



Everyday Solutions®

EveryTime™ | Time and Attendance Management

Harness GPS to collect time card information from bus drivers and capture time for other workers with computers, smart phones, Interactive Voice Response (IVR) systems or electronic kiosks and automate the time card management workflow.

CHALLENGE

To improve accuracy and reduce the tedium and time required to collect, manage, analyze and roll-up time card data.

SOLUTION

Use GPS to capture driver time scans on the bus and provide mobile devices for other workers to record their time. All data is stored in a central database and workflow applications will streamline the review and approval process.

KEY CAPABILITIES

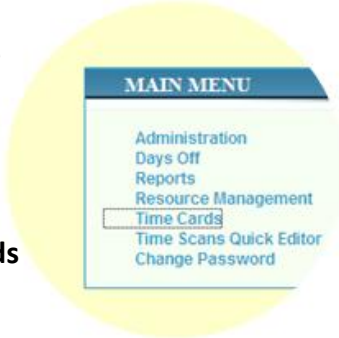
Employees | Submit Time Cards

Bus Drivers & Assistants

- Scan barcode employee ID card through on-board slide-card reader (the scan date & time stamp also includes the GPS location)

Other District Workers

- Scan barcode employee D card through slide-card scanner attached to PC
- Log into any Web enabled computer
- Enter time on a Mobile Data Terminal (MDT)
- Enter time on a smart phone
- Enter time with an Interactive Voice Response (IVR) system
- Enter time on a Kiosk station



“As a manager, I like the convenience of being able to access time card data for any employee as part of the approval process or to answer a question. We operate more efficiently and catch errors before they become a problem. “

Employees | Manage Time Cards Online

- Clock into and out of different jobs
- Print time cards on-demand
- Request for time off online
- Check the status of time off requests (approve, approve without pay, disapprove)
- Access system with secure login
- View time scans from current or previous week

Managers | Manage Time Cards Online

- Add a Standard Day for each employee
- Add and edit time for multiple employees
- Review time off requests (Approve, Approve Without Pay or Disapprove)
- Validate, adjust and add comment on time cards
- Assign drivers to vehicles with the dispatch module
- Define standard holidays
- Get GPS-driven alerts when drivers do not login within a user configurable threshold around their assigned shift start time
- Monitor, in real-time, the late or no-show drivers and the affected routes

Everyday Solutions, The Only Complete Student Transportation Information Solution

Every **Bus** Counts!

Every **Student** Counts!

Every **Dollar** Counts!



EveryTime Reports

All data that is scanned and entered into the system is stored in a central database. Reports can be run on-demand to manage the current week's payroll, do planning and support issue resolution.

- Days Off Report
- Hours Worked Report
- Non-exempt Weekly Report
- Overtime Report
- Payroll Detail Report
- Payroll Summary Report
- Time Card Detail Report
- Time Card Comparison Report
- Total Employees Days Off Report
- Totals for Period Report
- Turn Around Document Report
- Unapproved Card Listing Report



Credentials Management

The credential management module is used to create and update ID cards to be used by bus drivers and other workers to access EveryTime.

Bus drivers can use their ID cards to log in and out directly on the bus. Any employee can use their ID card to access their EveryTime account on a Personal Computer or Kiosk station with a barcode scanner.

This module includes an interface to an ID card printer that supports employee pictures and prints content on both sides of the card including the barcode to simplify the scanning process.

"With the barcode reader installed on the bus, I never forget to log my time and I like the convenience of making time off requests on-line 24x7."

BENEFITS for Employees

- Submit time with ID card and on-board slide-card scanner that is installed on each bus
- Enter time card data from a variety of mobile devices
- Eliminate error prone manual timesheets
- Print timesheets on demand as needed
- Manage time card from a secure Web portal
- Request time off with simple on-line interface

BENEFITS for Managers

- Corroborate time card with GPS location and date/time stamp
- Automate the enforcement of district specific policies
- Integrate with the district's payroll system
- Manage employee time card data from a convenient, secure and user friendly interface
- Administer standard holidays and requested time off by drivers and other employees
- Eliminate the end of the pay period rush

PREREQUISITES: None | EveryPoint® is required for the GPS interface

COMPONENTS: 735-10003 License, EveryTime™ per person, 731-10003 Subscription, EveryTime™ per person per month
735-10015 License, EveryTime™ Credential Management per bus, 604-10053 EveryRider™ / EveryTime™ Slide-Card Kit

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