



Features

Core Foundation

Preface

Kebrate has the following modules that are integrated together in many areas of the solution:

- Payroll Module.
- Labor Module.
- Advanced HR Module.

Note that in the 'Core Foundation' section of this document, any reference to payroll records/hours or labor records/hours require the related modules to be activated.

Time & Attendance

Kebrate has three main interfaces for collecting, modifying and approving time and attendance information.

1. Real-time Data Client (RDC): A user interface designed for shopfloor staff, focusing on efficiency and user accuracy through the additional use of barcode or QR code readers/scanners.
2. Office Time Client (OTC): A user interface designed for office staff that work from a PC at a desk. The attendance and labor records can be modified at any time by the user and are only locked when approved by a supervisor.
3. Approval Screen: A user interface designed for the supervisor to review the attendance, payroll and labor hours submitted by the staff under their control.

General Functionality:

- Track Employees clocking in and out for the day.
- Auto clock out employees who forget to clock out at the end of the day.
 - This will also clock out all open labor records and ensure that attendance, payroll and labor are perfectly balanced to the shift's expected duration.
- View both the original and adjusted attendance to verify shift rounding and view possible attendance irregularities.
- Add multiple daily notes to record information related to attendance or shift issues.
- Track attendance exceptions: Started late, Left early, Did not turn up for work, Did not clock out, Clocked in when not expected that day.
- Even though Kebrate automatically keeps attendance and payroll hours consistent, you can still make adjustments to correct previous payroll period issues.

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Time & Attendance (cont'd)

- 100% Auditing:
 - View all changes to an attendance record to ensure that the record has gone through the expected supervisor approval hierarchy.
 - Know exactly who made a change, what time of the day it was done and what was altered.
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Real-time Data Client (RDC)

A user interface designed specifically for shopfloor staff- efficient and accurate data entry. The attendance and labor record's start and stop times cannot be modified by the user as they are captured/set at the time a button is clicked on the interface (real-time data collection).

- With just 3 quick scans; you have validated the employee, collected the work order, started the job and the interface is instantly reset for the next employee.
- Track attendance, labor and payroll through the one interface.
- Use bar-codes, QR codes and touch screens.
- Start Run/Setup jobs and allow Run/Setup jobs to overlap.
- Overlapping labor hours are automatically prorated however, the employee can be given permission to override the calculated hours to suit the exact time each job took.
- View the operation's: Order Quantity, Completed Quantity, Remaining Quantity, Estimated Runtime, Actual Runtime, Remaining Runtime.
- Control which employees can clock in/out on a terminal-by-terminal basis.
- This can be used to keep your staff in the areas of their duties.
- Control what work orders can be used on a terminal-by-terminal basis by assigned allowed 'Resources' to a terminal.
- Configure how each individual RDC looks and operates from a management screen accessible from any computer.
- Scan work orders that do not include the operation in the barcode to auto-select the first active operation.

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Real-time Data Client (RDC) – cont'd

- Disable employee keyboard access for better security (barcode access only).
- Highlights the operation's Remaining Runtime to warn employees that the operation is taking too long to complete.
- Enter labor trace information.
- View all employee reports, Payroll hours and Benefit balances to minimize HR staff inquiries.
- Create paperless environment through utilizing the interface search options.
- A job search screen that can be configured to display the operations based on their want date.
- Your shop floor staff can leave comments that can be automatically presented to the next employee who touches the same operation.

Real-time Data Client (Mobile/Web Version)

The web-based version has some additional functionality.

- Mobile version is web-based so no install required on local PCs.
 - Run on PC, Android and IOs devices (current operating system versions).
- Stop one or multiple jobs at the same time.
- When stopping jobs, you can easily add the quantity completed against one, multiple or all running.

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Office Time Client (OTC)

A user interface designed for office staff that work from a PC at a desk. The attendance records and all labor records can be modified at any time by the user and are only locked when approved by a supervisor. The records can be entered and altered for past, current and future dates.

- Designed for staff that sit at a desk and need the freedom to add and modify the jobs that they are working on at various times throughout the day.
- The mobile version is web-based so no install is required on the local PCs.
 - Run on PC, Android and IOs devices (current operating system versions).
- Track attendance, labor and payroll through one interface.
- Scan a work order for quick entry.
- View the operation's: Order Quantity, Completed Quantity, Remaining Quantity, Estimated Runtime, Actual Runtime, Remaining Runtime.
- Highlights the operation's remaining runtime to advise employees that the operation may be taking too long to complete.
- View past information (Attendance, Labor, Payroll, Benefit/Bank, Shift) through a calendar selection.
- Enter attendance notes for supervisors to see.
- View whether the records are; not entered yet, saved, confirmed or approved by a supervisor.
- Search for labor records to work on.
- Start Run/Setup jobs.
- Start Run/Setup jobs and allow Run/Setup jobs to overlap.
- Automatically prorates the overlapping labor hours.

Attendance Approval

A user interface designed for supervisors to view, add, alter and delete attendance records for employees under their control. The attendance approval screen is deeply integrated with both the payroll and labor approval processes. In this section we will just keep to the attendance related functionality.

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Attendance Approval (cont'd)

- Verify and approve an employee's attendance. Typically this will also approve the auto generated payroll hours.
- Display the shift information collected on the day and provide the ability to modify when required. You could for instance modify the lunch break from being a paid to an unpaid break, or delete the break time altogether.
- View both the original and adjusted clock-in and clock-out times. Seeing the original values will confirm the exact time the employee came into and left the office. It will also confirm the effects of the shift rounding process.
- Audit columns are included to visually highlight when the attendance, payroll and labor hours are not consistent. Inconsistent hours typically only occur when a supervisor has modified the labor hours without ensuring the attendance covers all of the labor hours.
- You can add notes to the day to record any attendance related matters. These notes are viewable on a specific notes related report. The note system is also a way that messages can be passed from either the employee's OTC interface or from a labor supervisor to a payroll supervisor.
- View all attendance/shift exceptions. An exception can be automatically created when an employee has not clocked in by the shift's start time.
- KEBRITE records how often the employees open reports and how long they look at them. This was created for clients who monitor staff spending excessive time reviewing their report during the time they should be working.

