# Central Time Systems, Inc.

Nashville, TN  Tel 615-885-4632

## NOVAtime 2000 Software Features

NOVAtime 2000 Pro is an easy-to-tailor time and attendance system designed to meet your specific needs.

The system's configuration can be easily customized to allow users to define and address specific requirements of their industry, as well as the needs of each company.

The highly graphic user interface and its exclusive System Navigator, guides users through a step by step flow-chart-style screen of most common operations, including payroll Processing and system administration. The System Navigator is the hub of the system from which all NOVAtime 2000 Pro applications operate; this alleviates comprehensive retraining due to employee turnover in your payroll department. All routine (daily, weekly and monthly) Procedures are illustrated in a flow chart style, so you don't ever have to worry about forgetting all these tedious steps and Procedures. It turns a complex job into a few clicks of the mouse!

NOVAtime 2000 Pro utilizes an open modular design that allows us to fit easily into any organization's IT/computing environment. This design adapts to changes, facilitating growth. NOVAtime 2000 Pro is fully implemented via Object Oriented Programming (OOP) using UML (Unified Modeling Language) framework.

A three-tiered development approach is used, which splits applications into different layers – the front end user interface, the business logic and the data back end. This approach makes NOVAtime 2000 Pro fully upgradeable to NOVAtime 3000 Desktop and NOVAtime 3000 Enterprise, offering additional expandability and extra features as your company grows.

## Employee Management

Setting up employees could not be simpler. Information can be imported from an existing payroll or accounting system or manually key-in at the conveniently formatted entry screen. Whichever way you choose, it only takes a few steps.

Up to 8 levels of employee groups can be defined (facility, company, division, department, job, work order, etc.) to allow easy breakdown of employees reports by groups as well as hours worked in each specific group.

Although only a few pieces of information are required by the software to operate, NOVAtime 2000 Pro Provides extensive fields to accommodate all relevant information for your employees, including pay Profile, human resource Profile, personal Profile, accrual balances(†), reviews notepad, and lock-out/access Profile(†).

Optional NOVApic module allows full integration with digital cameras and badge printers for a complete employee photo ID printing solution! Easily design your own badge layout and start printing employee badges quickly with just a few clicks of the mouse.
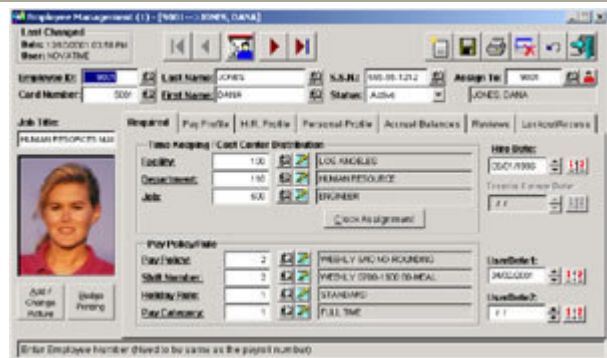
(†) Optional module required.
(*) Badge printer sold separately.

## Timesheet Management

Collected punch data is presented on an electronic timesheet to allow easy review of IN and OUT punches as well as total hours worked for the day, week, or pay period.

NOVAtime 2000 Pro Provides all the tools to quickly and easily find and fix exceptions that require editing such as missed punches, absentees, unauthorized overtime, etc.

Actual work hours are compared with the assigned schedule for each day, and automatically flags punch exceptions such as early in, tardy, early out, late out, long meal, etc. These punch exceptions can be easily authorized/unauthorized for reporting purposes (i.e.: if management had granted permission to an employee who had requested to leave early on a specific day).

A powerful audit trail function keeps track of all changes made to quickly find out who, when and what has been changed in the timesheets.

In addition, various data comparisons are illustrated in several 3-D graphics to assist management take control on labor expense.

## Report Generator

NOVAtime 2000 Pro's Report Generator is the strongest report engine in the industry!

