

The intelligent choice.

# it's about time you know.



## SmartTime

## TIME & ATTENDANCE MANAGEMENT

*Do you know how much overtime, late coming, absenteeism and unmanaged time is costing your business where up to 65% of operational costs are spent on your salary/wages bill? It's about time you know.*

### Why SmartTime for Your Business?

When you're searching for ways to improve your company's efficiency and lower costs it's easy to overlook everyday functions like global time and attendance tracking. On the surface, tracking employee vacation, sick leave and other time-related data doesn't seem to offer a lot of strategic value. Yet labour management is one area of global human capital management that, when monitored and managed can have a major impact on your business.

Time and attendance tracking is a critical component of human capital management, one that can offer a fast and significant return on investment based on time and cost savings. SmartTime's industry-leading time and attendance capabilities enable you to streamline payroll preparation, simplify employee scheduling, improve wage and hour compliance, and manage absence.

Tracking who's working, when and how much isn't just a hassle – it can be a nightmare. But it doesn't have to be. With SmartTime time and attendance isn't just good management – it's the foundation for unlocking your potential and making smarter decisions.

### We can help with tools for:

- Tracking time and attendance
- Managing shifts and leave
- Scheduling so you're covered when you need it
- Analysing and reporting on your labour force

These tools, backed by our unrivalled support and expertise, will transform how you track time and attendance, and what it means to your business.

*Do more, achieve more with a time attendance system built for today's workforce.*

## SmartTime offers numerous advantages

### Time savings

Since your tracking system is configured according to your policies, it automatically adds up hours, feeds the right information to payroll and generates reports on activity. Managers no longer have to review all timecards – just the ones that are flagged as having exceptions.

### Automation

Clients also benefit from direct, data exports from time and attendance to payroll. This also reduces the incidence of manual calculation errors.

By focusing on transactions that require immediate attention, you can dramatically streamline the payroll preparation process and free up supervisors' time to address attendance and scheduling issues before they negatively impact your work environment.

### Wage and hour compliance

Accurate payroll starts the moment your employees "clock in." With accurate input and the ability to track and report on hours worked, your company can more easily comply with legal requirements. You'll always have an up-to-date, indisputable record of when your employees worked, with details showing who worked and when, who put in overtime, and how the hours were calculated. The system stores years of time and attendance data in easy-to-access electronic form, providing the overtime compliance reports needed to help you avoid costly violations.

### Improved work environment

Once you create work schedules, you'll be able to track absences, late coming, long lunches and early departures, and take corrective action before attendance issues affect morale and profitability. With greater accountability, your company saves money on lost productivity and your employees know that everyone is being treated fairly.

### Fast, affordable setup

Our solution is easy to use, budget friendly and simple to implement. Our streamlined, intuitive user interface allows your managers and employees to track time and attendance in just a few clicks.

### More efficient and accurate payroll preparation

Say goodbye to paper timesheets, spreadsheets, punch timecards, and countless hours wasted on repetitive time and attendance data entry and corrections. SmartTime's employee time tracking and online biometric solutions automate the time collection process, applies your payroll policies regarding rounding and overtime, instantly calculates hourly totals, and exports the data to payroll for processing.

### Smarter, more economical workforce scheduling

Concerned about having adequate staffing coverage? By aligning your staffing with the demands of your business, you can not only reduce costs, but also gain a competitive edge when it comes to customer service.

## By automating the scheduling process you can:

- Prevent unauthorized work
- Create and easily modify schedules for rotating variable shifts
- Readily identify exceptions (e.g., late in, early out, long lunch)
- Identify and correct potential over- and under-staffing issues
- Reduce overtime and dependency on temporary staff through organization-wide insights into how you allocate resources.

## More effective labour management

Our time and attendance solution provides valuable management reports so you can analyse labour costs and make better decisions, including timecard reports, payroll reports, schedule reports and attendance reports.

## Instant data transfer

Our proprietary biometric devices upload all transactions performed through the GSM networks instantly thereby giving you real time data.

## 24/7 Monitoring

We monitor your biometric hardware 24x7x365 which allows us to detect problems before you do and fix them while guaranteeing 99.9% uptime.

## 100% True Cloud

### Faster time to value

Get deployed faster and get value sooner by eliminating the need to procure servers, networking equipment, and database/ infrastructure, software and other costs associated with onpremise implementations.

### Continuous enhancements

We deliver frequent enhancements without the need for costly upgrades or even downtime. You are always on the latest release but choose the features you want to use. No more getting stuck on older versions.

### World class security

We employ a broad range of physical, network, and application security measures. We invest more to ensure our customers' data is safe than our customers can afford to invest themselves.

### Rock-solid reliability

With vigilant 24/7 monitoring and the most cutting edge technology and infrastructure available, we deliver uptimes averaging 99.9%.

**PAGE** AUTOMATION

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