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Tracking Company Holiday

Company holidays are added through an interface and can be assigned to a group of employees. You can also have multiple company holidays on a specific date if the allocated hours are calculated differently for different groups of employees. Examples of typical holidays include 'New Year Day', 'Easter' and 'Christmas'.

- They can be configured with a set number of hours or from the employee's assigned shift duration on the day.
- Set which employees are entitled to the company holiday. They are typically not given to casual workers.
- Create multiple holidays on a single date as some employees may need different processing.
- Apply formulas that will calculate the average hours that an employee has worked over a given period to determine the amount of hours an employee will receive.
- Easy to use yearly calendar display to view all holidays for a full 12 months, including any past, present or future years.
- Highlight holidays with different colors to make the information more meaningful.
- At the time the company holiday is processed, select any payroll account for the hours to go into.

Tracking Employee Vacations

Typically all staff are eligible to take time off for their own employee vacation time. Kebrate will track all past, present and future dated employee requests. This functionality works in conjunction with our automated 'Employee Time-off Request System', which is part of our Advanced HR module.

- Easy to use yearly calendar to view all employee vacation time.
- As the vacation time is approved, Kebrate will automatically move hours from an employees bank/benefit account to a payroll account.
- By default, an employee will not be permitted to take more vacation time than their benefits balance currently allows for.
- Employee vacations can work in unison with our attendance policy system, which further tracks why employees are not in attendance on a given date.

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Shift Management

Shifts are used to mainly control the rounding time when an employee clocks in and out for the day. It ensures that there is minimal amount of adjustments that supervisors are required to do. It is also integrated with our proactive emailing system to provide information to supervisors when specific attendance related issues occur.

- 4 shift modes:
 - **Auto Shift:** Used when you want the system to automatically clock in/out an employee Useful for tracking salary staff attendance.
 - **Midnight Shift:** All transactions will appear on the day that the employee's shift started. Useful for say a 6pm – 2am shift.
 - **Push Base Date Shift:** All transaction will appear on the following day. Useful for say a 10pm – 6am shift.
 - **Flexible Shift:** The shift start/stop all changes to the time the employee clocks in. Useful for when you do not know when the employee may arrive.
- Set a default shift job.
- Set a default shift break job.
- Define any shift rounding rules.
- Automatically split up a days' work to insert 'break' jobs at set times during the day.
- Tracking attendance violations:
 - Late Attendance, Attendance not with in expected time, Early clock out, No clock out.
 - Add monetary amounts for special shifts that can be applied to both the cost of labor and payroll.
- Automated proactive email notifications for supervisors and HR staff when shift attendance issues occur.
- Auto clock out staff who forget to clock out. At the same time, email the necessary staff to review the time values.
- Define one shift with multiple start times to save having to create multiple individual shifts.

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Schedule Management

Once you have shifts defined, those shifts can then be added to a shift schedule, which in turn are associated to your staff. The schedule is the mechanism to control how and when the shifts are assigned to staff on any given day.

- Create a schedule for any range of dates (1 week, 4 weeks, 8 weeks...).
- The schedules can be set to start on any given day of the week.
- Easily move staff between different schedules.
- After an employee is assigned to their scheduled shift, and changes are required on that date, you can modify shifts times and breaks without affecting past or future dates.
- Create a schedule for any day duration (7 hour shifts, 10 hour shifts, etc).
- Create rotating schedules.
- Easily move staff between different schedules.

Tracking Attendance Exceptions

Kebrate has many circumstances where attendance exceptions can be automatically captured. While Kebrate comes by default with 6 types of exceptions, you can use this functionality to record anything what-so-ever against an employee on the day. May be you want to track when they have been given a warning notice or event when they had perfect attendance for the month.

- Automatic attendance exceptions that are included:
 - **Clock-in without shift:** To record when employees clock in and are not scheduled on a shift for the day.
 - **Overdue Starting Shift:** The employee did not start work on time.
 - **Early Clock-out:** The employee clocked out before their shift had ended.
 - **Auto Clock-out:** The employee left for the day without clocking out. At this point Kebrate engage the auto clock-out functionality.

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- Reporting to assist with visualizing employee annual attendance standard.
- Seeing all shift attendance issues on an annual calendar display.
- Yearly reports selecting all shift exceptions.
- Easily see trends like staff taking a lot of Fridays off.
- Create user defined topics that you want to track against employees. Some examples could be:
 - 1st Warning.
 - Perfect Attendance Award.
 - Employee non Compliance.

Department Management

Most of the departments will be automatically imported and updated from your ERP however, you can create them through our Department Management interface too.

- Create ERP departments directly from Kebrate.
- Assign departmental managers for reporting purposes.
- When staff move to an alternative department, Kebrate makes the change in the ERP to keep both systems in-sync.
- Through use of the 'Position Management' / 'Skills & Training' systems you can select what positions/skills are required in the department. It will then show whether or not the department has the required personnel.

Supervision Assignment

Supervision assignment controls which employees you see when either using the approval screens or viewing the data on any employee related reports.

- A supervisor can be set up to supervise department and/or employees.
- As supervisor can back up other supervisors. This way when on the approval screens you can take care of other staff while the supervisor is absent.
- Kebrate will automatically keep the department supervision in sync with the employees as they move between departments in your ERP.

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Employee Management

The employee management is the heart of the HR system. It will hold all the important information for each employee and is integrated into all areas of the solution.

