

TimeLegal HR Management

- *Advanced Personnel Time Clock*
- *Personnel Scheduler work & holidays*
- *Budget manager*
- *8 Rapid on, off, Clock methods*
- *Where are you GPS Map tracking*
- *Bookkeeping and Reporting*
- *Job / Project Tracker*
- *Savings the TimeLegal way*
- *The Complete HR Solution*

Advanced Time Clock

- Period time worked at a glance
- Weekly / Daily time worked displayed
- Definable clock in Rounding
- Supervisor OT authorization
- Color keyed Overtime
- Definable grace time
- Server synchronized time
- PDA and GPS login available

The screenshot shows the 'Time Tracker' application window. The title bar reads 'Time Tracker' and the menu bar includes 'File', 'Lists', 'Reports', 'Period', and 'Help'. The toolbar contains icons for 'Scheduler', 'Refresh', 'Clock In', 'Clock Out', 'Reports', and 'Exit'. A digital clock displays 'Friday 11/01/2002 08:08 PM'. Below the toolbar are two main sections: 'Off Clock' and 'Clocked in'. Each section contains a table with columns for Name, Date/Time, and time worked (DT, PT, OT). The 'Off Clock' table lists employees like Bob, Larry H., Mal, Mike, Mocha, and Muna. The 'Clocked in' table lists employees like Venice, George, Jackson, Joe, Pierce, Stu, and Terry. The status bar at the bottom indicates 'BetterOne Software 1-800-583-3786 Support / Upgrades / Sales' and the current period 'Period: 10/31/2002 - 11/07/2002'.

Off Clock					Clocked in				
Name	Date/Time Last In	DT	PT	OT	Name	Date/Time In	DT	PT	OT
Bob	11/01/02 10:50 AM	10:50	23:04	04:00	Venice	10/31/02 02:40 AM	20:08	41:28	04:00
Larry H.	11/01/02 11:05 AM	00:01	00:01	00:00	George	11/01/02 08:06 PM	00:09	00:09	00:00
Mal	11/01/02 10:50 AM	10:50	32:09	04:00	Jackson	10/31/02 11:47 AM	20:08	32:21	04:00
Mike	11/01/02 10:50 AM	10:50	32:23	04:00	Joe	10/31/02 02:40 AM	20:08	41:28	04:00
Mocha	11/01/02 10:50 AM	10:50	34:39	00:00	Pierce	11/01/02 11:04 AM	09:04	09:04	01:04
Muna	11/01/02 10:50 AM	10:50	34:49	00:00	Stu	10/31/02 02:41 AM	20:08	41:27	04:00
					Terry	11/01/02 10:58 AM	09:10	09:10	01:10

Personnel Scheduler

- Daily schedule planning
- Period planning
- Group shift assignments
- Individual shift assign.
- Rapid creation Wizard
- Vacation PTO tracking
- Supervisor changeable
- Scheduler Bar Graphs
- Unlimited tracks

The screenshot displays the 'TimeLegal™ Scheduler' software interface. The window title is 'Personal Scheduler'. The main area shows a grid for scheduling shifts from 12:00a to 11:00p over a period from 08/10 Wednesday to 08/16 Tuesday. Blue bars indicate assigned shifts: 11:45 AM - 03:44 P on 08/10, 08/11, and 08/12; 12:15 PM - 04:14 P on 08/14; and 12:15 PM - 04:14 P on 08/16. The left sidebar lists employees: Bush President, George; Swartz, Arnold; CASE, JOHN; and Laps, Bob. The bottom status bar shows 'Current period: 8/10/2005 - 8/23/2005'.

Budget Manager

- OT reached notification
- Manager clock in control
- Daily summaries
- Weekly summaries
- Period summaries
- User setup definable
- Multi Level security
- Department clock in

Print Preview

121 %

TimeLegal

Close

UnApplied time (registered without job)

Date range from 8/01/2005 to 8/26/2005

Person#	Name	Person Name	Comments
3	Jennifer A	Anderson, Jennifer	No Unapplied Time
1	George B.	Bush President, George	
		08/10/2005	07:04
		Total	07:04
10	Testc	Case, Test	Person is ir
			No Unapplied Time
5	Connie R	Rice, Condaliza	No Unapplied Time
4	Joe S	Smith, Joe	
		08/05/2005	07:59
		08/06/2005	07:59
		08/07/2005	07:59
		08/08/2005	07:59
		Total	31:56
2	Arnold S	Swartz, Arnold	No Unapplied Time
6	George W	Washington, George	No Unapplied Time

