



AutoTime 6 Time and Attendance Solution

Seven C's of a highly Effective Time and Attendance System

When the decision is made to acquire a time and attendance solution it is because a company needs improved visibility for its most efficient and expensive resource - people. Finding the right Time and Attendance solution can mean the difference between simply automating data collection, and significantly lowering costs, improving efficiency, and increasing productivity. Kaba Workforce Solutions' AutoTime is designed to accomplish the latter. Companies worldwide rely on AutoTime

to improve the speed and accuracy of data collection, keep better track of employee productivity, automatically enforce schedules, build in union rules and regulations, and do away with payroll errors. And, of equal importance, these companies can seamlessly integrate AutoTime with their existing payroll systems. AutoTime's Seven C's are the key benefits to a system that is designed to meet any company's unique time and attendance needs:

Collect - Ensuring faster, more accurate time and attendance data collection by taking advantage of the latest technologies.

Classify - Classifying the hours collected into regular time, overtime, and double time in addition to managing complex schedules, enforcing attendance policies, tracking time-off balances and automating overtime offers.

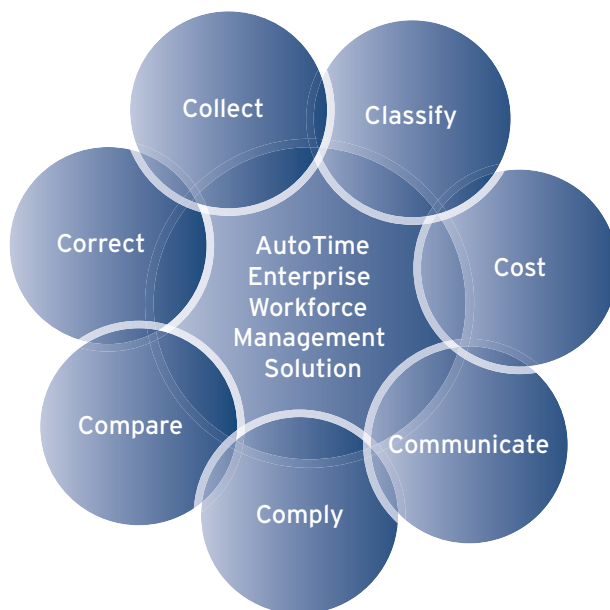
Communicate - Allowing for seamless exchange of time and attendance data with existing Human Resource and third-party software systems.

Cost - Accurately calculating gross payroll in the most complex environments.

Comply - Ensuring compliance with complex regulations like the Sarbanes-Oxley Act, FMLA - it automatically enforces pay rules many of which are dictated by complex work rules, or federal, state or local law.

Compare - Gaining real-time analytical insight into the productivity and performance of the entire enterprise.

Correct - Continuously measuring workforce productivity for constant improvements.



Key Features in AutoTime

Efficient Time Collection With Any Device

AutoTime collects time and attendance information through a variety of input methods:

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

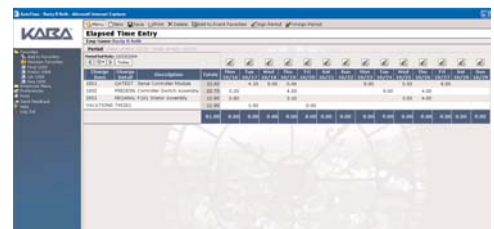
AutoTime's graphical data collection interface offers a user-friendly means of collecting time and attendance data. It was designed

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.

Easy to Use Web Entry Devices

The AutoTime web client takes advantage of technologies such as Java and HTML, offering the user a highly configurable solution. Whether working at a desk, at a customer's facility, or in a hotel room, AutoTime is always accessible. AutoTime even makes time entry intuitive and familiar—within just minutes, users are fully

functional by entering time via the AutoTime system. Based on custom user requirements, the system is uniquely configured to mimic the existing systems. Even words and phrases displayed by the system, as well as the charge items, are all set up to mirror the environment already familiar to users.



