

Time & Labor Solutions

Manage your greatest asset—your workforce—with an effective web based time and labor management solution. With ASAP's Time & Labors Solutions you can manage your employee's hours and attendance electronically with this comprehensive time tracking system. Track time and labor by department/locations, strategically manage vacation requests and approvals, develop administrative functions for time approval—all customized to fit your unique organization.

- **Flexible, reliable, and easy-to-use**
- **Increase productivity with centralized management**
- **Custom security levels designed to fit your workflow**
- **Built-in Audit Features to stay in compliance**
- **Over 20+ standard reports, and unlimited customization**
- **Various data capturing (Punch, Biometric, Web-Based)**

Time & Labor Solutions

FLEXIBLE, RELIABLE, AND EASY TO USE

- Easily expand or scale back functionality to address the unique needs of each administrator, manager, and employee
- Configurable labels and workflow simplify usage and increase system acceptance
- Process pay rules for virtually any work environment with ease

INCREASE PRODUCTIVITY

Creating schedules and defining shifts can be difficult and time consuming, as is avoiding scheduling conflicts.

- Automatically assign employees based on skills, work preferences, or lowest cost
- Quickly identify deviation from schedules and attendance infractions through system alerts
- Capture last minute changes to schedules and reassign employees based on availability



Time & Labor Solutions

SPEND LESS TIME APPROVING TIMESHEETS

- Company holidays and other pre-approved Time Off are automatically populated within the appropriate timesheets, simplifying the review, edit, and approval of time
- Easily identify exceptions to schedules, overtime hours, missing punches, and more
- Drill-down capabilities allow direct access to an individual's timesheet for quick edits
- System notifications and warnings support better decision-making and reduce errors

Software settings can be configured to address shift premiums, restrict punches, determine rules for lunch and breaks, establish grace periods, and address other special pay. Both employees and managers have the ability to enter comments directly on a timesheet in order to keep historical records of communication. Audit reports track additions, deletions, and changes made to each timesheet.



Time & Labor Solutions

Flexibility in Usage

Multiple Timesheet Formats

Easily capture time and labor data through multiple timesheet formats (Time Stamp, Start/Stop, Bulk Hours)

Time Off Request

A paperless time off request tool offers employee self-service and automatically routes requests to the appropriate manager as with timesheets.

Notifications

Customizable and automatic notifications can be set up –so employees/supervisors/administrators can receive emails with important information such as submitting timesheet deadlines, time off approvals, custom reports.

With ASAP's Time & Labors Solutions your data will be available at the tip of your fingertips, anytime and anywhere. Let us show you how this product can make your data collection more efficient and keep you desk clear of paperwork!

ASAP's Time & Labor Solutions

Employee Options

- Custom Timesheets
- Requesting Time Off



Time & Labor Solutions

Employee -> Time Entry -> Time Stamp

My Settings | My Timesheet Ashley Nelson

Time Sheet Edit July 25, 2005 - July 31, 2005

Clock In Change Cost Center Clock Out

Summary | Mon 25 | Tue 26 | Wed 27 | Thu 28 | Fri 29 | Sat 30 | Sun 31

Tuesday, July 26, 2005

Time Sheet Edit

Cost Center	From	To	Break	Total
Support/Guides	8:32a	10:15a		1:43
Support/Data	10:15a	1:05p	1:00	1:50
Support/Help	1:05p	5:34p		4:29
Day Total :				8:02
Time Sheet Total :				17:06

Timesheet Information

Created On: 07/22/2005
Current State: Open

Save Undo Submit For Approval Close

Previous Timesheet GO! Next Timesheet

Highlights:

- Simplify or expand data required to track time and attendance
- Configure timesheet formats by individual or group
- Maintain consistency with existing policies through user-defined labels

Employee -> Time Entry -> Crossing Midnight

My Settings | My Timesheet Dave Geiger

Crossing Midnight July 11, 2005 - July 17, 2005

Summary Timesheet

Cost Center	Total	9p	11p	1a	3a	5a	7a	9a	11a	1p	3p	5p	7p	9p	11p	1a	3a	5a	7a	9a	11a	1p	3p	5p	7p	9p	11p	1a	3a	5a	7a	9	
Support Services/Training	28:05																																
Total Time:	28:05																																

Clear All Rows

Timesheet Information
Created On: 07/11/2005
Current State: Open (Rejected)

Save Undo Submit For Approval Close Previous Timesheet GO! Next Timesheet

Highlights:

- Web, barcode, Biometric and wireless data entry available
- Streamlined workflow ensures accurate payroll
- Easy to configure settings address the most complex pay rules

Employee -> Request Time Off

My Settings | My Timesheet Kacey Jones

Request Time Off ?

