

# AMG Employee Time & Attendance Software | Enterprise

**Price: \$1200.00**  
Free shipping on US orders

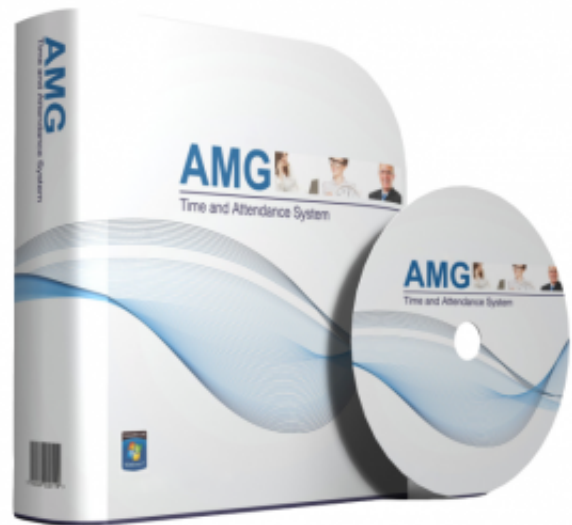


**Manufacturer:** AMG Time

## Features

### AMG Time and Attendance Software Features:

- ✓ Supports unlimited number of users, employees, policies, shifts, categories and other objects.
- ✓ Is a Client-Server application.
- ✓ Has a user-friendly configuration wizard which navigates the users through the process of configuration setup, by giving step-by-step instructions and showing the right order of configuring system's settings.
- ✓ Has a comprehensive reporting system, which includes more than 30 reports, each of which is being generated within seconds. Generated reports can also be printed, saved as different file types and automatically be sent to any e-mail recipients.
- ✓ Enables generating payroll reports to be used by 3rd party payroll systems (ADP for Windows, Quick Books Pro, Paychex Preview, Peachtree 2003).
- ✓ Enables auto execution of some processes such as Running File, Running and sending Reports by e-mail, Polling Device, Database Optimization and Database Backup.
- ✓ Tracks employees' benefit hours such as vacation and sick hours.
- ✓ Has a database backup, restore and optimization tools.



## Description

**Enterprise Edition gives full control of your workforce!**

### 5 Users & 250 Employees

AMG Time and Attendance Enterprise Software brings efficiency and flexibility to administrators and managers of mid-sized to large businesses. With 5 Users and 250 Employee Limit, you can take advantage of all AMG Attendance Software features and modules. Extended modules such as Advanced Rounding, Benefit Accrual and Badge Repository will bring ease and productivity to your fingertips.

Time and attendance systems provide many benefits to business of all sizes. It gives the employer full control of their workforce. AMG Time and Attendance software will help control labor costs by reducing time theft, preventing buddy punching, preventing transcription errors and preventing human errors. Manual processes are eliminated as well as the additional staff needed to maintain them. Often, it is difficult to comply with labor regulations and keep adequate records of employee's attendance. With our AMG Time and Attendance Software and our award winning line-up of hardware

terminals, you're in the best hands. All of our time and attendance systems pay for themselves within six to nine months.

Depending on the size of your company, you may need to set up multiple time clock to speed up the process of employees clocking in/out, we offer various types of discounts. Please ask questions, we are here to assist you every step of the way.

### **Device Polling**

This module enables polling information (employee hours) from each terminal, and also synchronization of changes in PC's date and time with devices. You never have to worry about daylight savings time change again!

### **Support Duration**

The AMG Time and Attendance Software Professional edition comes standard with 30 days of support. After 30 days you can enter into an annual maintenance contract.

### **Optional Data migration form existing database**

Depending on your current database, the tech support team at AMG can create a data migration process to import information from your current time and attendance software to AMG time and attendance software. Subject to additional costs.

### **Attendance**

The attendance module gives you the ability to view employees' timecards, schedule, transactions, benefits and more. With a simple double click you can amend transactions that have errors.

