

# Elevate HR™ Extensions for AX

## Time Management I and II

### Benefits

- Leverage your investment in Microsoft Dynamics® AX and its Human Capital Management modules
- Improve the effectiveness of your Human Resources staff
- Increase the efficiency of your Human Resources operations and transaction processing
- Automate Human Resources Policies, Procedures, and Processes

Explore our lineup of **Elevate HR™ Extensions for AX**, including:

- **Benefits Administration**
- **HR Wizards**
- **HR Workflow**
- **Federal Compliance Reporting with Health and Injury**
- **Disciplinary, Commendation**



[www.elevate-hr.com](http://www.elevate-hr.com)

**Elevate HR™ Extensions for AX** integrate with Microsoft Dynamics® AX to complete its Human Capital Management features

**Elevate HR Time Management** modules add two critically important components to the Human Capital Management suite of Dynamics AX to put *you* in control of the clock. Allow your employees to clock-in and clock-out directly into Dynamics AX, and track paid time off (PTO) accruals and balances. Use **Time Management I** to configure regular, over-time, and double-time rules, meal break and calendar options, rounding features, and more. Approve and validate time, and prepare journals to load to Payroll. Use **Time Management II** to define PTO accrual rules and calculate balances. Empower your employees, through self-service, to know their PTO entitlement before putting through their next vacation request.

The screenshot displays the Elevate HR web application interface. The main content area shows a table for 'Employee time accruals' with columns for 'Absence group', 'Description', 'Accrued time', 'Time taken', 'Balance', 'Last accrual date', and 'Last date taken'. The table contains three rows: 'Vacation' (80.00, 8.00, 72.00, 12/31/2010, 3/4/2011), 'Personal' (40.00, 24.00, 16.00, 12/31/2010, 3/11/2011), and 'Illness' (0.00, 0.00, 0.00, 12/31/2010, 3/18/2011). Below the table, there are two overlapping windows. The first window, titled 'Time Management I's Time Clock', shows a digital clock at 08:49 am and a 'Clock in' button with a green checkmark. The second window, titled 'Time Management II's self-service Time Accruals form', shows a digital clock at 01:07 pm and a 'Clock out' button with a blue checkmark.

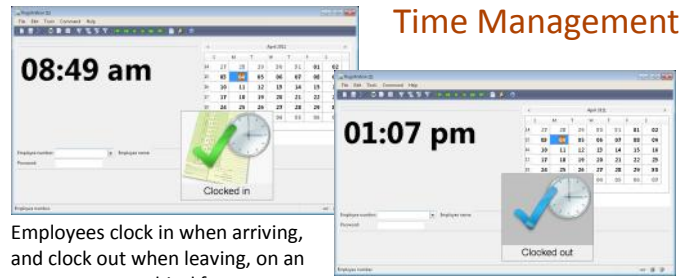
**Time Management I's** Time Clock

**Time Management II's** self-service Time Accruals form

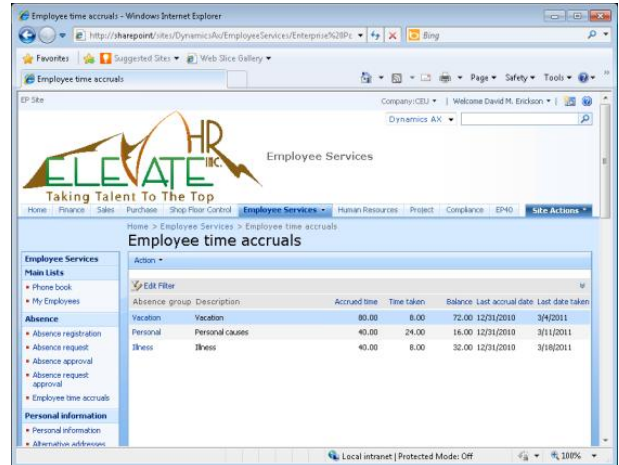
# Features

## Time Management I

- Clock-in, clock-out graphic which gives employees a simple way of recording time
- Definable regular, overtime and double-time calculations, pay periods, time rounding ranges, etc., can be customized with setup rules
- Time Clock Notices appear when each employee punches the clock
- Payroll interface configurations prepare time records for processing



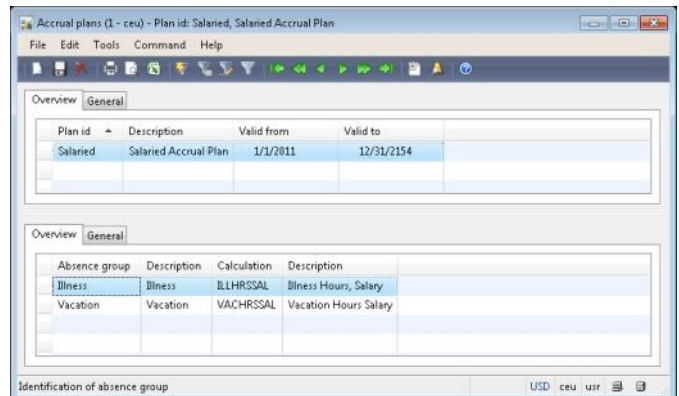
Employees clock in when arriving, and clock out when leaving, on an easy-to-use graphical form.



Employee Self-Service gives direct access to entitlements, time accruals, time taken, balances, and transaction history.

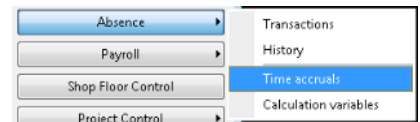
## Time Management II

- Accrual plan calculations of Paid Time Off (PTO) entitlements, such as vacation, personal, or sick time, for all employees
- Sophisticated PTO calculation engine creates employee accruals on an automatic or periodic basis
- Employee access to self-service highlights current PTO accruals, time-taken, and balances
- Integration with Dynamics AX absence request and tracking features



Accrual plans include absence types available to a plan participant, and the defined calculation rules that are used to determine PTO accruals.

- ▣ Absence
  - Absence status
  - Absence codes
  - Absence groups
  - Absence setup
- ▣ Accruals
  - Accrual plans
  - Calculations
  - Calculation variables
  - Calculation dates
  - Calculation attributes
  - Calculation rates



**Time Management II** integrates neatly into Dynamics AX setup menu structure and Employee detail form.

For more information about our products and services, visit [www.elevate-hr.com](http://www.elevate-hr.com)

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