List of all data storage options:

- Employee List Screen.
 - See all staff logged in.
 - See all staff who are currently logged into work and print out a list for evacuation purposes.
- General Information.
 - Hire dates, re-hire dates, division, branches, user settings.
 - Store 4 addresses (personal, emergency, site and other).
 - Over 100 individual fields used to record everything employee related.
 - 10 customer options to store any information that you like.
 - Printing out security card.
- 5 customer group options to be able to create meaningful reports for grouping employees.
- Create ERP employees directly from Kebrite.
- View all employees currently logged in.
- Record supervisor authorities; what supervisors can see this employees data throughout the product also, if this is a supervisor then which employees they can see.
- Record access roles that controls what areas of the system they can access.
- Record payroll Id's and other payroll related information.
- View their shift information and record special schedule conditions.
- Assign a pay class schedule that determines how this employee is paid for the whole period/week.
- For office time card users, view what they are working on (saved records) even though they have not yet submitted their final draft.
- Store general notes: An encrypted screen to store very private and confidential information.
- Drag & Drop functionality to store all employee related documentation; employee contracts, performance reviews, banking documents.

Core Foundation

Employee Management (cont'd)

- Store all the positions that the employees have held and all their salary adjustments over time.
- Store all the skills that the employee has, the training completed and any certifications.
- Store all of the education results and any awards the employee has received.
- Store medical information. We have seen this been used extensively to store staff allergies.
- Store all of the employee's banking information.
- Store the results of all the performance reviews.
- Capture any employee related costs and any items that the employee has been given; safety glasses, boots, uniform.

Marquee Messages on RDC Terminal

Kebrate can display a scrolling message on the RDC that you program to start and stop on specific dates and times. It is a great way to discreetly pass general information to your shop floor staff.

Reporting

We have many reports that cover:

- Information accessible for each employee to list their own attendance, labor, payroll and benefit information. They can see their vacation entitlement so that they do not need to disturb the HR staff.
- Reporting on specific employee data; hire dates, birthdays, positions held.
- Who has what roles, who has direct supervision.
- Supervision Related:
 - Ensure that the attendance, payroll and labors hours perfectly balance.
 - View all attendance and weekly attendance records (includes regular, overtime and double-time balances).
 - Absenteeism.

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Reporting (cont'd)

- Who is clocked in.
- Labor tracking.
- Resource usage.
- Payroll account usage.
- Benefit balances.
- Shift scheduling.
- Vacation scheduling.
- Auditing Related:
 - Ensuring all labor records in Kebrite are exactly the same in your ERP.
 - Employee efficiency reports that track employees working or direct vs indirect labor.
 - Daily work audit to ensure all supervisors have approved their staff.
 - View all of the notes entered.
- Training Related.
 - Employee skills.
 - Positions and salary.
 - Viewing scheduled training.
- Injury & Illness Related.
 - Injury & Illness reporting.
 - USA OSHA reporting.
- Report Management; this is an auto report scheduling tool that you can configure to automatically send various reports to any employee at set times.

Centralized Terminal Management

Our terminal management screen is the centralized area where you can control how the shop floor interfaces are to behave. This screen can be accessed from any PC and any terminal settings altered for specific terminals are automatically updated every 15 minutes of the hour.

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Centralized Terminal Management (cont'd)

Specific Functionality

- Centralized terminal control center.
- You can configure all shop floor interfaces to look and behave differently as all settings are totally independent of each other.
- If you have a self focusing camera on a Windows computer or tablet, the RDC will be able to extract the barcode from a photo.
- Control terminal access; set exactly which employees can clock-in, clock-out, start or stop labor records. This controls the location of your workforce so that they do not stray too far from where they are expected to be.
- Control terminal resources; set exactly what labor tickets can be started based on the selected resource. This aids in the control of what are acceptable barcode scans to minimize the corrections required.

Security Card Printing System

We interface with Zebra ZC100, ZC300, ZXP Series 3 and P120i card printers, which enables you to print your staff security cards directly from our solution. You can even print temporary cards for visitors to your establishment.

Specific Functionality

- Control the manufacturing of security cards from your office.
- Possibly print bar codes on your existing proximity cards so that they can be used for your door entrance and Kebrite.
- Set up 5 cards with different colors to easily distinguish employee's work areas.
- Easily assign temporary cards to employees and visitors.
- Display your employee's photo, company logo and return business address.
- Set the barcode value to a different Id from your ERP employee Id for better security.

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Auto updating components

Even though we have web-based interfaces that do not require installation, some client still prefer to have Windows based component installed on a PC rather than accessing the web. For these types of clients we have our legacy installed components and once installed, they automatically update themselves.

100% Auditing of all data entry and approval

There is an "Audit" table for every "Live" table in Kebrite. This means that every single change made to a record is kept so that we can determine at any time what was changed, who made the change and exactly to the second when the change occurred. several screens have an audit button that enables you to see for instance, who altered payroll records and who altered labor records after coming in correctly from the shop floor.

Role Management to control screen access

There are a vast amount of roles in Kebrite that provide a company with a way of controlling what screens the users have access to. Also, while on the screens, what special functionality the user can and cannot have.

Stand-alone system

Kebrite's data resides in its own a SQL Server database. Due to this it has the following advantages:

- Kebrite can still be running when your ERP is down. It covers you for unexpected circumstances and also possible when scheduling ERP upgrades. Gone are the days when you need to schedule ERP upgrade after hours or on a weekend!
- We have provided assistance for clients who unfortunately lost their ERP system and was able to restore all of the lost labor transactions.

Payroll Module

The payroll module has four main functions:

1. Determining how many payroll hours are to be derived from the employee's attendance, taking into account the shift's rounding rules and any unpaid breaks.
2. Controlling employee benefit/bank accounts and their respective accruals. The accruals can accrue at different amounts based on the employee's entitlement.
3. Exporting the payroll hours into payroll files for importing into 3rd-party payroll systems.
4. Split up ERP labor so that it correctly reflects what jobs were performed during regular time vs overtime.

