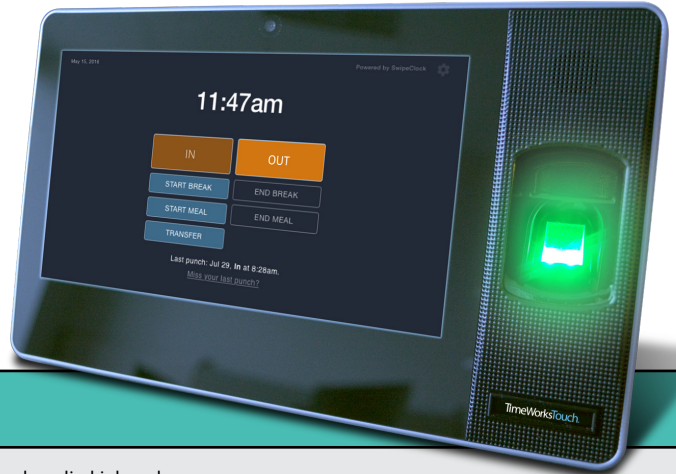


TimeWorksTouch[®]

Complete Features

TimeWorksTouch combines the latest in time clock technology with industry-proven, cloud-based time and attendance services. Streamline punch and payroll activities with greater accuracy to give managers powerful labor management and cost control tools.



| 🔍 Clock Features | Description |
|--|--|
| Interactive Prompts | Real-time validation as to punch state and applied job codes |
| Data Input | Enter tips, codes or responses |
| State Awareness | System tracks employee state (clocked in or out, on break, current job code). Eliminates missed punches and enables detailed timekeeping records |
| Fingerprint Enrollment | Supervisors can rapidly enroll employee fingerprints at the clock |
| Fingerprint Verify | Employee identification/verification with fast biometric fingerprint reader |
| Registration | Installer registration of clock with service through the clock interface |
| Wifi-enabled | Allows placement on manufacturing floors or in locations where network wires are not feasible |
| Ethernet Connection | Wired connection to networks |
| Battery Backup | Supports continued usage for up to three hours (depending on use) in the event of lost power |
| Offline Mode | Punches are stored if network connectivity is lost and submitted when connection is restored |
| Multiple ID Form Factor Support | Identify with PIN, proximity cards, or fingerprints—all supported within the same site |
| Remote Update | Clock receives latest software updates without user involvement |
| 7" Color Screen | High contrast, large area screen for punches, messages and data input |
| User Capacity | Up to 6000 fingerprints/timecards |

|  Timekeeping Service Features | Description |
|---|---|
| Administration & Compliance | |
| Cloud-based Service | Connect from anywhere, always on, secure, scalable, currently supporting over one million users |
| Payroll Integration | Multiple levels of payroll integration with options for auto data transfer, single sign-on and employee synchronization |
| HCM Platform Integration | Development options to include timekeeping functionality (clocks, time cards, time-off requests) and employee data as part of employee portals or custom applications |
| Leave Management | Customizable holidays, time off requests, accrual balances |
| Accrual Management | Accrue based on hours, days or category and apply based on days, months or years of service with limits |
| Reporting & Compliance | Template and custom reporting for employees, hours, overtime and breaks |
| Multi Clock Support | Support for web, mobile, hardware, portal and application embedded clocks |
| Labor Management | |
| Break Tracking and Enforcement | Gives employees dedicated break buttons. Allows breaks to be paid based on hours worked and authorized break times. |
| Labor Transfer | Button to transfer to alternative jobs, projects or departments |
| Alerts | Set hours alert for overtime or ACA thresholds |
| PunchLogic™ | Eliminates duplicate punches and reduces edits based on established rules |
| Custom Rules | Establish custom overtime rules, rounding rules, break policies, shift differentials, pay rates, accruals and more |
| Time-off Requests | Employee submit time-off requests |
| Manager Terminal | Supervisors can approve timecards and time-off requests |
| Overtime Management | Flexible overtime pay rules combined with schedule enforcement and threshold alerts to manage overtime |
| Time Card Management | View and correct punches, update and approve time cards |
| Messaging | Send & receive basic messages through intelligent clocks |
| Daily Timeclock Report | Summary and detail of all employee punches, time off balances and hours |
| Scheduling | |
| Basic Scheduling | Defined schedule per position or individual. View schedule deviations. |
| Clock Lockout | Prevents punches if employee not scheduled to work. Informs employee as to when they are scheduled to start |
| Schedule Viewing | View individual schedules with web-based clock |



Benefits for HR and Payroll Managers

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|--|---|
| Streamline Payroll Processing | Error-free punch data, synchronized employees and auto-transfer of timecard data to payroll system |
| Flexible Policies | Establish and apply policies for pay, attendance or other labor requirements |
| Compliance Reporting and Auditing | Tools to support local, state and national regulations for compliance. Flexible reporting for management and auditing. |
| Job Costing | Definable codes to associate labor costs with appropriate job, department, location or organization |
| Easy Setup | Configure and be running in minutes |



Benefits for Labor Supervisors

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|--------------------------------------|--|
| Buddy Punch Prevention | Biometric fingerprint scan ensures employee is actually on the job. Can further enforce identification by requiring identification code. |
| Manage Costs | Manage costs with visibility of cost categories and employee performance |
| Simplified Time Card Approval | Eliminate missed punches, time card preview, online or mobile approvals |
| Simplified Training | Users have the same clock experience across hardware and software clocks |
| Compliance Enforcement | Use rules and notifications to alert on approaching thresholds with time card visibility and reporting to manage compliance |
| Labor Management | Simplified timecard and time-off-request approvals. Visibility into past, present and scheduled labor force by job, department location, employee and more. Eliminates errors, solves buddy punching and over-reported hours |



Benefits for Labor Employees

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|-----------------------------------|---|
| Consistent User Experience | Same user experience and functionality on hardware, mobile and web-based clocks |
| Self Service Control | View punches, timecards and accruals; easily transfer and request leave |
| Intelligent Prompts | Eliminates need to memorize codes or post printed code lists |