

# HARRIS

ENTERPRISE RESOURCE PLANNING ▶



Innoprise



ELECT

\$ 126,000    \$ 11,000 Annual  
\$ 56,850 + clocks costs    \$ 4,575 Annual

**Payroll & Human Resource  
Innoprise Proposal  
For  
Johnson County, TX**



## **Introduction**

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Thank you for your interest in Innoprise. This document provides all the information you require to automate your critical business processes quickly and easily. We have determined that you require a solution that:

- Can be implemented quickly and easily;
- Creates detailed, flexible reports and metrics;
- Is fast, reliable and intuitive to use; and,
- Can be deployed and proven effective without risk or a lengthy and resource intensive decision making process

Here, we detail how the Innoprise applications with the experience of Harris ERP can achieve all of the above.

## **Harris Enterprise Resource Planning**

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Harris ERP is a leading provider of financial, human resources, utility and community development software solutions to the local government and utility industries. All of the Innoprise applications are based on 30 years of industry experience; Java™ and Internet technologies that enable customers to reduce their cost of service streamline operations and improve productivity.

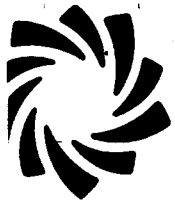
Harris ERP has over 500 customer organizations across the United States and several Canadian provinces. Harris ERP has 72 cities and counties live on the proposed Innoprise Suite of software, with another 15 cities in various phases of implementation. Approximately 80% of our customers are cities and counties and 20% are school districts, utility districts, transportation departments, and other public organizations.

In April 2011, certain assets of Innoprise Software, Inc. were purchased by Harris Computer Systems for the Harris ERP division. Innoprise Software, Inc., (company) marketed a flag ship ERP software product suite that was developed for the public sector market.

## **Innoprise**

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Harris ERP is proposing the Innoprise Financial Suite of software. The Innoprise application suite licenses allow an unlimited number of users and offer web-based remote access to field personnel. The proposed Innoprise product suite stands for the Innovative Enterprise. Innoprise applications were created to bring a new generation of software to the local government market. Unlike others who have added "layers" to legacy systems, Innoprise started fresh so that the resulting solution would utilize the latest advancements in programming languages and system design. The process included the input of dozens of municipalities and utilities that recognized the need for new software technologies to be applied to their systems. During our development process we spent a



significant amount of time working with government agencies and setting a precedent on the importance of relationships between our company and our customer. The result of our investment is feature rich software and freedom from the software constraints of the past. The software is simple to modify as business processes change and includes built-in workflow automation features that streamline standard business functions. We understand your goal to obtain an intuitive, efficient, integrated, modern system. Some of the significant features provided by Innoprise are:

- Inherent ad hoc reporting capability
- Native mobile access by any internet connected device for staff and citizens
- Business process management with an integrated, automated workflow engine
- Minimal maintenance costs using internet-age browser technology

Customers are eliminating stand-alone spreadsheets and satellite databases with our unique user interface called the “Selector”. This spreadsheet-like presentation of live dynamic data replaces many legacy program functions with a single efficient and intuitive browser window.

Innoprise applications are developed in and use what is known today as “cloud computing” technology. Internet delivered business applications provide benefits that cannot be provided by the 1980’s vintage client-server computing model. Using the City’s intranet, access to the entire program is available using existing browser-based desktop and mobile equipment.

- Highlights of Private Cloud Computing Benefits
- Rigorous security with single sign-on support
- Licensing –Innoprise licenses are perpetual for an unlimited number of users
- Inherent Remote Access – the application can be accessed from anywhere with any browser device.

We take leading-edge technologies and use them to create cost effective solutions to support the needs of our Customers. Our open and flexible approach allows our software components the ability to integrate with existing systems and operate seamlessly within the enterprise of our clients. The result of our investment is feature rich software and freedom from the software constraints of the past. The software is simple to modify as business processes change and includes built-in workflow automation features that streamline standard business functions. Additionally, these systems are flexible and able to co-exist and interface with other industry software packages. Because of our advanced design, we have a higher degree of integration, and offer simpler systems that are easier to learn, use, and maintain.



## Implementation

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“Inn”ablement is the proprietary system integration methodology used to implement all of the Innoprise Application Suites. The Innoprise Software professional services methodology, Innablement, is based on similar and proven approaches used by the largest and most renowned systems integration firms in the world. It has been tailored to include the many unique organizational and architectural benefits of Harris ERP and its products.

