

# TIME BASIC

## Time and Attendance Tracking

### Efficient Time Reporting

With Time Basic, streamline your entire payroll process starting with time and attendance employee reporting. From any device with internet access, employees can submit their time using Time Basic. Supervisors are then able to approve or reject time sheets before payroll exports directly into your payroll system. Once payroll has been processed, employees have access to log in and view their paystubs electronically.



### SUMMARY

Time Basic is a web-based time and attendance solution designed to meet the needs of agencies wanting to streamline their time reporting and approval process.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Time In	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	08:00 AM	
Time Out	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM	04:00 PM	
Hours Worked (incl. VLT)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00
Total Hours Worked	1.00	1.00	1.00	1.00	1.00	1.00	1.00	7.00

### Electronic Time Entry Management & Supervisor Approval

Create custom timesheet options for groups, or even individuals, allowing employees to see pay types that are only relevant to them.

Automate overtime and comp time accruals by week or pay period for each employee. Setup automated shift differentials by time and/or day for easier rate increase tracking, in addition to 'out of class' pay increases.

Web-based timesheet access allow supervisors to review calendars and electronically approve employee's timesheets by day or by pay period. Electronic signature tracking provides an audit trail of changes or requested adjustments.

### BENEFITS

- ✓ Custom setup with automatic accruals
- ✓ Payroll integration
- ✓ Real-time summaries and reports
- ✓ Electronic time off request and leave approval

### CONTACT

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## Time and Attendance Tracking

### Request for Time & Leave Accruals/Balances

Using electronic requests for time off or extra pay types, employees and supervisors can easily track, review, and approve or deny requests. Employees and supervisors have access to current leave accruals and balances, providing warnings if requests and leave exceed available balances.

### Seamless Payroll Integrations

Payroll can review and audit timesheets with read-only access or full read/write access. Automatic email reminders inform employees if their timesheet is tardy, and warning messages guide employees to provide accurate information on their timesheets. Standard reports provide real-time reporting for basic payroll activities and functions, while optional custom reports can create a multitude of queries and reports to fully utilize timesheet and expense data. Reports can be exported into various formats, allowing for further review and/or integrations with other applications. Time Basic integrates with numerous payroll systems to reduce time spent reentering data, creating a seamless connection to any payroll system you use.

Period Ending	Accrued	Used	Balance	Code	Rate	Amount	Code	Rate	Amount
01/01/2012	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	0.25	0.75	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	0.50	0.50	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	0.75	0.25	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	1.25	-0.25	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	1.50	-0.50	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	1.75	-0.75	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	2.00	-1.00	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	2.25	-1.25	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	2.50	-1.50	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	2.75	-1.75	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	3.00	-2.00	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	3.25	-2.25	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	3.50	-2.50	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	3.75	-2.75	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	4.00	-3.00	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	4.25	-3.25	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	4.50	-3.50	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	4.75	-3.75	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	5.00	-4.00	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	5.25	-4.25	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	5.50	-4.50	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	5.75	-4.75	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	6.00	-5.00	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	6.25	-5.25	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	6.50	-5.50	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	6.75	-5.75	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	7.00	-6.00	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	7.25	-6.25	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	7.50	-6.50	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	7.75	-6.75	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	8.00	-7.00	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	8.25	-7.25	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	8.50	-7.50	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	8.75	-7.75	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	9.00	-8.00	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	9.25	-8.25	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	9.50	-8.50	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	9.75	-8.75	0.00	0.00	0.00	0.00	0.00	0.00
01/01/2012	1.00	10.00	-9.00	0.00	0.00	0.00	0.00	0.00	0.00

  

Rate	Description	Amount
0.00	FLY AIRCRAFT FOR FULL PERIOD	0.00
0.00	FLY AIRCRAFT FOR FULL PERIOD	0.00
0.00	FLY AIRCRAFT FOR FULL PERIOD	0.00

- ✓ Automatic accrual of comp earned and/or overtime by week or pay period based on employee regularly schedule hours
- ✓ Customize pay codes and shift differentials per group or organization
- ✓ Enter unpaid hours such as flex time
- ✓ Track reimbursable expenses
- ✓ Show/hide time clock entry to automatically calculate working hours
- ✓ Integrates with: ADP, Conduent,, Great Plains, High Line, MCIS, Optimum, PeopleSoft, Tyler Tech and Sage

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