



# TIME & ATTENDANCE

| apex time solutions |

**ATS Time and Attendance system automates time and labor processes to meet the needs of organizations of all sizes. Our system can automate 100% of a company's complex pay rules.**

The solution integrates seamlessly with our data collection devices. Managing Time and Attendance for medium to large organizations is not a simple matter. There are geographical separation of sites, legislative constraints, multiple Provincial/State and union requirements, complex pay rate calculations, and various regional pay practices. In addition, traditional reliance on employees and supervisors to report time and attendance has resulted in many abuses such as buddy punching, clock padding, and inaccuracy of time capture. Manual time capture systems are error-prone and consolidation of data from various sources is difficult and time consuming.

ATS delivers a cost-effective time and attendance solution that manages payroll calculation, reduces costs, and ensures compliance with external and internal regulations. The impact on organizations is significant.

## **Our solutions include the following:**

### ***Pay Policies and Calculations***

Automates overtime, shifts, holidays, job rates, and premium pay policies

### ***Attendance Management***

Maintains a detailed attendance history for each employee, automatically monitoring employee attendance and notifying Supervisors when action is required

### ***Scheduling***

Schedule employees in a variety of ways to meet job and service level requirements

### ***Workforce Management***

Provides customized reports to aid decision making

### ***Labor Distribution***

Track time against departments, work orders, or other fields

### ***Accruals***

Track and calculate hours earned for vacation, lieu days, sick days, etc.

### ***Overtime Equalization***

Automates the equitable distribution of available overtime to qualified employees in accordance with configurable business rules

### ***HRIS/Payroll/ERP/General Ledger Interface***

Enables seamless integration

### ***Benefits of an ATS Time and Attendance System***

- Fewer Pay Check Corrections
- Eliminates Duplicate Data Entry
- Fewer Inquiries to the HR and Payroll Department
- Reduces time spent on payroll by Payroll Practitioners and Supervisors
- Improves accuracy of time tracking
- Reduces labor grievances and overtime expenses
- Reduces pay errors and retroactive adjustments
- Provides full audit trail of transactions

