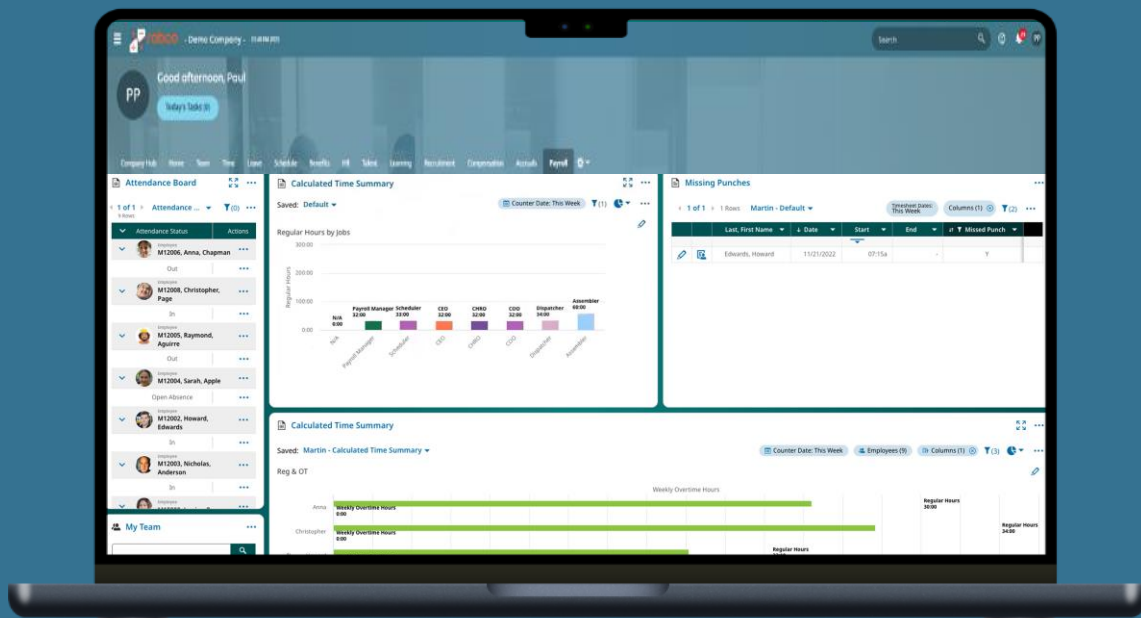


Time

Streamline time tracking with consistent, fair rules.

Time enables organizations to simplify and automate routine tasks, including approving timesheets, correcting exceptions, responding to time-off requests, and managing schedules with flexible workflows. A robust pay calculation engine, automated notifications, configurable reports, and real-time access to accurate time information help you minimize compliance risk.



Consistent, Fair Rules

With Time, our robust pay calculation engine provides a comprehensive set of rules to easily model your current policies and align with federal and state regulations. This ensures your policies are enforced consistently and fairly across all your employees, minimizing compliance risk.



Accurate Data Capture

Collect data from a variety of sources, including timeclocks, telephony, web entry, and mobile. Whether you have a dispersed workforce or all your employees in one location, you can mix and match how you collect data based on your organization's needs.



Real-Time Visibility

An easy-to-use, configurable dashboard allows managers to track key data and perform common tasks on one screen, driving more-informed decision making. Automated notifications and alerts also provide additional visibility into actions that need to be taken in order to align with operational goals.

