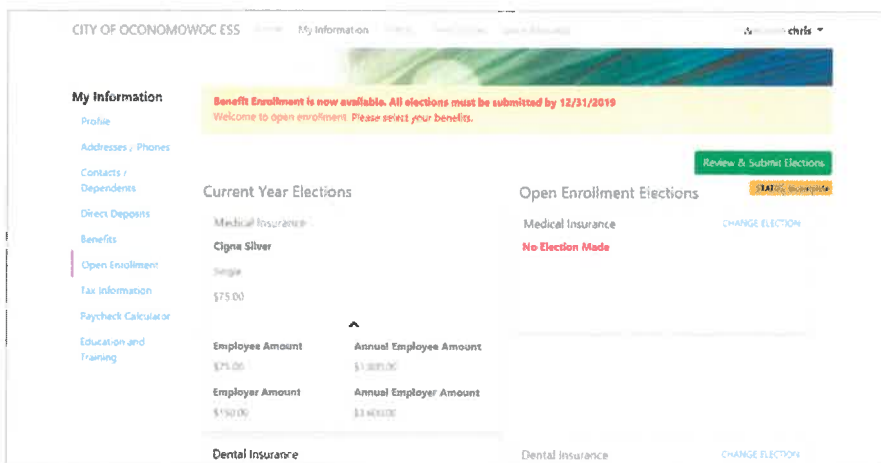# Incode Benefits Enrollment

Automate your open and new hire benefits enrollment process with Incode®. Easy to use and secure, Incode Benefits Enrollment™ delivers a paperless process that is much easier to manage than traditional methods.

Through a customized online portal, employees can enroll or update benefit elections for multiple benefit types. These benefit types include health, dental, vision, disability, life insurance, dependent life, accident coverage, and flexible spending accounts.

- **Simplified Self Service:** Users are guided by an automated "wizard" that simplifies the enrollment process. The web-based application conveniently connects users to the system on demand.

*Employees are conveniently guided through the enrollment process online.*

- **Reduced Enrollment Errors:** With form pre-population and validation, employees can enroll quickly while greatly reducing data entry errors. Accurate data means faster processing and helps avoid costly quality reviews.

- **Enhanced Visibility:** HR/Payroll staff can quickly and easily view where an individual employee is in the benefits enrollment process on demand. From an interactive chart, staff can monitor employees who haven't yet enrolled and generate email reminders as needed.

- **Paperless Processing:** Incode Benefits Enrollment supports a fully paperless process or optionally accommodates access to printable online forms.
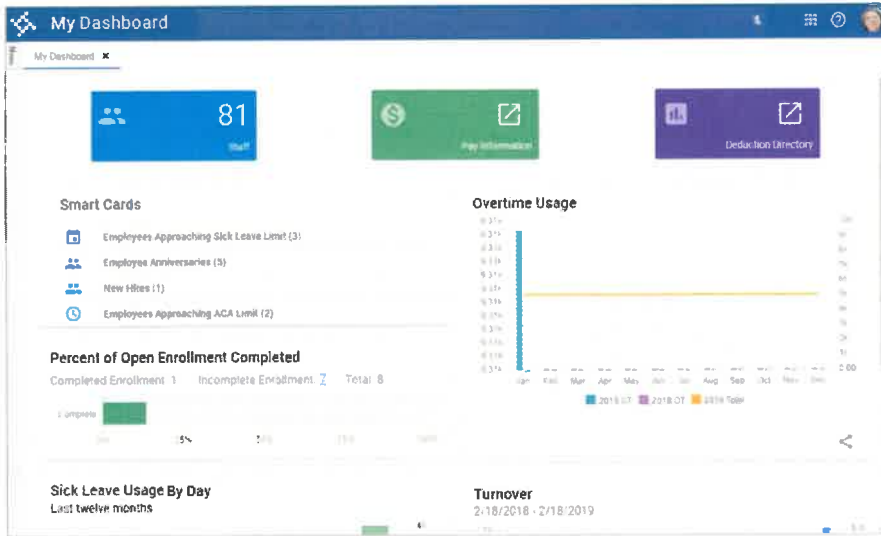
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or email **info@tylertech.com**

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# Incode Benefits Enrollment

- **Flexible Eligibility to Fit Your Needs:** With Incode Benefits Enrollment, your organization can control the types of insurance coverage available by employee type.

- **Essential Reports:** This application generates benefits reports to help managers prepare confirmation statements for employees, analyze enrollment by type, understand monthly premiums, and more.



