LIGHTWORK® software

LIGHTWORK TIME & ATTENDANCE

EMPOWERING PEOPLE TO DELIVER MORE & BE MORE.

LightWork Time is a powerful time collection platform that provides flexibility to track employee time for companies with single or multiple locations. Give remote or onsite employees the tools they need to collect, edit and approve their time accurately and efficiently.



FEATURE HIGHLIGHTS

- Easily integrates to HRMS, Payroll system or Excel Sheet
- Import time from POS systems
- Centralized demographic data with employee profiles
- Change verbiage throughout the LightWork system with Text Customizations
- Approved time off is automatically applied to timesheets
- Automatically calculate holiday pay based on a company's specifications
- Easily build day-by-day or shift-based schedules
- Autopay a set number of hours for salary employees
- Geotagging to allow insight to employee's locations when punching in and out
- Attendance shows all transactions that are generated, including carryover, accruals, taken, and adjustments.

TIME COLLECTION OPTIONS

- Mobile
- Desktop
- Physical Time Clocks
  - Biometric
  - Facial Recognition
  - Card Swipe
  - Proximity

LIGHTWORK INTEGRATIONS

LightWork can integrate with any HR or payroll solution through the LightWork Connector. Current integrations include the following solutions:

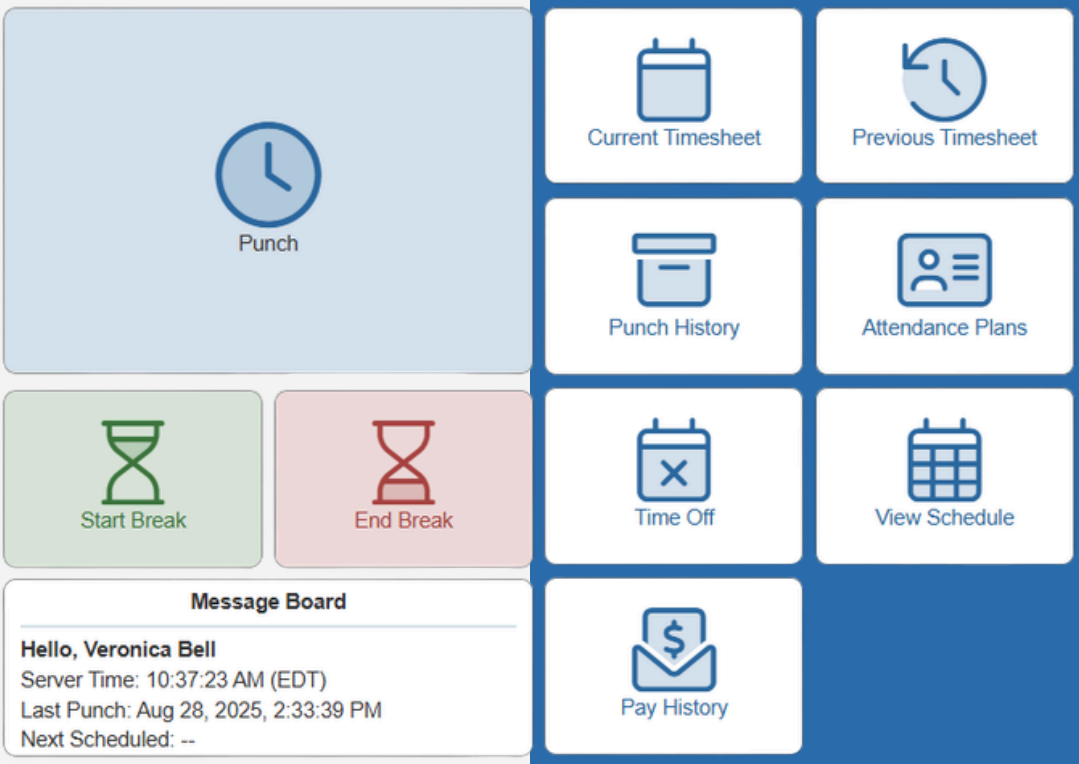
- Acumatica Payroll
- Sage 100 Payroll (US & Canada)
- Sage 300 Payroll (US & Canada)
- Sage HRMS

FOR MORE DETAILS, VISIT WW.LIGHTWORKSOFTWARE.COM
OR CALL US AT 800.551.6875

EMPLOYEES

Enable employees with LightWork Time:

- Easily submit time off requests for manager approval from a mobile device or desktop
- Add notes to timesheets
- Mobile access to:
  - Current & Previous Timesheets
  - Punch History
  - Time Off Requests
  - Schedule
- Attendance has an Accrual Calculator that employees can use to forecast future accruals.



MANAGERS

Empower managers with LightWork Time:

- Review and approve time off requests
- Build and publish schedules
- Easily access which employees are punching in/out, from the dashboard
- Get real-time notifications:
  - Missing punches
  - Timesheet not approved
  - New users
  - PTO approvals
- Attendance lists all employees' real-time balances, including personal time, sick time, vacation time, and any other plans.

HR/PAYROLL

Provide insight to admins with LightWork Time:

- Collect, edit and approve time all in one place
- Company-wide messaging system
- Customize the dashboard with these features:
  - In and out board
  - Open timesheets
  - Time off requests
  - All employee profiles
- Attendance Administrators can add multiple plans to a group of employees and print a listing of all additions.

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