HandPunch ULTRASOFT

The Enterprise Labor Management Solution!

Features:

- Automates The Calculation Of Employee Time, Wages And Tracks Exempt Employees
- Applies Your Pay Rules
- Automates Attendance Tracking
- Supports An Unlimited Number Of Shifts, Pay Categories, Pay Rules, Departments, Jobs, Steps, Operations, Tasks And Attendance Codes.
- 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 Data Collection Terminals
- Multiple Concurrent User Capability
- Calculates Shift Differentials
- Automated Time Clock Polling And Report Generation
- Includes An On-Line Approval Editor
- Forecasts Payroll And Job Cost Information
- Budgets Department and Job Labor
- Internal Report Writer
- Integrated Guard Tour System
- Advanced Employee Browse Scheduler
- Time Sheet Submittal And Employee Reviewer
- Integrated Badge And Job Costing Bar Code Generator
- Optional Benefit Accruals Module
- Optional Bell Control Module
- Optional WebClock Time Sheet Submittal, Employee & Supervisor Reviewer, And Employee Status Board
- Optional Job Costing/Validation (including quantities and piece rates)
- Optional Access Control And Schedule Lockout
- Optional Occurrence Ratings Module

A Powerful Workforce Management Solution That Streamlines Operations, Enforces Pay Rules, And Saves Money

HandPunch UltraSoft is a "full-featured" comprehensive management tool that will help you gain greater control over productivity and provide the accuracy needed in your business operations. It is an easy-to-use, powerful time and attendance solution that allows you to automate your company's timekeeping, attendance tracking, job costing, benefit administration, labor scheduling, data collection and access control. HandPunch UltraSoft eliminates paper timesheets, which are the root of most payroll nightmares! Employees enter data at a HandPunch biometric time clock. Optional PC entry is available along with timesheet submittals for exempt employees. The HandPunch UltraSoft software collects these transactions and your pay rules are applied automatically, consistently and impartially.

The HandPunch UltraSoft's powerful reporting system produces valuable management reports, which help control overpayment of employees and ensure proper distribution of labor costs. HandPunch UltraSoft's reports also help you avoid unauthorized overtime, track employee status, track benefit administration, control departmental costs, monitor staffing, perform job costing, and much more.   Optional modules such as Job Costing &

Validation, WebClock, Telepunch, Access Control & Profile Lockout, Benefit Accruals, Occurrence Ratings, and Bell Control are available and integrate directly into the system.

The automated time clock polling and report generation capability standard with HandPunch UltraSoft allows you to define a processing schedule. HandPunch UltraSoft 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.

Know exactly where your employee's time and dollars are spent. Implement your rounding rules, not your employee's. Eliminate Payday Panic. HandPunch UltraSoft is a "full-featured" comprehensive management tool that will help you gain greater control over productivity and provide the accuracy needed in your business operations.

HandPunch UltraSoft

System Recommendations

Windows 2000/XP/Vista

Pentium 4 2.8 or better

1 GB of RAM or more

2 GB of Available Hard Disk Space or more

HandPunch UltraSoft SQL requires SQL (see requirements doc.)

Benefits
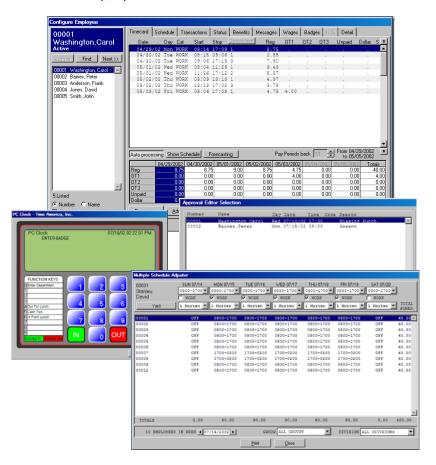
Eliminates adding up time cards

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, Job, Step, Operation and Task.

Features

Time & Attendance: Uniformly and comprehensively applies an unlimited number of simple or complex pay policies and shifts to time and attendance data.

Ease of Use: HandPunch UltraSoft 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 100 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 UltraSoft offers administrators the ability to change the names of key fields within the menu and reporting system. In addition, HandPunch UltraSoft allows users to define six system fields in the employee master record.

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

Payroll Processing: HandPunch UltraSoft 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.

Spot Trends: Not only can HandPunch UltraSoft 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.

Employee Messaging: HandPunch UltraSoft displays employee names at the data terminal for swipe validation.

Import/Export: HandPunch UltraSoft contains a built-in import/export function that allows users to bring data into the system and export data out to other software packages.

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.

Multiple Schedule Adjuster: This scheduling tool makes quick work of scheduling entire departments on one easy to read screen.

Built-In Report Writer: All HandPunch UltraSoft reports are written using the systems internal report writer. The internal report writer allows you to modify existing reports and create new reports. The flexible reporting menu structure lets you add new reports to the menus; remove unused reports and categorize/order reports for convenient access.

Integrated Badge And Job Costing Bar Code Generator: Create personalized badges, including employee picture and Job identification numbers directly from the system to any laser jet printer.

Guard Tour: HandPunch UltraSoft monitors security guards and line inspectors utilizing hand held ibutton scanning technology. System reports examine problem spots and reoccurring incidents.

Budgeting/Forecasting: Enter budgetary factors (hours and dollars) and HandPunch UltraSoft will compare them to your scheduled and actual time. Know if you are over or under total job labor expenditures by forecast future costs based on schedules you have input.

Time Sheet Submittal: HandPunch UltraSoft allows for time submittals through an on-line timesheet. Employees can submit times as well as exceptions, such as sick, vacation, etc.

Employee Reviewer: HandPunch UltraSoft allows you to give employees access to view their payroll and HR data without accessing the system, taking up a user license. Employees can review their time card, schedules and benefit balances.

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.

Optional Job Costing & Validation: Accurately track time and labor costs and distribute them by department, job, step, operation and task. This module allows you to define valid numbers. A description can be displayed to further strengthen the validity of entered data. You can also pay employees by piece rate using two user definable quantities (good and scrap). Quantity reports show dollars spent to produce each part and efficiencies compared to other employees.

Optional Access Control & Schedule Lockout: You can lockout or warn employees who attempt to punch IN or OUT at times other than their scheduled shift. This module also allows you to control an entry access device (door, gate, turnstile, etc.) to regulate unauthorized personnel. An employee's access can be restricted to certain locations.

Optional Occurrence Ratings - Assign point values to each attendance occurrence. Warning notices with custom messages can be automatically generated when employees reach pre-defined infraction levels.

Optional WebClock - WebClock is revolutionizing the way time and attendance data is collected. Harness the power of your local network and the entire World Wide Web to gather employee data and distribute valuable time-related information. All this is delivered throughout your organization in a familiar Web browser environment. WebClock has all the conventional features of a regular stationary time clock but with the ability for employee's to access current information including: work hours, future schedule changes (i.e. vacations/business trips/early arrivals); prior period hours; benefit information, and much more. Employees can submit timesheets in number for different formats (IN/OUT, Total Hours, etc). The timesheet also allows these hours to allocated by department, job, and step. In addition, the on-line employee status board can be used by supervisors and receptionists to check who's IN/OUT, and Lunch or Break.