Simple and complex payroll structures

The payroll system is very configurable so that it can handle any complex payroll structure. You can even have multiple payroll processes that can be assigned to different employee groups.

- Calculate overtime and double time based on any daily/weekly/bi-weekly limit configuration.
- Set hours to overflow in other payroll accounts when limits have been reached.
- Automatically create ERP indirect jobs to align with approved payroll hours.
- Set payroll accounts to share the limits with others.
- Add premium payroll accounts for such things as a first aid or weekend allowance.

Interface with 3rd party payroll providers

Kebrate can produce over 70 file formats for importing into 3rd party payroll providers. Our policy is that if we do not currently have the needed format then we will provide it free of charge.

Store Payroll Documents

The payroll system has its own document control area for storing all of your payroll processing documents.. It could store a copy of all of the employee payroll stubs as well as the payroll files submitted to your payroll provider.

Payroll Module

Track an unlimited number of payroll accounts

Payroll accounts are used accumulated typically from attendance and events such as company holidays, employee vacation, sick leave, etc. Once they are approved by supervisors they are then counted when producing payroll files. There is no limit to the number of payroll accounts that you can create.

- Regular time, overtime, and double-time.
- Company holidays.
- Personal time off (PTO).
- Sick leave.
- Jury duty.
- Shift Premiums.

Automated Benefit/Bank Accrual

Bank/Accrual accounts accrue hours for the employees to use at a later date. It could be used for providing the employee annual vacation hours, their sick leave entitlement or any other benefit that you need.

- Set up as many accrual steps as you need; 1 week, 2 week, etc.
- Configure a maximum amount of available hours.
- Set that the employee gets a set number of hours after 3 months of employment.
- Force the hours to be either paid out or cancelled at the end of each accrual period (1 year, etc).
- Derive the amount of hours by a set value (80 hours per year) or calculated based on the number of hours worked.

Payroll Lockdown

Typically on the Monday following the previous payroll week the payroll administrator needs to verify that all of the records have been approved and possibly make some minor adjustments. So that this can be done in a controlled state we provide the ability to lockdown the payroll system. This way the payroll administrator knows that they are the only people able to make modifications.

Payroll Module

Payroll Reporting

There are many reports that allow you to view the payroll hours and the reports can be grouped in many formats.

- All reports can be exported as a PDF and Excel formats.
- Automatically send a payroll report to supervisors to question their approved hours.
- See how many hours have been placed against any one or group of payroll accounts.
- Instantly, anyone who you give access to the payroll reports can find out (e.g. How much OT for this week!)
- View the bank account balances for one or more staff.
- Review bank account balances for a group of employees at the same time for manually adjustment or reset purposes.
- Reports specific for Vacation scheduling so that you can see all of your staff that are currently on vacation or are coming up soon. This way, you can be sure not to over schedule your staff.
- A complete audit of all bank transactions and subsequent adjustments.

Payroll Notes

Notes can be added to any employee and for any reason on the approval screen. Many notes relate to attendance and payroll discrepancies. We have a report that can instantly return all payroll related notes.

Schedule Employee Time Off

Employee personal time off is mentioned in many areas of this document and definitely plays a role with payroll. All time off events affect payroll accounts, at the very least, hours will be placed into a payroll account. You can also configure it to take hours from a bank account when required. Payroll notes can also be placed on the events that can be viewed in many areas of the solution.

Payroll Module

Payroll Approval

The payroll approval screen is the central point for all attendance and payroll functionality in Kebrate. It is designed to be used by supervisors and staff who oversee the payroll management, especially when generating the payroll file. In special cases where a client wants to give total control to their employees, it can be set up so each employee can view, modify and approve their own individual records.

Specific Functionality

- Verify and approve of an employee's payroll hours.
- See approval history/audit records.
- View related payroll codes, pay rates and G/L accounts.
- The payroll audit column is used to visually highlight when the attendance, payroll and labor hours are not consistent.
- You can add notes to the day to record any payroll related matters. These notes are viewable on a specific notes related report.
- Ensure that the payroll records correctly reflect any attendance/shift exceptions.
- You can add a custom payroll account that has a monetary value associated to it. It could be used for inclusion into a payroll file or just that the employee was provided funds at some point in time.
 - Report available for viewing all the money paid out to one or multiple staff.

Labor Module

Shop Floor and Office Labor Input

The employee main labor functionality is mention above under the heading 'Realtime Data Client' and 'Office Time Client'.

ERP Adapter

Kebrite collects labor from the shop floor, from office staff and through the use of the labor approval screen. For our clients with an ERP (Visual Manufacturing or Epicor ERP/Kinetic), we export all of the labor data directly into the ERP.

The functionality for each ERP will differ slightly and this can be further clarified with a call to our office. Below is a list of the main functions of the ERP Adapter as it pertains to labor.

General Connectivity

- If upgrading your ERP database and it requires it to be shut down for maintenance, kebrite will hold the labor records that it is collecting and export them in bulk when your ERP system is up and running. This results in zero downtime for your labor force!
- If you are switching your ERP database after an upgrade you simply change the connection string from Kebrite VM Adapter interface.
- During a testing phase Kebrite can be importing from your live system, yet exporting to your pilot/test system.

Specific Functionality

- Seamlessly export new and changes to all ERP labor data in real time. Transfer the labor notes into your ERP.
- Set labor data so that it is distinguishable between what was done during regular, overtime and even double-time hours.
- Typically we export labor records the instant the are entered into kebrite however, to ensure that we only export records that a supervisor has vetted first, we can be set up to only export the records once they are approved.
- As it can sometimes take clients a few days to open the current accounting period, we can continue collecting the current month's labor even when the accounting period is not yet open.
- You can set up multiple Kebrite employee to export their data under just one ERP employee Id. This has been used for clients who are not concerned with some individual's labor reporting and can save on purchasing ERP employee licenses.

