

VIDIX LABOR



We provide **tools** to effectively **manage** your workforce and **improve your bottom line.**

EXECUTIVE SUMMARY

OPTIMIZE TODAY'S WORKFORCE

An effective workforce management solution eliminates islands of information and manual data entry. Centralized information connects people in many different roles enabling your organization to minimize time-consuming administrative activities and maximize strategic insight into your workforce.

BENEFITS

- Reduce overall costs
- Unify business flow and function
- Eliminate duplicate data entry
- Eliminate overpayments
- Reduce overtime costs
- Expedite payroll processing
- Maximize efficiency of your current systems
- Reduce dependency on costly IT resources
- Eliminate paper-based transactions and related errors
- Ensure regulatory and legislative compliance
- Improve productivity
- Simplify data collection
- Eliminate "buddy" punching
- Personalized support

VALUE OF A TOTAL SOLUTION

Today we are continually asked to do more with less. Our staff is already lean and budgets available for improving IT infrastructure are limited. By deploying a comprehensive Workforce Management solution, significant cost reductions can be achieved while increasing workforce productivity.

TIME ACCOUNTING

Whether replacing error-prone manual processes or an antiquated timekeeper system, vDix LABOR will lower payroll costs by eliminating manual time-consuming efforts and sources of overpayment. According to the American Payroll Association, automating your current system(s) can save between 1 and 5 percent of your gross payroll dollars.



ACCORDING TO THE AMERICAN PAYROLL ASSOCIATION, A PROPERLY DEPLOYED WORKFORCE MANAGEMENT SYSTEM WILL ALLOW ORGANIZATIONS TO RECOVER BETWEEN ONE AND FIVE PERCENT OF THEIR GROSS PAYROLL DOLLARS.



Most savings will be categorized in payroll errors and payroll inflation.

- Payroll errors occur as the result of human error when information is managed manually through the payroll process. Manually adding up time cards or time sheets is often fraught with mathematical errors. Numbers transposed while being keyed into payroll is another payroll error culprit. Appropriate application of complex pay policies, time off procedures and rule calculations is a very error-prone process.
- Payroll inflation occurs when employees or managers overstate amounts of time employees have worked, either intentionally or unintentionally. “Buddy” punching, abusing rounding policies, unauthorized time off and request policies are all areas of payroll inflation.

HUMAN RESOURCES

Integrating HR with your Workforce Management is integral for the unification of your business responsibilities. HR functions have a significant impact on payroll. Information entered improperly in one department may cause significant problems in another. Since data is shared between departments after integrating HR and payroll, the likelihood of mistakes is virtually eliminated. The efficiency of your Payroll and HR departments is enhanced. Employees in these departments will dramatically improve their efficiency with a streamlined workforce solution. Manage benefit programs with comprehensive and powerful administration, workflow and reporting tools. One organization with 100 employees recovered 280 hours of lost productive time annually. By providing employees with the ability to view their own benefits and payroll information, administrative efforts will be reduced by a jaw dropping 80 percent.



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THE SINGLE SOURCE SOLUTION "MYTH"

Don't be forced into a pre-packaged, *all-in-one* solution. You know the type...offering many solutions, none of which are state-of-the-art or provides you exactly what you need. If your current applications are providing you the tools your business requires, let us help with an overall integration. We do not believe square pegs should be jammed into round holes.

Workforce Management should augment your business initiatives. vDix LABOR is designed to be the center of your Workforce Management solution. vDix LABOR is the component tying multiple systems together. No longer will you have to enter employees into HR, Timekeeping, Access Control, ERP/MRP, Employee Scheduling or Billing systems (*highlighting just a few*).

An effective Workforce Management system must offer the independence to make decisions and create a total solution to manage your business. Too often trade-offs are made between business systems. In the final analysis, most of these "single source solution" providers have been cobbled together through acquisitions. The mind share and expertise of the individual product(s) has been lost in the transaction. To you, this means you will never experience the full value of the system.