*A clerk dashboard delivers immediate insight into the status of employee benefits enrollment across your organization.*

**Ask your Tyler representative about Incode Benefits Enrollment.**

*Contact us today for more information:*
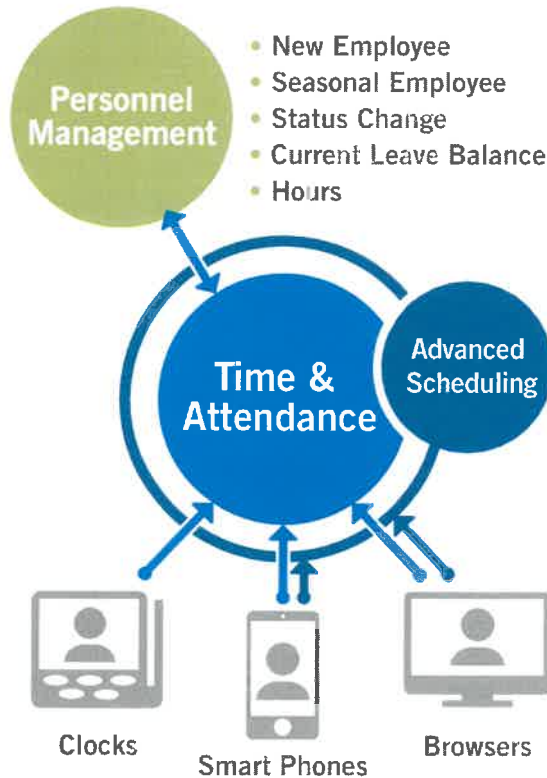800.646.2633 I IncodeSales@tylertech.com I www.tylertech.com

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IN-BE-PS-10543-0419

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# ExecuTime and Incode Integration

Labor costs are a big part of your budget, so you need an accurate reporting of your employee hours. Labor costs escalate through human error, manual processes and requests, and scheduling conflicts — but they don't have to.

Whether you're ready to eliminate paper timesheets or automate your scheduling practices, ExecuTime™ is an industry-leading solution that helps streamline your time, attendance, and advanced scheduling processes. Now you can electronically capture, manage, and analyze all of your time cards and schedules, and seamlessly integrate that data in real time with your Incode® enterprise resource planning (ERP) solution so there's no duplicate entry and less room for errors. ExecuTime handles all of your time and attendance and scheduling challenges with ease and precision while keeping an eye on your bottom line.



## Personnel Management
- New Employee
- Seasonal Employee
- Status Change
- Current Leave Balance
- Hours

## Time & Attendance

## Advanced Scheduling

Clocks   Smart Phones   Browsers

## ExecuTime functions:
- Time sheet entry
- Time sheet approvals
- Time sheet processing
- Employee timekeeping security
- Time off approval settings
- Time off requests
- Time off processing
- Time clocks
- Mobile access
- Basic scheduling
- Advanced scheduling for police and fire
- Move overtime to comp time
- Shift differentials

## Incode functions:
- Employee information
- Pay codes
- Employee pay
- Position codes
- Employee positions
- Location codes
- Employee locations
- Pay and overtime rate calculations
- Accrual balances
- Reporting capabilities

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## Incode and ExecuTime Integration Features

- Clock in and clock out takes place in ExecuTime and information is sent to Incode by a user-initiated process.

- Incode General Ledger (GL) and project account security restrictions are enforced.

- Incode leave accruals and balances can be viewed.

- All payroll setup codes are established and maintained in Incode; ExecuTime displays these codes to guarantee all information accessed in ExecuTime is current.

- ExecuTime displays specific employee criteria including: employee pay codes, employee positions, and employee locations.

- ExecuTime calculates overtime and comp hours employees are eligible for based on FLSA rules. When time sheet information is sent to Incode, Incode Payroll applies the various pay and overtime rates based on the hours and hour codes passed from ExecuTime.

- Employee details including employee personnel information (e.g. hired and terminated employees), Incode project ledger and general ledger accounts will be updated automatically in ExecuTime.

- Advanced Scheduling can be used for complex shift and scheduling needs.

- Shift and scheduling information is viewable within Incode Emploee Self Service and allows employees and supervisors to view additional information related to specific shifts and schedules.

- Workflow items can be approved in ExecuTime via email.

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# Time and Attendance

ExecuTime Time & Attendance™ provides small and large organizations with incredible cost savings and increased efficiency. In most local government entities, payroll processing, time tracking and benefits accrual tracking places an unnecessary strain on staff efficiency and limited budgets. ExecuTime™ fixes those issues and keeps them fixed while providing the highest ROI on the market. How do we do that?

- Effortlessly handle complex time tracking rules and pay codes

- Seamless, automated integration and synchronization with your IT environment and payroll software

- Powerful and user-friendly web-based interface for supervisors and staff

- Solid integration with numerous time collecting interfaces (web browsers, time clocks, phone, text messaging, IVR, proximity readers, biometrics and more)

- Dedicated technical and training support

## Simplify Complex Time, Attendance and Benefit Tracking

By incorporating complex time tracking procedures that usually exist within public safety, public works and education, ExecuTime makes it easy for managers and staff of every department to enter and track time types, manage time-off requests and apply job costing all while handling multiple pay periods and FLSA guidelines.

## Reduce Costly Errors

ExecuTime Time & Attendance drastically reduces errors and oversights by eliminating several of the manual tasks associated with collecting time and entering data into the payroll system.

