

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.

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

888.298.1705
sales@rtvision.com

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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.

Accruals Per Period												
Period Ending	Accrued	RECUR	Start	Balance	Accrued	RECUR	Start	Balance	Accrued	RECUR	Start	Balance
01-01-2012	0.00	0.00	01-01	0.00	0.00	0.00	01-01	0.00	0.00	0.00	01-01	0.00
01-15-2012	0.00	0.00	01-15	0.00	0.00	0.00	01-15	0.00	0.00	0.00	01-15	0.00
02-01-2012	0.00	0.00	02-01	0.00	0.00	0.00	02-01	0.00	0.00	0.00	02-01	0.00
02-15-2012	0.00	0.00	02-15	0.00	0.00	0.00	02-15	0.00	0.00	0.00	02-15	0.00
03-01-2012	0.00	0.00	03-01	0.00	0.00	0.00	03-01	0.00	0.00	0.00	03-01	0.00
03-15-2012	0.00	0.00	03-15	0.00	0.00	0.00	03-15	0.00	0.00	0.00	03-15	0.00
04-01-2012	0.00	0.00	04-01	0.00	0.00	0.00	04-01	0.00	0.00	0.00	04-01	0.00
04-15-2012	0.00	0.00	04-15	0.00	0.00	0.00	04-15	0.00	0.00	0.00	04-15	0.00
05-01-2012	0.00	0.00	05-01	0.00	0.00	0.00	05-01	0.00	0.00	0.00	05-01	0.00
05-15-2012	0.00	0.00	05-15	0.00	0.00	0.00	05-15	0.00	0.00	0.00	05-15	0.00
06-01-2012	0.00	0.00	06-01	0.00	0.00	0.00	06-01	0.00	0.00	0.00	06-01	0.00
06-15-2012	0.00	0.00	06-15	0.00	0.00	0.00	06-15	0.00	0.00	0.00	06-15	0.00
07-01-2012	0.00	0.00	07-01	0.00	0.00	0.00	07-01	0.00	0.00	0.00	07-01	0.00
07-15-2012	0.00	0.00	07-15	0.00	0.00	0.00	07-15	0.00	0.00	0.00	07-15	0.00
08-01-2012	0.00	0.00	08-01	0.00	0.00	0.00	08-01	0.00	0.00	0.00	08-01	0.00
08-15-2012	0.00	0.00	08-15	0.00	0.00	0.00	08-15	0.00	0.00	0.00	08-15	0.00
09-01-2012	0.00	0.00	09-01	0.00	0.00	0.00	09-01	0.00	0.00	0.00	09-01	0.00
09-15-2012	0.00	0.00	09-15	0.00	0.00	0.00	09-15	0.00	0.00	0.00	09-15	0.00
10-01-2012	0.00	0.00	10-01	0.00	0.00	0.00	10-01	0.00	0.00	0.00	10-01	0.00
10-15-2012	0.00	0.00	10-15	0.00	0.00	0.00	10-15	0.00	0.00	0.00	10-15	0.00
11-01-2012	0.00	0.00	11-01	0.00	0.00	0.00	11-01	0.00	0.00	0.00	11-01	0.00
11-15-2012	0.00	0.00	11-15	0.00	0.00	0.00	11-15	0.00	0.00	0.00	11-15	0.00
12-01-2012	0.00	0.00	12-01	0.00	0.00	0.00	12-01	0.00	0.00	0.00	12-01	0.00
12-15-2012	0.00	0.00	12-15	0.00	0.00	0.00	12-15	0.00	0.00	0.00	12-15	0.00
TOTAL	0.00	0.00	01-01	0.00	0.00	0.00	01-01	0.00	0.00	0.00	01-01	0.00

Contract Rates					
Rate	Description	Rate Method	Rate Type	Rate For Rate Method	Rate For Rate Method
01000001	01000001	01000001	01000001	01000001	01000001
01000002	01000002	01000002	01000002	01000002	01000002
01000003	01000003	01000003	01000003	01000003	01000003
01000004	01000004	01000004	01000004	01000004	01000004
01000005	01000005	01000005	01000005	01000005	01000005

- ✓ 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

ABOUT RTVISION

RTVision is a software-application company that has been working with local government agencies for over 20 years. Our focus is to optimize the impact of local government through inventive technologies that streamline operations, connect people, and protect data integrity. With over 350 product installs across the United States, RTVision products have value in agencies of every size and budget.

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