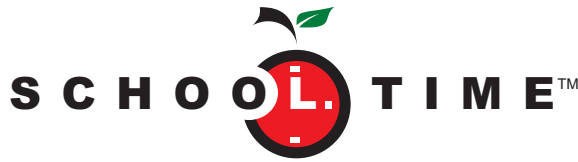




software solutions

product



description

SchoolTime™ is an inexpensive Internet-delivered and hosted Time Collection and Management System. Once an employee has entered their time with an easy-to-use graphical calendar interface, the record is securely stored, using SSL Encryption, in a MySQL or MSSQL database behind a firewall at our data center. Records are backed up often and available 24/7 to all administrative staff. Time can be entered from work, home, or any internet connected computer. There is no software or hardware investment and your organization can be up and running almost overnight. Schooltime records can also be integrated with your existing payroll system further streamlining the time collection and payroll process.

user features

ADMINISTRATOR, SUPERVISOR AND PAYROLL

Add, Edit, Remove:

- Time Categories
- Departments
- Locations
- Users and Passwords
- Projects
- Special Dates
- Pay Period and Start Day for Period
- Miscellaneous Information Fields

Supervisor can:

- Approve or reject submitted time by employees prior to sending to payroll staff.
- Ability to lock and unlock time records

Reports Options:

- Query, Sort, View, Print and Export Data for use with your existing payroll system.
- Sort by Period, Project, Time Category, Department, Location, or User.
- Ability to unlock time records

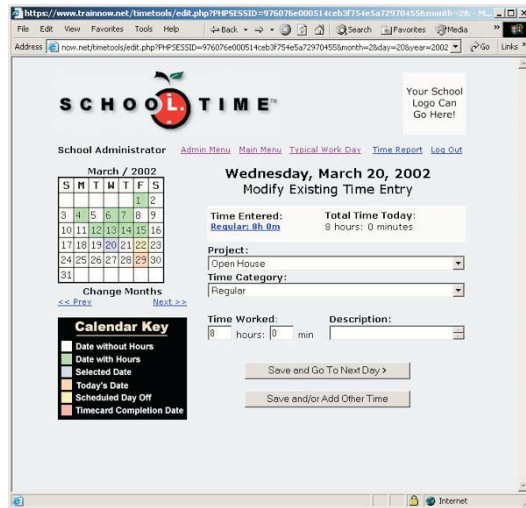
EMPLOYEES

Setup Typical Work Day Profile

- Typical Hours Worked
- Typical Project
- Typical Time Category

Add, Edit, Remove, or View hours worked

- Directly Enter Time with an easy-to-use graphical Calendar Format
- Enter Description of hours worked if needed



Time Entry Screen

EMPLOYEE DATA:
 Name: Cindy Smith
 SS #: 111-11-1111
 Job ID: SSA650
 Location: High School
 Hourly Rate: \$7.84
 4/1/2004 to 4/30/2004
 Generated By: Admin User On: 5/27/2004 at 10:30 am MST

CALENDAR	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17
Regular	6.5	6.5	0	0	0	0	0	0	0	0	0	6.5	6.5	6.5	6.5	6.5	0
Holiday	0	0	0	0	0	0	0	0	3.25	0	0	0	0	0	0	0	0
Jury Duty	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
School Business	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Substitute	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Inservice - Prof Develop	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sick Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Personal Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vacation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Family Sick	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Bereavement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Comp Time	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Curriculum	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Floating Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deduct LWOP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Overtime	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	6.5	6.5	0	0	0	0	0	0	3.25	0	0	6.5	6.5	6.5	6.5	6.5	0

SUMMARY DATA

Regular	97.5
Holiday	3.25
Jury Duty	0
School Business	0
Substitute	0
Inservice - Prof Develop	0
Sick Leave	0
Personal Leave	6.5
Vacation	0
Family Sick	6.5
Bereavement	0
Comp Time	0
Curriculum	0
Floating Holiday	0
Deduct LWOP	0
Overtime	0
TOTAL HRS	113.75

Approve This Timecard

Partial view Employee Time Detail

For more information contact your authorized TrainNow.net Representative or Call Toll Free at 1-888-567-8212

www.io-solutions.com