Efficiency for Managers and Supervisors

Overtime Authorization, Equalization, and Announcement

Because AutoTime maintains highly detailed records about employee job assignments, time worked, and the history of proposals to work overtime (accepted and rejected), it simplifies the process of equitable overtime distribution. AutoTime presents an ordered list of employees who are eligible to work overtime. The list may be sorted-based upon equal time worked as overtime, or as equal pay received from overtime. The system may even be configured to include time offered but refused in the equalization matrix.

Attendance History

AutoTime tracks the history of an employees attendance by presenting events specified in a company's attendance policy. Companies that implement an attendance points system within AutoTime can view the points currently assessed to an employee, and compile a report to track employee performance against the attendance policy.

Time Off Planning

The administration of an employee's requests for time off is a time-consuming task for managers and supervisors and to

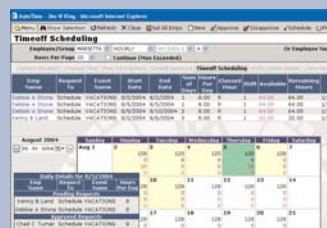
ease this burden, AutoTime offers an intuitive solution. First, the employee enters a time-off request by specifying the start and end dates, the type of time off, and the number of hours for each day. Next, the employee's manager receives email notification of the request. Finally, the manager acts on the request and AutoTime sends a message back to the employee, stating whether the request was approved or not.



Employee reviews available balances



Employee submits time off request



Supervisor reviews the request and approves or declines online



Employee receives confirmation message

Uncomplicated Comprehensive Reporting

Standard Reports

AutoTime's capability of detailed reporting provides daily empowerment for rapid decision-making.

- Absenteeism - Reports when employees have failed to conform to their planned schedule. The specific report situations are configurable by the user, such as late clock in, early departure, failure to work on a scheduled day, and failure to clock out (system-generated clock-out).
- Attendance History - Presents occurrences specified in a company's attendance policy. Commonly referred to as a "point-tracking system," this report allows managers to track employee performance against the established attendance policy.
- Accrual History - Provides a detailed display of all employee benefit accounts, such as vacation time and sick leave. Details accrued, used, scheduled, and

available amounts for each benefit type and provides a link to any special pre-existing reports developed by the company or by Kaba Workforce Solutions.

- Daily Attendance - Lists events defined in the company's attendance policy that have occurred.
- Missed Work Day After Holiday - Detects violations to vacation policies that require an employee to work on a day following a holiday in order to receive credit for that holiday.
- Overtime Summary - Provides a complete list of all overtime worked.
- Over/Under Schedule - Indicates when an employee's actual work time deviates from their schedule.
- Time Off Schedule - Lists all scheduled time off the employees have taken.
- Unsigned Time - Lists employee time entries that have not been signed (approved) by both the employee and

their assigned supervisor.

- Weekly Summary - Gives a weekly summary of transactions for a group of employees.

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.

Interface with Payroll and HR Systems

AutoTime's seamless data exchange with existing Human Resource and third-party

software systems offers interfacing features with the highest level of functionality.

Features at a Glance

- 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
- Automatic alerts highlight important events

Benefits of Deploying AutoTime

Companies who deploy AutoTime immediately begin to recognize the short and long-term benefits to their business practices. The transparency provided by AutoTime streamlines decision-making, increases accuracy in decision-making, and provides both decision makers and employees with the necessary detailed information to make the best decisions.

- Maximize time collection accuracy and minimize calculation errors
- Consistent enforcement of interpreted policies, government regulations, and union rules
- Elimination of manual calculations of complex pay rules
- Reduction of time spent to generate payroll through automated processes
- Increased supervisory control with real-time employee status visibility
- Improved supervisor communications with electronic messaging
- Automated time-off management with workflow and Employee Self Service
- Decreased time for data collection with customized menus based on employee role/status
- Fully managed workforce including external contractors

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