



Optional Modules

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

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.

Date	In	Out	In	Out	Amount	Schedule	Exception
02/13/11	4:42a	2:00p		8:45	4:40a/ 1:30p	Left Late	
02/14/11	4:55a	2:00p		8:30	4:45a/ 2:00p		
02/15/11	6:00a			0:00	6:00a/ 9:00p		
02/16/11							
02/17/11							



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 in 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.

Employees have convenient access to employment and attendance data.

Centrally located kiosks provide secure access for all employees.

Demand More

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

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.

Date	Balance In	Credit	Debit	Balance
01/01/10				0:00
02/11/11	Adjust benefit balance by 80:00			80:00
02/21/11	Planned Absence		8:00	72:00
01/01/12	Balance Out			72:00

Employees can efficiently review benefit balances and request leave online.





Incidents & Points

The Incidents & Points module measures employee attendance activity against corporate attendance policies and automates enforcement.

- Enforce employee attendance policies fairly, impartially, and consistently.
- Automatically flag exceptions to scheduled attendance, such as tardiness and absenteeism, and generate associated point values that show on the employee's time card.
- Edit point balances directly from the time card.
- View all employees with incidents at a glance.
- Generate employee notification and warning letters automatically.

Last Name	First Name	ID	Badge	Location	Department	Supervisor	Hired
Allen, Christine A	Christine	1245	3887	De </td <td>Warehouse-Shipping</td> <td>KATHY ADAM</td> <td>02/07/10</td>	Warehouse-Shipping	KATHY ADAM	02/07/10
1	Feb-13	4:45	13:30		3:00 Points		4:45
2	Feb-14	4:45	13:30		Change Incident		4:45
3	Feb-15	8:00	21:00		5:55		5:55
4	Feb-16	8:00	14:00				
5	Feb-17	4:45	11:45				
6	Feb-18	4:45	13:30				
7	Feb-19	4:45	8:00				

An employee leaving early triggers an incident flag on the time card.

Report Period	Employee	ID Number	Badge	Pay Class
Operations	Allen, Christine A	1245	3887	Non-Exempt-4hr
Report Period	Sun Feb-13-11	6:15a	9:45p	17:00
Time Period	Sun Feb-13-11			4:45a / 1:30p
Report Grouping	Non Feb-14-11	4:00p	10:00p	3:00 Points
Workgroup Levels	Non Feb-14-11			4:45a / 1:00p
Employees to Include	Non Feb-14-11			3:00 Points
Changeable Filters	Tue Feb-15-11	5:55a		0:00
General Filters	Tue Feb-15-11			6:00a / 9:00p
Additional Filters	Tue Feb-15-11			3:00 Points
Event Properties	Tue Feb-15-11			3:00 Points
Shipping	Sat Feb-19-11			

Custom Report Writer makes it easy to choose the format, fields, and how the data is totaled.

Last Name	First Name	ID	Badge	Location	Depart
Adams	Kathy	178	178	L1	CASH
Worked Hours Scheduled Hours Regular 1					
		17:15:42	16:45:30	17:15:42	
Vacation					
Vacation activity from 01/01/11 to 12/31/11 (earliest adjustment date is Jun-7-2004)					
Date		Credit	Debit	Balance	
01/01/11	Balance In			138.00	
01/31/11	Rule Monthly Vacation Accrual credits 8:00 to benefit balance	8.00		146.00	
02/14/11	Debit 40:00 from benefit balance		40.00	106.00	
02/29/11	Rule Monthly Vacation Accrual credits 8:00 to benefit balance	8.00		114.00	
03/25/11	Debit 6:00 from benefit balance		6.00	108.00	
03/31/11	Rule Monthly Vacation Accrual credits 8:00 to benefit balance	8.00		116.00	
06/15/11	Planned Absence		8.00	108.00	

Benefit Accruals automate and track employee benefit accumulation and usage.

Custom Report Writer

Attendance on Demand provides over 50 standard real-time workforce management reports with options for modifying both content and format. The Custom Report Writer module provides an interactive browser-based report generator that gives you greater flexibility in analyzing your critical labor trends. You select the employees or workgroups, data, and subtotaling important to you. A sample report is created and changed as you make report selections, so it is easy to get just the report you want.

Coverage Budgets

The Coverage Budgets module helps you schedule efficiently and analyze your labor costs. Budgets set targets for worked time or paid time off for a group of employees. Attendance on Demand compares your labor budget to employee schedules, as well as to the actual hours employees work. The Coverage Budgets module also calculates and measures labor ratios that are important to you, helping ensure optimal labor coverage and efficient labor costs.

Benefit Accruals

Benefit Accruals automates the calculation, validation, and granting of accrued leave time. It improves compliance with corporate policies and union contracts and minimizes an organization's exposure to leave liability and employee grievances. Benefit Accruals also consistently tracks FMLA and other mandated leave policies. Accrual rates and tracking can vary based on job position, seniority, employment status, or hours worked, among other things.

Employee Messaging

Employee Messaging assists with employee/management communication by creating a private message board between the manager and an employee. Communication can be initiated by either the employee or the manager. 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.