# LIGHTWORK TIME  FOR SAGE 100 PAYROLL

LightWork Time is a time and attendance program designed for companies with single or multiple locations and easily accommodates remote employees. Time can be entered via desktop punch, kiosk punch, or biometric/swipe timeclock. It also has the versatility to allow employees and managers to use their own mobile devices to record and manage time.

Time can be tracked in lump sums or in ranges of specific hours worked. Earning types for these hours are fully user definable and can be assigned types such as regular, paid time off, or sick time. Rules to identify and calculate overtime are built into the system eliminating the possibility of overtime coding errors.

Once all time from a location has been entered, the site manager can save and approve all time entered as complete. If an employee works in multiple locations, multiple site managers can input and approve time for the same employee.

HR can then see which locations have approved time for that pay period and which locations are still awaiting approval. HR can initiate an export of data directly into Sage 100 Payroll for any approved timesheets.

From developing innovative solutions to providing award-winning customer support, LightWork is dedicated to surpassing your expectations in all aspects of our business. For more information about Light-Work applications, contact your local Sage 100 Payroll business partner or call us at 800-551-6875.

## FEATURE HIGHLIGHTS

### SAGE 100 INTEGRATION
LightWork Time integrates seamlessly with Sage 100 Payroll for easy deployment and a consistent user experience.

### TIME IMPORTS
LightWork can work with your Point of Sale (POS) formatted flat file or any OleDb compliant data source to make importing your company's time simple.

### TIME CLOCKS
LightWork Time interfaces with a variety of time clocks, including  biometric. Installation is easy on any network, with options to  support both hard-wired TCP/IP as well as wireless connections. Our time clocks are user friendly and can be easily customized by users with special requirements.

### PUNCH KIOSK
Don't want to use time locks? LightWork has a built in kiosk mode that allows your employees to punch in and out from any LightWork workstation. Use our configuration tools to allow for different kiosks to be setup to match punches for different organization levels within your organization.

## EMPLOYEE PROFILES

See information on your employees in one centralized location. Demographic data, employee pictures, and other valuable employee information are all available at your fingertips.

## CUSTOMIZATION

With LightWork's text customization you will be able to change verbiage throughout your LightWork system, seamlessly customizing the software to your company culture and processes.

## DEPLOYMENT

Because your IT requirements are as diverse as your employees, we offer three deployment models. LightWork can be purchased and hosted on your server, procured as a subscription to be housed wherever your organization wishes, or leased through our software as a service (SaaS) model.

## LightWork Dashboard