Timetracker
for schools

Employee Timesheet, Leave and Attendance Management

"Now we have a complete view of all extended hour time sheets, absence records and employee attendance in one place."

"The calendar feature is outstanding! Staff see their own work calendar, and all leaves or timesheets. "

"We set up the same approval paths, but now we can find a record instantly where we used to have to go through stacks of paper. "

What users say about Timetracker

*"We are now using the system to meet **ACA compliance** and forecast issues like extended hour pay.*

Timetracker *is an employee time management system built specifically for K-12 education. The system consists of the following modules:*

- *Extended Hour Timesheet Manager*
- *Leave Absence Tracker and*
- *Employee Attendance*

- *These modules can be implemented individually or together.*

- *Timetracker* **integrates** *with substitute management systems enabling you to keep existing tools in place and implement new modules alongside.*

- *Timetracker pulls together information from all systems to provide you with a* **unified view.**

- *Easy to use web interface enables employees to view work days, leave balances, absences, and time sheets in an interactive monthly calendar.*

- *District staff can go to one place to view all leaves, timesheets, employee attendance and individual leave balances.*

Quality data you can rely on to make critical decisions

Key benefits for Admin staff:

- Provides a unified view of all employee leaves, extended hour time sheets and employee sign in/out times
- Integrates with core financial and HR systems.
- Approval process that mirrors schools workflow.
- Provides reporting to support ACA compliance.
- Generates uploads for your payroll system.
- Ability to view the same data as individual employees through a web interface allowing for improved issue resolution.
- Integrates the data from current substitute management systems.
- Exports reports to Excel or formats defined by the district.

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Calendar Dashboard

• Provides single point access for employees to create new timesheets, absences or sign-in/out or review existing records

Time Sheet Manager

• Paperless extended hour timesheets for regular and temporary employees.

• Advanced workflow enables routing for approval to one or multiple approvers and budget managers for specific restricted resources.

• Multiple templates are provided for various types of work.

• Built in budget code validation from your district's chart of accounts supports accurate assignment of budget to work completed.

Calendar view compiles all events for an employee in an intuitive interface

Leave Absence Tracker

• Tracks all employee absences. Employees can directly enter absences in the system or data from existing substitute management systems can be imported daily to provide a comprehensive view of all leave activity for both certificated and classified employees.

• Electronic signatures provide easy tracking with an activity log for the time sheets.

Employee Attendance

• Staff can use either a web interface or scan cards to sign in and out multiple times during the day to track both work hours. Administrators can quickly identifying who is on campus in an emergency.

• Powerful reports provide easy viewing of staff sign in/out times for verification or correction.

Approval Workflow structure lets authorized staff review and approve efficiently.

Detailed **Audit Log** of all changes by any user ensures audit information is available at your finger tips.

● Pending ● Not Completed ● Completed Items

Electronic signature logs

Why employees like Time Tracker

Key benefits for Employees:

•Provides a simple to use web interface that the least tech savvy employee will find easy to use.

•Pulls everything together in a simple Calendar View that shows all work days, absences, and extended hour time sheets and leave balances.

•Up to date sick/leave days used and leave balances available.

•Record of all sick days and extended hour time sheets with current status and one click reports.

Green

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CONNECTED: A SYSTEM THAT IS COLLABORATIVE AND UNITED

Unified View—consolidated view of every employees timesheets, leave absences and attendance empowers decisions through effective and insightful interfaces.

Connected—integration with financial/accounting systems allows your organization to automate processes and realize higher efficiencies.

Quality—checks and validations against data from your core systems provides a higher quality of information and less manual corrections

Open—ability to get data in and out of Timetracker allows you to use your own data more efficiently.

Workflow—designed for schools, the intelligently crafted workflow allows timesheets records to be routed thru various levels of approval. Line items in individual records can be restricted for approval by select managers of restricted funds.

Communication—email notifications, check off flags, ability to add notes/comments to every record, attach documents to leave absence records ensures each record is capable of capturing every detail about that time activity. An in-depth audit log provides details on records as they move thru the system.

Simple—well thought out and intuitive interfaces allows all staff with all levels of technological skills to start using Timetracker within few minutes of training. The calendar view shows all their time activities on any given day and allows staff to create records right away.

"The system is so simple that I can even show you how to use it. The flow at the sites goes from employee to treasurer to principal then on to the district office. The system is connected to our financial and HR systems so it has helped to improve our data quality."

MARTY FUENTES
Controller
Sequoia Union High
School District

"Proxient understands the needs of K-12 education and provides products are practical and make sense for both district and school site staff. The support and service they provide is second to none."

Zandy Macasinag
Controller
San Diego County
Office of Education

WHY SHOULD I CHOOSE TIMETRACKER?

Feature	Timetracker	Aesop	Veritime	Kronos
Web based ASP system	✓	✓	✓	✓
Integrated Authentication	✓	✗	✗	✗
Manage Leave Absences	✓	✓	✗	✓
Manage Time Sheets	✓	✗	✓	✓
Substitute Calling System	✗	✓	✗	✗
Designed to integrate with wide range of substitute systems	✓	✗	✗	✗
Connects to financial/HR system	✓	✗	✗	✓
Clock In and Out function to track employees	✓	✓	✓	✓
E-mail notification for actions taken	✓	✗	✗	✗
Validation against chart of accounts	✓	✗	✗	✗
Advanced workflow on budget codes	✓	✗	✗	✗
Targeted to do list for all approvers	✓	✗	✗	✗
Most Cost Efficient	✓	✗	✗	✗

GET STARTED TODAY

Try Timetracker today: http://proxient.com/timetracker

Check out what else we offer: http://proxient.com

Call or email for a demo: Phone: (707) 747-1230   Email: info@proxient.com

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