

TIME CLOCK

DAPREX Time Clock/400 is a secure and cost-effective system that will reduce payroll preparation time by eliminating errors resulting from manual time sheet or time card calculations. Employees clock in/out via an AS/400 terminal or attached badge reader and may interactively correspond with the supervisor. All entries are subject to user-defined rounding and overtime criteria. Assigned work schedules can be enforced so as to prevent early punch ins and late punch outs for all or specific employees. Override schedules can be input in advance for approved overtime. Authorized supervisors have access to employee time card records in order to make corrections, additions, etc. prior to final approval and a complete audit trail is maintained. This system can be integrated with the DAPREX Payroll and ACTFast/400 systems, forming a comprehensive time and attendance system.

MANAGEMENT TOOLS

- * Comprehensive security controls all access
- * Multiple corporations, locations and departments
- * Time zone variances for remote sites
- * Message communication at clock in/out time
- * Variable overtime calculation
- * Management and employee level reporting
- * On-line archival of historical data

FUNCTIONS

- * High speed entry using employee#, SS# or badge
- * Employees can leave messages for supervisors
- * Employee inquiry into current pay period hours
- * Daily work schedule enforcement
- * Automatic deduction of lunch as necessary
- * Batch entry for off-site employees
- * Recovery programs when remote lines are down

- * Supervisory maintenance of time card entries
 - Security clearance by location/department/employee
 - Add/change/delete capability
 - Department# override

- * Supervisory Inquiries
 - Daily and summarized hours by employee
 - Employees approaching overtime
 - Records needing immediate attention
 - Schedule variances
 - Employee locator
 - Historical data inquiry

- * Scheduling
 - Start and stop time for each day of the week
 - Optional deductions of scheduled lunch
 - Scheduled work time enforcement
 - Future schedule input with effective date
 - Weekly override schedules to allow overtime

- * Interfaces with DAPREX Calendar and Payroll systems

REPORTING

- * Detail and summary hours reporting
- * Exception reporting – missed punches etc.
- * Employees without hours
- * Variance reporting
- * Summarized payroll reports