

**The Complete Solution
for Time and Attendance /
Labor Costing**

Feel The Power...



Solutions...



NOVAtime 1000
Small Business Edition



NOVAtime 2000
Mid-Size to Large Companies



NOVAtime 3000 Enterprise
Companies of All Sizes



*" I was asked to downsize my labor force, while my production quotas increased"
~ Plant Manager ~*

One of the biggest challenges faced by business today is how to control and track labor costs. As employee costs continue to escalate so does the need to track the dollars spent on labor.

It used to be that a simple Time and Attendance system would suffice the needs of the average business, but that day has passed. Now more and more companies are demanding a more sophisticated system with a lot more reporting and tracking capabilities.

Businesses need information that not only itemizes how much of their production costs are absorbed by their labor pool, but in addition, reports as to where in the production process these labor dollars are being spent.

Technology now gives business the benefits of instant communication nationwide and worldwide; however, where does business acquire the tools to take advantage of this power?



**Information at your fingertips
Anytime – Anywhere.**

U n l e a s h t h e P o w e r



What does the new millennium hold?

We have desktop PCs that give us the ability to do more than mainframes did a few years ago.

We have in-house intranets that allow our PCs to talk to each other and share workloads and jobs within the company.

We have the internet which allows us to cross national and geographical boundaries in the blink of an eye.

When will we have a system that can take advantage of these tools? A system able to interrogate, retrieve and print reports, to and from anywhere in the world. All of this at a speed comparable to accessing the drive on your own PC.

**Information at your fingertips
Anytime – Anywhere.**

T H E T I M E I S N O W

NOVAtime brings you NOVAtime1000, NOVAtime2000, and NOVAtime3000, systems that will give management the power to not only utilize the tools we have available to us today, but will continue to grow and evolve, giving it the capability to incorporate and utilize the tools the new millennium promises to bring us.

NOVAtime has brought to you a system designed for growth while maintaining the maximum in flexibility. Where the sophistication lies within the programmed mechanism of the system, allowing for a quick and simple implementation and employee training cycle.

After all, the true test of a system is not only in the production and wealth of reporting, but in the simplicity and ease of its operation; in conjunction with a simple, and accommodating implementation program.



Time is a non-renewable resource, how do we control it?

The answer is simple. Find where the waste occurs and stop it. The solution to the problem is not at all simple.

First we must collect raw data from all areas, which entails a multiplex of collection devices. This collection of raw data has to be massaged and manipulated into information. The knowledge now has to be assembled and integrated into a consolidated pool of labor information.

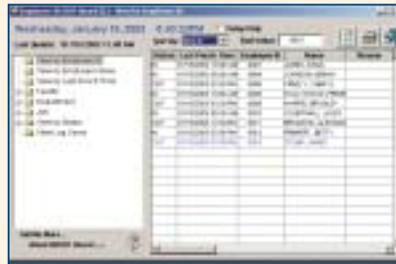
Now there has to be a vehicle capable of integrating the information pool to extract the information that is pertinent to the needs of the department, or persons, seeking this information; whether it is Human Resource, Financial, Shopfloor, or Payroll. This information has to be presented in an easy to understand report format addressing each of the inquiring department's specific needs.

In addition this vehicle must be capable of absorbing all the rules and regulations of the company, as well as schedules, pay codes, departments, job categories, etc. In short there is a number of departments and operations that could benefit from such a system, by having real time information already sorted into an understandable report format.

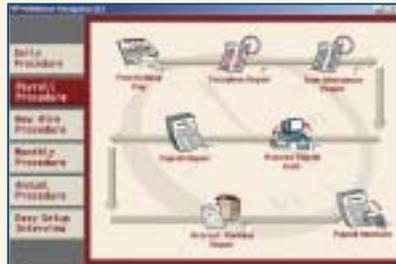
Management needs to make ongoing comprehensive decisions and forecasts for a more effective utilization of your labor resources. To make these decisions they need to have accurate, accessible, and real time data as needed.

The solution,

NOVAtime[®]
FEEL THE POWER – *Information at your fingertips.*
Anytime - Anywhere



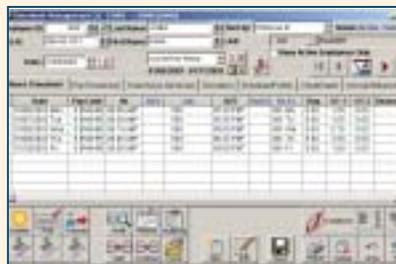
Reception



Payroll



Human Resources



Manager



Printer / Email



Gateway Modem



File Server



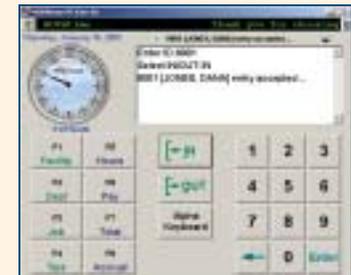
Terminal Server



Database Server (SQL / Oracle, etc.)



