



NUVIEW SYSTEMS INC



Time Entry automates the collection of work time and paid time off (PTO) for salaried and hourly employees. It is a complete electronic time processing system that eliminates paper and improves productivity throughout the enterprise. Time may be allocated by specific departments, locations, cost codes, or even projects. This allows you to identify where employees are spending their time and helps with future budgeting and hourly allocation.

EMPLOYEE ROLE • Time sheets are entered online using Employee Self-Service pre-generated formats with approved days off populated in the correct pay cycle. Time can be applied in hours (start/stop times) or exception only time. Entry can be completed for a range of days or with a single entry. Hours, in any increment, can be assigned to a department or project. Time sheets are automatically routed to the employee’s manager for approval or rejection.

MANAGER ROLE • Time sheets for all assigned employees are displayed on one screen and can be used for a number of applications. These uses include identifying submitted and un-submitted time sheets and approving or rejecting multiple time sheets to save time. Managers can enter time on behalf of an employee as well. This module can also accommodate different pay frequencies for different groups of employees with “lock” and “unlock” period capabilities. The administrator can also enter time on behalf of managers and can be used to file exception reports and make online time sheets to enter work hours and paid time off. It supports both hours and exceptions methodologies for complete flexibility and has an approval mechanism for better absence management and control. Labor allocation can be done on the basis of Department, Job, or Project with multiple pay frequencies and cycles. It is integrated with payroll and offers accrued time calculations supported by Java as an engine to increase performance and accuracy.

EXPERIENCE COUNTS

- Enter work time (start/stop time) or exceptions
- Allocate time to departments/projects/tasks
- View balances & time taken
- Ensures timely submission of time sheets
- Labor allocation for analysis and budgeting purposes
- Approval process (time off & timecard)
- Absence management
- Exports to payroll



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