Labor Module

ERP Adapter (cont'd)

- We will automatically update all overlapping labor records when just one of those records has a time change.
- This is a very useful interface for clients who need to massage their data to achieve custom results in their ERP.

Labor Rate Scaling Management

This is for clients who need the costs associated to the labor records to always equal a set monetary value. This has been especially relevant for our clients who deal with government contracts. For instance, if you have an ERP job that you priced out at \$1,000, Kebrite provides an interface to re-export all of the different employee labor rates so that the overall cost placed on the ERP labor is \$1,000. From our labor approval screen you can still always see the employee's actual rate compared to the rate exported to your ERP.

ERP Audit Reporting

The most important aspect of our export process is to ensure there is 100% consistency between Kebrite and your ERP. To this effect, we provide an ERP audit report for use by your IT team to ensure that everything in your ERP is exactly as it is in Kebrite.

Monitoring Labor Productivity

Kebrite includes various reports and screens for supervisors to keep track of labor productivity. Our labor productivity report will clearly display the totals based on direct (paid) and indirect (unpaid) labor. From this you can see how productive your departments are and if needed, determine which of your employees in the department are the most productive and unproductive.

Labor Module

Labor Approval

The labor approval screen provides the ability for a labor supervisor to easily monitor and make changes to all labor records for the employees under their supervision. Keeping in mind that in the majority of cases labor records collected on the employee screens are instantly exported to the ERP, so the approval screen is more for just making changes.

- We have 100% auditing on every aspect of labor collection so that you can, at any time, view how the labor record was originally created and exactly who made any alteration to it.
- With just a click of a button you can change every aspect of the job and have it re-exported back to your ERP.
- Kebritite takes into consideration all over lapping records, whether it be just for the employee that you're modifying or whether it is for all other employees who are working on the same resource at the same time. This means with one simple change to the job session start or end time, Kebritite may in fact send off numerous other labor record changes automatically. This would ensure that the total time placed against an employee's over lapping records would never be more that the physical time they were actually at work on the day.
- If Kebritite has collected manual inventory records then you can view these at any time.
- There are 10 audit columns for the supervisor to compare the total quantity produced against the amount of time taken. With this data a supervisor can head off any labor production issues before they occur or possibly update your ERP so that the time better represents the real time it takes to produce the quantity.
- View the original hours vs the hours sent to your ERP.
- Directly from the labor approval you can view every employee that has touched the job or the individual operations.

Inventory Collection

Kebritite auto issues inventory for our Visual Manufacturing ERP clients and can also collect inventory transaction directly from the shop floor. This requires the importing of the operation's part requirement information for use on the Real-time Data Client interface. It will present all of the required parts, their quantity per information and even the locations where the inventory is sourced from within the warehouse. Based on the quantity the employee has entered, the interface will pre-calculate the required inventory however, it still provides the ability for the employee to override.

Labor Module

Indirect Jobs Restrictions

Some ERP are unable to inactivate the indirect jobs, leaving it possible for them to be selected by employees. Indirect jobs capture non-paid labor hours for jobs such as Meetings, Misc, Cleaning...

Kebrate can globally restrict indirect so they just don't appear anywhere in kebrate or restrict their use just on the shop floor terminal so that the employee cannot place time against them.

Work Team Restrictions

The work teams functionality prevents employees starting work orders that are not in their designated work area. This prevents accidental scanning of the incorrect operation on the shop floor. This is enabled by assigning a work team to various resources and then activating it on the employee preferences. From that point forward, all employees on the work team will only be able to start operations that are associated with the work team.

Resource Management

Resources are defined places on your shop floor where the work is actually being performed and are associated to operations. Kebrate can keep track of any time the resource is down.

Enforcing Operation Sequence Order

To ensure that all the jobs steps/operations are performed in the order that you expect, Kebrate is able to not allow an operation to be started unless the previous operation has been completed. We also have a 'minimum move' option that allows the next job to be started if a minimum amount of quantity has been completed on the previous operation.

Even though this keeps everything running like clock work, there are times when you just need to start the operations out of sequence. To facilitate this we have an option that allows a supervisor to override this restriction.

Labor Module

Miscellaneous Global Labor Options

1. Forcing the employee to enter a quantity.
2. Allowing an employee to control if an operation is complete, rather than by it being controlled by making the operations desired quantity.
3. Setting up the payroll system so that jobs such as 'SICK LEAVE' or 'VACATION' will automatically create indirect jobs for the same amount of time.
4. Allowing 'run' and 'setup' jobs to overlap one another.
5. Allowing an employee to be working on a direct and indirect job at the same time.
6. Allowing the employee to manually override Kebrit's prorated hour calculation.
7. Allow the operation quantity to exceed the expected quantity by a specific percentage.
8. Forcing the employee to scan an operation rather than it default to the first active one.
9. Allowing one labor record to have say 5 minutes of employee time against it, yet say 8 hours or burden applied.
10. Set the number of decimal places you want the employee to enter quantity, which is usually for clients who only produce a quantity of "1" to complete a job.
11. Set global rounding options:
 - a. All attendance clock in records are pushed forward or to the nearest 15 minutes.
 - b. All attendance clock out records are pulled back or to the nearest 15 minutes.
12. Prevent an employee from closing an operation unless all previous operations are closed first.
13. Allow an employee to leave a comment on the labor record when the first start it.

Operational Work Instructions

Work instructions are a very useful tool that provide explicit instructions to shop floor employees on how to perform an operation. You can have an unlimited number of work instructions for each operation which provide you the ability to be very precise with your instructions. Part of this can include text for them to read, questions for them to answer and attach pictures/files for them to see as they are performing the task.

It is a very powerful tool for ensuring that you staff follow exact processes when working.