Time Off

Request Type

Full Day

Date

Partial Day (Start/Stop)

Date From To Total

Partial Day (Bulk)

Date Total

Multiple Days

From To

Comments

Leaving early to take daughter to ball game.

Time Off	Accrued To	Auth	Rem	Taken	Sch	Pending Approval
TO/Sick	1/1/2006	Hrs: 40:00 Days: 5	40:00 5	0:00 0	0:00 0	0:00 0
TO/Vacation	1/1/2006	Hrs: 80:00 Days: 10	56:00 7	0:00 0	24:00 3	0:00 0
TO/Personal	1/1/2006	Hrs: 24:00 Days: 3	16:00 2	8:00 1	0:00 0	3:00 0.38

Pending requests

Highlights:

- Enter Time Off directly into timesheet or require manager approval
- Easily view authorized, taken and scheduled Time Off
- Avoids schedule conflicts and unbiased enforcement of company policy

ASAP's Time & Labor Solutions

Management

- **Reviewing/Approving Time Entries**
- **Approving Time Off Requests**
- **Sample Reports**

Manager -> Timesheet Approval

Company Accruals My Settings Manage Time Approval My Timesheet Reports							Jack Sutherland
Timesheets Waiting My Approval							
Employee Filter: All Employees							
Timesheet Dates: Calendar Range All							
Run Rows On Page: 20 2 Rows Settings (Demo Screen)							
	First Name	Last Name	Timesheet Start	Total Time	# Incomplete Records	Total Overtime Hours	Total Regular Hours
<input type="checkbox"/>	Monique	Ortiz	03/21/2005	38:09	1	-	38:15
<input type="checkbox"/>	Jennifer	Davis	03/21/2005	46:37	0	6:15	40:00
Page Total						6:15	78:15

View Timesheets | Approve | Reject | Refresh | Close

Highlights:

- Easily review, edit and approve timesheets by exception
- Quickly identify missing punches, attendance infractions and overtime
- Identify employee trends including adherence to schedule

Manager -> Time Off Request Approval

Company | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports Jack Sutherland

Time Off Requests Waiting My Approval

Employee Filter: All Employees

Requested Dates: Calendar Range | All

Run Rows On Page: 20 | 1 Row Settings (Default)

<input type="checkbox"/>	First Name GX	Last Name GX	Requested Week Day GX	Date Requested GX	Time X	Time Off GX	Com. X	Region GX
<input type="checkbox"/>	Kacey	Jones	Friday	07/22/2005	3:00	Time Off/Personal		East

Approve Checked Requests |
 Reject Checked Requests |
 Refresh |
 Close

Highlights:

- Instant access to past Time Off and time scheduled in the future
- System maintains all history of comments for approval and rejects
- Automatic accrual processing notifies of potential negative balances

Manager -> Reports -> Time Off Calendar

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports Kathy Watts

Time Off Calendar ?

Selected Year: 2005

Employee Filter: All Employees

July							August							September							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2		1	2	3	4	5	6						1	2	3
3	4 9:00	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18 8:00	19	20	21	22	23	21	22	23	24	25			21	22	23	24	25			
24	25	26	27	28	29	30	28	29	30	31				28	29	30	31				
31																					

October							November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu		
						1			1	2	3		
2	3	4	5	6	7	8	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17		
16	17	18	19	20	21	22	20	21 16:00	22 16:00	23 16:00	24		
23	24	25	26	27	28	29	2	2	2				
30	31						27	28	29	30			

Information: 11/23/2005

Employee Filter: All Employees

Run Settings (Default)

1. [UN GROUP] Grouped By: Employee ID

First Name Last Name Since Off Time Off Comment

Employee Id	First Name	Last Name	Time Off/Vacation	Time	Comment
0014	Monique	Ortiz	0:00	0:00	Taking long weekend for Thanksgiving. Bill Loss write on 8/21/2005. CL.
Sub Total				0:00	
0000	Kasey	Jones	0:00	0:00	Taking long weekend for Thanksgiving. Jack Sutherland write on 8/21/2005. CL - enjoy the extra time out of the office.
Sub Total				0:00	
Totals				0:00	

Refresh Close

Highlights:

- Graphical view is familiar to all employees
- Employee view based on security settings and group permissions
- Available comments record approval history and prior communication

Manager -> Schedules -> Daily View

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports Kathy Watts

Daily Schedule Graph - Friday, July 22, 2005

Employee Filter: East(10)

