



Benefits of a Workforce Management System

- Control your labor hours
- Eliminates costly payroll errors
- Know immediately when you have time card exceptions
- Have all your important data in one area
- Eliminate the manual process of distribution, collection, and storage of time cards
- No more difficult to read time cards
- Reduces the time to complete payroll
- Track absenteeism & tardiness and know if there is a pattern of habitual time off
- Calculate and track paid time off
- Know who is punched in and out with up to the minute information

Workforce Management System

Workforce Management System (WFM) organizes timekeeping transactions into data that easily enables comparisons between workday performance of workers or groups against defined performance thresholds. It transforms data such as overtime, absenteeism, non-productive paid time and payroll hours into meaningful workforce performance insight.

Labor cost wreaks havoc on budgets. Problem areas include rounding rule abuse, unscheduled overtime, and unplanned absenteeism. (WFM) help Management see the root causes of lost time, such as primary abusers or lax enforcement by managers and provide the data to take immediate action to reduce these labor cost. (WFM) data, problems can be quickly pinpointed and trends revealed, allowing for appropriate corrective action immediately.



NOVAtime 4000 SaaS Data Security

Updated June 2012

About the NOVAtime Data Center:

NOVAtime 4000 is hosted by Savvis, a global IT utility services provider that has 28 secure and reliable Internet Data Centers (IDC) worldwide, including NOVAtime's data center in California. The physical data center is constructed of materials that feature Underwriters Laboratories, Inc. rated ballistic protection. The equipment is physically secured within locked cages, and multiple access control points must be passed prior to accessing these cages. The IDC Security Operations personnel act as custodians of client loaner cage keys and ALL access is tracked.

The data center is equipped with UPS, PMMs, and diesel generators to provide a physically integrated and electrically redundant system for source selection, isolation, distribution, and monitoring, while also regulating power to the computer loads. NOVAtime has subscribed to the highest level of power redundancy and has manageable Power Distribution Units (PDU) in the cage to further eliminate any possible issues related to power.

Additionally, a sophisticated building management system (BMS) monitors the environmental controls, such as heating, ventilation, and air conditioning (HVAC), as well as fire detection/suppression and power management systems. The BMS promptly notifies the on-call facilities engineer of any triggered alarms. Sprinkler systems are implemented with double interlock pre-action and detection systems, and the fire suppression system is monitored and will dispatch the city fire department upon receipt of an alarm. Furthermore, the IDC is seismic-proof for up to an 8.0 earthquake.

NOVAtime's data center is SSAE 16 SOC1 Type II compliant. The Statements on Standards for Attestation Engagement No. 16 (SSAE 16) was enacted by the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants (AICPA).

The SSAE16 SOC1 Type II Examination reviews control objectives, including:

- 1) Service delivery
- 2) Support services
- 3) Physical security of the IDC infrastructure
- 4) Facility and environmental protection
- 5) Managed security services
- 6) Information security of the IP network
- 7) Information security of corporate systems and network
- 8) Global change management
- 9) Managed storage
- 10) Managed backup
- 11) Managed hosting

Data Security: How is customer data protected and backed up?

NOVAtime 4000 SaaS requires connection from the internet to use 256-bit SSL protocol (https://). In addition to providing authenticity of our site, SSL also ensures privacy and data integrity through encryption. Firewalls and intrusion prevention systems are also deployed to prevent unauthorized access. In conclusion, the only data that can enter is SSL traffic, and it can only enter to the web servers. NOVAtime also has separate logical networks (VLAN) for production, backup, and management purposes, while Access Control Lists (ACL) are used to precisely control the traffic between VLANs.

Additionally, all of the systems in NOVAtime's hosting solution have hardened OS with security patches that are kept up to date. NOVAtime servers run with a straight security policy, fine-tuned to fit their particular roles, and remote access to the system is provided through secured IPSec VPN tunnel only.

Regarding the application itself, service login requires a unique user name and strong password, and NOVAtime has added an extra level of protection with Randomized Image Authentication technology. The application offers other security-related features and options as well, including Lightweight Directory Access Protocol (LDAP) and Single Sign-On (SSO). To mitigate the threat of unattended sessions, NOVAtime 4000 utilizes inactivity timeouts, such that users are automatically logged out of the service when their SSL session remains inactive for a period of twenty minutes.

NOVAtime has also taken measures to put the NOVAtime 4000 application through a series of rigorous application penetration testing, attaining Plynt Certification. Plynt is the application security arm of Paladion, a Deloitte Technology Fast 500 Asia company and a global leader in providing full service information security solutions. Attaining Plynt Certification indicates that NOVAtime 4000 has adequate measures to guard against remote adversaries, while protecting against a wide range of threats. The NOVAtime 4000 application has demonstrated that it resists attacks and has implemented features that enhance its security.