Quality

Manufacturing Engineering

The 'Manufacturing Engineering' system is for manually keeping track of all of your inventory transactions entered into Visual Manufacturing ERP, in a Kebrite interface. It was added by a client as they wanted a better reporting tool as well as a much more informed report.

- Enter the following inventory transaction types:
 - Material Issue.
 - Material Receipt by WI.
 - Material Adjust In.
 - Material Receipt Return.
 - Material Issue Return.
 - Material Adjust Out.
 - Engineering Change.
 - Certificate Id.
- Load up the part's storage locations so that you know where to find the material in your warehouse.
- By adding the inventory transaction Id, you place an internal certificate Id/number to use as a traceable field.
- We have a 'Work Order Master Report' that will display all of the inventory adjustments for any operation. It displays the following information:
 - Operation based data:
 - Which supervisor authorized the operation to start.
 - The start and end quantities.
 - Setup and run hours.
 - Minimum move quantity.
 - Inventory based data:
 - Who performed the inventory transaction.
 - Type of transaction.
 - Part Id.
 - Inventory Transaction Id.
 - Quantity and Unit of Measure.
 - Certified Ids.
 - The description that the employee added for the inventory transaction.
 - Searchable by Part Id, Transaction Id and Certificate Id.

Quality

Inplace Inspections

If you want to keep track of the quality of your product while it is being produced, then our In-place Inspection functionality may be a good fit for you.

The process involves the following:

- Import your engineering masters from Visual Manufacturing.
- Create an inspection template based on the engineering master's 'Part Id'.
 - An inspection template has one or more inspection items, which can be thought of as the tests that you want to do or the measurements you need to take.
 - Inspection items can be measured in decimal or degrees with setting a minimum and maximum to be between or they can simply be a yes/no acknowledgement.
- Once a template is established, an inspection is automatically created at the time a work order has been started that has the same Part Id.
- The setting automatically calculate how many inspections are required based on the expected order quantity. You could set it to do an inspection on the first item, then every 100 items and then on the last item.

Advanced HR Module

Skills & Training Module

The 'Skills & Training Module' can be very beneficial for organizations because it:

1. Improves User Proficiency: Enhances users' understanding and ability to utilize all features or perform tasks effectively.
2. Reduces Learning Curve: Shortens the time required for users to become proficient, increasing productivity sooner.
3. Supports Ongoing Learning: Provides continuous learning opportunities to keep up with updates and new processes.
4. Boosts User Confidence: Increases user confidence in using machinery and processes, leading to greater satisfaction and retention.
5. Standardizes Processes: Ensures consistency in how tasks are performed across different users or teams, promoting uniformity and reducing errors.
6. Facilitates Onboarding: Simplifies the onboarding process for new users or employees, getting them up to speed quickly and effectively.
7. Promotes Continuous Improvement: Encourages users to explore advanced programs and capabilities, fostering ongoing skill development and innovation.

Specific Features

- Define any type of skills required to satisfy company positions or to operate machinery.
- Define skill prerequisites.
- Set up the skill providers/trainers.
- Receive training request from the system based on the need to fill a company position or to operate a machine.
- Schedule training on a calendar control.
- Collect training attendance automatically through scanning employee badges in the training room.
- Set if skills expire and how many days prior notice are required and who receives the related emails.
- Auto reschedule soon to be expiring skills.
- Keep control of skills training status per employee (absent, passed, failed).
- Track skill costs.
- Access controlled by: Administrator, Supervisor & Trainer.

Advanced HR Module

Company Position & Salary Module

Kebrite captures "Company Position & Salary" data can offer numerous benefits to both employers and employees. Here are some key advantages:

- **Informed Decision-Making:**
 - Market Competitiveness: Helps ensure that salaries are competitive with industry standards, aiding in attracting and retaining top talent.
 - Budget Planning: Facilitates better financial planning and budgeting for salaries and benefits.
- **Efficiency and Accuracy:**
 - Automated Data Collection: Reduces the manual effort and errors associated with collecting and maintaining salary data.
 - Real-Time Updates: Provides up-to-date information, enabling quick adjustments to compensation strategies.
- **Compliance and Reporting:**
 - Regulatory Compliance: Assists in adhering to labor laws and regulations regarding pay equity and transparency.
 - Detailed Reports: Generates comprehensive reports for internal analysis and external reporting requirements.
- **Employee Management:**
 - Performance Reviews: Aligns compensation with performance metrics, making performance reviews more objective.
 - Talent Development: Identifies gaps in skills and positions, aiding in targeted training and development programs.
- **Strategic Planning:**
 - Succession Planning: Helps in planning for future leadership by understanding current compensation structures and potential gaps.
 - Workforce Analytics: Provides insights into workforce trends and dynamics, aiding in strategic HR planning.

Overall, capturing "Company Position & Salary" data provides a comprehensive solution to managing compensation strategies effectively, leading to better organizational performance and employee satisfaction.

Advanced HR Module

Document Management System

Kebrate's Document Management System (DMS) offers numerous benefits for software applications, enhancing efficiency, organization, and security. Here are some key advantages:

1. Improved Organization and Retrieval:

- Centralized storage for all documents makes it easier to find and retrieve files.

2. Enhanced Collaboration:

- Version control ensures that changes are tracked, and previous versions can be retrieved if necessary.

3. Increased Security:

- Access controls and permissions restrict document access to authorized users only.

4. Regulatory Compliance:

- Helps organizations comply with industry regulations and standards by maintaining proper records and audit trails.
- Automates document retention and disposal according to compliance requirements.

5. Cost Savings:

- Reduces the need for physical storage space and associated costs.
- Minimizes paper usage and printing expenses, contributing to environmental sustainability.

6. Improved Workflow and Productivity:

- Streamlines business processes, reducing the time spent on manual document handling.

7. Disaster Recovery and Backup:

- Regular backups and disaster recovery plans ensure documents are protected against data loss due to system failures or other disasters.
- Provides peace of mind knowing that critical documents can be restored if needed.