Implementation schedule with key activities and estimated milestones can be found in the sample project plans at the end of this section. A high level time line broken down into six phases has been provided below followed by details on our implementations methodology.

Phase 1 – Payroll & Human Resources: Typically 5 – 7 months depending on various factors including the amount of data to be converted, percentage the customer project team is allocated to the project and the scope of process refinement included in the implementation.

- Payroll
- Applicant Portal
- Employee Portal

### Implementation Phases

#### Innitiate

The Innitiate step will kick-off the project as well as finalize and document the scope of the project through a solution validation.

#### Deliverables

- Kickoff Presentation
- Functional Solution Design
- Technical Solution Design
- System Development Request(s) and Instance Strategy

#### Inninstall

The Inninstall step will physically install the software and all the related components on the client hardware, in the appropriate environments.

#### Deliverables

- Overall Infrastructure and Application Architecture Documentation
- Installed Environment



## Input

The Input step is the functional configuration of the software whereby business rules and process are input into the various setup screens. This will be done primarily by the client, with Harris ERP assistance.

## Deliverables

- Configured System
- Configuration Documentation

## Innovate

The Innovate step encompasses all of the application development efforts of both the Harris ERP development staff, and as appropriate, the client technical staff. All base product enhancements will be evaluated and prioritized against the Harris ERP Product Development Roadmap and other client requests, with the development done in conjunction with the same release cycle development processes.

## Deliverables

- Product Enhancements in Revision Cycle Upgrades
- Client Interfaces
- Client Data Conversions (Automated)
- Client Forms
- Client Reports

## Innsure

The Innsure step is the testing of the solution that ensures a reduction in the risk that it does not meet the functionality, reliability or performance needs of the client's integrated enterprise-wide application environment. Harris ERP will help develop test plans and facilitate the testing process, but the ultimate testing and signoff will be the responsibility of the client. This Innsure step will be integrated into the Install step for the performance testing and integrated into the Input step for the functional testing, while the systems test and integration test will be done more broadly afterwards and prior to going-live during the Institute step.

## Deliverables

- Unit/Functional Test Plan
- System Test Plan
- Integrations Test Plan
- Performance Test Plan and Final Acceptance Criteria



## **Innstitute**

The Innstitute step is commonly referred to as going live. Go-Live is not a large event in itself, but rather the planning work leading up to it ensuring it goes smoothly, coupled with the immediate post go-live support efforts. Harris ERP will help facilitate the determination of the go-live and support plans, and assist the client implementation team and power users, while the client will take the primary responsibility through the process.

### **Deliverables**

- Go-Live Checklist

## **Project Management**

Harris ERP will provide ongoing project management for the Harris ERP responsibilities in the SOW. The purpose of this activity is to provide technical direction and control of Harris ERP project personnel and to provide a framework for project planning, communications, reporting, procedural and contractual activity.

### **Deliverables**

- Project Plan
- Status Reports
- Roles & Responsibilities
- Escalation Procedures

## **Change Management**

The implementation of a new ERP application, almost by definition, is a large change to any organization. Change management is the process used to make that change easier and more effective, along multiple dimensions. This is ultimately the responsible of the client, but Harris ERP can take a key role in these activities.

### **Deliverables**

- Leadership and Stakeholder Enrollment
- Change Readiness Plan
- Organization Design
- Site Readiness Plan
- Change Impact
- Project Team Effectiveness
- Communication Plan



## **Innstruct**

The Innstruct step is the formalized training of end-users on the use of the Innoprise applications. In many projects this is done in a “train the trainer” approach, while in other projects Harris ERP can conduct the training curriculum. However, in all projects, Harris ERP will work specifically during the Innput step—and generally through the Knowledge Transfer activities—to educate the core implementation team on the capabilities, functionality and technology of the Innoprise applications in order that they can take a leadership role in implementation of the new solution.

## **Deliverables**

- Training Plan
- Training

## **Training Strategies**

The Knowledge Transfer activities represent all of the things that will implicitly occur in the partnership where Harris ERP serves to enable the client implementation team throughout the project—particularly the Inninstall step. This also includes the handover activities during training and go-live that occur with everyone at the client so that the entire organization can self-sufficiently sustain the new solution.

