



RollCall®

RollCall's automated timekeeping features eliminate the hassles associated with paper timesheets. From managing timesheets to enabling staff to view their attendance balances without a supervisor's assistance, RollCall reduces costs, saves time and is user-friendly.

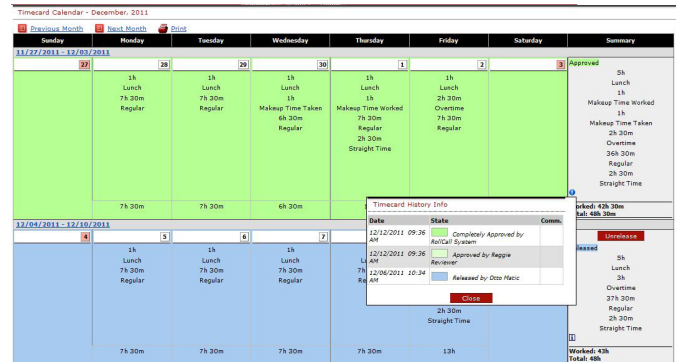
RollCall is streamlined staff time and attendance tracking for law firms.

Features

- Client/matter validation right out of the box without any customization
- Leave Payout module allows employees to request a payout of their unused annual leave
- Data uploads to billing and payroll from a single source
- Client and matter synchronization from billing system
- Readily-available time and attendance reports
- No need to manage user logins or passwords because RollCall relies on Windows authentication
- Email notification to RollCall users regarding timecard events or items that require action
- Remote access is available because RollCall is web-based
- No client-side application to install
- Seamless integration with payroll
- Automated overtime confirmation process for attorneys replaces paper
- Automated leave requests and approval process
- Records time increments, description, cost center, client/matter and time category. Calculates time automatically based on customizable business rules
- Tracks start and stop times, time clock or hours worked; tracks holidays, vacation, maternity leave, PTO and sick leave
- Allows customization of pay periods and overtime rules; prompts the user to select the appropriate overtime category once a time threshold is met
- Offers automatic expense reimbursement
- Allows creation of cost centers for multiple levels of review and approval
- Sends reminders to reviewers about time submission deadlines
- RollCall automatically routes email notifications of approvals, reminders and validation requirements to the appropriate personnel or manager
- Exports approved time to payroll, HR and billing

RollCall Calendar View

From the calendar view, employees can create and view entries, as well as keep track of total hours entered for each day and week.



Timecard Calendar - December, 2011	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Summary
12/27/2011 - 12/29/2011	39	38	39	30	31	31	30	Approved
	1h Lunch 7h 30m Regular	1h Lunch 7h 30m Regular	1h Lunch 7h 30m Regular	1h Lunch 1h Makeup Time Taken 6h 30m Regular	1h Lunch 1h Makeup Time Worked 7h 30m Regular Straight Time	1h Lunch 1h Overtime 7h 30m Regular		5h Lunch 1h Makeup Time Worked 1h Makeup Time Taken 2h 30m Overtime 3h 30m Regular 2h 30m Straight Time
12/04/2011 - 12/10/2011	4	5	6	7				Worked: 42h 30m Total: 42h 30m
	1h Lunch 7h 30m Regular	1h Lunch 7h 30m Regular	1h Lunch 7h 30m Regular	1h Lunch 7h 30m Regular	7h 30m Regular	2h 30m Straight Time		Worked: 42h 30m Total: 42h 30m

Flexible Technology for Easy Tracking and Approval

Providing flexibility to accommodate the way your firm works, employees can enter time while working from home and supervisors can approve entries while on the road. Each employee and supervisor have a custom home page that summarizes the status of current timecards or lists timecards that require action. RollCall easily tracks staff time against specific clients and matters. With the ability to enter hours worked, record start and stop times, or use the time clock feature, RollCall makes time tracking an effortless process.

Customized for the Way Your Firm Works

RollCall has everything you need to effectively administer your staff's time and attendance. You can easily manage user information, update client and matter data, modify departments, change time categories and revise leave types. You can also determine the review process, minimum time increments for billing, and thresholds for rounding to accommodate your firm's specific business rules. RollCall can be configured to allow users to include client/matter validation and add notes to time entries for overtime work performed on behalf of clients. In addition, these entries can be routed for approval by attorneys through email notification with a link to view the time entries.

National Payroll Association

Studies have shown that eliminating duplications and errors in employee time and attendance and payroll processes can save 3% or more of total payroll costs.



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The screenshot displays the RollCall software interface for user Otto Matic. It features a navigation menu on the left with options like Home, Monthly Calendar, Expense Calendar, Current Timecard, Timeclock, Create Leave Request, Current Expenses, Display Settings, Notifications, Employee Details, Holidays, Manage Templates, and Personal Profile. The main content area is divided into several sections: 'Timecards' with a table of dates and status indicators; 'Attorney Review Time Entries' showing a table with columns for Attorney, Date, Day, Category, Duration, and Status; 'My Leaves' with a table of Period, Category, Total, and Hrs; 'Leave Balances' with a table of Category and End of Current Day Balance; and 'Time Entry History Info' with a table of Period, Date, State, and Comm. A 'Close' button is visible at the bottom right of the history info section.

RollCall Leave Request Calendar

RollCall's Leave Requests Calendar displays leave submissions for all employees who report to a designated manager. The calendar will display the employee name, leave type, requested hours, and color coded status of the submitted leave requests.

Ready-When-You-Are Reporting

RollCall offers 33 management reports, capturing information such as:

- Absence trends
- Overtime trends
- Attendance history
- Remaining balances

"The reporting in RollCall is excellent. I get asked questions and can immediately generate an answer. RollCall is also the first product we found that manages accruals properly."

Cynthia Carter
Payroll Manager
Sterne, Kessler, Goldstein & Fox

Advanced Productivity Software provides scalable, reliable time tracking and cost recovery software that makes it easier to capture more time accurately, enabling your firm to quickly track and access activity that improves your bottom line. Chosen by more than 600 law firms since 1990, Advanced Productivity Software offers two world-class solutions: DTE Axiom and RollCall. With Advanced Productivity Software, your firm will increase efficiency and profitability to keep up the pace in a competitive legal environment.