TSI 1000

PRODUCT OVERVIEW

Time Systems International

Phone: 1-800-882-4400   Fax: 201-871-1202
142 South Van Brunt Street Englewood, New Jersey 07631
www.timesystemsint.com

PRODUCT OVERVIEW:

The TSI-1000 Time & Attendance Software is a simple to use, cost effective system, which completely automates your time & attendance needs and much more.

TSI-1000 utilizes the latest advancements in database programming and technology to bring you one of the fastest and most sophisticated time & attendance data collection systems on the market today. TSI-1000 automatically calculates employee time and wages using your specific payroll policies and produces valuable management reports which help control overpayment of employees and ensure proper department distribution of labor costs.

Optional modules such as Bell Control, Benefit Accruals and PC Time Clock are available and integrate directly into the system.

This full-featured and comprehensive management tool will help you gain greater control over productivity and provide the accuracy needed in your business operations.

TIME & ATTENDANCE AUTOMATION:

TSI-1000 enables you to completely automate the following tasks:

- Employee time & attendance calculations
- Attendance Tracking
- Gross wage calculations
- Application of payroll policies
- Data input for payroll processing
- Interface to third-party payroll services
- Distribution of personnel by department and job
- Employee messaging
- Report generation
- Bell Ringing
- Benefit Accruals
- Benefit tracking and accruals

REMEMBER!... Since TSI-1000 is completely menu-driven and easy to use, it can be quickly mastered by those with little or no prior computer experience.

TSI-1000 HARDWARE - TSI-700 Series/Hand Biometric:

The TSI-700 Series and Hand Biometric Data Collection Terminals (time clocks) are used to capture and transmit data from your employees to the host computer. Key features of these terminals are:

✔ Proven reliability and durability through extensive testing and trouble free operation.

✔ Terminals which allow your choice of comprehensive keypad data input or simplified "Swipe & Go" operation.

✔ Supervisors can look up, add, delete, or print out punches at the terminal.

✔ Terminals which can communicate to your computer via:
- RS232 (Standard)
- RS485 (Multiple Local Terminals)
- Modem (Remote Terminals)
- Ethernet (Optional)

✔ Terminals which can collect information via:
- Keypad (Standard)
- Magnetic Stripe Badges (Standard)
- Bar Code Badges (Optional)
- Finger / Hand Biometrics
- Proximity Badge (Optional)
- Bar Code Wand (Optional)

✔ Function keys which can allow for the capture of:
- Daily IN/OUT Punches
- Lunch IN/OUT Punches
- Break IN/OUT Punches
- Department Transfers
- Job Transfers
- Tips

✔ The ability to display employee messages such as the employee's name, hours worked to date, available benefits, or any custom message such as "Happy Birthday".

✔ An internal lithium battery, which protects data in case of power failure.

✔ Durable wall mount to secure the terminal.

✔ Custom prompting which enables you to define what questions to ask and what forms of data input to accept (generic data collection can be exported for use in other programs).

✔ Ability to connect a relay, controlling a bell by day of week, time of day and duration.

TSI-1000 SYSTEM HIGHLIGHTS

✔   **Ease of Use** - TSI-1000 is a user-friendly menu-driven program that uses color-coded screens to simplify its use. All processes are clearly marked and follow a common operating thread throughout. TSI-1000 allows you to select the sorting and browse window display order so that information can be arranged in an order most convenient to you. For example, you may want to sort employee selection listings by last name instead of employee number.

✔   **High Quality and Rapid Data Access** - To ensure optimum product quality, TSI-1000 was designed in accordance with industry standards for software development using Microsoft FoxPro which is known to be one of the most powerful database systems available.

✔   **Multi-User** – TSI-1000 supports multiple concurrent users. This means that multiple supervisors can edit data and run reports at the same time. Additional users can be added, up to a 5-user system.

✔   **No Need For a Dedicated Computer** - TSI-1000 operates "off-line" and will collect & process data from the Time and Data Terminal(s) at your request. Off line operation eliminates system down time due to communication failure. With the TSI-1000 Auto Process Function, you can automatically poll the data from the terminals, completely process the data, and generate system reports. This can be done unattended at night, which frees up your computer during business hours and provides you with the information you need the next morning!

✔   **No Limitations** - TSI-1000 has no limit on the number of data collection points, schedules, pay rules, shifts, departments, jobs and categories of time. It is designed to grow as your business grows!

✔   **Advanced Employee Browse Scheduler** - TSI-1000 allows you to quickly scroll through and edit an employee's schedule. Once a schedule is set, the system remembers it so you never have to re-enter schedules. Global Scheduling lets you schedule groups of employees in one step. TSI-1000 can also copy existing schedules to an individual or group of employees and makes it easy to assign rotating schedules. Schedules may be printed in many different formats.