IIS-Internet Information Server



Employee/ Kiosk



Data Center



NT600P



NT5000 II



NT3000B



NT5000 II

Phone In System



NT3000B Biometrics Terminal:

The NT3000B terminal is specifically designed for Time & Attendance and access control. It helps companies eliminate "buddy" punching, and it helps increase security identification. The unit can activate break bells, or it can be used for access control. Connectivity: RS232/RS485, Modem, and TCP/IP.

PC Key-in

The NOVAtime 2000 PC Keyin module is a thin-client program that won't impact the traffic on a company's LAN/WAN. Employees can clock In/Out and input job and labor cost information through a computer. This is ideal for companies whose workforce performs their daily job functions on a PC. Law offices, contract programming, consulting/research, and other types of companies can track labor costs for time spent working on client jobs.

NTPDA – Mobile Device

The NTPDA is a powerful and cost-effective solution that works with any Palm compliant device. These devices are inexpensive and useful for mobile tracking of employee time, job, and other fields of data. Supervisors can clock employees In or transfer a group of employees to a new job with one fast entry. Connectivity: RS232, USB.

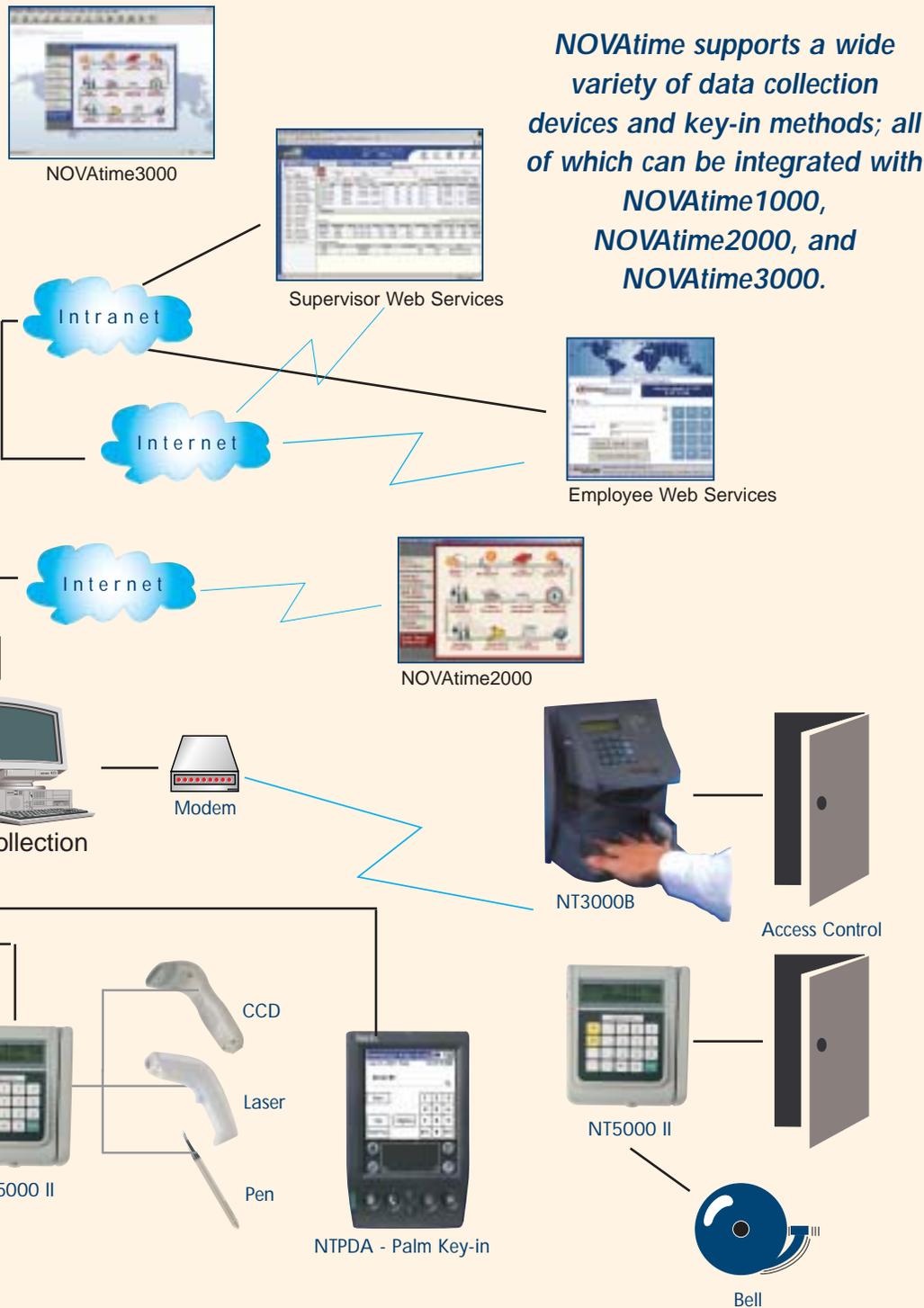
NT5000 II- Badge Terminal:

The NT5000II terminal is specifically designed for Time & Attendance and Job-Cost Labor data collection.

Features include clocking In/Out and inputting various job and cost center information, reviewing benefit accrual balances, and messaging to name just a few. The unit can activate break bells, and it can be used for access control. It provides exceptional power and flexibility. Connectivity: RS232/RS485, Modem, and TCP/IP. Input via keypad, barcode/mag-stripe/proximity badge readers, and CCD/Laser/pen readers.

Solution..... The Choice is Yours.

E P O W E R



NOVAtime supports a wide variety of data collection devices and key-in methods; all of which can be integrated with NOVAtime1000, NOVAtime2000, and NOVAtime3000.

NT600P- Portable Terminal:

The NT600P is a portable data collection device with a built-in laser scanner for reading bar coded employee, job, and other various fields of data. This is the perfect solution for use in manufacturing, warehouses, and construction sites where rugged portable data collection is necessary. Connectivity: RS232/RS485, Modem.

Employee Web Services (EWS)

Employee Web Services allows employees to clock In/Out and input job information, review schedules, check benefit balances, and review hours—via the Internet or Intranet using a web-browser. All abilities such as who and what can be viewed are controlled by the system administrator. Employees can be restricted to a fixed IP address to control entry. Used alone or in conjunction with NOVAtime's various time clock terminals. A break room kiosk is a very popular use of the EWS feature.

Supervisor Web Services (SWS)

Supervisor Web Services allows managers to schedule, manage, and review their assigned employees via the Internet or Intranet using a web-browser. It allows managers to correct incomplete employee punch or absence information in preparation for payroll. All abilities such as who and what can be viewed are controlled by the system administrator.

Microsoft® Terminal Server / Citrix® Server

NOVAtime can be accessed via the Internet using Microsoft Terminal Server or Citrix Server. This allows for fast and full access to the software, based on administered security, across the Internet or wide-area-network.

In/Out Board

The integrated In/Out board allows quick access as to the attendance status of company employees. Viewed at the reception desk, for example, a user can see who is In, Out, on Vacation or Sick Leave, and a variety of other attendance codes. Its reporting feature can be quickly used in emergency evacuation situations to help ensure all employees are accounted for and safe.

NOVApic:

The integrated NOVApic employee badge creation module offers a complete solution for printing employee picture ID badges--used for identification and/or the NT5000II terminal for time & attendance and/or access control. The badge can include your company logo and name, and other important identification information. This allows companies to have more control and increased security. Someone not wearing an ID badge would be easy to see and rapidly draw attention to the fact that they may not be authorized to be in the area.

NOVA-Phone

The NOVA phone-in system allows employees to punch In/Out and input job and labor cost information via a touch-tone telephone. This is perfect for such industries as building maintenance/janitorial service, and home health care providers. Utilizing caller ID, employee transactions can be traced to a location and employees can be restricted to specific phone numbers.





What sets NOVAtime apart ?

With the **NOVAtime** Time Management Suite you have an easy to tailor application that meets your unique and specific needs. The **NOVAtime** Time Management Suite includes a customizable system configuration that permits users to define and address their industry specific requirements and unique time management needs. The graphic user interface with the exclusive desktop System Navigator guides the user through a step by step flow of the data process procedures.

Complete Product Line: NOVAtime has a complete line of Time Management solutions that can meet the needs of any size company.

Smooth Migration Path: All NOVAtime software is built on the most advanced development platform and uses a multi-tier architecture throughout the product lines, so companies that start out with NOVAtime1000 can easily grow into NOVAtime2000 and NOVAtime3000 without ever losing or re-entering data / features.

