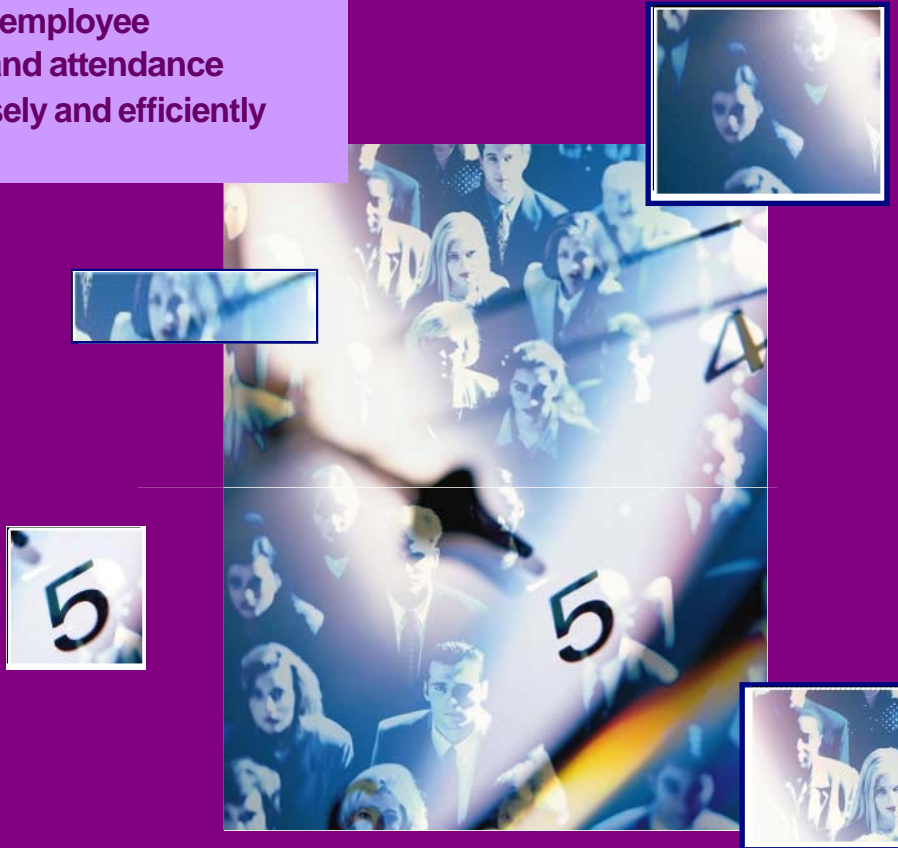


Track employee  
time and attendance  
precisely and efficiently



# Time & Attendance

By Marcil Technologies

**Saving time, streamlining  
payroll and monitoring  
labor costs**

Does your payroll staff spend too much time distributing, collecting, entering and interpreting time sheets? Are you worried about payroll errors? Are you monitoring labor costs accurately?

Time & Attendance streamlines the payroll process by automatically collecting employee attendance data and detecting variations. There's no possibility of time pilferage, and payroll staff can spend their time on more productive tasks. You can effectively track employee time and attendance for maximum control.

**Workforce  
Automation**

# Control labor costs and simplify your payroll process with Marcil Technologies Time & Attendance Summary of Features

## Time Recording Capabilities

- ✓ Collects employee attendance data through an automated clocking system
- ✓ Allows user to define tolerance periods for before and after the shift start and end times
- ✓ Defines attendance time rounding unit by the hour, half hour, quarter hour, or odd minutes
- ✓ Detects and alerts attendance variations such as overtime, not scheduled, and worked different hours
- ✓ Records and reports employee movements on work floor between jobs and between work areas
- ✓ Provides detail on actual job costing and employee movement
- ✓ Automatically records meal breaks without clocking-in or clocking-out
- ✓ Prints timesheet report as an employee's sign-off sheet

