

HandPunch^{PRO}SOFT

***A Professional Strength Software Solution to Better Control
Your Labor Costing & Improve Productivity!***

Features:

- Automates Attendance Tracking, the Calculation of Employee Time, & Wages and Tracks Exempt Employees
- Applies Your Pay Rules
- Supports An Unlimited Number Of Shifts, Pay Categories, Pay Rules, Departments And Jobs
- Provides Extensive Payroll And Management Reports
- Allows "Cash" And "Charge" Tip Recording & Reporting
- Exports Hours Directly To More Than Thirty Popular Third-Party Payroll Providers
- Supports An Unlimited Number Of Biometric HandPunch Terminals
- Multiple Concurrent User Capability
- Calculates Shift Differentials
- Automated Time Clock Polling And Report Generation
- Includes an On-Line Approval Editor



***A Full Featured Solution with an
Affordable Price***

HANDPUNCH PROSOFT is a simple to use yet powerful time and attendance solution that allows you to automate your company's timekeeping and attendance tracking. HANDPUNCH PROSOFT completely eliminates paper timesheets, which are the root of most payroll nightmares! Employees enter data at a biometric data collection terminal called the HandPunch. Optional PC entry is available. The HANDPUNCH PROSOFT software collects these transactions and your pay rules are applied automatically, consistently and impartially.

The HANDPUNCH PROSOFT's powerful reporting system provides you with the tools to better manage your labor force. HANDPUNCH PROSOFT's reports help you avoid unauthorized overtime, track employee status, track benefit administration, control departmental costs, monitor staffing, perform job costing, and much more.

The automated time clock polling and report generation capability allows you to define a processing schedule. HANDPUNCH PROSOFT will poll the time clocks, process reports and even email them to supervisors automatically without operator intervention. The optional Benefit Accrual Module allows you to define benefit accrual calculations that automatically update your employee's accrual balances.

Eliminate Payday Panic! Know exactly where your employee's time and dollars are spent by implementing *your* rounding rules, not your employee's. By removing human error, accurately reporting employee hours and dramatically reducing the amount of time spent on payroll processing, HANDPUNCH PROSOFT will pay for itself in less than one year!

Benefits

- Eliminates adding up time cards
- Eliminates missing punch overpayments
- Compiles employee data into a multitude of informative reports
- Helps develop employee schedules
- Grows to meet your expanding business needs
- Breaks down employee time by Division, Department, and Job

System Recommendations

- Windows 98/2000/NT/ME/XP
- Pentium II 500 or better
- 128 MB of RAM
- 300 MB of Available Hard Disk Space

Additional Options

- Optional Benefit Accruals Module
- Optional Bell Control Module
- Optional On-Line PC-Based Time Clock
- Optional Support for PDA based Readers

Features

Payroll Automation: Uniformly and comprehensively applies an unlimited number of pay policies and shifts to time and attendance data.

Ease of Use: HANDPUNCH PROSOFT is completely menu driven. For ease of operation, the system allows each user to arrange the information in an order that is convenient for them. Color-coded notations on the electronic timecard easily identify exceptions.

Strategic Reporting: There are over 75 reports available, which can be run by pay period or by any selected date range. Reports can be displayed on screen, printed, emailed, or sent to a data file.

Customize: HANDPUNCH PROSOFT offers administrators the ability to change the names of key fields within the menu and reporting system. In addition, HANDPUNCH PROSOFT allows users to define six system fields in the employee master record.

HR Functions: Tracks employee attendance, employee tardiness, department transfers, job transfers, schedules, automates employee time and wage calculations.

Payroll Processing: HANDPUNCH PROSOFT comes standard with an export feature that allows you to send data to a third party payroll system without the need to re-enter this information into the payroll software.

Imports/Exports: HANDPUNCH PROSOFT comes standard with an import/export feature that allows users bring data into the system and export data out to a third party payroll system or other software packages.

Spot Trends: Not only can HANDPUNCH PROSOFT show users when sick days were taken, it can produce Trend Analysis to show users how many days are taken and on which day of the week.

Security: Each user has a unique User ID and Password. Filters are included to allow supervisors to access only their respective employees.

Autoprocess: Allows users to set a specific date/time to poll the information from the data collection devices, as well as run reports and print or email them directly to supervisors.

Optional Bell Ringing: Allows you to define bell-ringing schedules and program the data collection devices to activate a user-supplied bell, alarm, or other audible signaling device.

Optional Benefit Accruals: Allows you to define benefit accrual calculations that automatically update your employee's accrual balances.

Optional On-line PC-Based Time Clock: Allows employees to perform all normal time clock functions at their PC.