The certification's Security Protection criteria include:

- 1) Safety against popular attacks;
- 2) Defense against threat profile;
- 3) Protection of sensitive data in transmission;
- 4) Safeguarded passwords;
- 5) Protection against password guessing;
- 6) Secure "forgot password" implementation; and
- 7) Secure configuration settings of all directories and configuration files.

The certification's Security Requirements criteria state that:

- 1) Safe sensitive data is not stored on client machines;
- 2) Sensitive data is not hidden in pages;
- 3) No sensitive data is revealed in error messages;
- 4) Code obfuscation is used for secrets (i.e. cryptographic keys, passwords, algorithms, etc.);
- 5) Re-authentication is required for sensitive activities;
- 6) No sensitive data is included in requests to external sites;
- 7) Webserver is protected against known vulnerabilities;
- 8) No sample or test application is available to remote users; and
- 9) No sensitive data is disclosed in any source code accessible to remote users.

NOVAtime 4000 utilizes a built-in backup tool and SQL job agent for backing up client data. The system uses a multi-level backup strategy for archiving processes and applies best-practice archiving of historical data. The primary backup travels from disk to disk within the central hosting infrastructure, then travels to a secondary backup disk at an off-site location and is ultimately sent to permanent media for archival purposes. The disk-oriented backup ensures fast restoration, while the multi-site copies allow NOVAtime to minimize downtime if a regional disaster were to occur. The system is able to switch over to an alternative working server within one hour in the event of any system, software, or data failure.

Additionally, NOVAtime has developed a Disaster Recovery Plan (DRP) that is both reactive to potential disaster situations and proactive in considering and implementing preventive measures to reduce or eliminate any interruption in daily business activities. In the event of a disaster, NOVAtime will provide a plan to return your system's operational status to normal as quickly as possible. NOVAtime's Disaster Recovery Plan currently addresses three main areas: 1) failures within the Central Data Center, 2) failures in the Central Data Center region, and 3) failures within the State of California. The critical elements of the plan include the Restore Point Objective (RPO) and the Restore Time Objective (RTO). The RPO is the identified/accepted metric around data risk, typically measured around backup points and timelines, and the RTO is the identified time to restore basic services and functionality in the event that the DRP is executed in any manner.

Data Accessibility: Who has access to customer data?

Background checks are performed on all NOVAtime personnel, including any individuals who interact with the data center and application. NOVAtime has taken extreme measures to ensure that data is only accessible by authorized users. Only the NOVAtime IT department has access to client data at the database level, and only the NOVAtime implementation staff has access to client data at the application level. Savvis personnel are not granted access to the NOVAtime database infrastructure. Ultimately, authorized access is based on the client's requirements and requests, and the implementation consultants will configure access by client personnel accordingly.

Furthermore, as a true multi-tenant solution, NOVAtime 4000 provides each client with a separate database, or tenant. The solution features security "walls" that isolate and protect each tenant from inadvertent access by other clients. Consequently, data can never be unintentionally stored or accessed in another tenant, and each tenant requires unique authentication from the application, determined by the client's identity.

Compromised Data: What happens if the data center is hacked?

NOVAtime treats security incidents with utmost importance and classifies them at the highest level of severity. In the event of a security breach, the suspect/identified device(s) will be immediately isolated from production, and any external sources will be blocked. NOVAtime will involve external authorization to help isolate, identify, and recover data where appropriate, and security measures will be enhanced where possible to prevent future occurrences.

NOVAtime takes substantial precaution to ensure the security of the NOVAtime 4000 solution. However, if a security breach were to occur, NOVAtime will alert all affected clients, following standard protocol of all critical incidents related to the SaaS services. Notification will be sent to clients through our Professional Services team, which will include details from the investigation and resolution, and subsequent status updates until the case is closed.



**2737 Curtiss Street
Downers Grove, IL 60515**

QUOTE

Quote # 8993
Date 05/27/14
Sales Rep. Administrator
Expires 30 days

Quote To:

Frankfort Square Park District
 Mr. Jim Randall
 7540 W Braemar Lane
 Frankfort, IL 60423

Ship To:

Here is the information you have requested. ITR Systems will configure all of your company's pay policies, and import all of your employees into the Workforce Management System. This quote does not include any cabling; system requires an electrical outlet within 3 feet of Terminal and Ethernet Jack within 3 feet.

Tax will be added if applicable. A 50% deposit is required to place order, balance net 30. Units will need a 110 AC outlet and data jack at the location that the terminal will be installed.