Built with SQL-Based technology, it allows virtually infinite filtering and sorting possibilities, Providing a dynamic reporting environment with the flexibility to handle all the feature needs of your growing company for years to come. Some of the Report Generator features include:

- **Flexible Sorting Criteria** - Our multiple data fields and filters allow users to customize reports for their specific sorting needs.

- **Field Selector** - Allows users to identify what specific data fields are to be viewed.

- **Save Report Feature** - Allows users to setup company-wide and personal report categories. On any existing report, you can customize and save the settings such as sorting, date range, group range, or other filters.

- **Schedule a Report to be Printed via Auto Task** - ALL reports can be scheduled to print at any time to your printers, AND emailed to any specific personnel. Report distribution is easily automated via e-mail, print, or file export (including ASCII, XLS, and PDF formats).

Several groups of reports are available for time and attendance, management, human resources and labor costing.

Report data can be previewed on the screen, sent to a printer, or even to your e-mail in HTML or PDF(*) format. In addition, NOVAtime 2000 Pro can export report data in several file formats such as Microsoft Excel, CSV (comma separated values), DBF (data base file), etc.

Optional Report Maker software module gives users the ability to create virtually endless combinations of reports and layouts. Custom reports are also available to meet your specific report layout requirements.
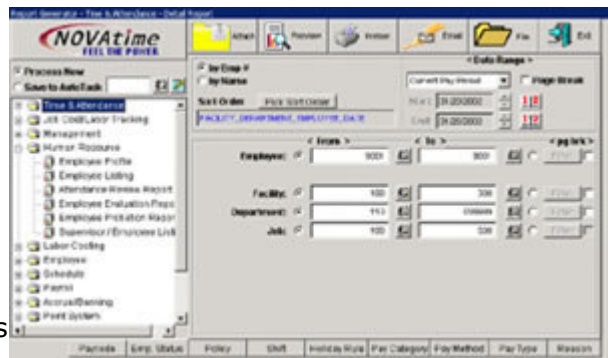
(*) Adobe Acrobat Writer required.

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## IN/OUT Board

The IN/Out Board allows you to easily and quickly determine who's IN and who's OUT at any given moment.

Numerous viewing options are available for the IN/OUT Board, such as viewing by Employee ID, Employee Name, Last Punch Time, or by group of employees under a specific Department or Job. You can also select to view group of employees based on their current status (IN, OUT, Sick, Vacation, Meal, etc.) In addition, you can view who is logged on to the administration system.

The IN / OUT Board is a powerful and valuable tool to instantly find out which employees are currently clocked IN or OUT, or even on vacation, sick, etc. It is easy to use and can be viewed in many combinations. Managers, Receptionists, and Security personnel can instantly obtain the information needed with just a few keystrokes. When used with our continuous on line polling, your staff will be able to have real time information at their fingertips.
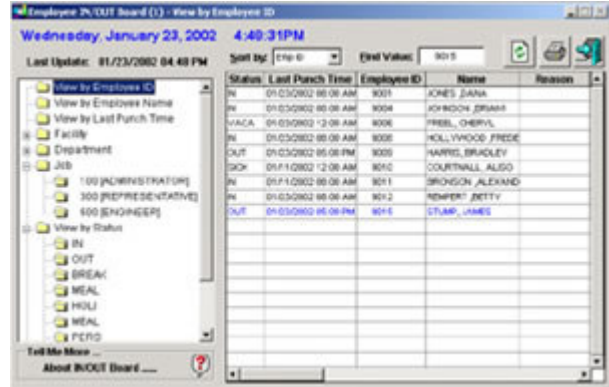
## Lockout/Access Control

The optional Lockout/Access Control software module prevents employees from using the time clocks during predetermined time frames.

The Lockout module can be used to prevent early punch IN or late punch OUT, reducing unauthorized overtime.

Time clocks can be locked out globally to prevent use by anyone, or employees can be locked out individually based on their schedule start and ending times.

