



Managing your labor resources is crucial to ensuring the future success of your business. CelériTime 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. CelériTime 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 inquiries

### Features

- Collect labor data (who, what, where, and when)
- Consistently apply complex pay policies
- 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?

CelériTime 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.



### Scalability

CelériTime 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 CelériTime solution perfect for your business. As your business grows so can CelériTime.

## 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:

User Profiles – which portions of the application a user may access;

Employee Groups – 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)

Employee	Date	Day	In	Out	Hours	Daily	Weekly	Pay Period	Activity Code		
Adams, Loren	01/30/2006	Monday	07:30 AM	2:00 PM	170	\$	11:34 AM	04:15	04:15	04:15	
Bangson, Bill	01/30/2006	Monday	11:34 AM	2:00 PM	170	\$	12:31 PM	04:15	04:15	04:15	
Berry, Scott H	01/30/2006	Monday	11:34 AM	2:00 PM	170	\$	12:31 PM	04:15	04:15	04:15	
Brown, Paul	01/30/2006	Monday	11:34 AM	2:00 PM	170	\$	12:31 PM	04:15	04:15	04:15	
Byan, Mye S	01/30/2006	Monday	07:30 AM	2:00 PM	170	\$	04:01 PM	03:59	04:14	04:14	
Christianson, Richard W	01/30/2006	Monday	07:30 AM	2:00 PM	170	\$	11:32 AM	03:30	03:30	11:04	11:04
Day, Dan	01/30/2006	Tuesday	11:32 AM	2:00 PM	170	\$	12:31 PM	04:00	04:00	12:14	12:14
Edlund, Sybil	01/31/2006	Tuesday	12:01 PM	2:00 PM	170	\$	04:01 PM	04:30	04:30	16:44	16:44
Gregorek, Benedict F	02/01/2006	Wednesday	07:30 AM	2:00 PM	170	\$	07:30 AM	10:00	10:00	29:44	29:44
Gregorek, Michael B	02/01/2006	Wednesday	07:30 AM	2:00 PM	170	\$	07:30 AM	10:00	10:00	31:44	31:44
Gregorek, Mike	02/02/2006	Thursday	11:52 AM	2:00 PM	170	\$	11:52 AM	05:00	05:00	31:44	31:44
Halberg, Stephen R	02/02/2006	Thursday	11:24 AM	2:00 PM	170	\$	11:52 AM	05:15	05:15	31:59	31:59
Hansen, Dave M	02/02/2006	Thursday	11:52 AM	2:00 PM	170	\$	11:52 AM	03:45	03:45	35:44	35:44
Haines, Nancy	02/02/2006	Monday	07:49 AM	2:00 PM	170	\$	11:28 AM	03:30	03:30	03:30	39:14
Hollen, Carl Lynn	02/02/2006	Monday	11:28 AM	2:00 PM	170	\$	11:28 AM	03:30	03:30	39:14	39:14
Isner, Steve A	02/02/2006	Monday	07:30 AM	2:00 PM	170	\$	07:30 AM	04:30	04:30	08:00	43:44
Johnson, Perry	02/07/2006	Tuesday	06:59 AM	2:00 PM	170	\$	11:11 AM	04:15	04:15	12:15	47:59
Jones, Mike	02/07/2006	Tuesday	11:17 AM	2:00 PM	170	\$	11:36 AM	05:15	04:30	12:30	48:14
Leifer, Cindy	02/07/2006	Tuesday	11:36 AM	2:00 PM	170	\$	12:30 PM	04:30	04:30	12:30	48:14
Lundborg, Nancy	02/07/2006	Tuesday	07:30 AM	2:00 PM	170	\$	04:01 PM	04:00	04:00	16:30	52:14
Lombardi, Gina	02/08/2006	Wednesday	07:30 AM	2:00 PM	170	\$	07:30 AM	04:00	04:00	20:30	56:14
	02/09/2006	Thursday	07:54 AM	2:00 PM	170	\$	11:27 AM	03:30	03:30	24:00	58:44

## 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.

Name	Date	In	Out	Hours	Pay
Adams, Loren	01/30/2006	07:30 AM	2:00 PM	170	\$
Bangson, Bill	01/30/2006	11:34 AM	2:00 PM	170	\$
Berry, Scott H	01/30/2006	11:34 AM	2:00 PM	170	\$
Brown, Paul	01/30/2006	11:34 AM	2:00 PM	170	\$
Byan, Mye S	01/30/2006	07:30 AM	2:00 PM	170	\$
Christianson, Richard W	01/30/2006	07:30 AM	2:00 PM	170	\$
Day, Dan	01/30/2006	11:32 AM	2:00 PM	170	\$
Edlund, Sybil	01/31/2006	12:01 PM	2:00 PM	170	\$
Gregorek, Benedict F	02/01/2006	07:30 AM	2:00 PM	170	\$
Gregorek, Michael B	02/01/2006	07:30 AM	2:00 PM	170	\$
Gregorek, Mike	02/02/2006	11:52 AM	2:00 PM	170	\$
Halberg, Stephen R	02/02/2006	11:24 AM	2:00 PM	170	\$
Hansen, Dave M	02/02/2006	11:52 AM	2:00 PM	170	\$
Haines, Nancy	02/02/2006	07:49 AM	2:00 PM	170	\$
Hollen, Carl Lynn	02/02/2006	11:28 AM	2:00 PM	170	\$
Isner, Steve A	02/02/2006	07:30 AM	2:00 PM	170	\$
Johnson, Perry	02/07/2006	06:59 AM	2:00 PM	170	\$
Jones, Mike	02/07/2006	11:17 AM	2:00 PM	170	\$
Leifer, Cindy	02/07/2006	11:36 AM	2:00 PM	170	\$
Lundborg, Nancy	02/07/2006	07:30 AM	2:00 PM	170	\$
Lombardi, Gina	02/08/2006	07:30 AM	2:00 PM	170	\$
	02/09/2006	07:54 AM	2:00 PM	170	\$

## Reporting

Historical and Current Data

- Zoom
- Text Search
- Query Builder

Save Selections:

- Date Range
- Employees
- Accounts
- Sort Order

Export To:

- PDF (Adobe Acrobat)
- Excel
- Word
- RTF (Rich Text Format)

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