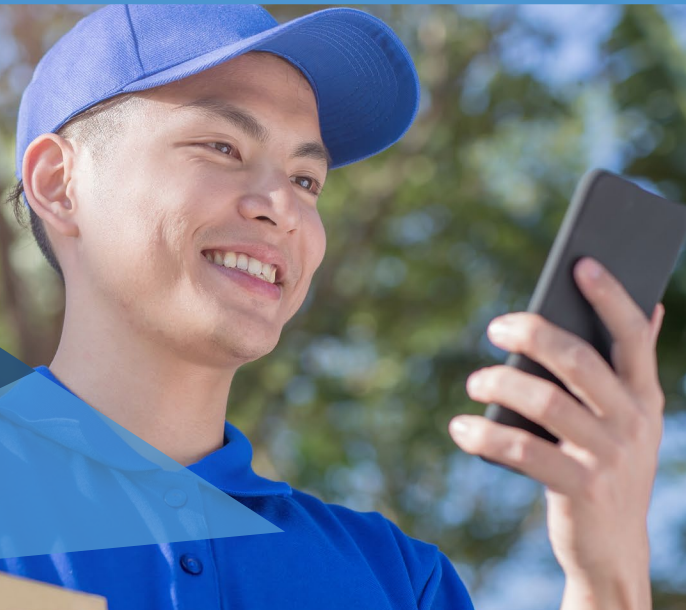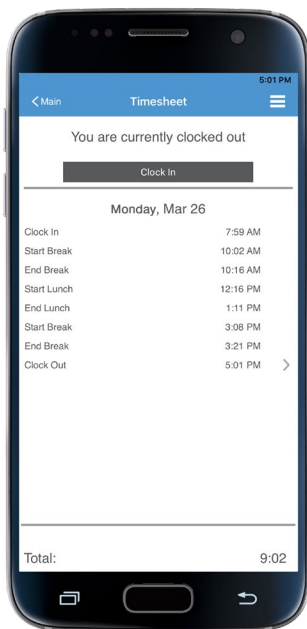# enc(•)re

Mobile Timekeeping

Record timekeeping data electronically, making it accessible immediately. Encore enables users to clock in and out while on the go. A location stamp accompanies each time punch, ensuring employees are recording time from the correct locations. The Dashboard presents the accumulated timekeeping data in an easily comprehensible format and can be incorporated into your current business workflow.

Key Features

- Clock in or out from a mobile device with a GPS location for each time punch.
- Keep track of breaks and lunches from the same application.
- The option to add forms, photos, and signatures with each status change.
- Timekeeping Dashboard displays weekly hours and a monthly summary.
- The timeline shows user time-card information for the day and is color coded for quick identification.
- Use Barcode Scanning to scan employee badges whenever they register a time-punch.
- User Reports can be scheduled or created on demand and include:
  - Timekeeping Summary
  - User Timesheets
  - Timesheet Details

Key Benefits

- Obtain important employee job information with each time punch, while negating the costs and burdens of paper timekeeping forms.
- Accurately record employee time on the job and reduce payment discrepancies, such as inaccurate overtime payouts.
- Increase accountability by requiring employees to scan their IDs when clocking in or out.
- Verify timesheet accuracy with badge scans that accompany time-punch data.
- Eliminate the need for workers to travel to and from headquarters to clock in and out.
- Establish a high level of visibility between managers and employees.

Data is retained for one year. Additional retention may require added cost.