



Radley Q*ADC

Time & Attendance White Paper

Radley's Time and Attendance module for MFG/PRO streamlines the collection and processing of employee work time. Errors are reduced and manual data entry time is eliminated, as is the possibility of fraud, while payroll hours are formatted for export to any payroll system. The tight integration with MFG/PRO also provides clients with a simplified control point for tracking and reporting all operational activities and removes the need for separate time clocks unless desired.

Data entry may be as simple as a clock-in and clock-out per shift. Paid breaks can be scheduled automatically, and calculated into the employee's time summary; unpaid breaks, such as lunches, are deducted from the hours worked balance. All transactions are applied to the standard shift/department schedule(s) defined for your facility. If an employee's time deviates (including tardies and absences) from this schedule, an exception notice is generated for the supervisor to review during the time approval process. The supervisor can then accept or correct the exception, and once approved, the employee's elapsed time is available for the payroll update.

Once the shift has begun, the supervisor can query the system to see if all scheduled employees are clocked in for the day. An Override Schedule may be constructed to replace the standard schedule for a user-defined period of time to accommodate plant shutdowns, set-up, or overtime. Overtime is calculated on either a daily or weekly basis, and is subject to the same supervisor approvals. The holiday calendar sets up your paid holiday schedule for the year. Holiday time is automatically added to an employee's hours if the employee's holiday pay requirements have been met.

Vacation, personal, sick time or other future leave requests may be entered into the shift/department schedule for the current day or any future date(s). These times will also accrue for each employee based on defined accrual rates. Employee balances are adjusted when the hours are approved during the corresponding shift period, via the standard supervisor approval process. Piece work and point systems can be accommodated.

Radley's optional Labor Tracking Module integrates with the Time and Attendance module to reconcile direct and indirect labor hours against payroll hours. Indirect labor can be automatically posted to MFG/PRO in the assigned Accounting Group Codes.

The Time and Attendance Module operates on any common dedicated or shared hardware device: all Windows mobile and desktop operating systems, as well as newer Windows-based biometric hardware and older character-based handhelds and workstations.