

Providing Labor Management Solutions  
*... Now and into the Future*



# *TimeTrak Stands Up To Any Challenge*

Whether your employees are salaried, hourly, exempt, non-exempt, temporary, subcontracted, or any combination thereof, TimeTrak has the right suite of integrated solutions to help you manage your workforce. Whether all employees reside in one building, multiple buildings around a corporate park, scattered offices throughout the country, throughout North America, or even around the world, TimeTrak has the technology to keep them connected and to keep the system setup, administration, and processing at headquarters; eliminating the complications of multiple systems with multiple administrators, while finally making timely corporate labor reporting a reality.

## **Easy Integration Assured**

Fully integrated software and hardware solutions, providing the latest in a changing world of intelligent data collection technologies, automate your Labor Management needs — Time and Attendance, Labor Distribution, Scheduling and “Limited” Human Resource functions. Customers experience easy integration with SQL data formats, Oracle, Informix, Sybase, ODBC and others. Hundreds of interfaces to Payroll, HR, Scheduling and other Labor and MIS systems exist, and custom interfaces are always done in-house eliminating the complications of third party software development.

## **Access From Anywhere an IP Connection Can be Established**

TimeTrak allows companies, supervisors and even employees to “think thin” in the once time-consuming tasks of processing and reviewing employee hours for payroll and benefits. Information is now available instantly, whether for single or multiple locations, even for multinational organizations. TimeTrak's unique “Thin Client” technologies means companies can have that cen-

tralized database, with processing speeds far exceeding those formerly available on a local area network. From an employee's perspective, “thin” means quick, direct and secure access to confidential information. From a corporate investment perspective it means dramatically reduced costs and administration, with better information on what your employees are doing.

Employees across the corporate enterprise, from human resources, payroll, finance, and accounting have valuable front-line information available to them, whether local or across the nation. TimeTrak connects all parts of your business providing them with current information to make educated decisions. At the same time, the work force gains from reliable recording, reporting of, and accessibility to employee hours, vacation time, sick pay, and accruals of benefit time, among other items. Supervisors and managers now have the ability to quickly assess labor distribution, seeing how the workflow affects not only a single employee but also a department or global division.

## **Purchasing Options to Match Your Needs**

TimeTrak offers products for traditional licensing/sales, rental, web-enabled ASP models, and even offers companies a monthly, limited commitment option, permitting them to host their own TimeTrak ASP model type application on their WAN or Company Intranet, eliminating the unknowns of the Internet. TimeTrak offers single-user, network and thin client solutions. TimeTrak's unique thin client suite of solutions can be easily integrated into your existing computer systems whether Windows based or UNIX based, without the need for CITRIX, Windows Terminal Server, Metaframe, or Winframe; eliminating the need for special IT system administrators.

## *Lightning Fast WAN & Intranet Solutions*

### **Our primary software products:**

- **TimeTrak®**, with Quick-Edit features, is the core product. It collects data, calculates payable hours and transfers them to payroll.
- **HisTrak®**, stores and tracks the exceptions, hours, and benefit time, providing the reporting tools that allow you to analyze your business.

■ **OmniTrak®**, offers new patented technology that automates monitoring, reporting and appropriate actions for events of importance to your company.

■ **SchedTrak®**, (patent-pending) automates scheduling and de-scheduling of benefits, such as vacation time. Benefit time requests are automatically evaluated based on seniority, availability, and minimum staffing level.

■ **ClocTrak®**, empowers employees to enter punches or hours, edit and submit electronically signed off Time Cards. Employees have access to Schedules, Benefit Accrual information, and other personal information using TimeTrak's LAN, WAN, Intranet, and Internet/WEB enabled solutions.

## Always Adding New Technologies, Features and Benefits Increasing the Value of Your Investment

TimeTrak recognizes the work place continues to change — virtual home offices... 4 day work weeks... flexible hours... shared jobs and more — requiring unique and convenient methods for all employees and managers to interact with their labor management solution. The entire TimeTrak suite of products and all it's information may be accessed through the web. Anything an employee or administrator can do from their office computer can be accessed and done from any computer that can gain access to the Internet, the Company WAN, or the Company Intranet, anywhere in the world. Information may be accessed, entered and even edited through the Web, a desktop, the telephone or traditional badge based data collection terminals. Companies can use a mix of different technologies for identifying employees - ID's, ID's with PIN's, Barcode Badges, Magnetic Badges, Prox Badges, Wiegand Badges, and even biometric identification through hand geometry and voice verification.

## Evidence TimeTrak's Unique Personal Desktop - What could be more Intuitive?

Each employee accessing the system is immediately brought to his or her own TimeTrak Personal Desktop, with his or her own shortcuts to reports, editing processes, anything they do on a regular basis. Jobs can be individually or globally memorized and assigned to particular User ID's. Users can then edit the name of the shortcut, delete the shortcut, and even move the shortcut to any of their individually named TimeTrak Personal Desktop folders.

