

Employee Based Systems

Software and Consulting for HR and Payroll

Time and Labor Management

EZ-Track Suite

- EZ-Track
- EZ-Scheduler
- EZ-Attendance

Data Collection

- Digital Time Clocks
- Biometric Time Clocks
- EZ-Web Time Sheet
- EZ-Web Punch
- EZ-Tele Punch

A Complete Time and Labor Solution

Time Collection, Attendance Tracking
and Employee Scheduling Software

Our Mission

“Help companies to ensure human resource and payroll excellence by providing them with high-quality products and services that perform beyond their expectations”

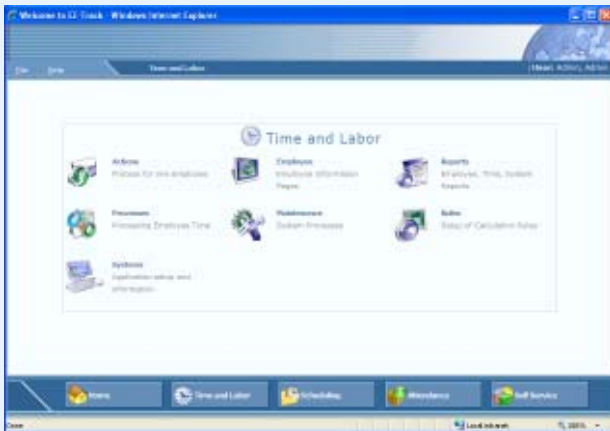
Employee Based Systems' EZ-Track Suite is comprised of several fully integrated software modules which provide a complete and cost effective solution for all your Time and Labor Management needs. This system provides a high return on investment because of efficiencies you and your employees experience in the recording and tracking of time and attendance information, and in the calculation of payroll. EZ-Track completely automates the time management process so that less time is spent on payroll, and more time is spent on the job.

EZ-Track: Features and Benefits

- ▶ EZ-Track has been built from the ground up as a complete web-based application. The entire EZ-Track Suite utilizes the “.Net framework” from Microsoft Corporation, and the MS-SQL database as a back end
- ▶ Since EZ-Track is web-based, it is an online real time application which records time punches in near real time providing the most rapid and accurate view of attendance possible
- ▶ EZ-Track is easy to install, and completely configurable, and usually takes less than 4 weeks to implement. All rules within EZ-Track can be tailored to the specific needs of your organization, including rules controlling schedules, pay groups, rounding, and attendance plans
- ▶ EZ-Track seamlessly integrates with other Human Resource and Payroll applications, including Sage Abra, MAS, AccPac, Timberline, Microsoft Great Plains and Solomon software products
- ▶ EZ-Track enables single point of entry for all payroll and HR information via your organization's HR/Payroll software. EZ-Track can be set to poll for modifications in HR/Payroll daily, hourly, or by the minute to ensure complete synchronization without any human intervention required

EZ-Track Value

- ▶ Reduced costs for time and labor expended in the preparation of payroll through the elimination of errors
- ▶ Increased efficiency through fully automated collection and processing of time and attendance information
- ▶ Increased efficiency for supervisors allowing less time on approving time sheets and more time on their primary responsibilities
- ▶ Enhanced time and labor management reporting which helps you better manage your resources and tighten control over your labor costs



- ▶ EZ-Track flags absences and missed punches to enable managers to ensure a full workforce and complete accuracy in time reporting
- ▶ Cost Accounting codes can be tracked via EZ-Track's Job Transfer feature and then exported to your organization's General Ledger application. There is no virtual limit to the number of cost accounting codes which can be created
- ▶ EZ-Track ensures that time and attendance policies are fairly and consistently applied across the entire organization

- ▶ EZ-Track empowers managers with tools to proactively reduce costs related to absenteeism
- ▶ EZ-Track Allows for mass updates or individual employee changes
- ▶ EZ-Track provides multiple language support, including English, Spanish and French for your diverse work force needs

**“Seamlessly
Integrates with
other Human
Resource and
Payroll Applications”**

EZ-Scheduler

EZ-Scheduler enables you to create schedules for individual employees, groups, or an entire shift for a large number of employees. The schedules determine In Day and Out Day time for each employee. Scheduled In and Out time can be validated with actual In and Out time by using time clocks.

