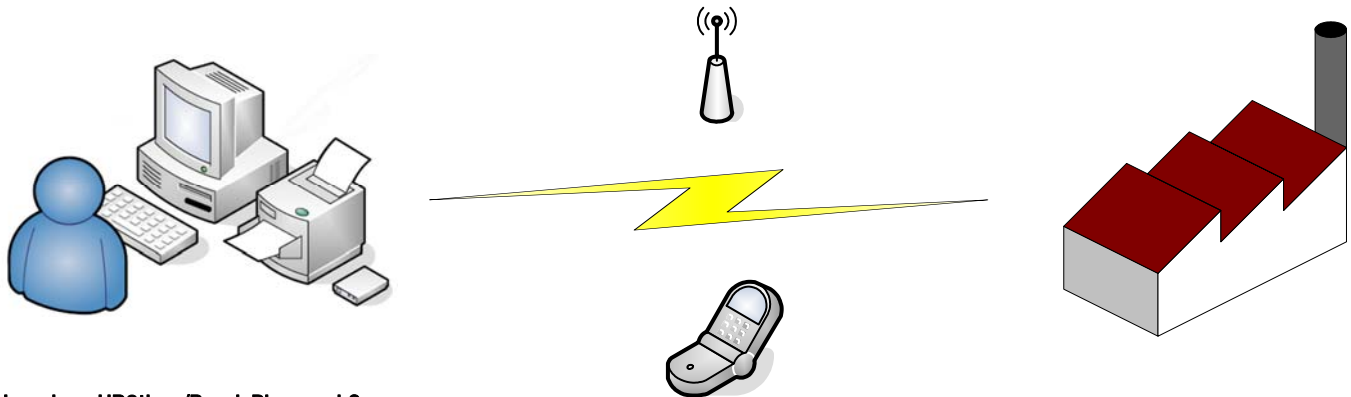


Welcome and thank you for reviewing the HR3time electronic time and attendance system. We believe **HR3time** is an affordable and easy to use solution that can significantly improve productivity by reducing time consuming and error prone tasks. HR3time uses the BundyPlus™ electronic time clock in conjunction with HR3 payroll systems to provide a total time and attendance solution. The following summary highlights some of the features and functions of the BundyPlus system.



General Features

- Australian made
- Inexpensive & easy to use
- links to Winpay and HR3pay
- designed for small to medium sized businesses
- Will help you to save time and money by eliminating manual tasks.



How does HR3time/BundyPlus work?

The BundyPlus Administration software is installed on to your PC. The time clock is installed in your work area or areas depending on your layout. Time clocks can also be installed in vehicles. The BundyPlus software links to the time clock via any acceptable medium. This can be a serial cable, a network connection, wireless network or even GSM modem for interstate or mobile connections.

Employees have several methods available for clocking in and out. These include credit card sized magnetic stripe cards that are swiped through the BundyPlus clock; A credit card sized proximity card that is passed in front of the clock; an optional fingerscan unit and even by manually keying in their number. Card or clock numbers are assigned to each employee via the BundyPlus Administration software. Employees then clock in and clock out each day. When they swipe their card their name is displayed to verify the system is working properly.

Each morning the previous day's clocking data is retrieved by using the included BundyPlus clock communication software (ClockComms).

After the clocking data is retrieved an Employee Exception Report is run to show any missed clockings or who didn't clock in at all. The report is sorted by Supervisor or Work Area order and is created and displayed using Microsoft Excel.

	A	B	C
1	BundyPlus Employee Exceptions Report		RV - 06-Dec-2005
2			
3	Employee Name	Num Clockings	Report
4	06-Dec-2005:10002:Charles Smith	0	No clockings found
5	06-Dec-2005:10004:Christine Fagioli	0	No clockings found
6	06-Dec-2005:10006:Kylie Preston	0	No clockings found
7	06-Dec-2005:10001:Maree Grasten	0	No clockings found
8	06-Dec-2005:10003:Simon McCallister	0	No clockings found
9	06-Dec-2005:10005:William Fahey	0	No clockings found

Processing Time Cards

Once the Employee Exception Report has been checked then the employee Time Cards can be processed. This Process can be used to alter employee start and finish times (for exceptions only). BundyPlus will then calculate the number of hours worked for each day. This process is repeated each day for the clocking exceptions.

Process Time Cards screen

Process Time Cards								
Time Card	Card number	Employee 1 of 5		Week 1 of 1		POSTED		
Estimated pay cost \$692.50	10001	Name Michael Agus		Select Employee				
	Payroll number 11111							
	Mon 11/07/05	Tue 12/07/05	Wed 13/07/05	Thu 14/07/05	Fri 15/07/05	Sat 16/07/05	Sun 17/07/05	Totals
Clock-In	7:28	7:05	6:58	7:05	7:00	7:03		
Clock-Out	16:28	16:25	17:10	16:42	17:08	12:10		
Pay Start Time	7:28	7:05	6:58	7:05	7:00	7:03		
Pay End Time	16:28	16:25	17:10	16:42	17:08	12:10		
Total Hours	9:00	9:20	10:12	9:37	10:08	5:07		63:24
Unassigned Hou	0:30	0:50	1:42	1:07	1:38	0:07		6:54
Ordinary Time	7.50	7.50	7.50	7.50	7.50	5.00		37.50
Time & Half	1.00	1.00	1.00	1.00	1.00	5.00		10.00
Double Time								
Sick Leave								
Holidays								
Lunch 1	1	1	1	1	1			5
Dinner 1								1

The screen shows how BundyPlus lists the clocking times for the employee for each day. It has calculated the number of hours and automatically assigned 7.50 hours to ordinary time (configurable set-up).

This means you only need to assign the approved overtime for each day. Once the data is correct, the user posts it for reporting.

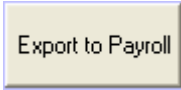
Reporting

Once all the clocking data has been posted, the user can then produce the Hours Worked report for the week or fortnight.

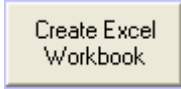
This information is automatically created and displayed using Microsoft Excel. BundyPlus creates a totals page and also individual employee pages showing employee clocking information per day.

The posted hours can then be electronically exported to Winpay or HR3pay.

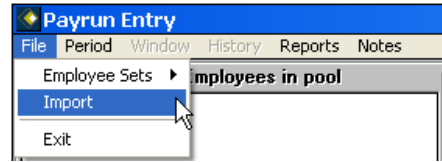
	A	B	C	D	E	F
1	BundyPlus Employee (Steve Jordan - 15-Nov-2005					
2						
3	<u>Date</u>		<u>Clockings</u>			
4	15-Nov-2005		8:47:00	14:00:00	16:37:00	17:25:00
5						
31						
32						
33						



Export to Payroll: This button creates an Export payroll file for Winpay or HR3pay.



Create Excel Workbook: This will create an Excel workbook from the data posted in the Process Timecards screen. You can re-create this workbook at any time, usually after any changes to the posted data. Once you are in the Process Timecards screen you also have a Create Excel Workbook button, these two buttons do exactly the same thing.



The Winpay and HR3pay payrun import function will check that employees being imported are valid and if they are already selected.

A **Payrun Import Error** message will be displayed showing any employee mismatches.

The import function also ensures that the pay classifications and/or allowances are valid. Any exceptions are displayed, and the operator must acknowledge (and note) the exception before processing continues.

The import function automatically loads the employees default information and selects them into the payrun.