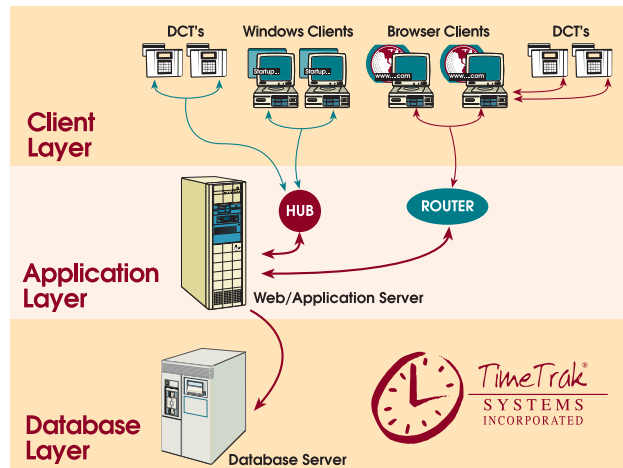
Each user can load multiple screens, size and place them as desired for their computer monitor, and then memorize the setup as a shortcut in their TimeTrak Personal Desktop. Clicking on the shortcut will load all the screens, size and place them as memorized, providing maximum productivity, and maximum flexibility for each user to adapt TimeTrak to meet their needs. For example, a supervisor could memorize a daily employee review process, as well as a weekly review process - and name each so they know the difference. The daily review shortcut could kick off the Global Time Card Management process; load, size and place a filtered "Select Employee" screen, a "Time Card" screen, a "Schedule" screen, an "Accruals" screen, and an "Hours" screen - eliminating the tedious setup, while only loading the screens this particular user desires. Of course, at any time, the user may select another screen to view or edit, and then memorize their new screen layout if desired.

## Ease of Use and Productivity Beyond Compare

No system provides the flexibility, personalization, ease of use, and productivity TimeTrak offers. TimeTrak's Quick-Edit and Quick-Fill features, patented OmniTrak features and benefits, unlimited access to historical information, and full and partial employee empowerment features provide productivity far exceeding other automated systems offered on the market.

## Adapt TimeTrak to Your Needs, Not Your Needs to TimeTrak

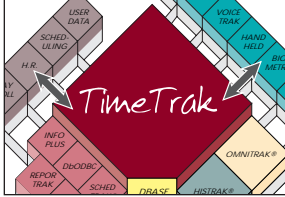
TimeTrak allows you to adapt the system to your environment, your terminology, and your editing, review and reporting processes. TimeTrak permits you to name your fields... and uses those names throughout the system, on screens and in reports. Employees can be called Associates. Departments could be called Divisions. Job Codes can be called Tasks, Projects, whatever; as just a few examples. TimeTrak permits you to use the pay codes your supervisors are familiar with. Reports are fast and easy, viewable from screen if desired. Literally thousands of report variations are available, likely



providing just the information you may want to report on to assist in analyzing your business. And reports you want to reuse can be memorized and added to your TimeTrak Personal Desktop for quick and easy access, or set to automatically print at specific times to a particular printer.

## TimeTrak Makes Your Decisions Easier, Now and Into the Future

TimeTrak offers investment protection, so you'll never be forced to buy another Labor Management system again, or go through the time consuming evaluation, selection, implementation and training process associated with a new system. Customers maintaining annual maintenance continue to receive upgrades to newer versions of the products keeping them current with latest technologies, features and benefits. Should your platform ever change, TimeTrak maintains just one set of application source code, and uses 600 plus different runtimes providing portability to hundreds of different platforms. You'll never have to re-key data, or train employees on a completely different user interface to your TimeTrak suite of products. Any changes in new versions are designed to be as intuitive as possible to customers using the current version. And since TimeTrak has just one set of source code, as we add new features and benefits they become available on all 600 plus platforms currently offered, and new platforms as they come along. Your solution never becomes old and out-dated when you have invested in a TimeTrak system.



# TimeTrak<sup>®</sup>

TimeTrak is simply a much more efficient way to handle your Time & Attendance and Labor Distribution. It couldn't be easier to meet payroll policies on Shift Start and End Times, Overtime, Premium Time, Holidays, Shift Differentials, Job Rate Changes, On-Call, Call Back, Change and Clean-Up Time, Baylor Time, etc. TimeTrak supports multiple Pay Periods simultaneously, assuring policy enforcement in the most complex situations.

TimeTrak will use the same pay codes and terminology you currently use. You'll never need to refer to a list since TimeTrak is totally user-defined and table-driven.

## **Fast and Easy**

Super-fast TimeTrak couldn't be simpler for your supervisors to use. TimeTrak speeds a supervisor through time card editing with a unique method of Global Time Card Management, offering quick-edit solutions where appropriate. Upon a supervisor's sign-on, TimeTrak can move directly to the Global Time Card Management process, keeping supervisory training time to a minimum — and, reducing start-up time.

## **A Truly Paperless System**

This process, combined with Electronic Sign-Off, provides a truly paperless system requiring no distribution or collection of reports. Of course, paper reports (or reports to disk for E-mail delivery) are always an option for those supervisors who will not have access to the system. And when those reports are returned marked up with edits, data entry clerks can also use the Global Time Card Management process to speed their Time Card editing.

## **Built-In Controls**

Password Restrictions, Electronic Sign-Off and Audit Trails provide controls ensuring the accuracy of the information transferred to Payroll.

Passwords control user access to each part of the package (No Access / View Only / Editing Permitted) — and can even limit whether information can be deleted, added or just changed. Password profiles make it easy to give users access to each employee to whom such access is needed, yet limits where they can go and what they can do.

Electronic Sign-Off (ESO) allows companies to keep electronic records of which supervisor authorized which employee's hours, eliminating the need for the distribution, collection and storage of paper records. ESO offers both employee level and supervisory level sign off. Companies may choose to use either, both, or neither, allowing them to see which employees and/or which supervisors are or are not signed off. Overrides permit Payroll to close pay periods when necessary.