With EZ-Scheduler you can:

- ▶ Reduce labor costs by controlling overtime and your reliance on contracted labor
- ▶ Increase productivity by deploying multi-skilled employees more effectively
- ▶ Manage compliance with regulations, policies, and labor agreements more easily
- ▶ Minimize employee grievances by consistently enforcing scheduling policies
- ▶ Reduce absences and turnover by factoring employee preferences into schedules

EZ-Scheduler Value

- ▶ Different types of schedules help you manage employee scheduling efficiently
- ▶ Minimize employee grievances by consistently enforcing scheduling policies

“Powerful tool helps Management to control Labor Costs and Employee Efficiency”

EZ-Attendance Value

- ▶ Allows you to create Vacation Plans, Paid Time Off, leaves of absence for maternity, bereavement, jury duty, etc.
- ▶ Automatically calculates accruals, and posts leave balances for each employee in the organization

“Automatically Calculate Accruals and Post Leave Balances”

EZ-Attendance

EZ-Attendance enables the creation and tracking of attendance plans, and any irregular or unscheduled absences. EZ-Attendance allows you to create Vacation Plans, Paid Time Off, leaves of absence for maternity, bereavement, jury duty, etc. EZ-Attendance will automatically calculate accruals, and post leave balances for each employee in the organization according to the attendance plan assigned.

EZ-Attendance features include the following:

- ▶ Creation and tracking of an unlimited number of attendance plans for each employee
- ▶ Separate and date sensitive accounting for each attendance plan for fiscal, calendar and anniversary accrual years
- ▶ Records absences such as jury duty, medical leave, bereavement and other compensatory or leave time
- ▶ Provides a year-to-date snapshot of employee attendance that can help answer questions employees might have
- ▶ Carries over unused time into the next accrual year and tracks the maximum carryover hours over a period of time



Data Collection is accommodated via Time Clocks, web based Time Clock, web based Time Sheet, and via Voice Response Unit telephony technology which allows time and attendance information to be called in and translated into time and attendance data within EZ-Track. The following is a list of the various data collection devices supported by EZ-Track:

Traditional Time Clocks

EBS provides a wide variety of traditional Time Clocks which can be connected to Ethernet and which provide readers for magnetic stripe, proximity, and bar coded badges.

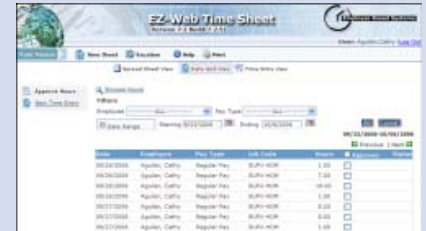


Biometric Time Clocks

EBS provides Biometric Time Clocks which identify hand geometries as opposed to finger prints or hand prints. The hand geometry technology employed guarantees accuracy of employee identification up to 99.99%, thus making "buddy punching" virtually impossible. These clocks are also Ethernet enabled, so that they can be connected anywhere on the network. Options for badges are available in addition to the biometric capabilities of the clock.

EZ-Web Time Sheet

EZ-Web Time Sheet is an employee self service application with a spreadsheet format for recording time and attendance information. EZ-Web Time Sheet is favored by accounting firms, professional services firms, and consulting firms who have remote employees with access to the Internet. EZ-Web Time sheet allows entry of information via keyboard or through configured drop down menus. EZ-Web Time Sheet is accessible both by employees and supervisors. Vacation balances and a complete record of hours worked, projects worked, cost accounting codes, etc. is accessible through EZ-Web Time Sheet.



EZ-Web Punch

EZ-Web Punch is a web based Time Clock application, which is part of the EZ-Track Suite. It provides a simple and easy to use interface for punching in and out, for job transfers, and for displaying the complete record of time punches for a particular employee. Vacation and leave balances, and a record of employee hours worked may also be accessed from the Web Punch application. EZ-Web Punch can be deployed at the desktop as well as in a kiosk environment in a warehouse or on the factory floor.

EZ-Tele Punch

EZ-Tele Punch is a software application which utilizes Voice Response Unit (VRU) technology. During implementation, the voice response system is tailored with a menu of voice prompts specific to your organization and which allows for quick entry of time and attendance information via handset or wireless phone. The system is most frequently deployed in construction, oil and gas, and in any field situation where no access to the Internet is available. The time and attendance information entered by voice is translated into data by the dedicated EZ-Tele Punch system and transmitted directly to EZ-Track, where it is recorded on the individual electronic time sheets for the affected employees.



For more information, contact your Business Partner:



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