



## A Web-based Collaborative Scheduling and Time and Attendance Solution.



### Overview

#### Celayix Solutions

Celayix Web Xpress automates frequent manager-employee related processes and interactions. Routine tasks such as updating employee contact information, forwarding schedules, confirming shifts, submitting time sheets, specifying availability and requesting time off are all managed over the Internet or Intranet through Web Xpress.

#### Benefits

A. Increase payroll accuracy and timeliness with WebClock or Web Time Sheets which reduce error prone manual processes.

B. Reduce time spent collecting availability and time-off requests.

C. More efficient communication and distribution of schedules, files and information.

D. Faster scheduling and access to employee and company related information.

E. Less time spent answering employee questions.

### Product Features

#### Schedule Publishing

Web Xpress gives employees access to their schedules 24 hours a day, 7 days a week. Employees log on via the internet to view a wide range of pertinent details on their shifts. If updates need to be made, they are reflected on these schedules in real-time.

#### Shift Confirmations

Employees can log on to Web Xpress to confirm or decline shifts that they have been scheduled for. This enables the scheduler to validate schedules after they are made.

#### Availability

Web Xpress allows employees to submit their availability quickly and easily since user friendly interfaces make entering information via the internet simple. This information is automatically incorporated into the scheduling process.

#### Time-Off Requests

Employees can also submit time-off requests with the same ease and speed. The requests are entered through the employee portal and are automatically incorporated into the scheduling process so the scheduler no longer has to worry about them.

#### Web Clock

The Web Xpress Time Clock allows employees to record their attendance anywhere a computer and internet connection are available. Ensure field workers are punching in/out from the appropriate site by tracking IP addresses and setting up alerts to notify you when they are not.

#### Web Time Sheets

Web Xpress allows employees to submit time sheets quickly & easily over the Internet.

#### Self Scheduling

Self Scheduling via Web Xpress enables employees to schedule themselves within any number of scheduling parameters or business rules an organization requires.