

# Customized timekeeping & scheduling system for municipalities

Right Stuff's customized work force scheduling, timekeeping and workflow software system, Precinct Manager™, was designed specifically to handle the extraordinarily complex task of keeping law enforcement and other government agencies running smoothly while eliminating the hassle that comes with a paper-based process.



**Right Stuff**  
SOFTWARE



## Calculate Payroll

Enforce contract rules with auto calculating timesheets. Import directly into payroll software and never have to manually calculate hours again. Timesheets are custom programmed by our software engineers to match your requirements and contracts. Reduce the time and cost of payroll processing while ensuring accuracy and consistency across all departments.



## Schedule

See who is on which shift, who is on leave, the monthly detail for each employee, and the Daily Assignment Roster with complete scheduling details. Can handle everything from simple Monday to Friday schedules to the complex rotating schedules of 24 hours emergency services. Enforce minimum manpower rules, manage trades, and schedule overtime with an automated texting system.



## Track Leave Bank Balances

We configure leave banks specifically to your agency, which typically includes Sick, Vacation, Comp, and Personal days, as well as any custom banks that are required. Agency specific accrual and carryover rules are implemented to allow the banks to self-maintain year to year. The banks are managed in a real-time fashion, which allows for better up-to-date information for the users.



## Track Time

Employee time tracking is needed to provide information for payroll processing and reporting purposes. Mix and match tracking techniques as needed. Use our advanced time clock terminal when it's necessary for employee to punch in and out, daily forms to allow employees to directly enter their hours, or auto-populate hours based on the employee's schedule.



# CALCULATE PAYROLL



- Timesheets are auto-calculated to apply the rules specified in the handbook or contract.
- Auto-calculate complex scenarios such as shift differential, FLSA overtime thresholds, acting pay and holidays.
- Import timesheet data directly into your payroll software.
- Have clothing allowance, education and longevity payments automatically added in the correct periods.
- Include rates of pay to allow timesheets to calculate gross pay.
- Automatically adjust base and overtime rates of pay to account for exceptions such as shift differential, out of class, or longevity.
- Reduce the time and cost of payroll processing while ensuring accuracy and consistency across all departments.
- Uses the same codes and account numbers as your existing payroll software.



Timekeeping can be a complex technical topic, and to completely solve all of the requirements without compromise or change may require the intervention of our programming team. Out-of-the-box solutions can get you close to the answer, but in a government environment “close” does not cut it. Our expectation is to go the extra mile to insure that all calculations are handled accurately and completely.



At Right Stuff, we believe our job is not to change how your organization works, but to make it work better. So, rather than telling you how your system has to be, we tailor our electronic solutions to be just right for you, mirroring your paper-based process to ensure you can master it quickly without a huge learning curve.

A major time saving feature and a favorite with Finance departments is the ability to export data to your payroll system. At the end of a pay period once all time-sheets have been approved, the data will be extracted into a format compatible for import with the click of a button. We support a vast number of payroll systems and will work directly with your payroll vendor to work out the details specific to your payroll. If you have a payroll system that we have not yet implemented, as long as your payroll vendor can accept an imported file, we can integrate it into the system. With payroll integration, the tedious process of manually entering the data is eliminated saving time every payroll.



# TRACK LEAVE BALANCES



- We configure leave banks specifically to your agency, which typically includes Sick, Vacation, Comp, and Personal days, as well as any custom banks that are required.
- Automatically add comp earned at the appropriate 1x, 1.5 or 2x rates.
- Real-time calculations provide up-to-date information.
- Automatically add and calculate accruals based on hours worked or years of service.
- Enforce probationary periods.
- Balances are checked at the time employees submit leave requests, eliminating without pay events.
- Apply contract rules to account for max balances and year to year carryover caps.
- Allow employees to see detailed history of all leave bank transactions to eliminate questions.



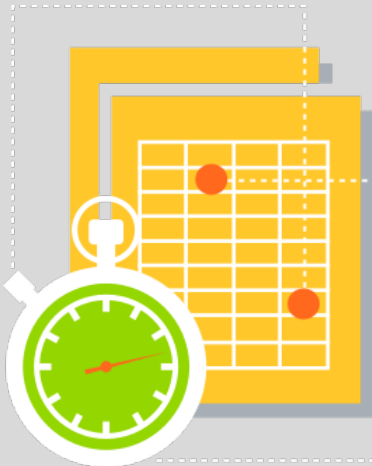
Leave Bank Management is a key self-service feature which was designed to manage leave balance questions without management intervention. Agency specific accrual and carryover rules are implemented to allow the banks to self-

maintain year to year.

Custom banks can be configured to handle historical banks that contain leave that has been grandfathered in based on past employee agreements.