Ln #	Qty	Description	Unit Price	Ext. Price
1		One Time Fee		
2	1	Professional Services (Programming, Install, & Training)	\$4,830.00	\$4,830.00
3	2	Keypad Fingerprint Terminal	\$1,492.00	\$2,984.00
4	2	Surge Suppressor	\$60.00	\$120.00
5				
6		Monthly Fee Based on Active Employees & Managers		
7	1	Novatime 4000 Lite Workforce Management Software (per employee per Month)	\$1.60	\$1.60
8	1	(Optional) Novatime 4000 Lite Workforce Management Software (per Manager per Month, includes Software Support & Software Upgrades)	\$4.00	\$4.00
9		Modules Included in 4000 Lite, Shift Differentials, In/Out Board, Task Scheduler, FLSA, AWS, & SWS		
			SubTotal	\$7,934.00
			Sales Tax	\$0.00
			Shipping	\$30.00
			Total	\$7,964.00

Thank you for giving ITR Systems the opportunity to serve you.

P.O. _____

Signature _____

Prices subject to change. All components proposed above are covered by a limited one year warranty. Any changes to order will require a price adjustment. There will be a 25% restocking fee on all orders cancelled after equipment has been ordered from the manufacturer. Visa or Master Card accepted, a 3% services fees will apply on all charges over \$100.00



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Ln #	Qty	Description	Unit Price	Ext. Price
1		One Time Fee		
2	1	Professional Services (Programming, Install, & Training)	\$4,830.00	\$4,830.00
3	2	Touch Screen Fingerprint Terminal	\$1,757.50	\$3,515.00
4	2	Surge Suppressor	\$60.00	\$120.00
5				
6		Monthly Fee Based on Active Employees & Managers		
7	1	Novatime 4000 Lite Workforce Management Software (per employee per Month)	\$1.60	\$1.60
8	1	(Optional) Novatime 4000 Lite Workforce Management Software (per Manager per Month, includes Software Support & Software Upgrades) (Optional)	\$4.00	\$4.00
9		Modules Included in 4000 Lite, Shift Differentials, In/Out Board, Task Scheduler, FLSA, AWS, & SWS		
			SubTotal	\$8,465.00
			Sales Tax	\$0.00
			Shipping	\$30.00
			Total	\$8,495.00

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1		One Time Fee		
2	1	Professional Services (Programming, Install, & Training)	\$5,960.00	\$5,960.00
3	2	Keypad Fingerprint Terminal	\$1,492.00	\$2,984.00
4	2	Surge Suppressor	\$60.00	\$120.00
5		Monthly Fee Based on Active Employees & Managers		
6	1	Novatime 4000 Standard Workforce Management Software (per employee per Month)	— \$2.80	\$2.80
7	1	(Optional) Novatime 4000 Standard Workforce Management Software (per Manager per Month, includes Software Support & Software Upgrades) (Optional)	— \$4.00	\$4.00
8		Modules Included in 4000 Standard, Shift Differentials, In/Out Board, Task Scheduler, FLSA, AWS, & SWS, Quick Punch in/out, Accruals, Pay Matrix, Employee Web Services, & Retro Pay		
			SubTotal	\$9,064.00
			Sales Tax	\$0.00
			Shipping	\$30.00
			Total	\$9,094.00

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			SubTotal	\$9,595.00
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			Shipping	\$30.00
			Total	\$9,625.00

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Modules Nova4000 SaaS Lite Nova4000 SaaS Standard

Shift Differentials	✓✓	✓✓
In & Out Board	✓✓	✓✓
Task Scheduler	✓✓	✓✓
FLSA	✓✓	✓✓
Administrator Web Services	✓✓	✓✓
Supervisor Web Services	✓✓	✓✓
Quick Punch In/Out Only	✓✓	✓✓
Accrual	✓✓	✓✓
Pay Matrix	✓✓	✓✓
Employee Web Services	✓✓	✓✓
Retro Pay	✓✓	✓✓

Available Optional Modules \$0.60 pepm, does not include setup fee

Accrual	✓✓	N/A
Pay Matrix	✓✓	N/A
Retro Pay	✓✓	N/A
Employee Web Services	✓✓	N/A
Schedule Import	✓✓	✓✓
Point System	✓✓	✓✓
Schedule Lockout/Basic Access Control	✓✓	✓✓
Expense Module	✓✓	✓✓
On Call/Call Back	✓✓	✓✓
Transfer Group Approval & Borrowing Manager	✓✓	✓✓
Notification Services	✓✓	✓✓



NT450

Time and Attendance

Push Technology Smart Clock



Product Overview

Utilizing the latest technology, the NT450 provides a reliable and easy-to-use platform for all types of workforce and workplace environments. The vibrant TFT color display and large keypad deliver a simple interface to facilitate many Time and Attendance features, as well as many self-service options for your workforce. Proximity, HID, and biometric options ensure an input method that will best suit your environment, and included within the NT450 clock are access control relays that can be used with existing 3rd party controls (i.e. bells, door locks, etc.).

