



## ExecuTime Mobile Solutions

### Workforce Management

ExecuTime™ mobile solutions allow employees and supervisors to have access to their time and attendance, as well as their scheduling, anytime, anywhere. Regardless of your location, you will have peace of mind knowing that you can effortlessly respond to any workforce management needs through your mobile or tablet device. Employees can easily clock in or out and access a variety of time and attendance tools. We understand that your workforce is not always behind a desk; there are many employees out in the field who need a time management solution that is just as mobile as they are. ExecuTime mobile solutions will dynamically increase the efficiency in which your workforce operates.

### Answers at your Fingertips

Through your mobile device you can find out when your shift is, request time off and answers to the many other questions that come up throughout the day. This means that you don't have to call the administration office during work hours to find out how many days of vacation you have or if you can swap a shift with someone else. ExecuTime mobile solutions increase workforce productivity by putting the answers to your time management questions right at your fingertips.

This tool is not only a great benefit to employees but managers as well. Managers can resolve exceptions, approve timesheets and handle employee requests in real-time, while also having access to view job costing and employee schedules.

### ExecuTime Mobile Benefits

- Allow supervisors to dynamically manage employees with real-time data
- Give employees the flexibility to manage their day from anywhere
- Receive notifications and alerts in numerous formats including email and text messaging
- Take action fast, achieve instant visibility and increase efficiency throughout your day
- Allow managers and employees to handle a variety of tasks regardless of their physical location

### Key Features

#### *Employee Actions:*

- Clock in/out
- Job costing
- View schedule
- View time card
- View benefit balances
- Submit and manage time-off requests
- Apply job costing to time-off requests
- Submit and manage OT requests
- Apply job costing to hours requests
- Accept or decline shift trades
- Accept or decline shift offers
- Approve time cards

#### *Supervisor Actions:*

- Approve or decline time-off requests
- Approve or decline OT requests
- View employee time cards
- Approve employee time cards

For more information, visit  
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