✔   **Flexible Reporting** - All time & attendance reports can be printed by pay period or by selected date range. This feature gives you the ability to run monthly, quarterly, year-to-date reports on any totals right up to the last time the terminal was polled. Each report may be displayed on the screen, printed, emailed or sent to a file for use at a later date.

✔   **Flexible Lists** - Lists of employees, shifts, policies, departments, jobs, badges, schedules, assignments, and more can be generated at any time.

✔   **Punch IN/OUT for Lunches and Breaks or Auto Deduct Time** - Rules may be set up to prevent payment of long lunches or to dock tardy returns. Deductions may be taken by elapsed time worked or by a specific window of time.

✔   **Support for Fixed Shifts** - Employees may be assigned a specific shift start and stop time or they may be allowed to come and go randomly. Rounding rules can be setup around the start/stop times or actual punch times to prevent overpayment. Attendance codes can also be applied to each segment of the shift rounding to   track employee's compliance to start/stop times.

✔   **Flexible Shifts** - TSI-1000 supports an unlimited number of shifts, plus unusual shifts such as flex and staggered start.

✔   **Flexible Rounding** - TSI-1000 supports an unlimited number of time rounding rules per shift group. Rounding can be defined around the actual IN/OUT punches, duration or any combination thereof. Different rounding rules can be applied to the IN/OUT punches, lunch punches, and break punches.

✔ **Differentials by the Day of the Week** – TSI-1000 allows you to apply 3 levels of differentials for each day of the week to accommodate the specific needs of your company.

✔ **Multiple Wages** - Employees may be assigned multiple wages; one for each department.

✔ **Punch Editing at the Terminal or PC** - Supervisors can enter missed punches, delete existing punches, or look up punches stored in the terminal. Supervisors can add benefit time such as vacation, personal time, and sick leave. TSI-1000 maintains a full audit trail of the changes made to each transaction.

✔ **Three Levels of Overtime** - TSI-1000 supports three levels of overtime on both a daily and pay period basis. You may also pay overtime if a specific day-of-week is worked. Overtime can be defined by the number of hours worked per day. Overtime can be paid on a weekly, biweekly, semi-monthly, or monthly basis. Semi-monthly overtime carryover is also supported.

✔ **No Period End Closing Procedure** - All data is available at any time for reporting. The only limit on the history the system keeps is the size of your hard drive.

✔ **Supports Multiple Pay Periods** - TSI-1000 supports weekly, biweekly, semi-monthly, and monthly pay periods. Employees on different pay periods can run concurrently on the same system.

✔ **Allows Employee Transfers** - Employees may perform department transfers at the terminal. This allows the employee's time to be broken down between different departments within your company. Multiple wages are also supported.

✔ **Automatic Daylight Savings Time** - TSI-1000 automatically adjusts time for Daylight Savings Time (DST). Employee times are automatically adjusted accordingly.

✔ **Auto Punch Correction** - TSI-1000 automatically compensates for employee double punching as well as wrong entries by accepting only the last punch made when the terminal is used multiple times within a configurable amount of time.

✔ **Cross Punching** - When using multiple data collection terminals, employees may punch at any terminal. This allows them to punch IN on one terminal, perform a department transfer on another, then drive 40 miles and punch OUT at a remote site.

✔ **Report Punch Exceptions** - TSI-1000 uses attendance codes to generate an Attendance Report to list anyone punching outside of their assigned time frame(s).

✔ **On Premises Reports** - With TSI-1000, you can instantly find out who's out, who's in, and which department they are currently working. These reports will greatly assist you in tracking your employee's whereabouts, as well as their productivity. The Attendance Report tracks early, rounded, on-time, graced, docked, late punches.

✔ **Multitude of Reports** - Listed below are a few examples of the numerous reports that come standard with TSI-1000 PRO. Refer to the Time Systems International Reports Sampler for a description of the time and attendance reports that can be generated.

• Hours	• Daily Hours	• Shift Summary	• Dept. Summary
• Group Summary	• Who's In	• Who's Not In	• Attendance Count
• Annual Attendance	• Missing Punches	• Approaching Overtime	• Category Count
• Seniority	• Employee Wage	• Time Card	• Actual vs. Budgeted

✔ **Variable Field Lengths** – Employee, and department numbers can be up to 10 alphanumeric characters. Job can be up to 15.

✔ **Bar Code Entry** - TSI-1000 supports bar code entry from either a wand, gun, or external slot reader. These devices can be used for entering such items as department numbers, employee data, etc.