The standard NT450PX model features a proximity card reader, while the optional NT450HI model includes an alternative HID badge reader. Additionally, the NT450FP biometric option features an innovative Lumidigm's fingerprint reader that will verify each employee in order to reduce time theft and 'buddy' punching. This device offers unparalleled performance through the use of the fastest commercial-based fingerprint matching algorithm. The patented, high-performance, high-image quality optical fingerprint sensor ensures reliability, precision, and excellent matching speed, while also being resistant to scratches, impact, vibration, and electrostatic shock.

Push Technology – Built for the Cloud

Designed for today's cloud computing environment, NT450 uses the innovative Push Technology and automatically "pushes" employee punch data from your time clocks to the server in real-time or periodically.

Easy-to-use Time and Attendance features, allowing you to:

- Punch In and Out using your fingers, proximity badges, HID badges, or key-in using badge numbers
- Transfer multi-level groups to support labor tracking needs
- Input sick leave hours, vacation hours, personal leave time, etc.
- Support input of tips, bonus dollars, etc.
- Support employee schedule lockouts
- Support employee meal lockouts

An extension of your HR department that will support afterhours inquiries, allowing you to have:

- 24/7 operations without 24/7 Human Resource personnel
- Real-time access to your employees' accrual information (Vacation Hours, Sick Leave, Personal Leave Time, etc.)

Amazing kiosk features and functions including:

- Real-time access to employee timesheets
- Real-time access to employee work schedules
- Real-time access to employee performance tracking data (point system)
- Private messages distribution to employees
- Greater employee satisfaction—with information at their fingertips!



Multi-Spectral Technology

The innovative multi-spectral fingerprint sensor reads the subsurface of the finger, increasing biometric performance, security, and reliability. The NT450FP provides superior fingerprint readings in any environment and is still capable of accurate identification through a latex glove.

- Eliminates enrollment problems with auto enrollment, while increasing read accuracy and efficiency
- Features the industry's best fingerprint reader
- Enables high throughput
- Requires minimal maintenance

Employee Privacy Is Protected

Employees simply place a finger on the reader window, which quickly captures and transforms the biometric data into a secure and non-invasive mathematic algorithm. The information is automatically encrypted to a data string that confirms the identity of the employee, without violating employee privacy.

Specifications

CPU and Memory:

CPU: 600MHz
Memory: 128 MB SDRAM, 256 MB NAND Flash

Display:

3.5" TFT Color LCD (320 x 240)

Dimensions and Weight:

8in(L) x 5.75in(W) x 1.75in(D), 3Lbs

Communication:

Ethernet 10/100 Mbps, USB-Host, Serial, Wiegand in/out

Relays:

2 form-C relays available for bell or access control
Nominal Voltage: 5VDC

Reader Options:

Biometric: Lumidigm Mercury finger print reader
HID: 125 KHz, supports 26 to 50 bits
Proximity: 125 KHz, supports up to 56 bits

LED Indicator:

Green and Red

Keypad:

Numeric keypad, Navigation keys, 8 hardware function keys (up to 12 programmable function keys)

Power Supply:

Input: 100 to 240VAC, 50/60Hz
Output: 12VDC/3A

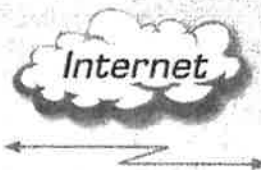
Environment:

Operating Temperature: 32-113 Degrees Fahrenheit (0-45 °C)
Operating Humidity: 20 to 80%

Available Accessories:

Power Over Ethernet (injector and splitter)
HID and Proximity badges

Models	Product Description
NT450FP	NT450 Biometric Fingerprint Reader
NT450PX	NT450 Proximity Reader
NT450HI	NT450 HID Reader



**N.E.W.S
(Middleware)**

NOVAtime Time & Attendance /
Workforce Management



Plug-and-Play Capabilities; Simplified Deployment

All you need is an Internet connection (via HTTP / HTTPS access). Just hang the clock and use the built-in Ethernet adapter to connect to your network.

Visit NOVAtime online: www.NOVAtime.com

Printed in USA
US112012

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Ask NOVAtime how our solutions
are green and earth friendly

Part Number: LIT-NOVAN T450



NT450

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Printed in USA
US 112012

All product names referenced herein are trademarks of their respective companies.
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Ask NOVAtime how our solutions
are green and earth friendly

Part Number: LIT-NOVANT450

