

# **NOVAtime<sup>®</sup> 3000** *Enterprise Edition*

SCALABLE

RELIABLE

FLEXIBLE



**The Complete Time and Attendance / Workforce  
Management Solution for Any Organization**

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

**Scalability ...** Whether you have less than 100 employees or more than 10,000 employees

**Distributed Solution ...** 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 ...** Intuitive user interfaces and simplified access methods allow our powerful software to be deployed across the most complex and distributed business environments.

**Unleash Your Computing Power ...** From real-time data review to powerful labor costing report engines, your company's data is at your fingertips anywhere in the world and when you need it!

### Today's Challenges

Some of the biggest challenges facing businesses today are how to control labor costs, how to provide effective labor reporting, how to improve workforce efficiencies, and how to reduce the time and cost of payroll processing. Overcome these challenges with **NOVAtime 3000 Enterprise Edition** – chosen by over 10,000 customers, it is the best-valued and most comprehensive time and attendance / labor tracking system on the market today!

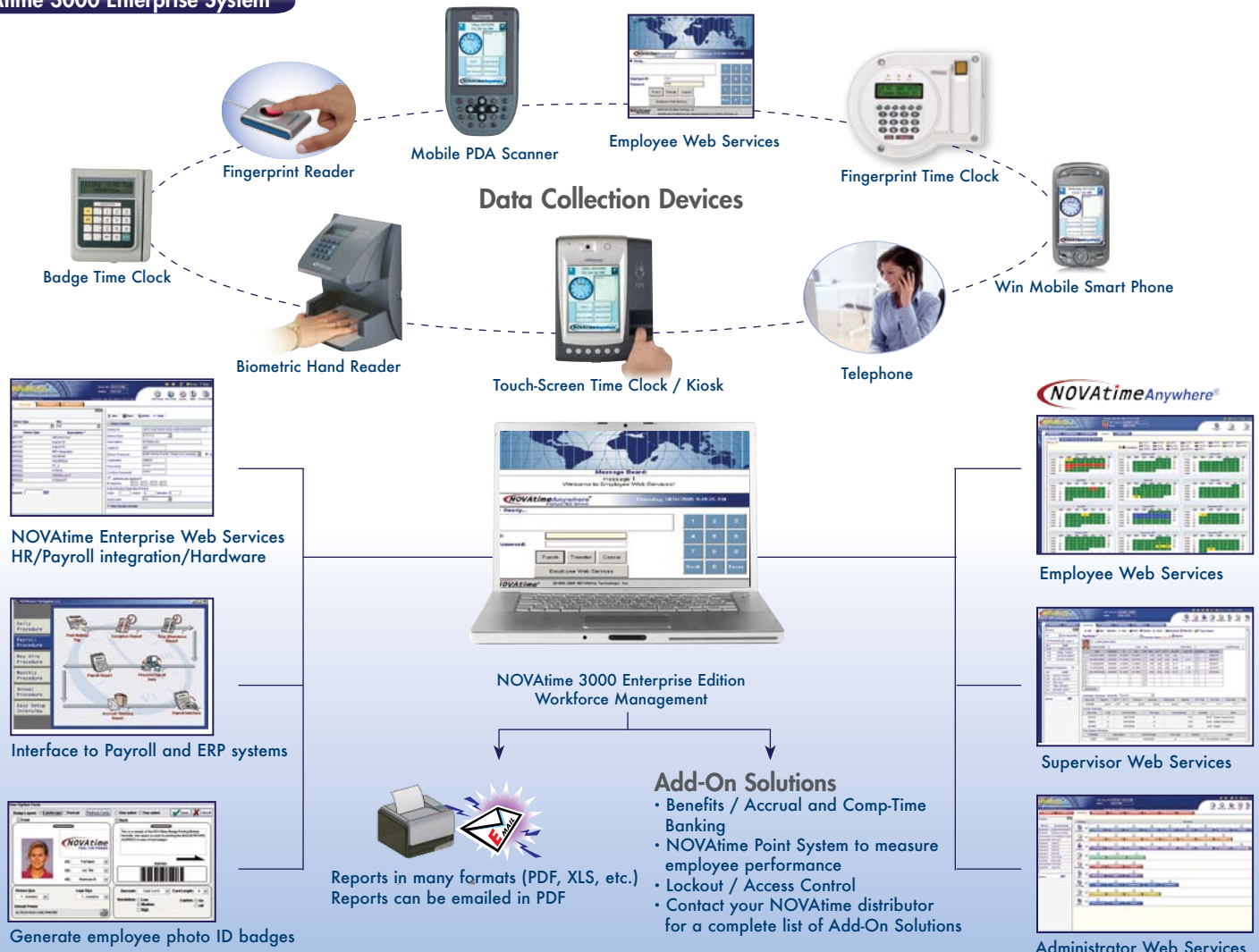
### Overview

Building on 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 and budget.

