



# attendance<sup>®</sup>

## ON DEMAND

## Reduce Labor Costs and Improve Employee Attendance



### Punch-to-Paycheck Automation

Attendance on Demand is a cloud-based time and attendance service for highly secure, cost-effective labor management. Attendance on Demand improves employee time tracking, controls overtime, improves employee attendance habits, and reduces labor expenses.

Demand  
More

- Stay informed with real-time dashboards of essential labor information.
- Identify attendance exceptions such as tardiness and absenteeism and take action quickly.
- Eliminate unapproved overtime.
- Automate time off requests and approval.
- Correct and approve employee time cards quickly.
- Address unresolved absences by re-categorizing when proper documentation is provided.
- Empower employees and minimize inquiries to HR for attendance and benefit information
- Reduce redundancy by entering information only once.
- Efficiently apply a single edit to a group of employees.
- Cut payroll costs by automating complex pay policies.
- Simplify regulatory compliance and wage audits.
- Improve management and employee communication.





## Labor management, cost management, time management... without expensive IT management

There is no software to buy, no upfront investments in licenses, servers, or hardware. There is no need for costly maintenance. Monthly subscription rates are cost-effective, consistent, and predictable making budgeting easier. Pay only for the employees that you manage.

Powerful time and attendance management tools are at the ready whenever or wherever employees, supervisors, or managers need to track and manage the workforce.



Attendance on Demand is a hosted time and attendance system with full capabilities for labor management, scheduling, timekeeping, accruals, incidents, budgets, and more.

			From 02/13/11 to 02/19/11		
			Monday	Tuesday	Wednesday
			<b>Feb 14</b>	<b>Feb 15</b>	<b>Feb 16</b>
Hours					
Reg	Ovt	PTO	Schedules	Shifts Worked	Schedules
152:00	0:00	0:00	19	4	15
100%	0%	0%	Birthdays	1	Birthdays
			1	Anniversaries	1
Actual	161:00		1	Leave Requests	
Scheduled	152:00		1	Working Now	
Diff	9:00		3	Critical Exceptions	
Schedules	19		14	Today's Absences	
Shifts Worked	20		2	New Messages	
Birthdays	1				
Critical Exceptions	4				
Non-Critical Exceptions	2				

The calendar dashboard summarizes labor activity and highlights issues that must be addressed.





### Automate and Save

The Attendance on Demand parameter engine automatically handles even the most complex HR and pay policies.

- Automate employee pay rates and rate changes mandated by complex labor contracts.
- Maintain unassailable wage and hour records.
- Ensure compliance with labor regulations such as FMLA and FLSA.
- Resolve absences or exceptions when proper documentation later supports categorizing these instances as FMLA-eligible leave.
- Generate reporting for wage and hour claims, wrongful termination litigation, and other legal inquiries.

Last Name	First Name	ID	Badge Location	Department	Supervisor	Hired
Allen	Christine	1245	35867 OH	Warehouse-Shipping	KATHY ADAM	02/07/00

Date	Schedule	Punches	Hours	Workgroups	Exceptions
Date	Start	In	Out	From	To
Feb-6	4:45 13:30	4:41	13:28	Warehouse-Shipping	4:41 13:28 8:15
Feb-7	4:45 13:00	4:40	13:20	Warehouse-Shipping	4:40 13:20 8:00 Left Late
Feb-8	6:00 21:00	5:55	21:01	Warehouse-Shipping	5:55 21:01 14:30 Max Shf.
Feb-9					
Feb-10	4:45 11:45	4:29	11:44	Warehouse-Shipping	4:29 11:44 6:45 Arr. Early
Feb-11	4:45 13:00	4:38	13:04	Warehouse-Shipping	4:38 13:04 7:45
Feb-12	4:45 8:02				Absent (4:45/8:02)

Supervisors use timecards to quickly identify, correct, and approve employee activity.

Parameter settings reflect your pay guidelines, attendance policies, and benefit policies. Your pay rules can include overtime, lunch and break periods, rounding, flex time, holiday pay, shift differentials, special premiums, call back pay, and so on. Best of all, parameter settings are easily changed whenever company policies or labor contracts change.

Sunday	Monday	Tuesday	Wednesday	Thursday
Reg 160/100 98%	Reg 152/100 100%	Schedules 19	Schedules 15	Schedules 15
Ovt 2:00 1%	Ovt 0:00 0%	Shifts Worked 18	Birthdays 1	
PTO 0:00 0%	PTO 0:00 0%	Overtime 2:00		
Actual 170:00	Actual 161:00	Working Now 5		
Scheduled 168:30	Scheduled 152:00	Critical Exceptions 2		
Diff 1:30	Diff 9:00	Today's Absences 2		
Schedules 21	Schedules 19			
Shifts Worked 21	Shifts Worked 20			
Overtime 2:00	Non-Critical Exceptions 1			

Excessive overtime is easily identified and supervisors can drill down to investigate.

