



# SmartTime

## IT'S ABOUT TIME



**MANAGE-IT®**

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Do you know that on average most businesses spend up to 65% of operational costs on their salary/ wages bill? How much is overtime, late coming, absenteeism and unmanaged time costing your business? SmartTime can help you solve these problems.

### ***Why SmartTime for Your Business?***

Time and attendance tracking is a critical component of human capital management, one that can offer a fast and significant return on investment based on time and cost savings. **SmartTime's** industry-leading time and attendance capabilities enable you to streamline payroll preparation, simplify employee scheduling, improve wage and hour compliance, and manage absenteeism.

Tracking who's working, when and how much can be a difficult and time consuming task.

With **SmartTime**, time and attendance isn't just good management – it's the foundation for making smarter employee decisions.

#### **SmartTime provides tools for:**

- Tracking time and attendance
- Managing shifts and leave
- Scheduling so you're covered when you need it
- Analysing and reporting on your labour force

These tools, backed by our unrivalled support and expertise, will transform how you track time and attendance, and what it means to your business.

### ***SmartTime Mobile***

SmartTime's mobile application provides time and attendance functionality for Android & IOS phones.

The app can be downloaded from the Google Playstore or Apple App Store.

The app is ideal for companies with mobile employees such as drivers, sales staff or merchandisers and can be accessed by employees or their supervisors from anywhere and at any time via their Smartphone.

Employees can clock themselves in and out or a supervisor can clock his team of employees in/out or re-assign employees between teams, change shifts, view work rosters and apply for leave from the SmartTime app.

The app keeps record of the time each employee clocks in and the actual GPS location in which the employee clocked in at. A photograph of the employee is taken upon clocking in allowing supervisors to control "buddy clocking" and verify that the employee photograph matches the photograph in the master file.

SmartTime's team change functionality allows the supervisor to reassign the employee to his or her team to enable clocking in of the employee.

### ***SmartTime offers numerous advantages***

#### ***Time savings***

Since your tracking system is configured according to your policies, it automatically adds up hours, feeds the right information to payroll and generates reports on activity. Managers no longer have to review all timecards – just the ones that are flagged as having exceptions.

#### ***Automation***

Clients also benefit from direct, data exports from time and attendance to payroll. This also reduces the incidents of manual calculation errors.

***Do more, achieve more  
with a time and attendance  
system built for today's  
workforce.***





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### Fast, affordable setup

Our solution is easy to use, budget friendly and simple to implement. Our streamlined, intuitive user interface allows your managers and employees to track time and attendance in just a few clicks.

### More efficient and accurate payroll preparation

Say goodbye to paper timesheets, spreadsheets, punch timecards, and countless hours wasted on repetitive time and attendance data entry and corrections. **SmartTime's** employee time tracking and online biometric solutions automate the time collection process, apply your payroll policies regarding rounding and overtime, instantly calculate hourly totals, and exports the data to payroll for processing.

### Smarter, More Economical Workforce Scheduling

Concerned about having adequate staffing coverage? By aligning your staffing with the demands of your business, you will not only reduce costs, but also gain a competitive edge when it comes to customer service.

### By automating the scheduling process you can:

- Prevent unauthorized work
- Create and easily modify schedules for rotating variable shifts
- Readily identify exceptions (e.g., late in, early out, long lunch)
- Identify and correct potential over and under-staffing issues
- Reduce overtime and dependency on temporary staff through organization-wide insights into how you allocate resources.

### More effective Labour Management

Our time and attendance solution provides valuable management reports, including timecard reports, payroll reports, schedule reports

and attendance reports so you can analyse labour costs and make better decisions.

### Instant Data Transfer uploads

Our proprietary biometric devices upload all transactions performed through the GSM networks instantly thereby giving you real time data.

### Faster time to value

SmartTime is cloud based, eliminating the need to procure servers, networking equipment, and database/infrastructure, software and other costs associated with on-premise implementations.

### Continuous enhancements

We deliver frequent enhancements without the need for costly upgrades or even downtime. You are always on the latest release but choose the features you want to use. No more getting stuck on older versions.

### World class security

We employ a broad range of physical, network, and application security measures. We invest more to ensure our customers' data is safe.

### Rock-solid reliability

With vigilant 24/7 monitoring and the most cutting edge technology and infrastructure available, we deliver uptimes averaging 99.9%.

**SmartTime for your Business**



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