Vista Time™

COMPREHENSIVE TIME AND LABOR MANAGEMENT. ANYTIME, ANYWHERE.

Vista Time™ is a fully-integrated Time and Labor Management component of Vista HRMS®, a core HR, Payroll, Benefits, Recruiting, Self-Service and Workflow solution. We've partnered with NETtime Solutions, an industry leader in workforce management. Accessible from anywhere, Vista Time is a cloud-based SaaS service, offering flexibility for decentralized workforces.

A full variety of data collection methods are available, including biometric and swipe card devices, mobile devices, a self-service time entry clock and integrated telephony, making it ideal for telecommuting or flexible workforces. Pay for only active employees through per employee per month (PEPM) pricing.

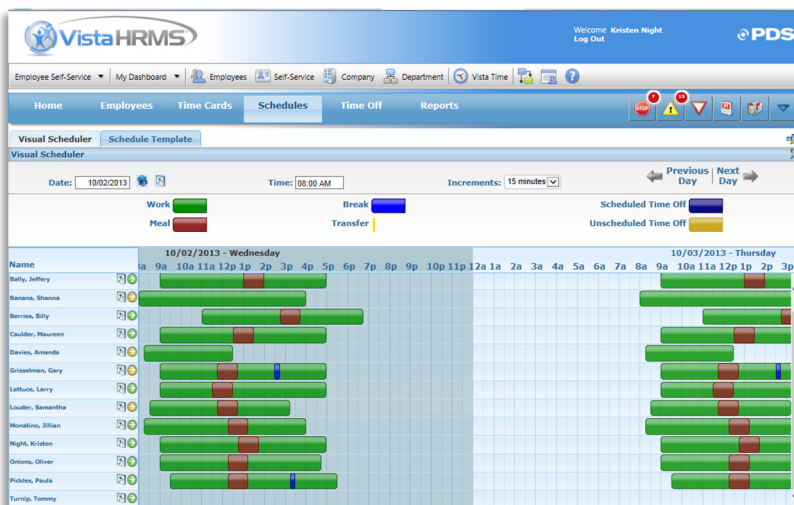## TWO, UNIQUE DASHBOARDS GIVE YOU FAST ACCESS TO KEY FEATURES

Vista Time's **Employee Dashboard** allows your employees to easily clock in and out through self-service when biometric or swipe card devices aren't required.

In addition, employees can check their hours, schedules and accrual balances; communicate about time issues using the messaging system and receive action alerts.

Vista Time's **Manager Dashboard** presents a snapshot of employee activity. Icons in the top right of the menu bar warn of exceptions and missing punches, allowing the manager to deal with those quickly and efficiently.

Depending on their preferences, managers can look at a summary of hours, check who is in or out, as well as view recent punch activity. One click allows managers to access a list of missing punches to quickly edit exceptions, while customizable interactive charts analyze labor data, allowing for identification of patterns and the prediction of operational needs.
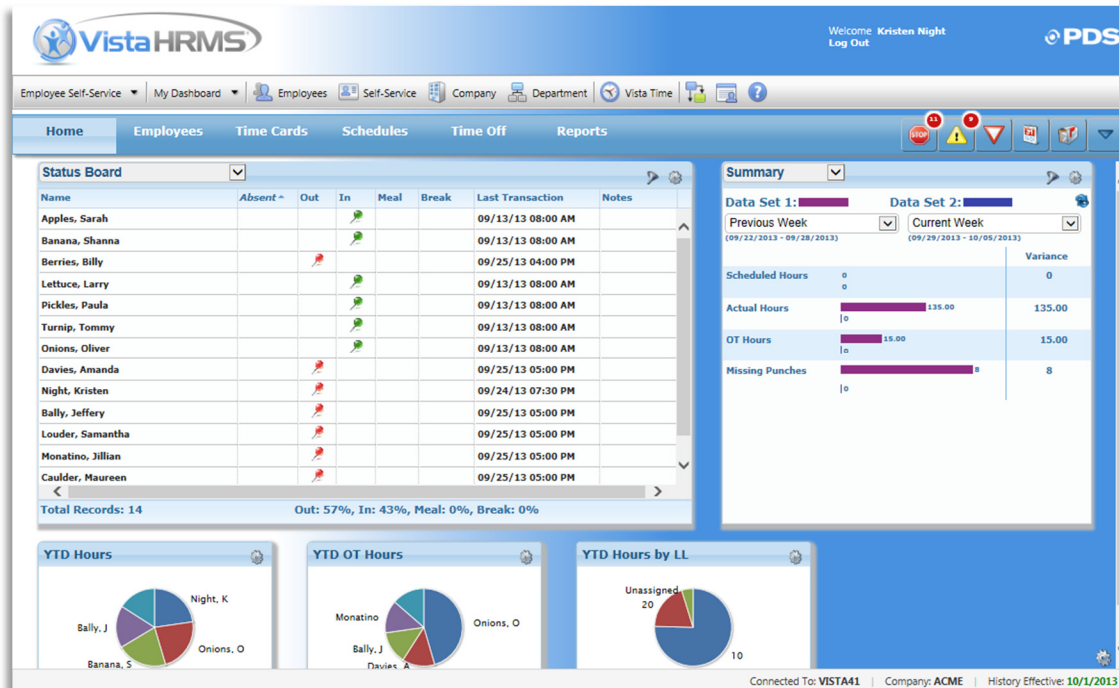

VISUAL SCHEDULER

Vista Time's Visual Scheduler helps generate schedules in no time. Breaks and meals can be added and are dynamically controlled by payroll policies.

Click and drag schedules to copy them from employee to employee for quick schedule assignment. The Visual Scheduler fully supports context sensitive right-click support to create a shift when the mouse is placed over a blank area of the timeline, and to edit schedules when the mouse hovers over a shift.

TIME CARD

Vista Time allows multiple ways to edit time cards. Notification icons and colors help direct the manager quickly to what needs to be fixed. Convenient tabs allow for quick entry of pay adjustments or time card approvals, while summaries of hours show how much time an employee has spent on a particular task.

DATA COLLECTION

Vista Time supports all four principal data collection types: web entry, physical clocks, mobile devices and telephony.

Web clocking is part of the Employee Dashboard. Smartphones or tablets are an ideal solution for telecommuting or mobile workforces. Telephony is another popular option. Voice prompts can be customized as well as a caller id feature that tracks the phone from which the employee is calling.

The NETOne cloud clock is a sophisticated data collection device that pushes punches to Vista Time as they occur. Employees can also use the touchscreen interface to perform self-service functions at the terminal. It recognizes swipe card or fingerprint reading, depending on its configuration.

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