



Midwest Time Recorder, Inc.



Attendance Enterprise™

....the answer to your time and attendance needs

Attendance Enterprise is a full-featured time and attendance system designed to automate employee time tracking and scheduling. With Attendance Enterprise, frontline decision makers within an organization can optimize the utilization of labor resources.

Attendance Enterprise can be used to:

- track and maintain attendance records
- create schedules
- identify tardy or absent employees.

Features include:

- Payroll & HR Interfaces
- Comprehensive scheduling functions
- Automated pay rule calculations
- Ad hoc reporting

Employee Self Service

You can save valuable time and resources by empowering employees to enter and review their time and attendance information online using the Employee Self Service (ESS) option in Attendance Enterprise. Employees can use ESS from their PC or from a shared kiosk. No client software is required since ESS uses browser based components.

Manager Self Service

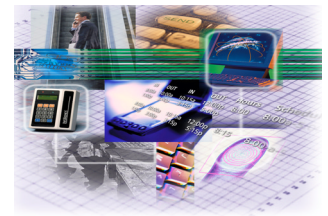
The Manager Self Service (MSS) option in Attendance Enterprise is an affordable solution that is easily and quickly implemented and cost-effective to maintain. Managers connect to MSS through the company network or via the web, so even managers working remotely can use Attendance Enterprise. No client software is required since MSS uses browser based components.

Employee Clocking Stations

A broad range of data collection methods with "mix and match" options to suite your environment include Network & Web Based Employee Kiosk, ID Card Reader, HandReader & Fingerprint Biometrics, PDA and Telephone



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A web-enabled Time & Attendance System that utilizes a multi-dimensional database on Microsoft SQL Server

Attendance Enterprise
Provides an intuitive, powerful and modern Outlook-like user interface

The web component of Attendance Enterprise shares the database with workstations to provide up-to-the-minute information.

Whether using Internet access or implementing on your company's LAN or WAN, Attendance Enterprise provides the ultimate Time & Attendance solution.

Collect data from many sources

- Conventional badge readers
- HandReader Biometrics
- Fingerprint Biometrics
- Employee Self Service
- Telephone data entry systems

Handle complex pay rules

Attendance Enterprise utilizes a transaction based parameter engine that allows you to automatically handle even the most complex pay rules.

Choose from a comprehensive feature set

- Employee file management
- Intuitive time cards
- Employee historical calendars
- Flexible employee/group scheduling
- Complete on-line archives
- Custom reports

Select from several powerful labor management tools

- Use over 40 standard reports to access and organize your labor data
- Conduct real-time analysis with ODBC and SQL tools

- Analyze labor trends using data analysis packages such as Excel, Access or Crystal Reports
- Take advantage of OLE Automation to directly connect your Attendance Enterprise labor summaries to an Excel spreadsheet

Take Advantage of tight integration with Microsoft SQL Server

- Simplify integration and data transfer with other systems using SQL Server 2000 functionality.
- Automate process and procedures to initiate routine tasks and generate the information you need when you need it

Industry standard payroll interfaces

- Over 250 payroll interface and master file links are available
- Ameripay, Millenium, ADP, Ceridan, PayChex & more

The screenshot shows the 'Previous Payperiod Payroll Summary' report. The interface includes a menu bar (File, Edit, View, Tools, Help), a toolbar with navigation and editing icons, and a left-hand navigation pane with folders like 'Attendance Enterprise', 'Employees', 'Tasks', 'Processes', 'Schedule Patterns', 'Summary Sheet', 'Group Schedules', 'Exceptions', 'Workgroups', 'User Accounts', 'System Setup', 'System Configuration', and 'Event Log'. The main window displays a table with the following data:

Full Name	Employees		From 03/24/03 to 03/30/03			
	Total	Regular	Overtime	Sic/Per	Vacation	
Carter, Sally	38.00	38.00				
Flakee, Albert	37.50	37.50				
Gilmore, John	40.00					40.00
Jane, Victor	25.50	25.50				
Larson, John	40.00	40.00				
Larson, Mary	37.50	37.50				
Lucas, Zoe	43.50	40.00	3.50			
Miller, Joe	39.00	39.00				
	301.00	257.50	3.50			40.00