The ability to make manual adjustments to the banks is controlled by privileged access and allows for adjustments that our outside of the implemented accrual rules. This allows for the handling of annual carryover activities that override the base rules based on the approval of upper management.

Any combination of leave banks can be configured within an agency, including the Sick/Vacation/Personal vs. a combined Paid Time Off (PTO) style of tracking.





- Employee scheduling features are implemented using familiar calendar views that are fully interactive.
- Employees can be given access to the schedules of other team members for informational purposes.
- Easily switch the shift times and days on or off for short and long term needs.
- Effectively manage shift trades.
- Adjust preconfigured schedule patterns to accommodate training classes or light duty situations.
- Manage overtime for either pre-planned or immediate events.
- Configure notifications for minimum manpower rules based on position, rank and gender.
- Notes features are provided to allow for group access to planned events and information sharing.
- Track the schedule for multiple locations and add customized attributes to shifts.



Scheduling needs vary within organizational groups from simple to complex.

Managing daily schedule alterations can be handled efficiently by management or by the employees based on the needs of the group.

Various views of the schedule are provided to be used to see information in the most effective manner. You can view today's roster in great detail to determine who is on which shift and who is on leave.

Plan ahead to determine shift coverage, with weekly, biweekly and monthly views.

Schedules can be pre-configured to handle fixed days off per week or complex on/off patterns, for example (24 hours on, 48 hours off), (4 days on, 2 days off). Part-time schedules can be managed for consistent times or ad-hoc hours as needed.







## EASILY MANAGE LEAVE REQUESTS AND BALANCES BY CHOOSING EXACTLY WHAT YOU NEED FROM OUR EXTENSIVE LIST OF CUSTOMIZABLE FORMS.

Workflow is managed by setting up a hierarchy and routing forms up the chain of approval. No more lost slips, legibility, or security issues.

Forms such as sick, vacation, overtime requests are submitted by the employee directly from their own web portal.



- Create and customize an unlimited number of electronic forms.
- Create visibility groups so employees only have access to the forms they need.
- Route forms to different supervisors based on the options selected on the form.
- Designate specific fields as private, such as FMLA, to allow access by appropriate administrators.
- View form history to audit form modifications.
- Submitted forms instantly update the employee's schedule, leave balances, and timesheet.
- Instantly notify the requesting employee if there is not enough coverage for leave or if the employee does not have the time available.





Employee time tracking is needed to provide information for payroll processing and reporting purpose. Precinct Manager™ provides options to allow you to mix and match tracking techniques as needed. In a complex organization, it makes sense to provide the right type of time tracking based on individual employee needs.

Choose between three methods of tracking for each employee.

## **BY EXCEPTION**

By Exception is popular because it requires the least amount of user input. Based on a set schedule, the employee will be paid regular hours for all scheduled hours, unless a form is provided (an exception) to specify otherwise. This method is recommended for management and other employees where the honor system, in regards to attendance, is the preferred approach.

## **DAILY FORM**

In certain situations, it may be preferable for employees to fill out a daily time slip. With daily forms, the employee provides a start and end time for each work day. This is useful in part-time or variable hour situations, when the schedule is not predictable. Daily forms also provide an easy way to submit other pay codes, such as Acting Supervisor pay.

## **TIME CLOCK**

When a full clock in/out solution is required, we provide different options to capture the time. Clocking in and out can be accomplished without hardware by using the Employee Web interface. When more strict enforcement is required, hardware solutions, including biometric fingerprint readers, and RFID proximity cards are also supported.



# THE BEST SOLUTION

Industry Leading Time and Attendance Terminal with Windows 10 Professional



FBI Certified  
Biometric Scanner



Reads Nearly all  
RFID Card Types



Award Winning  
Identification Algorithm



Large 10.1"  
Touch Display



Full Windows 10  
Professional

The most advanced time and attendance terminal built with industry leading components. FBI certified biometric scanner, dual frequency programmable card reader, 10" touch screen and 64bit Quad Core CPU all housed on a steel enclosure.

Built with full Windows 10 Professional OS to provide IT with the power to address management and security concerns. Install your own security suites for added protection and manage remotely through Windows Remote Desktop.

- 10.1" Capacitive Touch Display
- Quad Core 64 bit 1.92GHZ CPU with 4 GB RAM
- FBI Certified Single Finger Biometric Scanner
- Dual-frequency RFID card reader (reads nearly all card types)
- Wi-Fi
- Built-In Uninterruptible Power Supply
- Windows 10 Professional OS
- Remote Desktop Access for IT
- Windows Security Updates
- Industry Leading biometric matching algorithm with 99.98% accuracy



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