

Welcome and thank you for reviewing the HR3time electronic time and attendance system.

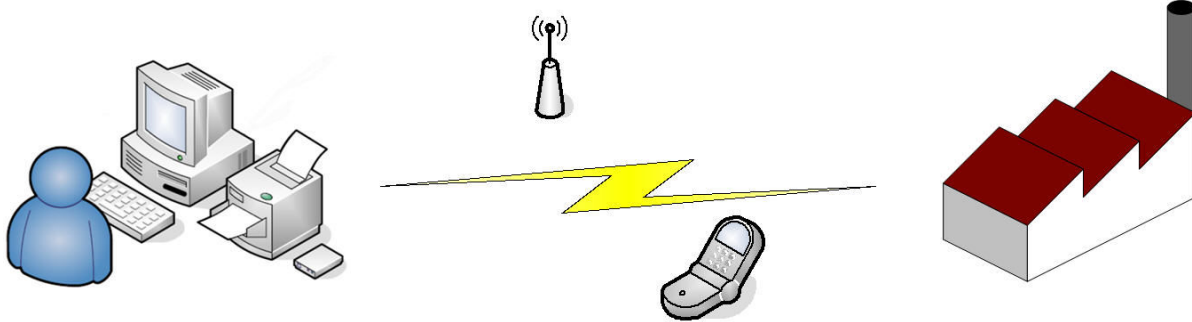
We believe **HR3time** is an affordable and easy to use solution that can significantly improve productivity by reducing time consuming and error prone tasks.

HR3time uses the G6 (built in Melbourne by Midnight Technologies) electronic time clock in conjunction with payroll systems from HR3 (as well as other suppliers) to provide a total time and attendance solution.

The following summary highlights some of the features and functions of the HR3time system.

General Features

- Australian made
- Inexpensive & easy to use
- links to most payroll systems
- designed for small to medium sized businesses
- Will help you to save time and money by eliminating manual tasks.



How does HR3time work?

The HR3time Administration software is installed on to your PC. The G6 time clock is installed in your work area or areas depending on your layout. The HR3time Administration software links to the time clock via any acceptable medium. This can be a serial cable, a network connection, wireless network or even a 3G modem for interstate or mobile connections.

Employees have several methods available for clocking in and out. These include a biometric reader (fingerprint); a credit card sized magnetic stripe card that are swiped through the time clock reader; a credit card sized proximity card (or FOB) that is passed in front of the clock (useful if you already have a proximity card-based access security system).

Identification numbers are assigned to each employee via the HR3time Administration software. Employees then clock in and clock out each day. When they clock, their name is displayed to verify that the system has identified them correctly.

Each morning the previous day's clock data is retrieved by using the included clock communication software (ClockComms).

After the clock data is retrieved, an Employee Exception Report is run to show any missed clockings or who didn't clock in at all. The report is sorted by Supervisor or Work Area and is created and displayed using Microsoft Excel.

Employee Exceptions Report			
A	B	C	D
Supervisor: Ron			
Period selected: 12-Feb-2007 to 12-Feb-2007			
Employee:	Date:	#Clk'gs:	Report:
Paul DeCata (10003)	12-Feb-2007	0	No clockings found
Robyn Rawson (10004)	12-Feb-2007	0	No clockings found
Sally Sandler (10002)	12-Feb-2007	0	No clockings found

Processing Time Cards

Once the Employee Exception Report has been checked, the employee Time Cards can be processed. This Process can be used to alter employee start and finish times (for exceptions only). The HR3time Administration software will then calculate the number of hours worked for each day. This process is repeated each day.

Process Time Cards screen

Process Time Cards - Payrun: 1; Supervisor: All

Card number: 10001 Name: Hillary Hackman Employee Notes Week: 1 of 1 Estimated pay cost: \$0.00
 Payroll number: 000001 Employee: 1 of 4 **Select Employee**

	(2) Mon 12/02/07	(2) Tue 13/02/07	(2) Wed 14/02/07	(2) Thu 15/02/07	(2) Fri 16/02/07	Sat 17/02/07	Sun 18/02/07	Totals
Clock-In	7:00	8:00	8:07	7:33	7:33			
Clock-Out	18:00	17:00	17:06	17:13	16:54			
Time clocked	11:00	9:00	8:59	9:40	9:21			
Breaks	0:24	0:24	0:24	0:24	0:24			
Total Hours	10:36	8:36	8:35	9:16	8:57			46:00 Total Hours
Unassigned Hours	0:00	1:00	0:29	0:40	0:21			2:30 Unassigned Hours
Normal Time	7.60	7.60	7.60	7.60	7.60			38.00 Normal Time
Time & Half	3.00		0.50	1.00	1.00			5.50 Time & Half
Public Holiday								Public Holiday
Sick Leave								Sick Leave
Study Leave								Study Leave

Buttons: Previous Employee, Next Employee, Create Excel Workbook, Print Preview, Post, Time Types Allowances, Close, Help F1

The Time Cards screen shows how the HR3time Administration software lists the clocking times for the employee for each day. In the example, the system has calculated the number of hours and automatically assigned 7.60 hours to **Normal Time** (this is configured to suit each client). This means you only need to assign the approved overtime for each day. Once the data is correct, the user can **Post** it for reporting and payroll processing.

Reporting

Once all the clock data has been posted, the user can then produce the Hours Worked report for the week or fortnight.

This information is automatically created and displayed using Microsoft Excel. The HR3time Administration software creates a totals page and also individual employee pages showing employee clocking information per day.

	A	B	C	D	E	F
1	BundyPlus Employee (Steve Jordan - 15-Nov-2005					
2						
3	Date		Clockings			
4	15-Nov-2005		8:47:00	14:00:00	16:37:00	17:25:00
5						
31						
32						
33						

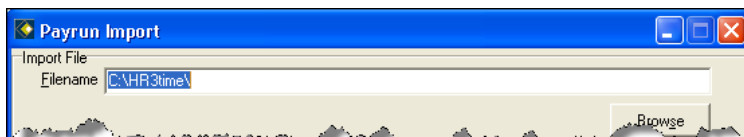
Navigation: Steve Jordan 1 | Mike Whyte 1

Export to Payroll The posted hours can then be electronically exported to payroll.

Create Excel Workbook The **Create Excel Workbook** option will create an Excel workbook from the data posted in the Process Timecards screen. You can re-create this workbook at any time, usually after any changes have been made to the posted data. The Process Timecards screen also has a Create Excel Workbook option.



The HR3pay import function validates Employee details, pay classifications and allowances are valid. Any exceptions are displayed, and the operator must acknowledge (and note) the exception before processing continues. The HR3pay import function automatically loads the employee's default information and selects them into the payrun.



Please contact HR3 for a complete list of supported payroll systems.