# LIGHTWORK TIME

LightWork Time provides a highly flexible platform to track employee time for companies with single or multiple locations and easily accommodates remote employees. Both managers and employees can input employee time at intervals specified by your company. Time can be entered via desktop punch, kiosk punch, or biometric/swipe timeclock. Time can be tracked in lump sums or in ranges of specific hours worked. Earning types for these hours are fully user definable and can be assigned types such as regular, paid time off, or sick time. Rules to identify and calculate overtime are built into the system eliminating the possibility of overtime coding errors.

Once all time from a location has been entered, the site manager can save and approve all time entered as complete. If an employee works in multiple locations, multiple site managers can input and approve time for the same employee.

HR can then see which locations have approved time for that pay period and which locations are still awaiting approval. HR can initiate an export file from LightWork Time to be imported into your payroll system for any approved timesheets.

## FEATURE HIGHLIGHTS

### HRMS IMPORTS

Integrate your current HRMS, payroll system, or excel sheet with LightWork Time for easy deployment and a consistent user experience.

### PAYROLL & ATTENDANCE EXPORTS

LightWork's Export interface can integrate with the HRMS of your choice, making it easy to export payroll and/or attendance data in the format your payroll system requires.

### TIME IMPORTS

LightWork can work with your Point of Sale (POS) formatted flat file or another OleDb compliant data source to make importing your company's time simple.

### TIMECLOCKS

LightWork Time's biometric timeclocks install easily on your network and support both hard-wired TCP/IP as well as option wireless connections. The timeclocks are user friendly and can be easily customized by users with special requirements.

### PUNCH KIOSK

Don't want to use timeclocks? LightWork has a built in kiosk mode that allows your employees to punch in and out from any LightWork station. Use our configuration tools to allow for different kiosk to be  setup to match punches for different organization levels within your organization.

## EMPLOYEE PROFILES

See information on your employees in one centralized location. Demographic data, employee pictures, and other valuable employee information are all available at your fingertips.

## CUSTOMIZATION

With LightWork's text customization you will be able to change verbiage throughout your LightWork system, seamlessly customizing the software to your company culture and processes.

## DEPLOYMENT

Because your IT requirements are as diverse as your employees, we offer three deployment models. Light-Work can be purchased and hosted on your server, procured as a subscription to be housed wherever your organization wishes, or leased through our software as a service (SaaS) model.

## TIME OFF

Employees can now easily submit time off requests to their managers for approval. These time off requests can then be added to the employees timesheet.

## HOLIDAY PAY

LightWork can now automatically calculate the employees holiday time based on your companies specifications.

## LIGHTWORK INTEGRATIONS

LightWork can integrate with any HR or payroll solution through the LightWork Connector. Some of the integrations LightWork Clients have in place today include the following solutions:

◊ Empower
◊ Microsoft Dynamics GP (Great Plains)
◊ Sage 300 Payroll (US & Canada)
◊ Sage Abra
◊ Sage HRMS

From developing innovative solutions to providing award-winning customer support, LightWork is dedicated to surpassing expectations in all aspects of our business. For more information about LightWork, contact us at 800-551-6875.