



Product Guide



***Your Total Enterprise Solution for Web-native
Time and Labor Management***



TimeStar Enterprise™ is a comprehensive time & attendance automation and labor management solution, which is scalable to meet the demands of organizations ranging from small business to Fortune 1000. Developed to achieve seamless integration with leading Enterprise HRIS, payroll and accounting platforms, TimeStar Enterprise™ enables you to collect, analyze, and make immediate decisions based on your employees' labor data — all in "real-time" via the Internet.

Web-Based to Empower Your Workforce

Employees and supervisors are empowered within your workflow with the 100% browser-based intuitive interface. Eliminate burdensome manual processes by offering employee self-service for time-off requests, time entry, review and signoff, labor allocation, scheduling and much more. The TimeStar Enterprise™ real-time information, the Status Monitor and email alerting allows your supervisors to monitor attendance, manage exceptions and prevent overtime costs before they occur, while streamlining supervisor accountability with an efficient and powerful approval process.

Scalable, Robust and Secure

Built upon Microsoft's robust SQL-Server database platform, TimeStar Enterprise™ delivers industry-leading performance and configurability. Even the most complicated time and labor rules, attendance policies, union regulations and scheduling requirements are accommodated with pinpoint precision. TimeStar Enterprise™'s granular and flexible, "roles-based" security infrastructure ensures the appropriate feature set and data are delivered to each user. Furthermore, it's extensive and transparent auditing functionality guarantees the accuracy and compliance of all information transferred to payroll.

Data Collection For All Employee Populations

Employees spread across the site, or across the country, with blue collars or white, can enter their time with the data collection option appropriate to their needs. Web punching, biometrics, badges, telephony, proximity and mobile devices are all supported in both real-time and batch-process modes.

Labor Insight and Reporting

Your workforce data is only as valuable as your insight into it! In addition to real-time alerting, TimeStar Enterprise™ delivers a broad range of built-in time and labor, attendance, HR, payroll, scheduling, supervisor and administrative reports based on the industry-standard Crystal Reports® reporting engine.

Optimized For Your Environment

A Galaxy Technologies, Inc. advantage over our competitors lies in our ability to respond to each client's unique needs and our corporate-wide "culture of consultation." All Galaxy implementations follow a highly consultative and comfortable process, beginning with a comprehensive understanding of your enterprise's business goals. Your Galaxy Labor Management Consultant will develop a comprehensive solution specification; your Professional Services team will implement and optimize TimeStar Enterprise™; and the entire Galaxy team, led by Galaxy support, will work to keep you satisfied for years to come.

All TimeStar™ solutions available as an on-premise license or a Software-as-a-Service (SaaS) subscription or via managed hosting.

**For more information, contact Galaxy at 800.814.9096
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Delivering Innovative Timekeeping & Workforce Management Solutions Since 1988.



Functional Features

TimeStar Enterprise[™] is a comprehensive time & attendance automation and labor management solution, which is scalable to meet the demands of organizations ranging from small business to Fortune 500. While this document highlights Functional and Technical Highlights, it is not a complete list of all of TimeStar Enterprise[™]'s comprehensive capabilities. Please consult with your Galaxy representative for more information regarding your objectives.

Data Collection for All Employee Populations With real-time web-punching, flexible, spreadsheet-style time recording, and a vast array of supported timeclock and mobile devices, TimeStar Enterprise[™] integrates the most appropriate data collection devices for all of your employee populations.

Industry-Leading Time & Labor Rules Engine Built for optimum configurability to execute even the most complicated calculations and policies, TimeStar Enterprise[™]'s powerful rules engine supports intricate shift differentials, premium conditions, holiday rules, pay-to-schedule, automated labor allocation, break and lunch rules, union policies, regulatory labor laws and much more.

Automated Attendance Tracking Track, alert and report on a wealth of highly configurable employee attendance conditions – all in real-time. Configurable, calendar-based views of attendance violations and time-off enable supervisors to easily monitor employee trends and attendance patterns.

Benefits Accruals Engine and Integration Whether you calculate employee benefit accruals via TimeStar Enterprise[™]'s comprehensive eligibility and calculation engine or a third-party application, supervisors and employees can intelligently manage time-off requests and scheduling. Your attendance policies will be seamlessly enforced, including management of pending accruals and future time-off requests.

Points-System Management Calculate up-to-the-minute, attendance-based points policy transactions and balance accruals, while alerting supervisors in real-time as employees reach defined thresholds.

Customized Employee and Manager Self-Service By employing a highly-configurable "roles-based" methodology of self-service, TimeStar Enterprise[™] allows you to define with pinpoint accuracy, the features, workflows, employee hierarchies, reports and even fields-of-data that each of your unique employee populations can access.

Streamlined Requests Workflow Save employees and supervisors countless hours by automating the entire requests workflow for PTO requests, schedule changes and other messaging. TimeStar Enterprise[™]'s "1-click" request approval processes moves an employee request all the way through to payroll and scheduling with ease.