Learning the Innoprise system involves not only the traditional classroom-style training on usage and process flow, but also on module configuration. As our customers make changes to their business processes, on-going refinements to the configuration are made.

Throughout the Innablement stages, staff is repetitively exposed to the system, and training is an integral part of every phase. This is an intense process that promotes in-depth understanding of the product and the relationships within the data. By the time the system configuration has been determined; the subject matter experts will be thoroughly knowledgeable in the configuration concepts and program usage.

Classroom training for all staff is performed on-site. The consistency of the user interface based on the underlying technology of the program promote a much easier and faster learning experience. Harris ERP will work with staff to add tailored workflow into our standard training material. The technical members of our implementation team work directly with the IT staff to design and install the system, ensuring that staff is fully knowledgeable of on-going system administration requirements.

In addition, supplemental training methods include phone training, web-based training, training at our offices, and on-site training. Follow up training for new users, or as a refresher for existing users, can be scheduled on an as-needed basis using any of the available methods.



## **Training Schedule**

A proposed training schedule is tailored to the customer needs and is dependent on business processes, applications to be trained, and resources.

## **Training Documentation**

Written training documentation is available for navigation and common system functions and is provided electronically in MS Word format, as well as PDF format. Complete web-based technical documentation is also available and includes schema views and bean views for programmers.

Context sensitive on-line help is included within the application. Because the software is highly configurable, during implementation the City has the option for Harris ERP to produce workflow-specific documentation.

## **Deliverables**

- Capability Transfer Plan and Documented Process Manual

## **Support**

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At Harris ERP, we cultivate long-term relationships with our customers by delivering top-quality products, seamless implementation, and dependable on-going support. Our maintenance support program addresses the needs of your users, as well as your organization's need to remain compliant with changing governmental standards.

The customer-only portion of our web site, <http://support.harriscomputer.com>, provides a wealth of information for your end-users and technical administrators. Our extensive site features:

- 24/7 Access to eSupport
- On-line Knowledge Base
- Automatic Email Notifications
- Discussion Forums
- Documentation and Downloads
- Bulletins and Communications

Options for extended support hours are considered on a case by case basis but we have never been required to provide such service due to the stability of the Innoprise Software and Customer operations' needs.

Below describes the maintenance and support services which are included as part of your annual software Support Program, a listing of call priorities, an outline of the escalation procedures, and





other important details. Harris ERP reserves the right to make modifications as required and allowed per contract terms.

The services listed below are services that are included as part of your software support.

- 800 Toll Free Telephone support
- Sunset Rule Program: same (business) day call back program
- Software for Life
  - Guaranteed Support on your existing applications for life
  - Cost effective upgrade solutions
- Scheduled assistance for installations, upgrades & other special projects (there may be charges depending on the scope of work)
- Technical troubleshooting & issue resolution with programmers, network administrators and/or application analysts
- Free Web Support Sessions, Free FTP access for upload/downloads
- Free eSupport access 24 x 7 with the following on-line benefits:
  - Log & close calls
  - View & update calls
  - Update contact information
  - Access published documentation including Service Pack Schedules
  - Access available downloads
  - Access Support knowledge base
  - Participate in Discussion Forums
- Access to new software releases, service packs and updates
  - Defect corrections
  - New features and planned enhancements
  - State and/or Federal mandated changes
  - Payroll regulated changes, Release notes
- Free monthly training webinars (see calendar on our website)
- Customer Care Program
  - News Letter
  - Technical support bulletins
  - Advance communications on new products and services
  - Regional User Groups
- Design review for potential enhancements or custom modifications
- Account Manager Services
- NPS (Net Promoter Score Program): NPS is a customer loyalty program, measuring feedback and driving constant improvement to the customer experience.
- Access to annual customer conference (registration fees apply) and access to all conference presentation materials post-conference.



Our standard hours of support are from 7:30 a.m. Central Time to 7:00 p.m. Central Time, Monday to Friday, excluding designated statutory holidays. Support can be made available from 7:00 p.m. Central Time through to 7:30 a.m. Central Time and is billable on an hourly basis. Weekend assistance is available and must be scheduled in advance and in most cases is billable.

Clients can log a support call by either contacting our help desk via toll free phone number or email. Our Sunset Rule Program guarantees our clients will receive the same (business) day call back for initial assessment.

