

# CareersUSA's Web-Based Answer to Time & Attendance



## Time and Attendance Made Easy

PerfectTIME® is an easy-to-use, convenient and efficient web-based solution that maximizes the return on your staffing investment by tracking the time of our Staffing Associates electronically.

This complimentary service is available to CareersUSA clients as part of our commitment to providing a seamless experience—from quality staffing, to e-tools that improve workforce intelligence.

## Putting Time on Your Side

### PAPERLESS

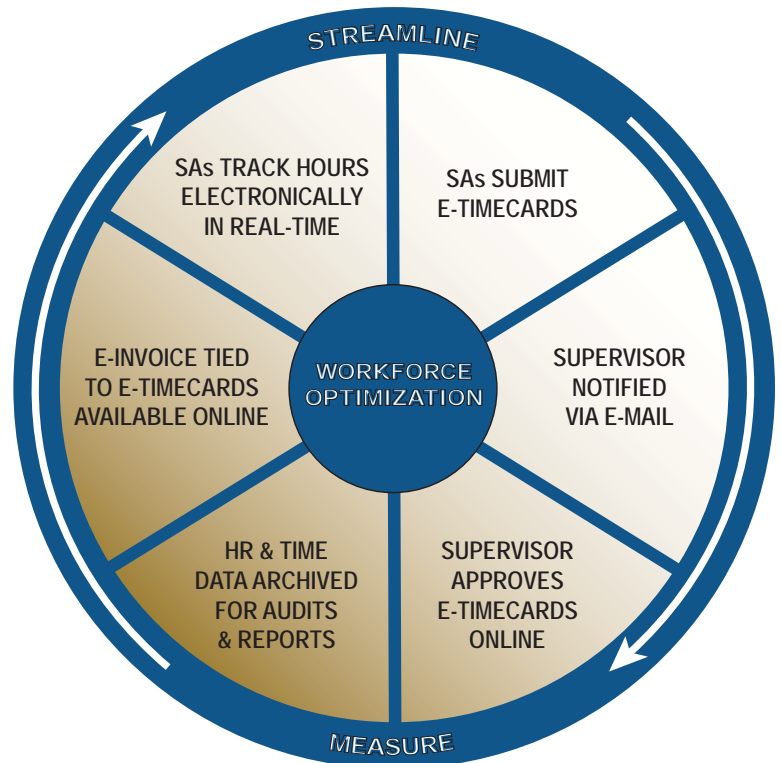
- Secure, reliable time-entry portals.
- Simple management of current timecards.
- Electronic archiving.

### SAVES TIME

- Minimizes time spent on administrative tasks.
- Time entered easily, promptly.
- Enables 24/7, real-time management of CareersUSA employee time.
- Streamlines approval processes.

### SAVES MONEY

- Reduces billing errors.
- Eliminates time fraud.
- Customized invoicing paired with approved e-timecards.
- Automated electronic invoicing minimizes AP expenses.
- In-depth reporting provides full audit trail of time and expense data.



## Efficiency for Managers and Supervisors

Date	In	Out	In	Out	In	Out	No Lunch	Total
Mon 01/21/2008	08:00 AM	12:00 PM	12:30 PM	04:30 PM			<input type="checkbox"/>	8.00
Tue 01/22/2008	08:00 AM	12:00 PM	12:30 PM	04:30 PM			<input type="checkbox"/>	8.00
Wed 01/23/2008							<input type="checkbox"/>	0
Thu 01/24/2008	08:00 AM	12:00 PM	12:30 PM	04:30 PM			<input type="checkbox"/>	8.00
Fri 01/25/2008	08:00 AM	12:00 PM	12:30 PM	04:30 PM			<input type="checkbox"/>	8.00
Sat 01/26/2008							<input type="checkbox"/>	0
Sun 01/27/2008							<input type="checkbox"/>	0

Total Hours: 32.00  
Regular Hours: 32.00  
Overtime Hours: 0.00  
Doubletime Hours: 0.00

CareersUSA Staffing Associates record and submit hours worked.

