



# Time and Attendance



Celayix Time and Attendance Solutions  
Easily Track and Monitor your Workforce



## Overview

### Celayix Solutions

Celayix Time and Attendance takes the headache out of the time capture and management process by consolidating attendance information from multiple sources into a central database. Employee time data can then be fed into Celayix time management software where your business rules are automatically applied to calculate gross totals for fast payroll and financial processing.

### Benefits

Our Time and Attendance Solutions are able to:

- A. Track attendance and monitor coverage in real-time so an on-site supervisor doesn't have to.
- B. Increase management productivity and accuracy by automating manual processes.
- C. Shorten bill and pay cycles by providing more time efficient processes.
- D. Fully integrate with Celayix's Advanced Scheduling Solutions.

## Specific Solutions

### Badge Terminals

Celayix integrates with a variety of sophisticated time clocks that offer internal magnetic card readers, barcode card readers, and/or proximity RFID card readers. An additional keypad allows managers to manage data, procedures, and configuration parameters directly through the terminal.

### Biometric Units

Celayix offers a multitude of biometric options from its Handpunch series to its optional add-on modules for almost all of its badge terminals. Biometric terminals are perfect for high security environments or where "buddy-punching" is a problem.

### On-The-Go Solutions

Celayix provides unique and effective solutions for organizations to manage their remote field personnel. Employees can either check in or out over the phone, or record their time and activities via a pocket-sized, RFID reader.

### Web-Enabled Solutions

Celayix offers a web-based punch system that records attendance and notifies supervisors of truancy issues in real-time. It also offers a time sheet module that automates a significant portion of the time sheet submission and approval processes.

### Time Management

Effortlessly import time data from our time capture solutions and compare it against scheduled shifts for variance analysis. Apply complex billing and pay rates with a few clicks of the mouse and quickly export it to billing and payroll applications. Easily manage and track absences and other attendance issues as you go.

### Labor Analysis

Use a variety of reports based on the time collected to track overtime hours and total hours worked in order to identify factors causing overtime and unnecessary costs.