NOVAtime® 3000
Enterprise Edition

CLIENT SERVER

WEB BROWSER

INTERNET

The Complete Time and Attendance / Workforce Solution for Any Organization

NOVAtime®
FEEL THE POWER

NOVAtime gives you all of it, with NOVAtime 3000 Enterprise Edition

Scalability ... Whether you have less than 100 employees or more than 100,000 employees

Integration ... Employees punch in Los Angeles

Supervisors approve and review timesheets in Miami

Payroll is processed in New York

Reports are printed in Cincinnati

Seamless Deployment ... Easily installed and distributed. It's easy to support changes and to facilitate access, whether your organization is centralized or has many remote locations.

Unleash Your Computing Power ... Whether entering information or printing reports, it's at your fingertips anywhere in the world when you need it!

Today's Challenge

Some of the biggest challenges facing business today are how to control labor costs, how to provide effective labor reporting, how to improve workforce efficiencies, and how to reduce the cost of payroll preparations.

Overcome these challenges with **NOVAtime 3000 Enterprise Edition** – the best-valued and comprehensive time and attendance / labor tracking system in the market today!

Overview

Building on our many years of experience in the time and attendance industry, NOVAtime has provided businesses around the world with innovative time solutions for their workforce management. NOVAtime's products utilize technology's most powerful tools to encompass affordable solutions for businesses of all sizes. Whether you require a small business solution or a worldwide enterprise application, NOVAtime has a solution to fit your company's challenging needs.

NOVAtime Adds Value and Strategic Advantage

Value comes from internally generated efficiency. A product like NOVAtime 3000 Enterprise Edition improves **workforce efficiencies** in payroll (via providing self service functions for employees and supervisors) as well as providing **critical and timely attendance information** to your management staff for decision-making, (e.g. who's approaching overtime and who's constantly tardy or leaving early). Better-managed resources reduce unnecessary expenditures. It also adds a **strategic advantage** for your organization over your competitors. By controlling and tracking your labor costs, you can better evaluate and manage profitability - and thus stay one big step ahead of your competition.

NOVAtime 3000 Enterprise System

Biometric Reader

Employee Web Services

PDA - Palm Key-in

Badge Reader

Data Collection Devices

Telephone

In / Out Board

NOVAtime 3000 Enterprise Client Server Application

NOVAtimeAnywhere

Interface to Payroll and ERP systems

Reports in many formats (PDF, XLS, etc.)
Reports can be emailed in PDF

Generate employee photo ID badges

Add-On Solutions
• Benefits / Accrual and Comp-Time Banking
• NOVAtime Point System to measure employee performance
• Lockout / Access Control
• Contact your NOVAtime distributor for a complete list of Add-On Solutions

NOVAtimeAnywhere

Employee Web Services

Supervisor Web Services

Administrator Web Services

NOVAtime

FEEL THE POWER

NOVAtime 3000 Client Server Application (CSA)

NOVAtime's Client Server Application (CSA) is comprised of all of the necessary components to effectively administer and maintain your company's labor policies. It provides high performance, fast access through a LAN/WAN, and can be used in conjunction with NOVAtimeAnywhere® for greater connectivity and access via web browsers.

Main Features:

- NOVAtime's exclusive NAVIGATOR prompts users through the most common tasks on initial setup, daily routines, adding new hires, and processing payroll.

- Configures all rules pertaining to paid work / benefit hours including overtime, rounding, meals/breaks, paid holidays, and many others.

- Collects real time employee labor data from our family of data collection devices including Badge, Biometric Hand Reader, With Palm PDAs and Employee Web Services as it uniformly applies your company labor rules.

- IN/OUT Board illustrates actual employees status, including vacation.

- Includes powerful Human Resource tools for:
    - → Accruing benefits and/or comp-time based on company policies.
    - → Managing employee performance via the NOVAtime Point System. It creates written warning letters when too many negative attendance occurrences have accumulated.
    - → Developing custom photo ID badges on demand via the NOVApic System.

- Includes a Custom Report Maker that allows users to modify reports for their specific requirements. Enables you to monitor and evaluate employee attendance, and to manage labor distribution and costs.

