



ePro Scheduler Feature Outline

What is ePro Scheduler?

- Web-based Scheduling, Time & Attendance, and Payroll
- Available 24/7 on any internet connection
- Instantly generate and display sche
- Quickly generate payroll imports for ADP, PayChex, and more
- Easily access over 50 custom reports
- In/Out punch management through kiosks or BioClocks
- Check punches to schedule for accurate payroll rules to employees

How will it help us save money?

- You are not required to purchase or download any software
- Support and upgrades are included in your monthly fee
- Reduces man hours with automated schedule generation
- Creates front-end payroll files for import instantly
- Performs scheduling and timecard checks preventing errors and saving you money
- Provided collaborative communication between management and employees
- **No obligation, no lease, no risk** – you can back out at anytime with no resulting fees and you get to keep your data – ePro Scheduler provides the **lowest cost of total ownership**

Who has access to the software?

- Every employee can access the software
- Permission levels vary allowing each employee access only to what they need
- Various lists are easily configured and not hard coded

Login / Kiosks / and BioClocks

- Every employee has a username and password to login and a permission level that will determine what they can access.
- Kiosks can be installed on any computer with an Internet connection. Users enter their login information and click In or Out to punch in or out. Based on configurable thresholds, users are required to enter comments when trying to clock in late or early, or clock out late or early.
- ePro BioClock provides Biometric time & attendance solution. It integrates fully with ePro Scheduler and provides fingerprint time clock capabilities.

What can employees do with basic access in ePro Scheduler?

- Employees stay connected and plugged in with the following functions:
 - View personal and professional profile information
 - View own and companywide schedules
 - Submit open shift pickup requests and giveaways.
 - Submit Time-off Requests
 - Submit Shift Swap Requests
 - View and approve timecards each week
 - View Certification info including expiration warnings
 - Submit shift availability
 - Send messages to the scheduler and predefined groups
 - View company wide banner messages upon login

Initial Setup For Automated Scheduling

- Employee Profile Setup
 - Import from HR System (personal and professional data for payroll)
 - Setup Qualifications
 - Setup Certifications
 - Setup and assign Employee Class field for time-off computations & holiday
- Unit Profiles
 - Setup Units and Staffing Profile to handle all employee staffing
 - Assign appropriate cost center for payroll
 - Assign shift breaks and shift pay differentials if applicable
- Staffing Templates
 - Setup template for each employee with set rotations
 - Template software can be configured to handle any rotation conceivable

How are schedules built and populated with qualified employees?

- All initial setup is complete
- Approve time-off for upcoming pay periods
- Create a schedule for a pay period with a single click. Schedule is created from Unit Staffing Profiles
(View the schedule with the Schedule Overview report)
- Automatically populate the schedule with a single click with the Autofill Function
- Fill any shifts available for employees prior to making it available to employees
- Make available to employees by setting visibility
- Manipulate the schedule by easily handling call-offs and filling open shifts

Schedule Management Tools

- Schedule Worksheet (for daily schedule management by supervisors and dispatchers)
- Schedule Units by Pay Period
- Time-off Management, Open Shifts, Clear Shifts, Call Log, Availability Viewer, Shift Pickup and Shift Swap Manager

How does ePro Scheduler manage Time & Attendance?

- Employees punch in/ out through computer Kiosks or the biometric ePro BioClock fingerprint scanner.
- Dispatchers can punch employees in with Online Entry function
- Supervisors are notified when employees punch in late or early and out late or early.
- Discrepancy manager pairs schedule items with punches for quick and accurate updates resulting in accurate payroll entries.
- Attendance Management point system can be used to track attendance exceptions

How does ePro Scheduler manage Payroll?

- Run a check to find all payroll errors and fix them easily with a few clicks.
- Creates import files for several popular payroll software packages including ADP, PayChex, QuickBooks and more. Custom solutions can be easily implemented.
- Tracks PTO, Vacation, and Sick time accruals and makes adjustments as timeoff is used.
- Create holiday pay entries effortlessly.

What kinds of reporting tools are available?

- Over fifty reports are available in ePro Scheduler regarding scheduling, time keeping, attendance, and payroll.
- An MS Access database download is provided for the purpose being able to access data locally to build and run custom reports.

The ePro Scheduler Message Center

- Create and manage message groups to receive email and text paged messages.
- Send registered mail with attachments and view reports displaying which employees opened messages and which ones didn't.
- Manage a message board designed for employee use to aid in finding coverage for shifts
- Text page employees with a click of the button throughout ePro Scheduler.
- Employees can communicate directly with the scheduler through the Send Message tool.