### NOVAtime Adds Value and Strategic Advantage

**Value** comes from internally generated efficiency. A product like NOVAtime 3000 Enterprise Edition improves **workforce efficiencies** in payroll (by 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



**NOVAtime 3000 Enterprise Edition**

NOVAtime 3000 Enterprise Edition is comprised of all of the necessary components to effectively administer and maintain your company's labor policies.

**Main Features:**

- Powerful calculation and policy engine configures all rules pertaining to paid work / benefit hours including overtime, rounding, meals/breaks, paid holidays, schedule lockouts, guaranteed hours, and many others.
- 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.
- 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, and work group data. Standard interfaces to most popular payroll programs. The Pay Period Processor allows for pre-paying employees based on their scheduled hours and automatically makes adjustments. Custom interfaces can be added for Non-Standard payroll programs.

**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.

**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.
- 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.
- 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.
- IN/OUT Board illustrates actual employees status, including vacation.
- Reports can be saved and published for other users to access.
- Process payroll anytime anywhere.



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. Integration with existing security domains such as Microsoft Active Directory can also be configured within AWS.

### 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.
- Set up company policies and business rules.



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

## Data Collection Devices

NOVAtime supports a wide range of hardware solutions to allow you and your management to do more than the standard time tracking. Utilizing our powerful backend integration engine, time punches can be "pushed" immediately to the NOVAtime server providing real-time visibility of employee attendance data.



### "Push Technology" Real-Time Data Processing:

- Eliminates data polling: Real-time data transfer for immediate data processing. Also supports batch data processing.
- Automatic synchronization to the NOVAtime application.
- Simple connectivity without IT efforts in firewall/router re-configuration.
- Off-line automation and wireless capability.

Many of our hardware solutions such as NT6500P touch-screen time clock, NT6000P mobile PDA scanners, and Win Mobile Smart Phones offer real-time kiosk functions to allow your employees to view their timesheets online, view their work schedules, view their attendance points, and view their accrual benefit hours, and more.

The NOVAtime Phone-In system captures your employee attendance in real-time, allowing employees to punch and transfer jobs as well as allowing your employees to hear their work schedules.

The NT6000 PDA unit has a built-in scanner that works with Wi-Fi or GPRS (cellular). It allows employees to punch in and out and perform job transfers. It also supports multiple group transfers for multiple employees to support complex staffing environment. Coupled with the same great kiosk features listed above, it's one of the best technologically advanced PDA on the market today!

## Technology

**NOVAtime 3000 Enterprise Edition** is a modern and scalable workforce management solution utilizing a multi-tier, web-enabled, and object-based computing technology. **NOVAtimeAnywhere®** is a web browser user interface of NOVAtime 3000 Enterprise Edition that is equipped with an advanced yet intuitive interface via dynamic web environments, configurable screens, spreadsheet-like entry, and much more. NOVAtime's application suite is developed using the latest software and industry standards ensuring the longevity and functionality within your business environment.

## NOVAtime Enterprise Web Services (N.E.W.S.)

N.E.W.S. is NOVAtime's standard web service interface that transports XML messages using the SOAP standard.

- N.E.W.S. provides a seamless integration platform that can work with any software (HR/Payroll) and any hardware device.
- Third-Party Interoperability: Enables seamless integration into NOVAtime 3000 with any third party software package using standard-based (SOAP) XML messages.