Audit Trails track when and who made changes to Time Card records, Calculated Hours, and Schedules — what the items were before being changed, and what they were changed to.

## **Hourly and Salaried**

Whether your employees are salaried or hourly, TimeTrak can automate the calculation and transfer of their payable hours.

Salaried employees can use a Pay According to Schedule (where hours are system-generated with no punching required, only their Exceptions to Schedule need attention), a One Punch anytime during the day to verify they were in, a Punch IN in the morning to verify on time arrival, or even multiple sets of punches as they come and go (so you know for insurance purposes if they were working when they were injured off premises). In all cases TimeTrak will generate their salaried hours for the day.

Hourly employees have many options as well, depending on how much a company wants to reduce its editing. By choosing different levels of employee empowerment, companies can limit supervisor editing to a minimum — balancing it with supervisor review and approval.

And only TimeTrak offers companies the option of a "swipe and go" or "keyed punch" mode, allowing companies to match their environment and philosophy.

## **Scheduling and More**

Schedule each individual employee, or use TimeTrak's Global Schedule Editing to assign and change schedules for employees grouped in various ways.

Better yet, let TimeTrak do the scheduling chores. TimeTrak can work without schedules, assign schedules that best match both the employee's IN punch and OUT punch, or automatically update schedules from a master schedule or a rotational schedule.

It can also automatically update current schedules from individual Advanced Schedules (vacations, etc.), apply holidays, and adjust for daylight savings time.

## **Automation and Integration Beyond Compare**

Nearly all TimeTrak functions can be automated with Job Lists that keep track of scheduled activities. With the use of Jobs and User Shell Scripts (KRONs in UNIX based systems), Employee Files can be synchronized with Payroll and HR Systems, and Payroll Transfers can be accomplished without leaving TimeTrak. Bi-directional Interfaces are offered for Payroll, HR, Scheduling, MRP, Job Costing, and other programs.

*Employee Empowerment -  
Balanced with Supervisor  
Review and Approval*

## Exception and Labor Tracking

Over forty Attendance Exceptions are tracked automatically; and, users may attach Reason Codes to Exceptions to further clarify the Exception (e.g., "Bereavement due to death of grandfather"). In addition, a Reason Code may be attached to any Time Card record (e.g., "Approving overtime due to absence of relief employee"), or may be used as a tracking tool even when no Exception exists.

Further, employees may make Transfers, charging their time to Departments and Job Classes, effecting changes in rates of pay if required. Every payable minute is tracked to a Date, a Cost Center, a Department, a Job Class, a Pay Code, a Rate, a Multiplication Factor, a Shift, and as to whether or not the time was Scheduled.

## An Employee Note Page

Access to the Note Page is available when a supervisor is working with just one employee's information, anywhere in TimeTrak or any of its software modules. Supervisors can store notes on employee availability, discussions with the employee, or any other information. Those notes follow the employee throughout the company.

## Employee Empowerment and Reduced Editing

Another powerful, unique TimeTrak feature - Pay to Schedule - empowers employees, with appropriate review processes, to reduce editing. If a company desires, it can empower its employees to request certain types of benefit time if they should arrive late, leave early, or be absent. The requests can be limited to special Request Pay Code types only, preventing transfer to Payroll unless a supervisor converts the requested benefit time to a payable Benefit Pay Code. Or, employees can be empowered to enter valid Benefit Pay Codes (reducing editing by supervisors even further), where supervisors review all time entered by their employees, and have the option to easily take the time away. For employees who arrive early, or leave late, companies can use a similar feature - Pay as Punched - to control overtime and unscheduled time, keeping an accurate record of who authorized the time and why.

## Fully Integrated Add-On Modules

TimeTrak users can have use of several fully integrated specialty modules.

- The Previous Period Module permits complete access to previous pay periods. The screen turns red to serve notice that you are accessing a previous period. This module may be used to answer employees questions about past pay periods or to assess the result of pending contract changes with the built-in recalculation feature.

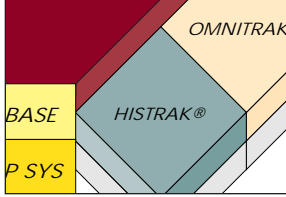


- The Import/Export Module allows the importing and exporting of flat ASCII files.
- BarTrak provides an integrated program to generate bar code lists for badges, as well as departments and job classes from your tables, permitting quicker, more accurate entry using wands with your time clocks.
- TimeTrak's ReporTrak report writer module is available for DOS, Windows and most UNIX environments. And TimeTrak Systems is always willing to write custom reports where cost effective.
- DbODBC lets you read, write and update TimeTrak data files directly from ODBC enabled Windows ( 95, 98, NT & 2000 ) applications. ODBC is even supported on TimeTrak's UNIX Thin Client Solutions.
- Built in utilities exist for Index Rebuilding, Backups, Restores, and Recalculation of Hours for the Pay Period after policies have been altered.

In addition, TimeTrak Systems offers fully integrated modifications to automate non-standard rules and procedures your company may have in force.

## Safe Clear Choice

With all these unique features, it's easy to see why TimeTrak will cut your editing time in half - when compared to any automated system on the market. TimeTrak is clearly the choice for companies looking to reduce unproductive work, and provides the best return (and protection) on your investment.



# HisTrak®

HisTrak, a multi-purpose product, provides hundreds of ways to analyze your business. It serves as an event recorder, a reporting utility, and a human resource tool. HisTrak records Hours, Exceptions, and Benefit Time. With the Accrual Earnings Module option it will also accrue and maintain up-to-the-minute Benefit Time Balances.

