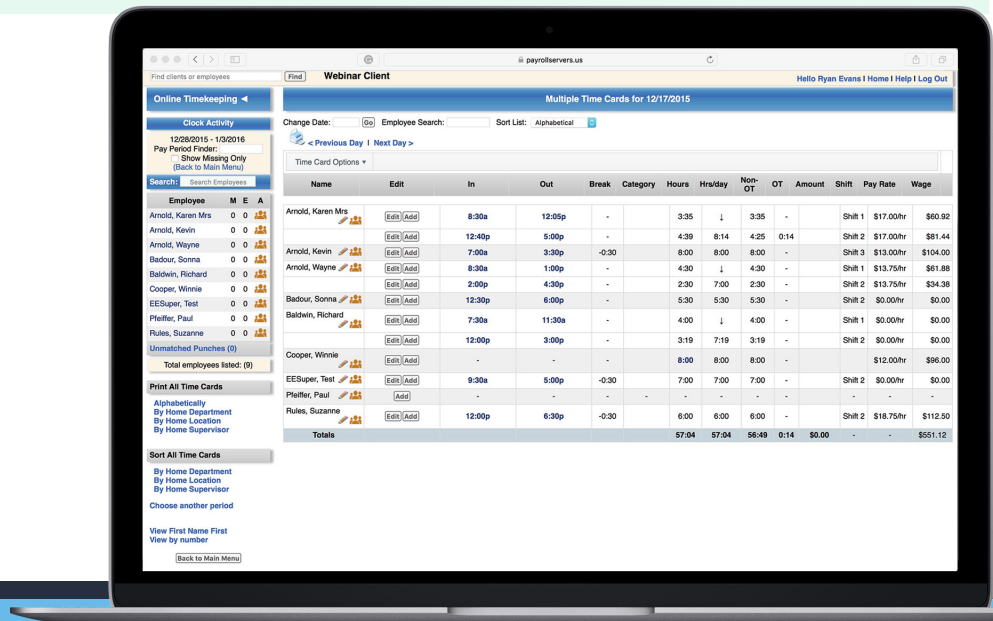# TimeWorksPlus

Complete Features

TimeWorksPlus is the leading cloud-based timekeeping service for small to medium organizations. Developed specifically for today's businesses with flexible clock options, streamlined setup and customizable features for dynamic and mobile workforces. TimeWorksPlus simplifies payroll processing and helps ensure compliance while reducing labor costs. Employees, managers and HR/payroll processors all benfit with easy access, intelligent clock features, strategic insights and self-service control.

Timekeeping		Robust and stable cloud-based timekeeping service
Intelligent PunchLogic™	Clock-in/out	Capture full punch detail with options for site, job, department, clock, location and more. Employee state aware with knowledge of last punch and options/rules based on that state.
Flexible Timekeeping	Premier Timekeeping	Pre-configured and flexible options for time tracking across a wide range of industries and applications. Extensive experience across industries including healthcare, hospitality, manufacturing, retail, banking and more.
	Hourly and Salaried	Apply rates for both hourly or salaried employees for simple payroll processing
Cloud-based Service	Accessible and Scalable	Connect from anywhere, always on and scalable - currently supporting over one million users
	Secure	Audited and in compliance with the standards set forth by the AICPA for SSAE 16 controls.
	Continuous Enhancements	Regular updates provide new and improved features ongoing to customers as a subscription service
	Development Options	APIs and components provide flexibility for customer and partner developed integration applications and solutions using secure web services APIs

Basic Scheduling

Basic scheduling options for coverage with schedule enforcement through warning or lockout

Schedule Creation	Schedule Templates	Create schedule based on days and multiple blocks of time; apply to multiple people
	Recurring & Non recurring	Limit schedule to dates or repeat indefinitely
	Schedule View	View schedule by day
	Calendar Coverage View	Shows coverage against time slots
	Set Paid Time-off	Set schedule blocks to include paid time-off
	Scheduling Depth	Schedule to date/time and location
Schedule Reporting	Scheduled vs. Actual	Time worked compared to scheduled time
	Visualized	View scheduled vs. actual for time period in graph format
Enforcement Options	Early Warning	Warns employee on login if too early
	Clock Lock-out	Blocks employee on attempted login if not scheduled

Clock Options

Wide range of clock support from simple PIN-based punch clocks to fully interactive web-based clocks with biometric identification.

Intelligent Clock Features	Employee State Awareness	Online service knows whether employee is clocked in/out and for what (breaks, meals, what job); eliminates missed or duplicate punches and collect job data
	Employee Interaction	Allows employee to select definable options at the clock based on state, job, location or other defined rules; simplifies reporting and job costing
	Clock Lock-out	Prevent early clock-in or unscheduled work with schedule enforcement and alerts
Embedded Clocks	Portable Software Clock	Punch clock functionality can be included in employer portals, HCM platforms or custom applications
	Multiple Integration Options	Deploy by embedding pre-built clock via iFrame
Hardware Clocks	TimeWorksTouch	Interactive touch-screen, bio reader hardware with intelligent clock features for meal/break tracking and schedule enforcement. WiFi enabled with PIN, prox card and fingerprint recognition.
	Other Clocks	A wide range of clocks supported from simple punch clocks to full biometric hand readers
Mobile Apps	Standard platforms	iOS (App Store) and Android (Google Play)
	Supervisor Activities	Monitor punch activity; view/approve time cards; view/approve time-off requests; add/edit employees
	Employee Activities	Punch in/out; view/approve time card, view schedule

Labor Data and Reporting

Control labor spend and correlate activity with designated jobs, locations or cost categories. Utilize reports for cost projections, deviation analysis, to measure impact of initiatives, proactively monitor trends or for compliance.

