

LIGHTWORK TIME AND ATTENDANCE

LightWork Time and Attendance provides a highly flexible platform to track employee time for companies with single or multiple locations and easily accommodates remote employees. Time can be entered via desktop punch, kiosk punch, or biometric/swipe time clock. It also has the versatility to allow employees and managers to use their own mobile devices to record and manage time.

Time can be tracked in lump sums or in ranges of specific hours. 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 is 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. Human Resources can see the locations that have approved time for that pay period, and which locations are awaiting approval. HR can initiate an export file from LightWork Time for input into the payroll system for any approved timesheets.

FEATURE HIGHLIGHTS

HRMS IMPORTS

Integrate any current HRMS, payroll system or Excel spreadsheet 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 that meets your payroll system requirements.

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.

TIME CLOCKS

LightWork Time interfaces with a variety of time clocks, including biometric. Installation is easy on any network, with options to support both hard-wired TCP/IP as well as wireless connections. Our time clocks are user friendly and can be easily customized by users with special requirements.

PUNCH KIOSK

Don't want to use time clocks? LightWork has a built in kiosk mode that allows employees to punch in and out from any LightWork station. Our configuration tools allow for unique kiosk setups to match punches for different organization levels within your organization.

EMPLOYEE PROFILES

See information on employees in one centralized location. Demographic data, employee pictures and other valuable employee information are readily available to Human Resources.

CUSTOMIZATION

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

DEPLOYMENT

Because your IT requirements are as diverse as your employees, we offer three deployment models. LightWork 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 automatically calculates the employee holiday time based on your companies specifications.

SCHEDULING

LightWork allows your managers to build employee schedules using set shifts, or by building day-by-day. The schedule can then be published to the employee's kiosk for easy viewing.

AUTO PAY

LightWork makes it quick and easy to give salaried employees a set number of hours worked.

LIGHTWORK INTEGRATIONS

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

- ◇ Acumatica Payroll
- ◇ Sage 100 (US & Canada)
- ◇ Sage 300 Payroll (US & Canada)
- ◇ 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.