Some time clocks can be setup to trigger a door lock relay(*), which used in conjunction with the Lockout/Access Control module Provides an efficient tool to keep track of employees entering and leaving the facilities at all times without affecting the time and attendance entries, as well as to prevent unauthorized access of employees during predefined periods of time.

Supervisors with special lockout release badges can override lockout restrictions for employees authorized to work extra hours or that have been call in to work outside of their regular schedule.
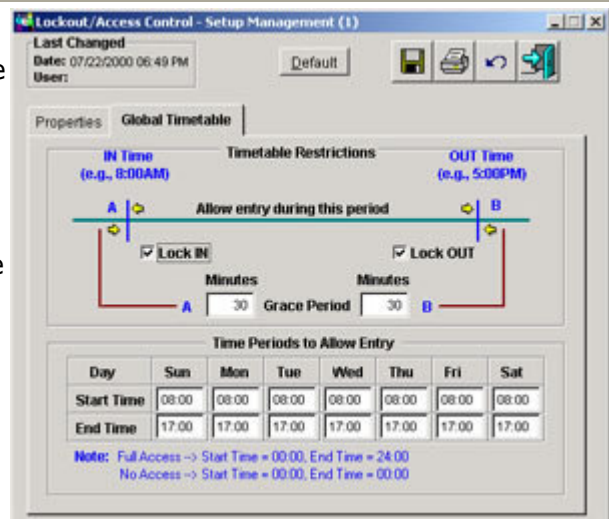
(*) Lockout options and availability vary depending the type of time clock used. Please contact us for details.

## Pay Policy Management

The Problem of time management is universal, but each industry has a different methodology to be addressed. NOVAtime 2000 Pro recognizes these various industries' requirements for time management. NOVAtime 2000 Pro even adapts to the language and terminology used in some industries, Providing several industry templates, which in turn can be further customized by the user. In fact, many of our customers select their industries' default templates and make only minor changes to reflect their in-house needs.

The strong Policy Management allows unlimited number of pay policy rules to calculate hours for different groups of employees. Several punch rounding rules and total hours rounding as well as tardy penalties can be easily defined to accommodate your company's requirements. Overtime calculations can be defined after a predefined number of worked hours daily, weekly, biweekly, as well as for holidays, weekends, consecutive days, days off, etc. with up to five different overtime multipliers.

Unlimited number of flexible and/or fixed shifts can be defined with different meal deductions or paid breaks as well as differential pay segments, premium pay based on either workday or time period, and on call employees with minimum guarantee pay.
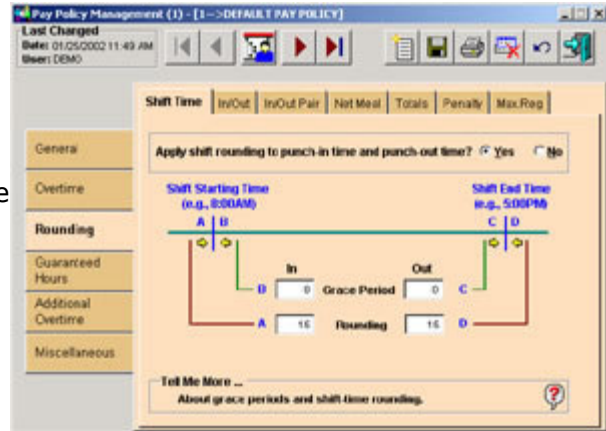
## Accruals Module

The optional Accruals optional software module is a strong utility used to keep track of employees' benefit hours such as available Vacation and Sick time. It can automatically accrue even the most complex accrual rules and will deduct any used time entered under the timesheet management automatically from the employee available balances, preventing the use of benefit hours when they are not available.

Different accrual rules for different groups of employees can be defined, and manual adjustments can be done, if necessary, from the Accrual History screen.