Key benefits

Drive efficiencies by simplifying routine time and attendance tasks

Improve compliance and mitigate risk with automatic updates to available pay rules

Reduce the administrative burden of managing employee attendance and accruals

Assign and track employees' schedules with ease

Gain strategic insights through real-time reporting at the click of a button

Stay ahead of the curve with proactive notifications to help you align with organizational goals

Easily and quickly make historical timesheet changes, triggering the retro pay processes

Avoid timesheet errors and payroll delays with Continuous Timesheet Readiness Processing constantly running in the background and notifying managers of potential timesheet errors prior to the due date

Get easy, instant access to important information, including timesheets and schedules

Enjoy multiple user-friendly ways to enter and review time information, including by timeclock, web, and mobile

Easily manage time-off requests, schedules, timecards, overtime requests, and more via a curated employee portal

Conveniently launch routine tasks in the mobile app with the tap of a smartphone using NFC tags

Allow your people to care for each other by donating needed time off to an individual or a pool with Peer-to-Peer Time Off Donations

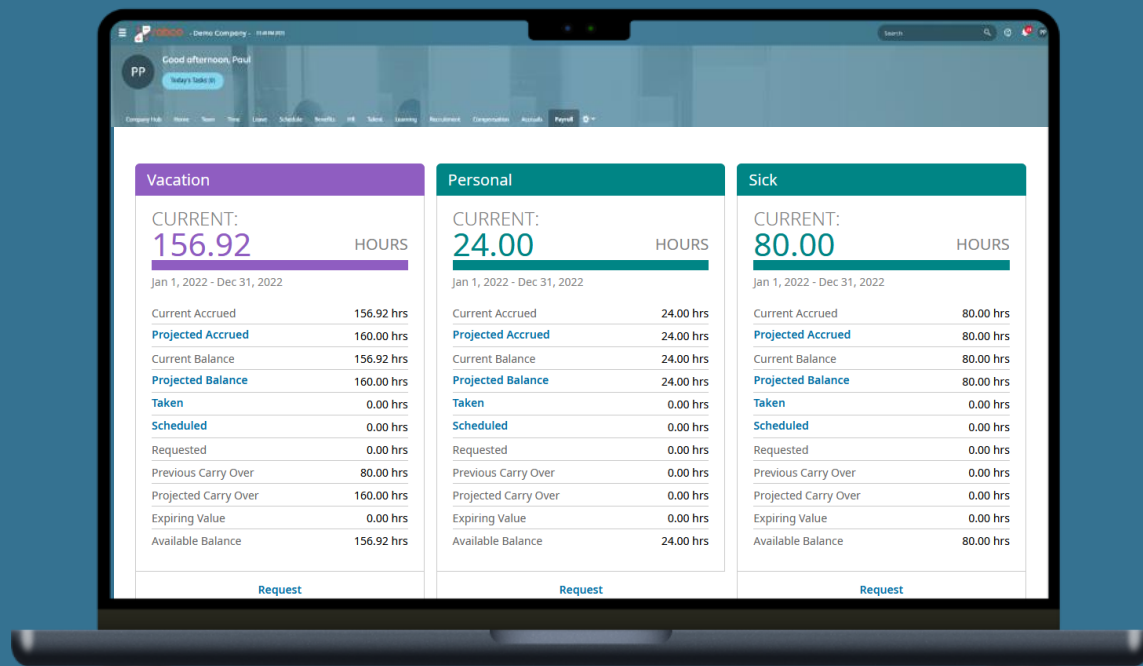
Key features of Time

- Drag and drop custom workflows
- Robust pay calculation engine
- Exception management
- Continuous Timesheet Readiness Processing
- Automated points tracking
- Open absence tracking
- Timesheet management
- Flexible, configurable time allocation
- Mass editing tools
- Robust, real-time reporting with auto-distribution
- Comprehensive, configurable dashboard
- Multiple, user-friendly timesheet formats
- Data collection via timeclock, telephony, web, and mobile
- Geofencing capabilities
- Offline punch capture
- Schedule creation manager
- Automated, proactive SMS, email, and in-application push notifications
- Peer-to-Peer Time Off Donations
- Mobile-friendly employee and manager self-service
- Historical timesheet changes and retro pay

Accruals Manager

Manage time off efficiently and flexibly for **improved accuracy and consistency.**

Our Accruals Manager is a powerful solution that automatically calculates and tracks accrued paid time off (PTO) based on your organization’s specific rules, policies, and regulations — so you can eliminate manual errors, support fair and consistent policy enforcement, and give employees and managers instant visibility to simplify time-off requests and approvals.