Multiple Pay Rates	Alternate Pay Rates	Apply different pay rates depending on job, location or department
	Auto Lunch Deduction	Deducts desired minutes from time card after a specific amount of consecutive hours have been worked (not when tracking meals/breaks)
Standard Reports	Labor & Job Codes Report	Complete report with all job codes, missed/edited punches, wages and prompts
	Accruals Report	View balances for employee PTO, Sick Time or Vacation
	Payroll Summary	Totals per employee for hours, wages and prompt breakdowns
	Daily Detail Report	Auto email with in/out times and total hours in grid format
Custom Reporting	Create/Save Custom Queries	Create custom reports using any available fields and any category for filters and sorts
Compliance Specific	PBJ Support	Accurate and tested report formats to submit Payroll-based Journal reports for nursing homes and long-term care facilities mandated by ACA and Medicare/Medicaid.
	Labor Law Compliance	Required wage, break and overtime data for configurable reporting needed to audit and comply with local, state and national labor laws.
	Alerts	Configurable overtime alerts on approaching compliance thresholds

Overtime Management

Auto-apply overtime or proactively alert as thresholds are approached

Overtime Configuration	Auto Applied	Apply overtime based on hours worked per day or week
	Flexible Calculations	Definable custom time calculations for OT
Overtime Application	Flexible Application	Apply by company, department, location or specific employee
Alerts		Hours Alert notifies employees when approaching OT limits

Payroll Integration

Payroll system integration streamlines processing and eliminates data errors

Payroll System Features	Employee Synchronization	Sync employees between payroll and timekeeping system
	Data Export	Export data in any one of hundreds of formats to payroll system
	SSO	Single sign-on from payroll or HCM system to timekeeping for both supervisors and employees
	Automated Payroll Activity	Single click can retrieve timekeeping data for payroll processing

	Administration	Simple, intuitive tools for administration and management
Dashboards	Overview of Punch Activity	Totals for employees clocked in, active, time-off requests, missed punches and unmatched punches
	Quick Admin Access	Manage punches, edit time cards, view reports
Manager Tools	User Management	Manage users, update profiles and configure logins
	Employee List Manager	Filter/sort for group management
	Assign Supervisor	Supervisor role for approvals and changes (multiple supervisors supported)
	Supervisor Activities	View/edit time cards, approve time-off requests, add PTO hours, run reports, set/view schedules, approve pay period
Timekeeping Customization	Rounding Rules	Set custom rounding rules with # minutes before/after; rules for crossing midnight and flags for tardiness
	Paid Break Rules	Set policies for paid break times
	Accural Rules	Apply accruals based on years, months or days of service
	Accrual Accumulation	Define balance increase policies; apply limits and carry negative balances
Punch Identification	Clock Profiles	Assign clock profile information such as time zone, location, department, etc.
	Punch Data	Include clock name, IP address and GPS location
Role Support	Supervisor	Assign employees to supervisors with definable roles; up to 3 approval levels
	Role definition	Define supervisor role by department, location, category or specific employees
	Role rights/restrictions	Enable/restrict display and activities such as punch editing and ability to add/edit employees
Company Profiles	Multiple Company Support	Manage more than one company (tax ID) within the same management console
	Holiday Support	US, Canadian, Mexican and custom holidays
	Flexible Rates	Apply standard or custom holiday rates
Employee Profiles	Employee Information	Name, contact information, start/separation dates, employee ID, time zone
	Feature Configuration	Enable features such as schedule enforcement, mobile, web-access, GPS and more
	Job Information	Type, department, location, supervisor, groups and definable fields

Employee Activities

Employees have flexibility and control with multiple clock options and time card visibility

Timekeeping Activities	Web-based Clocks	Clock-in/out via any standard web browser on any device
	Time-off Requests	Submit, view time-off requests; accept/reject manager changes; view history
	View Time Cards	Edit, approve and submit time cards
	View Accruals	See PTO, Sick Time and Vacation balances and history
	Schedule View	See schedule
Access Options	Mobile Apps	iOS or Android
	Web-based Portal	Self-service portal from any web browser
	Hardware Clock	Interactive web-based UI for TimeWorksTouch Clock
	Embedded Components	3rd-party and employer applications with embedded timekeeping components (clock, TORs, time card, etc.)

Supervisor Activities

Supervisors have workforce visibility and powerful tools for management

Employee Monitoring	Real-time Visibility	Monitor who has clocked in; who is active
Timekeeping Administration	Time Card Reconciliation	Correct missing or mismatched punches; approve time cards for payment
	Bulk Edit	Make bulk corrections/updates by groups or filtered search results
	Search and View	Free text search with filtering and sorting based job, type, location, groups and much more
Time-off Requests	Notification	Manager notified on request with options for approval
	Time-off Visibility	Calendar view of time-off requests with status (pending, approved, conditionally approved and rejected)