The flexibility of the Accruals module allows posting of accrued benefit hours in desired frequencies (weekly, bi-weekly, semi-monthly, monthly, annually, etc.). It could be even configured for dual frequency posting for employees who are only entitled to use their accrued hours after a predefined period of time (i.e.: employment anniversary, past Probation period, calendar year, etc.).

The Accruals Module can also be configured to accrue benefit hours only when a minimum required number of work hours have been satisfied and one can specify which pay code hours (vacation, sick, etc.) would count towards satisfying such minimum required hours.

In addition the Accruals module can serve as a Comp-Time management tool, Providing a form of paying back (or compensating) the employees for working overtime, IN LIEU of overtime pay. The NOVAtime Comp-Time Rules are parameters (stored in the policy) that work in conjunction with the Accruals Module. These rules will automatically TRANSFER the timesheet OVERTIME to the Accruals Module as COMP-TIME without any user intervention.

The Accruals module can be used in conjunction with some data collection terminals (time clocks) to allow employees to review their own available balances.

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## Point System Module

Optional NOVApoint software module is a sophisticated Point System designed to Progressively track employees' attendance performance automatically, reducing the time spent drafting and rewriting review letters.

NOVApoint is a fully integrated performance tracking solution that uses attendance information to automatically generate merits, demerits, and print Microsoft Word mail-merge documents.

NOVApoint can track "bad" attendance behavior, and exceptions to the rule, such as jury duty, bereavement, doctor's appointment, etc. can also be specified. The system will automatically generate user definable letters for employees with "qualified" number of points or hours, such as warning letters, suspension letters, and even termination letters!

NOVApoint is the only Point System in the industry that can also track and reward employees with "good" attendance behaviors such as "perfect attendance", by either subtracting points or printing award letters such as bonuses, free lunch, paid day off, etc.
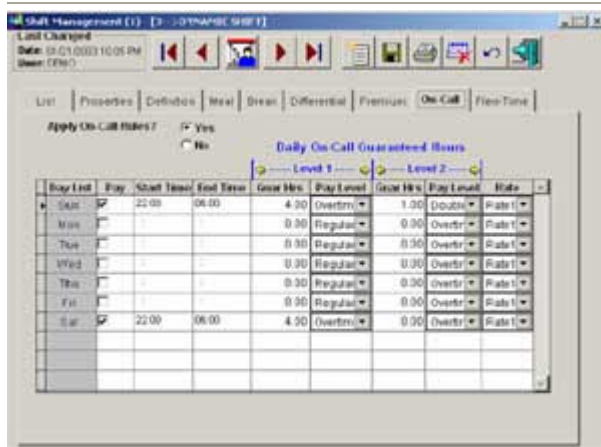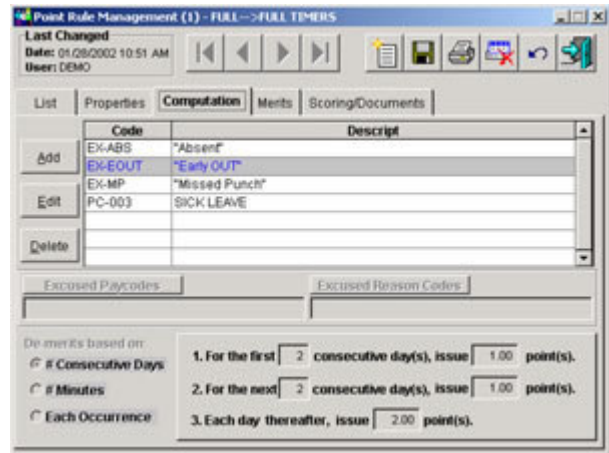
## On-Call/Call-Back Module

The optional On-Call/Call-Back software module is an enhancement to the already strong NOVAtime shift management, designed to address the needs of companies that have to schedule and pay a fixed amount of hours to employees On-Call, and if called in to work, then pay a guaranteed minimum amount of hours.

