

# 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 |     |     |       |
| Time Out                 | 04:00 PM |     |     |       |
| Hours Worked (incl. VLT) | 1.00     | 1.00     | 1.00     | 1.00     | 1.00     |     |     |       |
| Total Hours Worked       | 5.00     | 5.00     | 5.00     | 5.00     | 5.00     |     |     | 25.00 |

### 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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