Proactive R&D Team: NOVAtime R&D is constantly researching/adding new devices and software features that will integrate and improve the product line.

Solid Framework/Design Architecture:

NOVAtime utilizes an open modular design that fits easily into any organization's IT/computing environment. This design adapts to changes as well as facilitating growth. Our software 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 is scalable to a client server database engine.

Key Product Features:

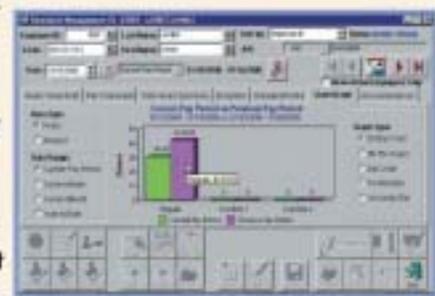
The System Navigator: The Navigator is the central hub from which applications are launched and used as a desktop for NOVAtime users.

- It provides an user interface that makes it extremely easy to train new users on day-to-day operations.
- With its innovative design, all routine procedures (daily, payroll, new hires, etc.) are graphically illustrated in a flow chart style, so users don't have to worry about forgetting any steps and procedures.
- The well-organized button layout turns a complex procedure into small, manageable tasks.

Flexible System Configuration:

The challenge of Time Management is universal, but each industry has its own unique requirements. NOVAtime has set the standards for product flexibility by using its ability to adapt to different industries with very little effort.

- NOVAtime has designed several industry templates, which in





turn can be custom tailored by users for the their own company needs.

- All NOVAtime software uses Customizable Fields to track information by Facility, Department, Job, Customer #, Work Order #, etc.
- These fields can be defined dynamically as needed for each company, including the Caption, Length, Type, Justification, etc.

Employee Profile Management:

With **NOVAtime**, setting up employees couldn't be easier. In addition to the regular information fields, there are many more user definable fields for any additional unique information you may wish to keep on your employees. The dynamic search function for the employee information is truly something to be experienced.

Another feature customers have asked for; integration with Microsoft Word. **NOVAtime** keeps track of employee attendance records that can be easily exported to generate standard documents such as review letters, etc. It also offers a complete system of employee photo capture to badge creation with a few clicks of a mouse.

Communication Console:

All bi-directional communications are consolidated within a single Communication Commander via **NOVAtime's** unique tree view window style feature. You can link various types of data collection terminals, including biometric-reading devices, into the same system. The open architecture design allows us to communicate with practically any data collection device.

Timesheet Manager:

This function allows a user to review, edit, and approve employee's attendance information.

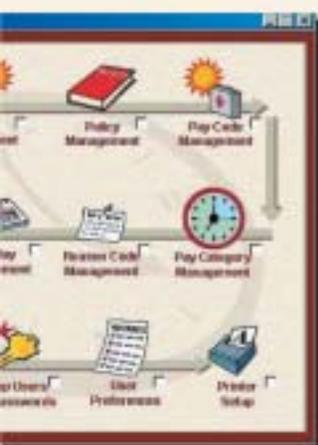
The Timesheet Manager has many powerful features, including:

- Direct In-Cell editing of timesheet data.
- On-screen comparison of work hours (actual vs. scheduled) by day, week, period, etc.
- Built-in 3D graphical engine to display charts and graphs of work hours (actual vs. scheduled) by day week, period, etc.
- Exceptions Manager identifies user-defined exception events such as absent, missing punch, tardy, etc.
- Powerful Audit Trail feature that keeps track of all changes.
- Multi-step Undo Feature.

Report Generator:

This function is unique because it has the power and flexibility of a report writer, but the elegance and simplicity of the familiar NOVAtime user interface. There are many report styles to choose from, including time and attendance reports, labor costing reports, management report, human resource reports, etc. And with thousands of custom report combinations, it is easy to satisfy all of your management reporting requirements.

- Strong SQL command based report engine.
- Users can select sort orders, page breaks, employee filters, etc.
- The Custom Report Maker allows a user to select exactly which columns to print on a report.
- Reports can be customized, and then saved for other users to access.
- Reports can be emailed to managers at remote locations.
- Integrates with the Auto Task to allow scheduling and periodic distribution of reports.





Automation processor:

Have you ever forgotten to collect time punches at some of your clock locations, or to backup your attendance data? To reduce or simply eliminate human error **NOVAtime's** Auto Task Processor allows you to set the schedule and determine the routine tasks to be automated, such as attendance data collection, reporting, and backup.

