

NOVATIME Biometric Action Package

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PACKAGE CONTENT

A complete time and attendance package featuring the state-of-the-art NT1000E Hand Reader biometric terminal, along with everything you need to get up-and-running:

- 1.- NOVAtime 1000 BAP Software Installation CD.
- 2.- NT1000E Biometric Hand Reader Terminal.
- 3.- AC Adapter for NT1000E.
- 4.- Quick start and Reference Guide.

30 day limited warranty and 30 day phone support included. Extended warranty and annual support contract available for an additional cost.

Quick Specs

- 100 Employee Software Capacity
- NT1000E Biometric Hand Reader
- 5 Pay Policies
- 30 Shifts
- 150 Pay Codes
- 3 Pay Categories
- 3 Employee Group Levels

Software Features

Overview

NOVAtime 1000 BAP (Biometric Action Pack) is a competitively priced yet full feature robust time and attendance system designed for small to mid sized businesses with up to 100 employees.

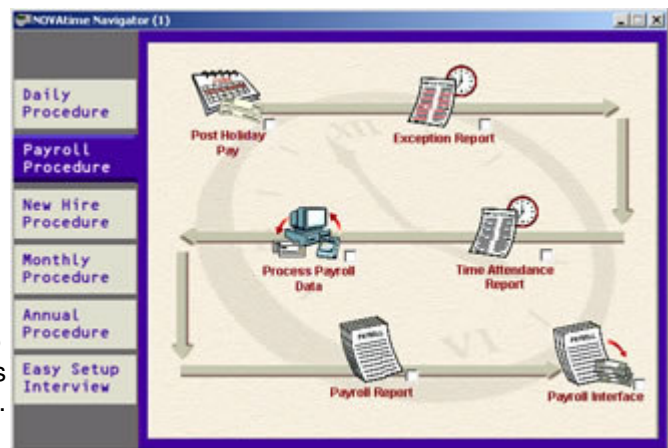
NOVAtime 1000 BAP includes everything you need to get started along with a detailed easy-to-understand Reference Guide, which will walk you through all the steps to install and configure both software and hardware and get you up-to-speed quickly.

The system's configuration can be easily customized to allow users to define and address specific requirements of their industry, as well as the needs of each company.

The highly graphic user interface and its exclusive System Navigator, guides users through a step by step flow-chart-style screen of most common operations, including payroll processing and system administration.

The System Navigator is the hub of the system from which all NOVAtime 1000 BAP applications operate, so you don't ever have to worry about forgetting all these tedious steps and procedures. It turns a complex job into a few clicks of the mouse!

NOVAtime 1000 BAP utilizes an open modular design that allows us to fit easily into any organization's IT/computing environment. This design adapts to changes, facilitating growth. NOVAtime 1000 BAP is fully implemented via Object Oriented Programming (OOP) using UML (Unified Modeling Language) framework. A three-tiered development approach is used, which splits applications into different layers – the front end user interface, the business logic and the data back end. This approach makes NOVAtime 1000 BAP fully upgradeable to NOVAtime 2000 Enterprise, offering additional expandability and extra features as your company grows.



Biometric Hand Reader Terminal

(NT1000E Model)

The NOVAtime 1000 BAP features the NT1000E Hand Reader biometric terminal, a state-of-the-art biometric data collection terminal that uses the shape and size of the hand to verify the employee's identity as they punch. No timecards or badges are needed to use it!

Because no one can punch for your employees, hand readers eliminate "buddy-punching", increasing payroll accuracy, and eliminating time theft.

The NT1000E Hand Reader connects to your network via built in Ethernet card for 10 Base-T (TCP/IP) communications. This provides for quick and reliable data collections without dedicated cable installations.



Employee Management

Setting up employees could not be simpler. Information can be imported from an existing payroll or accounting system or manually key-in at the conveniently formatted entry screen. Whichever way you choose, it only takes a few steps.

Up to 3 levels of employee groups can be defined (company, department, job) to allow easy breakdown of employees reports by groups as well as hours worked in each specific group.

Although only a few pieces of information are required by the software to operate, NOVAtime 1000 BAP provides several fields to accommodate all relevant information for your employees, including pay profile, personal profile, reviews notepad, and a convenient tool to keep track of benefit hours used by each employee.