✔ **Online Time Card Editing** - TSI-1000 contains two online punch editors - Online Time Card and the Approval Editor. Both allow you to edit the employee's punch information right on the employee's time card. The difference between the two is that the Online Time Card Editor can display a time card for any pay period in the system, whereas the Approval Editor automatically displays only those time cards that need approval. Both editors contain a Benefit Entitlement Window, which allows you to see if an employee has a particular benefit available to them before it is given. This eliminates overpayment of employee benefits.

✔ **Transaction Editor** - The TSI-1000 Browse Editor provides a simple means of correcting wrong punches and adding new ones by scrolling through existing transactions. The Transaction Editor also allows you to enter and edit transactions that are not time & attendance related. First, by using the system's flexible terminal programming, you can set up the terminal to collect any type of data. Then through the Transaction Editor, you can edit that data. Finally, (if necessary), the system's Export Function can send it to another software package. These and many other features can turn your time & attendance system into a powerful data collection system.

✔ **Security** - Each user must enter a Login name and Password before they can access the TSI-1000 Main Screen. The system can limit the user by menu item, screen function (Add, Edit, Delete, View) and Data Displayed (Groups, Divisions).

✔ **AM/PM or Military Time** - TSI-1000 data collection terminals can be programmed to display time in either AM/PM or military time format.

✔ **Change Key Field Names** - Another attractive feature of TSI-1000 is the ability to change the names of key fields and automatically have all the menus and reports change to reflect the new name. For example, if your company doesn't have "Departments", but has "Cost Centers", simply change the name "Department " to "Cost Center" and all references to Departments will automatically change to Cost Centers.

✔ **User Defined Fields** - In addition to the user modifiable fields described above, TSI-1000 allows you to define six system fields in the employee master record. These fields can be used to track items such as birthdays, spouse's name, driver license number, emergency number, etc.

✔ **Built-In Utilities** - In case of power failure or computer problems, TSI-1000 system utilities permit easy recovery of data. TSI-1000 contains a complete Backup and Restore Function, which fully backs up the system's files and data. In addition, a built in compression routine saves disk space. The system also includes an Archive and Restore feature that allows you to remove old data and selectively restore it to re-run old reports.

✔ **Background Polling** - With TSI-1000 PRO, terminals can be polled at any time with no interference to employee punching. Autoprocess can be running in the background and updating the database with new punches while you are editing data and running reports.

✔ **Multi-Terminal Installations** - TSI-1000 can support an extensive number of data collection terminals. These may be any combination of TSI-1000's Series and Hand Biometric terminals. A single system can support any combination of modem, RS232, RS485, and Ethernet terminals.

✔   **Payroll Interface** - TSI-1000 comes standard with a payroll export feature that allows you to send data to an in-house payroll system. Direct exports to many of the major payroll companies are also included in the system.

✔   **Supports Remote Locations** - TSI-1000 can be purchased with a modem terminal, which enables remote locations to transfer their time & attendance data over standard phone lines to the host computer. The terminals may be programmed with an "Answer Window" to answer the telephone only at a specified time(s). When using the Autoprocess Function, the system allows you to use a standard phone line and automatically dial-up the terminal at night or during non-business hours, which eliminates the need for a dedicated phone line.

✔   **Hypertext Help Screens** - The help screens in TSI-1000 utilize Hypertext, which allows you to select a screen and display a selection list of references to the word or related topics. You can then jump back and forth between any of the screen related items or search for any other help topic. Key TSI-1000 words have pop up definitions throughout the help system. This particular feature makes TSI-1000 the user-friendliest system on the market.

✔   **Easy for Employees to Use** - With a simple swipe or key press, TSI-1000 takes less of your employee's time than a mechanical time clock. The terminal's easy to read display assists your employees.

✔   **Hours/Wage Breakdowns** - TSI-1000 will show you how many labor hours and/or dollars were spent in each department, job, group, and division of your company. Actual vs. Budgeted reports allow you to compare scheduled, actual, and budgeted hours and dollars. Budgeted totals are calculated from values you input.

✔   **User Definable Categories** - Categories can be added to cover items such as vacation, sick days, personal time, holidays, jury duty, warning notices, expenses, etc.

✔   **Attendance Codes** - Attendance codes are used to cover items such as early arrival, early departure, late arrival, late departure, long lunch, short lunch, long break, short break, etc.

✔   **4 Forms of Data Output** - All reports and lists generated by TSI-1000 may be either printed, displayed on your monitor, emailed, or sent to a data file. The software's enhanced display capabilities allow you to freely navigate through the report or list.

✔   **One Step Global Entries** - If you need to make a punch entry or modify all employee messages, or default change that affects a group of employees, TSI-1000 will let you make it once and apply it to all employees in the group. For example, if the power goes out and you need to send everyone home (and you don't have an operational battery backup for the terminal), you can give everyone an OUT punch with just one command at the computer the same day or the next day.

