EXECUTIME™ SOFTWARE

APPLICATION OVERVIEW
SCHEDULING

ExecuTime Scheduling automates, simplifies, and streamlines your staff scheduling process while minimizing labor costs and overtime expenses. We can help you make sure you have the right people working the right job at the right time through a fully-integrated, easy-to-use solution that easily scales to suit the needs of small, medium, and large organizations.

REDUCE LABOR COSTS

Labor costs are a big part of your organization's budget. And those costs escalate through human error, manual processes and requests, and scheduling conflicts. ExecuTime Scheduling allows you to cut labor costs while drastically reducing human error and manual processes. Even better, ExecuTime can be customized to easily handle the complex scheduling in police, fire, and public works departments. With ExecuTime, you'll effectively manage complex costs while incorporating union agreements, overtime, and premium pay into your workforce management strategy.

INCREASE WORKFORCE PRODUCTIVITY

You're being told to do more with fewer resources. In these challenging economic times, decreasing budgets and increasing expectations go hand-in-hand. ExecuTime Scheduling allows your staff and supervisors to securely access customized and insightful data to eliminate unnecessary confusion and scheduling errors while enhancing employee accountability. Also, our self-service tools allow your staff to request schedule changes and shift swaps, leave requests, bid for days off and vacation requests, and a lot more. It's centralized, 24x7x365, real-time scheduling and management across departments, teams, and locations.

EASY TO USE & IMPLEMENT

KEY FEATURES:

- **Unlimited schedules/shifts**
- **View and print daily roster reports**
- **Schedule grid and calendar view**
- **Employee self-service**
- **Post open positions for sign-up or bidding**
- **Time Exchange feature for shift swaps and shift trades**
- **Automated time-off request and approval process**
- **Overtime eligibility management**
- **Work limits**
- **Holiday and events calendar**
- **Reporting and auditing**

If you can use a web browser, then you can learn to use ExecuTime Scheduling in a snap. Our solution is entirely web-based and requires no software to install or maintain on workstations. The user interface is extremely intuitive and user-friendly to make adoption easy even for users with little or no experience with computers.

SEAMLESS INTEGRATIONS

Our scheduling solution integrates seamlessly with third- party applications (HR, payroll, CAD, and more) and eliminates manually running scripts, passing files back and forth, and the wasteful production of paperwork. Of course, you can also integrate our scheduling solution with our ExecuTime Time & Attendance solution to create a powerful, automated, and fully-integrated Workforce Management solution.

SUPPORTED SOLUTIONS

With the option to manage your solution in-house or utilize our Cloud System, ExecuTime offers budget friendly systems to fit seamlessly into your current infrastructure and future growth. Our Project Management team will guide you through an implementation plan catered toward your personnel environment, conduct training and support your internal rollout. And you will have added assurance knowing an experienced and responsive technical team is only an phone call or email away.

SCHEDULING

INTUITIVE INTERFACE:

- Web-based interface
- Calendar and grid view of current and upcoming schedules
- Benefit hours inquiry and requests
- Full integration with your Payroll, HR, CAD applications
- Works seamlessly with ExecuTime Software's Time & Attendance

FLEXIBLE REPORTING FEATURES:

- By organization, departments, shifts or employee
- By day, week, month, or year
- Daily attendance inquiry
- Real-time status and historical records
- Multiple file export options

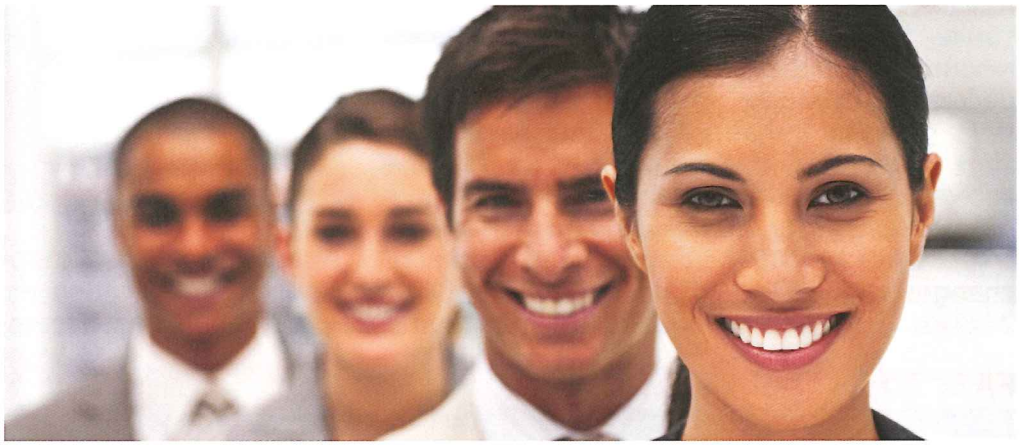
AND MORE...

