

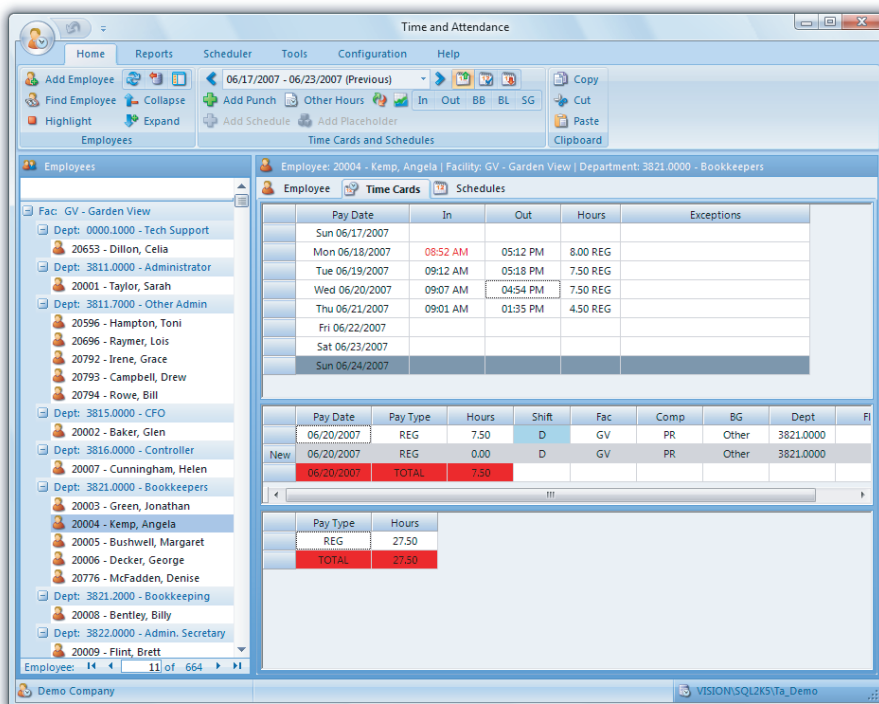
# Time and Attendance for Healthcare

A complete time tracking, scheduling and accrual solution for the healthcare industry

**Time and Attendance for Healthcare** is the only time and attendance software designed specifically for the unique requirements of the multi-shift, 7 day a week healthcare industry.

It features a fast and highly configurable calculation engine that is able to handle all of your company's pay rules and policies.

The software maintains complete employee information from day one without requiring the inconvenient archiving or deletion of your data. The **password protected** software provides a fine grained role-based authorization model that limits what employees each user can see, and what functions of the software they can use with these employees. Time and Attendance for Healthcare offers a modern looking Office 2007 style interface giving you convenient and quick access to all the frequently used features within the software.



**Reporting** - Time and Attendance for Healthcare uses a fast reporting engine that creates reports directly in PDF or Excel format. Reports can be printed, saved or emailed without any conversion or exporting. Excel based template reporting gives you the convenience of defining your own formatting and customization. Reports can also be created and distributed automatically by the Time and Attendance software on a pre-defined schedule. Over **100** standard reports including Employee, Time Card, Hours, Schedule, Staffing, Exception and Attendance based reports.



Time and Attendance for Healthcare uses the **HandPunch** biometric time clock. The HandPunch is the world's most widely deployed biometric time clock. It eliminates buddy punching by verifying an employee by the unique shape of their hand without invasive technologies like fingerprint or retina scanning. Using the **HandPunch** also eliminates the cost of time cards and badges. There are 4 models of HandPunches available so even the smallest facility can afford to experience the cost savings of the **HandPunch** biometric technology. Advanced functionality like schedule based restrictions and employee messaging is also available on supported models.



