



Time and
Attendance

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About Insperty TimeStar™

Insperty TimeStar™ is a comprehensive, state-of-the-art workforce management solution that enables you to collect, analyze and take immediate control of your employees' attendance and labor data – online and in real time. Insperty TimeStar automates your processes by integrating seamlessly with leading HRIS, payroll and accounting platforms, and is scalable to meet the demands of your organization.

Inspire Your Workforce

Inspire your employees with Insperty TimeStar's intuitive, 100 percent Web-based user interface. Our employee and supervisor self-service features eliminate the burden of manual processes. Your team can create, manage and respond to requests, approvals and alerts completely electronically.

Save Time and Money

Insperty TimeStar saves most companies 3 to 5 percent in payroll expenses by efficiently providing job allocation, scheduling and time-off tracking. Other benefits include:

- Roles-based security to ensure only relevant data is delivered to appropriate users
- Auditing functions to guarantee accuracy and compliance for all payroll information
- A variety of data collection options, such as Web-based time clocks, mobile devices, biometric time clocks, badges and telephony
- Built-in labor, attendance and payroll reports through Crystal Reports®
- In-house Insperty TimeStar technical support and engineering – no outsourcing or reliance on third parties

Optimized Solutions for Your Needs

All Insperty TimeStar implementations are highly consultative and begin with a complete understanding of your business goals. We ensure you receive the expert attention, training and ongoing support you need to achieve those goals. You will experience prompt and open communication with the Insperty team as we work together on your project.

All Insperty TimeStar solutions are available as an on-premise license, Software-as-a-Service (SaaS) subscription or via managed hosting.

Functional Features

Insperty TimeStar is a powerful, feature-rich, timekeeping and workforce management solution that is completely scalable to fit the needs of your organization. While this document highlights functional and technical capabilities of Insperty TimeStar, it is not a complete list of all the features available. Please consult with your Insperty representative for more information.

Data Collection for All Employee Populations

With real-time Web-punching, flexible, spreadsheet-style time recording, and a vast array of supported time clocks and mobile devices, Insperty TimeStar can pull information from the most appropriate data collection devices for each of your employee populations.

Configuration

Built for optimum configurability to execute even the most complicated calculations and policies, Insperty TimeStar's powerful rules engine supports intricate shift differentials, premium conditions, holiday rules, pay-to-schedule, automated labor allocation, break and lunch rules, union policies, regulatory labor laws and much more.

Points System Management

Calculate up-to-the-minute, attendance-based points policy transactions and balance accruals, while alerting supervisors in real time as employees reach defined thresholds.

Customized Employee and Manager Self-Service

By employing a highly configurable "roles-based" methodology of self-service, Insperty TimeStar allows you to define, with pinpoint accuracy, the features, workflows, employee hierarchies, reports and even fields of data that each of your unique employee populations can access.

Flexible Approvals Workflow

Tailor your approvals workflow to meet your business culture and streamline your review and sign-off processes. Insperty TimeStar offers highly adaptable supervisor and employee approval workflow, with comprehensive control for enforcing pre- and post-approval rights and responsibilities.

Automated Attendance Tracking

Track, alert and report on a wealth of highly configurable employee attendance conditions – all in real time. Configurable, calendar-based views of attendance violations and time off enable supervisors to easily monitor employee trends and attendance patterns.

Comprehensive Employee Scheduling

With effortless support for complex recurring and swing shifts, split shifts, scheduled organizational transfers and more, Insperty TimeStar empowers you to efficiently design your workforce calendar. Choose between the graphical "team schedule" layout or use the familiar "Outlook-style" scheduling via recurring rules and events. Schedules are seamlessly integrated with the business rules engine, attendance and payroll.

Web and E-mail Alerts

Keep supervisors informed and actively involved in managing employee attendance, procedural errors, impending overtime conditions, work policy violations and more, through real-time Web and e-mail alerts.

Real-Time Status Monitor

View who is in, who is out and where they are working with the Insperty TimeStar Real-Time Status Monitor.

Benefits Accruals Engine and Integration

Whether you calculate employee benefit accruals via the Insperty TimeStar comprehensive eligibility and calculation engine or through a third-party application, supervisors and employees can intelligently manage requests for time off and scheduling. Your attendance policies will be seamlessly enforced, including management of pending accruals and future time-off requests.

