Business Computers Software, Inc.

Time Matrix Time Clock

Time Matrix *Time Clock*
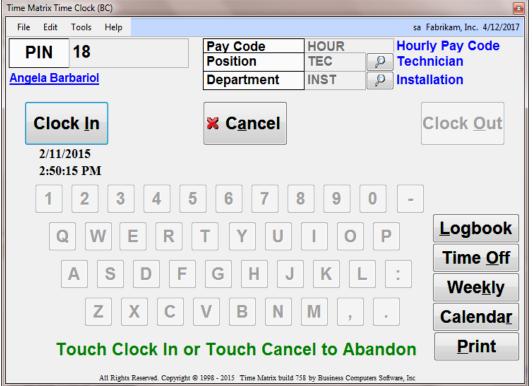## *for Microsoft Dynamics GP*
Payroll and Human Resources

Time Matrix from Business Computers Software, Inc., is fully integrated to Microsoft Dynamics GP and offers the same "look and feel."

Time Matrix from Business Computers Software, Inc. is a full-featured time system fully integrated to Microsoft Dynamics GP.

Time Matrix has the same "look and feel" as other GP modules, because it was entirely developed in Dexterity – the programming language used for Microsoft Dynamics GP. This provides true integration with Microsoft Dynamics GP without old fashioned exports and imports. Time entries that originate in Time Matrix are posted to Payroll. Integration Manager is not needed.

The Time Matrix Time Clock replaces a conventional electronic/mechanical time clock. It is used to clock in employees at the beginning of their shift and to clock them out at the end of their shift. The Time Matrix Time Clock uses employees, departments, positions, pay codes, vacation available and sick time available from Payroll. This enables fast and easy setup.

The Time Clock integrates with Microsoft Dynamics GP Payroll, Human Resources, Manufacturing, Project Accounting, SOP, WennSoft Job Cost, Service Management, Horizons Manufacturing and with built-in projects, payroll services such as ADP, Ceridian, PayChex, etc.

The Employee Self Service can be used to change addresses & print check stubs.
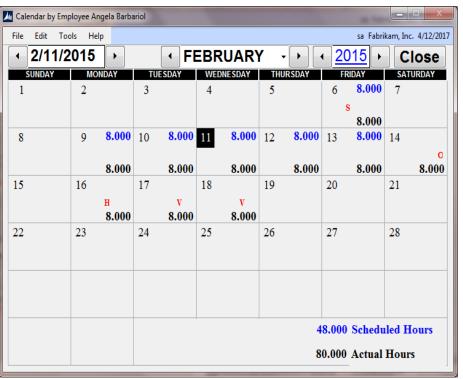
Touching the Print button allows time entries to be printed for any pay period to either the screen or to the printer.

Company-wide, department and individual employee messages can be displayed. This aids in communication with employees.

The Time Matrix Time Clock has a keyboard with letters and numbers on the monitor. It uses large keys and buttons to make it easy to see and touch with a finger. It is easy to use by non-computer-literate employees, having a similar look and feel to an ATM machine. The Time Matrix Time Clock software runs on a personal computer with Windows 7 with or without Microsoft Dynamics GP running. A regular monitor, mouse, keyboard, magnetic card , bar code scanner and biometrics can also be used in place of a touch screen monitor.

Learning is fast and easy for employees because it works like Microsoft Dynamics GP. Reports can be customized or new reports can be created with the GP Report Writer.

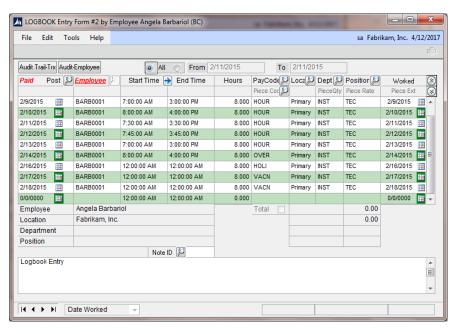Contact your local Microsoft Dynamics GP reseller to discover how Time Matrix can work for you.

Employee Calendar

- The inquiry only calendar is accessed by touching Calendar on the Touch Screen Time Clock

- The employee calendar shows the number of hours worked each day and a monthly total.

- Overtime, Vacation, Holiday and Sick hours are denoted with **O**, **V**, **H** & **S**.

- The month, year, and date browse buttons can be touched to view times for additional months.

- Touching a specific date, zooms to the Logbook showing only transactions for the date touched.

- Employees can clock in/out on any Time Clock and see historical time for all months and years.

Employee Logbook

- The inquiry only Logbook is accessed by touching Logbook on the Touch Screen Time Clock.

- An employee clocking out of the time clock creates a time transaction in the Logbook.

- Logbook time transactions record regular time, overtime, and breaks from the Touch Screen Time Clock.

- The Logbook shows the Employee, Start Time, End Time, Hours, Department, Position, and Pay Code.

- The Logbook report is used to verify employee shift and weekly hours.

- Weekly overtime is automatically calculated.

- Time from the Logbook is automatically posted to Payroll for employee check preparation. This eliminates the need for time-intensive, manual data entry into payroll.

- Payroll clerks can access the Logbook with an editable window. In this mode, time entries can be changed, added or deleted. This window can be used as a front-end to Microsoft Dynamics GP Payroll for fast, efficient data entry, even without using the touch screen time clock.

Business Computers Software, Inc.
(303) 494-9390
(303) 499-1263 Fax
email: info@business-computers.com
www.business-computers.com