### Load - Balanced Infrastructure

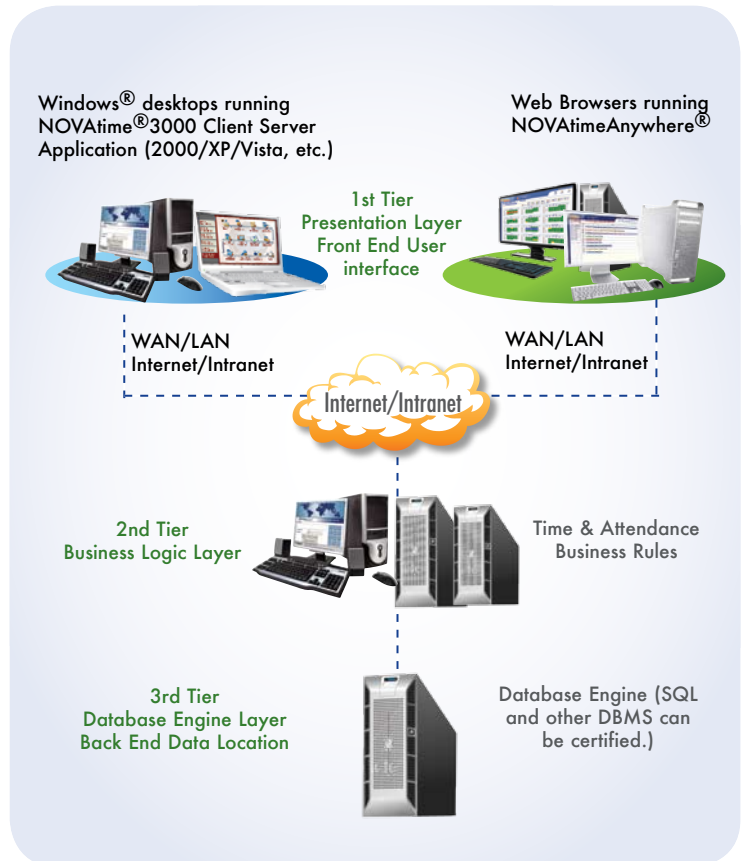
NOVAtime 3000 Enterprise Edition runs in a load-balanced configuration across all application layers. Allowing a cluster of servers in each appropriate tier, we achieve high performance in every tier—from delivering web pages to generating reports.

### Multi-Tier Design with True Scalability

NOVAtime's systems embrace technology strategic initiatives 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.

Our multi-tier architecture supports seamless growth and reliability. As your workforce or use of NOVAtimeAnywhere® increases, additional hardware resources can be added to the appropriate tier to maintain high performance level for your organization.



## 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 2000/XP Professional/Vista (all editions)
- NOVAtime's Web Services run on almost any platform utilizing a web browser

#### Web Server

- Windows 2000, Windows 2003, or Windows 2008
- 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
- DB2, Oracle, Sybase, and other DBMS systems can be certified. For more information, contact your distributor or NOVAtime for more information

#### Server Platforms

- Windows 2000, Windows 2003, or Windows 2008

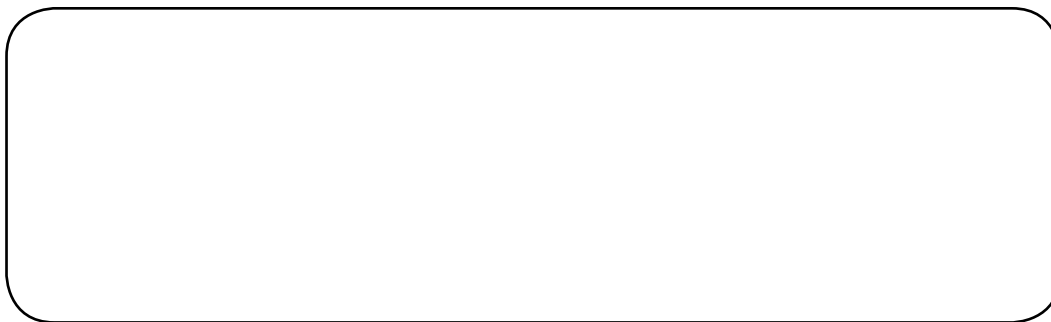
#### E-mail

- Microsoft Exchange
- Lotus Notes
- Compatible with any other SMTP-enabled mail server



*Many of the best-managed companies in the world have chosen NOVAtime to manage their workforce and control labor costs. With corporate offices located in Los Angeles, California, NOVAtime is a forward-thinking workforce management solution development company that continues to apply the latest technology advancements to its suite of Time and Attendance / Workforce Management products and services. 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.*

***NOVAtime*Anywhere<sup>®</sup> Information at your fingertips  
Anytime - Anywhere**



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