

Administrative OneSource

Are you still using manual time sheets or spreadsheets to track employee hours?

Then consider using our web based tool that lets your employees punch in and out by simply accessing an icon on their desktop.

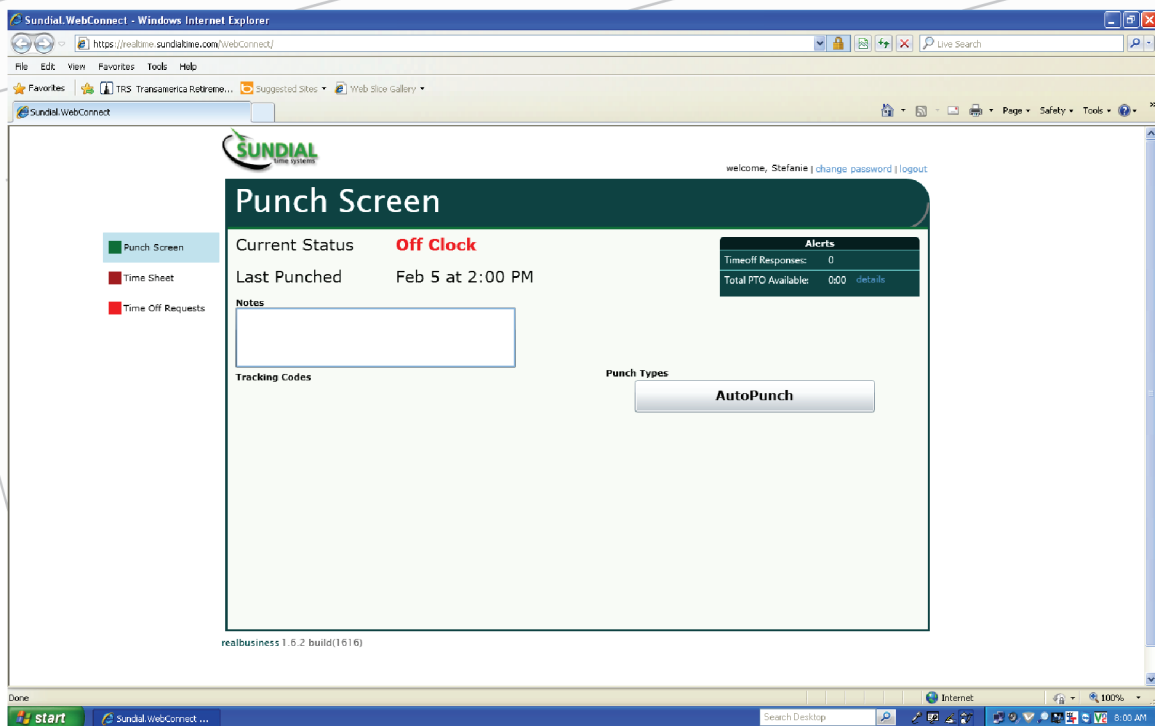
You can easily standardize and enforce your pay and work rules consistently across your organization.

RealTime is a fully automated system that lets you simplify the conversion of hours to payroll.

How does RealTime work?

- An employee clicks on their desktop icon and enters their Username & Password
- They click "Punch In". They can also punch out and in for lunch or you can set an automatic lunch deduction. They then "Punch Out" when they leave.
- When it's time for payroll you simply go in and approve or modify payroll, save the file and send it to us. Adjustments are a snap! It's that easy!

Employees see this:



So enjoy stress-free days, even on payroll day, when you let RealTime handle the tasks of collecting and calculating employee time. (OVER)

Administrators see this:

The screenshot displays the RealTime Time and Attendance web application. The interface includes a sidebar with navigation links: Dashboard, Time Cards, Time Off Requests, Time Card Sign Off, Employees, Schedules, Workforce, Reports, and Setup. The main content area shows a 'viewing timecard' for 'April Dawn'. It features a 'Date Range Selection' dropdown set to 'Previous Pay Period' and an 'Employees' dropdown set to 'April Dawn'. The timecard is organized by date, showing three days: Mon 1/28, Tue 1/29, and Wed 1/30. Each day's entry includes a table with columns for Status, Reg, OT1, OT2, Total, Description, and Amount. The 'Amount' column shows values of 4:00 for regular hours and 8:00 for overtime. The 'Description' column includes 'In', 'Lunch Leave', 'Lunch Return', and 'Out'. A 'Close' button is located at the bottom right of the timecard view. The footer of the application indicates 'realbusiness 1.6.2 build(1616) change log'.

Date	Status	Reg	OT1	OT2	Total	Description	Amount
Mon 1/28	7:00 AM In						
	11:00 AM Lunch Leave	4:00			4:00		
	12:00 PM Lunch Return						
	4:00 PM Out	4:00			4:00		
Tue 1/29	7:00 AM In						
	11:00 AM Lunch Leave	4:00			4:00		
	12:00 PM Lunch Return						
	4:00 PM Out	4:00			4:00		
Wed 1/30	7:00 AM In						
	11:00 AM Lunch Leave	4:00			4:00		
	12:00 PM Lunch Return						
	4:00 PM Out	4:00			4:00		

The cost of this service is \$1.00 per employee per month and shows up on your Administrative OneSource payroll invoice. There are no startup or software costs.

If your business requires a more sophisticated system, we offer Fingerprint Time Clocks, Badge Barcode Readers and Biometric Facial Recognition Systems.

If you would like to know more about any of these services please give us a call at 504-472-5303 and we'll get you more information.

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