8. Better Customer Service:

- Quick access to customer-related documents allows for faster and more efficient service.
- Enhanced ability to track and manage customer interactions and history.

Implementing a DMS can significantly enhance the overall efficiency and effectiveness of document handling and management within an organization.

Advanced HR Module

Injury & Illness

Kebrate's "Injury & Illness" screen can offer several benefits:

1. Improved Safety and Compliance:

- Regulatory Compliance: Helps ensure adherence to legal and regulatory requirements by maintaining detailed records of incidents.
- OSHA Reporting: Simplifies Occupational Safety and Health Administration (OSHA) reporting and other mandatory filings.

2. Efficient Record Keeping:

- Centralized Data: Stores all injury and illness reports in one place, making it easier to track and manage incidents.
- Historical Data Access: Provides quick access to past records for analysis and reporting.

3. Enhanced Analysis and Prevention:

- Trend Identification: Helps identify patterns and trends in injuries and illnesses, allowing for proactive measures to prevent future incidents.
- Root Cause Analysis: Facilitates thorough investigation into causes, leading to better prevention strategies.

4. Streamlined Workflow:

- Automated Processes: Automates notifications, follow-ups, and reporting processes, saving time and reducing the potential for human error.
- Task Management: Assigns and tracks corrective actions and responsibilities.

5. Better Employee Health and Wellbeing:

- Early Intervention: Promotes early reporting and intervention, which can lead to quicker recovery and less severe outcomes.
- Support and Resources: Provides employees with access to support and resources related to their injuries or illnesses.

6. Risk Management:

- Risk Assessment: Assists in identifying high-risk areas and activities, leading to better risk management and mitigation strategies.
- Cost Reduction: Potentially reduces costs related to workers' compensation, insurance premiums, and lost productivity.

Advanced HR Module

Injury & Illness (Cont'd)

7. Enhanced Communication:

- **Transparency:** Ensures transparent communication between employees, management, and healthcare providers regarding health and safety issues.
- **Training and Awareness:** Highlights common injuries and illnesses, helping to inform and shape training programs.

8. Legal Protection:

- **Accurate Documentation:** Maintains accurate and detailed records which can be crucial in case of legal disputes or insurance claims.
- **Incident Tracking:** Tracks all incidents, ensuring that no report goes unnoticed or unaddressed.

In summary, an "Injury & Illness" system in software contributes to a safer work environment, enhances compliance, improves record-keeping, facilitates analysis and prevention, and supports overall employee health and well-being.

Benefit Management

Having a 'benefits management' screen in Kebrit offers several advantages. Here are some key benefits:

For HR and Employee Benefits Management:

1. Centralized Information: A single place where all benefit-related information is stored, making it easier for HR to manage and for employees to access their benefits.
2. Improved Employee Satisfaction: Employees can easily see what benefits they are entitled to, enhancing transparency and trust in the company.
3. Streamlined Enrollment and Changes: Simplifies the process of enrolling in or changing benefits, reducing administrative burden and errors.
4. Compliance and Reporting: Ensures compliance with legal requirements by tracking benefits usage and generating necessary reports.
5. Cost Management: Helps HR departments manage costs by analyzing benefit utilization and making informed decisions about benefit offerings.

Advanced HR Module

Attendance Policy Points System

Kebrate's Attendance Policy Points System can offer several benefits for both employers and employees. Here are some key advantages:

For Employers

1. Clear Attendance Tracking:

- Automates the process of tracking attendance, reducing manual errors and ensuring accuracy.
- Provides a transparent and objective way to monitor attendance and punctuality.

2. Improved Accountability:

- Encourages employees to adhere to attendance policies, knowing that their actions are being monitored and recorded.
- Reduces absenteeism and tardiness by linking attendance to performance evaluations or disciplinary actions.

3. Streamlined Processes:

- Simplifies the process of managing and calculating attendance points, making it easier to identify patterns and take appropriate action.

4. Data-Driven Insights:

- Generates detailed reports and analytics, helping management understand attendance trends and address issues proactively.
- Supports data-driven decision-making in areas such as scheduling, staffing, and resource allocation.

5. Fair and Consistent Enforcement:

- Ensures uniform application of attendance policies across the organization, minimizing perceptions of favoritism or bias.
- Provides a documented record of attendance-related incidents, supporting fair and consistent disciplinary actions.

Advanced HR Module

Attendance Policy Points System (Cont'd)

For Employees

1. Transparency and Clarity:

- Clearly communicates attendance expectations and the consequences of non-compliance, reducing misunderstandings.
- Provides employees with real-time access to their attendance records, allowing them to track their own performance.

2. Motivation and Incentives:

- Creates a structured framework for recognizing and rewarding good attendance, motivating employees to maintain consistent attendance.
- Can include positive reinforcement mechanisms, such as attendance bonuses or extra time off for good attendance records.

3. Fairness and Objectivity:

- Ensures that attendance issues are addressed based on objective criteria rather than subjective judgment.
- Reduces the likelihood of disputes or grievances related to attendance management.

4. Improved Communication:

- Facilitates better communication between employees and management regarding attendance policies and expectations.
- Allows employees to proactively address attendance issues or seek clarification on policy details.

5. Personal Accountability:

- Encourages employees to take responsibility for their attendance behavior, fostering a culture of punctuality and reliability.
- Helps employees identify and address personal issues that may be affecting their attendance.

Overall, an Attendance Policy Points System in software can create a more organized, efficient, and fair approach to managing attendance, benefiting both the organization and its workforce.

Advanced HR Module

Employee Time-Off Request System

Kebrate's Employee Time-Off Request System provides numerous benefits to both employees and employers. Here are some key advantages:

For Employees:

1. Convenience: Employees can request time off anytime and anywhere, without needing to physically fill out forms or be present in the office.
2. Transparency: Employees can easily see the status of their requests and track their remaining PTO balances.
3. Improved Communication: Clear communication channels for submitting and approving requests can reduce misunderstandings and delays.