- Centralized, 24x7x365, real-time scheduling across departments, teams and locations.
- Schedule accountability and accuracy
- Monitor resource usage
- Base staffing decisions on employee skill and proficiency
- Faster substitute discovery, automatically fill positions

SCHEDULING FEATURES:

- Automated notifications and communications
- Configurable notification alerts for minimum staffing levels, overtime hours, unfilled shifts
- Unlimited schedule/shift creation and template patterns
- Guides for decision making for creating schedules, policies, and fill vacancies
- Certification and skills tracking and expiration
- Actual vs. Scheduled hours analysis for management
- Overtime management
- Job and labor account costing

MOBILE APPLICATION:



THE EXECUTIME DIFFERENCE	ExecuTime	The Competiton
All-inclusive pricing	✓	
Free software for upgrades	✓	
Integration with any Payroll/HR app on any platform	✓	
Unlimited Supervisors	✓	
Unlimited workstations & PCs	✓	
Unlimited Technical Support	✓	
Time-off scheduling calendar	✓	✓
Absolute lowest cost of ownership	✓	

EXECUTIME™ SOFTWARE

Hands down, ExecuTime offers the best technical support in a software company I've ever seen.

-Roy Lavicky, VP of Information Technology

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EXECUTIME™ SOFTWARE

POLICE, FIRE, SHERIFF & PUBLIC WORKS

ExecuTime Tackles the Tough Time Sheets for Police, Fire, Sheriff, and Public Works

When a city or county government contemplates replacing an outdated, manual time and attendance system with an electronic solution, one of the major stumbling blocks is handling the many complexities for police, fire, sheriff and public works departments.

Many products promise seamless automation, integration, and big time and cost savings. That's not a huge hurdle if all your employees are straight-time staff who work a standard 40-hour week. But the true litmus test of an electronic time and attendance system in a city or county government environment is how the product addresses these questions with regards to intricate, department-specific policies:

Can your solution be configured to automate complex policies for overtime, shift differentials, personal time accrual, 24 hour shifts etc., as seamlessly as it does for straight time employees?

To accomplish this automation, will your solution require major changes to our IT systems or to how our staff operates?

What will it cost to put any customizations in place?

From the beginning, Executime has provided a solution that tackles the challenges outlined in these questions while remaining the most cost-effective product on the market. How Executime accomplishes these goals can be seen in cities like Kirkwood, MO, and Rock Springs, WY. Both cities had previously used cumbersome, paper-based systems to track time and attendance, and both suffered as a result.

> **Errors are reduced. The time it takes to reconcile payroll is reduced. That's dramatically improved for everybody city wide.**
> *-John Adams, City of Kirkwood, MO*

"It was horrible," says John Adams, Director of Finance in Kirkwood. "It was archaic. There was a lot of manual entry. It was time consuming to balance, prepare, and get time sheets to finance."

Gina Davis, Computer Support Specialist in Rock Springs, recalls the specific challenges for the person who managed their police department's time tracking. "Our police time keeper spent 24 hours per pay period transferring information and doing data entry."

Both cities needed an automated system, but they both had to make sure they weren't exchanging one headache for another when it came to their police, fire, sheriff and public works departments. Both cities also needed a solution that offered a flawless integration with their Payroll Application.

> **The paper savings are good and human error is way down. The flexibility in ExecuTime is outstanding.**
> *-Gina Davis, City of Rock Springs, WY*

Having chosen ExecuTime, the next hurdle was to install the solution and address the complicated policies within police, fire, sheriff and public works, along with the rest of the cities' departments. In Kirkwood, these challenges turned out to be non-issues. "We went through each of these departments during implementation," recalls Adams. "ExecuTime addressed the challenges and resolved them. The electric department has different time and attendance rules for an outage. They went through a storm while using ExecuTime. What would have taken us about two to three days to reconcile got done in a morning. It's truly incredible."