Mileage and Dollars Tracking

In addition to robust time and attendance, Insperty TimeStar offers a comprehensive mileage reimbursement and vehicle tracking system, plus support for dollar transactions, such as bonuses, awards, commissions, tips and more.

Streamlined Requests Workflow

Save employees and supervisors countless hours by automating the entire requests workflow for PTO requests, schedule changes and other messaging. Insperty TimeStar's one-click request and approval process moves an employee request through to payroll and scheduling with ease.

Reporting and Labor Allocation

With up to 99 labor allocation levels and unlimited, hierarchical, organization (labor) codes within each level, Insperty TimeStar enables fine-grained allocation and reporting of your vital labor and payroll data.

Labor Insight and Management Reports

Achieve critical insight into your most important and costly business resource – your workforce. Insperty TimeStar's flexible and intelligent Crystal Reports® based reporting module will give your supervisors, payroll administrators and executives the real-time labor analysis information they need to manage their workforce and streamline labor costs.

Security and Auditing

Security and accountability are at the very core of your Insperty TimeStar solution. Typically deployed over the Web or corporate LAN/WAN via Secure Sockets Layer (SSL), every user interaction is 100 percent encrypted. The fine-grained, "roles-based" security subsystem ensures that each user has access to only the exact data and employees they are authorized to manage. Additional security highlights include an exhaustive audit trail of all changes to your critical labor and schedule data, IP-based security for restricting access to authorized computer networks, one-way password encryption and much more.

Online Help and FAQs

Your employees will find answers and how-to guides with ease through the integrated online help system, which includes graphical tutorials and step-by-step instructions, helpful FAQs, searchable text queries, common term definitions and more.

Administrators' Toolkit

While a typical "day in the life" for your employees and managers will focus on efficient, process-driven activities, Insperty TimeStar is rich with useful administrator tools to help keep your solution running at peak efficiency. System and data diagnostics, ad hoc database querying and reporting tools, global maintenance and search tools, extensive configuration and setup wizards all serve as invaluable problem solvers for your labor management administrators.

A Long-Term Solution

As your enterprise succeeds and evolves, your long-term labor management solution will scale comfortably along with it. Insperty TimeStar can accommodate large employee populations, unlimited labor codes, schedules, organizational groups, pay and business rules, attendance and benefits policies, data collection points and more.

Tight HRIS Platform Integration

Automated, trouble-free data transfer with your HRMS, payroll, accounting, ERP and business intelligence platforms will permanently eliminate dual entry and ensure that you extract the maximum business advantage from your labor management investment. Take immediate control of your employees' attendance and labor data – online and in real time. Insperty TimeStar automates your processes by integrating seamlessly with leading HRIS, payroll and accounting platforms, and is scalable to meet the demands of your organization.

Technology Features

100 Percent Web-Native Application

Designed from the ground up to be delivered via the Internet, Insperty TimeStar requires no client-side software installations, offers "anytime, anywhere" Web access and is familiar and intuitive to use.

Microsoft SQL-Server® Database

The industry standard for robust, enterprise-class data management, Insperty TimeStar's Microsoft SQL-Server® platform ensures vast scalability, cutting-edge performance and bulletproof reliability.

Real-Time Data Processing

Real-time, up-to-the-second data processing and display ensures that your labor management decisions are timely and accurate – a key tool in proactively controlling labor costs, such as overtime.

Powerful Self-Service via Roles-Based Security

Insperty TimeStar offers unparalleled flexibility in creating security "roles" for your user base. Roles can be configured by the group and/or individual, allowing you to define, with pinpoint accuracy, the features, workflows, employee hierarchies, reports and even fields of data that your employees can access. As opposed to the more inflexible model of employee/supervisor self-service modules, Insperty TimeStar's roles engine allows you to fine tune the exact user experience and set of responsibilities for each of your employee populations.

Point-in-Time

Point-in-time is a vital resource in reporting for increasingly complicated labor law and accounting compliance regulations, such as Sarbanes-Oxley. By capturing a "point-in-time" snapshot of all critical employee data and assignments, you gain an accurate picture of exactly how your labor rules and calculations applied to each person throughout his or her employment history. Additionally, changes such as temporary assignments and future changes become a breeze to administer.

