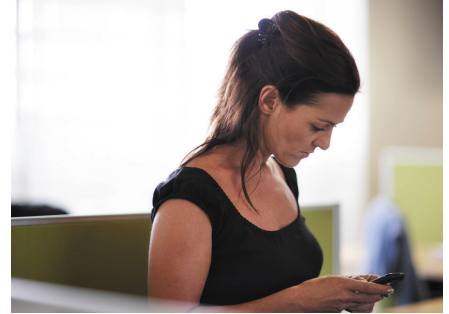


Sage Time



Payroll typically amounts to approximately 60% of total operating costs,¹ and errors will inflate your payroll. Automated time and attendance systems provide control. Additionally, manual or semiautomated time and attendance systems can cause serious compliance issues. With FLSA lawsuits and DOL audits on the rise, modern time and attendance systems enable policies to be applied consistently across the workforce thus enabling you to remain in compliance.

Reduce compliance risk

Sage Time provides the peace of mind knowing that accurate timekeeping with automated up-to-date policies and built-in audit trails will keep you in compliance with federal, state, and local labor laws.

Get the most out of every labor dollar paid/avoid fraud

Automated timekeeping is a powerful savings tool for employers. Savings are created through: eliminating “wasted labor minutes” from employee time theft and approximations, eliminating time spent by payroll clerks in collecting and calculating time card data, minimizing expenses associated with human error in processing timekeeping data, and increasing the productivity and accountability for time worked by employees.

Boost productivity

Productivity is increased through the utilization of mobile technology and self-service, scheduling, leave requests, and automated workflow processes. With the average time spent at seven minutes per timecard, Sage Time integrated with payroll systems allows for seamless electronic transfer reducing nonproductive hours spent on time and the human error factor.

¹Source (Small Business Houston Chronicle)

Benefits

Payroll integration

Save time and eliminate duplicate entry. Labor processes, whether by punch clock, biometric scanner, or anything in between, integrate efficiently with most payroll solutions.

Sound scheduling

Streamline time management while giving your employees visibility into their schedules.

Instant access

View time and attendance on mobile devices. Geographical tracking reports employee location, while geofencing restricts employees clocking in and out. This saves time and eliminates time theft.

Labor distribution

Save entry time where extensive lists of cost centers are used for employee time and labor allocation.

Utilities

The location for balance accruals, schedules, and timesheet notes are all centralized in one location. The need to navigate to multiple screens is eliminated.

Dashboard

Multiple tasks can be tracked within the same screen. This enables quick punch fixes, timesheet approvals, time requests, and more.

Temporary review and approval rights

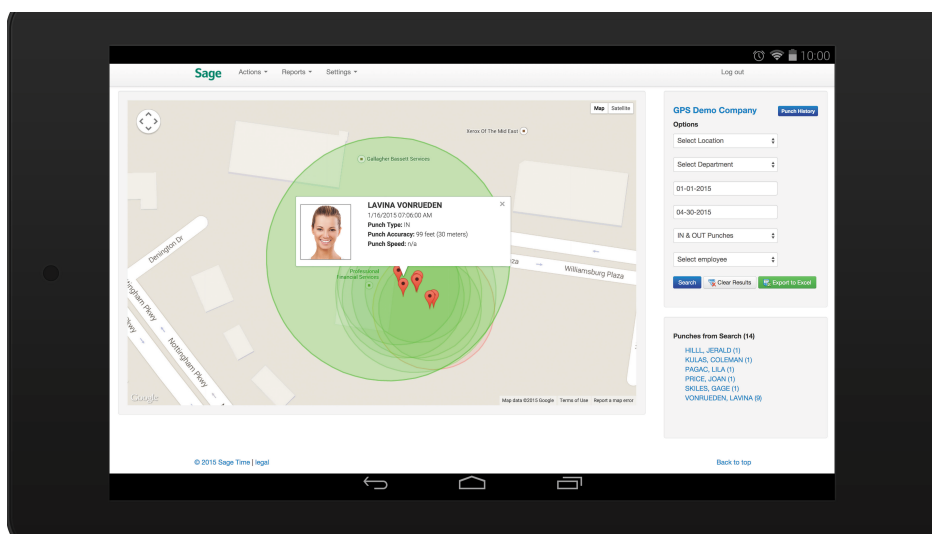
If a manager is on vacation or leave of absence, a temporary manager can be assigned so workflow is not interrupted.

Reports

Customized reports can be generated using a centralized screen with saved settings that can be emailed to recipients at predefined increments of time.

Adding logos to exported reports

Enhance branding and provide professional compliance reports by creating mindshare with the ability to add any choice of logo to reports.



Powerful workflow engines

Beyond simply collecting attendance data, Sage Time contains powerful workflow engines that can be configured to meet virtually any business scenario. A versatile reporting and analysis module enables insight into almost every aspect of employee time and attendance data, activity patterns, and anticipated changes. Sage Time mobile is a powerful portal for tracking time on the go.

Features

- Manager self-service (MSS)
- Employee self-service (ESS)
- Timesheet approval workflow
- Company dashboard
- Time off request tool
- Accrual tracking and management
- Notifications module
- Exception tracking
- Virtually unlimited customizable report views
- Saved report settings
- Specialized reporting
- Access control
- GPS tracking
- Geofencing
- Facial recognition²

²Available on Android

Modern technology for a modern workforce

There are three methods of time registration. Any one or a combination of these three methods can assist in accurately capturing labor hours:

- Web
- Timeclock
- Mobile

Sage Time offers a wide selection of registration devices such as various badge terminals which avoid “buddy punching” through the use of advanced biometric devices. Sage Time mobile can capture data such as GPS, geofencing, picture, group punch, employee messaging, and facial recognition.² Geofencing enables an organization to restrict an employee from clocking in just anywhere. If configured, an administrator can restrict employees from clocking in outside the radius of a defined location, down to a tenth of a mile. Modern reporting is simple. You can set up virtually unlimited customizable report views and export in a variety of formats to produce custom reports and analytics.

Integration with choices

Sage Time is delivered in the cloud as a SaaS solution and is integrated with Sage HR and payroll solutions. There is no need for costly infrastructure investments and you always have the latest software. Data is safe and secure in our redundant data centers.

About The Sage Group plc

We provide small and medium-sized organizations and mid-market companies with a range of easy-to-use, secure, and efficient business management software and services—from accounting, HR, and payroll to payments, enterprise resource planning, and customer relationship management. Our customers receive continuous advice and support through our global network of local experts to help them solve their business problems, giving them the confidence to achieve their business ambitions. Formed in 1981, Sage was floated on the London Stock Exchange in 1989 and entered the FTSE 100 in 1999. Sage has millions of customers and circa 13,000 employees in 23 countries covering the UK & Ireland, mainland Europe, North America, South Africa, Australia, Asia, and Brazil.

For further information please visit Sage.com. Follow Sage North America on Facebook, Facebook.com/Sage, and Twitter, Twitter.com/SageNAmerica.

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