

Now you can **CONTROL TIME**



Automated timekeeping is a powerful resource for businesses. Eliminating hours of unnecessary clerical labor and expensive errors is just the beginning.

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Increase Productivity

Reduce the possibility of clerical errors by streamlining time card management with digital time punch collection. Improve profit margins by more accurately measuring labor costs.

Biometric Time Clock

Time clocks offer increased freedom and reliability over hardware that requires a PC to operate. Ideal for wall mounting near doors, frequently travelled areas or shop floors where PCs are not suitable, all this clock needs to operate is a power outlet and an Ethernet connection.



- Stand alone—no PC required
- High resolution fingerprint scanner
- Customize with your logo
- Color LCD display
- Durable 16 key keypad
- USB port for offline data transfer
- Real-time data communication
- Clock In/Out using PIN or fingerprint



Clock In and Out

TimeTrex works with your current business practices. Employees clock themselves in and out for shifts using the method you have designated. TimeTrex has the flexibility to conform to your needs.

- Web Browser
- iPhone / Android App
- Biometric Time Clock
- Telephone Time Clock

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Instant Access

Administrative online access allows management of schedule deviations and tardiness instantly with up to the minute employee reports. Keep track of potential overtime with the Over Weekly (or Daily) Time exception codes.

TimeSheet Summary Report

Time Period: Last 24 Hours [11/06/2013 to 12/06/2013]
Filter: Time Period

TimeTrex
Workforce Management
Generated: 12/06/2013 2:59 PM
Generated For: Mr. Administrator

Full Name	Default Department	Default Branch	Date - w/Time	Pay Period - End Date	Pay Period - Start Date	Verified TimeSheet
Braun, Tristen	Construction	New York	-	22/06/2013	09/06/2013	No
Braun, Tristen	Construction	New York	-	22/06/2013	09/06/2013	No
Braun, Tristen	Construction	New York	-	22/06/2013	09/06/2013	No
Braun, Tristen	Construction	New York	-	22/06/2013	09/06/2013	No
Braun, Tristen	Construction	New York	-	22/06/2013	09/06/2013	No
Doe, Jane	Construction	New York	-	22/06/2013	09/06/2013	No
Doe, Jane	Construction	New York	-	22/06/2013	09/06/2013	No
Doe, Jane	Construction	New York	-	22/06/2013	09/06/2013	No
Doe, Jane	Construction	New York	-	22/06/2013	09/06/2013	No
Doe, Jane	Construction	New York	-	22/06/2013	09/06/2013	No
Doe, Jane	Construction	New York	-	22/06/2013	09/06/2013	No
Doe, Jane	Construction	New York	-	22/06/2013	09/06/2013	No
Grant, Heather	Administration	Seattle	-	22/06/2013	09/06/2013	No
Grant, Heather	Administration	Seattle	-	22/06/2013	09/06/2013	No
Grant, Heather	Administration	Seattle	-	22/06/2013	09/06/2013	No
Grant, Heather	Administration	Seattle	-	22/06/2013	09/06/2013	No
Grant, Heather	Administration	Seattle	-	22/06/2013	09/06/2013	No
Grant, Heather	Administration	Seattle	-	22/06/2013	09/06/2013	No
Whitting, Donald	Construction	New York	-	22/06/2013	09/06/2013	No
Whitting, Donald	Construction	New York	-	22/06/2013	09/06/2013	No

Timesheet Reports

Employee timesheet report of all punches for a certain time period.

- Report even last 24-hours
- Schedule Summary
- Timesheet Summary
- Timesheet Detail
- Punch Summary
- Accrual Balance Summary
- Exception Summary

Exception Report

This attendance report features a variety of exception codes that can be selected by pay period, employee, branch, employee status, etc.

