



Optional Modules

Attendance on Demand offers optional modules that provide you with advanced features for managing your workforce.

Employee Self Service and Kiosk

Employee Self Service provides an online timesheet that empowers employees while reducing workload for HR.

Employees gain convenient access to their attendance information. They can punch or enter hours worked; transfer to different departments; access their schedule, benefit, and archived time card information; and request time off. You can choose from four time entry sheets so your employees capture and report time in a familiar way.

Employee Self Service kiosks are typically located in common areas, such as lunch rooms. Security is provided by individual PINs that allow employees access to their own information.



www.attendanceondemand.com

Attendance on Demand is a web-hosted time and attendance system with full capabilities for labor management, scheduling, timekeeping, accruals, incidents, budgets, and more.

Leave Management

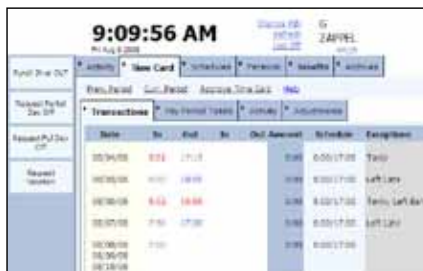
Leave Management automates employee requests for time away from work and makes it easy for supervisors to approve leave based on organization policies.

Employees request leave through Employee Self Service. They can review their benefit (paid time off) balances and check team schedules when deciding to request leave. When the request is made, supervisors are notified through a dashboard or email so they can review requests in a timely manner.

The system automatically evaluates each request against balances of the requested benefit and other outstanding leave requests. It also shows you the impact on scheduled labor, helping supervisors make better leave management decisions.



Centrally located kiosks provide secure access for all employees.



Employees have convenient access to attendance and attendance data.



Employees can efficiently review benefit balances and request leave online.

Event Name	Last Name	ID	Worked Hours	Department	Shift	Period	Incident
Incident	Walt	20100	19:20	Management Staff	Management Over #1	03/24/09	19:20

An employee leaving early triggers an incident flag on the time card.

Dept	Location	Actual	Schedule	Variance
01000	01000	1000	1000	0
02000	02000	1000	1000	0
03000	03000	1000	1000	0

Benefit Accruals automate and track employee benefit accumulation and usage.

Incidents & Points

The Incidents & Points module measures employee attendance activity against corporate attendance policies and automates enforcement.

- Enforce employee attendance policies fairly, impartially, and consistently.
- Automatically flag exceptions to scheduled attendance, such as tardiness and absenteeism, and generate associated point values that show on the employee's time card.
- Edit point balances directly from the time card.
- Generate employee notification and warning letters automatically.

Coverage Budgets

The Coverage Budgets module helps you schedule efficiently and analyze your labor costs. Budgets set targets for worked time or paid time off for a group of employees. Attendance on Demand compares your labor budget to employee schedules, as well as to the actual hours employees work. The Coverage Budgets module also calculates and measures labor ratios that are important to you, helping ensure optimal labor coverage and efficient labor costs.

Benefit Accruals

Benefit Accruals automate the calculation, validation, and granting of accrued leave time. It improves compliance with corporate policies and union contracts and minimizes an organization's exposure to leave liability and employee grievances. Benefit Accruals also consistently tracks FMLA and other mandated leave policies. Accrual rates and tracking can vary based on job position, seniority, employment status, or hours worked, among other things.