

## ***LBi Time and Attendance***



THE COMPREHENSIVE,  
WEB-ENABLED SOLUTION FOR ALL  
ATTENDANCE, TIME-TRACKING  
AND ABSENCE-MANAGEMENT NEEDS.

# Time-and-Attendance Software – Comprehensive, Intuitive, Integrative

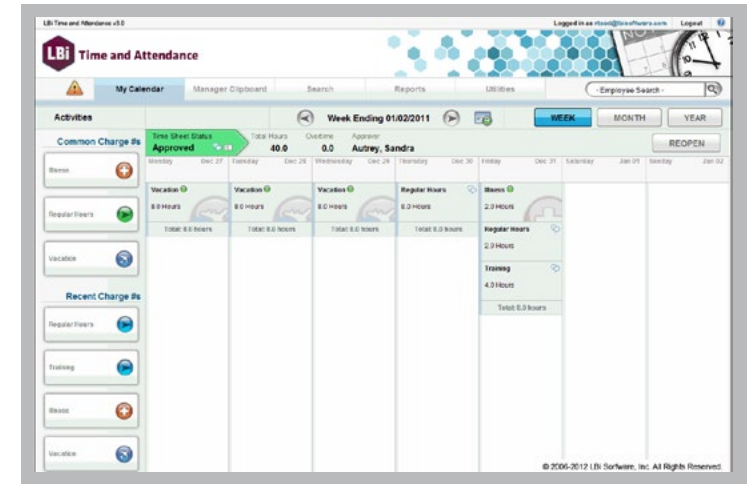
LBi Time and Attendance is a complete Web-enabled application that provides a comprehensive solution for entering and managing all of your attendance, time-tracking and absence-management needs.

It's designed from the same combination of HR business knowledge and technological expertise that developed our LBi HR HelpDesk case management solution.

Like LBi HR HelpDesk, LBi Time and Attendance is delivered with LBi's dedication to client service and customer responsiveness.

*LBi Time and Attendance is delivered with **dedication** to client service and customer responsiveness.*

## Meaningful, Measurable Benefits



LBi Time and Attendance collects and manages your employees' time simply and accurately, regardless of where your employees are located or how many locations you have. The benefits are clear and measurable.

- **Decrease Your Costs**

LBi Time and Attendance reduces the time and cost required to address all of your time-tracking and reporting needs. All information and requests are electronically submitted and processed, virtually eliminating the need for paperwork. Integrated workflow allows managers and administrators to operate more efficiently.

- **Empower Your Employees**

Employees enter their hours and requested days off into LBi Time and Attendance, which can be seamlessly plugged into your corporate portal, or function as a stand-alone application.

- **Increase Administrator Efficiency**

LBi Time and Attendance automatically validates requests against specific business rules. This significantly reduces the time administrators spend reviewing outstanding requests; they only see the requests that have passed the automatic validation process. The result: improved workflow.

- **Benefit From a Customizable Engine**

A dynamic user interface allows administrators to specify a variety of options for how time and attendance is calculated. Even the most complex attendance-tracking rules are easy to implement, with no need for costly programming modifications.

# Comprehensive, Intuitive Features

LBi Time and Attendance offers every function any organization needs to simply and accurately collect and manage time, attendance and absence-management.

- **Time and Attendance Tracking**

LBi Time and Attendance delivers a paperless solution for time and attendance tracking and eliminates the circulation of paper time sheets and vacation requests. With LBi Time and Attendance, paper time sheets and requests are replaced with an easy-to-use browser-based interface to capture the time data required of your employees.

- **Options for Time Entry**

LBi Time and Attendance includes two methods for time entry. The traditional method allows employees to manually enter their time each day. The automated method enters time on behalf of the employee based on that employee's position and department. It also allows the employee to manually enter "exception" time. The employee can also track time on a particular project, to interface time tracking with billing.

- **Easy-to-Use Screens**

Employees can see their own time in either the calendar view or from the clipboard. Either way, a supervisor can view the recorded time within the system's online approval cycle. Using a simple calendar interface, employees can request time off, including sick days, vacation time, jury duty and time off because of workers' compensation.

