

# The Enterprise Time & Labor Management Solution



**GENESIS**

**A Powerful Workforce Management Solution  
That Streamlines Operations, Enforces Pay Rules,  
And Saves Money**

# GENESIS

- Eliminates adding up time cards
- Automates The Calculation Of Employee Time, Wages And Tracks Exempt Employees
- Applies Your Pay Rules
- Automates Attendance Tracking
- Supports An Unlimited Number Of Shifts, Pay Categories, Pay Rules, Departments, Jobs, Steps, Operations, Tasks And Attendance Codes.
- Provides Extensive Payroll And Management Reports
- Allows "Cash" And "Charge" Tip Recording & Reporting
- Exports Hours Directly To More Than Thirty Popular Third-Party Payroll Providers
- Supports An Unlimited Number Of Data Collection Terminals
- Multiple Concurrent User Capability
- Calculates Shift Differentials
- Automated Time Clock Polling And Report Generation
- Includes An On-Line Approval Editor
- Forecasts Payroll And Job Cost Information
- Budgets Department and Job Labor
- Internal Report Writer
- Integrated Guard Tour System
- Advanced Employee Browse Scheduler
- Time Sheet Submittal And Employee Reviewer
- Integrated Badge And Job Costing Bar Code Generator
- Optional Benefit Accruals Module
- Optional Bell Control Module
- Optional PC & PDA Time Clocks
- Optional WebClock Time Sheet Submittal, Employee & Supervisor Reviewer, And Employee Status Board
- Optional Support for Hand Biometric Readers
- Optional Job Costing/Validation (including quantities and piece rates)
- Optional Access Control And Schedule Lockout
- Optional Occurrence Ratings Module
- Optional Telephony Module
- Available with an integrated database (GENESIS PRO) or utilize your existing SQL database (GENESIS SQL).



Remember, employee payroll is  
**YOUR BIGGEST EXPENSE...**



GENESIS is a "full-featured" comprehensive management tool that will help you gain greater control over productivity and provide the accuracy needed in your business operations. It is an easy-to-use, powerful time and attendance solution that allows you to automate your company's timekeeping, attendance tracking, job costing, benefit administration, labor scheduling, data collection and access control. GENESIS eliminates paper timesheets, which are the root of most payroll nightmares! Employees enter data at an electronic data terminal using magnetic stripe, bar code or biometric technology. Optional PC entry is available along with timesheet submittals for exempt employees. The GENESIS software collects these transactions and your pay rules are applied automatically, consistently and impartially.

The GENESIS's powerful reporting system produces valuable management reports, which help control overpayment of employees and ensure proper distribution of labor costs. GENESIS's reports also help you avoid unauthorized overtime, track employee status, track benefit administration, control departmental costs, monitor staffing, perform job costing, and much more. Optional modules such as Job Costing & Validation, WebClock, Telepunch, Access Control & Profile Lockout, Benefit Accruals, Occurrence Ratings, PDA Clock and Bell Control are available and integrate directly into the system.

The automated time clock polling and report generation capability standard with GENESIS allows you to define a processing schedule. GENESIS will poll the time clocks, process reports and even email them to supervisors automatically without operator intervention. The optional Benefit Accrual Module allows you to define benefit accrual calculations that automatically update your employee's accrual balances.

Know exactly where your employee's time and dollars are spent. Implement your rounding rules, not your employee's. Eliminate Payday Panic. GENESIS is a "full-featured" comprehensive management tool that will help you gain greater control over productivity and provide the accuracy needed in your business operations.

**Automate the calculation of employee's time.  
Apply complex pay policies.**

## Put a stop to unauthorized overtime and costly payroll errors.

- Give your managers the tools they need to make better decisions and control labor costs.
- Reduce the risk of costly payroll errors and inflated labor costs.
- Eliminate paper timesheets and other error-prone manual and homegrown processes.
- Deliver pay accurately and on time with consistent pay practices.
- Improve overtime management and apply pay and work policies consistently and accurately across your organization.

Know exactly where your employee's time and your dollars are spent. Implement your time rounding rules, not your employee's. Because of the SIGNIFICANT cost savings experienced by our customers, Central Time Clock systems can easily pay for themselves in less than one year.