Companies can specify which days and times employees will be On-Call, as well as the minimum amount of hours they will receive if called in and the pay rate they will be paid during such hours.
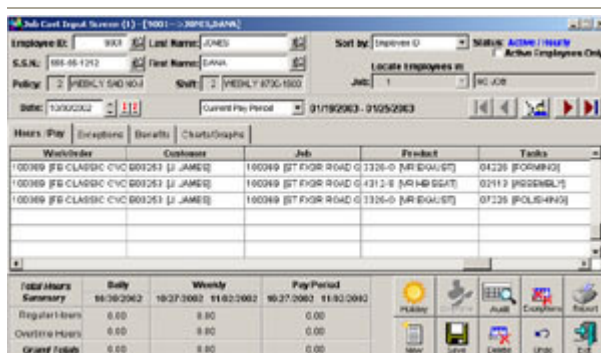
## Job Tracking Module

The optional Job Tracking software module is an enhancement to the basic labor costing features built in NOVAtime 2000.

One can assign various group level activities such as jobs, Products and tasks required to complete a work order.

Work orders can be defined based on hours or piece rates and they can be linked directly to specific customers.

The Job Tracking module can import/update your group information (work orders, jobs, tasks, customers, etc.) automatically from other accounting software using ODBC import technology, eliminating the need to enter such information in both systems.

The Job Tracking module features a powerful, cell-editing Job Cost Input screen to easily review or edit job related transactions as well as quantities and rates.

In addition, the Job Tracking module adds group transfer validation to the NT5000 and NT600 data collection terminals to prevent input of invalid jobs or other group numbers.

## Payroll Bridges

Many optional Payroll Bridges allow export of data in predetermined file formats for hundreds of common Accounting Software and Payroll Services such as ADP, Paychex, Compupay, EZPay, Gevity*hr* (formerly Staff Leasing), Quickbooks, Peachtree, MAS-90/200 (Macabe Visual Integrator), UltiPro, ABRA, ACCPAC, Macola and many more!

Payroll Bridges eliminate manual key-in of hours minimizing type errors and boosting payroll Processing efficiency. Custom payroll bridges are also available for systems not currently supported.

*...and many more!* (*)

(*) All names, trademarks and/or logos registered by their respective owners.

## Auto-Task Engine

NOVAtime 2000 Pro Provides a powerful tool to automate common operations such as data collection, report generation, data backup, etc. These operations can be scheduled to run automatically at a specified time in a daily, weekly or monthly basis.

The Auto-Task engine can be especially useful to allow certain Processes to run unattended, such as database back-up, and data collection.

In addition, the Auto-Task engine can also be set to print predefined reports to specific printers in your network or scheduled to automatically e-mail them to predefined recipient (e-mail addresses) facilitating report distribution. The Auto-Task engine would even export data to a file in predefined formats including ASCII, XLS, and PDF(*) formats for seamless integration with other systems such as access control.
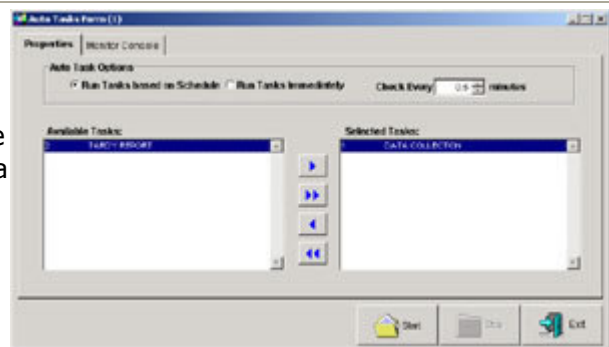
(*) Adobe Acrobat Writer required.

# Data Collection Options

## Overview

NOVAtime 2000 Pro supports a wide variety of data collection devices and key-in methods used to register IN and OUT time transactions for employees. These devices have been designed to fit companies so diverse as the needs of their work places. From Day Care Centers to Nuclear Plants, our data collection devices are Proven, reliable, user accepted Products.

Different applications require different solutions whether they are key-in, badge or biometric. Below you will learn more about the features offered by different data collection terminals. Regardless of your specific needs, we have the Product that will work for you!