- Attendance Data Collection
- Reporting
- Backup
- Synchronization of Date / Time
- Email of Communication Logs
- Data Import / Export

Accruals and Banking:

NOVAtime automatically accumulates employee benefit hours, such as vacation time and sick time. The Compensation Time Bank feature allows employee overtime to go through the Compensation Time Bank as Comp Time.

Point System Module

This module allows companies to track employee exception occurrences (such as tardy, absent, early leave, etc.). BUT, it does much more than that!

- NOVAPoint can also be setup to award merits for leaving late, coming in early, perfect attendance, etc.
- Flexible Mail Merge utility allows Users to Edit/Create their own Microsoft Word Document Templates. Examples of these templates are Warning Letters, Suspension Letters, Termination Letters, etc.
- Reports that will rate and track employee performance.

Pay Policies and Scheduler:

Another unique tool is the predefined pay policy, and the schedule templates with basic labor rules built into the templates. And with the new Multi-Dimension Matrix design, NOVA time's pay policy / schedule templates are flexible enough to match any company's pay rules. In order to conform to a company's diverse needs, alternative options are available for any combinations of employee scheduling, including flexible, fixed shift, rotation shift, dynamic (automatic) assign shift, or scheduled on a daily basis. Fundamentally, it handles all types of the differential pay and weekend premium calculations.

Archive and Backup:

NOVAtime offers three stages of data: current, historical, and archive. In addition to having complete reporting capability on current attendance data, **NOVAtime** offers a special feature that allows you to move older attendance data to "history" status and while still allowing the capability to continue full reporting on this historical data.

To provide support for audits, **NOVAtime** has the capability to compress the past data to archive files. Archived files can then be copied to any types of backup media.

It is easy to restore any archived files. Once restored, **NOVAtime** allows various inquiries and reporting on this "old" attendance data.





Our archive and backup solution is complete, convenient, and portable. The built-in ability for data update control of archived files makes our backup files totally seamless.

Lockout:

To help you better control budgeting, **NOVAtime** permits defined schedules to restrict and limit any unauthorized work hours, such as overtime.

User Security:

NOVAtime offers maximum access flexibility. To better secure the system and control unauthorized access while providing management access and reporting visibility, **NOVAtime** offers a "role based" user security.

Import / Export:

To minimize data entry, **NOVAtime** offers an easy-to-use interface that Imports and/or Exports new or existing employees to/from many Payroll / Human Resource packages.

- Capability to retrieve / write back data from any external data source using ODBC technology.
- Flexible configuration for each data import/export column.
- Automate this feature using Auto Task to schedule daily/weekly imports/exports.
- Also Imports **NOVAtime** Grouping field such as Work Orders, Jobs, etc.

Payroll Interfaces:

NOVAtime has many popular payroll interface templates, and we create custom as required.

Tool Tips and On-line Help:

NOVAtime adapts one of the most popular Windows desktop features: displaying each button's function with a description when you mouse over tool-tips. Furthermore, **NOVAtime** offers an on-line, context sensitive HTML help that provides detailed explanations as well as setup procedures. Likewise, our dynamic index and powerful search function allows you to find any keywords or phases from the complete Operation Manual.

Labor and Job Costing:

NOVAtime offers an extremely powerful Labor and Job Costing module. It helps you to prepare estimates, monitor and control costs, compile bills and measure profitability of your projects.

Labor resource utilization reports are available on demand. Jobs can be broken down and grouped in as many ways as you want. Every grouping has user definable lengths and data types. Given the wide range of report groupings and sorts, **NOVAtime** has literally thousands of possible report combinations.

In addition to a complete link to our Time and Attendance labor information, we support numerous data collection devices such as Pen, CCD, Laser scanners, and other hand held devices for rapid and accurate information gathering.





NOVAtime's corporate headquarters is located in southern California with distributors, dealers and business partners worldwide. NOVAtime's highly experienced staff, program architects, designers and code writers have pushed NOVAtime to the forefront of the time management industry

NOVAtime continues to lead the data collection and time management industry with state of the art professional time tracking products utilizing the latest technologies. These solutions, when coupled with the peerless support extended by the NOVAtime network, take NOVAtime to a new plateau unequaled in the marketplace.

NOVAtime address each and every customer's time management needs, from the 1000 SBE which serves the requirements of the smallest business, to the 2000 Edition that provides everything medium to large companies would want. These powerful systems are augmented by the NOVAtime 3000 Enterprise Edition, a client server and web enabled edition that gives the end user a powerful 21st century solution.

NOVAtime is proud to introduce you to their state of the art time management systems; one of which will satisfy all of your time management needs.



Visit NOVAtime online: www.novatime.com