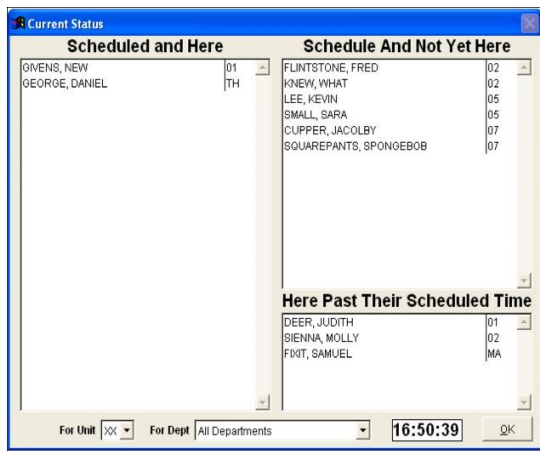




## Employee Management System Time Clock

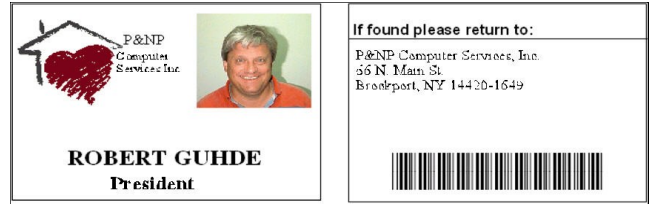
This module reads data from the P&NP time clock system (optionally from other time-keeping systems) and stores punches for a predetermined period of time. At the beginning of each shift the nurse manager/supervisor can see the employees scheduled and in, those scheduled and not in, and those staying overtime.



At the end of a payroll cycle, time cards can be produced for supervisor review. The punches that may require an error correction are identified on an exception report. When approved, the punch data may be uploaded to payroll for processing. This avoids double data entry thus reducing the processing time and the opportunity for creating error on reentry.

### General Features:

- Supports biometric and infrared bar code time clocks. Optional employee badges for the time clock system can be created with your facility specifications.



- At the beginning of each shift, the nurse manager/supervisor may see employees scheduled and here, scheduled and not here (tardy or absent), or here and not scheduled. This data can be used for last minute staff adjustments.
- At the end of a payroll cycle the punch data are printed for Supervisor review. These punches are available as exception reports or in time card format and can be printed by department.
- Approval of time cards moves both punch data and time card to an archive file to prevent double entry when time cards are exported to payroll.
- Employee punch and time card data are available for review/printing for any time period. Reports of edited punches can be produced for an audit trail of changes.
- Time clock data is configurable for entire facility, multiple bargaining groups, and/or individuals. An unlimited number of time clock setups are possible.

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### Important Links:

Time card data is displayed on the employee record for quick reference.

Linked to Payroll so that time card data can be exported to the payroll module when you are ready to process the payroll checks/direct deposits.