

# Time & Attendance

at the speed of light



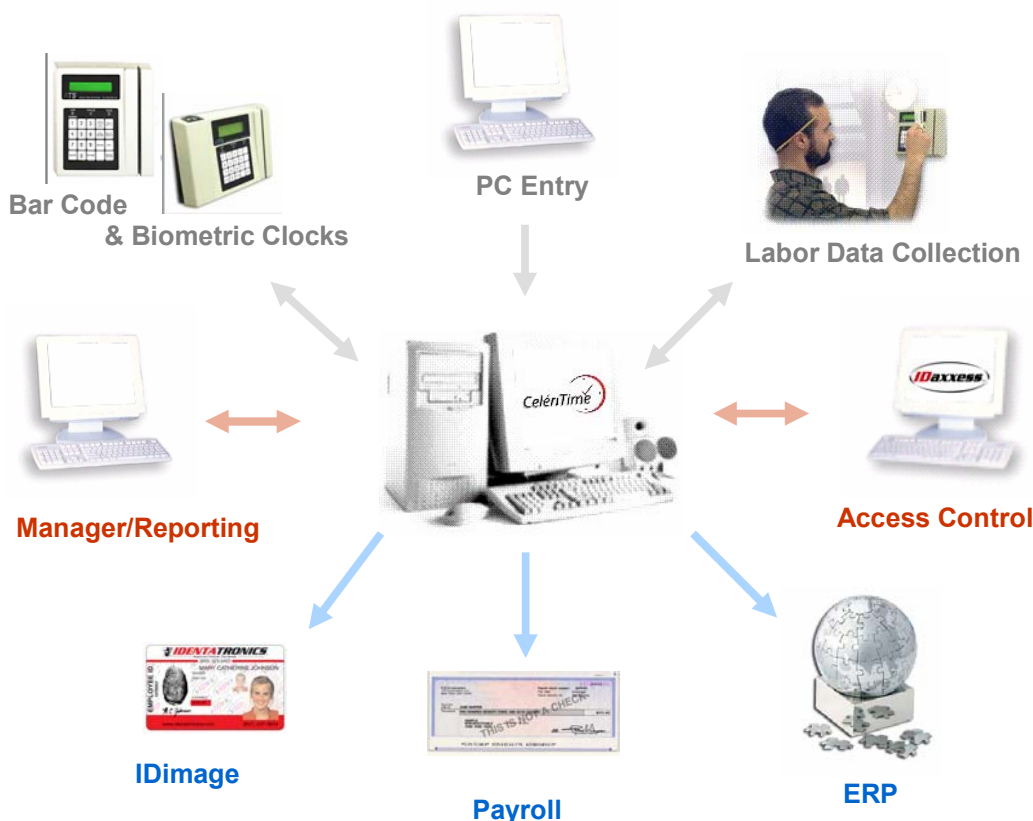
Managing your labor resources is crucial to ensuring the future success of your business. CelériTime™ provides the tools and real-time labor data necessary to pro-actively manage your workforce. This allows you to better manage your labor cost and improve productivity. CelériTime provides timely data necessary to make the right choices for your business.

## Efficiency

- Eliminate manual processing of time cards
- Improve accuracy by eliminating human error
- Stop overpayments and unauthorized overtime
- Guarantee uniform application of pay policies
- Manage by Exception—Focus only on timesheets with errors
- Real-time data allows pro-active management of your workforce
- Managers can focus on managing, not timecard handling
- Quickly and easily locate data for wage and hours claims or other legal inquires

## Features

- Collect labor data (who, what, where, and when)
- Consistently apply complex pay policies
- Track attendance issues (absent, late in, early out, long meal,...)
- Track accruals (provide up to date balances)
- Operations Center—Complete all supervisory task in one place
- Complete labor and attendance reports (current and historical data)



## Innovation

Time and Attendance at the Speed of Light.

How is this possible?