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Sample Screen
Employee Time Card Edit Screen

Lucas, Zoe 001 - 001 (40LUCZ) - Attendance Enterprise

File Edit View Tools Help

Back Current View Previous

Daily Lucas, Zoe 001 - 001 (40LUCZ) Prev 03/24/03 to 03/30/03

Monday Morning

Posted	In	Out	In	Out	Hours	Schedule	Exceptions
03/24/03	7:00a	3:30p			8:00	7:00a/ 3:30p	
03/25/03	8:00a	4:00p			7:30	7:00a/ 3:30p	Tardy, Left Late
03/25/03							Car Trouble / Flat Tire
03/26/03	7:00a	3:30p			8:00	7:00a/ 3:30p	
03/27/03	7:00a	5:00p			9:30	7:00a/ 3:30p	Left Late
03/28/03	7:00a	6:00p			10:30	7:00a/ 3:30p	Left Late, Over Sch.
03/29/03							
03/30/03							

<< Days >>					Totals for 03/26/03				
PD	LOC-DEPT-CC	Hours	Rate	Dollars	PD	LOC-DEPT-CC	Hours	Rate	Dollars
Reg	001-001-001	8:00	0.0000	0.0000	Reg	001-001-001	40:00	0.0000	0.0000
					Ovt	001-001-001	3:30	0.0000	0.0000

Time Card Transfers

Time Cards



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Sample Screen
Period Totals by Employee

Previous Payperiod Payroll Summary - Attendance Enterprise

File Edit View Tools Help

Back Current View

Daily
Monday Morning

Department Time Card Report

missing punches

Previous Payperiod Payroll Summary

From 03/24/03 to 03/30/03

Full Name	ID Number	Total	Regular	Overtime	Sic/Per	Vacation
Carter, Sally	15SARC	38.00	38.00			
Flakee, Albert	10LASA	37.50	37.50			
Gilmore, John	20GAYJ	40.00				40.00
Jane, Victor	40VOKJ	25.50	25.50			
Larson, John	20LAWJ	40.00	40.00			
Larson, Mary	18110	37.50	37.50			
Lucas, Zoe	40LUCZ	43.50	40.00	3.50		
Miller, Joe	15MEDJ	39.00	39.00			
		301.00	257.50	3.50		40.00



Standard Reports

Time Card Reports : Use to track employee punch activities, exceptions, rate transfers, credits and supervisor edits

- Time Card
- Archived Time Card
- Employee Rate Transfer
- Supervisor Edits
- Missing Punch

Work Force Management Reports: Use to collect information on specific exceptions, benefits, and wage information or review employee historical information

- Detailed Exception
- Exception History
- Year to Date History
- Wage History
- Approaching Overtime
- Requested Benefits
- Benefit Balances
- Absent / Unscheduled
- Tardy
- Arrived Early
- Left Late
- Worked Past End Time
- On-Premise
- Reason History

Schedule Reports: Use to review employee schedules, coverage for shifts, compare actual hours to scheduled coverage and review daily hours

- Schedule Pattern
- Schedule Coverage
- Actualy vs. Scheduled Coverage
- Daily Hours
- Distributed Hours
- Employee Schedules

Cost Tracking Reports: Use to track hours and/or dollars by period or pay designation, report on historical information and review actual vs. scheduled hours

- Period Totals
- Daily Pay Designations
- Pay Designation History
- Actual Vs. Scheduled Hours /Dollars



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Standard Reports

Information Reports: Use to review information about employees, badges in use, work groups and to construct custom employee reports and track events

- Simple Employee
- Comprehensive Employee
- Badge Usage
- Work Group Listing
- Custom Employee

Create Your Own Custom Reports

Custom Reports: Use to create custom hour , event tracking and HR reports

- Custom Employee Hours
- Custom Employee HR

Report Outputs

- View on Screen
- Print to Local and/or Network Printers
- Email
- HTML File
- RTF File
- Report File