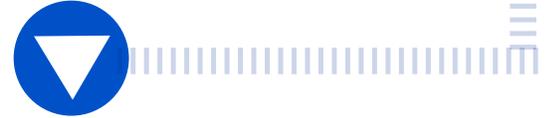
Do not compromise your organizational goals by choosing a single source provider. You chose your business systems for a reason. Let vDix LABOR be the thread that ties all of them together.

IMPROVED PRODUCTIVITY

Companies deploying a Workforce Management solution for the first time will also expect to greatly improve productivity. Many companies use highly complex and manual processes in order to compile and certify their time and attendance information. When obsolete systems and processes are replaced with a sophisticated time and labor management system, workers and managers become much more productive.

- Data Collection – Employees are able to efficiently and quickly interact on the web, smart phones, pads, PCs and time clocks. Each of these options may be configured with various technologies including biometric, proximity, iCLASS, bar code, magnetic stripe, etc.
- Scheduling – Employees may view their schedules online and make requests (e.g., time off, shift-swapping and other requests). Employee self-service functionality will greatly reduce the amount of time spent on non-productive scheduling tasks.
- Managers – Managers become more productive because they are alerted to situations requiring their attention. Managers may view, approve and submit attendance information for employees. vIDix LABOR deployments make managers more productive by eliminating hours of time and attendance and scheduling administration.
- Payroll Administrators – Payroll Administrators no longer have to manually collect, check, calculate and transmit data from time sheets. When a company automates time and attendance, it eliminates redundant administrative work each and every day.

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SUMMARY

EXECUTIVE LEADERSHIP IS CONSISTENTLY CHALLENGED TO CONTROL COSTS AND GROW REVENUE. INVESTING IN WORKFORCE MANAGEMENT SOLUTIONS IS CRITICAL TO DOING MORE WITH LESS. WHETHER A COMPANY UNDERTAKES AN INITIAL DEPLOYMENT OR REPLACES AN EXISTING SYSTEM(S), OR EXTENDS FUNCTIONALITY WITH COMPLEMENTARY APPLICATIONS. WORKFORCE MANAGEMENT INVESTMENTS REDUCE OVERALL COSTS. COMPANIES CONTINUE TO INVEST IN THESE SOLUTIONS BECAUSE, PROPERLY DEPLOYED, THEY IMPROVE THE PRODUCTIVITY OF YOUR ORGANIZATION.



TIME ACCOUNTING

EMPOWER YOUR MANAGERS

A key strategy for most organizations is better utilization of existing staff by increasing workforce productivity and performance. A well designed and deployed Workforce Management system allows managers to drive organizational initiatives rather than administrative paperwork.

vIDix LABOR provides the tools and information necessary to proactively manage your workforce allowing you to better manage labor costs and improve productivity. Manage labor costs *before* they occur rather than after they happen.

PROPER CALCULATION OF EMPLOYEE PAY HELPS MINIMIZE WAGE AND HOUR COMPLIANCE AND LITIGATION RISKS
With wage and hour litigation on the rise, payroll accuracy is a top priority for employers. Our review of court data shows that of all the state and federal court employment law class actions filed in the United States, 90 percent are wage and hour class or collective actions. The Department of Labor created applications to help employees identify wage and hour compliance. Today it is more important than ever to provide your managers with the information necessary to effectively and safely run your business.

Investigate your savings now!
> [WORKPLACE OPTIMIZATION SURVEY](#)





ACCURATE TIME RECORDS

AUDIT... five letters that spell instant panic. Worry no more. Our centralized policy management helps accurately and consistently enforce complex compliance requirements. vDix LABOR provides a complete audit trail tracking changes and adjustments to an employee's record. Access complete history at your convenience. Reporting is not limited to fiscal or pay period constraints and may be run based on seasonalities, projects or time frames important to your organization.

CONFIGURABLE RULES ENGINE

vDix LABOR will automate and enforce your complex work and pay rules. It is the driving force to avoid wasteful payroll costs associated with errors and inflation.