Response times will vary and are dependent on the priority of the call. We do our best to ensure that we deal with incoming calls in the order that they are received, however calls will be escalated based on the urgency of the issue reported. Our response time guidelines are as follows:

Priority 1: 1 - 4 hours

Priority 2: 1 - 8 hours

Priority 3: 1 - 24 hours



## Pricing

### Johnson County, TX Price Summary

Description	One Time Cost
<b>Application License Fees</b>	\$ 58,060
<b>Professional Services</b>	
MS Govern Application and Software (Remote)	\$ 75,600
MS Govern Application and Software (On-Site)	\$ 10,950
<b>License Fees - Harris Customer Loyalty Discount</b>	\$ (18,060)
<b>Total Software and Services</b>	<b>\$ 126,550</b>

#### Travel (Estimated, Actual is billed as incurred)

MS Govern Application and Software	\$ 4,960
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#### First Year Maintenance (see note below)

MS Govern Application and Software - Year 1	\$ 11,612
MS Govern Application and Software - Year 2	\$ 12,193
MS Govern Application and Software - Year 3	\$ 12,802
MS Govern Application and Software - Year 4	\$ 13,442
MS Govern Application and Software - Year 5	\$ 14,114

#### Notes:

- 1: Hourly Rate has been reduced from \$165/hr. to \$150/hr.
- 2: Price adjustments are subject to final configuration and vendor

*Innoprise & Attendance Enterprise Interface \$ 7,000*



Johnson County, TX

Module	License Fees	Project Management (Hours)	Installation Tech Support (Hours)	Business Process Review (Remote) Hours	Data Conversion (2yrs) (Hours)	Forms (Hours)	Interfaces (Hours)	Configuration Training (On-Site) Hours	Configuration Support (Remote) Hours	User Acceptance Training Support (Hours)	Process Training (On-Site) Hours	Go Live Support (Remote) Hours	Support Production (Hours)
Totals	\$ 58,060	\$ 58	\$ 15	\$ 83	\$ 115	\$ 32	\$ 67	\$ 55	\$ 47	\$ 48	\$ 18	\$ 15	\$ 24

Payroll/Human Resources

Employee Self Service	\$ 11,250	4	6	8	0	0	0	16	8	8	8	4	4
Applicant Tracking (Citizen Access)	\$ 5,000	4	6	8	0	0	0	12	6	4	4	4	4
Human Resources	\$ 13,500	14	1	20	36	10	10	8	9	10	2	2	4
State Reporting	\$ 5,000	3	0	4	7	2	2	2	1	2	0	1	1
Payroll	\$ 18,000	28	2	40	72	20	20	17	16	20	4	4	8

Interfaces

Tax Interface	\$ -	0	0	0	0	0	0	0	0	0	0	0	0
CIS - Meter Data Management	\$ -	0	0	0	0	0	0	0	0	0	0	0	0
Citizen Access Credit Card (w/Innoprise Provider), inclusive of bill payment	\$ -	0	0	0	0	0	0	0	0	0	0	0	0
Fuel Interface	\$ -	0	0	0	0	0	0	0	0	0	0	0	0
Custom Batch (Import or Export)	\$ -	0	0	0	0	0	0	0	0	0	0	0	0
Batch File - Advanced	\$ 5,310	5	5	3	0	0	35	0	7	4	0	0	3
Payment Import (Lockbox, ACH)	\$ -	0	0	0	0	0	0	0	0	0	0	0	0
Document Management	\$ -	0	0	0	0	0	0	0	0	0	0	0	0

Total Hours

Remote	504
On-site	73

## **Attendance Enterprise services statement of work**

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Parameter Set Up, Software Installation, and Training typically include the following components. The client is responsible for providing data as requested to complete the data conversion and database configuration. The client will also be heavily involved in the configuration, data conversion, and testing aspects of the implementation. The client will be requested to designate a Project Manager from their organization.

All timelines are estimations based on the information provided and may be adjusted after the initial Business Process Review or during any of the testing phases.

**Business Process Review** to define pay rules consists of understanding the way in which people are paid and transforming those policies into software building blocks.