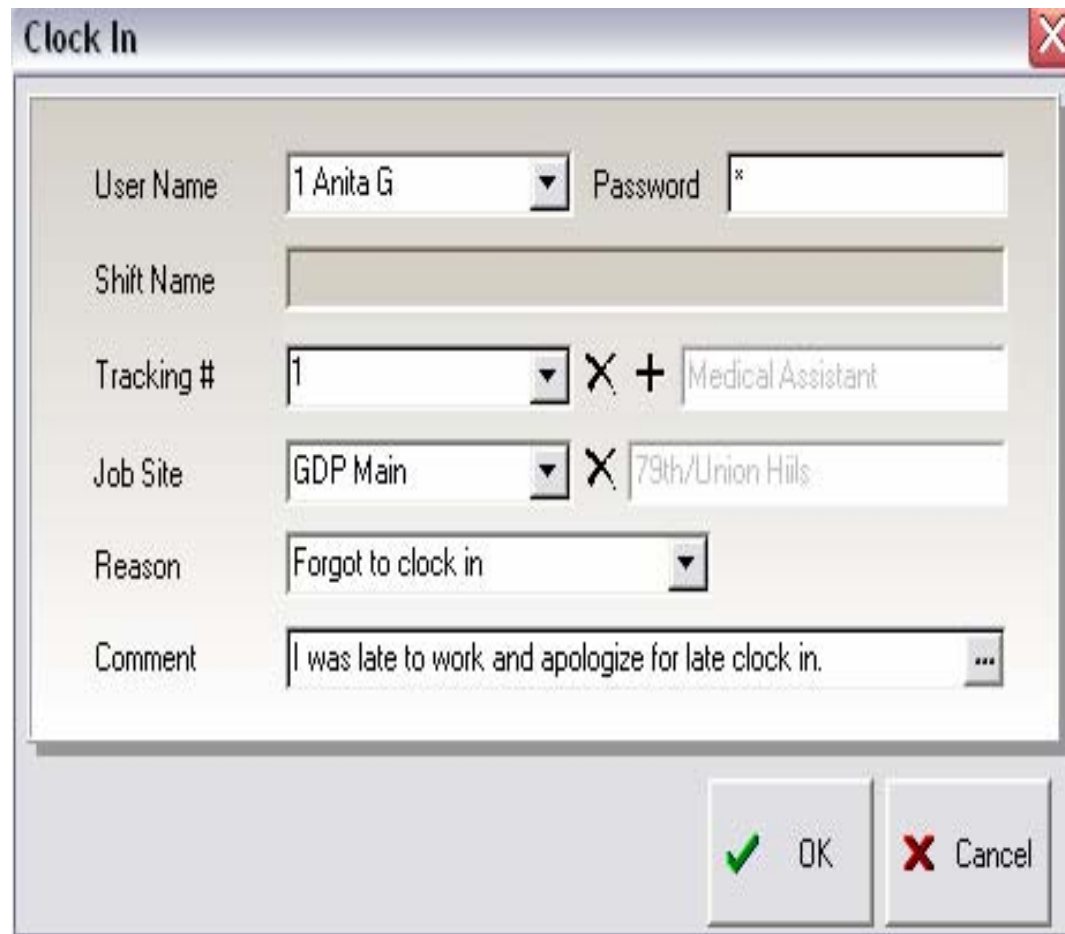
start

TimeLegal

11:58 AM

8 On/Off Clock Methods

- Keyboard F2in,F3out
- Windows Mouse
- Bio-metrics
- Scanner
- Mobile PDA
- GPS locations
- Magnetic Stripe
- Magnetic badges



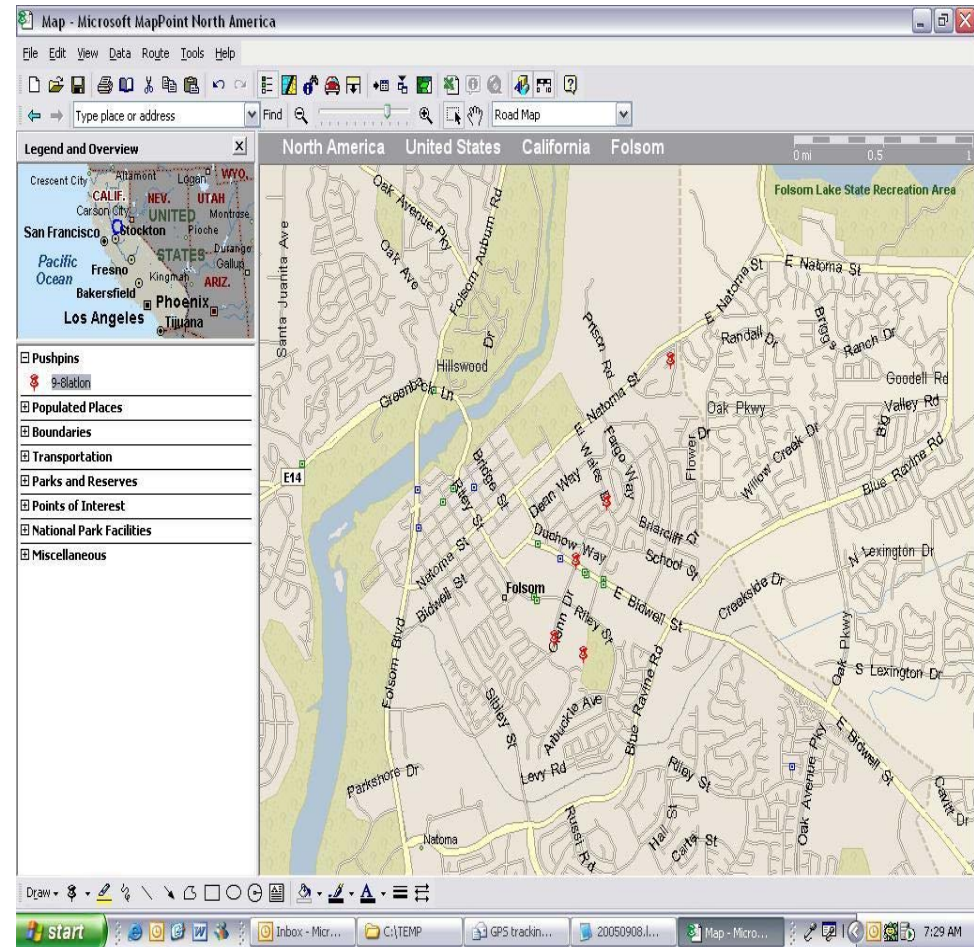
The image shows a screenshot of a software dialog box titled "Clock In". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner. The main area contains several input fields:

- User Name:** A dropdown menu showing "1 Anita G".
- Password:** A text box containing an asterisk (*).
- Shift Name:** An empty text box.
- Tracking #:** A dropdown menu showing "1", followed by a red "X" icon, a plus sign "+", and a text box containing "Medical Assistant".
- Job Site:** A dropdown menu showing "GDP Main", followed by a red "X" icon, and a text box containing "79th/Union Hills".
- Reason:** A dropdown menu showing "Forgot to clock in".
- Comment:** A text box containing "I was late to work and apologize for late clock in." with a small "..." button to its right.

At the bottom right of the dialog box, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red "X" icon.

Where are you GPS Tracking

- Proximity Clock on / out
- On screen on job display
- Cell phone tracking
- Fixed GPS transmitters
- Clock reasons & comments
- Route Map for time date
- 100% employee accountability



Reports and Reports

- 33 Canned reports
- Custom Report Writer
- Export to CSV or Excel
- Sick, Vacation, PtO time tracking
- Resume, Review, Reprimand document storing
- Unapplied time reports
- Quarter summaries
- Work/Vacation schedules
- Project/Job/Case/R.O. reports



Job / Project / Case - tracking & reporting

- Multiple login to same job at same time.
- Total time costing for all logged in.
- Unapplied time reporting.
- Reasons for clock in and out reporting.
- Comments for login and logout.
- Reports by person or job for date range
- Mobile device Reason and comments

Security + error trapping

- Conforms to disclosure laws
- Time settable backup included
- Administrator show all screen
- Personnel log on screen
- Shift on screen list
- Password protected, even backup
- Microsoft SQL engine.
- Error warnings, denial of function

Savings the TimeLegal way

- **Without Time clock.** It is estimated that the average organization without a time clock loses 10 minutes per day per employee through recording errors, accidental and deliberate. In a 10 person organization this totals 100 minutes per day
- Totaling of time cards and calculating compensation due takes an average of 10 minutes per employee, totaling another 100 minutes for 10 employees.
- Total of 600 minutes per week or 10 hours @ \$15 per hour = \$ 150 / week \$ 7,800 yearly loss.

- **With Punch Clock.** If you do have a manual punch clock, unsupervised buddy clock in is estimated to be 20 minutes per day. Correction and totaling of cards about 100 minutes.
- Total of 200 minutes per week or 3.3 hours @ 15 per hour = \$39.50 / week \$2,060 per year.

- **With The TimeLegal system.** Elimination of clock in / out recording errors, cuts period processing time to 10 minutes.
- **Savings of \$2,000 to \$ 7,700 yearly have been documented on organizations with 10 persons, or up to \$ 200 per employee per year + Benefits. How many employees do you have?**
- **Additional benefits include: verifiable, legal, time records, on time attendance improvements, reduced overtime, easier personnel review.**

TimeLegal is your Complete Solution to HR management.

TimeLegal doesn't cost, it pays you every day you use it.

- ✓ Stay on Budget, know your expenses, and plan for cost over runs with Overtime tracking.
- ✓ TimeLegal guides your personnel to an awareness of company needs and policies through login controls rewarding personnel who stay on Track.
- ✓ Reasons, Comments aid in personnel review and take the guesswork and emotion out of personnel evaluations, commendations and reprimands.
- ✓ Cost Jobs, track time worked on Repair orders, cases, even across wide area networks.
- ✓ TimeLegal takes the worry out of documentation. Store Resumes, Reprimands, Evaluations, Commendations and personal notes.
- ✓ TimeLegal backs you up providing reasons for release, and fool proof personnel time keeping.
- ✓ TimeLegal is an accounting program's best friend with over 10 export reports readable by most Payroll accounting programs.
- ✓ Flexible, easy clock on using scanners, keyboard, GPS proximity, PDAs and more.

TimeLegal pricing does vary depending on organization needs, installation requirements and length of training desired. Ask your representative for a evaluation and a written estimate and start saving tomorrow. TimeLegal ® is a registered Trademark of Better1Software © since 1991.