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollars
06/02/08	Mon	W09X	06:53	16:01	1	8.00				1.00	
06/03/08	Tue	W09X	06:54	16:05	1	8.00					
06/04/08	Wed	W09X	16:04	1							
06/05/08	Thu	W09X	06:58	16:01	1	8.00				1.00	
06/06/08	Fri	W09X	06:57	16:03	1	8.00				1.00	
06/10/08	Tue	VAC	07:00	1							
06/11/08	Wed	W09X	07:08	16:00	1	7.75				1.00	

Number	Name	Day	Date and Time	Code
0001	Stanley, David	Wed	06/04/2008 16:04:48	Missing Pts
0001	Stanley, David	Thu	06/05/2008 07:00:00	Absent
0002	Baines, Peter	Wed	06/11/2008 21:15:12	Attendance
0004	Jones, David	Fri	06/27/2008 08:00:00	Leave Req.

Name	Number	Out	Working	Lunch	Date and Time	Clock	Key	Prompt	Data Field 1	Data Field 2
Allen, Jim	0005				Thu 06/12/2008 08:25	001	*	CLOCKED IN		
Anderson, Frank	0003				Thu 06/12/2008 12:01	001	4	OUT FOR LUNCH		
Baines, Peter	0002				Thu 06/12/2008 01:04	001	#	CLOCKED OUT		
Howard, Sandra	0008				Thu 06/12/2008 07:31	001	-	CLOCKED IN		
Jackson, George	0009									
Jones, David	0004				Thu 06/12/2008 01:05	001	#	CLOCKED OUT		
Murphy, Jennifer	0007				Thu 06/12/2008 06:32	001	-	CLOCKED IN		
Smith, John	0005				Thu 06/12/2008 09:53	001	0	TRANSFER	2	
Smith, Paul	0012				Thu 06/12/2008 12:33	001	M	Miscellaneous		SICK 8.00
Stanley, David	0001									

Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
500	0700-1600	0700-1600	0700-1600	0700-1600	0700-1600	OFF	40.00
600	0700-1600	0700-1600	0700-1600	0700-1600	0700-1600	OFF	40.00
100	1600-0100	1600-0100	1600-0100	1600-0100	1600-0100	OFF	40.00
600	0700-1600	0700-1600	0700-1600	0700-1600	0700-1600	OFF	40.00
100	1600-0100	1600-0100	1600-0100	1600-0100	1600-0100	OFF	40.00
100	1600-0100	1600-0100	1600-0100	1600-0100	1600-0100	OFF	40.00
500	0700-1600	0700-1600	0700-1600	0700-1600	0700-1600	OFF	40.00
500	0700-1600	0700-1600	0700-1600	0700-1600	0700-1600	OFF	40.00
100	1600-0100	1600-0100	1600-0100	1600-0100	1600-0100	OFF	40.00
600	OFF	0700-1600	0700-1600	0700-1600	0700-1600	OFF	32.00

0001 Stanley, David  
Division: ALL  
Group: ALL

Number: 0001  
SSN: 123-45-6789  
Birth date: 11/03/1962  
Last name: Stanley  
First name: David  
Address: 1413 West Glendale Ave  
Apt. 354  
City: Phoenix  
Zip Code: 85024  
State: AZ  
Phone: (602)471-1136  
Email address: dstanley@cityofphoenix.gov  
Hire date: 01/15/2006  
Accrue this month: Fiscal 01/15/2006  
Use an Alternate Hire date for Benefits: 01/01/1900  
License: 126173638  
Spouse: Nancy  
Review: 06/01/2002  
Division: 0000 City of Phoenix - Water Services  
Group: 001 Supervisor 1  
Holiday group: ALL HOLIDAYS  
Accrual rule: 1 Annual Accrual  
Occurrence: 1 Full Time  
Web timezone: US Mountain Standard Time (GMT-0)

Use PC Clock  
 Remote/Web Access  
 Use Web Clock  
 View Benefits  
 View Schedule  
 View Timecard  
 View Status Board  
 Submit Time Sheet

Improve workforce productivity while reducing your total payroll costs

# Reports that help you gain better control over Your Business:

## Labor utilization and Costs:

Efficiently maintain productivity and performance while meeting your business goals by making sure the right people are scheduled to work at the right time. Better manage your labor to budget with automation tools such as actual vs. budgeted and coverage reports. Identify personnel to fill open shifts without having to pay overtime.

## Risk of noncompliance:

Manage FMLA and overlapping state leave laws more easily and track intermittent leaves. Reduce labor-related costs and liabilities by automatically and consistently applying company policies, union rules, and government mandates across your organization.

## Employee Attendance Infractions:

Gain unprecedented visibility into employee absenteeism, trends and patterns. Enforce attendance and leave policies consistently in order to reduce payroll inflation and control unauthorized employee absences.