Crystal Reports® Reporting Engine

The world leader in business analytics and reporting, Crystal Reports® powers the Insperty TimeStar comprehensive, built-in reporting module.

Security-Centric Architecture

Insperty TimeStar incorporates a leading security architecture to ensure the safety and integrity of your mission critical data, including Secure Sockets Layer (SSL) data encryption, one-way password encryption, IP-access security for restricting access to authorized PCs or networks only, middleware-layer database access to prevent SQL-injections, buffer overflows, spoofed POST data and other common threats.

Automated Database Maintenance

Designed by our experienced database engineers, each Insperty TimeStar implementation includes a standard package of automated database maintenance routines. With no extra burden on your IT staff, your SQL-Server database will automatically perform routine optimizations, data backups and performance tuning to keep your solution running smoothly year after year.



Insperty TimeStar™ Implementation Milestones

The following is a representation of the methodology and milestones of an Insperty TimeStar™ implementation. Timelines are general and are adjusted based on your organization's requirements. The actual implementation phases covered in this document begin after receipt of a signed agreement.

Phase 1 – Project Start

An internal transition occurs between your labor management consultant, application consultant and project manager to discuss the scope of the upcoming implementation. Your Insperty TimeStar implementation team will then meet with you in a kickoff meeting (on site or via conference call) to discuss the project implementation and review your rules for automation.

Phase 2 – Setup and Configuration

Based on the kickoff meeting, Insperty will configure your solution. After the configuration is complete we will meet with you again to review the configuration and discuss employee security. We will then install the preconfigured solution. Once installation is complete, we will work with your pilot group to begin collecting data.

Phase 3 – System Training

The first day of training is for administrators and is a full day. The following day(s) consists of review sessions for trained administrators and training for supervisors or designated employees. User training (optional) is conducted after all administrators and supervisors are trained.

Phase 4 – Testing

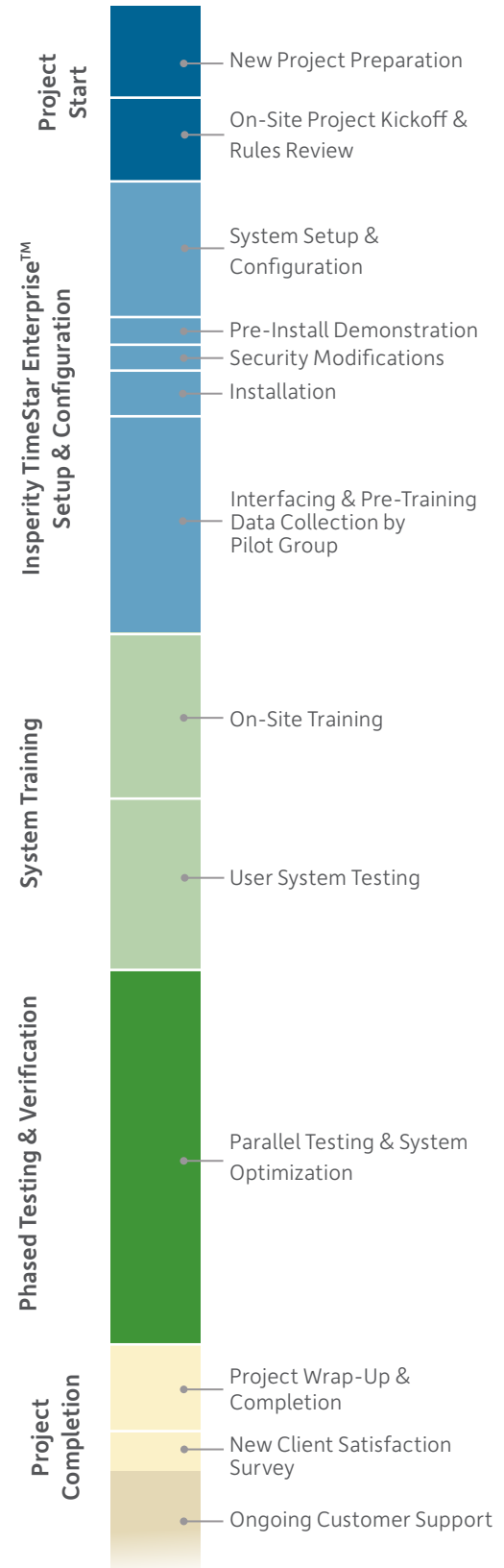
A minimum of two parallel testing periods are conducted (testing periods are based on your pay cycle). The first testing period is for optimization of rules, and the second is for finalization of the solution. After testing is complete, your solution will be live.

