

# Setup & Training

*Education Is The Key To Getting The Most Out Of Your New System!*

## Features:

- Setup Of The Entire System
- Training On Navigation Through The System
- Training On Scheduling Employees
- Training On Employee Data Entry Procedures
- Training On System Report Generation
- Training On Administrative Rule Adjustments
- Training On Time Card Editing Procedures
- Training On Management Of Employee Data
- Training On Benefit Administration
- Training On System Options



*A Curriculum That Empowers  
Customers To Perform At Their Best  
To Achieve The Most Benefits From  
Our Systems...*

Our time system setup service provides professional technical analysis of your system goals along with current data processing methods to help setup your new system to not only achieve those goals but also achieve them in a way that minimizes the time needed to operate and maintain the system. By pointing out key features and functionality that might otherwise be missed setup and training services easily pay for themselves.

Our time keeping training service provides professional instructor-led training to make the transition to your time keeping system as simple as possible for all of your employees. Basic or onsite training sessions are designed to provide the tools your staff will need to use your system successfully in your business environment. Key concepts are taught using examples tailored to your businesses needs. Class sizes are kept small in order to facilitate the best hands-on learning experience, providing personal attention for all students.

Comprehensive materials on system architecture are provided to help you design a system around your company's needs. A technical specialist will walk you through all facets of system functionality and setup the system rules to best suit your environment.

Easy to follow training materials ensure that students can focus on learning rather than on taking notes, and that students have an easy-to-use reference guide for after class. Time keeping setup & training can be provided in two ways:

Remote Setup & Training - Conducted using conference calls and available Internet technology. Our trainers will, through setup worksheets via the phone, walk the customer through the systems set-up, and train them on the systems operation.

On-Site Setup & Training - Training reps will send a certified technical representative and/or trainer to the customer's site to provide the customer on-site setup and classroom style training.

No matter which method you choose, professional setup and training from Time America will assure you get the highest return on your investment from your time keeping system.