- Auto Task Manager allows stored tasks to be performed at the times you need them, such as collecting time clock information, printing or emailing reports, etc.

- Import/Export Utility eliminates duplicate keypunching of employee data.

- Standard interfaces to most popular payroll programs. Custom interfaces can be added for Non-Standard payroll programs.

- Streamlines and automates the payroll process. The Pay Period Processor allows for pre-paying employees based on their scheduled hours and automatically makes adjustments.

- Upon request, NOVAtime will develop custom applications to handle unique requirements that are specific to your company.

Intuitive Navigator guides users through the most common tasks.

Employee Web Services (EWS)

Employees can:

- Enter timesheet data or punch IN and OUT from their PC via intranet or Internet.

- Add notes to their timesheet punches to communicate with their supervisors.

- Review and submit their timesheets.

- Look up benefit accrual (such as vacation and sick) or comp-time data.

- Request time off such as vacation time, jury duty, family leave & personal days.

- View alert messages for the status of their time off requests.

- View their attendance history.

- Check their work schedules.

- View / Update their personal profile.

- Customize their EWS User Preferences.

Timesheet History delivers an easy and intuitive interface that empowers employees to view past attendance.

Employee Web Services Offline Module offers a great tool for mobile employees who do not have wireless connections. It also allows employees to punch IN, OUT, and Transfer when NOVAtimeAnywhere® connection is not available. This is ideal for cases where the IIS server or the Internet / Intranet connection is unavailable for any reason.

Supervisor Web Services (SWS)

Supervisors can:

- Create work schedules and review budget hours.

- Review, edit, and approve employee timesheets.

- Add notes to an employee's timesheet punches and work schedules to communicate with their employees.

- View alert messages for employees' time off requests.

- Approve or decline an employee's time off requests and associate a note for their action.

- Check all jobs on one screen to see what has been completed and where the job is at any given moment; as well as knowing if the job is on schedule, skipped a step, or is late via the Work In Progress module.

- Validate employee benefit accruals such as number of available and used vacation or sick hours, etc.

- Generate valuable management reports with just a few key strokes sorted for any time frame on any labor data fields.

- View current and past work schedules.

- View their assigned employees' timesheet history.

- Manage their tasks using the built-in To Do List.

Timesheet Editor provides an intuitive spreadsheet-like interface for supervisors to review and edit timesheets.

Administrator Web Services (AWS)

Your organization can efficiently deploy / maintain access rights, features and functions for the Employee Web Services and the Supervisor Web Services throughout your facilities -- locally or remotely.

Administrators can:

- Setup and deploy access rights such as restricting employees and supervisors to specific IP addresses, and configuring access authority to pay codes, pay periods, etc.

- Setup automated email alerts for unauthorized access.

- Assign employees to supervisors.

- Create security profiles.

- Configure employee timesheets.

Provides an easy and intuitive interface for your administrator to maintain access rights.

NOVAtime Anywhere® Information at your fingertips
Anytime - Anywhere

Technology

NOVAtime 3000 Enterprise Edition is a modern and scalable time and attendance solution utilizing a 3-tier web-enabled object-based computing technology. It includes two major elements: **NOVAtime 3000 Client Server application** (accessible from your desktop) and **NOVAtimeAnywhere®** (accessible through web browsers). **NOVAtimeAnywhere®** is an optional web browser user interface that is equipped with an advanced yet intuitive interface via dynamic web environments, configurable screens, spreadsheet-like entry, and much more.
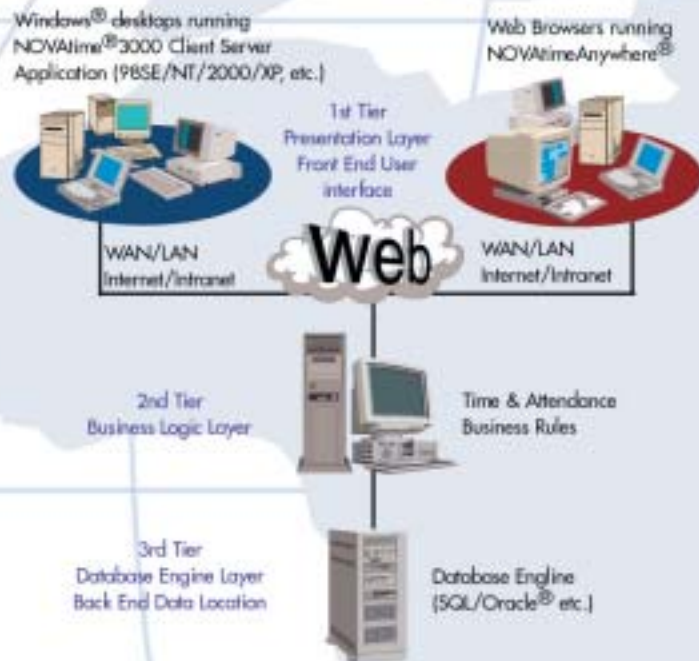
Multi-Tier Design

