

## Optional Modules

Attendance Enterprise offers optional modules that provide you with advanced features for managing your workforce.

| Report Day | Activity   | Time Card  | Schedule   | Personal   | Events     | Address    | Messages   |
|------------|------------|------------|------------|------------|------------|------------|------------|
| 02/11/11   | 4:51:47 PM | 4:51:47 PM | 4:51:47 PM | 4:51:47 PM | 4:51:47 PM | 4:51:47 PM | 4:51:47 PM |

Employees have convenient access to employment and attendance data.

Feb 11 2011 2:28 pm

- 1) Punch
- 2) Review Schedule
- 3) Review Hours Worked
- 4) Review Time Card
- 5) Workgroup Transfer

|   |   |   |           |
|---|---|---|-----------|
| 1 | 2 | 3 | Clear     |
| 4 | 5 | 6 | Cancel    |
| 7 | 8 | 9 | Backspace |
| * | 0 | # | Enter     |

Centrally located kiosks provide secure access for all employees.

Enter Time Off Request

Date: 02/16/2011

Amount of Time: 0:00

Personal Time: Vacation

Notes: Take one day off.

| Date     | Personal                        | Check | Total | Balance |
|----------|---------------------------------|-------|-------|---------|
| 02/16/11 | Balance In                      |       |       | 0:00    |
| 02/16/11 | Adjust benefit balance by 08:00 |       |       | 08:00   |
| 02/16/11 | Planned Absence                 | 8:00  |       | 70:00   |
| 02/16/11 | Balance Out                     |       |       | 70:00   |

Employees can efficiently review benefit balances and request leave online.

### Employee Self Service and Kiosk

Employee Self Service provides an online timesheet that empowers employees while reducing workload for HR.

Employees gain convenient access to their attendance information. They can punch or enter hours worked; transfer to different departments; access their schedule, benefit, and archived time card information; and request time off. You can choose from four time entry sheets so your employees capture and report time in a familiar way.

Employee messaging provides a convenient and private message board between a supervisor and an employee. Communication can be initiated by the employee or the supervisor. Messaging can be used for a variety of situations such as an employee noting that they are working from home or a supervisor asking if the employee can work an extra shift.

Employee Self Service kiosks are typically located in common areas, such as lunch rooms. Security is provided by individual PINs that allow employees access to their own information.

Employee Self Service is supported by a variety of browsers including Internet Explorer, Firefox, Safari, Chrome and Opera. Employee Self Service is also supported on mobile phones equipped with web browsing.

### Leave Management

Leave Management automates employee requests for time away from work and makes it easy for supervisors to approve leave based on organization policies.

Employees request leave through Employee Self Service. They can review their benefit (paid time off) balances and check team schedules when deciding to request leave. When the request is made, supervisors are notified through a dashboard or email so they can review requests in a timely manner.

The system automatically evaluates each request against balances of the requested benefit and other outstanding leave requests. It also shows you the impact on scheduled labor, helping supervisors make better leave management decisions.