Time Range: Date 07/22/2005 From 06:00a To 09:00p Increment 15 min

Run Rows On Page: 20 10 Rows Settings (Default)

Employee Id	First Name	Last Name	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p
0003	Kim	Weaver	[Bar]													
0004	Kathy	Watts	[Bar]													
0008	Kacey	Jones	[Bar]													
0009	Tom	Ballister	[Bar]													
0013	Jennifer	Davis	[Bar]													
0014	Monique	Ortiz	[Bar]													
0016	Jack	Sutherland	[Bar]													
0018	Dave	Geiger	[Bar]													
0019	Ashley	Nelson	[Bar]													
0023	Allison	Booton	[Bar]													

Scheduled Time: (3:00p.m. - 12:00a.m.)
 07/22/2005 03:00p - 07/23/2005 12:00a
Total Time: 8:00

July 2005

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2005

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Refresh | Create New Daily Schedule | Previous Screen | Close

Highlights:

- Establish skills, positions and locations by business unit
- Assign skills and work preferences to employees
- Define rules (lowest \$, fewest people, etc.) and generate schedules

Manager -> Reports -> Detailed Hours

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports Kathy Watts

Detailed Hours Report

Employee Filter: All Employees

Timesheet Dates: Pay Period Current Profile: (7/18/2005-7/24/2005)

Run **Settings (Demo Screen)**

1. [UN GROUP] Grouped By **Region** = East


<input type="checkbox"/>	<input type="checkbox"/> First Name GX	<input type="checkbox"/> Last Name GX	<input type="checkbox"/> Date GX	<input type="checkbox"/> Start X	<input type="checkbox"/> End X	<input type="checkbox"/> Hours X	<input type="checkbox"/> Department GX	Emp. X Sch.
	<input type="text"/>	Jones	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Region: East								
	Kacey	Jones	07/22/2005	08:33a	05:37p	8:04	Software Development	
	Kacey	Jones	07/21/2005	08:25a	05:28p	8:03	Software Development	
	Kacey	Jones	07/20/2005	08:41a	05:30p	7:49	Software Development	
	Kacey	Jones	07/19/2005	08:26a	05:32p	8:06	Software Development	
	Kacey	Jones	07/18/2005	08:32a	05:44p	8:12	Software Development	
Sub Total						40:14		
Totals						40:14		

Close

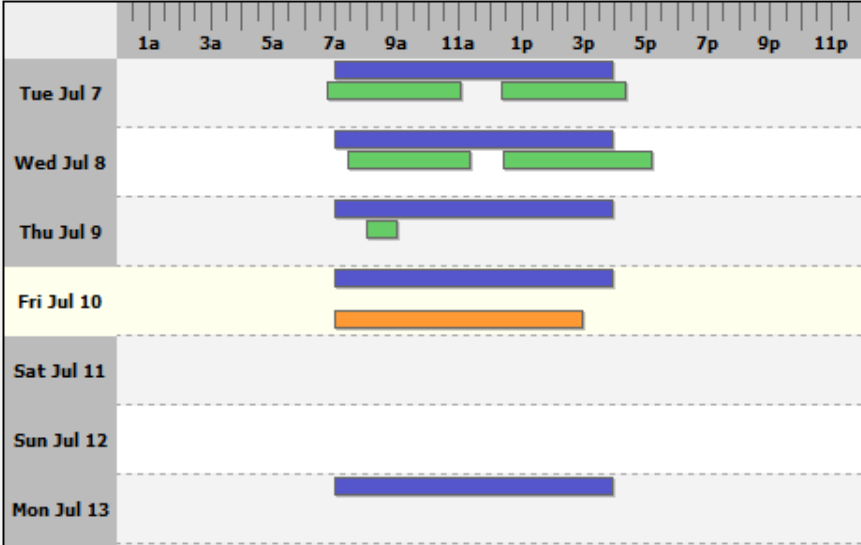
Highlights:

- Drill-down capability directly from report allows quick change to data
- Limit, expand and place data fields in preferred order
- Easily push saved report settings to individuals or groups to save time

Detailed Hours > Schedule vs. Actual Audit

First Name GX	Last Name GX	Date GX	Start X	End X	Hours X	Cost Center 1 GX Full Path	Emp. Sch. X
starts with	starts with	=	=	=	=	=	
Kacey	Jones	07/10/2009	-	-	8:00	Software Development/Core System	
Monique	Ortiz	07/10/					

Kacey Jones - Schedule



■ Scheduled Time
 ■ Actual Work Time
 ■ Time Off

[◀ Prev. 7 Days](#)
 [Next 7 Days ▶](#)

- Drill-down capability directly from report allows administrators and managers to quickly view scheduled versus actual time worked for disciplinary purposes.