Status: Pending Approval

Total Hours: 32.00  
Regular Hours: 32.00  
Overtime Hours: 0.00  
Doubletime Hours: 0.00

Manager/supervisor logs in to review and approve e-timecards.

Status: Pending

BILL TO:  
Singer A UK  
6501 Congress Avenue SW 200  
Boca Raton, FL 33487  
All IN Accounts Payable

AMOUNT DUE:  
CareersUSA  
42.00

Total: 800.00  
Grand Total: 800.00

e-Invoices tied to approved e-timecards for easy auditing.

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# Features & Technology



## Features

### USER FRIENDLY

- Secure, intuitive interface enables convenient time entry, management and approval.
- Minimal training required.
- Comprehensive online Help.
- Support staff available via e-mail or phone.

### EFFICIENCY

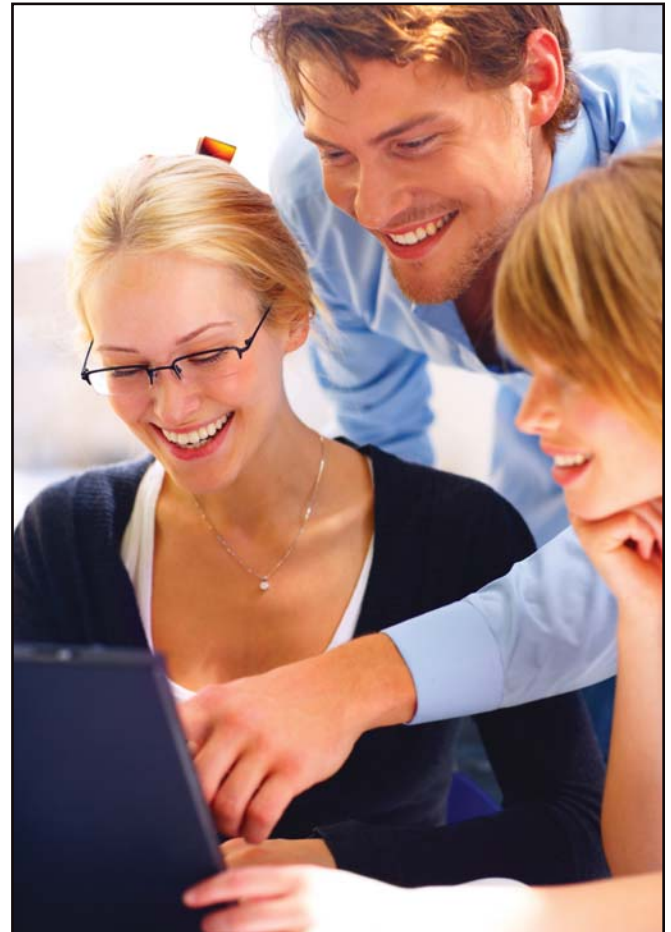
- User-defined hierarchy simplifies, enforces and expedites approval processes.
- Convenient management of single or group timecards.
- Timecards sortable by user preference.
- Approvers drill down to examine timecard details.
- Automatic notification of timecards awaiting approval.
- Automatic return of rejected timecard to CareersUSA branch for correction and re-submission.
- Tracks overtime/double-time, bill rates and usage by company, department or location.
- Supports holiday pay, expense reimbursement, scheduling, and more.

### CONVENIENCE

- Real-time view of CareersUSA Staffing Associates' time and attendance.
- Electronic invoicing tied to CareersUSA Staffing Associates' timecards.
- Easy access to timecard and transaction histories.
- Links to payroll checks and 1099s.
- Convenient access to pay stubs for CareersUSA Staffing Associates.

### SECURITY

- Password-protected access.
- Biometric technology eliminates time-fraud issues, such as buddy punching, rounding and more.
- Photo ID cameras are available for additional security.



