

# THE ATTENDANCE ENTERPRISE™ ADVANTAGE



The average **COST OF LABOR** accounts for **FIFTY PERCENT** of business expenses.

That is why leading organizations use an automated solution to collect and manage employee time and attendance for **improved payroll accuracy**, **cost control** and **compliance**.

Attendance Enterprise for Microsoft® SQL Server collects real-time information about your employees, instantly transforming that data into useful reports, summaries, and graphical displays. Knowing exactly when employees work, and what they will be paid, helps managers schedule and manage employees efficiently.

With Attendance Enterprise, you gain the power, flexibility, and scalability to manage diverse pay rules, large numbers of employees, and complex multi-location operations.

## Make Data Work for You

Don't just gather employee attendance information—make it work for you. Attendance Enterprise:

- Tracks hours or pay by department, cost center, jobs using up to seven different accounting levels
- Automates employee leave requests and the review process
- Provides frontline managers with information they need to budget employee time
- Allows quick comparisons of labor, department, work group activities
- Assists in compliance with labor laws (FLSA, FMLA, unions)
- Prevents unauthorized access to sensitive employee data
- Integrates with virtually any standard payroll software or service



## Collect Punches with a Variety of Equipment

Attendance Enterprise supports several ways to collect In/Out punches, transfers, and other employee attendance information. Employees can punch by:

- A badge swipe
- The proximity of a key fob or badge
- Entering a Personal Identification Number (PIN)
- Biometric input using finger or hand geometry
- A web browser, telephone, or web kiosk

	In	Out	In	Out	Hours	Schedule	Exceptions
11/14/05					8.00	Vacation	
11/15/05					8.00	Vacation	
11/16/05	8:00	10:25			8.25	8:15/16:45	Tardy, Left Late*
11/16/05					1.00	Dvertime 1	
11/16/05					1.00	Fixed Tardy	
11/17/05	7:20				0.00	8:15/16:45	An. Early*
11/18/05							
11/19/05							

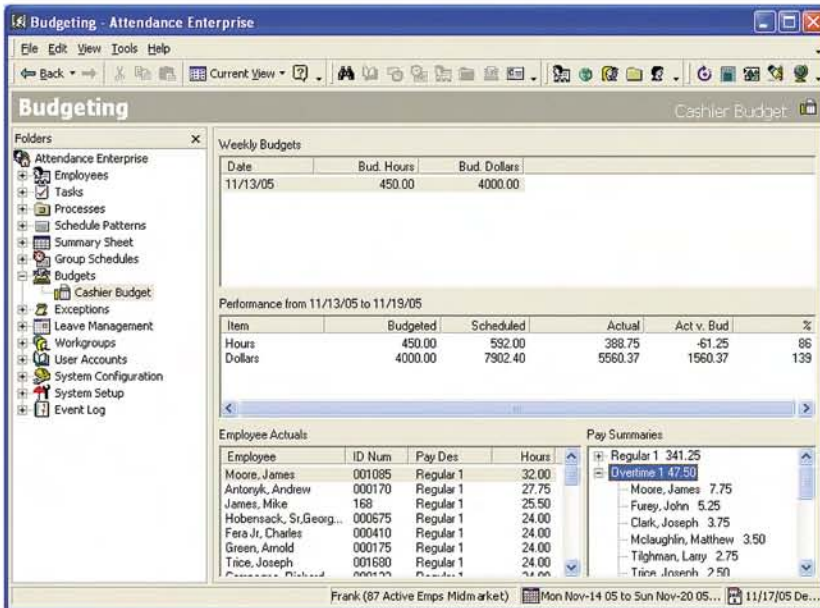
Totals for 11/16/05				Period Totals					
PO	LOC-DEPT-SFT	Hours	Rate	Dollars	PO	LOC-DEPT-SFT	Hours	Rate	Dollars
RIG1	L1-ADMIN-S1	8.00	4.5000	36.0000	RIG1	L1-ADMIN-S1	8.00	4.5000	36.0000
OV1	L1-ADMIN-S1	1.25	6.7500	8.4400	OV1	L1-ADMIN-S1	2.25	6.7500	15.1900
OV1	L1-ADMIN-S1	1.00	6.7500	6.7500	VAC	L1-ADMIN-S1	16.00	4.5000	72.0000

Employee time cards display employee schedules, In/Out times, totals, and performance points in an easy-to-read format

## Manage Your Work Rules

Attendance Enterprise can apply different rules to different groups of employees.

- Easily track your policy for paid breaks and lunches
- Prevent duplicate punches to improve accuracy
- Instantly apply your company's overtime policies
- Calculate accrual of paid time off benefits
- Automatically calculate complex premium pay and shift differentials
- Apply attendance-based merit or demerit points according to company policy
- Close payroll in a timely manner

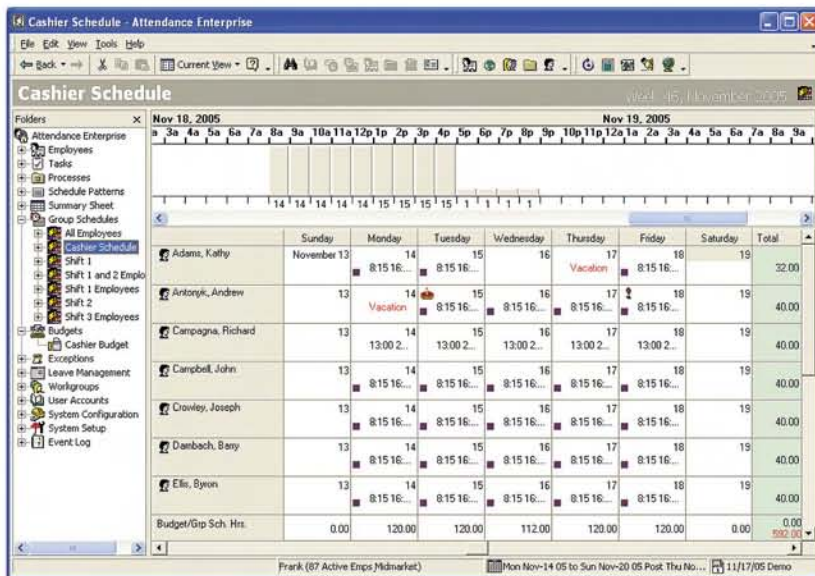


Labor budgeting allows supervisors to track hours and dollars budgeted, scheduled, and used in Attendance Enterprise

## Automate Scheduling

Attendance Enterprise helps reinforce your work rules.

- Easily apply group or single-employee work schedules
- Control costs with schedule budgets
- Forward existing schedules automatically



Review all employee schedules in calendar view to assure appropriate labor coverage

## Access Information Online

Attendance Enterprise offers access to data from any web browser.

- Employee Self Service lets employees punch, request days off, transfer, review schedules, and approve timesheets all online
- Manager Self Service offers features of Attendance Enterprise using a browser
- Multi-level security protects employee wage and personal information

Mid-Atlantic Time Systems, Inc.  
5810 Mooretown Road  
Suite E  
Williamsburg, VA 23188  
1-877-228-0983  
www.midatlantictime.com  
sales@midatlantictime.com

**INFOTRONICS**

Employee Attendance Systems

23206 Commerce Drive • Farmington Hills, MI 48335  
(800) 423-0418 • www.infotronics.com

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Solution Provider

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