Field	Value
Employee ID	0001
Last Name	MURPHY
First Name	MARY
S.S.N.	333 66 2222
Card Number	5001
Status	Active
Job Title	H R MANAGER
Facility	100
Department	100
Job	100
Pay Policy	1
Shift Number	1
Holiday Rate	1
Pay Category	1

Timesheet Management

Collected punch data is presented on an electronic timesheet to allow easy review of IN and OUT punches as well as total hours worked for the day, week, or pay period.

NOVAtime 1000 BAP provides all the tools to quickly and easily find and fix exceptions that require editing such as missed punches, absentees, unauthorized overtime, etc.

Actual work hours are compared with the assigned schedule for each day, and automatically flags punch exceptions such as early in, tardy, early out, late out, long meal, and many more.

In addition, various data comparisons are illustrated in several 3-D graphics to assist management take control on labor expense.

Date	Day Code	IN	OUT	ING	OT-1	OT-2	Scheduled
12/14/2001	Mon	8:56:40	06:58:AM*	05:03:PM*	0.00		9:00am - 5:00pm E 2/L 3
12/15/2001	Tue	8:56:40	06:58:AM*	05:41:PM*	0.00		9:00am - 5:00pm T 4/L 41
12/16/2001	Wed	3:20:AM*			0.00		
12/18/2001	Fri	8:56:40	06:58:AM*	04:54:PM*	0.00		9:00am - 5:00pm F 6/L 6
12/19/2001	Sat	8:56:40	07:53:AM*	05:00:PM*	0.12		9:00am - 5:00pm S 6/L 7

Total Hours	Daily	Weekly	Pay Period
Summary	12/14/2001	12/06/2001 - 12/15/2001	12/10/2001 - 12/16/2001
Regular Hours	8.12	41.82	41.82
Overtime Hours	0.00	0.00	0.30
Grand Totals	8.12	41.82	41.82

Report Generator

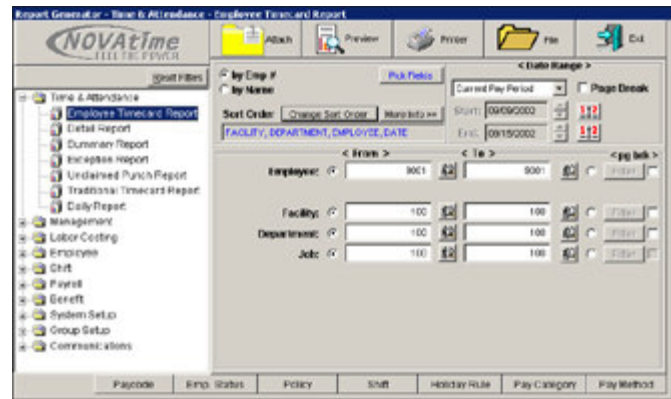
NOVAtime 1000 BAP's Report Generator is the strongest report engine in the industry! Built with SQL-Based technology, it allows virtually infinite filtering and sorting possibilities, providing a dynamic reporting environment with the flexibility to handle all the feature needs of your growing company for years to come. Some of the Report Generator features include:

- **Flexible Sorting Criteria** - Our multiple data fields and filters allow users to customize reports for their specific sorting needs.

- **Field Selector** - Allows users to identify what specific data fields are to be viewed.

- **Save Report Feature** - Allows users to setup company-wide and personal report categories. On any existing report, you can customize and save the settings such as sorting, date range, group range, or filters, etc. Report data can be previewed on the screen or sent to a printer. In addition, NOVAtime 1000 BAP can export report data in several file formats such as Microsoft Excel, CSV (comma separated values), DBF (data base file), PDF(*) format, etc.

(*) Adobe Acrobat Writer required.



IN/OUT Board

The IN/Out Board allows you to easily and quickly determine who's IN and who's OUT at any given moment.

Numerous viewing options are available for the IN/OUT Board, such as viewing by Employee ID, Employee Name, Last Punch Time, or by group of employees under a specific Department or Job. You can also select to view group of employees based on their current status (IN, OUT, Sick, Vacation, Meal, etc.) In addition, you can view who is logged on to the administration system.