Ordered by: Code      Your Company Name      Thursday 01/31/2002  
 Date range: 01/14/2002 - 01/20/2002      **TIME CARD REPORT**      15:26:14  
 Page: 1

Code	Name	*** This employee has missing punches in the selected date range. ***											
DATE	DAY	CTGY	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL	DOLLARS	
00001	Stanley, David	01/14/2002	MON	WORK	08:00	17:00	9.00	8.00			1.00	9.00	
		01/15/2002	TUE	WORK	08:05	18:15 OL	10.25	9.25			1.00	10.25	
		01/16/2002	WED	WORK	08:09	ID 17:00	8.75	7.75			1.00	8.75	
		01/17/2002	THU	WORK	07:28	IE 17:14	9.50	8.50			1.00	9.50	
MP		01/18/2002	FRI		08:00							0.00	
		01/19/2002	SAT	WORK	08:01	IL 13:02 OL	5.00	0.00	5.00			5.00	
<b>EMPLOYEE TOTALS</b>							33.50	5.00	0.00	0.00	4.00	42.50	0.00

DEPARTMENT SUMMARY			CATEGORY SUMMARY						
NUMBER	NAME	HOURS	CODE	REG	OT1	OT2	OT3	UNPAID	DOLLARS
1	Shipping	33.50	WORK	33.50	5.00			4.00	
2	Maintenance	5.00							
		-----							
		38.50							

Ordered by: Code      Your Company Name      Thursday 02/14/2002  
 Date range: 01/14/2002 - 01/20/2002      **APPROACHING OVERTIME REPORT**      16:26:48  
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Code	Name	Date Range	Scheduled	Worked-to-Date Regular	Overtime	Additional Scheduled	Estimated Overtime	Total
00001	Stanley, David	02/11/2002 - 02/17/2002	40.00	28.75	0.00	8.0000	0.00	36.7500
00002	Baines, Peter	02/11/2002 - 02/17/2002	40.00	30.00	0.00	8.0000	0.00	38.0000
00003	Anderson, Frank	02/11/2002 - 02/17/2002	40.00	31.50	0.00	8.0000	0.00	39.5000
00004	Jones, David	02/11/2002 - 02/17/2002	40.00	32.00	0.00	8.0000	0.0000	40.0000
00005	Smith, John	02/11/2002 - 02/17/2002	40.00	32.00	0.00	8.0000	0.0000	40.0000
00006	Allen, Jim	02/11/2002 - 02/17/2002	40.00	36.00	0.00	8.0000	4.0000	44.0000
00007	Murphy, Jennifer	02/11/2002 - 02/17/2002	40.00	37.00	0.00	8.0000	5.0000	45.0000

Ordered by: Code      Your Company Name      Friday 02/01/2002  
 Date range: 01/14/2002 - 01/20/2002      **CATEGORY SUMMARY REPORT**      09:48:03  
 Page: 1

Code	Name								REG	OT1	OT2	OT3	UNPAID	DOLLARS
CAT	DESCRIPTION	SUN	MON	TUE	WED	THU	FRI	SAT	REG	OT1	OT2	OT3	UNPAID	DOLLARS
00012	Smith, Paul								16.00					
SICK	Sick - Paid	TOTALS	0	0	0	0	1	1	0					
TOOL	Tool Allowan													
WORK	Worked Time													

Date range: 01/14/2002 - 01/20/2002      Your Company Name      Thursday 01/31/2002  
 13:14:34  
 Page: 1

**DEPARTMENT SUMMARY REPORT**

Code	Name	REG	OT1	OT2	OT3	UNPAID	TOTAL
1	Shipping	73.82		0.00	0.00	9.00	82.82
2	Maintenance	187.05	4.00	0.00	0.00	23.00	214.05
3	Sales	35.38	0.50	0.00	0.00	4.00	39.88
4	Administration	80.00		0.00	0.00	10.00	90.00
<b>TOTALS</b>		376.25	4.50	0.00	0.00	46.00	426.75

Automated • Accurate • Timely

Labor Management - The Heart of Your Business



# Flexible Modules

## Benefit Accruals & Administration:

- Automatically calculate the balances of each employee's available benefit time, such as vacation, personal and sick time.
- Automatically update employees accrual balances
- Monitor an employee's use of leave balances.
- Maintain an Audit Log of posted accruals and debits.
- Helps ensure compliance with FMLA regulations.
- Accommodate a wide variety of methods for accruing leave time, as well as the many complex rules found in organizations today.
- Keeps leave balances current, and automatically change employees' rate of accrual on a specified day based on seniority and entitlement.
- Restrict the number of leave hours that may be carried over from one year to the next.
- Schedule future leave requests and have the system track them in a pending category.



Eliminate error prone, time consuming, manual accrual calculations.