System Notifications

Company | Pay Prep | Schedule | Accruals | My Settings | Manage Time | Approval | My Timesheet | Reports Kathy Watts

Description: Employee reminder to submit timesheet.

When ?
 1 Day(s) Before Pay Period Ends At 1:00a (HH:MM)

Recipients ?
 Timesheet Employee
 Next Approver(s)
 Employee:
 Group:
 Email:

Conditions (Optional) ?
 If Any Day < Hours
 If Worked On Scheduled Day Off
 If PP Total Time Over Hours
 If Timesheet Is Not Approved By All Managers
 If Timesheet Is Not Submitted by Employee

Filters (Optional) ?
 Pay Period Prof:
 Timesheet Prof: Bulk Hours

Message Body
 Verdana 2 (10 pt) **B** *I* U

{CURRENT_DATE}

Dear {TS_OWNER_FIRST_NAME},

Your timesheet starting {TS_FIRST_DAY} has not yet been submitted. As of now, you have a total of {TS_TOTAL_TIME}. Please review for accuracy and submit by end of business.

Available Tags ?
 {TS_LAST_DAY}
 {TS_TOTAL_TIME}
 {TS_TOTAL_WORK_TIME}

Save Previous Screen Close

Customizable, personal notifications set up and sent automatically based on specific occurrences or system events:

- **Timesheet Approved**
- **Time Off Request Submitted**
- **Time Off Request Approved**
- **Time Entry Changes**
- **Birthday/Anniversary/Review Date Reminder**
- **Benefit Waiting Period Reminder**

Built In Audit Trail

Manager -> Reports -> Audit Trail – Time Entries

Modification Dates: Calendar Range Last Month (3/1/2009-3/31/2009)

Time Entry Dates: Calendar Range Last Month (3/1/2009-3/31/2009)

Employee Filter: All Employees

Run Rows On Page: 20 Rows 1-20 of 519 Settings: Default

	Time	First Name	Time Entry Date	Start	End	Hours	Change	Field Desc	Old Value	New Value	User Login Date	User Employee Id	User IP
	=	starts with	=	=	=	=	=	=			=	=	=
							changed						
	03/31/2009 17:10:28:295 MST	Barrett	03/31/2009	09:03a	05:10p	8.12	Changed	End Time		03/31/2009 05:10p	03/31/2009	31	65.126.184.181
	03/31/2009 17:10:28:295 MST	Barrett	03/31/2009	09:03a	05:10p	8.12	Changed	Rate 1		\$0.00	03/31/2009	31	65.126.184.181
	03/31/2009 17:10:28:295 MST	Barrett	03/31/2009	09:03a	05:10p	8.12	Changed	Hours	0.00	8.12	03/31/2009	31	65.126.184.181
	03/31/2009 17:08:23:048 MST	Kevin	03/31/2009	09:16a	05:08p	7.87	Changed	End Time		03/31/2009 05:08p	03/31/2009	49	65.126.184.181
	03/31/2009 17:08:23:048 MST	Kevin	03/31/2009	09:16a	05:08p	7.87	Changed	Hours	0.00	7.87	03/31/2009	49	65.126.184.181
	03/31/2009 17:07:57:986 MST	Angela	03/31/2009	09:15a	05:07p	7.87	Changed	End Time		03/31/2009 05:07p	03/31/2009	45	65.126.184.181
	03/31/2009 17:07:57:986 MST	Angela	03/31/2009	09:15a	05:07p	7.87	Changed	Hours	0.00	7.87	03/31/2009	45	65.126.184.181
	03/31/2009 16:59:37:901 MST	Joseph	03/31/2009	09:24a	04:59p	7.58	Changed	End Time		03/31/2009 04:59p	03/31/2009	48	65.126.184.181
	03/31/2009 16:59:37:901 MST	Joseph	03/31/2009	09:24a	04:59p	7.58	Changed	Hours	0.00	7.58	03/31/2009	48	65.126.184.181
	03/31/2009 16:47:03:119 MST	Mary Frances	03/31/2009	09:18a	04:47p	7.48	Changed	End Time		03/31/2009 04:47p	03/31/2009	41	65.126.184.181
	03/31/2009 16:47:03:119 MST	Mary Frances	03/31/2009	09:18a	04:47p	7.48	Changed	Hours	0.00	7.48	03/31/2009	41	65.126.184.181
	03/30/2009 17:51:03:135 MST	Kate	03/30/2009	08:59a	05:51p	8.87	Changed	End Time		03/30/2009 05:51p	03/30/2009	22	67.134.173.93
	03/30/2009 17:51:03:135 MST	Kate	03/30/2009	08:59a	05:51p	8.87	Changed	Rate 1		\$0.00	03/30/2009	22	67.134.173.93
	03/30/2009 17:51:03:135 MST	Kate	03/30/2009	08:59a	05:51p	8.87	Changed	Hours	0.00	8.87	03/30/2009	22	67.134.173.93
	03/30/2009 17:17:02:458 MST	Joseph	03/30/2009	09:16a	05:17p	8.02	Changed	End Time		03/30/2009 05:17p	03/30/2009	48	65.126.184.181
	03/30/2009 17:17:02:458 MST	Joseph	03/30/2009	09:16a	05:17p	8.02	Changed	Hours	0.00	8.02	03/30/2009	48	65.126.184.181
	03/30/2009 17:01:26:601 MST	Angela	03/30/2009	09:16a	05:01p	7.75	Changed	End Time		03/30/2009 05:01p	03/30/2009	45	72.165.231.238
	03/30/2009 17:01:26:601 MST	Angela	03/30/2009	09:16a	05:01p	7.75	Changed	Hours	0.00	7.75	03/30/2009	45	72.165.231.238