Electronic capture of employee time offers a more accurate account of actual time worked and automates the process of collecting, calculating and entering employee hours each pay period. You generate precise timesheets for both hourly and salaried personnel and have access to historical data through audit trails and reports to ensure secure and effective management.

## Time Efficiency and Cost Effectiveness

ExecuTime Time & Attendance automates the most labor-intensive tasks associated with timekeeping and gives that time back to your staff. Payroll clerks that spend days sorting through timecards will now complete the same duties in a fraction of the time. Many public sector organizations have already discovered that ExecuTime offers the most rapid ROI along with the most critical product features.

**"Streamlining our payroll department, providing much better data access and reporting information and improving accuracy. It's been great. I'd do it all over again."**

*- Debbie Mammone, Lincoln City, Oregon*

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## Supported Solutions

ExecuTime offers budget friendly systems that fit seamlessly into your current infrastructure and will grow with you for years to come. Our project management team will guide you through an implementation plan catered toward your personnel environment, conduct training and support your internal rollout. And you will have added assurance knowing an experienced and responsive technical team is only a phone call or email away.

### Automated Attendance Calculation

- Improves accuracy
- Improves timeliness of information
- Configurable overtime policies
- Configurable clock-in/out policies
- Manual time-editing ability
- Accounts for shift differentials and 24x7 operations
- Complete audit log and reporting on changes, additions and edits to employee time

### Key Features

- Electronic clock in/out
- Time tracking and exception reporting
- Work order, project and job number tracking
- Employee benefit time request and management
- Time-off scheduling calendar
- Electronic timesheet approvals
- Absolute lowest cost of ownership and free software for upgrades
- Integration with payroll software on any platform

### Flexible Reporting Features

- By day, week, month or year
- Real-time employee status
- Daily attendance inquiry
- Multiple file export options

### Intuitive Interface

- ExecuTime web-based interface
- "Who Is Here" inquiry screen
- Benefit hours inquiry and management
- Integrates with Interactive Voice Response (IVR) technology
- Supports a range of collection devices: electronic time clocks, biometric, web browser, text messaging and more
- Full integration with your payroll application

### And More...

- Multiple pay-period support
- Graphical calendar for time-off scheduling
- User-specific security levels
- Time-zone sensitive time and date stamp records all transactions for auditing purposes
- Eliminates antiquated time clock hardware and hand-written time sheets

### The ExecuTime Difference

- Integration with any payroll/HR app on any platform
- Unlimited supervisors
- Unlimited workstations and PCs
- Unlimited technical support
- Configurable notifications and alerts
- Absolute lowest cost of ownership
- Browser, tablet and smart phone supported

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# Advanced Scheduling

ExecuTime Advanced Scheduling™ automates, simplifies and streamlines your staff scheduling process while minimizing labor costs and overtime expenses. The Advanced Scheduling solution makes sure you have the right people working the right job at the right time through a fully-integrated, easy-to-use solution that easily scales to suit the needs of small, medium and large organizations.

## Reduce Labor Costs

Labor costs are a big part of your organization's budget. And those costs escalate through human error, manual processes and requests, and scheduling conflicts. ExecuTime scheduling allows you to cut labor costs while drastically reducing human error and manual processes. Even better, ExecuTime can be configured to easily handle the complex scheduling in public safety, public works and parks and recreation. With ExecuTime, you'll effectively manage complex costs while incorporating union agreements, overtime and premium pay into your workforce management strategy.

## Increase Workforce Productivity

You're being told to do more with fewer resources. In these challenging economic times, decreasing budgets and increasing expectations go hand-in-hand. ExecuTime Advanced Scheduling allows your staff and supervisors to securely access customized and insightful data to eliminate unnecessary confusion and scheduling errors while enhancing employee accountability. Self-service tools allow your staff to request schedule changes and shift swaps, leave requests, bid for days off and vacation requests, and more. It's centralized, 24x7x365, real-time scheduling and management across departments, teams and locations.

## Seamless Integrations

The ExecuTime Advanced Scheduling solution integrates seamlessly with third-party applications (HR, payroll, CAD and more) and eliminates manually running scripts, passing files back and forth, and the wasteful production of paperwork. Of course, you can also integrate the scheduling solution with the ExecuTime Time & Attendance solution to create a powerful, automated and fully-integrated workforce management solution.

## Easy to Use and Implement

If you can use a web browser, then you can learn to use ExecuTime Advanced Scheduling in a snap. This solution is entirely web-based and requires no software to install or maintain on workstations. The user interface is extremely intuitive and userfriendly to make adoption easy even for users with little or no experience with computers.

## Key Features

- Unlimited schedules/shifts
- View and print daily roster reports
- Schedule grid and calendar view
- Post open positions for sign-up or bidding
- Time exchange feature for shift swaps and shift trades
- Automated time-off request and approval process
- Overtime eligibility management
- Track certifications and work limits
- Cloud-based and on-premises options
- Holiday and events calendar
- Reporting and auditing
- Employee self-service

"Hands down, ExecuTime offers the best technical support in a software company I've ever seen."

*- Roy Lavicky, VP of Information Technology*

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