For Gina Davis in Rock Springs, she was most impressed by ExecuTime's ability to work with their unique physical and policy-driven requirements. "ExecuTime built an interface with our police CAD system," says Davis. "When officers call on or off duty from their patrol car, that's logged as their clock-in and clock-out." Through the integration with the CAD application, Executime took a current process and turned it into an effortless and accurate way to track time. "ExecuTime was less expensive than their competitors, but the biggest thing was that they tailored our installation to suit our needs."

> **The electric department went through a storm while using ExecuTime. What would have taken us about two to three days to reconcile got done in a morning. It's truly incredible.**
>
> *-John Adams, City of Kirkwood, MO*

Davis also stresses that Executime accomplished all of this without forcing her city to make major changes. "We didn't want to change our payroll program. We didn't want any big upheavals. We just wanted to track time electronically. So, implementing ExecuTime has been smooth because we left the major things alone. The other vendors we talked to have their own system and they want you to fit into their system. They don't tailor their system into how you operate."

For both cities, the benefits have been significant and immediate. Paper time cards as well their hassle and expense has been eliminated. Both cities have employees clock in and out using a mix of user-friendly tools including web-browsers, smart time clocks, and other interfaces that allow them to accurately track time and apply complex rounding policies automatically and without manual intervention.

Requests for time off are submitted, moderated, and managed all within ExecuTime. Both staff and supervisors can view and manage benefit time, such as vacation and sick time, and other information through a web browser interface without bogging down clerks and supervisors with multiple requests for updates. In Kirkwood, the fire department staff has become so adept at using ExecuTime that John Adams wants to give them the ability to enter the specific codes that designate the type of shift and pay rate they worked. "So then all the supervisor has to do is verify that code" says Adams. "It will save even more time."

According to a post-implementation analysis performed in Kirkwood, John Adams knows statistically that purchasing ExecuTime was a good idea. "Errors are reduced. The time it takes to reconcile payroll is reduced. That's dramatically improved for everybody city wide."

"The paper savings are good and human error is way down," says Gina Davis in Rock Springs. "The flexibility in ExecuTime is outstanding." And the employee who used to take 24-hours per pay period to reconcile time and attendance for the police department now accomplishes the same task in half the time.

In Kirkwood, MO, and Rock Springs, WY, implementing ExecuTime for police, fire, and public works, as well as all other departments, produced solid, measurable benefits without forcing these city governments into making major changes to their current systems. "ExecuTime has been really easy to work with," says Gina Davis. **"Everything that we really needed, they found a way to do it."**

EXECUTIME™
SOFTWARE

APPLICATION OVERVIEW
TIME & ATTENDANCE

ExecuTime Software's dependable and fully-integrated Time & Attendance solution has provided small and large organizations with incredible cost savings and increased efficiency for over 10 years. In most local government entities, payroll processing, time tracking, and benefits accrual tracking places an unnecessary strain on staff efficiency and limited budgets. ExecuTime fixes those issues and keeps them fixed while providing the highest ROI on the market. How do we do that?

- *Effortless handling of even the most complex time tracking rules and pay codes*
- *Seamless, automated integration & synchronization with your IT environment and payroll software*
- *Powerful and user friendly web-based interface for supervisors and staff*
- *Solid integrations with numerous time collecting interfaces (web browsers, time clocks, phone, text messaging, IVR, proximity readers, biometrics and more).*
- *Dedicated technical and training support*

SIMPLIFY TRACKING COMPLEX TIME, ATTENDANCE, AND BENEFIT POLICIES

By incorporating complex time tracking procedures that usually exist within Public Safety, Public Works and Education, ExecuTime makes it easy for managers and staff of every department to enter and track time types, manage time-off requests and apply job costing all while handling multiple pay periods and FLSA guidelines.

TIME EFFICIENCY AND COST-EFFECTIVENESS

ExecuTime automates the most labor-intensive tasks associated with timekeeping and gives that time back to your staff. Payroll clerks that spend days sorting through timecards will now complete the same duties in a fraction of the time. Also, ExecuTime offers the absolute lowest cost-of-ownership and free software for upgrades. Many public sector organizations have already discovered that ExecuTime offers the most rapid ROI along with the most critical product features.

