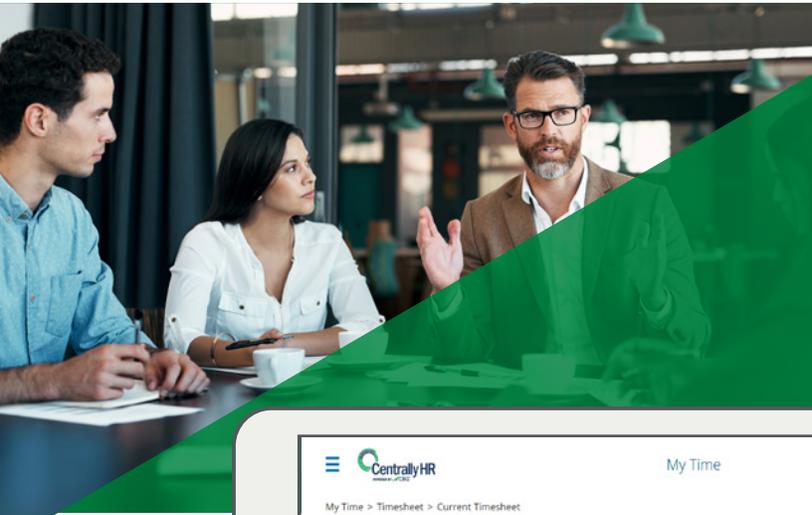
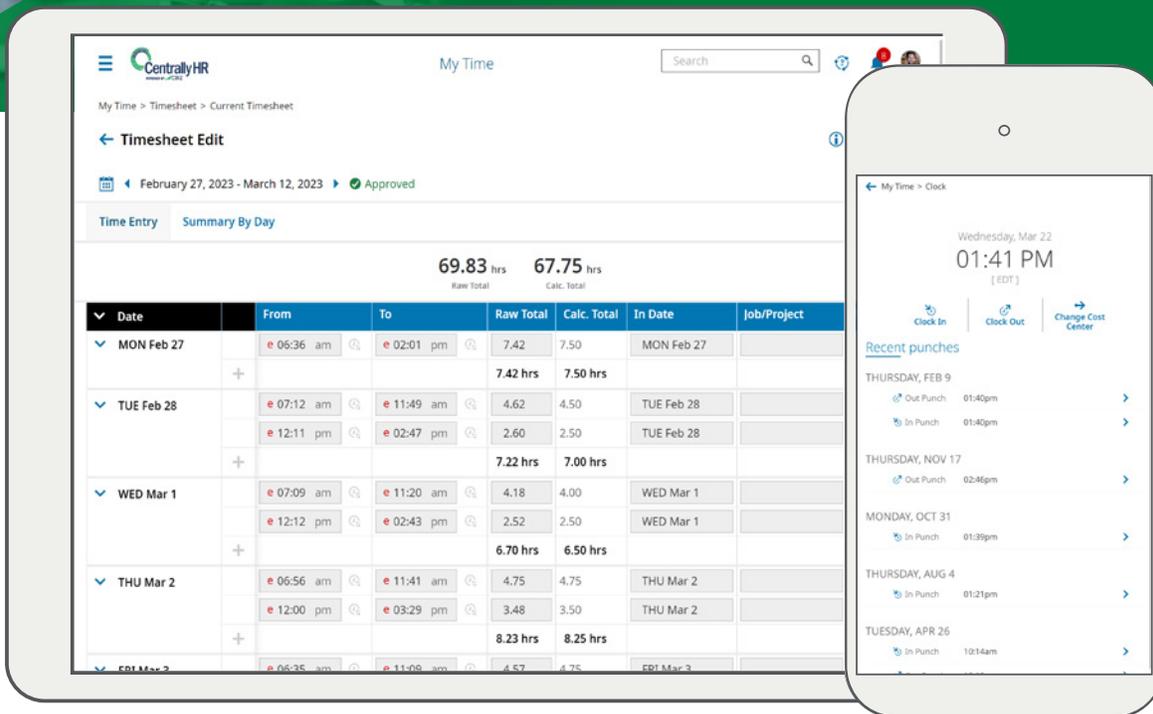


# Time

Streamline time tracking with consistent, fair rules.



