



CENTRIX SOLUTIONS INC

Time/CX

On-line Time & Attendance with Absence Management

Time/CX™ is a browser-based workforce management solution that encompasses on-line time and attendance administration, payroll integration, and extensive online reporting for both employees and managers. Comprehensive Absence Management features add significant convenience and efficiencies to the organization via workflow automation for absence requests, on-line approval, and an absence calendar for each department.

- **On-line Time Tracking**
 - Clock in and clock out at a workstation via a browser (no software to install).
 - Company defined “rounding rules”
 - On-line time card entry (manual time entry) via a browser.
 - An on-line approval function enables a supervisor to review and approve the time entered for each subordinate.
- **Exception Management**
 - Missed Punches: Employees are able to “self-administer” a missed punch situation (i.e. failed to clock in/out) without the need for immediate manager intervention. Managers are notified of the situation via an on-line prompt and they can review the situation as time permits.
 - Standard Hours Exception Reporting compares the hours an employee logs for a week to the number of hours they are scheduled to work.
- **Absence Management**
 - Employees can view total benefit allowance (i.e. 80 hr of vacation), amount used and amount available.
 - On-line request form for absences (eliminate paper).
 - Each request generates an automated email to a supervisor if approval is required.
 - Flexible approval rules support multiple levels of approval as well as “auto approve” for management.
 - Supervisors approve/deny absence request using the on-line approval queue. An automated email is sent to employee to notify them of the decision.
 - All approved absences will automatically generate time entries for payroll. No re-keying!
- **On-line Absence Calendar**
 - All “absence management” activity is automatically integrated with the on-line absence calendar
 - The on-line absence calendar can be viewed by department to eliminate the paper calendars that employees/managers use to track scheduled absences. Automatically updated... Always current!
- **On-line Reporting**
 - The Analysis Reporting Utility enables employees and managers to dynamically generate reports based on historical data or scheduled absences. Easy to use and designed to eliminate calls to HR.
- **Payroll Integration**
 - Time/CX will interface with any payroll system that can import a file. Each pay cycle, the company payroll administrator creates a file that is formatted for the payroll system. The data is then electronically imported into payroll.
- **Flexible Security**
 - Time/CX can optionally be integrated with Active Directory for user authentication.
 - Security templates control system access privileges. An unlimited number of security templates can be defined.
 - In a multi-company environment, the “company administrator” defines parameters and users for their company. The “system administrator” can access all companies.

**For more information contact Brad Johnson at (402) 488-3990 ext. 103
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