

Driven with live field data to generate more accurate paychecks, invoices, and true job cost analysis, WorkMax TIME is a powerful employee time tracking solution with the flexibility to track your entire workforce.

TIME ENTRY	
Any Device, Anytime, Anywhere	Your mobile, remote, and local office workforce can utilize WorkMax TIME to track employees time and attendance from a mobile device or from any web browser
Bilingual	WorkMax supports English and Spanish languages
Real-time	Clock IN/OUT and change TASKS are tracked in real-time throughout the workday
Group Clock IN/OUT	Supervisors can clock IN/OUT and change TASKS for groups in real-time
Digital Time	Digital time sheet can be filled out by employee or supervisor
Time Allocation	Capture real-time IN/OUT and quickly break up the time and tasks as they occurred throughout the day with our visual Allocate Time feature
Runs Offline	WorkMax mobile app allows employees to enter data while disconnected or without service
GPS Location Stamps	GPS location is captured on clock IN/OUT and change TASKS
Geo-fence	Custom geo-fence can be setup per location to ensure your team is in the right place at the right time
Real-time Visibility	See who is clocked IN/OUT and on what TASK via the Control Center
Flex-fields	Custom naming for location and task fields for your industry
Electronic signature	Sign-offs, approvals, and time edits can be captured from mobile devices based on user permissions
Employee Privileges	Employees can have unique privilege and permission levels on a mobile device per employee and/or per user role
Bulk Edits	Easily create groups in the mobile apps to enter time or clock IN/OUT and TASKS for the entire group in seconds
Device Jumping	Employees can clock IN/OUT and change TASKS on any WorkMax enabled device
Custom Fields/Lists	Capture additional levels of details from Jobs/Tasks (i.e. Job Classifications, Per Diem, etc.)

MANAGEMENT (WorkMax Control Center)

Time Review	The Web-base WorkMax Control Center is the 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.
Time Zone Support	Users can clock IN in one time zone and OUT in another zone and our system will automatically record the time worked properly
Per Diem	Assign per employee and mark when they qualify for specific time shifts; per diem earned time records can then be flagged and exported
Auto Lunch	Can be setup across any/all shifts including minimum hours worked, proper time to deduct, time specified or end of day deduction
Shift Rules	Setup default shift (day, evening, night) including configurable float times
Pay Periods	Can handle multiple types of pay periods (weekly, bi-weekly, bi-monthly, and monthly)
Pay Groups	Achieve flexible time and attendance automation for shift rules, overtime rules, pay codes/rates and pay periods
Overtime Rules	Automate all overtime rules including California overtime rules and dynamic overtime setup
Time Allocation	Quickly break up time and tasks throughout the day with our Visual Allocate Time feature
GPS and Geo-fence Visibility	See visual graphical maps and alerts of GPS discrepancies
Unlimited Task Tracking	Track and manage unlimited tasks, phases, cost codes and activities

REPORTS (WorkMax Control Center)

Built in Reports	Average Time Attendance • Employee Time Card • Geofence Discrepancies • Labor Hours Worked • Location Cost Code Summary • Location Detailed Hours • Location Hours Summary • Location Sign In Sheet • Payroll Detail • Payroll Summary • Pending Records • Rollcall
Custom Filtering	Date • Open/Closed • Location • Device • Division • Employee • Department • Task • Asset

INTEGRATION

CSV	Build, save and schedule data transfers when 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
Web Connectors	WorkMax custom integration connects with many third party business systems