With HisTrak, Workmen's Compensation Reports and Unemployment Reports can be completed in minutes instead of days. In addition, absence hours due to Disability and FMLA can be tracked, maintained and reported. HisTrak can even be structured to automatically accrue Overtime as Comp Time, and then automatically deduct it as the employee uses it.

## As an HR Tool

With thirty user-defined fields, companies can decide which data to maintain in the employee files; e.g. addresses, phone numbers, emergency contacts, skills, license plate numbers, Disability status and return date, FMLA status and return date, pay rate history, etc. All thirty are selectable as sort criteria for any of the reports within HisTrak.

Use HisTrak to determine how many employees, now on disability, will be returning during the month. Quickly discover how many employees needed the new FMLA law, and how much time each took off. Or use it for something as simple as looking up the license plate number of that car in the parking lot with its headlights on, and find the employee who owns it. System capabilities are only limited by your setup and your imagination.

## Editable History - A Necessity, Not a Luxury

All Hours, Dollars, Units, Exceptions and Reason Codes maintained in HisTrak are editable, as well as the details of each. Occasionally, a supervisor may miss correcting an exception in TimeTrak that gets imported into HisTrak (e.g., an employee who was late to work but was legitimately picking up coffee for guests at the request of the supervisor). Without the ability to edit such occurrences, inaccurate information becomes embedded in the history. All such information, therefore, becomes suspect and useless for any reporting or analysis purpose.

HisTrak maintains a complete editable record of both productive and non-productive Hours, Dollars and Units. Complete details include Date, Cost Center, Department, Job Class, Pay Code, Shift, Multiplication Factor, Rate, Amount, and Scheduled

or Non-Scheduled Status.

Exception Accumulators and editable detailed historical exceptions are automatically maintained. Exception detail includes Date, Type of Exception, Count, Amount of Time, Cost Center, Department, Job Class, and Reason Code.

## Workmen's Comp Reports and Unemployment Reports in Minutes vs. Days

### Benefit Accruals

HisTrak can serve as the master for benefit time, or it can import on a pay period base, updating available hours from the HR system. Using the Accruals Earnings Module, HisTrak can generate benefit time earned, as well as deduct time taken and maintain accurate editable records of all Benefit Time. Benefit Time can be earned as a percentage of time worked or flat amounts; both can vary by years of employment. Many parameterized options exist for each Benefit Pay Code (e.g., as to when the earned benefit time becomes available to the employee).

Each Benefit Pay Code can be set up to: (a) check and prevent a supervisor from exceeding available hours, (b) check and allow a supervisor to exceed available hours only after overriding a warning, or (c) not check at all.

In assessing Available Hours, HisTrak takes the current balance in the Benefit Accrual Table and subtracts hours of that type Pay Code from other areas in TimeTrak not yet reflected in the balance. This yields an accurate gauge of benefit hours available, avoiding, for example, the possibility of a supervisor giving vacation hours this week that are already designated, by employee request, for a week long vacation just two weeks from now.

In addition, HisTrak offers a Pay-Out option of available benefit hours for companies with such requirements.

### Other Features

Other features and benefits that extend into HisTrak are the Employee Note Page, File Import and Export Utilities, and an Audit Trail that maintains a record of all changes made to the Hours File or Exceptions File.

*"yields an accurate gauge of benefit hours available..."*

### Reporting Tools

All reports can be sent to multiple printers, screen, disk or specific time clocks. Selectable sequencing and detail options provide hundreds of standard reports. These can be automated using Jobs and Job Lists. Paper saver options exist to provide even further control on how condensed or readable each report is. ReporTrak, the report writer module, is available for DOS, Windows and most UNIX environments. Custom reports are

available as an option where cost effective.

- **Hours History Analysis** - This is probably the most extensive of the reporting tools. Analyze information by any of the standard fields maintained, as well as any of the thirty user defined fields structured by your company. This report provides analysis of Hours Worked, Overtime, Jobs, Departments, Cost Centers, Shifts, etc. - *from* any date, *to* any date, for any group, list of employees, or individual employee. Up-to-the-minute reports can be obtained by including current data from TimeTrak. In addition, select the "Total Hours" sort sequence and reports can be generated ranking Employees, Cost Centers, Departments, Job Classes, etc. by total hours in ascending or descending order.
- **Attendance and Absence Reporting** - Creates reports showing employees with more (or fewer) than "X" continuous days. Or, from a different perspective, show employees with fewer than "X" absences over any selected range of time.
- **Exception Reporting** - Obtain summaries or voluminous detail, *from* any date *to* any date. Or, something in between. Percentages permit you to compare Employees, Departments, Job Classes, or Shifts against one another. Within this Exception Report you may also generate reports on Reason Codes, including percentages.
- **Benefit Accrual Reporting** - Report on Available Time, Eligible Date and Amount for Additional Time, Last Date on which Accruals were Updated, Taken Hours, and Accumulated Hours. To identify employees with excessive or little benefit time available, request reports on All Time, Less, or More Than "X" Time.
- **Benefit Comp Time Report** - Select your starting Month and Year, then determine which of the following to include

on the report: Comp Time, Exceptions, and/or Reason Codes. While many companies currently maintain this report, others do not because it is too time consuming and often becomes inaccurate. But with HisTrak, the Benefit Comp Time Report provides a year-at-a-glance summary for an employee in seconds (useful for review purposes).

