

Amano Time Guardian Module Sheet

The Amano Time Guardian is an expandable time management software system, offering a number of sophisticated upgrade modules to further enhance the capabilities of the software. Below is a description of the available upgrade modules:

- **Advanced Overtime** - includes multiple levels of daily, weekly, and consecutive overtimes. Also includes unique range overtime for customized date range settings and unlimited paycodes to define.
- **Advanced Scheduling** - provides comprehensive scheduling options such as auto-sensing schedule assignment based on employee punches, rotation schedules for workers that work patterns (3 days on/4 days off), individual scheduling with multiple shifts per day, and advance schedule for time off. Also offers importing of schedules and multiple payclass rules.
- **Advanced Meal** - unlocks the power of defining complex rules for employee lunch and rest periods. Allows users to configure rules that track employee lunch and breaks. You can define fixed times or have the software auto-sense the periods. Includes lunch penalty rule and credits for unused time for use on other periods.
- **Advanced Rounding** - provides settings to snap the punches to the schedule start and end, rounding of hours by the day, week, and pay period. Also provide the ability to configure different rounding for each day of the week and holidays.
- **Web Interface** - provides a thin web-access client requiring no software to be installed. This includes employee configuration and employee global assignment through web access. This module also provides an employee portal, offering web punch-in, viewable previous punches, time sheets for hours allocation and schedule posting reports. The supervisor portal provides the ability to edit time cards, manage employee data, run reports, and adjust scheduling (optional Advanced Scheduling module also required).
- **Zone Differentials** - unlocks the capability of configuring premium pay rules that are based on the time of day. This module provides for multiple time windows, multiple qualification rules, and multiple awards for each qualification. Premiums are usually given to employees that work overnight or special schedules. The award rules are endless (additional hours/dollars, changing rates, setting labor levels, etc.).
- **Event Notification** - includes instant messaging profiles with notification based on pay code threshold, notification exception selection, and absence notification by threshold. This module also includes company and employee notification. This comes with an instant messaging system that is integrated with the application.
- **Benefit Time** - provides benefit tracking of hours for employee time off. This comes with the ability to import benefit time.
- **Advanced Pay Class** - features pay class tree, close pay period and default period for Company setup, pay period option for daily activities, holiday group, pay code templates, unauthorized hours report, and time card reporting. This module is needed for companies that have multiple pay rules for employees.
- **Advanced Labor** - provides 5 additional labor levels for tracking purposes. The levels are fully customizable with unlimited entries. This module also provides rate tracking for both cost rate (employee wages) and billable rate (invoicing customer), with customizable rules to calculate the rate based on the labor and employee.