- No Lunch/Missing Break
- Unscheduled Absence
- Not Scheduled
- In Late/Out Early
- Over/Under Daily Scheduled Time
- Timecard Not Verified

Default Branch: -- Any --
Default Department: -- Any --
Branch: -- Any --
Department: -- Any --
Show Pre-Mature: ☐

Date	Severity	Exception
14/06/2013	Medium	Out Early
14/06/2013	Medium	Out Early
14/06/2013	Medium	In Late
10/06/2013	Medium	Out Early
08/06/2013	Critical	No Lunch
08/06/2013	Critical	No Lunch

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Accruals and Time Banks

Set up an unlimited number of accruals to automatically track employee vacation, sick days or banked time. Managers and employees can also view their own accrual balances, eliminating time consuming requests to human resources.

First Name	Last Name	Accrual Policy	Accrual Policy Type	Balance
Mr.	Administrator	Bank Time	Standard	13:53
Mr.	Administrator	Personal Time Off (PTO)/Vacation	Calendar Based	16:30
Mr.	Administrator	Sick Time	Calendar Based	09:57
Tristen	Braun	Bank Time	Standard	15:12
Tristen	Braun	Personal Time Off (PTO)/Vacation	Calendar Based	20:52
Tristen	Braun	Sick Time	Calendar Based	10:11
Jane	Doe	Bank Time	Standard	16:24
John	Doe	Bank Time	Standard	09:13
John	Doe	Personal Time Off (PTO)/Vacation	Calendar Based	13:05

Accrual Status

Check status of Accrual Balances for all your employees. This report shows at a glance how many hours each employee has remaining for all accrual policies that you have added.

Accrual Bank

See when employees were either awarded or used their accrued time off.

First Name	Last Name	Accrual Policy	Type	Amount	Date
Mr.	Administrator	Personal Time Off (PTO)/Vacation	Used	00:00	11/06/2013
Heather	Grant	Personal Time Off (PTO)/Vacation	Used	00:00	19/06/2013
Mr.	Administrator	Sick Time	Awarded	09:57	09/06/2013
Rosella	Lorenzo	Bank Time	Awarded	14:29	09/06/2013
Mike	Smith	Sick Time	Awarded	17:42	09/06/2013
Mr.	Administrator	Personal Time Off (PTO)/Vacation	Awarded	16:30	09/06/2013
John	Hancock	Sick Time	Awarded	12:55	09/06/2013
Rich	Wiggins	Bank Time	Awarded	20:44	09/06/2013
John	Hancock	Personal Time Off (PTO)/Vacation	Awarded	13:10	09/06/2013
John	Hancock	Bank Time	Awarded	18:05	09/06/2013

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Scheduling

TimeTrex provides flexible scheduling solutions with minimum effort and maximum efficiency. Increase your profitability by identifying costs attributed to specific employee, branch, department, task-type or quantity produced.

Easy Scheduling

Scheduling in TimeTrex is easy with reoccurring schedule and shift templates. Drag and drop templates makes schedule changes quick. TimeTrex alerts you when scheduling conflicts arise.

Department	Employee	Sun, Jun 09	Mon, Jun 10	Tue, Jun 11	Wed, Jun 12	
Administration	Brent Pawle		8:00 AM - 5:00 PM		10:00 AM - 7:00 PM	
	Gale Mench		2:00 PM - 11:00 PM			
	John Doe					
	Rosella Lorenzo					2:
	Tamera Erschoff					8
Construction	Theodora Simmons				10:00 AM - 7:00 PM	
	Beau Mayers					8
	Brent Pawle					
	Heather Grant			2:00 PM - 11:00 PM		
	Ian Schofield		6:00 AM - 3:00 PM			
	Jane Doe	8:00 AM - 5:00 PM				
	John Doe	8:00 AM - 5:00 PM				
	Kailey Klockman			8:00 AM - 5:00 PM		8
	Matt Marcotte				2:00 PM - 11:00 PM	
	Mike Smith				8:00 AM - 5:00 PM	
	Nick Hanseu			6:00 AM - 3:00 PM	2:00 PM - 11:00 PM	
	Redd Riffer					
	Theodora Simmons					8

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On the Go

TimeTrex reports are available on-demand in a variety of formats to fit your schedule and needs. Never be out of touch with what is happening at your business with the TimeTrex smartphone application and online features.

