

## Sage Time and Attendance by Insperity



Sage Time and Attendance is a comprehensive, state-of-the-art workforce management solution that enables you to collect, analyze, and take immediate control of your employees' attendance and labor data—online and in real time. Sage Time and Attendance automates your processes by integrating seamlessly with Sage HRMS, an in-house solution comprised of HR, payroll, benefits and recruiting applications, as well as optional web-based manager/employee self-service functions—all available through a secure Microsoft Windows® environment.

All Sage Time and Attendance solutions are available as an on-premises license, Software-as-a-Service (SaaS) subscription or through managed hosting.

### Inspire your workforce

Inspire your employees with the Sage Time and Attendance intuitive, 100 percent web-based user interface. Our employee and supervisor self-service features eliminate the burden of manual processes. Your team can create, manage, and respond to requests, approvals, and alerts completely electronically.

### Save time and money

Sage Time and Attendance saves most companies three to five percent in payroll expenses by efficiently providing job allocation, scheduling, and time-off tracking. Other benefits include:

- Roles-based security to ensure only relevant data is delivered to appropriate users.
- Auditing functions to guarantee accuracy and compliance for all payroll information.
- A variety of data collection options, such as web-based time clocks, mobile devices, biometric time clocks, badges, and telephony.
- Built-in labor, attendance, and payroll reports through SAP® Crystal Reports.

### Minimize compliance risk

Sage Time and Attendance systems are invaluable for ensuring compliance with labor regulations regarding proof of attendance. Easily collect, automate, and analyze employees' attendance data related to employee hours worked, overtime, and so on with Sage Time and Attendance. Plus, auditing functions guarantee accuracy and compliance for all payroll information.

### Benefits

- Intuitive, 100 percent web-based user interface inspires your employees.
- Employee and supervisor self service features eliminate the burden of manual processes.
- Efficient job allocation, scheduling, and time-off tracking saved in payroll expenses.
- Roles-based security ensures only relevant data is delivered to appropriate users.
- Auditing functions guarantee accuracy and compliance for all payroll information.
- Web-based time clocks, mobile devices, biometric time clocks, badges, and telephony offer a variety of data collection options.
- Built-in labor, attendance, and payroll reports through SAP Crystal Reports provide comprehensive reporting.

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## Functional features

### Data collection for all employee populations

With real-time web-punching, flexible, spreadsheet-style time recording, and a vast array of supported time clocks and mobile devices, Sage Time and Attendance can pull information from the most appropriate data collection devices for each of your employee populations.

### Configuration

Built for optimum configurability to execute even the most complicated calculations and policies, the Sage Time and Attendance powerful rules engine supports intricate shift differentials, premium conditions, holiday rules, pay-to-schedule, automated labor allocation, break and lunch rules, union policies, regulatory labor laws, and much more.

### Points system management

Calculate up-to-the-minute, attendance-based points policy transactions and balance accruals, while alerting supervisors in real time as employees reach defined thresholds.

### Customized employee and manager self-service

By employing a highly configurable “roles-based” methodology of self-service, Sage Time and Attendance allows you to define, with pinpoint accuracy, the features, workflows, employee hierarchies, reports, and even fields of data that each of your unique employee populations can access.

### Flexible approvals workflow

Tailor your approvals workflow to meet your business culture and streamline your review and sign-off processes. Sage Time and Attendance offers highly adaptable supervisor and employee approval workflow, with comprehensive control for enforcing pre- and postapproval rights and responsibilities.

### Automated attendance tracking

Track, alert, and report on a wealth of highly configurable employee attendance conditions—all in real time. Configurable, calendar-based views of attendance violations and time off enable supervisors to easily monitor employee trends and attendance patterns.

### Comprehensive employee scheduling

With effortless support for complex recurring and swing shifts, split shifts, scheduled organizational transfers, and more, Sage Time and Attendance empowers you to efficiently design your workforce calendar. Choose between the graphical “team schedule” layout or use the familiar “Outlook-style” scheduling through recurring rules and events. Schedules are seamlessly integrated with the business rules engine, attendance, and payroll.

### Web and email alerts

Keep supervisors informed and actively involved in managing employee attendance, procedural errors, impending overtime conditions, work policy violations, and more, through real-time web and email alerts.

### Real-time status monitor

View who is in, who is out, and where they are working with the Sage Time and Attendance Real-Time Status Monitor.

### Benefits accruals engine and integration

Whether you calculate employee benefit accruals through the Sage Time and Attendance comprehensive eligibility and calculation engine or through a third-party application, supervisors and employees can intelligently manage requests for time off and scheduling. Your attendance policies will be seamlessly enforced, including management of pending accruals and future time-off requests.

### Mileage and dollars tracking

In addition to robust time and attendance, Sage Time and Attendance offers a comprehensive mileage reimbursement and vehicle tracking system, plus support for dollar transactions, such as bonuses, awards, commissions, tips, and more.

### Streamlined requests workflow

Save employees and supervisors countless hours by automating the entire requests workflow for PTO requests, schedule changes, and other messaging. The Sage Time and Attendance one-click request and approval process moves an employee request through to payroll and scheduling with ease.

### Reporting and labor allocation

With up to 99 labor allocation levels and unlimited, hierarchical, organization (labor) codes within each level, Sage Time and Attendance enables fine-grained allocation and reporting of your vital labor and payroll data.