### **Miscellaneous Entries**

Gives you the ability to add miscellaneous entries such as explanations to why an employee's time has been amended.

### **Display Mispunches (Missing Punches)**

Allows you to view all the missed punches committed by employees. You can filter the missed punches to show all the employees who have a missing punch.

### **Manual Timecard Editing**

Ability to edit employee's timecards.

### **One Screen Easy Scheduling**

This module allows you to edit all or a group of employee's schedules from one screen. Lets say you would like to edit the schedules for a certain group of employees that are called for a project. You can get this done with a simple click of the mouse.

### **PC Clock**

PC Clock allows employees to perform all time-clock related actions at their PC. As far as it can completely imitate the performance of data collection devices, this feature can help you to ensure the continuing work of the system in case there are some problems with data collection devices and data cannot be captured from them. An employee can transfer departments/jobs from their PC.

### **Punch Analysis**

Based on your employees set schedules you can view if they are early or late. You can also filter this based on Headquarters, Divisions or Groups. You can then export this into a report and save it as a PDF, RPT, XLS, DOC or RTF.

## **Status Board**

This module is a great control tool which gives the supervisors the ability to find out what employees are doing at the current time or at any moment in the last 99 hours. It defines the following 5 statuses: Working, Absent, Outside, Lunch and Break.

## **Sending Reports by E-mail**

You can control who you would like to email reports and you can also automate this process.

## **Report Export**

Gives you the ability to export your reports in the following formats: PDF, RPT, XLS, DOC or RTF.

## **Built-in Payroll Export**

Gives you the ability to export to over 90 set payrolls and virtually to any payroll provider. Additional fees may apply.

## **Forecasting**

By entering the employee wages you can forecast how much a certain project or employee will cost you.

## **Headquarters**

This module allows a supervisor to set up a company which has multiple headquarters, for example an employee staffing company has many clients that they provide employees to. The supervisor can set each client has a headquarter and provide a user name with a password for their client to view the employee hours. A great way to save money and have full control of your workforce.

## **Divisions**

If your organization has several divisions (even situated in different locations), this module will help you filter employees and run reports base on divisions.

## **Departments**

This module can be used when setting schedules for employees, this can also be used with job costing to determine how much an employee should be paid based on the department they have worked.

## **Jobs**

This module will assist you with the job costing feature, by setting up different jobs you can track how much time & money a project/job will cost you.

## **Categories**

The AMG Time and Attendance Software comes standard with 16 categories which represent different types of working time usage. Examples are work, lunch, vacation, etc. You can add your custom categories to this list.

## **Payment Policies**

In AMG Time and Attendance Software you can create as many policies as you need. By configuring policies you are given a possibility to define holiday payment rules, overtime payment rules, and also exceptions to be reported. AMG Time and Attendance Software supports 3 levels of overtime and also 3 modes of overtime calculation, which are Daily Overtime, Weekly Overtime and Consecutive Days Overtime.

## **Pay Period Types**

AMG Time and Attendance Software offers the following pay periods: Weekly, biweekly, monthly and semimonthly.

## **Overtime Levels**

AMG Time and Attendance Software offer the following overtime levels: daily, weekly and consecutive working days overtime.

## **Overtime Calculation Modes**

All three levels of overtime can be customized to any particular overtime calculation method.

## **Exceptions**

This module gives you the ability to track custom consecutive hours worked, custom daily worked hours and custom period worked hours. In addition you can also set exceptions on minors. You can group them by age and apply the maximum daily and weekly hours and set limitations on the latest possible time to work.

## **Holidays**

This module gives you the ability to set holiday eligibilities based on employees employment history, working before or after the holiday. Holiday Parameters can be set for employees who also work on holidays and you can set a new pay rate.

## **Shifts**

AMG Time and Attendance Software is further more designed to support as many shift groups as you need, which can include also many individual shifts. It supports flexible shifts, which have no fixed start and stop times. It also supports an assigning schedule with a floating shift, which assumes that the system will use the Shift's Cutoff value to find the closest shift and automatically assign an employee to that closest shift.

