Priority
Time & Attendance

Automate, track and optimize your greatest resource – your employees

When it comes to attendance monitoring systems, Priority Software ranks high above the competition, with value-added tools and functionality to effectively manage numerous processes in real time, either on-premise or in the cloud. An advanced time and attendance management system, **Priority Time & Attendance** is available directly from Priority ERP, via a web portal or with an easy-to-use mobile application accessible from any mobile device or tablet. With the number of off-site employees on the rise and so many more dispersed around the world, a mobile time and attendance app enables employees and managers to conveniently access the system from any location, at any time.

Priority ERP users can enjoy the many benefits of a single integrated system, with the ability to quickly and easily access time and attendance data directly from Priority – all in real time! What's more, Priority Time & Attendance seamlessly integrates and syncs with actual industry time clocks, making attendance tracking and management easier than ever.

Priority Time & Attendance enables managers to instantly view and approve employee timesheets, track hours worked, manage time off and forward relevant time and labor data directly to the payroll system. Employees can easily clock in/clock out and report absences or lateness, all with a simple click on their mobile device. Managers can now validate collection in real-time and control related processes to reduce overpayments. Simply put, greater system control and accuracy reduces human error, saves valuable time and resources, and contributes to enhanced employee satisfaction.

Benefit from real-time insights and easy access on-the-go:

- Automate time and attendance processes to reduce overall payroll costs
- Monitor and manage employee time and attendance
- Improve timesheet accuracy and reduce unnecessary overtime hours
- Generate reports in real-time, including employee absences, lateness, hours worked and hours accrued
- Decrease payroll errors by automatically transferring work hours to the payroll system
- Gain clear visibility into actual hours worked and overtime and related labor costs, leading to smarter, real-time decision making

With **Priority Time & Attendance**, managers can verify real-time employee attendance, see who forgot to clock in/clock out, build accrual rules and track accruals (vacation/sick days), approve timesheets, set up job and/or department codes, and design and print real-time reports on work hours, accruals, cost code use, and absence or lateness summaries.

Features / Highlights*

- Maintain multiple standard/non-standard concurrent pay periods (e.g. monthly, bi-monthly; weekly, bi-weekly)
- Define work days (e.g. Mon-Fri) and public holidays (e.g. New Year's Day)
- Maintain payroll categories for various hour types (e.g. regular, overtime, shift) and absences (e.g. full, partial)
- Support several overtime calculation modes - daily, flexible, fixed, weekly, monthly
- Manage single/multi-shift work schedules
- Manage work hour exceptions (e.g. early or late arrival)
- Define employee benefits (e.g. vacation entitlement)
- Define unlimited pay classes (contracts) for groups of employees
- Maintain configurable employee profiles (e.g. absence quotas, scheduled vacations/absences)
- GDPR compliant

Compatible with Priority V 18.2 and higher

About Priority

Priority Software provides flexible, end-to-end business management solutions for organizations of all sizes - from accounting software for small businesses, to a full featured ERP platform serving multi-national corporations.

Recognized by top industry analysts and professionals for its product innovation, Priority improves business efficiency and the customer experience, providing real-time access to business data and insights in the cloud, on premise and on-the-go.

With offices in the US, UK and Israel, and a global network of business partners, Priority enables 75,000 companies in 40 countries to manage and grow their business.

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