

INTRODUCTION TO EASYTRAK

**SIMPLE, RELIABLE SERVICE FOR
TIME AND ATTENDANCE!**

Does reconciling hours for payroll take too much time?

If you use paper sign-in sheets for your staff, you may well be finding that reviewing and approving time from those sheets for payroll is consuming more time than you would like. When staff swap shifts, and especially when the swap happens "silently", real detective work can be needed to find out who actually worked and when! EasyTrak can often help by making it quick and easy for staff to sign in electronically. Sign in times can be reviewed and approved by the Department Supervisor.

Do Department Supervisors need to track and report on late arrivals and absences?

If you use paper sign-in sheets today, extracting staff attendance information from those sheets can be a time-consuming chore! Especially when it requires tracking shift swaps across several pages of notes. When staff are able to sign-in electronically with EasyTrak, Supervisors often find considerable time savings and improved accuracy through



Touch-screen Kiosk suitable for both sign-in and messaging Staff



One or more EasyTrak kiosks (as shown here) can be used to provide quick, accurate and reliable tracking. Staff sign-in is either biometric (fingerprint) or using a special key-fob as shown.

accessing on-demand attendance reports anytime, anywhere.

Does compliance reporting of staff time take longer than you would like?

If you are required to produce staff hours and dollars reporting for regulatory compliance purposes, you probably find that it can take many hours of administrative work to allocate staff time accurately, and then apply correct staff hourly rates to that time. EasyTrak includes standard reports for many compliance reporting situations. Administrators find that large savings can often be captured when compliance reports are generated on-demand from Supervisor-approved hours.

EasyTrak is a comprehensive time, attendance and schedule management service that can include many different modules depending on your requirements. By selecting only those modules that you require and integrating them into a seamless time management process, EasyTrak makes it easy and economical to know minute by minute where your hourly employee time is going.

Attendance and Scheduling