



# TimeMaster **Prime** SOFTWARE



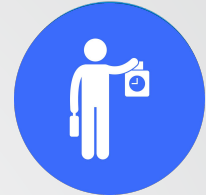
## Bi-Directional Interface

Configure and GO! Enter data once, changes port to your ERP and/or the time and attendance database.



## Cloud Based

Sierra's TimeMaster Prime is a robust, capable and intuitive solution. Cloud connectivity allows you to access your data anywhere at any time.



## Time Entry Options

Our top notch assortment of traditional, biometric and mobile time clocks integrates seamlessly with your system.



Sierra's TimeMaster Prime automates the data collection process while providing the tools and information necessary to proactively manage your workforce. Allowing you more control over labor costs and improved productivity.



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Sierra-Workforce-Solutions



# 01 COLLECT DATA

Increase employee productivity by allowing employees to quickly track their time, request time off and communicate with management.

**Accurate Time Records** Use TM Prime to collect real time punch data which ensures employees are working the right hours in the right place - and are accurately compensated for their time.

**Detailed Audit Trail** TM Prime provides a complete audit trail, tracking changes and adjustments to an employee's record. View historical records at your convenience. This provides peace of mind knowing that accurate timekeeping with up-to-date audit trails will keep you in compliance with federal, state, and local labor laws.

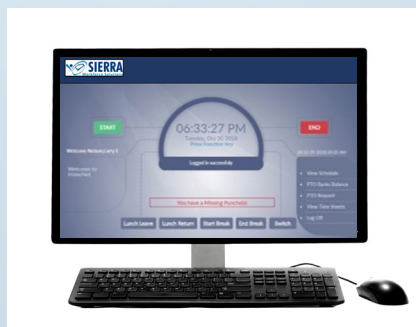
**On-Demand Reports** We have made it easy for you to get the information you need. TimeMaster Prime offers a wide array of time and attendance reports which empowers you to adjust staffing data and spot trends during the pay period rather than after the fact.

## Data Collection Options:

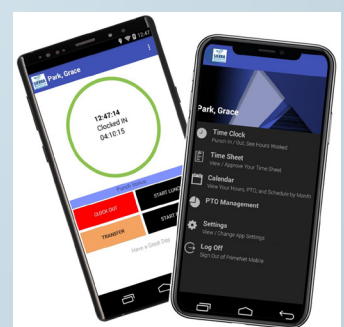
All options allow you to collect employee data quickly and accurately. Use a combination of methods to suit your business needs.



**Time Clocks**  
badge and  
keypad, from  
basic to biometric



**Employee Self Service**  
intuitive dashboard, allowing  
employees, managers and  
supervisors to seamlessly  
interact *in real time*



**Mobile App**  
track and allocate  
time, request PTO,  
view schedules and  
more, all from your  
iOS or Android device

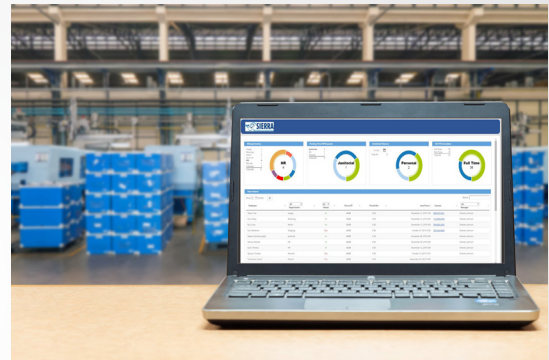
## 02 MANAGE TIME SHEETS

Users can quickly manage employee time sheets using filters and shortcuts, making it easy to address time sheets with exceptions and review hours worked.

**Configurable Rules Engine** There may be differences in policies among various departments within your organization. Our centralized policy management helps to accurately and consistently apply pay rules to the right group of employees.

### Example Pay Rules:

- **Overtime** - Daily, Weekly, Pay Period, Consecutive Day, Multi-Day, Weighted Average
- **Breaks & Meal Deductions**
- **Shift Differentials**
- **Job Differentials**
- **Holidays Worked**



**Reports** Put your data to work for you! Abundant list of pre configured reports. Use “as is” or customize. Ability to configure and schedule favorite reports.

**SMS Alerts** Get immediate alert when infractions require supervisor attention.

**Holiday Groups** Need to pay different people different options for holidays? TimeMaster Prime makes it easy to setup Holiday Groups.