KEY FEATURES:

- **Electronic Clock In/Out**
- **Time Tracking and Exception Reporting**
- **Work Order, Project, and Job Number Tracking**
- **Employee Benefit Time Request and Management**
- **Time-off Scheduling Calendar**
- **Electronic Timesheet Approvals**
- **Absolute Lowest Cost of Ownership and Free Software for Upgrades**
- **Integration with Payroll Software on Any Platform**
- **And Much More!**

REDUCE COSTLY ERRORS

ExecuTime can drastically reduce errors and oversights by eliminating several of the manual tasks associated with collecting time and entering data into the payroll system. Electronic capture of employee time offers a more accurate account of actual time worked, and automates the process of collecting, calculating, computing and entering employee hours each pay period. You generate precise timesheets for both hourly and salaried personnel, and have access to historical data through audit trails and reports to insure secure and effective management.

SUPPORTED SOLUTIONS

With the option to manage your solution in-house or utilize our Cloud System, ExecuTime offers budget friendly systems to fit seamlessly into your current infrastructure and future growth. Our Project Management team will guide you through an implementation plan catered toward your personnel environment, conduct training and support your internal rollout. And you will have added assurance knowing an experienced and responsive technical team is only a phone call or email away.

> ***With ExecuTime, it's all automatic. You hardly have to even think about it.***
>
> - IT Technician,
> City of Bridgeport, TX

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TIME & ATTENDANCE

AUTOMATED ATTENDANCE CALCULATION:

- Improves accuracy
- Improves timeliness of information
- Configurable overtime policies
- Configurable clock-in/out policies
- Manual time-editing ability
- Accounts for shift differentials and 24x7 operations
- Complete audit log and reporting on changes, additions, and edits to employee time

FLEXIBLE REPORTING FEATURES:

- By day, week, month, or year
- Real-time employee status
- Daily attendance inquiry
- Multiple file export options

AND MORE...

- Multiple pay-period support
- Graphical calendar for time-off scheduling
- User-specific security levels
- Time-zone sensitive time & date stamp records all transactions for auditing purposes
- Eliminates antiquated time clock hardware and hand-written time sheets

INTUITIVE INTERFACE:

- ExecuTime Software web-based interface
- "Who Is Here" inquiry screen
- Benefit hours inquiry and management
- Integrates with Interactive Voice Response (IVR) technology
- Supports a range of collection devices: electronic time clocks, biometric, web browser, text messaging, and more
- Full integration with your Payroll application

MOBILE SELF-SERVICE:

THE EXECUTIME DIFFERENCE

	ExecuTime	The Competiton
All-inclusive pricing	✓	
Free software for upgrades	✓	
Integration with any Payroll/HR app on any platform	✓	
Daily attendance record	✓	✓
Unlimited workstations & PCs	✓	
Electronic clock in/out	✓	✓
Time-off scheduling calendar	✓	✓
Absolute lowest cost of ownership	✓	

EXECUTIME™
SOFTWARE

Streamlining our payroll department, providing much better data access and reporting information, and improving accuracy. It's been great. I'd do it all over again. - Debbie Mammone, Lincoln City, OR

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EXECUTIME™ SOFTWARE

RETURN ON INVESTMENT

IDENTIFY YOUR POTENTIAL SAVINGS WITH EXECUTIME TIME & ATTENDANCE

A typical 200-employee company has a four million dollar payroll. The potential savings generated by automating time & attendance operations adds as much as $1/4 million to your bottom line! This 6.875% labor savings is based on a study performed by the American Payroll Association and Robert Half in calculation, lost time and error factors alone. The additional benefit of better management decisions based on accurate labor information, and automatic exports to payroll are more difficult to place a value on.

SAVINGS FACTOR	50 EMPLOYEES	100 EMPLOYEES	250 EMPLOYEES	500 EMPLOYEES	1000 EMPLOYEES
Calculation	**$3,900**	**$7,800**	**$19,500**	**$39,000**	**$78,000**
Lost Time	**$52,000**	**$104,000**	**$260,000**	**$520,000**	**$1,040,000**
Human Error	**$15,600**	**$31,200**	**$78,000**	**$156,000**	**$312,000**
TOTAL	**$71,500**	**$143,000**	**$357,500**	**$715,000**	**$1,430,000**

Manual Calculation Factor

It is estimated it takes a bookkeeper approximately 7 minutes to manually add up time sheets, calculate overtime and enter data. Add to this the time spent correcting time and leave errors, and transferring data to your payroll program or telephoning your payroll service bureau. ExecuTime could save you at least six hours of time per employee each year, which calculates to over $15,000 per year for a 200-employee company.