Streamlined processes

Speed up and simplify time-off requests and approvals with automated workflows and notifications while maintaining automatic enforcement of policies and regulations. This will minimize compliance risk and ensure fair, consistent treatment of your employees across your organization.



Flexible configuration

Calculate and track accruals based on your organization’s specific policies and Criteria, such as hours worked, seniority, pay grade, attendance, performance, and/or wellness points. Add carry-over settings to specify whether an employee can carry forward accrued time, how much, and for how long.



Increased transparency

Provide employees and managers with access to accrual balances at any time and from any device. Leverage comprehensive reporting and analytics to gain visibility into time earned, taken, scheduled, and remaining for your employees for their applicable PTO categories.

Key benefits

For HR Professionals

Increase engagement by offering comprehensive PTO benefits

Streamline time-off requests and approvals

Ensure fairness by accurately calculating and tracking time-off accruals

Increase transparency with instant visibility into each employee's current accrual balance

Empower managers to make fast, informed decisions on time-off requests

Effectively balance employee requests with staffing coverage requirements

Improve efficiency by eliminating paper-based or manual accrual tracking processes

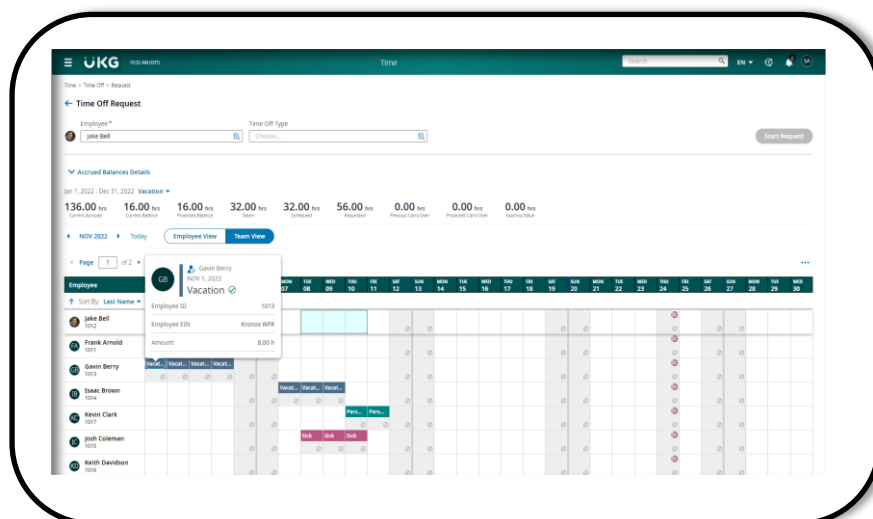
Allow your people to care for each other by donating needed time off to an individual or a pool with Peer-to-Peer Time Off Donations

View the entire team's time off requests all in one place

Accurately track time taken at any point in the payroll cycle with real-time tracking of leave of absence

Key features of Accruals

- Automated accrual calculations
- Custom carry-over settings
- Custom eligibility rules and notifications
- Tracking of time taken, earned, scheduled, and remaining
- Time-off planning manager and calendar, including Time Off Request Team View
- Mobile-friendly employee and manager self-service
- Flexible workflows and approvals
- Real-time reporting and analytics
- Peer-to-Peer Time Off Donations
- Historical timesheet corrections and retro pay
- Real-time tracking of leave of absence



Leave Manager

Support your people with accurate, accessible leave options **while minimizing compliance risk.**

With our Leave Manager solution, your organization can automate the administration and tracking of paid and unpaid federal, state, and employer-specific leave policies. Because our leave solution works seamlessly with Time, it enables you to reduce the administrative burden, labor costs, and risk of noncompliance when managing leave of absence requests and eligibility.



Automate processes

Automated leave administration and tracking is configurable to match the needs of your organization to maintain balances, reduce errors caused by manual processes, and control absence costs. Ensure accurate data and comprehensive visibility when tracking and managing employee leave in real-time.



