



the leader in time and attendance, human resources and payroll solutions





Comprehensive Time & Attendance

Presented by
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&
Tom Fazio – Labor Management Consultant
August 27, 2009



Agenda

- Introduction of Galaxy Technologies
- Areas of Savings
- Product Demonstration
- Questions



About Galaxy Technologies

- Developing And Delivering Time & Attendance Solutions Since 1988
- Headquartered In Madison, WI – Nationwide Customer Base
- Excellence In Engineering and Service
- Comprehensive product line
- Personalized Attention and Support
- HRMG has been an ABRA business partner for 17 years and has worked with Galaxy Technologies for over ten years



..reasons for automating Timekeeping

- "Our timekeeper does that all manually...."
- "Labor is our largest expense, and we don't have real-time insight into it."
- "Our time clock timecards are a hassle to source, buy, store and use ."
- "With our new network there must be a better way to track time and attendance"
- "Our current time collection system is too time intensive for our supervisors and payroll staff."
- "We are growing so fast, the old ways of tracking time don't work so well anymore. "
- "Our current system does not interface to Payroll, and it costs us time each pay period. "



Areas of Savings

- Eliminates Duplication of Efforts
- Improved Workforce Scheduling
- Reduction in Employees Paid for Unproductive Time

Supervisor Timecard Review Time
& Errors Correction

Payroll Processing Time



Areas of Savings (continued)

- Proactive Overtime Control
- Data Integrity and the Payroll Error Rate
- Rounding Errors (“Close Enough” Factor)
- Labor Allocation
- Decreased Calls to Human Resources and the Payroll Department



Achieve Department Goals
By Empowering Employees

"A Day in the Life"



Employee processes

- Punch or enter time
- Allocate Labor Costs
- Review PTO balances
- Request time off
- Review schedules
- Request schedule changes
- Review timecard information and electronically authorize time worked



Supervisor Roles

- Review business anomaly alerts
- Enter missed employee punches
- Proactively manage overtime
- Create team schedules
- Approve PTO
- Manage labor cost allocation



Administrator Roles

- Monitor supervisor's daily activities
- Review audit trail
- Review end of period
- Management reports



Data Collection Options

- Badge Time Clocks
- Proximity Clocks
- Internet Connected PCs
- PC Time Sheets
- Blackberry
- Telephones
- Hand Biometrics
- GPS Telephone





"A Day in the life of a TimeStar user"

TimeStarTM
E N T E R P R I S E



the leader in time and attendance, human resources and payroll solutions.

Galaxy Technologies, Inc.
TimeStar Enterprise™

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Contents

- Business Objectives
- Data Collection Method
- Reports
- Integration/Interfacing
- Project Overview
- Acceptance of Statement of Work

Appendices

- I. TimeStar System Requirements
- II. TimeStar License Agreement
- III. Professional Services Agreement
- IV. Change Request Form

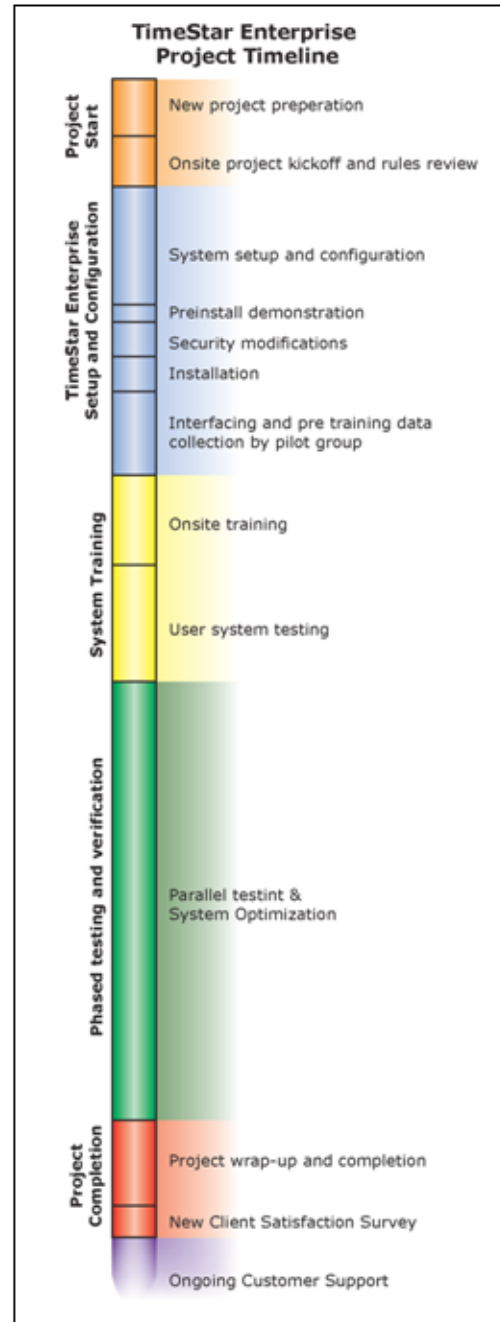
Comprehensive Specification Development



P3

Methodology

Surprises are fun when it comes to birthday presents but not when you're implementing workforce solutions. If you don't know who you are working with, what is happening in the project or if the products will work as expected, your project has the potential to be full of unwelcome surprises.



Personalized-
Attention

Process-Driven

Proven-Solutions



TimeStar Enterprise Catches Thieves!

*“We actually caught the mistake b/c a manager has to **approve** the time each week. The manager noticed that the **employee approved** the time for a full 40 hours and the manager remembered that the person called in on the prior Monday as she was going to be late. The manager pulled the call log and noticed the person did not answer phones. What was great is that we could pull the **audit** and know that someone had to know that **employee’s log-in** and that it was done internally based on the **IP address**. All of this helped us find another person as we knew it had to be a **team effort**. Each employee couldn’t say that the manager must of changed his/her time as it **is all time stamped**. Also, the employee tried to say that he didn’t know it happened and therefore was not responsible. I was able to mention that he **approved** his time at the end of the week, why would he **approve** his full 40 hours as he did not work the full amount? ” – TimeStar User*



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**Return on Investment Overview for
Galaxy Technologies, Inc.
Time & Attendance Solutions**

*To receive this ROI
Whitepaper email*

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