Lost Time Factor

Studies have shown the average employee is overpaid for 4 hours and 5 minutes of unauthorized or unearned time each week (late breaks, tardiness, early departure). Assuming automation reduces "lost time" by 24 minutes per day – that's two hours each week, ExecuTime could save your 200-employee company over $200,000 per year.

Human Error Factor

Studies have shown payroll error factors to be between 1% and 8% of total payroll and include accuracy in reading time sheets, transposing numbers, rounding and calculation errors. Assume your error factor is minimal, approximately 1% of payroll, you lose $62,400 each year in a 200-employee company.

> **There's a lot more accuracy...We've easily saved 130 hours per month for manual data entry.**
>
> *-Sharon Christianson, Payroll Coordinator for Three Rivers Park District*

EXECUTIME™ SOFTWARE

COMPARISON CHART

What Differentiates ExecuTime From Our Competition?

EXECUTIME	VS.	COMPETITORS
• Absolute Lowest Cost of Ownership		• 30% - 50% Higher Costs
• All Inclusive Pricing		• Modular Based Pricing
• Integration With Any Payroll/HR Application on Any Platform		• Limited Integration Capabilities
• Free Software for Upgrades		• Costly to Upgrade or Implement New Software Versions
• Multiple Data Collection Devices: Browser-Based, Biometric, IVR, Text Messaging, Proximity and Swipe Cards		• ExecuTime is Only Vendor to Offer Text Messaging Capability for Remote Employees
• Unlimited Number of Workstations or PC's		• Charge Per Kiosk Used (Device or PC)
• Extremely simple end user interface		• Additional Charges for Supervisor Level Authority and Complex end user interface

EXECUTIME™ SOFTWARE

THE CITY OF SAN RAMON

City Finds a Better Way to Manage their Time & Attendance Process

Two years ago, city officials in San Ramon, California struggled to keep up with the paperwork of payroll, particularly in their Park and Recreation Department.

The outdated system of paper timesheets was bogging down employees, tying up supervisors and frustrating Payroll Specialists as they plodded through their two-week pay cycle.

"Everybody had to complete a manual timesheet," said Luann Silva, Finance Administrative Analyst for the city. "They signed the timesheet. The supervisor signed the timesheet. Then they went to the director in another location."

San Ramon has two public swimming pools, two sports parks, a senior center and two community centers. Collecting all of the timesheets from all of the locations was very time consuming.

The whole process took well over a week as the timesheets went from one desk to another before finally ending up in the payroll office. Once there, the sheets had to be manually entered into the system, a process which could take two employees nearly a full day. Frustrated, city officials set out to find a better way to manage their Time and Attendance processes.

"We were a new city and getting bigger and bigger every day, with more and more employees," said Luann.

Because the city had been using the SunGard® Public Sector Payroll Application for several years, seamless integration with a time and attendance solution was crucial. ExecuTime was a perfect fit.

> **"It is so simple, there are no quirks. We have had no down time. It has never crashed in the year and half we've been using it. It just flows."**

Everyone involved in payroll processing in the city of San Ramon has been impressed with the flexibility and reliability of the system, as well as the quality of ExecuTime's customer service. But, as excited as the administrators were about transitioning to ExecuTime, the employees came into it grumbling. "They were panicked that they were going to have to punch a clock," said Luann.

In spite of their initial fears, the employees were quickly impressed with the program. "The system allows them to make all changes to the timesheets up until the time it gets turned in."

According to Luann, one of the biggest selling features of the software was the paperless time-off request. "To be able to see it online when it was turned in, know that it wasn't lost or in someone's in-basket and the employees being able to get it back so fast with a response has just been the best."

> **"We are all just amazed at how knowledgeable, courteous and friendly ExecuTime's customer support team is."**

The benefits calendar has also helped save time by allowing each department to see everyone else's request for time off before requesting their own vacation time.

"They know ahead of time and they don't ask for something if there are other people already off."

While the employees have grown to appreciate the new system, significant amounts of time-saving benefits are also felt in the administrative offices. With the ExecuTime Software Time and Attendance Solution, payroll specialists spend less time chasing down timesheets and supervisors spend less time answering questions about their workers.