A Complete Time Management Solution..... The Choice is Yours.

THE TIME IS NOW

NOVAtime 2000 supports a wide variety of data collection devices and key-in methods, all of which can be integrated directly into Novatime2000.
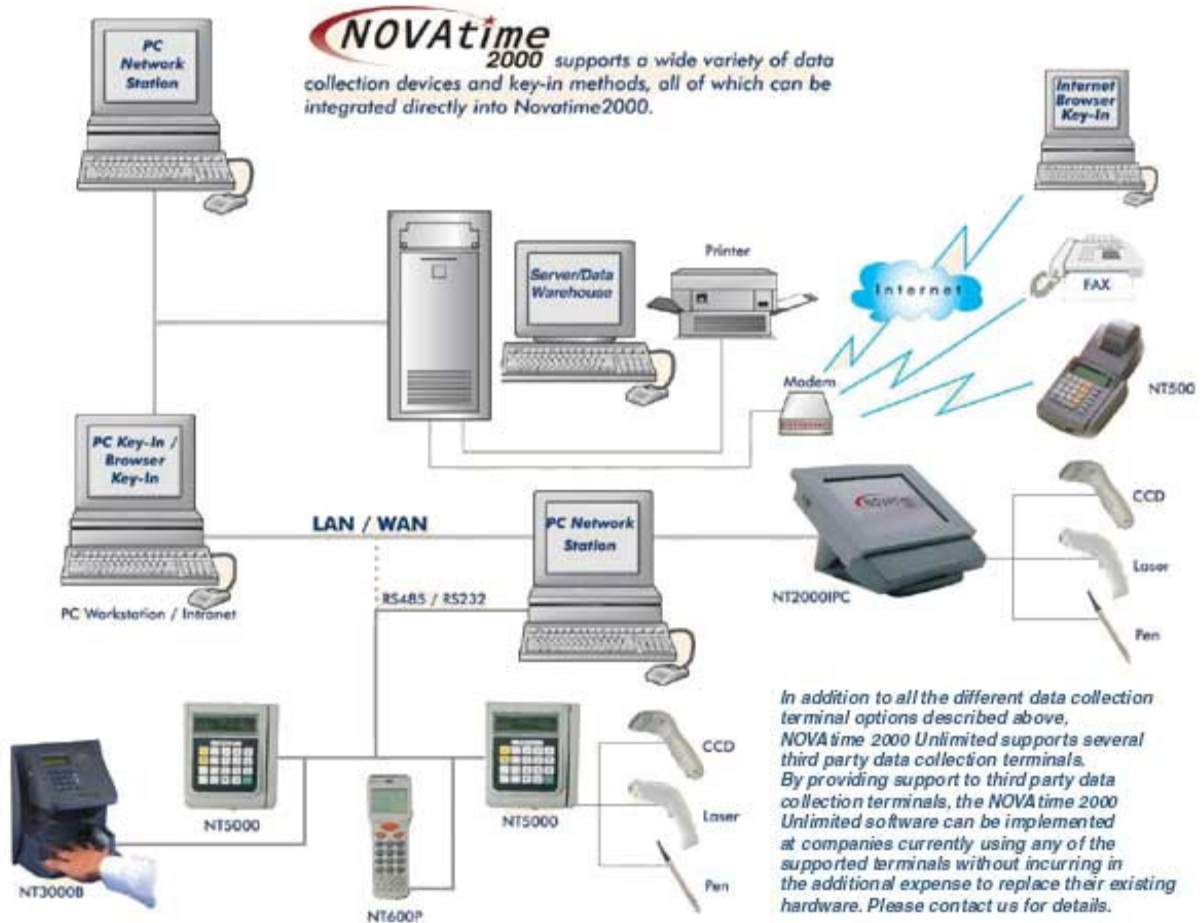
In addition to all the different data collection terminal options described above, NOVAtime 2000 Unlimited supports several third party data collection terminals. By providing support to third party data collection terminals, the NOVAtime 2000 Unlimited software can be implemented at companies currently using any of the supported terminals without incurring in the additional expense to replace their existing hardware. Please contact us for details.

