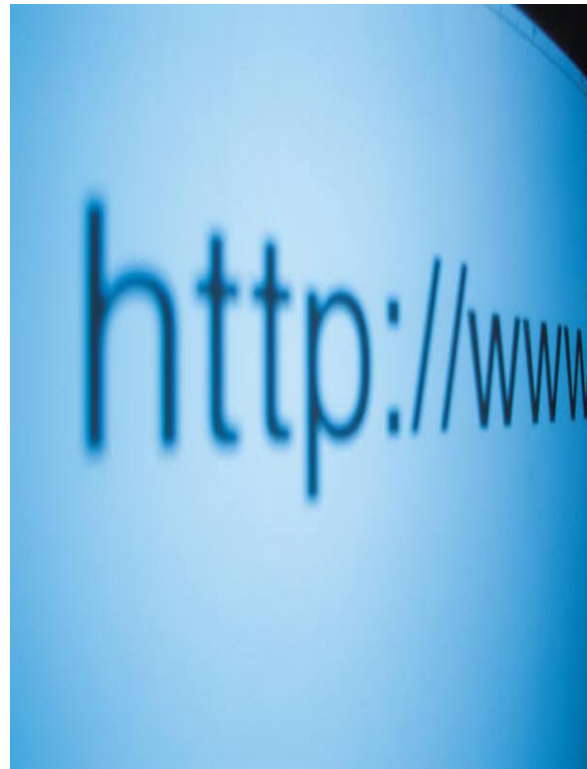


ADI TIME

ADI Web 4

Employees and supervisors can use ADI Web to record, view, and edit time information and more through the Internet or your corporate Intranet.



Features	Benefits
<p>ADI Mobile</p> <p>Enter a time punch or department/position transfer, and utilize user-defined time fields from a WAP-enabled device.</p>	<ul style="list-style-type: none"> ✓ Convenience. Employees on the road can enter their time without a computer.
<p>Time and Attendance</p> <ul style="list-style-type: none"> ▪ Flexible methods of time entry per employee. ▪ Employees can click a Punch button or type the number of hours worked. They can also transfer to other departments or charge their time to job orders. ▪ Supervisors review, edit, and approve employee timecards. ▪ Supervisors can search for timecards with selected attendance exceptions, such as late arrivals and absences. ▪ Supervisors can list employees by timecard approval status on one screen. ▪ Employees can view their remaining vacation balances and attendance points on the timecard. 	<ul style="list-style-type: none"> ✓ Accurate time collection. Reduction in total cost of ownership, time clocks not required. ✓ Flexibility. You can select different time entry methods for different employees. ✓ Simple and efficient review, edit, and sign-off process with a paperless system. ✓ Increase productivity by limiting supervisors' daily review to the timecards that need their attention. ✓ Efficient review and approval process. ✓ Self-sufficiency. Employees do not have to request this information from HR and Payroll.
<p>Paperless Leave Requests</p> <ul style="list-style-type: none"> ▪ Requests for time off can be submitted and then approved/denied electronically. ▪ Supervisors can view time off requests for employees within a selected hierarchy level (e.g. department) to determine whether a request should be approved or denied. ▪ Employees are notified of the decision via email. 	<ul style="list-style-type: none"> ✓ Eliminate paper forms while streamlining your leave request and approval process. ✓ Managers can make informed decisions quickly. ✓ Supervisors will not be burdened with leave request status inquiries.

Features	Benefits
<p>Scheduling</p> <ul style="list-style-type: none"> ▪ Develop schedules to plan your workforce requirements, and then measure actual hours worked against the plan. ▪ Project overtime based on time worked and remaining time scheduled for the week. ▪ Create a global schedule for all employees within a selected level of your organization simultaneously. 	<ul style="list-style-type: none"> ✓ Improve efficiencies in scheduling of staff. Aids in decision-making. ✓ Reduce overhead costs. ✓ Save time.
<p>Schedule Budgets</p> <ul style="list-style-type: none"> ▪ Schedule budgets may be established for your departments. ▪ Schedule budget variances are updated real-time as the schedule is edited. Variances can be viewed on-screen or in reports. 	<ul style="list-style-type: none"> ✓ Allows managers to schedule employees within budget limits. ✓ Easily locate departments with variances.
<p>Human Resources</p> <ul style="list-style-type: none"> ▪ ADI Time can serve as your Human Resources Information System by keeping track of employee profile information such as SSN, address, date of hire, and emergency contacts. ▪ Supervisors can update employee profile information from your main location or a remote site; employees can view their information from anywhere. ▪ User-defined employee profile fields available. 	<ul style="list-style-type: none"> ✓ Streamline systems by using ADI Time to process both Time and Attendance and Human Resources information. ✓ Convenience. ✓ Track additional information.
<p>Reporting</p> <ul style="list-style-type: none"> ▪ Easy-to-use reporting provides critical employee payroll, scheduling, and historical trend information. Filter the report data by specifying a date range and/or a group of employees. 	<ul style="list-style-type: none"> ✓ Increase productivity and profits by having timely and accurate information at your fingertips.
<p>Messaging</p> <ul style="list-style-type: none"> ▪ Display messages when employees log on to ADI Web. 	<ul style="list-style-type: none"> ✓ Saves time and ensures that employees receive important messages as soon as possible.
<p>Single log in</p> <ul style="list-style-type: none"> ▪ Active Directory support allows a user to be automatically logged on to ADI Time once they have logged on to the network. 	<ul style="list-style-type: none"> ✓ Users only have to remember one user ID and password.