HOW IT WORKS

STEP 1
Employees punch in or out from a uAttend time clock and/or website or smartphone.

STEP 2
Managers login to website to view hours, run reports, make changes and manage system.

STEP 3
All data is available to export to your payroll company or to run internal payroll.

uAttend Dashboard

The uAttend Employee Management System combines Internet ready devices with powerful web-based software in order to give you the flexibility and accuracy you need to manage your employee's time and attendance.

The system includes:
- Unlimited Departments – Separate and segment employees any way you like!
- Overtime – Weekly, Daily, and 7th Day Options
- Revision Zones - Eliminate employees clocking in early and out late to earn OT
- Lock Out Zones – Eliminate punches when you don't want them
- Who's In Board – See your work force status in real time!
- Punch Notifications – Get emails any time any employee punches
- Accruals – Track vacation, sick, and other accruals
- Punch Rounding – Select from several options
- Automatic Lunch Deductions – Customizable for your requirements

- Time Card Approvals – 3 levels of authority to use at your discretion
- Email Time Cards to Employees – Daily, weekly, or once per pay period
- Multiple Time Zones – Set time zones to the employee level
- Automatic Break Additions – Stay in compliance with all paid break regulations
- Holidays – Track holidays as paid and set pay codes based on working
- Multiple Pay Period Options – Weekly, bi-weekly, semi-monthly, and monthly
- View & Print Time Cards in Batches – Look at cards one at a time or in batches
- Summary Reports – Data ready to be used for payroll
- Reports – Run time reports by employee, department, or system wide
- Exports – Dozens of payroll exports supported, including ADP®, Paychex®, and Quickbooks®
- Self Service Online Help – Find the information you need, when you need it.
- Much, much, more! – Online system means new features and upgrades are easily added to the system!

Our software is supported by our excellent customer service team that is available by phone or live chat **M – F 6:00 AM – 5:00 PM and Sa – Su 6:00 AM – 3:30 PM Pacific.**

Mobile App

uAttend provides system users with free iPhone, iPad, and Android smartphone apps for employees, supervisors and administrators. The apps put these great features at your fingertips 24/7:

- Employees - Punch in or out from any location (with geo-location tagging) or only authorized locations.
- Employees - View their timecard 24/7.
- Employees - Add notes to any punches.
- Supervisors & Administrators - Do a "group punch" (punching multiple employees in and out with one click)
- Supervisors & Administrators - View and / or edit an employee's timecard.
- Supervisors & Administrators - Check the "Who's In" board, to see, in real-time, who is currently clocked in and out.
- Administrators - Run a summary report and export data for payroll.

Special Costco member monthly subscription pricing

Monthly pricing plan	Normal uAttend subscription	Costco member subscription
1 - 9 employees	£14.99	**£11.99**
10 - 19 employees	£23.99	**£19.99**
20 - 49 employees	£39.99	**£31.99**
50 - 99 employees	£64.99	**£51.99**
100+ employees	£79.99	**£63.99**

NB: The monthly subscription is per group of employees not per employee.

- The first two clocking in terminal connections are part of the monthly subscription, subsequent terminals cost £10 each per month.
- Membership comes with one administrator login, subsequent admin logins are £4 each.
- Full UK based email and phone support is included.
- Free iPhone, iPad and Android clocking in app.
- Monthly pay-as-you-go paid by debit or credit card.

A choice of clocking in options

uAttend offers a range of clocking in options. You can choose one or a combination to suit the way your business works. The system does all the hard work of bringing the data together for you so you can view and manage it using one easy-to-use web interface.

Clocking in terminal	CB5500	BN5000	BN5500	MN1000
Features	RFID proximity terminal swipe card or fob.	Biometric fingerprint scanning	Biometric fingerprint scanning	Biometric facial recognition
WiFi enabled	Yes	No	Yes	No
Ethernet ready / connects to network	Yes	Yes	Yes	Yes
Number of employees who can clock in	Unlimited	2000 fingerprint IDs	2000 fingerprint IDs	100 Face IDs / unlimited swipe card or fob
Number of locations which can clock in	Unlimited	Unlimited	Unlimited	Unlimited
PIN clocking	Yes	Yes	Yes	Yes
Free lifetime warranty and support	Yes	Yes	Yes	Yes
Monthly service subscription (See pricing plans below for details)	Yes	Yes	Yes	Yes
Normal price	£179.00 (ex.VAT)	£139.00 (ex.VAT)	£209.00 (ex.VAT)	£239.00 (ex.VAT)
Costco member price	£166.66 (ex. VAT)	£116.66 (ex.VAT)	£183.33 (ex.VAT)	£216.66 (ex.VAT)

In addition to clocking in terminals employees can clock in using:

- Phone and smartphone clocking in: Using PIN numbers and geolocation gives greater flexibility if you have staff out on customer premises, on construction sites, etc. The free iPhone and Android apps are available to download.
- Self-service web clocking in: Using a PC, Mac or tablet, employees can clock in remotely

(These options are set up and managed through your online uAttend account).

Managers and supervisors can log in to uAttend on the move via tablet and smartphone to see who's in, view and approve timecards, holiday requests and other absence.