

## B3Workforce – Time and Labor Management Solutions

### iTime™ – Time and Attendance Module

Information for the Payroll Decision Maker

#### Business Drivers for Automating Time Collection

As a payroll manager, you need flexible options to streamline administrative tasks and increase efficiency where possible. B3 understands what a key role payroll professionals have in decisions to invest in a human resource management system (HRMS). This datasheet provides important payroll information about B3Workforce iTime™ Time & Attendance to help you evaluate how it will work for you.

Time & Attendance — B3's iTime™ Web-based solution — combines leading technology with system flexibility. It can be easily configured to meet current performance needs and grow to meet future needs, with little additional hardware investment.

##### Streamline Payroll Tasks

With the choice of a licensed or outsourced model, B3 can provide your organization with numerous benefits, but the key bottom line is that: an automated time collection process streamlines administrative tasks, increases productivity and reduces errors and costs. For example, Time & Attendance streamlines time collection, increases speed and accuracy, eliminates manual editing, calculating and keying payroll data.

##### Automate Your Entire Enterprise

Time & Attendance provides time and labor management capabilities in easy-to-understand, integrated options so employees, managers and administrators can interact with the system in a way that best suits their duties and work style including:

- Self-service management utilities
- Self-service and view-only browser timecards
- WebClock (browser-based time punch)
- Electronic time clocks
- Interactive Voice Response (IVR)



##### Reduce Payroll Processing Cost

With B3 iTime™ - Time & Attendance Module, you can start saving right away. Now you can:

- Save one to five percent of your payroll budget in six to eight weeks.
- Eliminate error prone manual time tracking and calculation.
- Dramatically reduce overtime pay from 20 to 50 percent by fast, easy planning, review and approval by supervisors and managers.
- Add newly acquired companies quickly and easily.
- Accurately track accruals and avoid overpayment of vacation hours upon termination.
- Quickly and accurately calculate vacation/PTO liabilities.

## Key Benefits for Payroll Professionals

Time & Attendance's robust features and functionality allows you to:

- Streamline time collection tasks and increase speed and accuracy, eliminating the need for manual editing, calculating and keying in payroll data.
- Reduce overpayment to employees by eliminating errors and saving the company one to five percent of payroll cost.
- Automate difficult, manual payroll rules correctly and consistently, including location/group specific OT, holiday, shift differential and union rules.
- Easily prepare error-free payroll and attendance reports automatically, saving hours of work each week.
- Eliminate manual payroll checks caused by missing or incorrect hours discovered after the payroll run.
- Quickly access historical information online, making it easy to answer employee questions and breeze through audits.
- Ensure speed and accuracy by providing web timecard review and approval by supervisor.
- Easily check completion of Supervisor Approvals and approve timecards as required to meet payroll deadlines.

Apply end-to-end process automation of your time and attendance collection. Eliminate fragmented systems and error prone manual processes and gain access and control that allow you to make better business decisions.

**Improve your Payroll processes and focus on your business.**

## Configurable Timecards

Time & Attendance gives you the capability to customize timecard views for specific employee and business needs, including:

- Exempt and non-exempt employees
- Tracking activity by project, cost center or process
- Recording when employees start and stop work, or just the hours they work
- Managing expenses

In addition, you can configure an unlimited number of specific pay rules and policies for different employee types according to their need.

## Manage by Exception

Errors, exceptions and policy violations are consolidated into one Error Summary Screen, so managers can review or edit timecards. Other features that increase productivity include:

- Automated business rule enforcement
- Online access to unlimited history
- Mix and match pay cycles, including weekly, bi-weekly, semi-monthly and monthly. Or, setup custom pay frequencies to meet your specific needs
- Flexible security profiles that provide access to infinite combinations
- Automated workweek policies
- Ability to track unlimited levels of labor or costing information for each time record