



# TimeZone™ Professional



## Web-based Workforce Management

TimeZone Professional is specifically tailored to meet the needs of project-driven organizations. Featuring Employee Messaging with online Timesheets and WebPunch, TimeZone Professional streamlines the collection and calculation of employee time and labor information, ensures payroll accuracy and simplifies the administration of HR tasks. TimeZone Professional helps your web-connected workforce provide time and labor information easily and effectively to eliminate delays in the payroll process and facilitate labor data analysis across the organization.

## Employee Messaging: Empower Your Employees

Integral to TimeZone Professional is its Employee Messaging functionality. It enables employees to review historical time and attendance information, check their schedules, update personal information, monitor accruals balances and communicate with supervisors and management online, saving valuable time and resources of Human Resource staff. Additionally, you can place networked computers at central locations to enable employees without dedicated PC's to access this functionality. TimeZone's sign-in, with unique login and password protection, provides a secure environment, even at shared workstations.

Through the integrated Message Center, Employee Messaging allows supervisors and employees to easily communicate absence requests and approvals or convey other payroll related information electronically. Managers and supervisors are automatically notified when a request is pending; if approved, the absence type (vacation day, personal day, etc.) and duration are automatically updated in TimeZone's Employee Profile, Accruals, and Scheduler areas, making planned absences easy to track, view and manage. TimeZone accommodates multiple levels of approval and enables you to define the number of approval levels required per employee.



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## TimeZone™ Timesheets

TimeZone Professional's Timesheets enable comprehensive web-based time and expense reporting. From any web browser anywhere in the world, Timesheets give employees the ability to track elapsed time worked, with appropriate labor allocation, for precise, up-to-date billing and reporting information.



### TimeZone Professional Advantages

- View time and labor information (hours worked, schedules, accruals, etc.), update personal information, and request time off electronically, from any web browser, 24/7
- Record actual time worked against specific projects, departments or jobs
- Request absences and submit electronically for approval
- Enter eligible expenses (mileage, tolls, etc.) for easy reimbursement and tracking
- Approve Timesheets online with exceptions highlighted
- Punch in and out online with WebPunch, TimeZone Professional's web-based time clock

## TimeZone Professional: time management for your web-connected workforce



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## Timesheets for Easy Online Time Entry

TimeZone's Timesheets provide several advantages over other timesheet software. For example, employees can create pre-set weekly timesheet entries and save as templates for future use, saving valuable time and eliminating re-keying of repetitive data. The Timesheets interface can be personalized by each employee to show/hide, turn on/off, and collapse/expand the screen's sections by default whenever an employee launches Timesheets. Easy navigation controls enable quick movement from the current to next or prior work weeks.

Timesheets can be configured so that supervisors need only review timesheets with errors or exceptions, or they can be set up for automatic electronic submission to supervisors upon completion by the employee. With auto-submission, built-in logic ensures the timesheet is correctly filled in before sending. With its direct action mail links, the submitted timesheet arrives in the supervisor's inbox as a mail message which automatically launches the Timesheets application for quick checks and approvals by the supervisor. Days with exceptions are highlighted in red for quick identification, and the supervisor can add daily notes as required.

TimeZone Timesheets give employees the ability to view their past and future dated accrual balances, then schedule absences right on the timesheet itself (pending managerial approval); and the quick links from Timesheets to TimeZone's full Scheduling module make scheduling an easy task.

## WebPunch

WebPunch is TimeZone's online time clock, providing employees with an easy way to clock in and out electronically. Employees simply log onto the WebPunch screen on their PC or at a central kiosk where they can punch in/out, begin/end breaks, or transfer from one job, project or department to another.



## More than Time and Attendance

TimeZone's flexible architecture enables you to add modules to accommodate your unique requirements as your needs change, with options such as Scheduler, Accruals, and Labor Allocation, delivering measurable results. TimeZone Professional conveniently delivers its rich features over the web, cutting costs by enabling deployment of the application from a single web server to hundreds or thousands of users in multiple facilities, via their web browsers.

**TimeZone Professional:**  
the tools you need to optimize your workforce



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