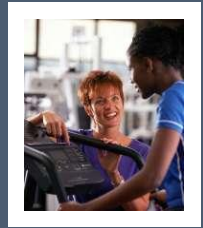
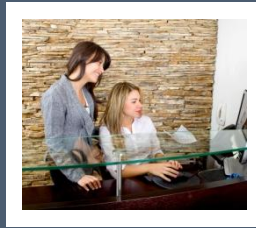


Employee Management System



Schedule and track employee work with RecTrac EMS

What is RecTrac EMS?



RecTrac EMS is an employee management system consisting of integrated Time Management, Scheduling & Human Resource modules. Track and manage your staff work schedules and time clock in a single add-on option to RecTrac.

- Employee time swipe from any RecTrac workstation
- Create schedules for any number of employees
- Custom export to payroll system
- Human Resource management



Why Vermont Systems?



Flexibility – The Employee Management option can be operated as a stand-alone option or as part of the RecTrac system.



Interface – EMS will create a custom payroll export file of time records that you have captured – saving you time and resources.



Multi Platform – Options for use via mobile devices, tablets and staff workstations. Employees can swipe in & out from any connected device.



Integration – Scheduling of work is connected with RecTrac, so program instructors, referees/officials can be auto-scheduled in EMS.



Time Management

- Computerized employee time clock/swipe
- Swipe options include barcode or name lookup
- Supervisor manual time records entry option
- Mobile time clock option (Mobile EMS)
- Touch Screen based option for time clock
- Option for PIN based swipe security
- Audit trail of all time record updates
- Custom Interface to Payroll



Employee Scheduling

- Graphic display & management tool for employee scheduling
- Daily view option for “that” day’s schedule
- Quickly add, change & delete scheduled time
- Custom color displays based on job & status
- Print & view employee schedules and calendars
- Compare actual swipes & times to scheduled

Human Resources

- Step through OSHA tracking
- User defined tracking of trainings, reviews, etc
- Bulk linking of HR codes to employees
- Customizable report outputs
- Full control over who (staff) sees what info

The screenshot displays the 'FinTrac Time Management Rel 10.3d' software interface. The main window shows a calendar for July 2016 with a grid of employee schedules. Employees listed on the left include David Ball, Andrew Bose, Steven Daniels, John English, John Jennings, John Kentucky, Zachery Malloch, Luther Masglicuity, Galina Velichkova, Gary Watson, John Willey, Robert Willey, and David Witz. The grid uses color-coded cells to represent different types of shifts: blue for 'G-MNT' (General Maintenance), pink for 'P-LIFE' (Personal Life), purple for 'P-REF' (Personal Reference), yellow for 'VAC' (Vacation), green for 'G-LIFE' (General Life), and red for 'R-SPVF' (Rest/Schedule/Personal/Vacation/Flexible). The interface also features a sidebar with navigation buttons like 'Next 14 Days', 'Current Pay Period', and 'Next Month', along with a legend for 'Today's Swipe Status' and 'Schedule Colors'. At the bottom, there are buttons for 'Refresh', 'Defaults', 'Templates', 'Report', and 'Exit'.

EMS Employee Scheduling sample screen

CONTACT INFORMATION

www.vermontsystems.com
sales@vermontsystems.com
 877-883-8757