NOVAtime's systems embrace technology strategic initiative for n-tier computing. NOVAtime's framework architecture logically divides computing tasks across the application. These tasks are grouped into tiers. As shown in the illustrative figure:

- **First Tier – Client/Presentation Layer.** Provides all users an interface to perform their routine functions. Through this top most layer, the user can input data, and view the results of requests, including:
  - ➡ Payroll functions such as processing, reporting, and configuring of labor rules and computations.
  - ➡ Supervisor functions such as real time reporting, editing of employee data, managing of schedules and budgets, and electronic approval of timesheets for payroll processing.
  - ➡ Administrative functions such as security, email alerts, and authority to access information by users.
  - ➡ Employee Services that allow employees to record time worked, view benefit accruals, and submit their timesheets.

- **Second Tier - Business Logic Layer.** Encapsulates all the time and attendance business rules. These processing rules closely mimic everyday business tasks, and can be single-task-oriented, or part of a more elaborate series of tasks in a time management business workflow.
  - ➡ Applies company policy rules and performs standard daily business tasks.

- **Third Tier - Database Engine Layer.** Utilizes all the database access via a database management system (DBMS) such as a Microsoft® SQL Server™ database, Oracle®, or other DBMS.
  - ➡ Utilizes DBMS for processing and storing queries from users.

Windows® desktops running NOVAtime®3000 Client Server Application (98SE/NT/2000/XP, etc.)

Web Browsers running NOVAtimeAnywhere®

1st Tier Presentation Layer Front End User interface

WAN/LAN Internet/Intranet

Web

WAN/LAN Internet/Intranet

2nd Tier Business Logic Layer

Time & Attendance Business Rules

3rd Tier Database Engine Layer Back End Data Location

Database Engine (SQL/Oracle® etc.)