### Labor insight and management reports

Achieve critical insight into your most important and costly business resource—your workforce. The Sage Time and Attendance flexible and intelligent SAP Crystal Reports-based reporting module will give your supervisors, payroll administrators, and executives the real-time labor analysis information they need to manage their workforce and streamline labor costs.

### Security and auditing

Security and accountability are at the very core of your Sage Time and Attendance solution. Typically deployed over the web or corporate LAN/WAN through Secure Sockets Layer (SSL), every user interaction is 100 percent encrypted. The fine-grained, “roles-based” security subsystem ensures that each user has access to only the exact data and employees they are authorized to manage. Additional security highlights include an exhaustive audit trail of all changes to your critical labor and schedule data, IP-based security for restricting access to authorized computer networks, one-way password encryption, and much more.

## Online help and FAQ

Your employees will find answers and how-to guides with ease through the integrated online help system, which includes graphical tutorials and step-by-step instructions, helpful FAQ, searchable text queries, common term definitions, and more.

## Administrators' toolkit

While a typical "day in the life" for your employees and managers will focus on efficient, process-driven activities, Sage Time and Attendance is rich with useful administrator tools to help keep your solution running at peak efficiency. System and data diagnostics, ad hoc database querying and reporting tools, global maintenance and search tools, extensive configuration, and setup wizards all serve as invaluable problem solvers for your labor management administrators.

## Technology features

### 100 percent web-native application

Designed from the ground up to be delivered over the Internet, Sage Time and Attendance requires no client-side software installations, offers "anytime, anywhere" web access, and is familiar and intuitive to use.

### Microsoft SQL Server® database

The industry standard for robust, enterprise-class data management, Sage Time and Attendance's Microsoft SQL Server® platform ensures vast scalability, cutting-edge performance, and bulletproof reliability.

### Real-time data processing

Real-time, up-to-the-second data processing and display ensures that your labor management decisions are timely and accurate—a key tool in proactively controlling labor costs, such as overtime.

### Powerful self-service through roles-based security

Sage Time and Attendance offers unparalleled flexibility in creating security "roles" for your user base. Roles can be configured by the group and/or individual, allowing you to define, with pinpoint accuracy, the features, workflows, employee hierarchies, reports, and even fields of data that your employees can access. As opposed to the more inflexible model of employee/supervisor self-service modules, The Sage Time and Attendance roles engine allows you to fine tune the exact user experience and set of responsibilities for each of your employee populations.

## A long-term solution

As your enterprise succeeds and evolves, your long-term labor management solution will scale comfortably along with it. Sage Time and Attendance can accommodate large employee populations, unlimited labor codes, schedules, organizational groups, pay and business rules, attendance and benefits policies, data collection points, and more.

## Tight platform integration

Automated, trouble-free data transfer with your HRMS, payroll, accounting, ERP, and business intelligence platforms will permanently eliminate dual entry and ensure that you extract the maximum business advantage from your labor management investment. Take immediate control of your employees' attendance and labor data—online and in real time. Sage Time and Attendance automates your processes by integrating seamlessly with Sage HRMS.

## Point-in-time

Point-in-time is a vital resource in reporting for increasingly complicated labor law and accounting compliance regulations, such as Sarbanes-Oxley. By capturing a "point-in-time" snapshot of all critical employee data and assignments, you gain an accurate picture of exactly how your labor rules and calculations applied to each person throughout his or her employment history. Additionally, changes such as temporary assignments and future changes become a breeze to administer.

## SAP Crystal Reports reporting engine

The world leader in business analytics and reporting, SAP Crystal Reports powers the Sage Time and Attendance comprehensive, built-in reporting module.

## Securitycentric architecture

Sage Time and Attendance incorporates a leading security architecture to ensure the safety and integrity of your mission-critical data, including Secure Sockets Layer (SSL) data encryption, one way password encryption, IP-access security for restricting access to authorized PCs or networks only, middleware-layer database access to prevent SQL injections, buffer overflows, spoofed POST data, and other common threats.

## Automated database maintenance

Designed by our experienced database engineers, each Sage Time and Attendance implementation includes a standard package of automated database maintenance routines. With no extra burden on your IT staff, your SQL Server database will automatically perform routine optimizations, data backups, and performance tuning to keep your solution running smoothly year after year.

Sage Time and Attendance by Insperty features	Express	Enterprise
SaaS or licensed	●	●
Toll-free and web-based technical support	●	●
Software version upgrades	●	●
Organization level transfers	●	●
Employee approvals	●	●
Overtime calculation	●	●
Automated holiday pay	●	●
Reports	●	●
Dollars recording (tips, bonuses, mileage, and so on)	●	●
Supervisor timesheet approvals	●	●
Payroll interface	●	●
HR interface	●	●
Electronic missing punch requests		●
Basic electronic time-off requests		●
Schedules		●
Alerts		●
Universal messaging capability		●
Accrual tracking		●
Unit pay/piece work		●
Points/attendance policy automation		●
Premium rules automation (Shift differentials, weighted average overtime, rate calculations, and so on)		●
<b>Advanced features—Available through additional professional services.</b>	<b>Includes webpunch</b>	<b>Includes webpunch</b>
Sage Employee self-service single sign on	●	●
Special punch types (call back pay, on call pay)	●	●
Labor distribution by percent	●	●
Report scheduler/automated report generation		●
Pay current		●
Advanced electronic time-off requests/workflow		●
Time-simplicity integration		●
Union rules		●
Black out dates		●