### **Business Process Review – Phase I – 4 days**

#### **Responsibility: Client and Harris Solutions**

- Reviewing current practices
- Review of Department rules and the implications for time recording and scheduling
  - Rounding punches
  - Lunch hours
  - Overtime rules
  - Schedules and Shifts
  - Exceptions (leave early, tardy, over schedule, arrive early, etc)
  - Holiday pay rules
- Review of employee schedules
- Review of workgroups and supervisor approvals
- Review of data conversion templates with client
- Establish a pilot group
- Establish roll out process to entire base
- Discussion of on-going Attendance Enterprise support after roll out
- Harris School Solutions will require remote access to the organization's Attendance Enterprise server during implementation, pilot, and go live phases of the project.

### **Software Installation/Hardware Configuration – 2 days**

#### **Responsibility: Client and Harris Solutions**

- Installation of the software application and data (remote)
- Hardware Configuration (remote)

### **System Configuration of Software – 10 days**

#### **Responsibility: Harris Solutions**

- Transfer payroll and attendance policy from Business Process Review into software building blocks
- Import and configure data from data conversion templates.
- Generate test data and review configured system output with client
- Review import/export capabilities with payroll system

### **On-Site Business Process Review - Phase II – 4 days**

#### **Responsibility: Client and Harris Solutions**

- Review and confirm assumptions made during Business Process Review
- Review database configurations and test assumptions
- Make changes as needed

**Pilot Test Group Training – 2 days**

**Responsibility: Client and Harris Solutions**

- Daily process training of key personnel
  - Provided to payroll managers and designated business office staff
- Pilot Supervisor Training
  - Training session with the pilot supervisor group

**Pilot Testing**

**Responsibility: Client with remote assistance from Harris Solutions (estimated 3 days of remote assistance during pilot testing phase)**

- After on-site training, system will be turned over to client for a pilot testing process. During this time, user will identify outstanding issues preventing continued rollout and make changes where necessary.
- Customer will be responsible for completing the test phase within 45 days of training.
- PS staff will provide support during this test period.
- Integration with your Harris payroll application will be tested and verified.
- Following a successful pilot test, a go live date will be determined.

**Review of Pilot Test and Go Live Training/Preparation – 5 days**

- Final system modifications as a result of pilot testing and needed for go live
- Follow up training/consultation
- Supervisor Training or Train the Trainer for Supervisors
- Go Live Support Transitions & Protocol/Suggestions

**Just in Time – Go Live Administrator Training – 3 days**

- Maintaining your Attendance Enterprise data after go live
  - Setup Pay Classes
  - Customizing Global Browser
  - Report Writing
  - Employee Management



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## Attendance Enterprise 2.2 Proposal (600 Employees & 50 Supervisors)

Johnson County, TX  
 June 13, 2013

Product/Service	Part #	Price	Quantity	Total
Software				
Attendance Enterprise 2.2 w/Custom Report Writer (600 employees w/50 supervisor access)	TE2V0600/ TE2VU050/ TE2VW0600	\$19,950	1	\$19,950
Employee Self Service	TE2VS0600	\$2,600	1	\$2,600
Online Leave Request Module	TE2VL0600	\$1,300	1	\$1,300
Parameters Set Up, Software Installation, Onsite Training (33 days at \$1,000/day) - see attached scope of work for more details.	N/A	\$33,000	1	\$33,000
<b>Initial Investment</b>				<b>\$56,850</b>
Annual Support				\$4,575
Optional Equipment/Modules				
TelePunch*	N/A	\$350 Set Up/ \$25/month/plus \$.59/Emp/Mo.		
ESS Mobile Smart Phone App*	N/A	\$300 Set Up/ \$2/employee/Mo.		
HandPunch 2000 with Ethernet Device	RSIHP2000EXL	\$1,850/Clock		
IT3100 Time Terminal with Finger Reader	IT31FPS22T1N	\$1,400/lock		

# attendance enterprise

## Manage Employee Attendance and Save Labor Costs

From 02/19/11 to 02/19/11

Hours			Schedules		Schedules	
Ovt	PTO		Schedules	19	Schedules	15
0:00	0:00		Shifts Worked	4	Birthdays	1
0%	0%		Birthdays	1		
			Anniversaries	1		
Actual	161:00		Leave Requests	1		
Scheduled	152:00		Working Now	1		
Diff	9:00					
Schedules			Today's Absences	14		
Shifts Worked	20		New Messages	2		
Birthdays	1					
Non-Critical Exceptions	2					

The calendar dashboard summarizes labor activity and highlights issues that must be addressed.