### Control Overtime and Stay Within Budget

Attendance on Demand tracks labor activities through intuitive labor summaries, time cards, employee historical calendars, time card archives, and flexible employee or group scheduling.

- Track departmental transfers to support the borrowing and lending of employees.
- Analyze actual vs. scheduled labor costs and actual vs. budgeted labor costs.
- Easily see departmental labor breakdowns, labor hours and dollars by pay designation, and more.

### Schedule Employees Efficiently

Attendance on Demand lets you view, create and change schedules for single employees and for groups of employees by the day, week, month or customized time period.

Payroll	Scheduling	H.R.
<b>Bi-Weekly</b>	<b>This Week</b>	<b>Usage</b>
Employees 21	Begins 02/13/11	Active Employees 21
Previous Period	Ends 02/19/11	Hourly Status Types
Begins 02/06/11	Employees Scheduled 21	Full Time 21
Ends 02/12/11	Employees Scheduled Off 3	Part Time 0
Posts in 1 day(s) 21	Employees Without Schedules 0	Active Conditions
Issues 0, 0 critical	Next Week	Normal 18
Hours 826:19	Begins 02/20/11	Probation 1
Dollars 8849.4500	Ends 02/26/11	Temporary 1
Status <span style="color: green;">Ready</span>	Employees Scheduled 18	Training 1
Current Period	Employees Scheduled Off 2	
Begins 02/13/11	Employees Without Schedules 3	
Ends 02/19/11		
Issues 2, 2 critical		
Hours 590:54		
Dollars 6380.0330		
Status <span style="color: red;">Please Repair</span>		

Dashboards use colors to indicate payroll readiness.

Create ongoing, repeating schedule patterns for employees who regularly work the same hours. Schedule an employee once, and never worry about it again.

When an employee is assigned a schedule, Attendance on Demand automatically compares it to worked hours, identifying employees who are tardy, leave early, take long lunch hours or are absent.



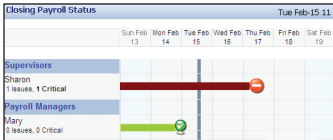


## Improve Management and Employee Communication

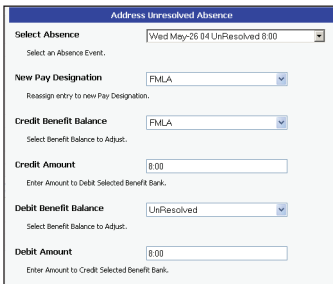
Attendance on Demand helps managers and employees communicate efficiently by using Employee Messaging. Communication can be initiated by either the manager or the employee using a private message board. This is useful for getting timely messages to an employee about extra shifts available or extending hours, for example. Employees can use it to communicate their availability for more hours or information about circumstances surrounding an absence or tardiness. Improved communication means better workforce relations.

## Integrate Seamlessly With HR and Payroll

Attendance on Demand easily integrates with your existing payroll, human resources, and other key office systems. You can fully leverage your investment by sourcing employee information from your existing HR system and seamlessly transferring it to payroll — whether your payroll is done in-house or by a payroll company.



The Payroll Monitor shows which supervisors have open issues to resolve before payroll can be processed.



Unresolved absences can be re-categorized when proper documentation is submitted. Even after the pay period has closed.

## Collect Time and Attendance Data Your Way

Select from a broad range of time clocks for collecting time and attendance and other important employee data. Our time clock options fit your unique work environment, and reduce the time and costs of data collection. Choose the method that works for your company and your employees:

- Biometric Hand Readers
- Barcode Readers
- Biometric Finger Readers
- Magnetic Stripe Readers
- PIN Time Clocks
- Employee Online Time Sheets
- Proximity Readers

## Easy Access, Easy Maintenance

Attendance on Demand is installed centrally on your servers. Web servers provide access for managers and employees through your intranet or over the internet. You need only a web browser to access Attendance on Demand from any location. Supported browsers include Internet Explorer, Safari, Firefox, Chrome, and Opera. Employees access Employee Self Service through a web browser, too. You can authorize or prohibit IP addresses, controlling access from unauthorized locations.

## Optional Modules

Attendance on Demand delivers critical information through core time and attendance features. Optional modules provide advanced labor management capabilities including:

- Employee Self Service
- Benefit Accruals
- Leave Management
- Custom Report Writer
- Employee Messaging
- Coverage Budgets
- Incidents & Points



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