














## A Built-in, Robust Time and Attendance Solution



Time is now a **100% native part of the Orange solution**. Turn it on today and take the hassle out of collecting, tracking and reporting time.

If you're using a third-party solution to manage your time and attendance, you need to see what a difference Time can make. It's fully native to Orange, which means no more exporting, importing or duplicate data entry. All of your time tracking needs are managed right within Orange. Here are just a few of the benefits of this new solution:

-  **New graphical calendar time card**
-  **Can drag, move, copy and change time**
-  **Easy allocation of hours**
-  **Daily, weekly or pay period view**
-  **Time card alerts**
-  **Single screen view with hours totals and earning codes**
-  **Mobile punch GPS data**
-  **Only setup data once as everything is from one data source**
-  **See earnings codes on check stubs**
-  **“Rules Driven” approach to earning codes** (don't have to maintain earning code mapping from time to payroll)
-  **Easy payroll closing at the click of a button in just minutes**
-  **Jump to any pay period**
-  **Simple, fast and efficient**

# FEATURES

## Time Card

- Hours entry
- Punch entry
- Labor allocation
- Self-service punching
- Crossing midnight boundaries
- View absences
- Verification
- Alerts
- Mobile punch GPS data

## Time & Attendance Reports

- Time card report
- Policy group eligibility
- Clock eligibility report
- Absences/time off requests export
- Verification report
- Alerts report
- Hours detail export
- Punch detail report
- Time card payroll processing

## Time Management

- Meal and break
- Rounding
- Overtime and premiums



For more information, call us at **201.712.1157** or visit us at [balancepointpayroll.com](http://balancepointpayroll.com)