- **Easy Access to Data**

Remaining annual balances and the status of current requests for time off can be checked online. Requests for time off are reviewed online. Employees are immediately notified of any errors, eliminating repeated submissions and the associated frustrations of multiple request attempts. Event-triggered emails can be generated to keep the employee apprised of the status of a request. Once the request is approved, an entry is automatically added to the employee's calendar.

- **Management Workflow**

With LBi Time and Attendance, all time-related requests and submissions are tracked and organized online for quick access and convenient storage. LBi Time and Attendance's organized, easy-to-use time-monitoring methodology provides quick access to data for review and analysis anytime. The clipboard allows "one-stop shopping" to review all outstanding time-off requests, and the built-in rule-checking drastically reduces submission errors.

- **Fast Implementation**

The powerful design structure allows the most complex attendance-tracking rules to be efficiently implemented and greatly reduces the need for costly programming modifications.

- **Seamless Integration**

Data contained in LBi Time and Attendance can be automatically synchronized with your HR system for all your employees. For example, if an employee is transferred to a new department in PeopleSoft, this synchronization process will automatically update the information for the individual. The information is displayed correctly and the system applies all department-related rules to any subsequent requests.

- **Full Reporting**

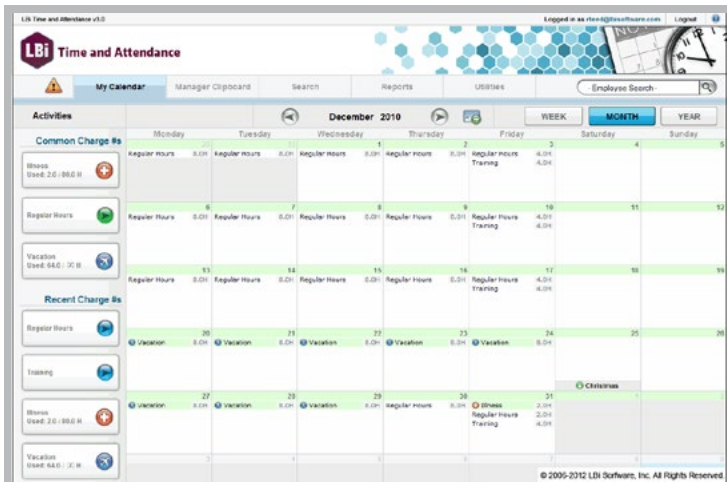
LBi Time and Attendance offers a variety of attendance reports by individual or department, including estimated Labor Cost, Absence/Illness, Vacation Summary, G/L Liability and Summary of Time Off Balances.

*Data contained in LBi  
Time and Attendance can be  
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with your HR system.*

# SaaS Hosting Options – Further Proof of Our Flexibility

LBI Time and Attendance can be hosted as Software-as-a-Service (SaaS) either on a dedicated server or in a cloud computing environment. It's another example of our commitment to adapt to each client's needs.

Either way, our SaaS option frees your IT staff from the expense and burden of purchasing and maintaining expensive hardware and software. SaaS from LBI provides nightly backups, full firewall protection, 99.9 percent guaranteed uptime and a proven disaster-recovery plan.



- **Dedicated Server Environment**

Your LBI Time and Attendance system is hosted on a dedicated server in a SAS 70 Type II/SSAE 16 Type II compliant, secure hosting facility. Each client deployment includes a separate instance of the application, database, operating system and Web server. No other client data or business application resides on your server. Our dedicated server option provides the utmost in performance and security.

- **Cloud Computing Environment**

For maximum performance at the lowest possible cost, select LBI's Cloud Computing Environment option. Highly secure and SAS 70 Type II/SSAE 16 Type II compliant, high-speed connections to physical servers ensure that performance scales to meet your business demands.

Our **dedicated** server option provides the utmost in **performance** and **security**.