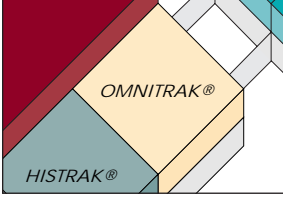
### **Any Way You Choose to Analyze Your Business - When You Choose**

Anytime you have a question about your business, HisTrak is there to answer it. No waiting for delayed monthly reports from payroll services or systems; eliminate that expense and get the information you need before it is too late to act. Pick your time period based on your expertise, literally *from* any date *to* any date. Request your reports in numerous different ways based on your initial reviews, providing different perspectives. And, do it all on the first day of the month, if you choose. Use the immense capabilities of HisTrak to review and fine tune your business whenever you choose, without additional charges from your payroll provider.



*There to Answer Your  
Questions... No Waiting  
For Delayed Reports*





# OmniTrak®

## An Ever Present Guardian

### “A Supervisor in Your Computer”

Owning an OmniTrak system is like having a supervisor living within your computer — 24 hours a day / 365 days a year. It constantly monitors information and automatically notifies you of only those situations you are concerned with, at the precise moment you want to be notified. It automatically updates status fields and takes appropriate actions predetermined by you, e.g., printing a warning notice upon the fifth tardiness exceeding five minutes over the last 180 rolling days. It also details each occurrence leading to the action.

*Warns of Budget Overages and Excessive Overtime*

### Fair, Consistent and Timely Notification

The ever-present “supervisor in your computer” will enforce policy evenly and fairly. It never misses an event as it occurs. And it catches problems when required - not after it’s too late.

### Cost Effective Management, Not Available Till Now

With your current Time & Attendance system - or any other - it is simply impossible to effectively monitor your job or depart-

mental budgeted hours, dollars, overtime, etc., over the last 90 (or 365, or even more) rolling days. Would it even be possible to generate such a report every day? If so, who would do it? Who would review it? And, most importantly, what action (if any) would they carry out once they did review it? OmniTrak provides a level of management information and automated action never before obtainable cost-effectively. Without OmniTrak, potentially dozens of clerks would be needed to identify the conditions, and dozens of supervisors to administer the actions that OmniTrak will identify and carry out automatically.

### Objective Review of Potential Problems

Imagine a system that automatically watches for alcohol, drug or other individual issue-related absenteeism and tardy attendance patterns — fairly, accurately, and objectively identifying employees and predicting who may need attention before their potential problem has a detrimental effect on the company.

## United States Patent (19) Bonner et al.

(11) Patent Number: 5,842,182  
(45) Date of Patent: Nov. 24, 1998

### (54) TIME AND ATTENDANCE EVENT ANALYSIS AND REPORTING

(75) Inventor: Michael D. Bonner. Port Huron, Mich.  
William M. Hartman. Morris Plains, N.J.

(73) Assignee: TimeTrak Systems, Inc. Port Huron, Mich.

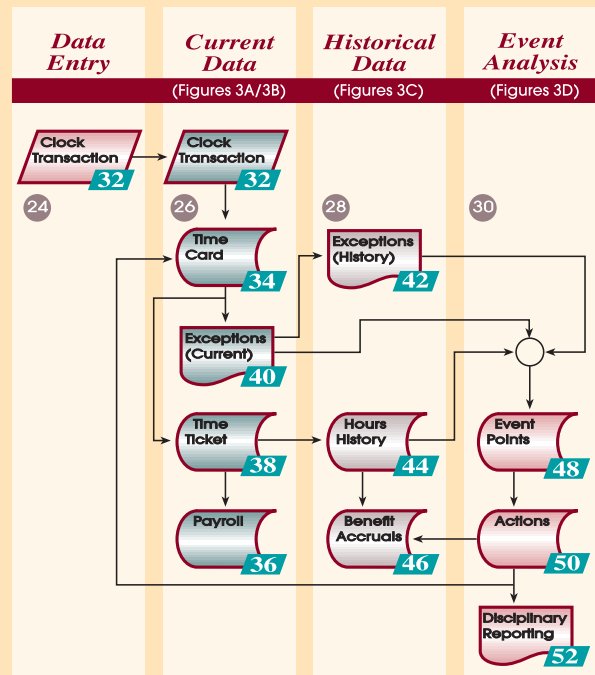
(21) Appl. No. 600,196

(22) Filed: Feb. 12, 1996

### (57) ABSTRACT

A parameter-driven time-and-attendance analysis system that includes one or more data entry stations for entering user time and attendance data, and a central processor coupled to the entry stations for receiving and evaluating the user time and attendance data. The central processor includes facility for identifying exception data indicative of non-standard time and attendance data and for assigning event points to such exception data based upon character of the exception data. Such event points are accumulated for each system user and report is automatically generated when accumulated event points for a system user reach a preselected level.

17 Claims, 9 Drawing Sheets





### **Automate Time Consuming Point Systems**

If you use a point system, OmniTrak will automate it for you. Point systems identify staffing patterns and/or problems. Penalty Points can be given for particular events or deleted for specified good behavior patterns.

### **Reward Employees and Improve Morale**

You can automate your merit system with OmniTrak. Or, initiate a merit system that awards extra time off, dollar bonuses, or simply a certificate of accomplishment.

