

Managing your workforce

with **ClockOn**, Australia's most powerful rostering,
attendance and payroll system



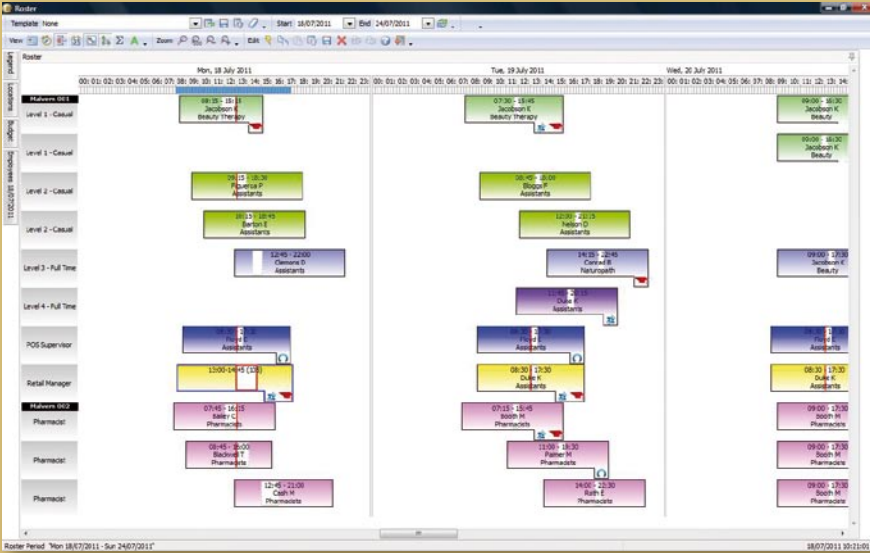
Rostering

ClockOn offers a powerful system designed to meet and satisfy the most complex business requirements, with features including role and employee based rostering, labour cost management, budgeting and filtering by qualifications and availability.

LABOUR COST MANAGEMENT

ClockOn delivers a unique method of labour cost control utilising preconfigured pay rules to calculate payroll costs in the course of roster building.

Users can instantly identify and adjust penalties, overtime, loadings, allowances, leave accruals and superannuation contributions and observe their direct impact on both the cost of the individual shifts and the budget.



GRAPHICAL INTERFACE

An innovative graphical interface speeds the process of building rosters and addressing the related labour costs. Available, qualified, and cost effective employees can be quickly selected to fulfill a role or cover a shift. Templates can be used to roster employees for variable trading seasons, special events or other situations. These focus on the roles required for the individual circumstances and are populated with qualified employees at the time the templates are recovered for rostering.

Time & Attendance

ClockOn simplifies monitoring employee attendance and in doing so permanently eliminates the requirement for manual time sheets. It generates precise time and attendance records leading to an accurate and compliant payroll. Using biometric terminals designed specifically for time capture, the system completely prevents employee identity theft and simultaneously eliminates the data entry errors common to many paper based payroll systems.

TIMESHEETS

ClockOn allows the accurate recording of staff attendance and displays electronic timesheets in which an employee's attendance and breaks are matched against his or her rostered shifts. Pre defined pay rules linked to these timesheets allow the automatic and totally accurate calculation of payroll. Location based filtering enables branch managers to manage time sheets locally, while the timesheet lockdown process provides a method for ensuring time entries have been validated at branch level prior to payroll processing.

ELECTRONIC TIME CAPTURE

Recording of time and attendance is achieved both locally and at remote sites using the ClockOn MA series biometric terminals, a computer keyboard or the ClockOn Web Portal. The biometric terminals record shift and break times. In doing so, these verify employees' identities, permanently eliminate the requirement for paper based timesheets and prevent the time theft inherent to other systems. Delivered with a Power Over Ethernet (POE) injector, the terminals connect directly to a local area network hub, making installation straight forward.



Human Resources

ClockOn facilitates the effective management of an organisation's most valuable resource, its staff. Real-time reporting supports key decision making and labour cost control while ensuring improved compliance.

WEB PORTAL

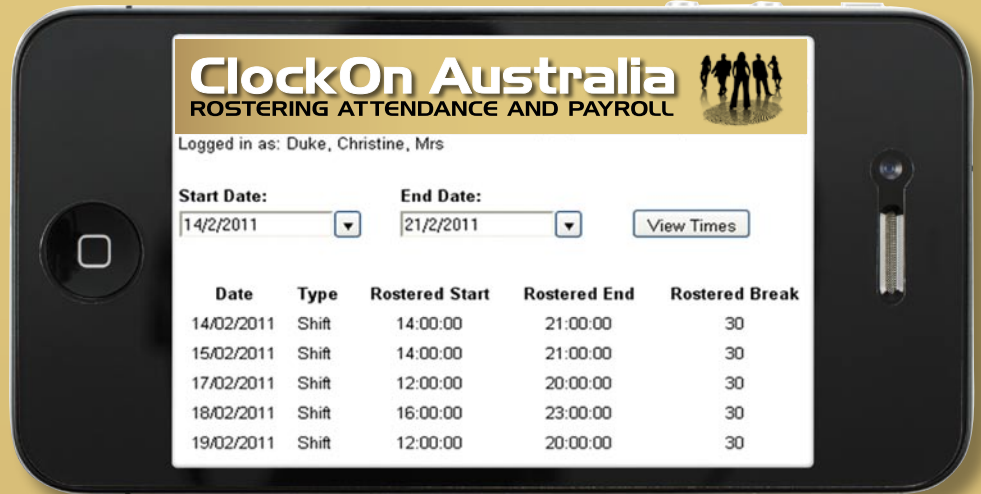
Using a smart phone or any other internet connected device, employees can now access their rosters, payslips and other personal information remotely, bridging the gap between management and employees both in and out of office hours. Authorised staff can clock on and off in the field. This valuable HR function delivers a major efficiency and cost saving to the employer and a practical benefit to all employees.