## Technology

- CareersUSA hosted, supported and maintained.
- Seamless installation of biometric terminals.
- Flexible, scalable.
- Developed in C# on a Microsoft® .NET 3.5 framework.
- Real-time.
- Zero footprint.
- 100% proprietary and managed code.

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# Web-Based Biometric Time & Attendance with Photo ID



PerfectTIME® with biometrics tracks the time of CareersUSA's Staffing Associates by utilizing leading-edge technology to capture clock events in real-time.

By requiring our Staffing Associates to clock in and out using optical fingerprint readers, this value-added service enables you to maximize the return on your staffing investment even further.

PerfectTIME with biometrics is a complimentary service for volume CareersUSA clients to track our Staffing Associates' time.

## EXPENSE REDUCTION

- Eliminates:
  - Paper timecards.
  - Time fraud tactics such as buddy punching, rounding and more.
  - Data entry errors and redundancies.
- Decreases labor costs.
- Ensures submission and approval of real-time hours worked.
- Reduces overtime expenses.

## ENHANCED WORKFORCE MANAGEMENT

- Robust dashboard offers multiple users real-time, 24/7 views of the workforce with photo identification.
- In-depth reporting functionality.
- Provides full audit trail of Staffing Associate time data.



## QUALITY

- Leading Edge Technology
- State-of-the-Art, Tamper-Resistant Optical Fingerprint Readers

## SECURITY & ACCOUNTABILITY

- Time-entry method cannot be guessed, forged, stolen, shared, lost or forgotten.
- Staffing Associate validation without ID cards, pin numbers or other authentication mechanisms.
- Compatible with additional PerfectTIME security features, including photo-identification hardware, swipe cards, and more.

## EASE OF USE

- Self-Contained, Stand Alone Units
- Wireless
- Minimal requirements include Internet connection and power outlet.
- Nominal Deployment, Training
- Non-Intrusive
- Low Maintenance
- First-Rate Customer Support



*Ultra Mobile PCs with optical fingerprint readers serve as powerful, versatile and reliable stand-alone biometric terminals with wireless capabilities.*

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# WebClock: Real-Time Web-Based Time & Attendance



Like biometrics, PerfectTIME®'s WebClock is a value-added service that enables you to enhance the return on your staffing investment.

This web-based time clock allows you to track the time and attendance of CareersUSA Staffing Associates in real-time. Staffing Associates simply log in to PerfectTIME and clock in and out by clicking the WebClock icon in their weekly timecards. The time is immediately recorded in PerfectTIME.

Each click is traceable back to the IP address of the computer from which it was made—offering you peace of mind that the time entered and submitted was done so by the appropriate person at the appropriate location.

PerfectTIME with WebClock, which is compatible with photo identification hardware\*, is a complimentary service for CareersUSA clients to track the time of our Staffing Associates.



## EXPENSE REDUCTION

- Eliminates paper.
- Decreases labor costs.
- Ensures submission and approval of real-time hours worked.
- Deters time-fraud tactics such as buddy punching, rounding and more.
- Reduces overtime expenses.
- Automates administrative tasks.
- Eliminates data entry errors and redundancies.

## ENHANCED WORKFORCE MANAGEMENT

- Robust reporting offers multiple users a real-time, 24/7 view of workforce with photo identification.
- In-depth reporting functionality.
- Full audit trail of Staffing Associate time data.

## QUALITY

- Leading Edge Technology
- State-of-the-Art Data Center

## SECURITY & ACCOUNTABILITY

- Timecard access tied to unique User ID and Password.
- Clock events traceable to the IP address of the computer from which they were recorded.
- Compatible with additional PerfectTIME security features, including photo-identification hardware.

## EASE OF USE

- Minimal requirements include PC with Internet connection.
- Nominal Deployment, Training
- Non-Intrusive
- Low Maintenance
- First-Rate Customer Support

\*Nominal fees may apply with photo identification hardware.

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