



LIGHTWORK TIME

LightWork Time is a time and attendance program designed for companies with single or multiple locations and easily accommodates remote employees. Both managers and employees can input employee time at intervals specified by your company. Time can be entered via desktop punch, kiosk punch, or biometric/swipe timeclock. Time can be tracked in lump sums or in ranges of specific hours worked. Earning types for these hours are fully user definable and can be assigned types such as regular, paid time off, or sick time. Rules to identify and calculate overtime are built into the system eliminating the possibility of overtime coding errors.

Once all time from a location has been entered, the site manager can save and approve all time entered as complete. If an employee works in multiple locations, multiple site managers can input and approve time for the same employee.

HR can then see which locations have approved time for that pay period and which locations are still awaiting approval. HR can initiate an export file from LightWork Time to be imported into your payroll system for any approved timesheets.

From developing innovative solutions to providing award-winning customer support, LightWork is dedicated to surpassing your expectations in all aspects of our business. For more information about LightWork applications, contact your local Sage HRMS business partner or call us at 800-551-6875.

FEATURE HIGHLIGHTS



HRMS IMPORTS

Integrate your current HRMS, payroll system, or excel sheet with LightWork Time for easy deployment and a consistent user experience.



PAYROLL & ATTENDANCE EXPORTS

LightWork's Export interface allows for you to select the HRMS system you would like to link with LightWork, making it easy to export payroll and/or attendance data in the format your payroll system requires.



TIME IMPORTS

LightWork can work with your Point of Sale (POS) formatted flat file or another OleDb compliant data source to make importing your company's time simple.



TIMECLOCKS

LightWork Time's biometric timeclocks install easily on your network and support both hard-wired TCP/IP as well as option wireless connections. The timeclocks are user friendly and can be easily customized by users with special requirements.



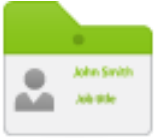
LIGHTWORK TIME

Empowering people to deliver more and be more.



PUNCH KIOSK

Don't want to use timeclocks? LightWork has a built in kiosk mode that allows your employees to punch in and out from any LightWork station. Use our configuration tools to allow for different kiosk to be setup to match punches for different organization levels within your organization.



EMPLOYEE PROFILES

See information on your employees in one centralized location. Demographic data, employee pictures, and other valuable employee information are all available at your fingertips.



CUSTOMIZATION

With LightWork's text customization you will be able to change verbiage throughout your LightWork system, seamlessly customizing the software to your company culture and processes.



DEPLOYMENT

Because your IT requirements are as diverse as your employees, we offer two deployment models. LightWork can be purchased and hosted on your server or leased through our software as a service (SaaS) model.