Increase consistency

Ensure equal, fast, and fair policy enforcement to reduce compliance risks. Leverage flexible, powerful tools that adapt to your unique rules and workflows so that you can be confident that policies are enforced consistently, accurately, and securely across the entire organization.



Create engaging experiences

Reduce paperwork and error-prone manual processes through seamless integration with timesheets, schedules, and government forms, and provide employees with modern self-service tools to request leave, check eligibility, and track their balances — available anytime, anywhere on our mobile app.

Key benefits

For Managers

Improve efficiency by eliminating manual tasks and streamlining leave requests and approvals

Ensure fairness by accurately calculating and tracking leave eligibility, type, and duration

Increase transparency with instant visibility into each employee's current leave status, eligibility, and balance

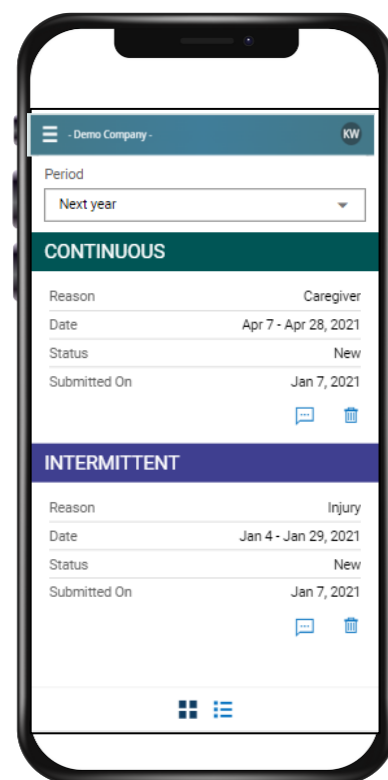
Reduce the cost of unauthorized absences through flexible rules and automated notifications

Improve compliance by ensuring that leave policies are enforced consistently and securely

Easily track and manage continuous and intermittent leave of absence by making historical timesheet changes at any point in the payroll process

Key features of Leave Manager

- Leave qualifier questionnaires
- Seamless integration with timesheets and schedules
- Flexible leave rules, types, duration, and eligibility criteria
- Drag-and-drop custom workflows
- Auto-populated Department of Labor forms
- Attach documents to leave case records
- Real-time, global leave reporting and analytics
- Mobile-friendly employee and manager self-service
- Easily track and manage continuous and intermittent leave of absence in real-time
- Historical timesheet changes and retro pay



NFC Tags

Enhance your organization's efficiency with just a simple tap on a smartphone. By incorporating Near Field Communication (NFC) tags into your work environment, you're enabling your frontline workers to simplify routine tasks. Envision the convenience of clocking in, conducting health checks, applying for leave, requesting time off, and accessing crucial company documents — all within arm's reach. This not only saves valuable time but also allows your team to concentrate on the tasks that truly make a difference.

Simple Set Up

With just a few taps on your smartphone, you can easily set up NFC tags using our intuitive HCM mobile app. Once you've programmed the desired action, place the tags strategically in convenient locations throughout your organization, including on employee badges, office equipment, and meeting room doors.

Streamline Common Tasks

Whether it's applying for leave, retrieving important forms, or way-finding around the office, NFC tag technology simplifies these tasks for frontline employees who don't typically have access to a workstation. Enable your team to quickly find the documents they need and streamline the submission process by setting up dedicated NFC tags for key forms such as leave requests, time off, and workers' compensation to place these essential actions within easy reach.

Ensure Time Tracking Accuracy

Collecting timesheet data becomes easier with the use of NFC tags, especially when your workforce supports a variety of work functions. By placing these tags at workstations throughout your organization, employees can easily clock in and out on their mobile devices, allowing you to track where and how long they worked in each area along with the associated pay rates. This enables you to confidently finalize timesheets and run payroll, streamlining the entire process.



Contact Rabco for Customized Payroll Services and Human Resources Solutions



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[Request a Consultation](#)