Close

Highlights:

- System tracks edits – who made them, what did they change, etc.

SECURITY

The primary data center where software resides is one of the only commercially available facilities that exceeds the Department of Defense (DoD) standards for a Sensitive Compartmented Information Facility (SCIF). All power and data lines are encased in armored conduit. Specially designed Lampertz vaults protect server, network cabling, power sources. Added security is achieved through a multiple-layer intrusion detection system consisting of custom firewall rule sets, private VLANs, and two layers of isolation.

RELIABILITY

The facility is designed so there is no single point of architecture failure. System operation is monitored 24x7x365 and includes N+N power redundancy, connectivity to multiple backbone providers, and variable switch loading balancing. To ensure maximum uptime, the HVAC system maintains a consistent operating temperature. Redundant power lines provide over 265 watts of power per square foot utilizing 2-megawatt Caterpillar diesel generator provides full load in less than 10 seconds and can run for more than 24 hours without refueling. In the event of an emergency, time-guaranteed contracts with multiple diesel suppliers ensure uninterrupted service.

DATA CENTER

OUTER LAYER

Restricted Parking
Outside Fenced Perimeter

24-Hour Guard Station at Entrance

Pan-Tilt-Zoom Cameras
Monitor Facility

Only Pre-Approved Visitors

MIDDLE LAYER

Biometric Access to Secure Areas

Redundant Power and Data Cables
Encased in Armored Conduit

Multiple Backbone Providers

Variable Switch Load Balancing
of Internet Traffic

2-Megawatt Diesel Backup Generator

INNER LAYER

Lampertz Vaults Impervious to Smoke,
Water, Fire, and Electromagnetic Waves

Multiple Layer Intrusion
Detection System

Hardened Operating Systems
and Vulnerability Scanning

ASAP's Time & Labor Solutions

- **Flexible, reliable, and easy-to-use**

Open Architecture

Software/Payroll Integration

Streamlined Payroll Prep Process

Mass Edit Tools

Various Data Capture (punch, biometric, web-based)

- **Simplified Workflow**

Custom Group Assignment

Events Manager (Personalized Tags)

Effective Dating

Paperless Time Off Requests

Customized levels of access/security

Extensive Audit Features

Customized Reporting



ASAP's Time & Labor Solutions



ASAP's Time & Labor Solutions

- **Please Note:**

Ownership of customer data rests with the customer. If customer decided to terminate services, access to customer data shall be provided using the software's standard export/communication protocol data conversion tools, electronic ASCII or CSV file, as much of such historical data fields as required under state and federal law. After the effective date of termination, vendor shall have no further obligation to store customer's data unless otherwise agreed to in writing. Notwithstanding the effective date of termination of an agreement, vendor may maintain copies of customer data for backup purposes for the duration of vendor's standard retention schedule and procedures, so long as such retention is accomplished with the same degree of protection and security as required prior to the effective date of termination.

ASAP

A s S i m p l e A s P o s s i b l e

ACCOUNTING & PAYROLL SERVICES, INC.

Making Business As Simple As Possible

email asap@businessASAP.com

web www.businessASAP.com

toll free 877.728.6777