**Scheduling** TimeMaster Prime provides the ability to create schedule templates and assign to employees, drag and drop schedule changes, edit employees directly

**DRAG AND DROP CHANGES**

**COLOR CODE YOUR SCHEDULE VIEW**

**MAKE CHANGES DIRECTLY AT EMPLOYEE LEVEL**

**EASILY CREATE TEMPLATES AND GROUPS**

Update Schedule Group

Description: 8 to 5

Round and grace

Round In Before: 7

Round Out After: 8

Grace Out Before: 2

Grace In After: 2

Report exceptions

Early In: 3

Early Out: 3

Late In: 3

Late Out: 3

Lunch Under: 3

Lunch Over: 5

Create schedule on

holidays

Schedules

Add New

	DayOfWeek	Start Time	End Time
Mon	08:00 a.m.	05:00 p.m.	
Tue	08:00 a.m.	05:00 p.m.	30
Wed	08:00 a.m.	05:00 p.m.	30
Thu	08:00 a.m.	05:00 p.m.	30
Fri	08:00 a.m.	05:00 p.m.	30

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Copy

Save

Report

Employee	Start Date	End Date	Start Time	End Time	Start Date	End Date	Start Time	End Time	Start Date	End Date	Start Time	End Time	Start Date	End Date	Start Time	End Time	Start Date	End Date	Start Time	End Time
Employee 1	11/18/2018	11/18/2018	08:00 a.m.	05:00 p.m.	11/19/2018	11/19/2018	08:00 a.m.	05:00 p.m.	11/20/2018	11/20/2018	08:00 a.m.	05:00 p.m.	11/21/2018	11/21/2018	08:00 a.m.	05:00 p.m.	11/22/2018	11/22/2018	08:00 a.m.	05:00 p.m.
Employee 2	11/18/2018	11/18/2018	08:00 a.m.	05:00 p.m.	11/19/2018	11/19/2018	08:00 a.m.	05:00 p.m.	11/20/2018	11/20/2018	08:00 a.m.	05:00 p.m.	11/21/2018	11/21/2018	08:00 a.m.	05:00 p.m.	11/22/2018	11/22/2018	08:00 a.m.	05:00 p.m.
Employee 3	11/18/2018	11/18/2018	08:00 a.m.	05:00 p.m.	11/19/2018	11/19/2018	08:00 a.m.	05:00 p.m.	11/20/2018	11/20/2018	08:00 a.m.	05:00 p.m.	11/21/2018	11/21/2018	08:00 a.m.	05:00 p.m.	11/22/2018	11/22/2018	08:00 a.m.	05:00 p.m.
Employee 4	11/18/2018	11/18/2018	08:00 a.m.	05:00 p.m.	11/19/2018	11/19/2018	08:00 a.m.	05:00 p.m.	11/20/2018	11/20/2018	08:00 a.m.	05:00 p.m.	11/21/2018	11/21/2018	08:00 a.m.	05:00 p.m.	11/22/2018	11/22/2018	08:00 a.m.	05:00 p.m.
Employee 5	11/18/2018	11/18/2018	08:00 a.m.	05:00 p.m.	11/19/2018	11/19/2018	08:00 a.m.	05:00 p.m.	11/20/2018	11/20/2018	08:00 a.m.	05:00 p.m.	11/21/2018	11/21/2018	08:00 a.m.	05:00 p.m.	11/22/2018	11/22/2018	08:00 a.m.	05:00 p.m.

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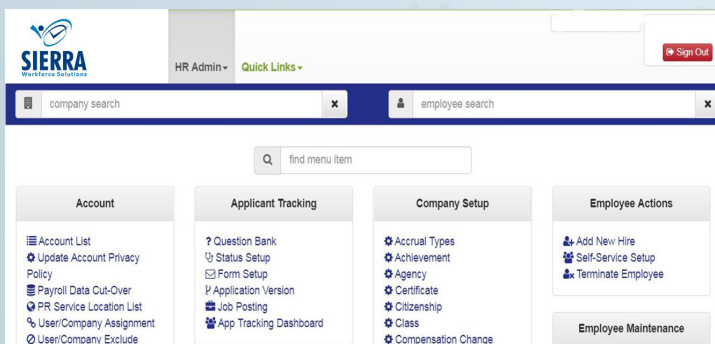


## 03 PROCESS PAYROLL

Before, during and after processing payroll your data will be archived with an extensive report library available. Our expertise is integrating TM Prime to your existing ERP and payroll systems. Using our bi-directional TIA integration tool means data only has to be entered once, cutting down steps. Processing payroll becomes quick and simple. Changing payroll providers is a breeze too!



## Enhance Your TimeMaster Prime System with an Optional Fully Integrated HR Module:



On Boarding, Applicant Tracking, Manage Benefits & Documents, Expense Management, Employee Self Service Portal, Auditing, Notifications and more...



**Microsoft Partner**  
Silver Application Development



Development  
Partner Silver