



Time and Attendance tracking and reporting for government compliance

Business Challenge

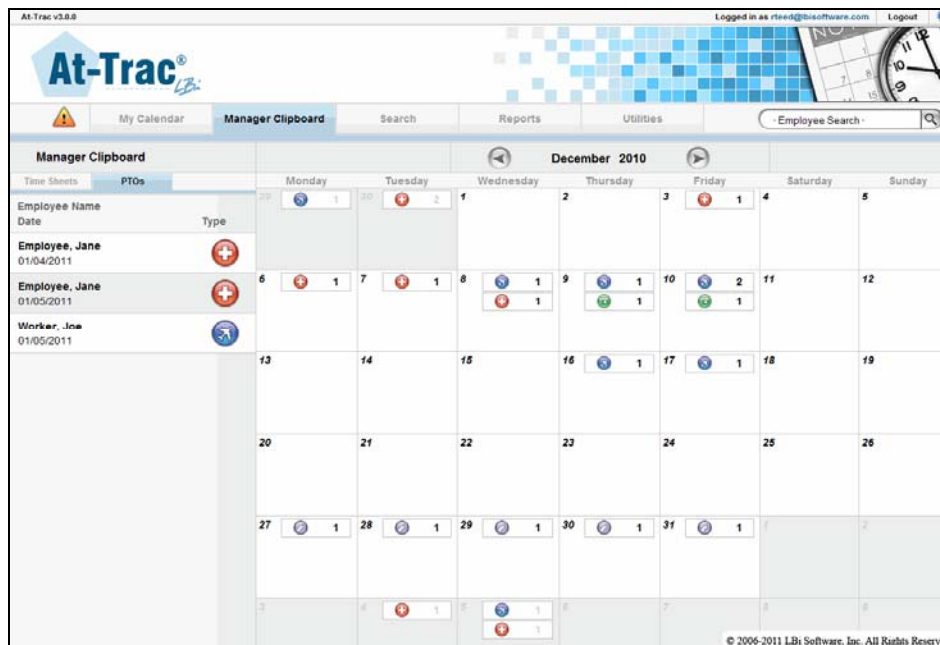
The customer, a defense contractor to the US government, required the replacement of an existing time reporting system which was developed internally on Lotus notes. The new solution required a packaged software system that was flexible enough to be customized to meet the unique needs of the business and powerful enough to provide a comprehensive Time and Attendance system. The new solution would have to integrate to the corporate systems and be able to:

- Track the time and attendance of exempt and non-exempt employees
- Report time against approved charge-to-numbers
- Provide for compliance reporting for government projects
- Be capable of producing reports for tracking and billing time
- Integrate to the payroll system for check creation and time accounting
- Create annual audit trails for project time reporting
- Provide for exception reporting

The Solution

The customer selected At-Trac from LBi Software as the engine for their new time and attendance tracking and reporting system. At-Trac delivers efficient and comprehensive time and attendance tracking across the customer's entire organization and for all employee types. At-Trac can easily integrate to corporate HR systems like PeopleSoft or any other packaged solution or legacy HR system to provide access to accurate and up to date employee information.

Available through the customer's network and over the Internet, the powerful browser based user interface provides easy access for employees in the office, at home, at remote sites and mobile locations. At-Trac organizes and stores all related data for easy reporting and maintaining of audit trails for compliance reporting with the ability to report by employee, charge-to-numbers, project basis and more.



Manager Calendar

At-Trac provides to the customer a paperless environment for the creation, submission and approval of all time reporting documents and integrates with the corporate e-mail system for automatic and event triggered notices.

With At-Trac all time related requests and submissions are tracked and organized online for quick access and convenient storage. At-Trac's organized and easy to use time monitoring methodology provides quick access to the data for review and analysis. The clipboard allows for one-stop shopping to review all outstanding time sheet issues and rule checking drastically reduces submission errors.

The Benefits

The dynamic rules entry facility eliminates programmer maintenance and significantly reduces the time needed by administrators to review outstanding requests. With At-Trac, the customer is able to set up specific time recording rules inside At-Trac to check for validation of data, maintaining charge-to-numbers and time card completion. Invalid entries are highlighted and incomplete entries are flagged and corrected prior to submission resulting in fewer errors and faster turnaround.

Ease of access is provided to the employees and management through a browser based user interface available 24x7 through the company intranet in the office or via secured access over the Internet from home or remote locations. At-Trac also accommodates mobile devices for employees to enter timesheets from handheld devices eliminating delays and late responses.

At-Trac delivers a paperless environment for the customer with all time reporting done electronically with approvals and notifications monitored and recorded within the system. The powerful yet flexible application allows the customer to determine:

- Time and attendance calculations
- Tracking rules
- Approval processes

The screenshot shows the At-Trac v3.0.0 web interface. At the top, it says "At-Trac v3.0.0" and "Logged in as rteed@lbisoftware.com". The main navigation bar includes "My Calendar", "Manager Clipboard", "Search", "Reports", and "Utilities". Below this, there's a search bar for "Employee Search".

The main content area is divided into several sections:

- Employee Information:** Shows details for "Jane Employee", including Empl. Type (Default), Company (LBI), Department (No Department), Shift (No Shift), Email (jemployee@lbisoftware.com), Empl. Flags (Generate Time Sheets, Administrative Assistant), and Managers (Richard Teed). There is also a "Business Contact" section with address and phone number.
- PTO Balances:** Lists various leave types with their total, used, pending, and remaining amounts:
 - Vacation - 2010: Total 15.0 D, Used 1.0 D, Pending 0.0 D, Remaining 14.0 D
 - Sick - 2010: Total ∞, Used 2.0 D, Pending 0.0 D, Remaining ∞
 - Jury Duty - 2010: Total ∞, Used 0.0 D, Pending 0.0 D, Remaining ∞
 - Personal Time - 2010: Total 24.0 H, Used 8.0 H, Pending 0.0 H, Remaining 16.0 H
 - Maternity - 2010: Total 60.0 D, Used 0.0 D, Pending 1.0 D, Remaining 59.0 D
- History:** A table showing task history for the year 2010.

Week Ending Date	Tasks	Total Hr	OT Hr	Approver	Status
Dec 19, 2010 Sunday	4	25.0	0.0	Teed, Richard	Draft
Dec 12, 2010 Sunday	6	45.0	5.0	Teed, Richard	Draft
Dec 05, 2010 Sunday	6	39.0	0.0	Teed, Richard	Draft
Nov 28, 2010 Sunday	3	24.0	0.0	Teed, Richard	Approved
- Time Sheet Details:** A table showing specific time sheet entries.

Date	Task	Duration
Dec 16, 2010 Thursday	Vacation	1.0 D
Dec 15, 2010 Wednesday	Regular Hours	8.0 H
Dec 14, 2010 Tuesday	Regular Hours	8.0 H
Dec 14, 2010 Tuesday	Project Management	1.0 H

At the bottom right of the interface, it says "© 2006-2011 LBi Software, Inc. All Rights Reserved."

Employee Information