### **Flexibility Beyond Compare**

- Fully Parameterized for Easy Setup
- Track Exceptions, Hours, Dollars, Reason Codes (Reason Codes can be automatically assigned to different types of Exceptions, or simply act as a wild card that can be attached to any Time Card record, for any reason)
- Select any Tracked Item by Cost Center / Department / Job / Reason Code / Exception / Pay Code
- Specify the Number of Minutes or Hours at which the Item is to Count
- Specify which days of the week you want to count, and assign different weights to different days
- Select the Period to Watch: Day / Week / Month / Year / Pay Period
- Specify How Many Periods to Watch: XXX (Days / Weeks / Months / Years / Pay Periods)
- Select the Direction for Counting: Backward / Forward
- Specify from: Today / Yesterday / Tomorrow / Hire Date / Birth Date / Employee Evaluation Date / Static Date / Last Occurrence Date / Previous Period Start / Previous Period End / Current Period Start / Current Period End / Next Period Start / Next Period End / Current Month End
- Select Different Accrual Periods for Different Items to be Tracked
- Track Multiple Items, with Different Weights on Each, Toward Single Events
- Select the Actions You Desire: Update Status Field / Generate Document / Generate Letter Merge File / Generate List for Review

## *Watches for Alcohol and Drug Related Attendance Patterns*

### **Typical OmniTrak Uses**

Among other capabilities, OmniTrak can watch and warn against all the following events, by Cost Center, Department Worked, Job Worked, Shift, etc.

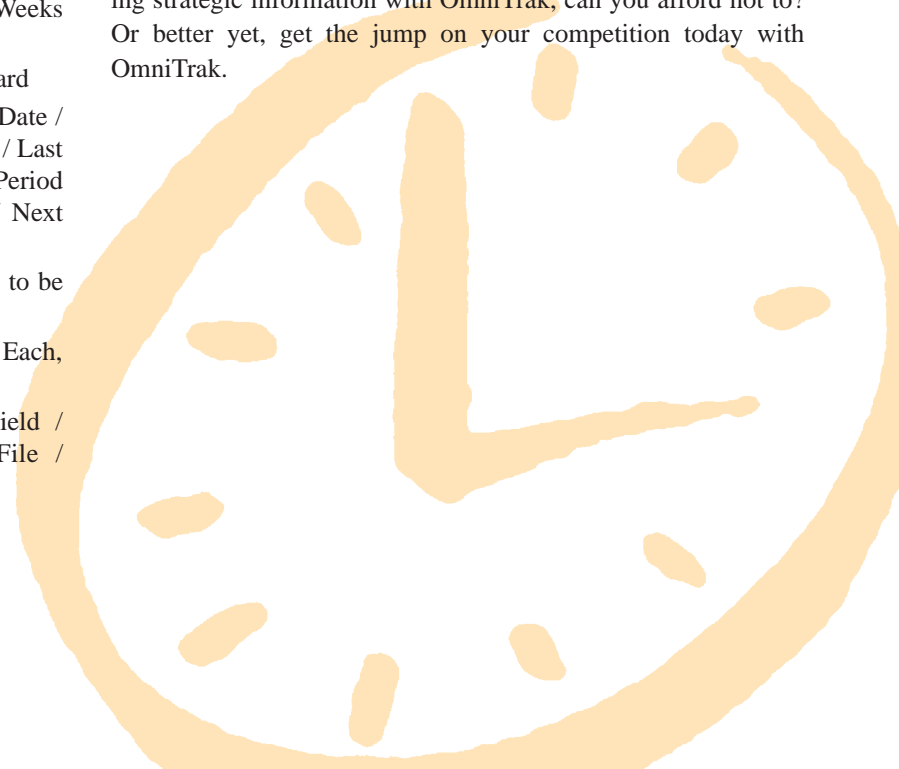
- Budgeting Overages - Hours and/or Dollars
- Excessive Overtime - Hours and/or Dollars
- Excessive Exceptions of One Type Only
- Excessive Exceptions of Various Specified Types (e.g., Absences, Tardies and Early Departures)
- Excessive Exceptions on Specific Days of the Week. (e.g., Absences on Mondays and Fridays, Combined with Late Arrivals on Mondays and Early Departures on Fridays)

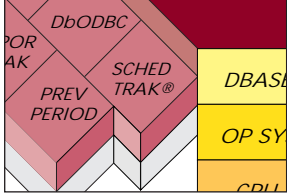
### **Data Accessibility for Your Spreadsheet and Database Programs**

Import and Export flat ASCII files to ensure easy sharing of data with your existing spreadsheet and database programs. \*Or use TimeTrak's DbOBBC module to read the files directly, from any ODBC enabled program.

### **Make Your Choice - Proactive or Reactive**

If your competitors are reducing their overhead costs and obtaining strategic information with OmniTrak, can you afford not to? Or better yet, get the jump on your competition today with OmniTrak.





# SchedTrak®

Our patent-pending SchedTrak automates benefit scheduling and de-scheduling, while empowering employees to enter and review benefit requests and statuses. SchedTrak eliminates paper requests and circulation of vacation sheets, frees supervisors to do more important work, and provides unbiased application of corporate policies. With SchedTrak, Benefit Request Reports and Benefit Approval Reports can be generated in minutes for review. Supervisors, with granted rights, can quickly override system settings and approve requests. Denied Benefit Reports and Evaluation Override Reports, in addition to many others, provide administrators with quick oversight of system activities.

