



**KABA**<sup>®</sup>

# AutoTime 6 Workforce Management

The premier solution for engineering, manufacturing and maintenance operations

# AutoTime Provides Companies with Significant Benefits

AutoTime facilitates the collection and processing of direct and indirect labor costs. This accurate and efficient collection of labor data allows management to determine the true cost of labor and effectively make informed decisions about its customer commitments. Only companies that know their true costs can compete in today's marketplace.

AutoTime provides supervisors with the ability to monitor their employees closely and efficiently. With AutoTime, supervisors can manage attendance and labor activities. This real-time visibility not only saves money through more efficient mon-

itoring and administration, but also allows supervisors to anticipate and eliminate production bottlenecks.

AutoTime calculates the hours and costs of payroll in environments with complex business rules, including incentive pay policies.

AutoTime is extremely configurable and is effectivity date-driven. When policies change, the software does not have to be rewritten to accommodate these changes.

AutoTime immediately provides the enterprise accurate labor data. This accuracy saves money by reducing the num-

ber of corrections. AutoTime's comprehensive audit tracking shows the history behind corrections, if any corrections are needed. The combination of accuracy and audit tracking is imperative in today's highly regulated environments. Tremendous savings can be achieved from the correct allocation and tracking of labor.

AutoTime utilizes the latest technologies while conforming to industry standards. From its component-based design, to its scalable, browser-based deployment, AutoTime is a non-proprietary system that integrates well into your corporate enterprise.



In the mid 1980s, Kaba partnered with several world-class companies to design, develop, and deploy a state-of-the-art time and labor management system. Out of this collaboration, AutoTime was born. The operations of these companies consisted of complex work rules, multiple labor collection scenarios, and detailed costing and reporting requirements. AutoTime fulfilled their needs and has evolved since then to meet the needs and requirements of more than 250 companies worldwide. AutoTime is currently in its sixth generation, and will continue to meet the needs of the market through continuous improvement and customer feedback. AutoTime customers range in size from a single location with 150 employees to customers with over 50 locations worldwide serving 20,000 employees. Companies select AutoTime for its unique ability to simplify the collection of complex labor and costing data. With AutoTime, companies have been able to streamline their labor collection, save time and money, and most importantly, ensure the proper capture of real-time labor and attendance information for payroll processing.

# AutoTime Users

There are several types of AutoTime users.

- Employees use it to record time and labor.
- Supervisors use it as a real-time tool to monitor attendance and labor activity.
- Finance and manufacturing use it to set up and monitor labor distribution and costs.
- Payroll uses it to calculate pay.
- Management uses it as a decision support system.

## Employee Self Service

Employees not only enter their time into the system, but they also use it to review, request, and confirm the status of their vacation, personal, illness, and other time banks.

## Supervisor Review

AutoTime's Supervisor Review Screens, or "Supervisor Dashboard", gives supervisors the ability to quickly and efficiently review their employees and make good business decisions. All of the screens in the Supervisor Dashboard were designed around the principles of exception-based management. Not only does the Current Situation screen show the current status of all employees, but it also highlights exceptions and moves these employees to the top of the screen. The Exceptions screen shows a history of unusual or non-standard attendance. The Time Card Review screen quickly identifies the employees whose total work hours did not match their schedule.

Other helpful supervisory tools were also incorporated into the Supervisor Dashboard. Supervisors can review time off requests, future schedule coverage, attendance history, and all labor against a charge item.

## Management Review

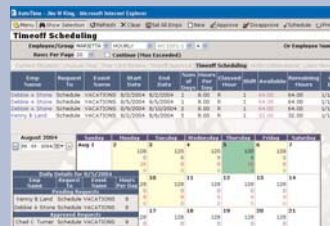
Operations and Financial Management use AutoTime reports to set up and monitor the labor distribution, costing methods, and efficiencies of their departments. AutoTime can pass labor to business system as hours and/or monetary amounts. The cost distribution can be based on standard cost, actual cost, average cost formulas, or variations thereof to properly calculate the appropriate distribution method.



Employee reviews available balances



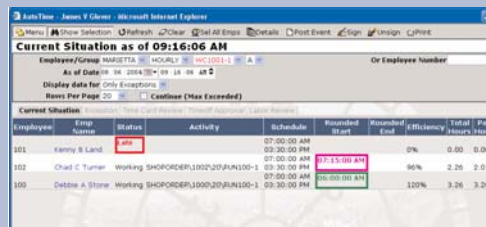
Employee submits time off request



Supervisor reviews the request and approves or declines online



Employee receives confirmation message



# Time Collection Devices

AutoTime collects time, attendance, and labor information through a variety of input methods. These input methods include:

- Character based and Touch Screen Time Clocks and Terminals
- Web clients on internet or intranet browsers
- Real time web clocks
- Telephone

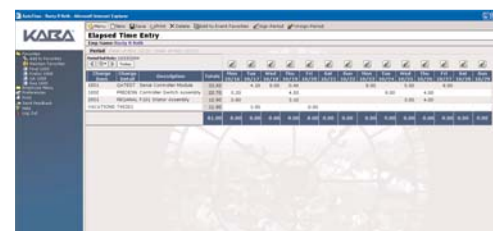
AutoTime's graphical data collection interface offers a user-friendly means of collecting time and labor data. It was designed to

take advantage of Kaba's family of non-proprietary, touch screen terminals as well as other devices. All of these devices can utilize bar code, magnetic stripe, and/or proximity readers.