## PC-Punch Module

The optional PC-Punch software module (also known as PC-KeyIn) is a workstation based thin-client time clock that Provides an efficient and inexpensive alternative to time clocks by allowing employees to register IN and OUT punches from their workstations, or at a central computer.

PC-KeyIn's Programmable function keys can be set to allow review of accumulated worked hours, accrued benefit hours, entering pay code hours (vacation, sick, etc.), and dollar amounts (tips, bonus, etc.) as well as department or job transfers.

PC-KeyIn can interface with an optional bar code wedge to read badges and minimize manual key in, as well as an optional touch screen to facilitate usage.

## PDA-Palm Module

Optional PDA-Palm software module Provides a cost effective solution that works with any Palm OS complaint device.

Since PDA handheld devices are small and portable, this module is great for mobile users who need to track their time in the field or for sites where no electricity or communication bias are available.

The PDA-Palm module accepts punches for one or multiple employees and supervisors may also punch a group of employees with just one entry.

Up to 8 function keys can be Programmed for entering benefit hours (vacation, sick, etc.), dollar amounts (tips, bonuses, etc.) view previous punches, as well as department or job transfers.

Punch data is collected directly from the NOVAtime Communication Console avoiding the need of HotSync® or any other third party software.

## Hand Reader Terminals
### (NT1000B, NT2000B, NT3000B and NT4000B Models)

NOVAtime 2000 Pro can interface with Recognition Systems' Hand Readers, a state-of-the-art biometric data collection terminal which uses the shape and size of the hand to verify employee's identity as they punch. No timecards or badges are needed to use it!

Because no one can punch for your employees, hand readers eliminate "buddy-punching", increasing payroll accuracy.

Several models are available to Provide only the features you need at a reasonable cost.

Programmable function keys can be set to allow entering pay code hours (vacation, sick, etc.), and dollar amounts (tips, bonus, etc.) as well as department or job transfers.

Hand Readers can communicate in a variety of ways including, Ethernet (TCP/IP) over a LAN (local area network) or WAN (wide are network), Modem over a regular telephone line, and RS232/RS485 over a Serial Communication Port(*).

(*) Communication options and availability vary depending on model. Please contact us for details.

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## Swipe Badge Terminal
**(NT5000III Model)**

The Swipe Badge Terminal is an efficient and affordable data collection option designed to fit the needs of most businesses.

Using a credit-card-type badge (magnetic or bar coded) employees use the terminals to punch IN and OUT and to record department or job transfers.

The terminal Provides name verification as the employee swipes his/her badge, as well as multiple public or private messages, and total worked hours for the current pay period.

Supervisors can review, add and delete punches, as well as enter such items as missed punches, sick time, planned vacations, etc.

Programmable function keys can be set to allow review of accumulated worked hours, accrued benefit hours, entering pay code hours (vacation, sick, etc.), and dollar amounts (tips, bonus, etc.) as well as department or job transfers.

Several communication options are available including Ethernet (TCP/IP) over a LAN (local area network) or WAN (wide are network), Modem over a regular telephone line, and RS232/RS485 over a Serial Communication Port.

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## IC/Smart Card Reader Terminal
**(NT500 Model)**

The IC/Smart Card Reader Terminal is the only time and attendance terminal designed for users of IC Cards (Integrated Card) such as Universities and College Campuses, as well as other government offices.

Using a credit card type badge (with the smart ship) employees use the terminals to punch IN and OUT and to record department or job transfers.

The terminal Provides name verification when the card is inserted, as well as total worked hours for the current pay period.

Programmable function keys can be set to allow review of accumulated worked hours, entering pay code hours (vacation, sick, etc.), and dollar amounts (tips, bonus, etc.) as well as department or job transfers.