## Empower Your Employees

Employees have access to on-screen graphical scheduling at dedicated employee kiosks, or any workstation with access to the server on which TimeTrak resides. Employees may make requests to take benefit time such as vacation and comp time, review the status of requests pending, view current available hours and uncommitted hours (available less committed), and leave denied requests on hold pending a change in another employee's schedule. SchedTrak even permits employees to sell off benefit time.

## Eliminate Paperwork While Maintaining Critical Staffing Levels

SchedTrak provides parameterized setup flexibility without customization. Structure automated evaluations and granting of benefit time requests to consider available/uncommitted time, and seniority among other items. Supervisors can designate minimum staffing levels by department, cost center, job, and many other criterias for SchedTrak to consider in granting or denying requests. Vacation bumping becomes an automated process, eliminating the continual manual restructuring of vacation schedules.

In assessing available/uncommitted hours, SchedTrak takes the

current balance in the Benefit Accrual Table and subtracts hours of that type Pay Code/Benefit Type from other areas in TimeTrak not yet reflected in the balance. This yields an accurate gauge of benefit hours available; avoiding, for example, the possibility of SchedTrak approving a request for vacation hours this week that are already designated, by employee request, for a week long vacation just two weeks from now.

## Fair, Consistent & Timely Application of Your Benefit Policies

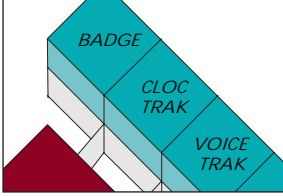
SchedTrak evaluates some requests daily, holds other employee requests until a set date, and permits supervisors to manually start an evaluation process. 24 hours a day / 365 days a year SchedTrak constantly monitors information and automatically

evaluates requests according to your corporate policies. Each decision is detailed and stored for later review. Employee requests are never left unresponded to; SchedTrak handles them on a timely basis. Supervisors and potential biases are removed from the process, and all employees are treated fairly and consistently within your corporate policy - ensuring improved employee morale.

## Cost Effective Automation, Not Available Until Now

Passing, completion, collection, and processing of employee vacation time sheets/requests consumes considerable supervisor time and energy, and yet often leaves employees disappointed and departments understaffed. It has been nearly impossible to effectively coordinate vacation scheduling in a manual method. SchedTrak now permits you to fully utilize your system time and attendance information; while reducing dependence on supervisors, getting the job done sooner and according to corporate policies.

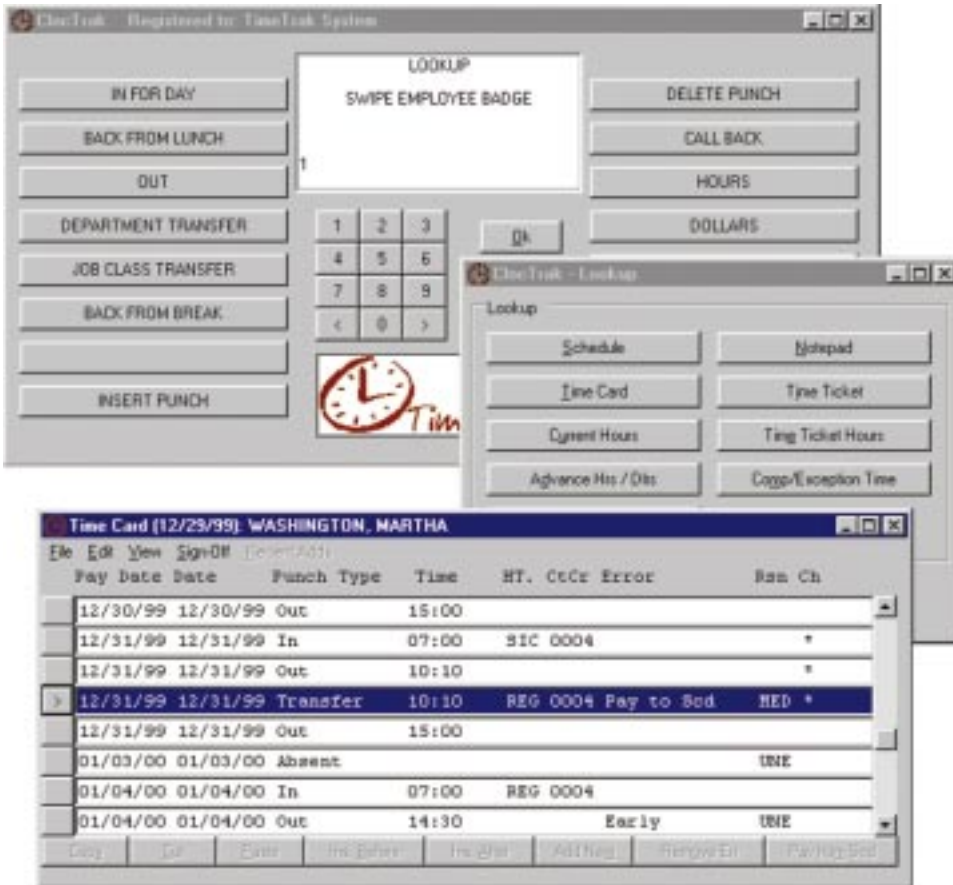




# ClocTrak®

*Turn your computer screen into a sophisticated employee collection, editing and information retrieval system*

(e.g., Vacations/Business Trips/Early Arrivals); Prior Period Hours; Available Sick/Vacation/etc.; Benefit Accruals; Retrieve Messages; and Most Recent-12-Month-at-a-Glance Hours/Exceptions/Benefits.