NOVAtime 3000 System Requirements

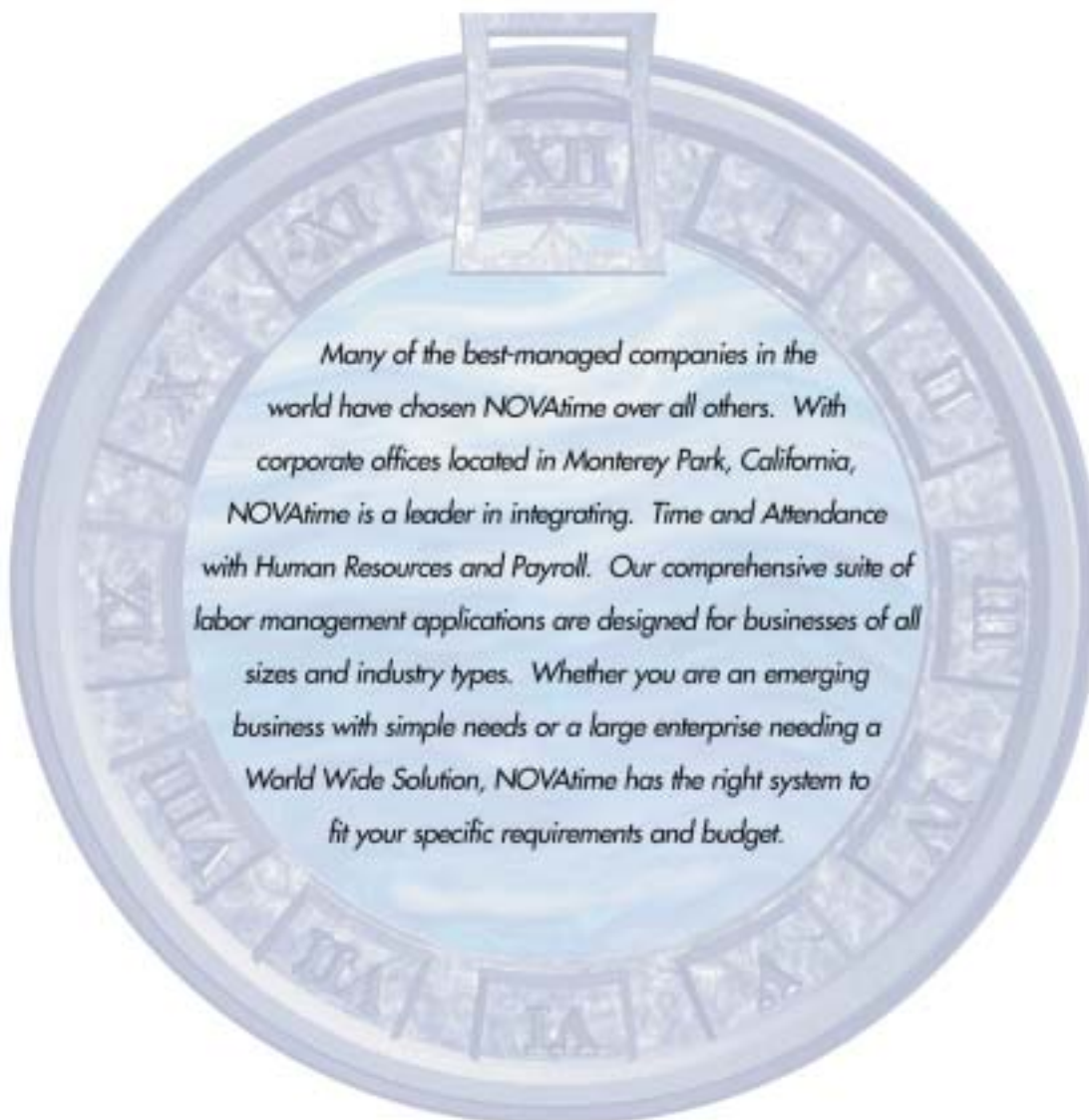|	
Front End Client	• Compatible with most browsers, including Internet Explorer 6.0 and Netscape Navigator 7.0 or above • 100% pure HTML and JavaScript - No need to install Java or plug-ins • Runs on Windows 98SE/NT/2000/XP Professional • Web Services run on any platform utilizing a web browser, including Unix and Macintosh
Web Server	• Windows NT or Windows 2000 • Microsoft® IIS, Microsoft® .NET framework • Compatible with other servers. Contact your distributor or NOVAtime for more information
DBMS	• Microsoft SQL Server 7.0 / 2000 / 2005 • Oracle 8.17 or higher • DB2, Sybase, and other DBMS systems can be certified. For more information, contact your distributor or NOVAtime for more information
Server Platforms	• Windows NT, Windows 2000, or Windows 2003
E-mail	• Microsoft Exchange • Lotus Notes • Compatible with any other SMTP-enabled mail server

Many of the best-managed companies in the world have chosen NOVAtime over all others. With corporate offices located in Monterey Park, California, NOVAtime is a leader in integrating. Time and Attendance with Human Resources and Payroll. Our comprehensive suite of labor management applications are designed for businesses of all sizes and industry types. Whether you are an emerging business with simple needs or a large enterprise needing a World Wide Solution, NOVAtime has the right system to fit your specific requirements and budget.

Visit NOVAtime online: **www.novatime.com**

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