## **Types of Shifts (Schedules)**

This module gives you the ability to have an unlimited amount of shifts and customize each shift's regulations.

## **Shift Differential**

This module gives you the ability to add or multiple custom hours to certain time frames when the employee works and custom days of the week. Example would be when an employee works between the hours of 12:00am to 6:00am they get an additional 2 hours added to their shift.

## **Lunches/Breaks**

This module allows you to set lunches and breaks based on employee's schedule. Lunch: when configuring lunches you can set three types of modes: elapsed, punched or elapsed or punched. Example, is the minimum duration for lunch should be 30 minutes but you have employees that take less or over. You can change the setting to punched or elapsed and based the expired duration set the software will automatically deduct 30 minutes of lunch for employees who took less than 30 minutes. The software will deducted the exact amount of time the employee has taken, for lunch if it is over 30 minutes. Same applies to breaks.

## **Simple Rounding**

Simple rounding gives you the ability to set up grace periods where an employee is allowed to be early or late.

## **Advanced Rounding**

Gives you the opportunity to set up a point system based on the amount of minutes an employee is late

or early. This can later be generated into a report.

## **Wages**

An employee can be assigned a wage, which can be either hourly, salary or calculated salary. If the wage is hourly or calculated hourly, then the software will calculate the total salary according to the employee's tracked attendance.

### **Types of Wages**

Hourly, salary and calculated salary

### **Benefit Assignment**

This module allows you to set benefits for employees.

### **Benefit Accrual**

Benefits can be created and configured based on your company's policy. This module will keep track of all of your employee's benefits!

### **Bell Schedule**

Depending on the model of your time clock you can create and configure schedules for a external bell to ring.

### **Device Messages**

Depending on the device, you can assign each employee a message, which will be displayed on the device after the employee clocks in/out.

### **Wrong Transactions**

Wrong Transactions can occur when an employee enters into a wrong department or wrong code. These wrong transactions can be viewed all at once or one by one by an administrator. The administrator will have the ability to correct the wrong transaction

### **Badge Transfer**

Depending on the devices you can transfer an employee verification method from one similar device (terminal) to another similar device. Example, transferring employees hand algorithm from one terminal to another.

### **Badge Backup/Restore**

You can back up the employee badges (verification modes including fingerprint, hand algorithm, facial algorithm).

### **Badge Management**

This module gives you the ability to communicate to your device, retrieve the employee's verification modes and to increase or decrease their security level as well as delete the employee from the device.

### **Time Restrictions**

Depending on the device, you can restrict an employees' access. This module works by defining time zones within which the access is permitted or denied.

### **Punch Monitor**

Depending on the device, the punch monitor screen allows you to view certain information right after an employee has punched in. For example on the GT-400 HandPunch terminal an employee can see

their schedule, benefits and last punches once they clock in/out of work.

### **Badge Repository**

This module gives you the ability to transfer employee verification methods (badges) from one terminal to as many terminals as you have configured all from one screen.

### **Global Transactions**

This modules allows you to make global changes for all the employees. You can select the devices and choose the action.

### **Reprocess**

Reprocess punches window allows to reprocess the transactions of a certain time period. Reprocessing is mostly intended to be used when changes have been made in the policies, holidays, etc.

### **Auto-process**

This module enables the user to create an unlimited amount of tasks for the software to do automatically. This includes polling the hardware, emailing reports, generating reports and data optimization. The software does not need to be running during any of this processes, just as long as the computer or server that is hosting the software is turned on.

### **Sending Reports by E-mail**

This module allows you to generate and send emails from the software. You can also auto-process this features.

### **Polling from Devices**

This module allows you to poll the data from the device. You can also auto-process this feature to automatically poll the data by selecting certain days of the week with times of the day or time intervals.

### **DB Backup**

Also know as Data Base Backup, this module allows you to back up and save the database of the software. You can also auto-process this feature.

