



# Red Z Time and Attendance – Enterprise Edition

## Web-Based Time & Labor Management Solutions

Managing your greatest asset — **your workforce** — with an effective Time & Labor Management solution is critical to maintaining a competitive edge. A stronger balance between higher-level automation and ease-of-use helps ensure a quick rollout and greater system acceptance among users.

### Getting Going Quickly:

# SIMPLIFY

#### **AUTOMATIC UPLOADS**

Automatic uploads of employee-related information greatly reduces the time required to setup your company

#### **CONFIGURATION TOOLS**

Online configuration tools simplify implementation so your staff can begin using the system sooner

#### **FLASH MOVIES**

Flash movies aid with user training, ongoing usage of the system, and provide helpful hints to improve your company's return on investment

#### **FEEDBACK TOOL**

In addition to help desk access, an automated feedback tool ensures a timely response is received to questions about system setup and usage

### Simplified Workflow:

#### **TEMPORARY GROUP ASSIGNMENT**

Automatically assign and return privileges to managers using temporary group assignment for out-of-office meetings, travel plans, vacation time, etc.

#### **EVENTS MANAGER**

The successful processing of system tasks, including data synchronization and exception notifications, is tracked using an events manager to spotlight potential user errors

#### **PERSONALIZED TAGS**

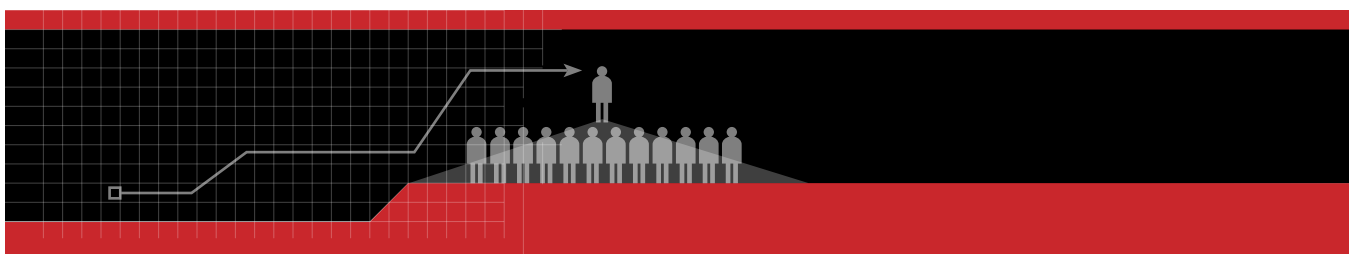
Personalized tags are used to deliver more effective notifications relating to specific occurrences within the system

#### **EFFECTIVE DATING**

Keeping track of rate changes and other aspects of payroll is simplified through the use of effective dating

#### **TIME OFF REQUEST**

A paperless time off request tool offers employee self-service and automatically routes requests to the appropriate manager as with timesheets



## Flexibility In Usage:

SEAMLESS

### **MULTIPLE TIMESHEET FORMATS**

Easily capture time and labor data through multiple timesheet formats and compatibility with various external data collection terminals

### **OPEN ARCHITECTURE**

Open architecture accommodates complicated pay rules; settings can also be easily disabled to simplify usage

### **SOFTWARE UTILITY**

An easy-to-use software utility seamlessly exchanges data with other systems such as Payroll, HRIS, and ERP without the need for technical resources

### **TESTING CONVENTION**

An automated testing convention allows sensitive data such as payroll and benefit accrual rules to be checked prior to processing a ‘live’ pay period

### **MASS EDIT TOOLS**

Mass edit tools make it easy to change user data for unplanned events that may affect many users or groups within your organization

## Security & Accessibility:

### **SENSITIVE COMPARTMENTED INFORMATION FACILITY (SCIF)**

Information is stored in one of the only commercially available data centers built to the Department of Defense (DoD) standards for a Sensitive Compartmented Information Facility (SCIF)

### **HISTORICAL DATA**

System design removes the need to ‘archive’ information so current as well as historical data is available with a single query

### **SYSTEM BACKUPS**

Redundant data storage and frequent offsite system backups ensure data is not lost in the event of an emergency