



Harmony Time & Attendance gives you
the freedom to track time worked,
identify overtime, and track time off from
anywhere when it's convenient for you.



Time tracking for everyone



Access all the information you need in one place

Harmony T&A includes a real-time dashboard so you can easily access the information that matters to you most. Customizing your dashboard to view work locations or departments helps you get an idea of your overall productivity! You can limit the information that your employees and managers can see in their own dashboard.



Effortlessly create and approve your employees' timesheets

Your employees can clock in/clock out and track their hours worked anywhere, and at any time. To save you even more time, Harmony allows you to mass create your timesheets easily, so you only enter the information once. You can create all your employees' timesheets with multiple projects and start/end times and make the adjustments you need.



Easily manage all time off requests

Harmony T&A includes a beautiful visual calendar so you can see which of your employees are off at a glance. With Harmony's custom approval paths, you can even set multiple levels of approval and see who in the path hasn't yet approved a time off request. Setting up your time off types is simple, yet also comprehensive enough to fit your accrual and seniority rules.



Increase your team's productivity

Control where your employees can clock in and out using Harmony T&A's GPS tracking feature. You can identify an unlimited number of locations and the distance from these locations at which your employees can clock in. Trace your employees' whereabouts to know how their time is spent.



Integrations with several systems

Harmony T&A allows for various reporting and exporting interfaces; you can import your projects and activities from an Excel sheet or import your pay codes to easily link between your Time & Attendance and Payroll modules. Your T&A module is also compatible with a variety of time clocks, whether you decide to use one of ours or your own!



Use on the go with Harmony's mobile app

With Harmony Mobile, you can take Harmony T&A with you when you're on the go. Easily clock in, request time off, and submit your expenses straight from your handheld device! Time & Attendance module to jump straight to paying your employees! When you're done processing payroll, export your GL entries to a file for easy sharing with your financial system.

General Features

- Unlimited number of companies
- Allows multiple users with varying security levels
- Allows backing up company data
- Sync with Harmony's mobile app
- Employee dashboard allows employees to view all necessary information at a glance

Setup Features

- User-defined shifts, breaks, projects, activities, timesheet periods, and absence types
- Unlimited number of projects, tasks, and activities
- Multiple time off accrual rules available
- Allows automatic changing of time off policies according to seniority
- Temporary time off types with an expiry date available
- Receive notifications when items are approved, rejected, cancelled, or changed

Time Tracking Features

- Automatically verifies if an employee is working before clocking them in/out
- Import/export clock entries for multiple employees
- Compatible with a variety of time clocks
- Supports mass-creating timesheets for multiple employees
- View the approval history for each timesheet
- Allows clocking in for multiple projects
- Seamlessly switch between projects without a disruption in time flow

GPS Tracking

- Define locations and the radius from which your employees can clock in/out
- User-defined routes of which employees must follow

Overtime Features

- User-defined overtime rules
- Allows for multiple overtime rules
- Overtime hours automatically calculated in the employee's timesheet

Simpson, Homer 006 Timesheet Period 03-01-2022 to 03-31-2022

| TUE 03/01 | WED 03/02 | THU 03/03 | FRI 03/04 | SAT 03/05 | SUN 03/06 |
|--|--|--|--|-----------|-----------|
| T2 - Task 2 In: 03/01/2022 09:00 am Out: 03/01/2022 10:00 am Total: 02:00 T2 - Task 2 In: 03/01/2022 04:00 pm Out: 03/01/2022 04:30 pm Total: 03:30 | T1 - Task 1 In: 03/02/2022 08:00 am Out: 03/02/2022 04:00 pm Total: 08:00 | A2 - Activity 2 In: 03/03/2022 09:00 am Out: 03/03/2022 05:00 pm Total: 08:00 | T2 - Task 2 In: 03/04/2022 09:00 am Out: 03/04/2022 05:00 pm Total: 08:00 | | |

Thursday, March 3, 2022

Select action:
☒ Activity: A2 - Activity 2
☐ Project/Task

Enter time:
☒ Hours: 03/03/2022 9:00 AM to 03/03/2022 5:00 PM
☐ Duration

Enter Breaks:

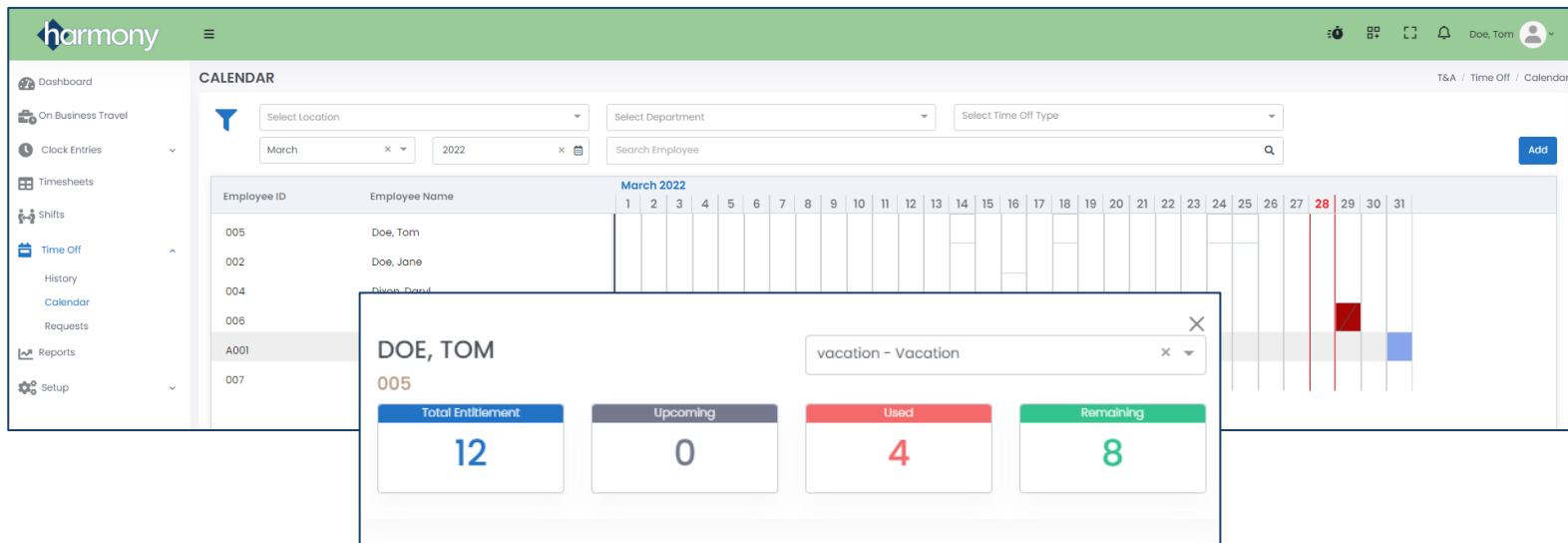
Comment:

Weekly Totals

| | |
|---------------------------------|-------|
| Working Time | 28:30 |
| OverTime | 00:00 |
| SL - Sick Leave | 00:00 |
| 003 - PTO | 00:00 |
| 002 - Sick Time Initial Policy | 00:00 |
| VAC - Vacation Set of Policies2 | 00:00 |
| P1503V4 - VAC2Wks | 02:00 |
| P11 Testing | |

Timesheet Total

| | |
|---------------------------------|-------|
| Working Time | 34:14 |
| OverTime Time | 00:00 |
| SL - Sick Leave | 00:00 |
| 003 - PTO | 00:00 |
| 002 - Sick Time Initial Policy | 00:00 |
| VAC - Vacation Set of Policies2 | 08:00 |
| P1503V4 - VAC2Wks | 04:00 |
| P11 Testing | |



Time Off / Leave Management Features

- Visual calendar of all employees and time off types
- User-defined colors for each time off type
- View your employee's time off balance in a single click
- Easily view and approve/reject time off requests
- Ability to cancel time off requests

Reporting Features

- Wide variety of free reports
- Custom reports available
- Export and save any report in different formats, including CSV and PDF
- Print or email any reports straight from Harmony's report viewer

Training & Support

- Easy access to Paymate's knowledge base for various articles, guides, and videos
- Comprehensive training video provided
- Full telephone and email support
- Setup and update service available upon request

The screenshot displays the Harmony Reports interface. The table shows clock entries for employee Doe, Tom, with columns for Employee ID, Employee Name, Effective Date, Day of the Week, Start Time, End Time, Approval Status, Department Code, and Location Code.

| Employee ID | Employee Name | Effective Date | Day of the Week | Start Time | End Time | Approval Status | Department Code | Location Code |
|-------------|---------------|----------------|-----------------|------------|----------|-----------------|-----------------|---------------|
| 004 | Doe, Daryl | 03/04/2022 | Friday | 09:00 am | 10:00 am | | 002-01 | 002-01 |
| 005 | Doe, Tom | 03/14/2022 | Monday | 12:21 pm | 12:23 pm | | 001 | 001 |
| 005 | Doe, Tom | 03/14/2022 | Monday | 12:28 pm | 12:29 pm | | 001 | 001 |
| 005 | Doe, Tom | 03/14/2022 | Monday | 12:31 pm | 12:32 pm | | 001 | 001 |
| 005 | Doe, Tom | 03/23/2022 | Wednesday | 04:27 pm | 07:20 pm | | 001 | 001 |

Harmony Payroll works best with when paired with our Payroll module.

Contact us for more information!

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