

## RollCall Frequently-Asked Questions

**Question:** How does RollCall handle scheduled vs. unscheduled absences?

**Answer:** Scheduled absences are submitted and reviewed via an electronic leave request form. The request can then be reviewed and approved by the employee's manager. Unscheduled absences, such as sick days, can be entered directly on the employee's timecard and submitted with the completed timecard.

**Question:** How does RollCall manage leave accruals?

**Answer:** RollCall's Company Management utility is used to define accrual rates, accrual methods and leave categories for a Leave Accrual Status. The resulting Leave Accrual Status is assigned to the employee(s) to establish leave balances. RollCall is then able to update employee leave balances in real time based on the accrual policy and time taken.

**Question:** How does RollCall manage time-entry rules and overtime policies that may vary by office?

**Answer:** RollCall uses Rule Set templates to define rules regarding time entry and overtime policies. The Rule Set is then assigned to the employee for enforcement of the defined rules and policies.

**Question:** What measures does RollCall take to ensure the confidentiality of the employee timecard?

**Answer:** RollCall uses Windows Authentication to validate access to the RollCall site. Timecard access is managed via RollCall's User Management utility which defines user roles and rights.

**Question:** Can RollCall be configured to require multiple approvals for a timecard or leave request?



# RollCall®

## Streamlined Staff Time and Attendance Tracking for Law Firms

**Answer:** RollCall can be configured to require multiple levels of approval for time, leave, and/or expenses. At each level of review, rules can be defined to determine whether an approval is optional, required or must occur in a defined sequence. Rules can also be defined to require additional review for specific timecard items. For example, RollCall can be configured to require additional review/authorization for any overtime entered on the timecard.

**Question:** Does RollCall support email notifications to employees and managers?

**Answer:** RollCall has 35 different notifications that can be enabled to notify employees, attorneys, reviewers and administrators of RollCall events or items that require action.

**Question:** Does RollCall have a reporting interface?

**Answer:** RollCall includes a web-based report writer and 33 standard reports that provide detail and summary data regarding time, leave and expenses entered in RollCall. All RollCall reports can be exported and saved offline as .xls or .pdf files.