Several communication options are available including Ethernet (TCP/IP) over a LAN (local area network) or WAN (wide are network), Modem over a regular telephone line, and RS232/RS485 over a Serial Communication Port.

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## Hand Held Terminal
### (NT600 Model)

The Hand Held Terminal is a portable data collection terminal with a built-in laser scanner for reading bar codes. It is flexible and easy to use and its lightweight and ergonomic design allows effortless carrying.

Its rugged plastic construction and portability makes it especially useful in construction sites where no electricity or communication bias are available, as well as any other location where a standard time clock cannot be installed.

Supervisors simply scan employee bar code badges to record IN and OUT transactions, and to record employee group transfers (facility, department, job, etc.).

The terminal Provides name verification as the employee's badge is scanned via a large easy-to-read LCD display, as well as multiple public or private messages and total worked hours for the current pay period.

Supervisors can review, add and delete punches, as well as to enter such items as missed punches, sick time, planned vacations, etc.

Programmable function keys can be set to allow entering pay code hours (vacation, sick, etc.), and dollar amounts (tips, bonus, etc.) as well as department or job transfers.

The Hand Held Terminal is then placed in its own cradle to recharge the battery and to download punch data via RS232 over a Serial Communication Port.

## Summary

## Standard Features

- Custom active employee software capacity.
- Exclusive System Navigator to guide users through common Procedures and system setup and administration.
- Strong Policy Setup can manage even the most complex calculation rules.
- Up to 8 levels of group transfers (facility, department, job) for job costing.
- Unlimited pay policies can be configured to manage individual calculation rules for groups of employees.
- Unlimited shifts can be set for different groups of employees.
- Network ready to allow unlimited user access to the software over a Windows compatible Local Area Network.
- Auto-task to automate common operations including data collection and report generation.
- Strong SQL type report engine to generate reports for Processing payroll and to assist management with labor distribution and job costing.
- Exclusive time sheet management approval feature to prevent payroll Processing of non-reviewed timecards.
- Fully implemented via OPP (Object Oriented Programming) using UML (Unified Modeling Language) framework, to easily adapt to changes and facilitate growth.
- IN/OUT Board to display employee current IN/OUT status.

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## Special Features (Optional)

- Payroll Bridge module to interface with third-party payroll services and/or accounting software such as ADP, Paychex, Compupay, EZPay, Gevity*hr* (formerly Staff Leasing), QuickBooks, Peachtree, MAS-90, UltiPro, ABRA, ACCPAC, Macola, Realworld and many more!
- Accruals module to accrue even the most complex benefit hours, such as vacation and sick time.
- PC Key-In module to allow employees to punch from their PC over a Windows compatible LAN or WAN.
- Lockout module to prevent early punch IN or late punch OUT, reducing unauthorized overtime.
- NOVApic module to easily create and print your own badges (badge printer sold separately).
- NOVApoint module to automatically track points based on employees' attendance performance (good or bad) and generate letter for employees with 'qualified' number of points.
- Custom Report Maker module to create your own reports containing only the information you need in the format you want.
- Additional Software modules can be added at any time to expand your system as your company grows.
- Fully upgradeable to NOVAtime 3000 Desktop or NOVAtime 3000 Enterprise.

## System Requirements

- Microsoft Windows 98, NT, NT Workstation, 2000, XP and XP Pro.
- Microsoft Internet Explorer 5.0 or later.
- IBM compatible CPU with 1000 MHZ Intel Pentium Processor or faster.
- At least 512 MB RAM (1 GB recommended).
- 500 MB free hard disk space, which will increase as database grows.
- 800 x 600 pixel screen resolution area with 16-bit high color or above.
- 10/100 megabit network interface card capable to communicate to network. TCP/IP Protocol must be installed.
- At least one available Serial COM Port for direct-connect terminals.
- Modem required for connecting to remote terminals via dial phone.
- Windows compatible Laser or Inkjet printer.