Job Summary

Reports can break down labor by Branch, Department, Specific Job or Employee for any stated time period.

* TimeTrex provides powerful job costing options. Ask us about Job Costing options!

Job Detail Report

Time Period: Last 24 Hours [11/06/2013 to 12/06/2013]
Filter: Time Period



Full Name	Job Code	Job Estimated Time	Job Billable Rate	Pay Period - Start Date	Pay Period - End Date	Regu Tim Wa
Klockman, Kailey	11	750:00	\$45.00	09/06/2013	22/06/2013	\$43
Klockman, Kailey	11	750:00	\$45.00	09/06/2013	22/06/2013	\$64
Klockman, Kailey	10	500:00	\$20.00	09/06/2013	22/06/2013	\$64
Klockman, Kailey	10	500:00	\$20.00	09/06/2013	22/06/2013	\$64
Klockman, Kailey	11	750:00	\$45.00	09/06/2013	22/06/2013	\$43
Klockman, Kailey	11	750:00	\$45.00	09/06/2013	22/06/2013	\$64
Smith, Mike	10	500:00	\$20.00	09/06/2013	22/06/2013	\$64
Smith, Mike	10	500:00	\$20.00	09/06/2013	22/06/2013	\$43
Smith, Mike	11	750:00	\$45.00	09/06/2013	22/06/2013	\$64
Smith, Mike	10	500:00	\$20.00	09/06/2013	22/06/2013	\$107
Smith, Mike	11	750:00	\$45.00	09/06/2013	22/06/2013	\$64
Schofield, Ian	10	500:00	\$20.00	09/06/2013	22/06/2013	\$43
Schofield, Ian	11	750:00	\$45.00	09/06/2013	22/06/2013	\$129
Schofield, Ian	11	750:00	\$45.00	09/06/2013	22/06/2013	\$64

ROGERS 10:42 AM 68%

Demo - In/Out Logout

Transfer: ☐

Punch Type: Normal ▼

In/Out: In ▼

Branch: Mississauga ▼

Department: Construction ▼

Job: 1 House1 ▼

Task: 100 Landscaping ▼

Quantity: Good: ☐ Bad: ☐

Mobile App

iPhone/ Android App allows you to manage Time & Attendance on the go. Punches contain a GPS Location and Google Map Integration.

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Manage Off-Site

When you can not be at multiple places at the same time, you can still check in on your business. TimeTrex will monitor and email you exceptions or reports if employees have not reported to work or deviated from schedule.

Who's In Summary

This report shows which employees are currently clocked in at any of your locations.

Time Period: Today [12/06/2013 to 12/06/2013]

Filter: Time Period

Sort: Branch, Status, Type, Last Name, First Name

Generated: 12/06/2013 9:01 AM

Generated For: Mr. Administrator

Branch	First Name	Last Name	Punch Time
New York	Tristen	Braun	12/06/2013 2:00 PM
	John	Doe	12/06/2013 2:00 PM
	John	Hancock	12/06/2013 2:00 PM
	Kailey	Klockman	12/06/2013 2:00 PM
	Rosella	Lorenzo	12/06/2013 2:00 PM
	Beau	Mayers	12/06/2013 2:00 PM
	Franklin	McMichaels	12/06/2013 2:00 PM
	Gale	Mench	12/06/2013 2:00 PM
	Steph	Mench	12/06/2013 2:00 PM
	Ian	Schofield	12/06/2013 2:00 PM
	Mike	Smith	12/06/2013 2:00 PM
	Donald	Whitling	12/06/2013 2:00 PM
Seattle	Mr.	Administrator	12/06/2013 2:00 PM
	Jane	Doe	12/06/2013 2:00 PM
	Tamera	Erschoff	12/06/2013 2:00 PM



Custom Reports

TimeTrex offers your organization full control and tracking with customized reports that we can tailor to pull the information you are looking for.

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