For Employers:

1. Efficiency: Streamlines the time-off request and approval process, reducing paperwork and administrative overhead.
2. Accurate Records: Maintains a clear and accurate record of all time-off requests and approvals, which is useful for payroll and compliance purposes.
3. Better Resource Management: Helps managers plan and allocate resources more effectively by providing a clear overview of who will be available and when.
4. Compliance: Ensures that PTO policies are consistently applied and helps in complying with labor laws and regulations.
5. Better Planning: The system can help employers plan the staff's time off more effectively by showing when other team members are also on leave.
6. Data Analysis: Provides insights into time-off patterns and trends, which can be used to improve workforce planning and management.
7. Employee Satisfaction: Facilitates the process, making it easier for employees to request time off, which can improve overall job satisfaction.

General Benefits:

1. Reduced Errors: Minimizes the chances of errors that can occur with manual processes, such as double-booking or losing track of requests.
2. Scalability: Suitable for organizations of all sizes and can scale as the company grows.

Implementing an Employee Time-Off Request System can lead to a more organized, efficient, and employee-friendly workplace.

Advanced HR Module

Global Messaging System – Shopfloor

Kebrite's Global Messaging System (GMS) is specifically designed to enhance communication between employees and management and offers several additional benefits:

1. Direct Communication Channels:

- Facilitates faster and more effective dissemination of information from management to employees.

2. Timely Feedback and Recognition:

- Allows management to provide instant messages and recognition to employees, boosting morale and productivity.

3. Improved Transparency:

- Enhances transparency by ensuring that important updates, policies, and decisions are communicated promptly and uniformly to all employees.
- Builds trust as employees feel more informed and involved in the organization's activities and decisions.

4. Streamlined Announcements and Updates:

- Allows management to efficiently broadcast announcements, updates, and critical information to the entire workforce or specific groups.
- Ensures that all employees receive consistent and accurate information simultaneously.

5. Enhanced Crisis Management:

- Provides a reliable platform for crisis communication, ensuring that employees are promptly informed about emergency situations and required actions.
- Helps maintain order and calm during crises by delivering clear and authoritative guidance from management.

6. Cultural Cohesion:

- Promotes a unified company culture by allowing management to consistently communicate values, mission, and vision to all employees.
- Helps in building a cohesive work environment where everyone feels connected to the organization's global goals and culture.

These benefits emphasize the importance of a robust Global Messaging System in fostering effective communication between employees and management, ultimately leading to a more engaged, informed, and efficient workforce.

Advanced HR Module

Miscellaneous Staff Management Tabs/Screens

Kebrate has many other employee specific screens available with the Advanced HR Module:

- Education & Awards: Store all of the education results.
- Medical: Store brief medical information like allergies.
- Banking: Record all of the private banking information in an encrypted screen.
- Performance Reviews: Store the results of all performance reviews.
- Position & Salary: Keep a historical list of all salaries and bonuses and track historically of the wages and bonuses that an employee has had.
- Benefits: Store all of the employee benefit entitlement, duration of benefits and renewal notifications.
- Notes: Associate any type of record note to each employee in an encrypted or decrypted screen.
- Employee Costs: Keep accurate records of the costs associated to the employee.
- Document Control: Keep all of the employee related documents in our Document Control system through a simple Drag & Drop action.

Security & More

Zebra Card Printer (ZC100, ZC300, ZXP Series 3 and P120i)

We can print security cards with your employee details and a barcode directly from Kebrate.

- The security cards will have your logo, the employee's photo and ID number as well as the barcode for security
- You can set the card colors based on the area where your staff is located
- Set up cards for Visitors or Temporary Workers

Schlage Biometric Hand Punch 3000E

- For ultimate security you can use the hand punch device to clock your staff in and out for the day.
- This will perform all the shift rounding and send out attendance related emails.
- A tight compact unit that can be wall mounted and connects to your WIFI.
- Stops 'Buddy Punching' to ensure you are 100% certain that the right employee clocked in and out for the day.

Proximity Card Reader

Kebrate is able to read proximity cards for validating an employee Id with specific proximity card readers.

Real-Time Data Client (Shop Floor Interface)

- The RDC shop floor interface has the ability to only accept the security cards bard-code when entering the employee Id. This prevents employees typing in a friend's employee Id. either when clocking in, clocking out and even when starting and stopping jobs on the shop floor.
- Set up which employee can use specific RDC terminals to keep staff in their designated work areas.
- Set up the type of work based on shop resources that can be started on any shop floor terminal.
- Set the RDC terminal type; The front door may only accept clock in/out transactions, where as all labor transactions can be started/stopped only on the shop floor.

Security & More

Backup for lost Visual Labor Data

If your ERP hard drive is damaged and you need some or all labor records re-exported then Kebrate only needs to know which ones and we can export them again. This saves a great deal of your time re-entering those records again

System Available when Visual is not running

As we are a standalone system, we do not need Visual to be running for Kebrate to be running. Due to this, your staff will be unaware of you bringing down your ERP for general maintenance or even when you're upgrading it.

Online Support Portal

We encourage all of our clients to call our support team as we prefer to answer your questions the instant you need us. Emailing to our online support system is a back-up in case you cannot reach us and clients receive an email when all new support cases are added.

100% Tracking Of All Changes

Every main table in our database has a history table so that we can track every single data change, tell who did the change and to the second when it was done.

Unlimited User Interface Licenses

You can install our client-side software on as many PCs as you need, as our licensing is based on employees and not client-side software installs.

Standalone System

Kebrate has a few client that use Kebrate without an ERP or a 2nd Kebrate system to track data for a related company that has a different ERP. As you can enter all employees, jobs and operations directly into Kebrate, it can be used for any data capturing need that you have.



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