








WORKMAX TIME FEATURES

GET STARTED
with WorkMax TIME

TIME

TIME REPORTS 	
TIME REPORTS SUITE Average Time Emp. Time Card GPS Geofence Labor Hours Location Hours Location Time Card Location Detailed Hours Location Sign-In Payroll Detail Payroll Summary Pending Records Roll-call	✓
TIME REPORTS CUSTOM FILTERING Date Open/Closed Location Device Division Employee Department Task Asset	✓
CREATE / NAME / SAVE FAVORITE TIME REPORTS Save specific report criteria as favorites, based on custom settings and filters, resulting in rapid configurable reporting.	✓
AUTO-SEND REPORTS / SCHEDULED REPORTS Schedule automatic reports to go out to employees and/or external contacts at recurring dates and times.	✓
TIME ENTRY    	
Time entry is available on Apple or Android mobile apps, or by logging into the web-based Control Center.	
ENTER TIME FROM ANY DEVICE, ANYTIME, ANYWHERE One time solution for your entire workforce allows employees can get on the clock from their mobile device or from any web browser.	✓
REAL-TIME by Employee Employees can punch IN , OUT and CHANGE TASKS in real-time throughout the workday.	✓
REAL-TIME by Supervisor Supervisors with privileges can punch IN , OUT and CHANGE TASKS for groups in real-time.	✓
DIGITAL-TIME by Employee or Supervisor Employees can enter time worked (start / stop / total time) after the fact.	✓
TIME ALLOCATION Capture real-time INs , OUTs and then quickly break up the time and TASKs as they occurred through the day with our visual "Allocate Time" feature.	✓
*RUNS COMPLETELY DISCONNECTED No cell or data service? WorkMax mobile Android and Apple apps let your employees enter data while completely disconnected and without service.	✓
*GPS LOCATION STAMPS WorkMax mobile apps can capture GPS coordinates with IN , OUT and upon a TASK CHANGE time stamp.	✓
*GEO-FENCE Custom geofence areas can be setup per location to help ensure your team is in the right place at the right times.	✓
*FACIAL PHOTO AUTHENTICATION A facial photo can be captured automatically upon clock IN , OUT and TASK CHANGE and attached to the time record for accuracy.	✓
FLEX-FIELDS Rapid employee adoption with custom naming for location and task fields for your industry, your team and your business (populates system-wide).	✓
SIGN-OFFS, APPROVALS, TIME EDITS Electronic signatures, approvals and time stamps can be captured from the mobile device, based on user permissions.	✓
* With WorkMax Android or Apple mobile apps	



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TIME ENTRY (continued)

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EMPLOYEE PRIVILEGES

Employees can have unique privilege and permission levels on the mobile device per employee and/or per user role.



GROUPS ON THE FLY

Easily create groups in the mobile apps to bulk enter time or clock **IN**, **OUT** and **CHANGE TASKS** for the entire group in seconds.



CLOCK-JUMPING

Employees can clock **IN**, **OUT** and **CHANGE TASKS** on any WorkMax enabled mobile device that is convenient; as the time stamps stream in. WorkMax will automatically "marry" and organize time punches into proper time shifts (**IN**, **OUT** on different devices).



CUSTOM FIELDS (CUSTOM LISTS)

Capture custom field data (UDF custom lists) at the same time as real-time or digital time entry.



ONE TIME SOLUTION FOR YOUR ENTIRE WORKFORCE

Mobile, remote and local office workers can all utilize WorkMax TIME to track their time and attendance in one powerful and scalable solution.



TIME and ATTENDANCE MANAGEMENT

Management access through the web-based WorkMax Control Center.

TIME REVIEW, APPROVE, SIGN-OFF, CLOSE-OUT

The WorkMax Control Center is the hub or primary application where users can review, sign-off, edit, approve and close-out completed time records to prepare and send to payroll, accounting, ERP system, etc. The WorkMax Control Center is web-based; providing anytime, anywhere user access.



FULL TIME ZONE SUPPORT (mobile users working across time zones)

Mobile users can clock **IN** in one time zone and **OUT** in another (same day or shift) and the system will automatically record the time worked properly



PER DIEM

Assign per-diem per employee and mark when they qualify for specific time shifts; per-diem earned time records can then be flagged and exported.



AUTO-LUNCH

Setup "auto-lunch" across any/all shifts including minimum hours worked, proper time to deduct, time specified or end of day deduction.



SHIFT RULES

Setup default shift and day, evening, night shifts (I.E. shifts 1,2,3 completely configurable) including configurable float times.



PAY PERIODS

Ability to handle multiple types of pay periods including weekly, bi-weekly, bi-monthly and monthly, time management can be filtered by pay period.



PAY GROUPS

Pay groups can be setup to achieve flexible time and attendance automation for shift rules, overtime rules, pay codes/rates and pay periods.



OVERTIME RULES

Robust real-time overtime engine with ability to automate all overtime rules including California overtime rules and dynamic overtime setups.



TIME ALLOCATION (CONTROL CENTER)

Capture real-time **INs**, **OUTs** and then quickly break up the time and **TASKs** as they occurred through the day with our visual allocate time feature











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TIME TIME

TIME and ATTENDANCE MANAGEMENT (continued) 	
Management access through the web-based WorkMax Control Center.	
GPS and GEOfence VISIBILITY See visual, graphical maps and alerts of GPS discrepancies from anywhere with the web-based WorkMax Control Center.	✓
FLEX FIELDS in CONTROL CENTER Similar to mobile and remote employees using the mobile apps; admins enjoy intuitive, customized flex fields across locations and tasks.	✓
UNLIMITED TASK TRACKING Track and manage unlimited tasks, phases, cost codes and activities. WorkMax flex-fields let you customize tasks to your industry or preference.	✓
**REAL-TIME PRODUCTIVITY TRACKING Track production units (units of tasks completed) concurrent with time and attendance. Know exactly where your projects stand at all times.	✓
TIME INTEGRATION 	
Share and feed your office accounting, ERP, and other business systems the accurate TIME data collected by WorkMax.	
CSV Build, save and even schedule data transfers when you want and how you want with the user-friendly WorkMax CSV import/export builder.	✓
WEB API WorkMax web services are based on industry standards so collected data can be retrieved, created and updated.	✓
CONNECTORS WorkMax custom integration connectors with many third party business systems.	✓
POWER OF THE PLATFORM Leverage the WorkMax TIME capabilities with additional solution modules. One system to manage, train and implement eliminates multi-system gaps and headaches not to mention single point of login and data integrity across all WorkMax modules. You can leverage the WorkMax solutions a-la-carte or go with the Complete Suite.	
 ASSETS Easily track assets concurrent to time and tie accurate time stamps, locations and more to your asset usage, asset location and assignment.	✓
 FORMS Add digital forms work flow and custom form data collection capabilities by adding WorkMax FORMS with WorkMax TIME.	✓
 SERVICE Track all of your field service management, scheduling and dispatch along with employee TIME and attendance.	✓
 INSIGHT Insight helps you capture rich media and productivity and provides real-time visual map analytics of your entire network of resources.	✓
** Requires additional module or complete suite	

ONE PLATFORM FOR COMPLETE RESOURCE MANAGEMENT