### **Employee Import From File**

You can import your current database of employee to the software all at once instead of manually adding each one. Please inquire about the file format.

### **Employee Export to File**

You can export your database of employees from the AMG Software.

### **Alarms**

You can set the following alarms:

- ✔ when devices have not been polled for a duration of time
- ✔ when database backup was not performed for a duration of time
- ✔ when there are failed transactions
- ✔ when there are wrong transactions
- ✔ when there are employees who have no schedule assigned
- ✔ when there are employees who have no wage assigned
- ✔ when there are employees who have no benefits assigned
- ✔ when there are employee codes, badge codes, job codes or department codes which don't correspond to the set code lengths

## **User Permissions**

This module allows you to set certain permissions of additional administrators/supervisors that have access to the software.

## **Database Backup/Restore**

This module allows you to archive your database so you do not lose any information.

## **Database Purge**

This module enables you to purge database by deleting old data. You can create a backup of the database before purging the data.

## **Employee Login**

This module will allow you to set up a kiosk type system where employee can see their hours, schedules, benefits etc.

## **Messaging**

This module gives the software users and the employees an opportunity to send and receive messages.

## **Time Off Request**

This module gives the employees an opportunity to send requests for time off to the user (admin). User who gets the request can either approve or deny. Requests can be for any benefit category. If the user approves the request, then on the requested day and time is being added a miscellaneous transaction for the requested category and duration.

## **Configuration Wizard**

This set-up configuration wizard will guide you through configuration of the software based on your company's policy.

## **Support Request**

The modules allows you send a request for support by one of our highly trained technicians.

## **Network Version**

Using a static IP address you can log into the AMG software from any where in the world that has internet connection

## **Remote Client**

This module will allow your client access to the software via a static IP address.

## **MS SQL Server Support**

This module gives you Microsoft SQL.

## **Missing or Short Lunch Bonuses**

This module allows you to configure bonuses for employees who do not take a lunch or a short lunch.

## **Alarm on Late Lunches**

When an employee has not taken a lunch after a certain duration the software will notify the

administrator.

## Bank Hours

Overtime hours worked that can be stored in “Bank Hours” and later be used for time-offs.

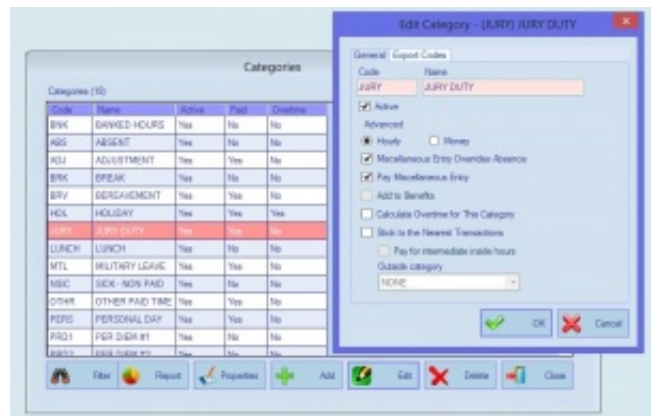
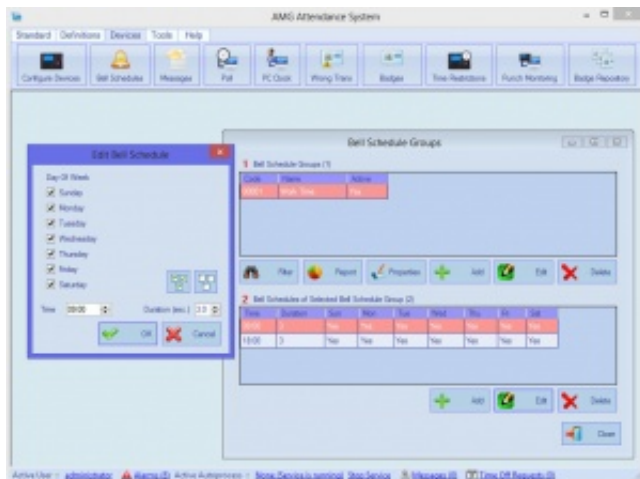
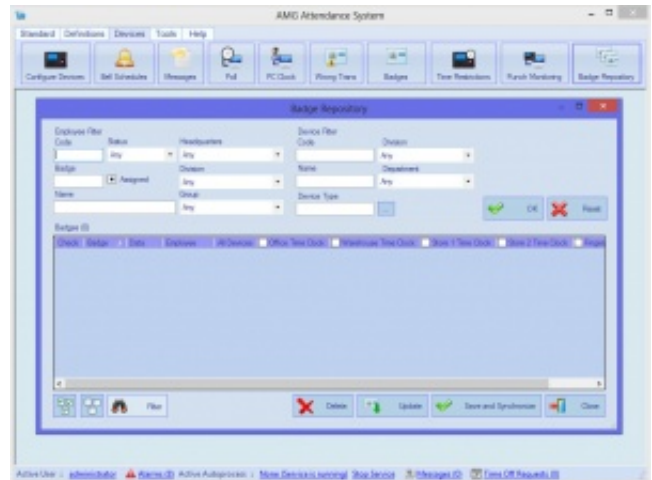
## No Lunch

