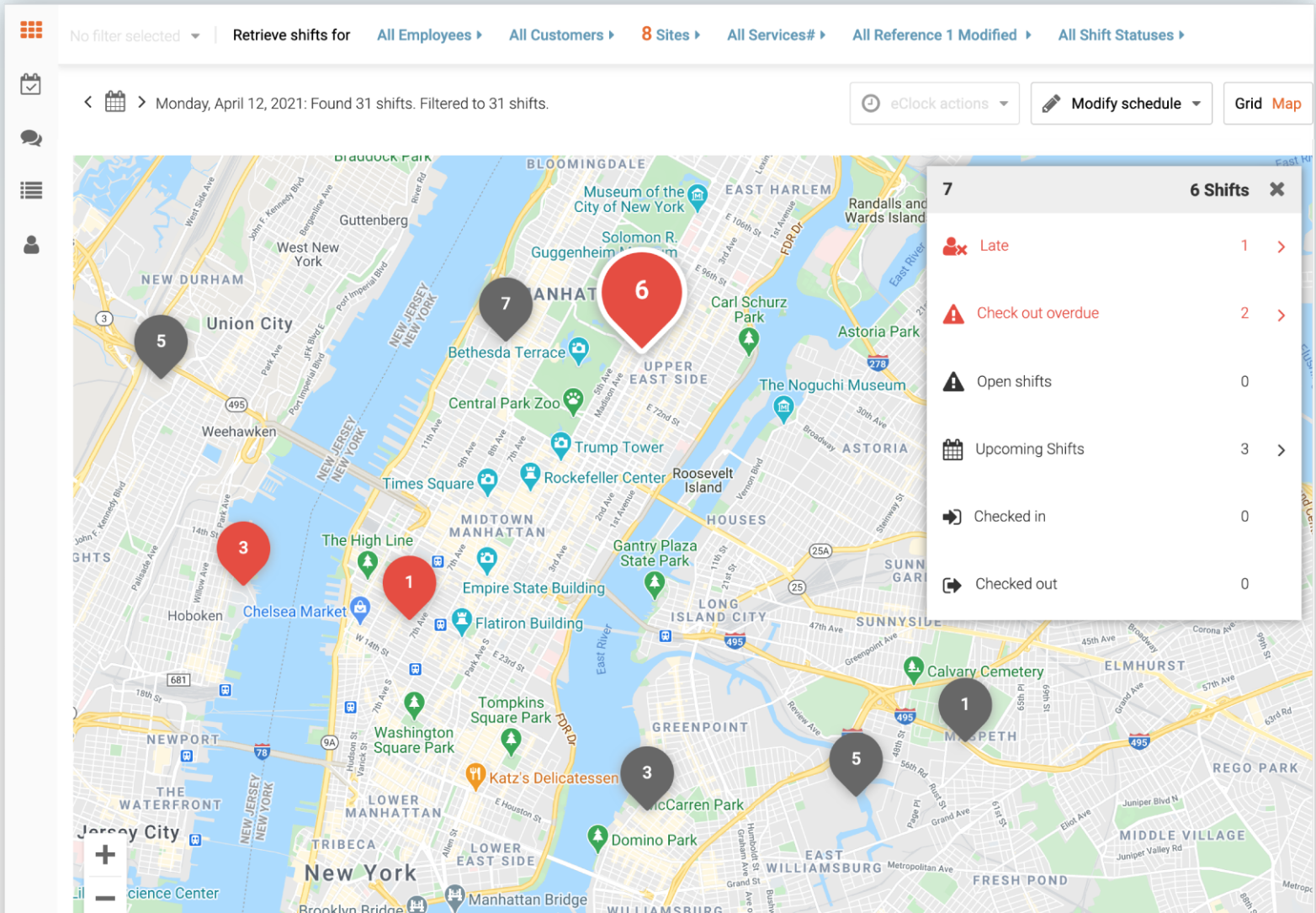


# Celayix Time & Attendance

## Supervisor Workforce Management System

Celayix Time & Attendance provides supervisors with a suite of powerful tools to collect and review time, monitor attendance, and communicate with team members, all in real time and on the go.



No filter selected | Retrieve shifts for All Employees | All Customers | 8 Sites | All Services# | All Reference 1 Modified | All Shift Statuses

< Monday, April 12, 2021: Found 31 shifts. Filtered to 31 shifts. eClock actions Modify schedule Grid Map

Shift	Count	Status
Late	1	>
Check out overdue	2	>
Open shifts	0	
Upcoming Shifts	3	>
Checked in	0	
Checked out	0	

## Key Benefits



Manage employees and make adjustments on the go from a desktop, tablet, or mobile device



Rapidly see all sites on a map showing the number of staff at each location and any current alerts



Save time by clocking employees in/out, either individually or en masse in a matter of seconds



Conveniently create and save custom filters to bring up specific data



Quickly filter and sort data directly in the grid

# Features

Shift records from April 12, 2021 to April 21, 2021

Shift Date	Employee First Name	Employee Last Name	Scheduled Start	Scheduled End	Shift Total	Actual Start	Service# Description
04/12/2021	Isabella	Quinn	3:00 pm	5:00 pm	2		Security Guard
04/12/2021	Quinn	Moore	3:00 pm	5:00 pm	2	3:00 pm	Security Guard
04/12/2021	Pearl	Barton	3:00 pm	5:00 pm	2	3:00 pm	Security Guard
04/12/2021	Hernando	Adeline	7:00 pm	8:00 pm	1		Security Guard
04/12/2021	Gertrude	Santos	7:00 pm	8:00 pm	1	7:00 pm	Security Guard
04/12/2021	Alvin	Ballard	7:00 pm	8:00 pm	1		Security Guard
04/12/2021	Benson	Alfred	8:00 pm	9:00 pm	1		Security Guard
04/12/2021	Byrd	Adele	8:00 pm	9:00 pm	1		Security Guard
04/12/2021	Wern	Baker	8:00 pm	9:00 pm	1		Security Guard
04/12/2021	Stokes	Addie	8:00 pm	9:00 pm	1		Security Guard



## Time Collection

Celayix Time & Attendance automates and streamlines employee time collection from a variety of devices including mobile, web, tablet, or physical clocks, all in real time for up to date monitoring and payroll information



## Monitor Attendance

Reduce time theft by ensuring employees not only clock into the correct shift, but clock-in on time and at the right location. Real time alerts display a visual tracking of all sites, allowing supervisors to take action

CHAT window:

Shift Leader

Hey Harry!  
Apr 12, 1:14 pm

Can you come in 15 minutes earlier to discuss some safety concerns.  
Apr 12, 1:14 pm

Sounds good!  
✓ Apr 12, 1:14 pm

Traffic is horrible. I won't make it to the site until half past three.

Just arrived at the site  
✓ Apr 12, 1:14 pm

Shift schedule grid:

Shift Date	Scheduled Start	Scheduled End	Shift Total	Actual Start
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	
04/12/2021	9:00 am	5:00 pm	8	



## Find Replacements

Celayix Time & Attendance gives supervisors an easy and quick way to find replacements, all while ensuring replacements are qualified, available, avoid overtime conflicts, and fit business rules



## Messaging

Create a standard for communication through in-app messaging and texting capabilities, removing the need for multiple communication forms. Provide your team with a single, reliable source for day-to-day communications