# Web Entry Devices

The AutoTime web client takes advantage of technologies such as Java and HTML, offering the user a highly configurable solution. Whether you are working at your desk, at a customer's site, or in a hotel room, AutoTime is always accessible.

AutoTime makes time entry intuitive and familiar. Within minutes, end users are fully functional entering time via the AutoTime system. Based on user requirements, the AutoTime system is configured to mimic the customers' existing systems. The words and phrases displayed by the system, as well as the charge items, are all set up to mirror the environment familiar to the users.



# AutoTime Features & Functionality



## Time and Attendance

- Real - time validation of clocking events
- Simple inputs from data collection terminals
- Employee messaging
- Access control management by employee or terminal
- Support for complex work schedules
- Customer-defined attendance events
- Attendance point tracking
- Web-based electronic time sheet to record elapsed time or exceptions to automatically posted time
- Automatically checks for time card mistakes
- Tracks multiple time-off bank balances and automates request process
- Control of overtime offering and equalization
- Supervisor Dashboard optimizes supervisor review process
- Complete audit trail of all transactions
- On-line help documents and demonstrations

## Labor Tracking Features

- Real time validation of labor events supports charge filtration
- Tracks direct and indirect labor charges
- Direct labor can be charged to a wide range of cost drivers
- Indirect labor can be charged to account numbers or cost centers
- Customer-defined charge details can capture operation steps, activities, tasks, etc.
- Tracks simultaneous charges through batch or multiple job processing
- Facilitates group labor reporting
- Easy management of employee assignments to another pay class, department, schedule group, etc.
- Supervisor dashboard optimizes labor review process
- Ability to monitor current activities
- Individual employee or group review enforces exception based management
- Easy overtime authorization and review
- Delegation of supervisory authority

## Labor Costing Features

- Application of different calculations to a single transaction can generate unique cost allocations for financial, or payroll outputs
- User-defined calculations utilize definable variables to generate the desired results
- Retroactive calculations can be defined to facilitate retroactive payments
- Distinct time periods can be assigned to accumulation variables used in the calculations
- User-defined labor components can add detail to the output and be used in subsequent AutoTime calculations
- Accumulation of hours, monetary amounts, and rates facilitates the distribution of charges across multiple charge components (e.g. Equalizing indirect labor or uncompensated overtime across all employee charges for a specific time period)
- Calculations can control charges to overhead accounts not charged directly, such as shift premiums, overtime premiums, or other employee entitlements
- Control mechanism defines when calculations are to be executed, such as day completed, week completed, supervisor approved, payroll locked, etc.
- Productivity, utilization, efficiency, and variance calculations are all supported within AutoTime's Labor Costing

Business today mandates that systems support multiple languages. AutoTime offers the tools to configure support for almost any language. Spanish, German, and French are just a few examples.

# Other Integrated Solutions

**Integration with class leading demand-scheduling system** - AutoTime is fully integrated with a scheduling system that provides the following capabilities:

- Translate demand for workers into a shift schedule in a demand-driven 24X7 working environment
  - Based on multiple, often competing criteria
  - Automated generation of base schedules
- Generate and equalize overtime
- Incorporate work rules, constraints
- Ensure that, based on demand for employees with certain skills, permissions and preferences and jobs that need to be filled, staffing will be aligned with production requirements

**FMLA Management Software integration** - AutoTime is tightly integrated with a system, that enables FMLA, state leave, company leave, and even the most complex absence control policies to work together in harmony. All of the rules and workflow are performed automatically. Managers are alerted when responses are due or action needs to be taken. The required documents are generated and e-mailed to employees and supervisors. **Interactive Voice Response System** - AutoTime supports a bi-directional integration with an IVR system. The combined systems allow a telephone user interface that enables absence reporting, time and labor clocking, and accrual balance inquiry. All transactions are immediately available in the AutoTime system. For example, an employee who is having difficulties with

their car may phone in and provide a notice that they are going to be late, with an expected arrival time of 9:00 a.m., with the reason being transportation problem. This data is then immediately displayed in the supervisor dashboard.

**Access Control** - Since September 11, 2001, plant security and access control has come to the forefront. AutoTime meets those requirements through a partnership with an access control system. Employee master data is shared between the two systems, and all access activities are automatically available within AutoTime. As an example of a typical use, employee security clockings are displayed on the employee time card as "In" and "Out" times.



# Comprehensive Reporting

## Standard Reports

- Standard reports cover a wide variety of user functions
- Application security controls which reports are available to users
- Supervisory responsibility controls which employees are seen on each report

## Ad Hoc Reports

- Easy to use Ad Hoc Tool allows users to create their own reports
- Application security and supervisory responsibility are enforced
- Reports can be shared, downloaded, or e-mailed

## Customer Reports

- Open data structure in Oracle or SQL Server makes report writing easy
- Any database query tool or report writer could be used
- Application security controls place holders for your reports within AutoTime



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