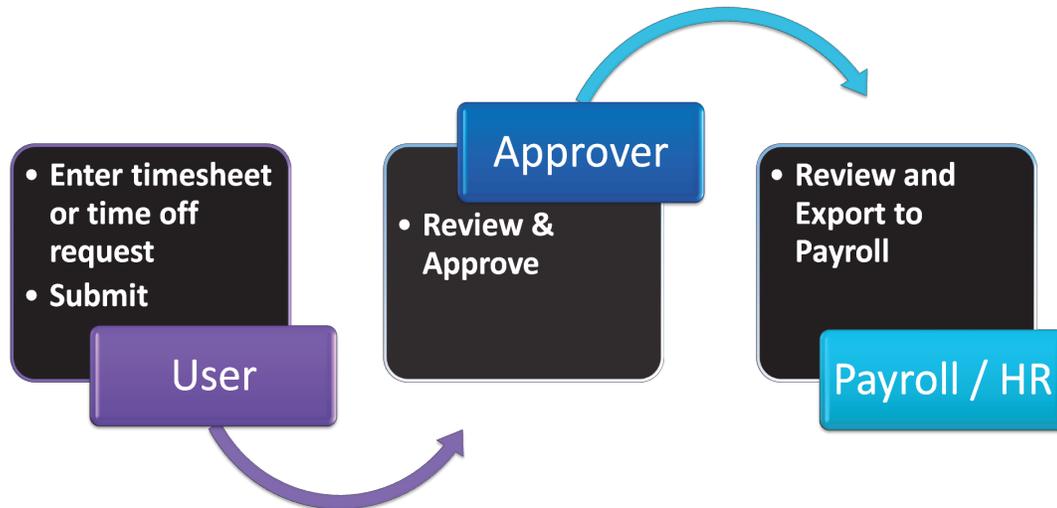


# Time and Attendance



**inetime** is a browser-based time and attendance application written for law firms providing complete attendance management from time entry, calculations, accruals, time off, FMLA and meal break management, online approvals to payroll export (ADP, ADP ProBusiness, UltiPro, Paylocity, Ceridian, Paychex, Liberty, etc.).

- **Flexible User Interface**

- *Clock in / out*
- *Honor system*
- *Overtime and time off (exceptions only)*
- *Customizable email, help files, notifications and application messages*

- **Flexible Configuration**

- *Regular, flat, overtime and double-time hourly pay rules defined by role*
- *Ability to define premium pay by billable/non-billable matters, weekends or holidays*
- *Complete support for users with flex schedules*
- *Ability to manage comp time banks and make up time*
- *Support for unlimited time off and time entry types*
- *Timesheet, overtime and time off workflows by user, supervisor or groups*
- *Ability to redirect approval emails while managers are on vacation*
- *Configurable dynamic export*

- **Automatic Notifications**

- *Missing timesheets*
- *Pending approvals (timesheets, time off, overtime, make up, etc.)*
- *Upcoming anniversaries*
- *Out today*
- *Tardy reports*
- *Negative balances*
- *Time off balance thresholds*

- **Reports (ability to export to Excel, Word, CSV and PDF)**

- *Time Off Balances (summary and detail)*
- *Hours Worked (FMLA and Pension Plans)*
- *Missing Time By Week*
- *Time Off Trends*
- *OT Export to Billing*
- *OT Reports*
- *And more...*



# Time and Attendance

## Staff

- Staff enters start and end times, the system calculates hours worked, flat time, overtime and double time based upon rules configured for their role. Staff is blocked from submitting incomplete timesheets (missing days, hours or unmapped overtime).
- Staff has access to real time accruals and balances. Staff is blocked from requesting time off that they do not have. Future requests are checked against projected accruals. Support for negative balances and special approvers for specific time off types (for firms that allow users to borrow against future accruals).
- Timesheet submittals, time off requests, approvals and rejections are handled electronically via e-mail keeping the user and approvers informed.
- Access to past timesheets, department time off calendar, in and out board.

## Supervisors / Managers

- Centralized access to employee attendance data, time off accruals and balances.
- Proxy User feature allows supervisors to have all user functions — enter time, submit time off requests and timesheets on the employee's behalf.
- Vacation Calendar (filtered by department, location or by user).
- Built-in security by approver, location and department managers.
- Online approvals for timesheets, overtime, time off and makeup requests.

## Administrators / Payroll Managers

- inettime administrator can proxy users and approvers by having access to all the approver functions as the approver.
- Import and export from HR management and Payroll software.
- Vacation Calendar (filtered by department or location) allows for coverage planning and temp staffing requirements.
- Ability to export most report data to Excel for formatting and additional manipulation.

## Technologies and System Requirements

- Server: Windows 2000 or higher with 4 GB RAM
- IIS 6 or higher and .NET extensions installed
- Database: Microsoft SQL Server 2005 or higher
- Security: Active Directory Integration
- Email: SMTP
- Workstations: Windows XP with IE 6.0 or higher



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