Employee	Job Title	ID	Shift Location	Department	Supervisor	Time Card	Time
John	Shift	1001	1001	Manufacturing	John	10:00	10:00
John	Shift	1001	1001	Manufacturing	John	10:00	10:00
John	Shift	1001	1001	Manufacturing	John	10:00	10:00
John	Shift	1001	1001	Manufacturing	John	10:00	10:00
John	Shift	1001	1001	Manufacturing	John	10:00	10:00
John	Shift	1001	1001	Manufacturing	John	10:00	10:00
John	Shift	1001	1001	Manufacturing	John	10:00	10:00
John	Shift	1001	1001	Manufacturing	John	10:00	10:00
John	Shift	1001	1001	Manufacturing	John	10:00	10:00
John	Shift	1001	1001	Manufacturing	John	10:00	10:00

Supervisors use timecards to quickly identify, correct, and approve employee activity.

### Punch-to-Paycheck Automation

Attendance Enterprise improves employee time tracking, controls overtime, improves employee attendance habits, and reduces labor expenses.

- Stay informed with real-time dashboards of essential labor information.
- Identify attendance exceptions such as tardiness and absenteeism and take action quickly.
- Eliminate unapproved overtime.
- Automate time off requests and approval.
- Correct and approve employee time cards quickly.
- Address unresolved absences by re-categorizing when proper documentation is provided.
- Empower employees and minimize inquiries to HR for attendance and benefit information
- Reduce redundancy by entering information only once.
- Efficiently apply a single edit to a group of employees.
- Cut payroll costs by automating complex pay policies.
- Simplify regulatory compliance and wage audits.
- Improve management and employee communication.

**Harris School Solutions**  
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 jwillson@harriscomputer.com





Employee	Supervisor	Start	End	Rate	Days	Rate	Days	Rate	Days
Employee 1	Supervisor 1	07:00	07:30	1.00	07:30	1.00	07:30	1.00	07:30
Employee 2	Supervisor 2	08:00	08:30	1.00	08:30	1.00	08:30	1.00	08:30
Employee 3	Supervisor 3	09:00	09:30	1.00	09:30	1.00	09:30	1.00	09:30
Employee 4	Supervisor 4	10:00	10:30	1.00	10:30	1.00	10:30	1.00	10:30
Employee 5	Supervisor 5	11:00	11:30	1.00	11:30	1.00	11:30	1.00	11:30
Employee 6	Supervisor 6	12:00	12:30	1.00	12:30	1.00	12:30	1.00	12:30
Employee 7	Supervisor 7	13:00	13:30	1.00	13:30	1.00	13:30	1.00	13:30
Employee 8	Supervisor 8	14:00	14:30	1.00	14:30	1.00	14:30	1.00	14:30
Employee 9	Supervisor 9	15:00	15:30	1.00	15:30	1.00	15:30	1.00	15:30
Employee 10	Supervisor 10	16:00	16:30	1.00	16:30	1.00	16:30	1.00	16:30

Dashboards use colors to indicate payroll readiness.

## Improve Management and Employee Communication

Attendance Enterprise helps managers and employees communicate efficiently by using Employee Messaging. Communication can be initiated by either the manager or the employee using a private message board. This is useful for getting timely messages to an employee about extra shifts available or extending hours, for example. Employees can use it to communicate their availability for more hours or information about circumstances surrounding an absence or tardiness. Improved communication means better workforce relations.

Supervisor	Open Issues
Supervisor 1	2
Supervisor 2	1
Supervisor 3	0
Supervisor 4	1
Supervisor 5	0
Supervisor 6	1
Supervisor 7	0
Supervisor 8	1
Supervisor 9	0
Supervisor 10	1

The Payroll Monitor shows which supervisors have open issues to resolve before payroll can be processed.

## Integrate Seamlessly With HR and Payroll

Attendance Enterprise easily integrates with your existing payroll, human resources, and other key office systems. You can fully leverage your investment by

sourcing employee information from your existing HR system and seamlessly transferring it to payroll — whether your payroll is done in-house or by a payroll company.

