

Time Entry

ADI Time Version 10 provides a timecard that is easy to read and edit. Employees may use ADI Time Version 10 to punch in/out or record the number of hours worked each day.

- Employees can enter time right from their desktops or through a central employee kiosk.
- The time punches are based on your server time to ensure accuracy.
- Employees may charge time worked to departments into which they transfer, or to job orders to capture labor distribution.

Easy access to employee information

- ADI Time Version 10 can be configured to allow employees view-only access to their web timecard so that they can see their hours for the pay period.
- Employees can review, and optionally approve, their timecards for current and prior pay periods.
- Employees can see the current balance of their attendance points and their accrual balances on their timecard, instead of requesting this information from HR and Payroll.
- Messages can be displayed when an employee logs on to ADI Time Version 10 ensuring that they receive important messages as soon as possible.

Timecard review, edit, and approval

Supervisors use ADI Time Version 10 to review, edit, and approve employee timecards.

- Employee time information can be viewed and edited through the web browser. No desktop software is installed, which reduces total cost of ownership.
- Configurable Workflow Notifications proactively notifies Supervisors via e-mail of areas that need their attention.
- The home page Information Center notifies Supervisors of employees with selected attendance exceptions, pending time off requests and time cards requiring approval.
- Electronic In/Out Board displays the employee's next scheduled in time as well as their current status of in or out.
- Supervisors can limit their timecard review to those needing their attention by performing a quick search by exception code.
- Supervisors can list employees by timecard approval status. All timecard information is presented on one screen for efficient review/approval.
- The employee's attendance points balance and accrual balance are conveniently located on the timecard.
- Customize the time card view to prominently display the sections of importance to you.

Human Resources

Supervisors can view employee HR information. Employees may also be permitted to view their own HR records.

- Supervisors and employees can look up the information they need, instead of inquiring with the HR department.
- Display an employee's picture for added security.
- When hiring is done remotely, a supervisor may add the profile information for a new employee.
- Supervisors can update employee HR information if permitted by their security authorization.

Reporting

ADI Time Version 10 provides a powerful combination

Scheduling

Supervisors may view and update employee schedules using ADI Time Version 10. The departmental scheduling page provides an easy way to schedule all employees within a department simultaneously.

- Create Master Schedule templates and assign them to employees. Once the template is assigned, the employee's weekly schedule is created automatically.
- Easily exchange schedules between employees.
- Copy the employee's schedule from a prior week and then edit as necessary.
- Days scheduled as time off are highlighted on the schedule.
- Employees can view their schedule for the pay period, reducing the need for printed schedules.

Schedule Budgets

Schedule budgets may be established for your organization's departments. Once created, the budget provides a guideline for creation of weekly schedules.

- Variance between the budget and the schedule is visible on-screen for easy reference.
- See the results of real-time calculation of the variance as the schedule is edited.
- Easily locate departments with variances.
- Define the budget in terms of either the number of Hours or Employees to be scheduled.
- Budgets from the prior week and the corresponding week in the prior year are displayed for reference.
- Compare actual hours worked with the budget.

Paperless Leave Requests

ADI Time Version 10 can be configured to allow your employee's to submit leave requests. The system will verify eligibility and availability, and send e-mail notification for employee requests and supervisor approvals. Requests are stored in a queue for supervisors to approve or deny. The requests are represented in an easy-to-read, color-coded calendar graphic, which represents intended, pending, and approved requests for both employees and supervisors.

- Eliminate paper forms while streamlining your leave request and approval process.
- Supervisors can view employees' accrual balances while reviewing requests for time off.
- Supervisor can view requests for time off by other employees within the same department, when determining if an employee's leave request should be approved.
- Employees can find out the status of their leave request without burdening their supervisor with inquiries.
- Approved leave time is automatically recorded on the employee's timecard.

Integration

ADI Time Version 10 can integrate with human resources, financial management and payroll software packages.

- Standard interfaces to virtually any payroll package transfer employee pay data eliminating manual key entry and costly errors.
- Eliminate double entry by importing Employees, Accrual Balances and other HR information to ADI Time Version 10.
- Employee punches, time and job information can easily be exported.

of standard reports and built in ad hoc reporting. These reports are designed to improve accuracy, which saves you time and money. Easy-to-view reporting provides critical employee payroll, scheduling, and historical trend information, which guarantees increased productivity and profits.

- Supervisors may run their own reports for the employees they supervise.
- Reports can be customized to define specific employee grouping or to add and remove fields.
- Reports can be previewed on the screen, printed, exported to a .PDF or MS Excel file, or emailed.

Additional Features

- Easily change the appearance of ADI Time Version 10 to match your other enterprise application software. Select from one of our pre-configured style sheets or create your own.
- Display your organization's logo.
- Comprehensive, context-sensitive Help enables employees and supervisors to become proficient quickly, with minimal training.
- Complete Audit Trails maintain a detailed record of all entries, changes, additions and deletions.