InfiniTime Time and Attendance Solutions

InfiniTime 6.0 Software

The InfiniTime 6.0 time clock application is a true client/server solution based on the powerful Oracle Database architecture. InfiniTime utilizes a multidimensional Oracle Database on a SQL server, so in plain English our database is the fastest in the industry. The InfiniTime time clock software offers everything a company small or large needs to save time and money with the payroll and time attendance process.

Features:

- The InfiniTime software will run on all major Windows operating systems. Windows 98, Windows ME, Windows NT SP 6a, Windows 2000 SP 4, Windows XP Professional and Windows 2003 Server.
- No Oracle experience necessary when installing or using our software (InfiniTime is its own Database).
- Capability of unlimited employee counts (network multi users or stand alone).
- Run InfiniTime on your Local L.A.N. (Local Area Network).
- Run InfiniTime on your W.A.N. (Wide Area Networks, typically found with companies that have remote offices where Managers are required to access InfiniTime across T1 or other high-speed data lines).

Overview Of InfiniTime

The InfiniTime Time & Attendance Software is an easy to use employee time clock system designed to meet your specific needs. The system's configuration can be easily setup to define and address specific pay policy requirements of your company, as well as the needs of a particular industry. InfiniTime allows for easy point and click operations, never wonder where to reach a system function all tasks are easy accessible from a touch of a Icon on the toolbar.

Report Generator

The InfiniTime Report Generator is the strongest report engine in the industry. Several report groups are available for time and attendance, management, and human resources data. Reports can be previewed on the screen, sent to a printer, or even to your e-mail address. In addition, InfiniTime can export report data in several file formats such as Microsoft Excel, CSV (comma separated values), or TXT formats.

System Clocks Monitor

The System Monitor will run in the system tray of a workstation or server, so that Punch Polling and Clock Programming / Updating can be processed automatically for each clock terminal. Updating of clocks on the system can include, uploading Who's In/Out status, Last Punches and Punch Lockout parameters.

Real Time Polling...Terminals can be set to poll in as little as 3 second intervals.

Payroll Interface

Never manually key in hours in your payroll program again! InfiniTime software exports to many popular and common Accounting Software's and Payroll Services such as ADP, Ceridian, Compupay, Paychex, Peachtree, Pensoft, Quickbooks Pro and many more! Don't see your payroll package on this list? Don't Worry! Custom payroll interfaces are also available for systems not currently supported.
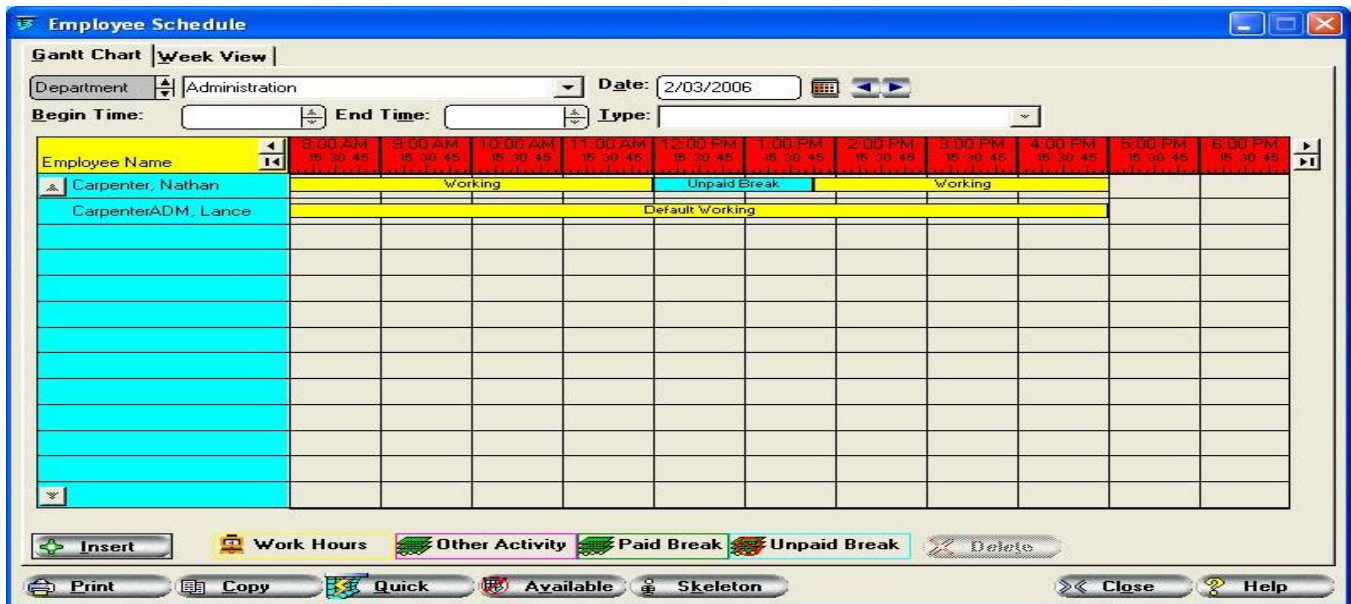
Employee HR Profile Management:

Setting up employees in InfiniTime is as easy as 1-2-3. InfiniTime allows you to enter vital employee information such as job title, hire date, last review date, wage rate, last raise date, date of birth, special holidays and an emergency contact. Companies that manually calculate and track Off-Time Benefit Hours will appreciate the built-in automatic accruals capability of the software allowing up to two pay codes to be accrued. InfiniTime even allows you to save the employee picture in the employee profile screen. This is truly a must for every HR department.

