CelériTime

Managing your labor resources is crucial to ensuring the future success of your business. CeleriTime provides the tools and real-time labor data necessary to pro-actively manage your workforce. This allows you to better manage your labor cost and improve productivity. CeleriTime provides timely data necessary to make the right choices for your business.

Efficiency

- Eliminate manual processing of time cards
- Improve accuracy by eliminating human error
- Stop overpayments and unauthorized overtime
- Guarantee uniform application of pay policies
- Manage by Exception—Focus only on timesheets with errors
- Real-time data allows pro-active management of your workforce
- Managers can focus on managing, not timecard handling
- Quickly and easily locate data for wage and hours claims or other legal inquires

Features

- Collect labor data (who, what, where, and when)
- Consistently apply complex pay polices
- Track attendance issues (absent, late in, early out, long meal,…)
- Track accruals (provide up to date balances)
- Operations Center—Complete all supervisory task in one place
- Complete labor and attendance reports (current and historical data)

Innovation

Time and Attendance at the Speed of Light.
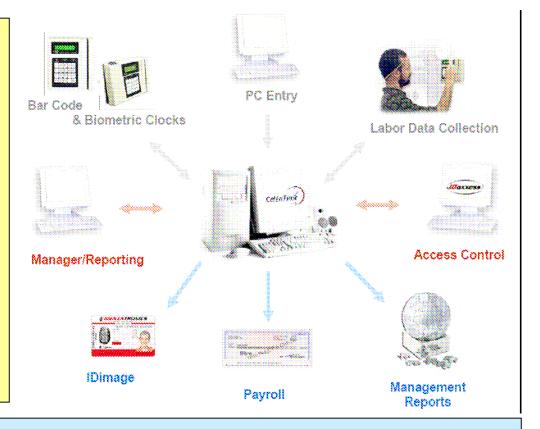
How is this possible?

CeleriTime was designed and built upon two core concepts:

On-line Archiving

Data is moved to an on-line archive once it is no longer needed for calculations. This allows reports to have immediate access to both current and historical data.

Intelligent Totalizing

Only the data affected by a punch, paycode edit, or schedule edit is re-totalized.

Bar Code & Biometric Clocks

PC Entry

Labor Data Collection

Manager/Reporting

Access Control

IDimage

Payroll

Management Reports

Scalability

CeleriTime scales from a Single PC Solution to a Multi-Server N-Tier Solution. Whether you have 10, 100, 1,000, or 10,000 employees there is a CeleriTime solution perfect for your business. As your business grows so can CeleriTime.

Security

All CeleriTime modules require a login and password. All data changes in CeleriTime are written to an audit log (who, what, when). CeleriTime provides two types of application security:

<u>User Profiles</u> – which portions of the application a user may access;

<u>Employee Groups</u> – which employees a supervisor / manager may edit / report.
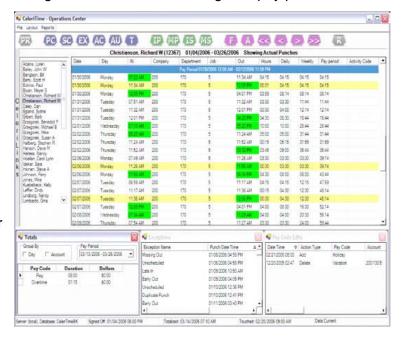

Modular

CeleriTime was created with a modular design, where each module focuses on a set of related tasks. Users can be granted access to the modules necessary to perform their management / supervisory duties. For a typical CeleriTime installation many users need access to the Operations Center for timesheet editing and reporting, while only a few users need access to the Configuration Center for creating new pay policies.

Features

- Unlimited Pay Codes
- Ten Labor Levels
- Unlimited Employee Groups
- Unlimited Sign Off Levels
- Unlimited Overtime Rules
- Unlimited Premium Rules
- Holiday Rules
- Weekly, Bi-Weekly and User Defined
- Pay Periods
- Accrual Codes (Track Usage and Balance)
- Expanded Wages (by Pay Policy or Employee)
- User Configurable Pay Policies
- User Configurable Pay Matrix
- Wage Modifiers (Add, Multiply or Both)

Operations Center

All day-to-day activities are available in one place.

> Edit Timesheets
> View Totals
> Timesheet Sign-off
> Reports

CeleriLinks provide quick access for recurring tasks.

Reporting

Historical and Current Data
- o Zoom
- o Text Search
- o Query Builder

Save Selections:
- o Date Range
- o Employees
- o Accounts
- o Sort Order

Export To:
- o PDF (Adobe Acrobat)
- o Excel
- o Word
- o RTF (Rich Text Format)

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