CelériTime was designed and built upon two core concepts:

- **On-line Archiving**  
Data is moved to an on-line archive once it is no longer needed for calculations. This allows reports to have immediate access to both current and historical data.
- **Intelligent Totalizing**  
Only the data affected by a punch, paycode edit, or schedule edit is re-totalized.

## Scalability

CelériTime scales from a Single PC Solution to a Multi-Server N-Tier Solution. Whether you have 10, 100, 1,000, or 10,000 employees there is a CelériTime solution perfect for your business. As your business grows so can CelériTime.



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## Security

All CelériTime modules require a login and password. All data changes in CelériTime are written to an audit log (who, what, when). CelériTime provides two types of application security:

- User Profiles – which portions of the application a user may access;
- Employee Groups – which employees a supervisor / manager may edit / report.

## Features

- Unlimited Pay Codes
- Ten Labor Levels
- Unlimited Employee Groups
- Unlimited Sign Off Levels
- Unlimited Overtime Rules
- Unlimited Premium Rules
- Holiday Rules
- Weekly, Bi-Weekly and User Defined Pay Periods
- Accrual Codes (Track Usage and Balance)
- Expanded Wages (by Pay Policy or Employee)
- User Configurable Pay Policies
- User Configurable Pay Matrix
- Wage Modifiers (Add, Multiply or Both)

## Reporting

Historical and Current Data

- Zoom
- Text Search
- Query Builder

Save Selections:

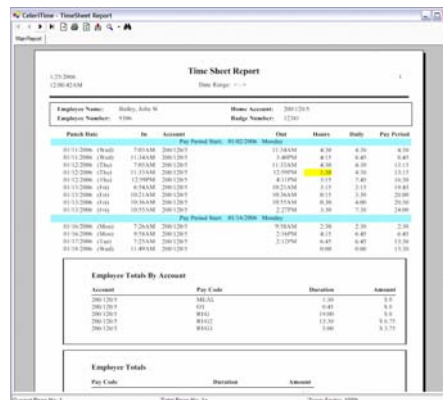
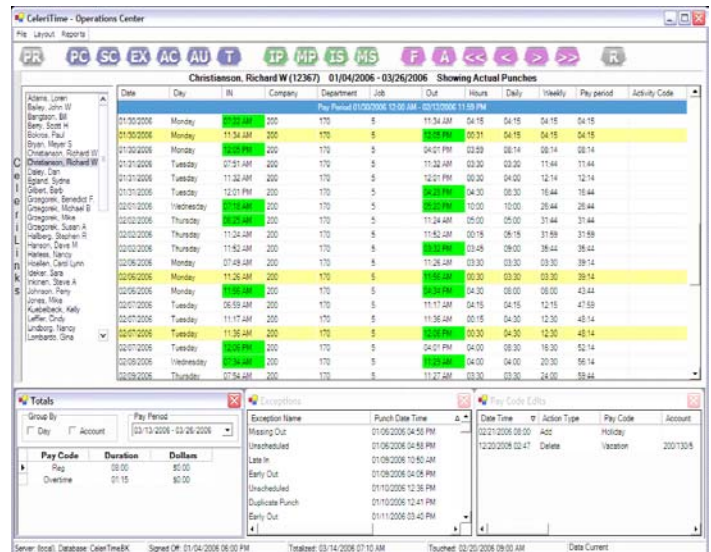
- Date Range
- Employees
- Accounts
- Sort Order

Export To:

- PDF (Adobe Acrobat)
- Excel
- Word
- RTF (Rich Text Format)

## Modular

- CelériTime was created with a modular design, where each module focuses on a set of related tasks. Users can be granted access to the modules necessary to perform their management / supervisory duties.
- For a typical CelériTime installation many users need access to the Operations Center for timesheet editing and reporting, while only a few users need access to the Configuration Center for creating new pay policies.



## Operations Center

All day-to-day activities are available in one place.

- Edit Timesheets
- View Totals
- Timesheet Sign-off
- Reports

CelériLinks provide quick access for recurring tasks.

For more information about this and other related products, visit our website at [www.celeritime.com](http://www.celeritime.com)

