



## LOCiS can Track your Time and Fringes.....

LOCiS Time Entry is a powerful Web Based time and labor tracking tool, it can track and record each Labor and Fringe hour for your employees.

Clock in/out

Clock In/Out | Your Hours Summary | Employees who are Clocked In | Time Off Request | Time Off Requests to Approve

Optional Notes:

What are you Doing? Reg

  
Joseph Jones

**Clock In Now**  
10/27/2014 2:48:25 P.M.

Log out Afterwards

- Web Based
- Clock in/out from any internet connected device. No badges or time clocks needed.
- Department Manager email Notification/Approval.
- Department Manager Fringe Request approval.
- Employee can request time off and view their own fringe history.
- Interfaces to the LOCiS Payroll module.
- Physical IP address level security to control where employees may or may not access the system from.
- Calendar View or Grid View of employee Earnings.
- Department or Earning Code level security.
- A manager can manage employees or specific earning codes.

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Starting:  Ending:  Requesting: Vacation

Notes Regarding this Request:

Requested on	Starting	Ending	Type	Notes	Approved When	Approver's Notes
10/27/2014 2:52:35 PM	10/31/2014	10/31/2014	Holiday		10/27/2014 2:52:46 PM	Approved
10/27/2014 2:52:18 PM	10/7/2014	10/14/2014	Vacation	Going to Disney		<input type="button" value="Withdraw"/>



Learn how LOCiS Payroll Time Entry can help your organization.

Visit [www.locis.com](http://www.locis.com) or call 866-LOCiS99