This module will show you all the employees who have not taken a lunch yet

## Employee Documents

You can scan and upload documents that an employee may have.

## Photos





**Edit Employee - (00001) Raymond Middelburg**

Main Information Other Files Schedule Benefits Wage Payroll Settings Accesses Documents

Code: 00001 Badge: 00001 Division: 00001 Office: 00001 Sales: 00001 Headquarters: 1 SAGIN INC.

**Personal Information**

First Name: Raymond Middle Name: Last Name: Middelburg

Birth Date: 4/15/1984 Gender: Male Passport ID: Social Security Number:

Remove

**Address**

Home Address: 4/15/2013 to 4/15/2013

Work Address: 4/15/2013 to 4/15/2013

**Status**

Date	Status	Working From	Employment	Pay Policy	Reason	Comments
4/15/2013	Active	Full Time	Permanent	0001 Day Work	NO HR	

Add Edit Delete

OK Cancel

The screenshot shows the AVG Attendance System interface. The top navigation bar includes tabs for Standard, Definitions, Devices, Tools, and Help. Below this is a row of icons for Attendance, Scheduling, PTO, PC Clock, Punch Analysis, Status Board, Reports, Timecard, Payroll, Log off, and Exit. The main window is titled 'Payroll Export'. On the left, a sidebar lists various modules, with 'Payroll Export' selected. The main area displays a table of employees with columns for Status, Working Time, and Employment. The table lists four employees: Jodi L. Overland, Michelle Gatto, Henry Gray, Mary Myers, and Susan Elliott, all with a status of 'Active' and 'Yes' for employment.

Employee ID	Name	Status	Working Time	Employment
00001	Jodi L. Overland	Active	Any	Yes
00002	Michelle Gatto	Active	Any	Yes
00003	Henry Gray	Active	Any	Yes
00004	Mary Myers	Active	Any	Yes
00005	Susan Elliott	Active	Any	Yes

The screenshot shows a 'Scheduling' application window. At the top, there's a title bar 'Scheduling' and a toolbar with buttons for 'Date' (set to 3/26/2014), 'Gmail By' (set to Division By employee), 'OK', 'Reset', and 'File Properties'. Below the toolbar is a 'Employees (6)' list. The main area is a calendar grid showing shifts for three employees: 00001 Office, 00002 Office, and 00003 Office. The grid has columns for days of the week and rows for dates. Shifts are indicated by colored blocks with times like 9:00 AM-5:00 PM. At the bottom, there are buttons for 'Report', 'Edit/Check', 'Delete/Check', navigation arrows, and a 'Close' button.

