

# FlexAbility™ Time & Attendance



## Time & Attendance and Labor Reporting for Microsoft® Business Solutions–Solomon®

With FlexAbility Time & Attendance, manual keying of time cards is replaced with a customizable tracking system that ties directly into the Solomon Payroll module. By automating employee time and attendance, you can:

- Eliminate Manual Keying
- Improve Accuracy
- Improve Productivity
- Reduce Administrative Overhead
- Reduce Payroll Processing Time and Expense
- Manage Employee Hours and Overtime
- Maintain Employees in One Place – Solomon

More than a just a payroll solution, FlexAbility Labor Reporting enables an employee to report time to each step of a Production Order or each task of a Project. FlexAbility Labor Reporting interfaces directly with the Solomon Project and Work Order modules or JAAS Advanced Manufacturing Software (JAMS) to provide automated job costing capability. Labor Reporting provides:

- Shop Floor Control
- Production Reporting
- Direct and Indirect Time
- Balance Attendance to Labor
- Review Current Labor Costs

Reporting of actual labor has never been easier!

## FlexAbility Time & Attendance Features

Each employee badges in and out each day, including breaks and lunches, if desired. The department calendar, shift, rounding procedures and grace periods are used to automatically adjust punches.

With FlexAbility Labor Reporting, the employee swipes their badge, then scans the Production Order and Operation Step or the Project and Task. Indirect Codes may also be used. Optionally, the quantity completed can be reported when clocking out of a job. At the end of the day, their supervisor adjusts and approves the punches which are then posted to a Time or Time and Dollar Batch in Solomon. Production Labor is posted to Labor Transaction Entry in JAMS, and Project Labor can be posted to Project Charge Entry or interfaced to Project through Payroll. Unmodified punches are preserved for audit purposes and reports for Missing Employees and Exceptions are provided. If desired, Labor can also be balanced to Attendance.

EmployeeID	Date	Shift ID	Orig Begin	Begin	Orig End	End	Duration
EMP0001	4/1/2003	FIRST	08:54	08:55	16:51	16:50	7.92 Late
EMP0001	4/2/2003	FIRST	08:59	09:00	17:14	17:15	8.25 Late
EMP0001	4/3/2003	FIRST	09:03	09:05	16:57	16:55	7.83 Late
EMP0001	4/4/2003	FIRST	09:05	09:05	17:11	17:10	8.08 Late
EMP0001	4/5/2003	FIRST	09:54	08:55	17:02	17:00	8.08 Late
EMP0001	4/6/2003	FIRST	08:51	08:50	16:54	16:55	8.08 Late
EMP0001	4/7/2003	FIRST	09:05	09:05	16:54	16:55	7.83 Late
EMP0001	4/8/2003	FIRST	09:56	08:55	17:10	17:10	8.25 Late

Total Hours: 64.32

Driven by user-defined parameters, FlexAbility Time & Attendance allows businesses to develop their own unique set of rules to meet specific time and attendance requirements. Included are:

- **Calendars and Shifts**
- **Rounding Procedures**
- **Grace Periods**
- **Supervisor Approval**

FlexAbility Data Collection is written using a customizable scripting language that allows businesses to modify the behavior of transactions to match specific payroll rules and processes. Using the FlexAbility scripting language and custom stored procedures, administrators can tailor screens, modify validations, define default processing, and even add new payroll processing functionality as needs arise.

### **FlexAbility Data Collection Alternatives**

Employees may enter time through a CE-based Time Clock (such as the FlexAbility CE TimeClock or the LanPoint from Intelligent Instrumentation.) The FlexAbility CE TimeClock is an enclosed, mounted Windows CE terminal featuring a 6.5" 640x480 color touchscreen display. This enables the TimeClock to be used for the full suite of FlexAbility applets as well as custom web pages or even terminal emulation.

The FlexAbility TimeClock supports either bar-coded or magnetic-stripe badges. It can also be equipped with a wand or scanner for reading bar-coded documents. Connectivity options include wired or RF wireless.

Alternatively, FlexAbility also offers a PC-based Windows TimeClock. Finally, time may be entered through a custom web page or directly into FlexAbility's tables - thus any time clock device could be interfaced to FlexAbility.

### **FlexAbility Badge Printing**

The FlexAbility Badge Printing application enables a company to assign badge numbers, and optionally pictures, to Employees. Badges are then printed through Crystal Reports to an Eltron Badge Printer. The badge printer prints bar-coded badges or can be equipped with a magnetic strip encoder.

### **The Coalition Connection**

Coalition Computing Corporation was founded as a consulting and programming services company in December 1993. With a team of 12 professional employees, we deliver comprehensive IT solutions to businesses with services ranging from application design and custom programming to complete systems integration and ERP management.

A Solomon partner for over six years and a Great Plains reseller for over two, we have developed in-depth expertise in Microsoft Business Solutions technologies and as a Solution Developer, we continue to evolve our own solutions to meet the unique business needs of our customers

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