## Editing and Processing Capabilities

- ✓ Allows user to edit and process from one screen
- ✓ Processes Work Rule Interpreter daily or weekly
- ✓ Total hours worked by all employees
- ✓ Applies the cost of each employee's labor to specific cost centers, jobs, work areas, etc.
- ✓ Compares proposed staff need to actual staff usage
- ✓ Edits all shifts or only exceptions to the schedule
- ✓ Chooses if hours sent to the Work Rule Interpreter are hours worked or scheduled hours (can be applied globally or to selected staff)
- ✓ Allows secure users to make manual edit or adjustments to time and attendance clockings before transmission to payroll
- ✓ Daily actual hours with labor costs broken down by: Employee, Event, Customer, Employee type (full-time, part-time, casual), Date, Time in/time out, Break hours, Total regular hours, Total overtime hours, etc.

## On-Screen Exception Reporting Capabilities

- ✓ Identifies these exception reports via color-coded screen highlighter:
- ✓ Shifts different than schedule
- ✓ Odd clockings
- ✓ Not scheduled but worked
- ✓ Scheduled but did not work
- ✓ Shifts have been edited
- ✓ Overtime
- ✓ Clockings sent to the schedule
- ✓ Activity codes attached to their clockings
- ✓ Identifies clockings which have been sent to the Work Rule Interpreter

## Time Clock Integrations

- ✓ Links to most electronic time clock or data collection device such as bar code or magnetic strip card reader, point of sale terminal and finger print recognition devices
- ✓ Utilize PC Time Clock Entry system to streamline employee clockings

## Payroll Integration

- ✓ Provides payroll with accurately interpreted hours worked
- ✓ Overtime and allowance information sent to payroll for processing

## Reporting Capabilities

- ✓ Provides full audit trail of all transaction activity
- ✓ Automatically schedules daily, weekly, and monthly reports with the Automatic Task Scheduler
- ✓ Standard Reports: Availability, Time and attendance, Leave reports, Costing, Employee exception report, Clocking audit report, Employee clocking details, Total hours worked, etc.
- ✓ Save reports with data to be printed at a later time
- ✓ Variances – actual time in/out compared to scheduled time in/out
- ✓ Comparison of actual vs. scheduled labor costs and variances
- ✓ Audit trail of time attendance manual entry/adjustment
- ✓ Connects data through ODBC to report writer or other systems
- ✓ Exports data as text or in Excel format

## Common Elements Across Workforce Automation Modules

### Employee and Business Setup Capabilities

- ✓ Shares employee and business setup facilities across Dynamic Scheduling and Time & Attendance modules
- ✓ Sets up or imports all employee details from a payroll or HR system
- ✓ Creates multiple work areas across departments
- ✓ Required employee types such as: permanent full-time, permanent part-time, temporary full-time, temporary part-time, casual, and apprentice
- ✓ Permanent and temporary availability for each employee
- ✓ Rates employees on skill levels associated with individual jobs
- ✓ Sets up multiple competence levels per required job skill
- ✓ Equity to undesirable jobs
- ✓ User definable fields in drop-down menus

### Screen Navigation Capabilities

- ✓ Exits any screen via single command
- ✓ Provides consistent screen layouts across each module
- ✓ Refreshes screen once data entry is complete
- ✓ Provides meaningful error messages
- ✓ Provides predefined fields in templates for easy data entry

### Inquiry and Reporting Capabilities

- ✓ Provides online help facility at all levels of the application
- ✓ Searches online help using indexes and key words
- ✓ Sorts by schedule, employee, department, sub-department, venues, task, etc.

### Security and Access Control

- ✓ Security levels defined by module, function within modules, menu option, and user group
- ✓ Password security for Full Access, Read Only, and Hide Checks and validates that critical fields are completed during data entry rather than processing

Our mission is to exceed customer expectations with superior, integrated solutions developed through innovation, responsiveness and true partnership. The Marcil Technology family of products offers uncommonly deep vertical functionality for a wide range of industries. Customers worldwide are able to optimize the performance of their most valuable asset—people.

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