REPORTING

ClockOn delivers comprehensive reports on all aspects of the system necessary for improved business visibility and informed management including attendance records, labour costs, and liabilities.

These are categorized in logical folders including personal favourites and can be exported in many file formats.

Audit reports maintain a permanent record of all administrator and employee entries.



Payroll

ClockOn enables organisations to process pay accurately and quickly. Whether operating in simple or complex business environments, ClockOn reduces stress for payroll officers, improves administrative efficiency and delivers improved business visibility. It offers centralised payroll, management of compliance and the export of data to accounting packages.

A rollup payroll display enables a detailed view of staff costs and conditions and the ability to access timesheets and employee details directly from the display.

SAVING TIME AND MONEY

ClockOn achieves a large reduction in payroll processing time and cost while increasing accuracy. Timesheet entries are automatically processed using pre defined pay rules which encompass the full spectrum of award based pay conditions.

COMPLIANCE

ClockOn is designed to facilitate compliance with legislation and award based conditions. Rule Sets preconfigured or reconfigured by the user enable their immediate and accurate application.

Description	Hours	Rate	Percent	Amount	Paid
Gross Hours	32,000				\$806,250
Normal Hours	26,500	\$21,500	100.00%	\$569,750	
22/03/09 - 23/03/09 (08:30 - 18:00)	1,500	\$21,500	100.00%	\$32,250	
23/03/09 - 23/03/09 (10:15 - 12:30)	2,250	\$21,500	100.00%	\$48,375	
23/03/09 - 23/03/09 (13:00 - 18:00)	5,000	\$21,500	100.00%	\$107,500	
30/03/09 - 30/03/09 (08:30 - 18:00)	1,500	\$21,500	100.00%	\$32,250	
30/03/09 - 30/03/09 (10:15 - 12:30)	2,250	\$21,500	100.00%	\$48,375	
30/03/09 - 30/03/09 (13:00 - 18:00)	5,000	\$21,500	100.00%	\$107,500	
01/04/09 - 01/04/09 (08:30 - 14:00)	5,500	\$21,500	100.00%	\$119,250	
01/04/09 - 01/04/09 (14:30 - 18:00)	3,500	\$21,500	100.00%	\$75,250	
Penalty (Time)	5,500	\$21,500	200.00%	\$236,500	
29/03/09 - 29/03/09 (09:00 - 12:00)	3,000	\$21,500	200.00%	\$129,000	
29/03/09 - 29/03/09 (12:30 - 15:00)	2,500	\$21,500	200.00%	\$107,500	
Gross Allowances				\$4,680	
Gross Leave Payout				\$0,000	
Taxable Income \$810,930				-478,000	
Net Allowances				\$6,000	
Net Pay & Disbursements				\$232,930	
Super Earnings Base \$810,930				\$72,900	

MULTIPLE ENTITIES AND DEPARTMENTS

ClockOn has the ability to define, filter and report on multiple corporate entities, locations, departments and cost centres. Payrolls can be processed weekly, fortnightly or monthly and pay rates are automatically incremented in relation to age and industry experience.

PAYROLL SERVICES

ClockOn offers a full range of Payroll Bureau Services to organisations seeking to outsource their payroll management and processing.

The ClockOn Proactive Payroll Service is one in which ClockOn hosts, manages and processes the payroll and in which the client has no direct access to the software. In this service, the client is required to submit timesheet information to ClockOn for payroll processing.

The ClockOn Interactive Payroll Service is one in which ClockOn hosts, manages and processes the payroll in addition to which the client has independent access to selectable ClockOn functions such as rostering, timesheet management, leave management and reports.

In the event of the temporary unavailability of your payroll officer, ClockOn can assist by managing the payroll for you from our head office. We call this babysitting.

HOSTING SERVICES

As an alternative to operating and maintaining the application on your own server and network, ClockOn offers either permanent or temporary hosting of the software with full remote access.

What our customers say...

"ClockOn has brought many benefits to our organisation. It has allowed us greater control over the payroll process and greatly improved our overview and control of the business."

Mark Shaw
Terry White Chemist, Charlestown

"We have been consistently impressed with the integration and ease of use of all its functions. The Rostering function is great. It has made the job of creating staff rosters for six surgeries a breeze."

Rachael Redmond
Coburg Dental Group

"ClockOn has undoubtedly reduced our administration cost and greatly improved the visibility of our business."

Len Morabito
Michael's Supa IGA

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