Attendance Points:

- A standard feature in the InfiniTime software, attendance points allows you to assign a points value to each exception type, such as, Absent, Tardy, Early Departure, Long Break, etc. This creates a useful and impartial method to track employee abuses and inform management as to when to apply loss of privileges or other disciplinary actions.

Benefit Accruals Plus:

- Add the optional Accruals Plus Software Module to automatically calculate 3 or more accrued pay codes and to process more complex accrual policies, such as to transfer or "Bank" an employees overtime hours into a PTO (Paid Time Off) pay code.

Employee Scheduling:

Scheduling of Employees is not required in the InfiniTime Time and Attendance Software. However, for companies that require it, Setting up Employee Schedules is as easy as 1-2-3. InfiniTime offers a robust Gantt Chart style schedule screen for dynamic scheduling, easily arrange and view schedules by department, group code, etc. Easily create or modify by using Copy /Paste individually and/or use copy From-To, by Date Ranges, Department-to-Department, etc. Default Schedules based on Departments or each Individual Employee can be used to further expedite the scheduling process.

Schedule by Availability:

- The InfiniTime Time and Attendance software can also handle scheduling for workforces where the employee's schedule is created based on his or her "Availability" to work and/or when a Task Certification Level is required for a particular job description. Next, Skeleton Templates can be created for each day so that the manager is ensured to provide enough schedule coverage during standard, high demand or seasonal scenarios.

Shift Differential:

- Apply Differential Pay and hours calculations for the premium shifts or zones that your company requires.

Punch Lockouts:

- Unlike other Time and Attendance software, InfiniTime's punch lockout capability is directly tied to the employee's schedule, thus allowing this feature to be easy to setup. Apply punch lockouts for employee's In and Out punches right at the clock.

- An InfiniTime Exclusive!!! Easily implement Punch Lockouts using a model Hand Punch 1000 or Hand Punch 2000 Biometric Time Clock Terminal. Other time clock software require the use of the model HP-3000 or HP-4000 for punch lockouts. Note: Clock communications must be Direct Serial Cable or TCP/IP Network for punch lockouts to work on HP-1000 and HP-2000. No Dial-Up Modems

Timecard Activity Table For Company

Date Range: Last Pay Period   From Date: 1/16/2006   To Date: 1/31/2006

Employees | Activity For Carpenter, Caden

Express View | List View | Job View

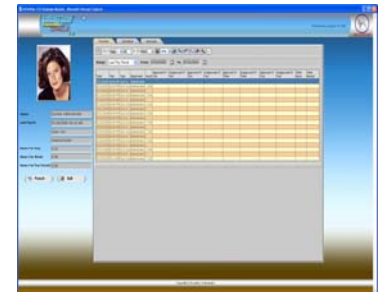| Date	Time	Type	Department	Hours	Approved Overtime One	Two	Three	Unapproved Overtime One	Two	Three	Other Hours	Amount	Non. Mapped Col.	Vacation Time	Map
1/23/2006	8:00 AM	Clock In	Marketing										0.00	0.00	
1/23/2006	12:00 PM	Clock Out - Ur	Marketing	4.00									0.00	0.00	
1/23/2006	12:45 PM	Clock In - Unp	Marketing										0.00	0.00	
1/23/2006	5:00 PM	Clock Out	Marketing	4.00									0.00	0.00	
1/24/2006	7:30 AM	Clock In	Marketing										0.00	0.00	
1/24/2006	1:30 PM	Clock Out - Ur	Marketing	6.00									0.00	0.00	
1/24/2006	2:15 PM	Clock In - Unp	Marketing										0.00	0.00	
1/24/2006	4:30 PM	Clock Out	Marketing	2.00									0.00	0.00	
1/25/2006	7:55 AM	Clock In	Marketing										0.00	0.00	
1/25/2006	12:00 PM	Clock Out - Ur	Marketing	4.08									0.00	0.00	
1/25/2006	1:00 PM	Clock In - Unp	Marketing										0.00	0.00	
1/25/2006	5:00 PM	Clock Out	Marketing	4.00									0.00	0.00	
1/29/2006	10:54 PM	Clock In	Marketing										0.00	0.00	
1/31/2006		Vacation Time	Marketing								8.00		0.00	8.00	

Audit Trail | Deleted | Quick | Recalc | Override | Insert | Change | Delete
Approve | Purge... | Other | Unassigned | Reviewed

Close | Help

User-Friendly Timecard Activity Window:

- On the List View Tab; easily enter missed punches, edit/delete existing punch times, enter Off-Time Hours such as vacation and sick time...total hours per day are shown in a familiar spreadsheet style.
- On the Express View Tab; drill down capability lets you focus on Daily Hours, Department Hours, Exception Codes such as Tardiness, Absent Days, etc.
- Time Card Approvals...The InfiniTime Time and Attendance can be set to require the approval of hours, any unapproved hours will not be exported to payroll.

Methods of Collecting Time and Attendance Punch Data

- **PIN Entry/Badge Swipe Readers;** employee punch In/Out by entering a PIN Number via the keypad or using a Barcode, Magnetic Stripe or Proximity Badge.
- **Biometric Hand Punch Terminals;** Eliminate Buddy Punching by employees, using Hand Geometry by Recognition Systems (RSI).
- **PC Punch Software (Client/Server);** employees punch In/Out at their PC (Note: requires the software clock to be installed on each computer/workstation where needed).
- **Web Punch Software (.ASP Pages);** employees punch In/Out at their PC from a Web Browser (Note: software clock is installed on a Web Server).

System Requirements:

- Server requires RAM=1GB or greater and 6GB hard drive space.
- Workstation PC's require RAM=768MB or greater and 400MB hard drive space.