MOBILITY

Mobile technology continues to transform our paradigm. vDix LABOR will continue to lead you to the forefront of technology. Mobile devices continue to change the way employees, supervisors, managers and employers interact with one another. Scheduling, time off requests, punches and transactions are simply a few of the functions being done with mobile and smart devices.

ON-DEMAND REPORTS

Often overtime translates into unbudgeted and unplanned costs. Our reporting capabilities let you monitor employee time. How? By transforming granular time and attendance data into high-quality information allowing managers to make better and more timely decisions in order to positively affect labor costs. The ability to adjust staffing during the pay period rather than after the fact is crucial to controlling labor. Managers can spot trends and correct behavior as they occur.

ONE CLICK FAVORITES

Create easy access to your most commonly used functions. Reporting, payroll processing, exception and historical reports can be set up as a single click function. Executive reporting may be executed as an icon on your executives' desktops.

PROFESSIONAL TIMESHEETS

Employees may easily enter their hours in a spreadsheet format. They are also able to reallocate hours at the end of any period to more accurately reflect their actual activities. This information will then be sent on to payroll or any other system of record.

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COLLECT INFO! DATA COLLECTION METHODS

Successful Workforce Management relies on collecting information directly from employees in a timely and accurate manner. Our data collection options range from simple to very sophisticated depending on your unique requirements. You will be able to mix and match technologies providing the best fit for your needs. Data collection options are many: keypad entry, swipe cards, proximity, iCLASS, Key FOBs, biometric technology, smart phones, pad devices and PC entry. vIDix LABOR, working in tandem with our data collection options, allows your organization to control labor costs by minimizing data entry errors and enforcing pay and attendance policies at the time of the punch.

Consider existing systems in your data collection strategy. Your employees should not have to carry multiple badges for access to disparate systems. Our technology assures you have access to information instantly. You will be able to check who is in and make adjustments quickly and efficiently. Your mobile workforce has many options including pads, smart phones and web entry. vIDix LABOR gathers your data, provides employee self-service and controls user access privileges.

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Which Methods Are Right For You?



BADGES



PROXIMITY &
SMART CARDS



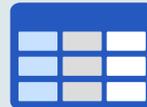
TOUCH
SCREEN



MOBILE
APPS



COMPUTER



PROFESSIONAL
TIMESHEET



BIOMETRICS



NEAR FIELD
COMMUNICATION

Consider...

1. LOCATIONS
2. DURABILITY
3. "BUDDY" PUNCHING
4. JOB TRACKING
5. INVESTMENT
6. REMOTE STAFF
7. MESSAGING
8. MOBILITY
9. TECHNOLOGY
10. EMPLOYEE INTERACTION

VIDIX WORKFORCE AND



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VIDIX HR transforms HR practices from administrative to strategic. Connect business processes and regulations, automate common administrative tasks and leverage industry best practices.

Implement *Identity Management* and use credentials for time accounting, facility access, data collection and transactions at a company store or cafeteria.

WORKPLACE SOLUTIONS

VIDix INFO safeguards the workplace by strengthening and automating your Visitor Management process. Capture and store appropriate visitor details and electronically sign confidentiality, HIPAA, SOX and any other legal documents. Information is available to mine data on demand for better decision making.



Use security alerts and watch lists to identify specific visitors you do not want in your facility. Integrate with external watch lists to increase organizational protection.



VIDix CONTROL allows you to manage and secure your workplace by controlling who, what, when, where, why and how people are allowed to access your facility.



Video may be securely accessed anywhere at anytime, enabling faster response, investigation and incident resolution.



30 YEARS

Ban-Koe Company provides Workforce and Workplace Management solutions to thousands of organizations worldwide.

Our solutions streamline Time Accounting, Human Resources, Access Control and Visitor Management providing our customers with solutions to meet today's challenges.

Our promise: we are committed to innovative solutions, customer service excellence and a rewarding work environment. We strive for the respect and recognition of our customers and vendors.

Exceeding customer expectations since 1981.