✔   **Hot Keys** - TSI-1000 contains a group of "Hot Key" utilities, which help make it the most flexible and easiest time & attendance system to operate. These utilities include an on-line Calendar/Diary to help you select dates and make notes, a time conversion table to convert AM/PM time to military time, a time format chart to convert minutes to hundredths of an hour, a calculator, and help screens. All are available by the simple press of a "Hot Key".

✔   **Auto Holidays** - TSI-1000 lets you define certain days as holidays. Qualifying factors such as number of days of employment, must work the day before and/or day after, and others control who will receive holiday benefits. TSI-1000 will automatically give holiday time to employees who are eligible, so you no longer have to manually track and add them.

✔   **Control Overtime** - The Approaching Overtime Report helps you schedule employees without paying unnecessary overtime. This report shows the employee's scheduled hours for the pay period, the time worked to date, the time still scheduled to work, and a system estimate of the amount of overtime the employee will likely accrue. With this knowledge, supervisors can call employees who are not likely to accrue overtime.

✔   **Spot Trends** - Not only can TSI-1000 show you when sick days were taken, it can produce a Trend Analysis to show you how many days were taken and on which day of the week. For example, John Doe took 6 sick days and they were all on Mondays. This information can be useful at employee evaluation time. A Trend Analysis can be run for any category of time.

✔   **Exempt/Salaried Employee Support** - TSI-1000 allows you to define employees as exempt. Exempt employee can be required to clock in/out, in only, or not at all. Hours can be calculated from actual or scheduled. Reports can break out exempt employees. Payroll exports can export only exceptions.

✔   **Benefit Entitlement Tracking** – TSI-1000 lets you define what benefits you want to track. This includes: sick time, vacation, personal time, or any other defined category of time. Amounts allowed, taken, pending, left, and the number of occurrences are all tracked in a pop-up window and report. The window is available when editing punches. This feature eliminates the overpayment of employee benefits. With the addition of the Benefit Accruals Module formulas can be input into the system to automatically calculate additions to the employees available benefits.

✔   **Import/Export** - TSI-1000 contains a built-in import/export function that allows you to bring data into the system and export data out to other software packages. In addition, TSI-1000 contains direct data exports to several major programs including Excel, Symphony, and Lotus.

✔   **Flexible Printer Support** - TSI-1000 utilizes the windows printer setup. This feature provides the highest level of printer flexibility and support.

✔   **Employee Messaging** - TSI-1000 allows you to send employee messages from the software to the terminal.   Messages can be anything from displaying the employee's name when they punch, to telling them what job to work on.

✔   **Bell Ringing** - The Optional Bell Control Module allows you to define a bell ringing schedule and send it to the clock which activates a user supplied bell, alarm, or other audible signaling device. Each bell can be defined by a day-of-week, time-of-day, and ring duration. TSI-1000 can ring up to 336 bells per terminal, per week.

✔   **Benefit Accruals** - The Optional Benefit Accruals Module allows you to automatically update employee benefit balances based on your company's current rules. TSI-1000 supports a number of accrual cycles and allows for changes to employee accumulators based on their tenure. TSI-1000 also allows forecasting of benefits such as Vacation to prevent over-drawn benefit balances.

✔   **PC Time Clock** - The Optional PC Time Clock Module allows employees to perform all normal time clock functions at their PC. PC Time Clock supports employee messaging.

✔   **PDA Clock** - The Optional PDA Time Clock Module allows employees to perform all normal time clock functions on their PDA. Supervisor mode allows supervisors to perform transactions for their crew on an individual or group basis.

BENEFITS OF TSI-1000 PRO

Let TSI-1000 take over the time consuming tasks of payroll preparation and time card calculation, so you can spend more time developing your business. Automatic interfaces for many of the major payroll services are included with the software to completely eliminate the task of re-keying data.

As your needs change and your business grows, TSI-1000 will also! Flexible user-configurable rules mean that you will never have to purchase another system to support your company's growth. ***Eliminate pay day panic!*** With TSI-1000 PRO, you can find the information you need quickly. Easy to understand management reports will help you make informed decisions.

Know exactly where your employee's time and your dollars are spent. Implement your time rounding rules, not your employee's. TSI-1000 is the only "full-featured" and computerized time & attendance system within its price range. Because of the SIGNIFICANT cost savings experienced by our customers, TSI-1000 systems can easily pay for themselves in less than one year.

TSI-1000 OPTIONS AND PERIPHERALS

• TSI-1000 Data Collection Terminals
• TSI-1000 Series Data Collection Terminals
• Benefit Accruals
• PC Clock

• Bell Control Module
• Biometric Hand Readers
• PDA Clock