## Easy Access, Easy Maintenance

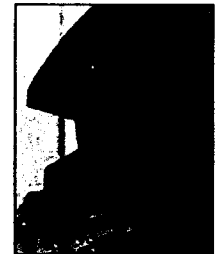
Attendance Enterprise is installed centrally on your servers. Web servers provide access for managers and employees through your intranet or over the

internet. You need only a web browser to access Attendance Enterprise from any location. Supported browsers include Internet Explorer, Safari, Firefox, Chrome, and Opera. Employees access Employee Self Service through a web browser, too. You can authorize or prohibit IP addresses, controlling access from unauthorized locations.

## Collect Time and Attendance Data Your Way

Select from a broad range of time clocks for collecting time and attendance and other important employee data. Our time clock options fit your unique work environment, and reduce the time and costs of data collection. Choose the method that works for your company and your employees:

- Biometric Hand Readers
- Biometric Finger Readers
- PIN Time Clocks
- Proximity Readers
- Barcode Readers
- Magnetic Stripe Readers
- Employee Online Time Sheets



## Optional Modules

Attendance Enterprise delivers critical information through core time and attendance features. Optional modules provide advanced labor management capabilities including:

- Employee Self Service
- Leave Management
- Employee Messaging
- Incidents & Points
- Benefit Accruals
- Custom Report Writer
- Coverage Budgets

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**INFOTRONICS**  
Employee Attendance Systems

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Livonia, MI 48152  
[www.infotronics.com](http://www.infotronics.com)

Microsoft Certified  
Solution Provider

© 2011 InfoTronics, Inc. Features subject to change without notice. InfoTronics and Attendance Enterprise are registered trademarks of InfoTronics, Inc. All other company and product names are registered trademarks or trademarks of their respective holders.

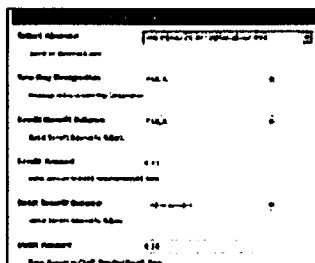
Attendance Enterprise fits any size organization — you purchase the user accounts and number of employees your company needs. As your company grows, Attendance Enterprise scales to accommodate the size of your workforce. You can also add optional modules to help optimize your employee attendance.

### Automate and Save

Attendance Enterprise parameter engine automatically handles even the most complex HR and pay policies.

- Automate employee pay rates and rate changes mandated by complex labor contracts
- Maintain unassailable wage and hour records
- Ensure compliance with labor regulations such as FMLA and FLSA
- Resolve absences or exceptions when proper documentation later supports categorizing these instances as FMLA-eligible leave
- Generate reporting for wage and hour claims, wrongful termination litigation, and other legal inquiries

Parameter settings reflect your pay guidelines, attendance policies, and benefit policies. Your pay rules can include overtime, lunch and break periods, rounding, flex time, holiday pay, shift differentials, special premiums, call back pay, and so on. Best of all, parameter settings are easily changed whenever company policies or labor contracts change.



*Unresolved absences can be re-categorized when proper documentation is submitted. Even after the pay period has closed.*

### Control Overtime and Stay Within Budget

Attendance Enterprise tracks labor activities through intuitive labor summaries, time cards, employee historical calendars, time card archives, and flexible employee or group scheduling.

- Track departmental transfers to support the borrowing and lending of employees
- Analyze actual vs. scheduled labor costs and actual vs. budgeted labor costs
- Easily see departmental labor breakdowns, labor hours and dollars by pay designation, and more

Emp	Dept	Emp	Dept	Schedule	Emp	Dept	Schedule
101	101	101	101	101	101	101	101
102	102	102	102	102	102	102	102
103	103	103	103	103	103	103	103
104	104	104	104	104	104	104	104
105	105	105	105	105	105	105	105
106	106	106	106	106	106	106	106
107	107	107	107	107	107	107	107
108	108	108	108	108	108	108	108
109	109	109	109	109	109	109	109
110	110	110	110	110	110	110	110

*Excessive overtime is easily identified and supervisors can drill down to investigate.*

### Schedule Employees Efficiently

Attendance Enterprise lets you view, create and change schedules for single employees and for groups of employees by the day, week, month or customized time period.

Create ongoing, repeating schedule patterns for employees who regularly work the same hours. Schedule an employee once, and never worry about it again.

When an employee is assigned a schedule, Attendance Enterprise automatically compares it to worked hours, identifying employees who are tardy, leave early, take long lunch hours or are absent.

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