Now, an email reminder is sent out to prompt supervisors to electronically check their department payroll.

"On Tuesday, we go in and probably 99% of the time everything is complete," said Luann. "For those few stragglers we'll make a few phone calls." **Completing the entire payroll takes about 30 minutes, a significant time savings over the old method of processing. What once took more than a week to accomplish is now done in less than two days and time saved is money saved.**

"We got our money back the first year," says Luann. In addition to the Park and Recreation Department, the city has started using ExecuTime for the Police Department. They also plan to utilize the software's job costing feature in their Engineering, Planning and Building departments.

As they make changes to they way they run their municipal departments, officials are confident that ExecuTime will be there to support them.

"We are all just amazed at how knowledgeable, courteous and friendly they are," Luann said of the ExecuTime customer support team. "When they say they are going to get back to you, they get back to you. We are always top priority."

EXECUTIME™ SOFTWARE

THE CITY OF FRIENDSWOOD

Streamlining the Payroll Process with ExecuTime

Running a city is, in many ways, like running a business. In addition to providing everyday municipal services, employees of the City of Friendswood, Texas also maintain beautiful parks and an excellent school system, and they work hard to create a hometown atmosphere with easy access to major cultural, recreational and educational events.

With a staff working in several different departments and locations throughout Friendswood, payroll processing was an arduous task which took several days to complete.

In each department, employees would fill out their time sheets by hand every other week. The sheets were forwarded to the supervisor, who would input the data into a book and then type the same data into the SunGard® Public Sector Payroll application. Before processing and generating payroll checks, the accounting department would audit the information in the payroll system against the information in the book.

According to accounting specialist Karen Keesler, this process would start on a Monday and end either late Wednesday or early Thursday of every pay period. "There were miss-keys and a lot of room for errors in this process," said Keesler. "Because of the mistakes there were a lot of manual checks each period."

While the City of Friendswood prides itself on the level of services provided to its residents, officials knew there must be a better way to collect and manage internal employee time records.

Today, that job is much easier and streamlined, thanks to ExecuTime Software.

> **This is one of the best companies I have ever worked with. The response is quick and we get a quick resolution.**

Todd Yeager is the Deputy Director of Administrative Services, Information Technology, and part of the team that was assigned the task of finding a better way to handle the time-keeping process. "The old manual system was very cumbersome and we were questioning the accuracy," said Yeager.

Since the City of Friendswood already had the SunGard Public Sector Payroll application in place, the ExecuTime Software Time and Attendance Solution was the logical next step.

"We looked at ExecuTime because of their relationship with SunGard and because they are an approved partner," said Yeager.

City officials liked what they saw and they soon began the implementation process.

Rather than creating paper time sheets, employee time is now captured electronically, either using a web browser or a time collection device that reads employee building access badges.

> **Employees were very wary at first, but now that we have it in place I've heard comments like, 'We should have done this a long time ago.'**

ExecuTime also allows employees to track special projects and assignments. Non-hourly employees can use ExecuTime to request time off, check their accrual balances and approve their time sheets. What once took three or four days to complete is now done in less than one day. "We still get to review time and make sure they sign off, but in less time," said Keesler. "The accuracy, it's great. No more manual checks due to mistakes."

"Employees were very wary at first," said Keesler. "But now that we have it in place I've heard comments like, 'We should have done this a long time ago.'"

The supervisors' jobs have become easier as well now that the manual timekeeping process is gone.

"It's a much better process," said Yeager, whose job duties include supervision. "I like the online time approval and request for time off." He also gives ExecuTime high marks from an IT standpoint, particularly the interface with the payroll system. "It works very well and the transfer goes very smoothly. It's an easy process for accounting. I don't have to do much to manage it, so I rate it very high," he said. "I hardly ever have issues. It works like it is supposed to."

When they do have a question or need assistance the ExecuTime Software support team is only a phone call away. "This is one of the best companies I have ever worked with. The response is quick and we get a quick resolution," said Yeager--and Keesler agrees. "The Customer Support is one of the best I have ever dealt with," she said. "They don't put us on the back burner. They take care of us right away."

When you combine high quality customer care, innovative time-saving technology and an understanding of employers' needs, the end result is a product that provides its clients with a valuable service and that product is the ExecuTime Software Time and Attendance Solution.