Time and Attendance for Healthcare is available with the following modules:

- **Scheduling** – the scheduling module provides budgetary controlled scheduling. It is designed to handle the dynamically changing schedules found in the multi-shift, 7 day a week scheduling environment. The informational scheduler screen displays who is scheduled using configurable color coding and text with detailed schedule information available at the click of a mouse. The scheduler displays the available schedules and shows summarized information like total scheduled and total availables by date, shift and floor.
- **Licensing** – maintains license information for employees. Report on licenses expiring and generate form letters for distribution to the employee. New York RN, LPN and CNA license information can be accessed via the web directly from the software.
- **Health** – maintains dates for Physical, PPD, CXR, TB Screen, Measles and Rubella. Report on upcoming due dates.
- **In Service** – maintain In Services taken by the employees. Report of In Services Taken, Not Taken and Employee Summary.
- **Accruals** - the accruals module is designed to handle all of your accrual calculation rules. Our accruals engine works with anniversary based or calendar based accruals, and does not require you to close out each year. Employees automatically move to their next earning level throughout the year without manual intervention.

Time and Attendance for Healthcare provides **payroll** integration with your existing payroll software or service. Eliminate the error prone and time consuming task of manual payroll entry. If you have an existing accrual system that maintains your accrual balances, we can provide **accrual validation** within our time and attendance system while letting you keep your existing accruals system.





# Time and Attendance for Healthcare



## Software Features

- All calculations are assigned to both a pay date and a shift designation
- Up to 10 labor levels (divisions of labor) can be defined
- Multiple shifts can be defined in one pay date
- Alternate schedules allow a closest matching to schedule based on punched In and Out times
- Transfers across labor levels can be done via the schedules or the punches
- Daily, period and consecutive days or shifts overtime
- Premiums - differentials, guaranteed hours, bonuses, maximum hours
- Custom employee fields can be added
- Complete audit trail maintained
- Comments can be added at the pay date, punch, hours, schedule or placeholder level



## Reports

- Access Reports
- Accrual Balances
- Accrual Detail
- Attendance Calendar
- Audit Reports
- Available Schedules
- Biweekly Schedule
- Budget Pivot Grid
- Budget Versus Hours
- CPR Certified Employees
- CPR Expiration Dates
- Configuration Reports
- Daily Staffing
- Double Shift Report
- Employee Address List
- Employee Clock ID Report
- Employee Detail
- Employee Due Dates Letter
- Employee Excel Export
- Employee Hours
- Employee Labels
- Employee Monthly Schedule
- Employee Phone List
- Employee Placeholders
- Employee Reasons
- Employee Seniority
- Employee Status Change
- Exception Pivot Grid
- Exception Time Card
- Expiring and Due Dates
- Health Due Dates
- Hours Pivot Grid
- Hours Summary
- I9 Expiration Dates
- In Services Not Taken
- In Services Taken
- In Service History
- Last Punch Report
- License Expiration Dates
- Master Schedule
- Missing Dates
- Missing Shifts Time Card
- Monthly Schedule
- Monthly Schedule For Employee
- No Hours
- Overtime Reports
- Over Shifts Time Card
- Punches By Time
- Punch Edit
- Rejected Punches
- Replacement Schedule
- Schedule Pattern
- Shift Count By Pay Date
- Shift Count vs Schedule Pattern
- Staffing Summary
- Time Cards
- Time Card By Shift
- Unassigned Punches
- Weekly Schedule



## Modules

- Scheduling - budget based scheduling with a drag and drop scheduling interface
- Licensing - track licensed staff requirements
- Health - maintain necessary health records on employees
- In Service - record and report on in servicing
- Accruals - tracks and validates unlimited accrual pay types



## HandPunch

- Supports all HandPunch models
- Supports serial, modem and Ethernet communications
- Scheduled based restrictions, employee name display and messaging supported



## Help

- Context-sensitive up-to-date HTML help
- Manual in PDF format supplied



## Software Architecture

- Written in C# using Visual Studio 2008
- Uses Microsoft .NET 3.5 framework
- SQL Server 2005/2008 database server
- Object Oriented Design
- PDF component by DynamicPDF
- UI components by Janus Systems
- Grid components by FarPoint and Janus Systems
- Internet components by nSoftware
- Excel component by TMS Software
- Charting component by SoftwareFX
- Pivot Grid component by Developer Express



## Computer Requirements

- Windows XP SP2, Vista
- Pentium (or equivalent) 1.4 GHz or higher
- 512 Mb RAM (minimum)

### Database Server - SQL Server

- Windows 2003 Server SP1
- Windows Server 2008
- Microsoft SQL Server 2005 SP1
- Microsoft SQL Server 2008
- Processor and memory dependent on workload