# Implementation – Dedicated to Full User Adoption

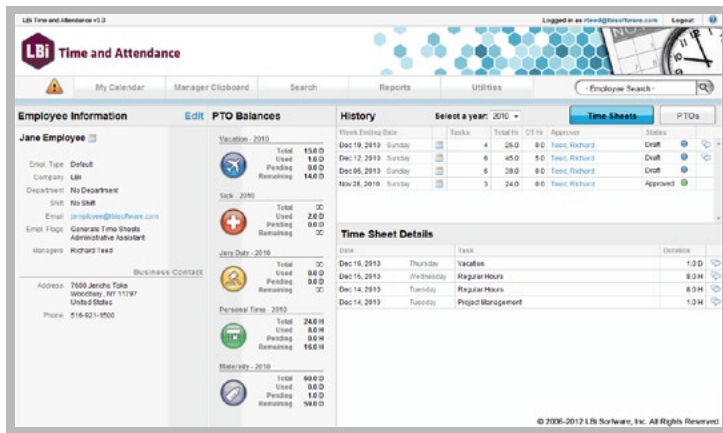
Our client-focused process extends into implementation and follow-up. LBi Time and Attendance implementation includes these benefits:

- **Full setup and integration**
- **Integration with your HR application**
- **Email integration**
- **Single Sign On (SSO) integration**
- **Training – in-person sessions and Flash videos**
- **Corporate branding**

## LBi Time and Attendance Features – Comprehensive, Adaptable

LBi Time and Attendance is designed from the ground up with features to meet any large company's attendance, time-tracking and absence-management needs.

- Integration with Outlook or Lotus Notes calendars
- Email notifications and reminders
- Role-based security determined either by the HR system of record or by the system administrator
- Security tables within LBi Time and Attendance
- Three levels of security: employee, manager, administrator
- Drag-and-drop time icons for personal calendars
- Clipboard for managers and administrators showing Pending Requests, Today's PTO Requests and Current Balances, all repeatable and sortable
- Employee HR information, history, time entry and PTO information available to managers and administrators
- Detailed reports on PTO requests and histories
- Manager approval or denial of PTO requests
- Out-of-office designations
- Reports, including ad-hoc reports, generated using BIRT
- Report Viewer, allowing viewing in Word, PowerPoint, PostScript, Excel or through data export to .csv files
- Enterprise-wide or department-wide alerts
- Seamless integration with HR system of record; ability to push or pull relevant data as necessary, either batched or in real time
- Interfacing of time sheets to billing system

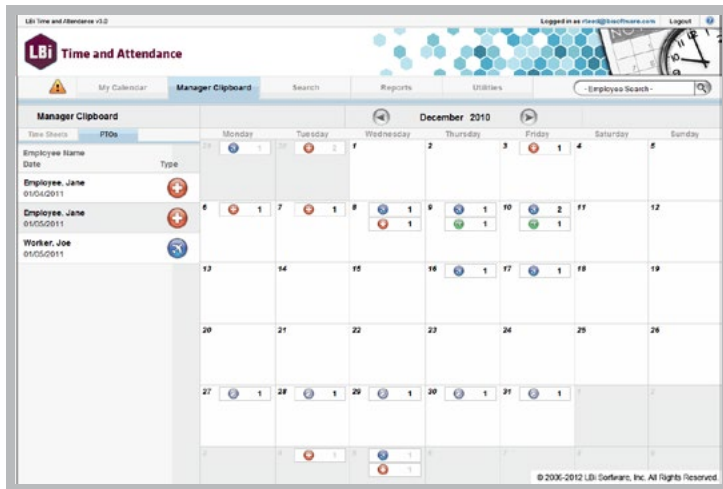


**Highly  
Configurable  
Security**

# Technical Details

**Based on more than 30 years of expertise in the world of HR technology and processes, LBi Time and Attendance:**

- Is compatible with all Java application servers
- Supports all major database platforms
- Supports Single Sign On (SSO)
- Interfaces with all email system servers



## About LBi Software

LBi Software provides precisely engineered, customer-focused human resources technology solutions developed from more than 30 years of experience in HR technology and HR processes. Our flagship solution, LBi HR HelpDesk, is an innovative case manager and call-tracking workflow solution that creates a rich and powerful knowledge base on the fly. Our organic belief in – and solid reputation for applying – a true client-vendor partnership on every project ensures a highly configurable solution designed to put the power in the hands of the employee. In addition, every LBi project is supported by our rich experience and expertise in Mobile Development, Business Intelligence, Data Warehousing, and Reporting and Analytics.

LBi Software is headquartered in Woodbury, N.Y., and is online at [LBiSoftware.com](http://LBiSoftware.com).

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