a web browser from a Internet-enabled workstation.								•			•					n/a
VOICECLOCK																
 VoiceClock Phone Interface Enables employees to clock in and out over the phone. Offers modem support for 3, 6 and 12 lines.						•		•			•					•

- 1 year warranty
- Lifetime warranty
- Not included; sold separately
- Available via WebClock (optional)
- * Real-time connection—two minute intervals

Accessory Guide

Take a glance at our time clock accessory list, which can facilitate your timekeeping needs. Accessories are both product-specific and for general use. See below or contact us for details.

PRODUCTS

ADD-ON PRODUCTS AND ACCESSORIES		FlexClock (see model)	TimeClock	WebClock	VoiceClock
	Badge Rack Protect your badge cards from bending, damage, general wear and tear, or being lost with a durable steel 40-card badge rack.	•	•		
	Wireless Phone Jack Enables a TimeClock to be relocated in a building where a phone line is not accessible (Analog) by creating an additional phone port.		•		
	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 Add a PrintReader unit for biometric fingerprint punching. (Check specific hardware models for compatibility.)	•	•		
	Automotive Power Converter Power your time clock from a standard automotive 12-volt cigarette lighter outlet.	•	•		
	Badge Swipe Cleaner Cleans the magnetic stripe reader.		•		
	TimeClock 330/380 Face Plate For TimeClock terminals purchased from a third party, use this overlay for your keypad, displaying IN, OUT, TRANSMIT, etc.		•		
	Badge Card Clip Add a badge card clip to employee time cards.	•	•		
	Wall Mounting Kit (TC 330/380; FC Vx570 only) Upgrade your TimeClock 330/380 wall-mount hardware with a high-grade plastic mounting kit.	•	•		
	P250 Printer Add an external punch printer to your Time Clock unit, allowing employees to print a receipt of their punch.	•	•		
	Power Supply (TC 330/380) Need to replace your power supply cord? This general purpose 9 Volt AC (1 amp) supply cord powers the TimeClock 330/380 unit.		•		
	TimeClock Outdoor Case Use an outdoor case to protect your time clock in locations where they are vulnerable to harsh conditions.		•		
	TimeClock Phone Cord Standard telephone cord to be used with the TimeClock. Phone cord included with the purchase of a TimeClock.		•		
	Badge Cards (TC 330/380, FC Vx & Z11) Take advantage of custom full-color, custom black and white, generic, encoded, and "Mango" proximity badge cards.	•	•		
	Programming Services Need to customize account functionality? Ask us about our Custom Scripting and Custom File Formats.				

Our Timekeeping Solution

We offer online electronic time and attendance solutions for all businesses, both large and small. We combine the convenience of online access with the familiarity of a conventional wall mounted TimeClock, PC, biometrics, and telephone.

The service is entirely online, so there's no software to buy, install or manage. Our solution was designed with "everyday people" in mind and can be set up within minutes; editing timekeeping data via the Web is simple.

Time & Attendance Solutions:

- TimeClock
- WebClock
- VoiceClock
- FlexClock

Savings

Are you paying too much for labor?

Staying competitive today requires companies to find new ways to drive revenues and profitability.



MANUAL VS. AUTOMATED TIMEKEEPING

Question: Is your company taking the time to handle, approve, and total each employee's time card or can it be done in a matter of seconds?

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 system instant, error-free, and automated?

Question: Could you significantly reduce your cost of labor?

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.

CASE # 1 - Wasted Labor Minutes

Did you know that just 15 employees receiving pay for merely 4 minutes of "wasted" time per day [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.

CASE # 2 - 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.

CASE # 3 - 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
- >> Reconstructing lost or damaged time cards
- >> Computing time card totals
- >> Computing shift and department totals

The Cost: 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.

System Features & Settings

Our timekeeping solution can handle both simple and more advanced account features. In fact, your employee's time cards may contain a variety of labor data, or simply display an employee's "in" and "out" times.

- ✔ **Automatic lunch deduction**
- ✔ **Supervisor login access / restrictions**
- ✔ **Holiday pay functionality**
- ✔ **Punch rounding options**
 - ⓘ Departmental / Categorical / Employee rounding functionality
- ✔ **Labor distribution**
 - ⓘ Job cost reporting
 - ⓘ Shift differential pay rates
 - ⓘ Multiple pay rate assignment
 - ⓘ Move between departments
 - ⓘ Numeric / Categorical data collection at clock
- ✔ **Online viewing, editing, and reporting**
- ✔ **Overtime pay automation**
- ✔ **Quick and flexible reporting options**
- ✔ **Simple payroll file export**
- ✔ **Daily auto e-mail module for administrators**
- ✔ **Custom labor categories**
- ✔ **Add/edit by dollar amount, punch times, hour blocks**
- ✔ **Track punch activity by location**

PUNCH ENTRY OPTIONS

We offer a spectrum of choices when it comes to collecting employee punches including PIN entry, swipe badge, proximity badge, fingerprint scan (biometrics), telephony, Web browser, and SSN.



Payroll Summary						Online Demo
						1/29/2006 through 2/11/2006
⚠ This symbol means employee is missing one or more punches.						
#	Name	Total Hrs	Category	Pay Rate	Pay	Job Code
1	Abbott, Cassandra	80.00	Regular	2.13	170.40	0
		1.48	Overtime	3.20	4.73	
2	Arnot, Josh	55.00	Regular		0.00	0
3	Ashby, Erin	55.00	Regular	2.00	110.00	0
4	Bailey, Donald	77.79	Regular		0.00	1280
5	Bellis, Janet	50.56	Regular	11.00	556.16	0
		24.00	Vacation	11.00	264.00	
6	Behrend, Steven	40.00	Regular	0.16	6.40	0
		40.00	Regular	0.30	12.00	
		0.82	Overtime	0.24	0.20	
		1.94	Overtime	0.45	0.88	
7	Blanton, Roberts	80.00	Regular	\$1.15	412.00	0
		4.68	Overtime	7.73	36.15	
8	Brown, Bryce	22.09	Regular	8.50	187.77	0
9	Manning, Daniel	49.45	Regular		0.00	0
Totals		582.83			\$1,760.69	1280

Category	Total Hours	Total Pay
Regular	549.89	\$1,454.73
Overtime	8.94	\$41.96
Vacation	24.00	\$264.00
TOTALS	582.83	\$1,760.69

Summary Report Sample

You can create a variety of reports to suit your data needs. Above, you'll see an example of the "Payroll Summary Report." All reports offer sorting and filtering fields to help you organize your data.

Labor Report		Online Demo
		1/29/2006 thru 2/11/2006
ABBOTT, CASSANDRA		HOME DEPT: SERVER
Category	Hours	
Regular		80.00
Overtime		1.48
TOTAL		81.48
ARNOT, JOSH		HOME LOC: MAIN
Category	Hours	
Regular		16.91
Regular		20.21
Regular		17.88
TOTAL		55.00
ASHBY, ERIN		HOME DEPT: 03-BAR
Category	Hours	
Regular		10.96
Regular		27.54
Regular		16.50
TOTAL		55.00

Labor Distribution Sample Caption

If you're tracking multiple departments, locations, and job codes, you'll have numerous options for organizing this data as well.



SwipeClock™

Simple. Affordable. Time & Attendance

Phone: 888.223.3450—Fax: 801.617.1235

www.swipeclock.com

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