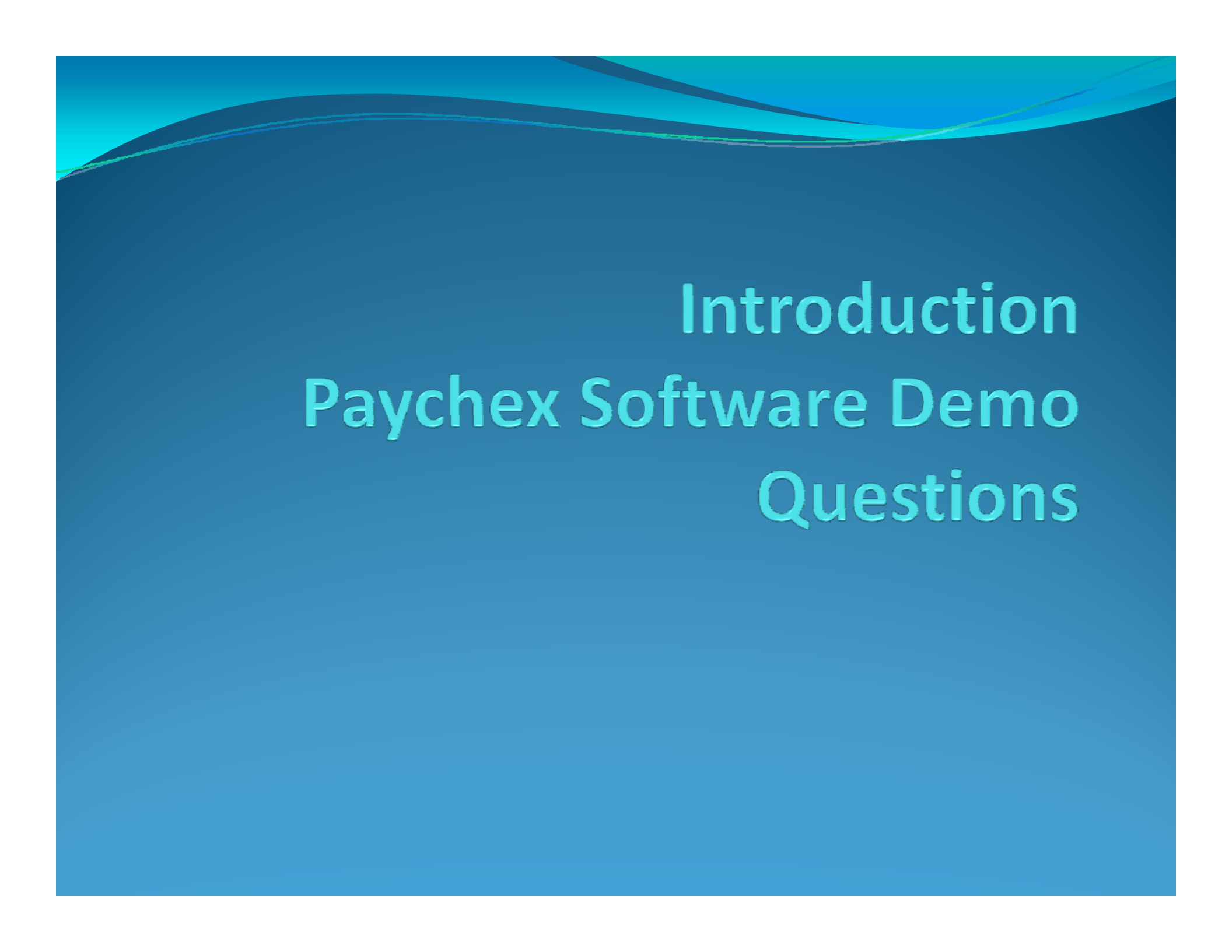




FINANCE DEPARTMENT USERS GROUP CONFERENCE

Time and Labor On Line



Introduction

Paychex Software Demo

Questions

Time and Labor Online (TLO)

TLO is an internet –based time and labor management system which provides an effective way to automate the time attendance process. The system is hosted by *Paychex* and usable from any computer with internet access.

Objective

To offer to the employees at the Archdiocese of Atlanta a secure and effective system that integrates time and labor management to streamline the payroll process automating the data collection, decreasing the time processing and reducing the errors.

Paychex Presenters

- **Tom Merlino – Major Markets Sales Representative**
- **Albert Koch – Major Markets Technical Sales Support**

Features

- **Employee Scheduling.** This allows supervisors to create schedules that employees can view by month, week, or day.
- **Timecard Management.** Time punch data can be reviewed and edited, if necessary. Supervisors can see if an employee punched in early or late, is currently clocked in, or is absent from work. They can also enter missed punches or make changes to exceptions. An audit trail tracks all changes.
- **Streamlined Payroll Process.** Each pay period, supervisors approve their employees' time cards. The administrator sends all time and attendance data to Preview, which generates payroll checks based on the information sent to the system. Each employee's punch data displays on their own pay stub.
- **Reporting Capabilities.** A library of time and labor reports is available. These provide employee statistics that can help with scheduling, managing overtime, and other labor management decisions.

Benefits

- **Time Savings.** Substantially reduces time spent in preparing time sheets, audits, and reports.
- **Increased Payroll Accuracy.** Minimizes or eliminates costly human error in time sheet preparation.
- **Lowered Labor Costs.** Increases awareness of critical labor information and allows you to proactively control your most valuable resource.
- **Management and Employee Self-Service.** A manager can approve requests and enter sick, holiday, jury duty, or other non-work time. Employees can review schedules, transfer labor hours, submit timesheets, and send messages to supervisors.