Phase 5 – Project Completion

Insperty takes pride in its implementations. We will confirm we have met your business objectives, review the implementation process and gather your feedback. We will also introduce you to the customer support team that will assist you and your company with all your support-related items going forward.

Phase 6 – Customer Support

Our award-winning support team is always available to take your call.

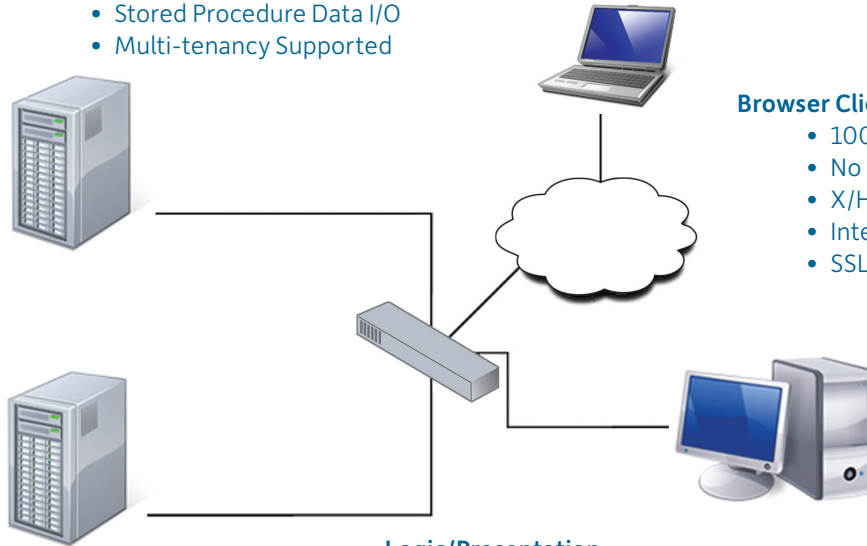


Technology Environment

Insperty TimeStar was built from the ground up as a pure Web-native application, as opposed to an Internet browser-based “front end” to legacy client/server code. This architecture has proven advantages in performance and stability, making it an ideal, scalable and cost-effective platform for the emerging Software-as-a-Service (SaaS) delivery model and multi-tenancy in hosted datacenter environments.

Database

- MS Windows® 2000, 2003, 2008
- MS SQL-Server® 2000, 2005, 2008, Express
- Stored Procedure Data I/O
- Multi-tenancy Supported



Browser Client

- 100% Browser-based UI
- No Client-side Installs
- X/HTML, CSS, JavaScript, XML
- Internet Explorer 7.0, 8.0, Firefox 3.5+
- SSL and IP-Restriction Security

Logic/Presentation

- MS Windows® 2000, 2003, 2008
- MS IIS 5.0+
- MS .NET 2.0 Framework
- PHP5 Scripting Engine
- Middleware DLLs – ANSI C
- Crystal Reports 2008
- XML-WebServices

Sample Configuration 1 1-999 Employees

- Single server for both Web/database applications
- Microsoft Windows® 2008 Server running IIS 7.0
- Microsoft SQL-Server™ 2008
- Dual (2) Intel/AMD processors: 2GHz or higher
- RAM: 4GB or higher
- SVGA color monitor
- 5GB of available hard drive space
- SCSI/SATA hard drive(s) (RAID-5 recommended)
- 100Mbps network card or greater
- Broadband Internet access @ 1.5Mbps or higher (for support of non-local-network users)

Sample Configuration 2 1,000+ Employees

- Two servers: 1-web server, 1-database server
- Microsoft Windows® 2008 Server running IIS 7.0
- Microsoft SQL-Server™ 2008
- Dual (2) Intel/AMD processors: 3Ghz or higher
- RAM: 4GB or higher
- SVGA color monitor
- 15GB of available hard drive space
- SCSI/SATA hard drive(s) (RAID-5 recommended)
- 1,000Mbps network card or greater
- Broadband Internet access @ 5Mbps or higher (for support of nonlocal-network users)