Centrally HR's Time module enables organizations to simplify and automate routine tasks, including approving timesheets, correcting exceptions, responding to time-off requests, and managing schedules with flexible workflows. A robust pay calculation engine, automated notifications, configurable reports, and real-time access to accurate time information help you minimize compliance risk.



The laptop screen shows the 'Timesheet Edit' interface for the period of February 27, 2023, to March 12, 2023. It displays a table with columns for Date, From, To, Raw Total, Calc. Total, In Date, and Job/Project. Summary totals show 69.83 hrs Raw Total and 67.75 hrs Calc. Total.

Date	From	To	Raw Total	Calc. Total	In Date	Job/Project
MON Feb 27	06:36 am	02:01 pm	7.42	7.50	MON Feb 27	
			<b>7.42 hrs</b>	<b>7.50 hrs</b>		
TUE Feb 28	07:12 am	11:49 am	4.62	4.50	TUE Feb 28	
	12:11 pm	02:47 pm	2.60	2.50	TUE Feb 28	
			<b>7.22 hrs</b>	<b>7.00 hrs</b>		
WED Mar 1	07:09 am	11:20 am	4.18	4.00	WED Mar 1	
	12:12 pm	02:43 pm	2.52	2.50	WED Mar 1	
			<b>6.70 hrs</b>	<b>6.50 hrs</b>		
THU Mar 2	06:56 am	11:41 am	4.75	4.75	THU Mar 2	
	12:00 pm	03:29 pm	3.48	3.50	THU Mar 2	
			<b>8.23 hrs</b>	<b>8.25 hrs</b>		
FRI Mar 3	06:35 am	11:09 am	4.57	4.75	FRI Mar 3	

The smartphone screen shows the 'Clock' interface for Wednesday, Mar 22, 01:41 PM [EDT]. It includes buttons for 'Clock In', 'Clock Out', and 'Change Cost Center', along with a list of 'Recent punches' with dates and times.



## Consistent, fair rules

Our robust pay calculation engine provides a comprehensive set of rules to easily model your current policies and align with federal and state regulations. This ensures your policies are enforced consistently and fairly across all your employees, minimizing compliance risk.



## Accurate data capture

Collect data from a variety of sources, including timeclocks, telephony, web entry, and mobile. Whether you have a dispersed workforce or all employees in one location, you can mix and match how you collect data based on your organization's needs.



## Real-time visibility

An easy-to-use, configurable dashboard allows managers to track key data and perform common tasks on one screen, driving more-informed decision making.

Automated notifications and alerts provide additional visibility into actions that need to be taken in order to align with operational goals.



## Key features of the Time module

- Drag-and-drop custom workflows
- Robust pay calculation engine
- Exception management
- Automated points tracking
- Open absence tracking
- Timesheet management
- Flexible, configurable time allocation
- Mass editing tools
- Robust, real-time reporting with auto-distribution
- Comprehensive, configurable dashboard
- Multiple user-friendly timesheet formats
- Data collection via timeclock, telephony, web, and mobile
- Geofencing capabilities
- Offline punch capture
- Schedule creation manager
- Automated, proactive SMS, email, and in-application push notifications
- Mobile-friendly employee and manager self-service

## Key benefits

### FOR HR PROFESSIONALS AND MANAGERS

Drive efficiencies by simplifying routine time and attendance tasks

Improve compliance and mitigate risk with automatic updates to available pay rules

Reduce the administrative burden of managing employee attendance and accruals

Assign and track employees' schedules with ease

Gain strategic insights through real-time reporting at the click of a button

Stay ahead of the curve with proactive notifications to help you align with organizational goals

### FOR EMPLOYEES

Get easy, instant access to important information, including timesheets and schedules

Enjoy multiple user-friendly ways to enter and review time information, including by timeclock, web, and mobile

Easily manage time-off requests, schedules, timecards, overtime requests, and more via a curated employee portal