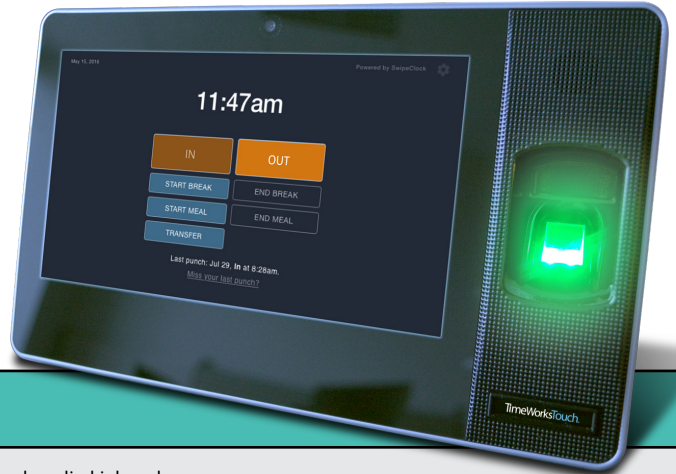# TimeWorksTouch™

Complete Features

TimeWorksTouch combines the latest in time clock technology with industry-proven, cloud-based time and attendance services. Streamline punch and payroll activities with greater accuracy to give managers powerful labor management and cost control tools.

⊕ Clock Features	Description
Interactive Prompts	Real-time validation as to punch state and applied job codes
Data Input	Enter tips, codes or responses
State Awareness	System tracks employee state (clocked in or out, on break, current job code). Eliminates missed punches and enables detailed timekeeping records
Fingerprint Enrollment	Supervisors can rapidly enroll employee fingerprints at the clock
Fingerprint Verify	Employee identification/verification with fast biometric fingerprint reader
Registration	Installer registration of clock with service through the clock interface
Wifi-enabled	Allows placement on manufacturing floors or in locations where network wires are not feasible
Ethernet Connection	Wired connection to networks
Battery Backup	Supports continued usage for up to three hours (depending on use) in the event of lost power
Offline Mode	Punches are stored if network connectivity is lost and submitted when connection is restored
Multiple ID Form Factor Support	Identify with PIN, proximity cards, or fingerprints—all supported within the same site
Remote Update	Clock receives latest software updates without user involvement
7" Color Screen	High contrast, large area screen for punches, messages and data input
User Capacity	Up to 6000 fingerprints/timecards

Timekeeping Service Features	Description
Administration & Compliance	
Cloud-based Service	Connect from anywhere, always on, secure, scalable, currently supporting over one million users
Payroll Integration	Multiple levels of payroll integration with options for auto data transfer, single sign-on and employee sychronization
HCM Platform Integration	Development options to include timekeeping functionality (clocks, time cards, time-off requests) and employee data as part of employee portals or custom applications
Leave Management	Customizable holidays, time off requests, accrual balances
Accural Management	Accrue based on hours, days or category and apply based on days, months or years of service with limits
Reporting & Compliance	Template and custom reporting for employees, hours, overtime and breaks
Multi Clock Support	Support for web, mobile, hardware, portal and application embedded clocks
Labor Management	
Break Tracking and Enforcement	Gives employees dedicated break buttons. Allows breaks to be paid based on hours worked and authorized break times.
Labor Transfer	Button to transfer to alternative jobs, projects or departments
Alerts	Set hours alert for overtime or ACA thresholds
PunchLogic™	Eliminates duplicate punches and reduces edits based on established rules
Custom Rules	Establish custom overtime rules, rounding rules, break policies, shift differentials, pay rates, accruals and more
Time-off Requests	Employee submit time-off requests
Manager Terminal	Supervisors can approve timecards and time-off requests
Overtime Management	Flexible overtime pay rules combined with schedule enforcement and threshold alerts to manage overtime
Time Card Management	View and correct punches, update and approve time cards
Messaging	Send & receive basic messages through intelligent clocks
Daily Timeclock Report	Summary and detail of all employee punches, time off balances and hours
Scheduling	
Basic Scheduling	Defined schedule per position or individual. View schedule deviations.
Clock Lockout	Prevents punches if employee not scheduled to work. Informs employee as to when they are scheduled to start
Schedule Viewing	View individual schedules with web-based clock

Benefits for HR and Payroll Managers

Streamline Payroll Processing	Error-free punch data, synchronized employees and auto-transfer of timecard data to payroll system
Flexible Policies	Establish and apply policies for pay, attendance or other labor requirements
Compliance Reporting and Auditing	Tools to support local, state and national regulations for compliance. Flexible reporting for management and auditing.
Job Costing	Definable codes to associate labor costs with appropriate job, department, location or organization
Easy Setup	Configure and be running in minutes

Benefits for Labor Supervisors

Buddy Punch Prevention	Biometric fingerprint scan ensures employee is actually on the job. Can further enforce identification by requiring identification code.
Manage Costs	Manage costs with visibility of cost categories and employee performance
Simplified Time Card Approval	Eliminate missed punches, time card preview, online or mobile approvals
Simplified Training	Users have the same clock experience across hardware and software clocks
Compliance Enforcement	Use rules and notifications to alert on approaching thresholds with time card visibility and reporting to manage compliance
Labor Management	Simplified timecard and time-off-request approvals. Visibility into past, present and scheduled labor force by job, department location, employee and more. Eliminates errors, solves buddy punching and over-reported hours

Benefits for Labor Employees

Consistent User Experience	Same user experience and functionality on hardware, mobile and web-based clocks
Self Service Control	View punches, timecards and accruals; easily transfer and request leave
Intelligent Prompts	Eliminates need to memorize codes or post printed code lists