

ALLEVITY SELECT®




# Time & Labor Management

*Providing peace of mind*

**Accurate and fast  
time management  
at your fingertips**



**Exceptional web based features saves you valuable time & money!**  
*Flexible solutions that will grow and adapt with you*

-  No More Paper Time Sheets
-  Real Time Information
-  24/7 Access
-  Epic Reporting
-  Time-Off Accruals
-  Job Costing
-  Employee Self-Service
-  Multiple Time Collection Options
-  Fully Integrated with Payroll and HR  
— Access All with a Single Login

**allevity**  
HR & PAYROLL

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# Time & Labor Management

## Features & Benefits



### Real Time Information

Get in-the-moment access to your data. Eliminate the guesswork of labor expenses by seamlessly integrating HR, Payroll and Time & Labor Management, allowing data to be viewed and analyzed in real time. See the full picture of your operations.



### Time-Off Accruals

Flexible time-off accruals management incorporates company requirements such as eligibility, tenure and hours worked. Online approval workflow tracks hours accrued, approved and remaining. Master calendar shows time-off scheduled by supervisor, department or company.

# 24/7 access

Access your system anytime, anywhere. You have 24/7/365 access to your data. All you need is any web browser or mobile device. Remain in constant control of your business information.



### Multiple Time Collection Options

Integrate multiple time collection options to track employee and manager time, review hours, include comments for late or missing punches and address any other exceptions all from a single screen.

Choose from a wide range of time collection options depending on your specific work environment:

- > traditional swipe keypads (bar code, magnetic)
- > web time clocks
- > proximity
- > smart phones
- > touchtone phones
- > biometric fingerprint recognition



### Employee Self-Service

Empowers employees to review time sheets, submit change requests, view time-off accruals, submit time-off requests and view history. This self-service is available online or via mobile app.

## Additional Features

- > Employee Scheduling
- > Mass Edit Capabilities
- > Auto Populated Company Holidays
- > Itemized Expense Tracking

## Control and Measure Costs



### Job Costing

Job costing offers the ability to track work, time and expense against multiple cost centers, such as positions, departments, locations, contracts and/or tasks. Get greater accuracy in allocating costs and measuring efficiency.



### Epic Reporting

Know your true costs by location and/or department

44 standard time reports easily customized to your needs

Easily filter and sort data — save report settings for future use

Choose from a wide range of export options CSV, Excel, PDF, HTML and XML

Quick links to your favorite reports

### Our Services

Full Service HR  
PEO Services  
HR Outsourcing

Allevity Select®  
Payroll & Taxes  
Human Resources  
Insurance Plan Administration  
Time & Labor Management



## Allevitize Your Business

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