## Empower Employees to Edit and Submit Hours Online

ClocTrak provides individual controls on what each employee can view and edit. Employees simply enter their ID number (and a PIN number for security if desired) to gain access to their personal time card, schedule and hours information. Time Cards can be generated as punches by employees are received, or filled from schedule with daily scheduled hours or daily scheduled start and stop times - permitting employees to make any minor edits, if necessary, prior to submission of their worked hours. Editing controls permit maximum flexibility (e.g., an employee can be permitted to change a punch time, but not create or delete a punch time). Clicking the Signed Off button becomes their electronic signature acknowledging their submitted hours as accurate - supervisors can easily identify which employees have submitted hours and which have not, eliminating missed time sheets. A second level of electronic sign off permits supervisors to electronically sign off (approve hours for payroll) on employees they are responsible for.

## LAN - WAN - Intranet - Internet / WEB

### Do it All, Right on Your Computer Screen

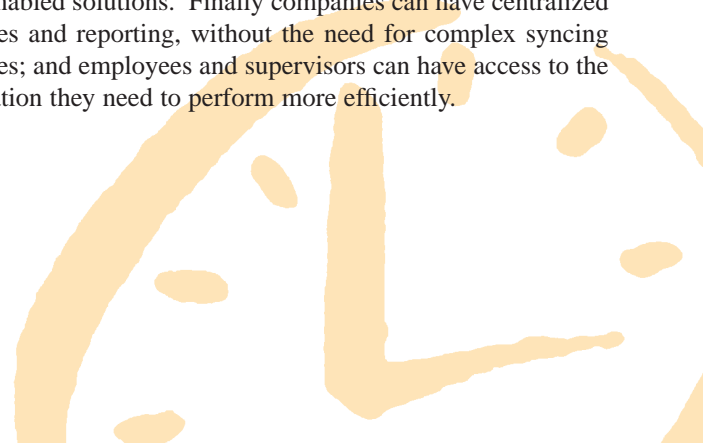
Everyone's workstation, dumb terminal or PC can become a high-tech time clock, and much more, with ClocTrak; whether by local area network across the hall or by Internet around the world. This option is the perfect answer in situations where hardware data collection systems can't be cost-justified, or where hardware time clocks don't match into your white collar environment.

### Let Employees Retrieve Their Own Information

At your screen or an Employee Information Kiosk, you can do much more than pun in arrivals/departures/breaks or make labor transfers/vacation requests. Without disturbing supervisors or Payroll, view current accurate information, including: Time Card; Paid Hours to Date; Schedule; Future Schedule Changes

### Enabled

You decide what access you want to give each employee. TimeTrak provides lightning fast access with our unique thin client enabled solutions. Finally companies can have centralized databases and reporting, without the need for complex syncing processes; and employees and supervisors can have access to the information they need to perform more efficiently.



# Turn-Key Solutions That are Up and Running Quickly and Smoothly. Software, Hardware, Consulting, Installation, Training and Support... All From One Source!

## Easy Integration

Our customers experience easy integration with other applications that use SQL data formats: Oracle, Informix, Sybase, ODBC and others. Over a hundred interfaces (plus hundreds more custom interfaces) exist to leading Payroll, Human Resource, Scheduling, Access Control, Shop Floor, and Management Information Systems. All interfaces are developed in-house and maintained to remain current with all new releases.

## Investment Protection

TimeTrak Systems customers have consistently been able to move to the newest technologies without any inconvenience. We provide a seamless upgrade path for any application purchased for any computer or operating system. Re-training and re-keying of data are never required.

TimeTrak currently supports over 600 hardware platforms and supported operating systems. Environments supported include DOS, Windows (3.1, 95, 98, NT & 2000), Client/Server, hundreds of UNIX flavors, and DEC VAX/VMS. Our design methodology of using only one set of source code provides for maximum portability of applications, allowing you to move to new operating systems and hardware platforms while providing the same features, functions and, most importantly, benefits.

## Productivity Redefined

TimeTrak's Global Maintenance Features will cut your editing time in half - when compared to any other automated system on the market. That's returning productive time to you, providing benefits each and every pay period you use TimeTrak — year after year after year. These are benefits that are impossible to put a price on.

Our patented OmniTrak is based on the Third Wave of Technology which has revolutionized new software products. OmniTrak eliminates the tedious management review of critical reports and information to locate and identify staffing problems and patterns. You simply set the parameters and corresponding actions you want automatically taken (for the conditions your company is concerned with monitoring), and OmniTrak does the rest.

With HisTrak, Workmen's Compensation Reports and Unemployment Reports can be completed in minutes instead of days. HisTrak maintains records indefinitely for Hours Worked, Attendance Exceptions and Benefit Hours, allowing reporting from any date to any date, including the current pay period. Fixed and User-Defined fields may be used as selection criteria for reporting.

HisTrak's Benefit Module will also generate Benefit Hours based on your policies, maintain Available Balances, and prevent the giving of

Benefit Hours not yet earned (or Warn and Allow an Override).

## The Clear, Safe, Uncompromised Choice

TimeTrak is the clear choice to reduce unproductive work, while providing the best return (and protection) on your investment. By growing with you in a world of consistently improving technologies, TimeTrak eliminates future re-implementing and re-keying of your data, as well as the re-training of your supervisors and employees when future changes occur. We cannot predict or control the future, but with TimeTrak, you can eliminate unnecessary risks.

*“will cut your editing in half -  
when compared to any other  
automated system on the market.”*

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