The IN / OUT Board is a powerful and valuable tool to instantly find out which employees are currently clocked IN or OUT, or even on vacation, sick, etc. It is easy to use and can be viewed in many combinations. Managers, Receptionists, and Security personnel can instantly obtain the information needed with just a few keystrokes. When used with our continuous on line polling, your staff will be able to have real time information at their fingertips.



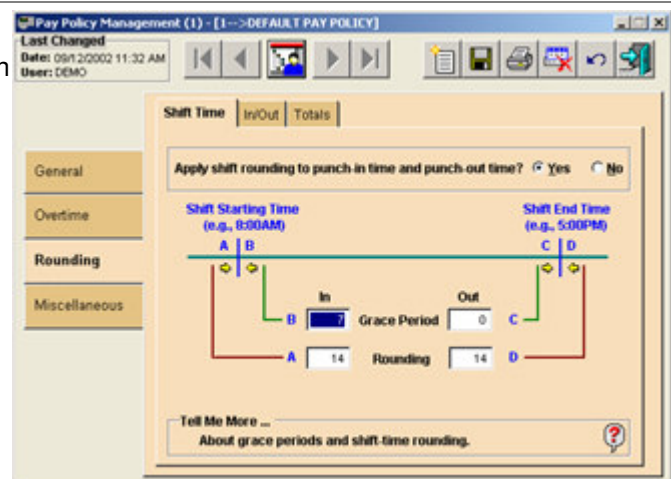
Pay Policy Management

The problem of time management is universal, but each industry has a different methodology to be addressed. NOVAtime 1000 BAP can be further customized by the user to adapt to the language and terminology used in each specific company.

The strong Policy Management allows up to 5 pay policy rules to calculate hours for different groups of employees.

Several punch rounding rules and total hours rounding can be easily defined to accommodate your company's requirements. Overtime calculations can be defined after a predefined number of worked hours daily, weekly, biweekly, as well as for holidays, weekends, consecutive days, days off, etc. with up to two different overtime multipliers.

30 flexible and/or fixed shifts can be defined with different meal deductions or paid breaks.



Payroll Bridges

Payroll Bridges eliminate manual key-in of hours minimizing type errors and boosting payroll-processing efficiency. NOVAtime 1000 BAP includes the following popular payroll bridges:

- | | |
|-----------------------|----------------------|
| - ADP | - PCS |
| - AmeriPay | - PayChex |
| - Ceridian | - PayComOnline |
| - Fidelity Electronic | - Paylink |
| - HRPS/ScorPEO | - Payroll Associates |
| - Helix | - PrimePay |
| - InterPay | - QuickBooks |
| - Millennium MPI | - RAPID |

Summary

Standard Features

- Up to 100 active employee software capacity.
- Exclusive System Navigator to guide users through common procedures and system setup and administration.
- Basic Policy Setup can manage most common calculation rules.
- Basic manual tracking of employee benefit hours such as vacation and sick hours.
- Five pay policies can be configured to manage individual calculation rules for groups of employees.
- Thirty shifts can be set for different groups of employees.
- Network ready to allow unlimited user access to the software over a Windows compatible Local Area Network.
- NT1000E Biometric Hand Reader Terminal.
- Strong SQL type report engine to generate reports for processing payroll and to assist management with labor distribution and job costing.
- Fully implemented via OPP (Object Oriented Programming) using UML (Unified Modeling Language) framework, to easily adapt to changes and facilitate growth.
- IN/OUT Board to display employee current IN/OUT status.
- Interfaces with 18 of the most common payroll programs such as QuickBooks, ADP, PayChex, etc.

Special Features (Optional)

- Unlimited number of time clocks connected via modem (Requires NT1000B Reader)
- Fully upgradeable to NOVAtime 2000 Desktop or NOVAtime 3000 Enterprise.

System Requirements

- Microsoft Windows 98, NT, NT Workstation, 2000 Professional, ME and XP, XP Pro.
- Microsoft Internet Explorer 5.0 or later.
- IBM compatible CPU with 1000 MHZ Intel Pentium processor or faster.
- At least 512 MB RAM (1 GB recommended).
- 500 MB free hard disk space, which will increase as database grows.
- 800 x 600 pixel screen resolution area with 16-bit high color or above.
- 10/100 megabit network interface card capable to communicate to network. TCP/IP Protocol must be installed.
- At least one available Serial COM Port for direct connect terminal.
- Modem required to connect to remote terminals via dial phone.