

ACTFast

Timely attendance tracking can now be right at your fingertips. ACTFast's real-time, on-line functionality assures speed and accuracy in maintaining and identifying attendance on a daily basis for every employee. The twelve months at-a-glance inquiry provides an overall picture of employee attendance with detailed data just a keystroke away. Total hours/days spent under any attendance code are computed automatically. All of the ACTFast/400 attendance codes are user-defined, and can correspond with internal tracking requirements.

As a scheduling tool, ACTFast/400 facilitates conflict determination for vacations, leaves, etc. and even provides daily staffing requirements entry and reporting. Best of all, data entry in ACTFast/400 can generate entries in the DAPREX Payroll/400 system. Interfaces with Timeclock/400 for comprehensive Time and Attendance tracking.

MANAGEMENT TOOLS

- * Handles multiple corporations, locations and departments
- * Standard work week definitions
- * Unlimited user-defined attendance codes and sub-codes
- * 12 month employee calendar inquiry with full supporting detail
- * Reduces payroll preparation time
- * Management and employee level reporting
- * Data for labor disputes and wrongful discharge litigations
- * Conflict checking to ensure adequate staff coverage
- * User/menu option security

FUNCTIONS

- * High speed data entry for one or all employees
 - Track hours by attendance code
 - Standard or variable comment entry
 - Generate entries for transfer to payroll
 - Advance scheduling accrual
 - Recurring benefits accrual
 - Benefit rollover
- * Track attendance and/or absence by
 - Employee
 - Attendance code
 - Attendance sub-code
 - Day of the week
- * Daily manpower requirements entry and reporting
- * Automatic computation of attendance code totals
- * Comprehensive inquiry and reporting
- * Interfaces with Payroll/400 and Time Clock/400