



# Time & Attendance

## Better Workforce Decisions with Accurate Time Management

A growing headcount doesn't need to complicate payroll. Keep your organization compliant with a time and attendance solution that reconciles employee hours with each payroll run. With ample time and labor data on hand, you have the power to drive efficiency with informed business decisions.

### Key Features

#### STAYING COMPLIANT

Choose from a list of most commonly used pay codes, and our team will guide you every step of the way, from applying rules for your specific state to adding custom rules that apply to your business. We also provide ongoing compliance monitoring and support to ensure that you're always covered.

#### INTUITIVE DASHBOARDS

On the manager dashboard, you can easily manage your employees' schedules and identify which employees are approaching overtime. The employee dashboard makes it simple for your employees to clock in and out, and access work schedules.

#### POLICY CONTROLS

Add breaks and manage meal times that align with your scheduling policies. Error handling is also covered so you're aware of late punch-ins or lunch breaks that exceed a certain limit.

#### VISUAL SCHEDULER

Generate work schedules quickly and easily, and view scheduled hours for your employees by day, week or month. You can also create and view shifts by employee, shift or even project to ensure all your bases are covered.

#### STAYING CONNECTED

Our powerful time card and error review features help you validate hours worked before sending data to payroll. Monitor system activity with the help of IP address tracking with warning alerts to notify you of any offsite punches.

# INCREDIBLE STARTS HERE.

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## POWERFUL REPORTING

Robust reporting features enable you to identify patterns, forecast trends and help predict operational needs such as minimizing overtime. Our analytics tool tracks and monitors your employees' hours to help control costs. With 20+ reports, you can always monitor timecard summaries, overtime and attendance.



Learn more at [TriNet.com](https://www.trinet.com) or call **888.874.6388**

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