## Job/ Labor Costing & Validation

- Empowers your managers with the insight into actual labor performance, allowing them to make valuable management decisions.
- Align workforce performance with corporate revenue, cost, and profitability objectives.
- Improve workforce productivity while reducing your total payroll costs.
- Over 100 User definable reports.
- Employees Can Collect Data from Any Remote Location using multiple data collection methods.
- Completely integrated with Time & Attendance Compares Actual wages paid with input Budgetary, Scheduled and Charge rate factors.



Empower your managers with the insight into actual labor performance

## Occurrence Ratings

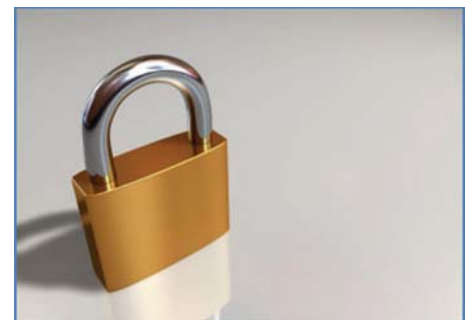
- Automatically generates points for infractions.
- Automatically charges benefit time for attendance infractions.
- Automatically generates notices when points levels are reached
- Easily identify employee attendance trends.
- Apply your attendance policies consistently throughout your organization.
- View, add or edit point balances and notifications



Employee Points Tracking System  
Automated • Simple • Fair

## Access Control & Profile Lockout

- Lock out or warn employees who try to clock in or out when they are not scheduled.
- Limit employee access to all areas of your operation or to specific areas only.
- Lock out unauthorized personnel. Lock out tardiness and early bird
- Have your employees punch IN/OUT when and where they are supposed to according to company policies, not their own.
- Force late arrivals and early departures to notify the supervisor in order to punch.
- Control punching by employee, time of day, and day of week.
- Greet your employees with a friendly message.
- Automate the Guard tour log process. Guards can log at data collection points or carry a portable device and log at tour check points. Guards can also log incidents through the Access system.



Eliminate unauthorized overtime.  
Limit designated areas to authorized

# Employee Time Entry Options



Telephony

## Data Collection Terminals

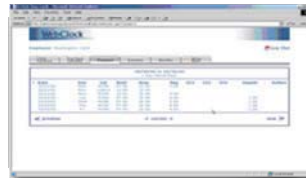


Web Clock / Timesheet  
Employee Self Service



Web Phone

PC Clock



**Central Time Clock, Inc.** has been providing world-class *time and attendance solutions* since 1931. Our workforce management products are designed to help executives, managers and employees solve a wide range of critical time and attendance issues including those related to payroll, workforce scheduling, job tracking, labor allocation and benefit distribution. We also understand that businesses do not have unlimited capital resources for the purchase of management automation systems which is why Central Time Clock offers the most complete product line in our industry. Regardless of your budget, corporate infrastructure or demographics, Central Time Clock has a time and attendance system to exceed your expectations.

One thing all businesses have in common is that payroll is a business's biggest expense and its biggest asset. Central Time Clock is dedicated to making sure your labor forces time is optimized. Thousands of companies just like yours have taken advantage of Central Time Clock's industry knowledge to provide time and attendance systems that provide the best return-on-investment of any automation system your company could acquire.

[Small and Mid Size Business Solutions](#) - Are you an emerging company looking to gain more control over your labor management processes? Central Time Clock can help you automate your payroll processing providing you with an incredible return on investment. Do you have a need to get better control over your labor costs as it applies to job costing and labor distribution? Central Time Clock is the authority in low cost labor management for small and mid size businesses.

[Enterprise Solutions](#) - Scalability and options are what sets Central Time Clock apart from the competition. What are your demographics, corporate infrastructure, IT backbone? Central Time Clock provides you the most diversified means of employee data collection methods, whether it be biometric based time clocks, remote telephony or web based employee self service, Central Time Clock is the authority in customized enterprise solutions to meet your exact needs.

[Industry Specific Solutions](#) - Leverage our more than 20 years in the time and attendance industry and thousands of customer installations to tailor a time and attendance system to your specific needs. Let us be your consultant. We understand your workforce and its specific needs; our service specialists can define for you an industry specific solution that combines proven time clock hardware and software, proven to provide you the best return on investment of any vertical market provider.



**Central Time Clock**  
Since 1931

Central Time Clock, Inc.  
5-23 50th Avenue  
Long Island City, NY 11101  
P: (718) 784-4900  
F: (718) 472-9491  
[www.CentralTimeClock.com](http://www.CentralTimeClock.com)