Comprehensive Employee Scheduling With effortless support for complex recurring and swing shifts, split shifts, scheduled org. transfers and more, TimeStar Enterprise[™] empowers you to efficiently design your workforce calendar. Choose between "on-the-fly" management with the graphical "Team Schedule" or familiar "Outlook" style scheduling via recurring rules and events. Schedules are seamlessly integrated with the business rules engine, attendance and payroll.

Web and Email Alerting Keep supervisors informed and actively involved in managing employee attendance, procedural errors, impending overtime conditions, work policy violations and more, through real-time web and email alerting.



Functional Features

Real-Time Status Monitor

View in real-time, who's in, who's out and where they're working with the TimeStar Enterprise[™] Status Monitor.

Mileage and Dollars Tracking

In addition to robust time & attendance, TimeStar Enterprise[™] offers a comprehensive mileage reimbursement and vehicle tracking system, plus support for dollars transactions such as bonuses, awards, commissions, tips and more.

Labor Insight and Management Reports

Achieve critical insight into your most important and costly business resource – your workforce. TimeStar Enterprise[™]'s flexible and intelligent Crystal Reports[®] based reporting module will give your supervisors, payroll administrators and executives the real-time labor analysis information they need to manage the workforce and streamline labor costs.

Flexible Approvals Workflow

Custom-tailor your approvals workflow to meet your business culture and streamline your review and signoff processes. TimeStar Enterprise[™] offers highly adaptable supervisor and employee approvals workflows, with comprehensive control for enforcing pre/post-approvals rights and responsibilities.

Limitless Organization Levels

With up to 99 labor allocation levels and unlimited, hierarchical, organization (labor) codes within each level, TimeStar Enterprise[™] enables fine-grained allocation and reporting of your vital labor and payroll data.

Security and Auditing

Security and accountability are at the very core of your TimeStar Enterprise[™] solution. Typically deployed over the web or corporate LAN/WAN via Secure Sockets Layer (SSL), every user interaction is 100% encrypted. The fine-grained, "roles-based" security subsystem ensures that each user has access to only the exact data and employees he/she is authorized to manage. Additional security highlights include an exhaustive audit trail of all changes to your critical labor and schedule data, IP-based security for restricting access to authorized computer networks, one-way password encryption and much more.

Online Help & FAQs

Your employees will find answers and "how-to" guides with ease, by using the integrated online help system, which includes: graphical tutorials and step-by-step instructions, helpful FAQs, searchable text queries, common term definitions and more.

Administrators' Toolkit

While a typical "day-in-the-life" for your employees and managers will focus on efficient, process-driven activities, TimeStar Enterprise[™] is rich with useful administrator tools to help keep your solution running at peak efficiency. System and data diagnostics, ad-hoc database querying and reporting tools, global maintenance and search tools, extensive configuration and setup wizards all serve as invaluable problem-solvers for your labor management administrators.

A Long-Term Solution

As your enterprise succeeds and evolves, your long-term labor management solution will scale comfortably along with it. TimeStar Enterprise[™] accommodates tens-of-thousands of employees, unlimited labor codes, schedules, organizational groups, pay and business rules, attendance and benefits policies, data collection points and more.

Tight HRIS Platform Integration

Automated, trouble-free data integration with your HRMS, payroll, accounting, ERP and business intelligence platforms will permanently eliminate dual-entry and ensure that you extract the maximum business advantage from your labor management investment.



Technology Features

100% Web-Native Application

Designed from the ground-up to be delivered via the Internet, TimeStar Enterprise[™] requires no client-side software installations, offers “any time, any where” web-access and is familiar and intuitive to use.

Microsoft SQL-Server® Database

The industry-standard for robust, enterprise-class data management, TimeStar Enterprise[™]'s Microsoft SQL-Server® platform ensures vast scalability, cutting-edge performance and bulletproof reliability.

Real-Time Data Processing

Real-time, up-to-the-second data processing and display ensures that your labor management decisions are timely and accurate — a key tool in proactively controlling labor costs, such as overtime.

Powerful Self-Service via Roles-Based Security

TimeStar Enterprise[™] offers unparalleled flexibility in creating security “roles” for your user base. Roles can be configured by the group and/or individual, allowing you to define with pinpoint accuracy, the features, workflows, employee hierarchies, reports and even fields-of-data that your employees can access. As opposed to the more inflexible model of employee/manager “Self-Service” modules, TimeStar Enterprise[™]'s roles engine allows you to fine tune the exact user experience and set of responsibilities for each of your employee populations.

Point-in-Time

Point-in-Time is vital resource in reporting for today's increasingly complicated labor law and accounting compliance regulations (i.e. Sarbanes-Oxley). By capturing a “point-in-time” snapshot of all critical employee data and assignments, you gain an accurate picture of exactly how your labor rules and calculations applied to each person throughout his or her employment history. Additionally, changes such as temporary assignments and future changes become a breeze to administer.

Crystal Reports® Reporting Engine

The world-leader in business analytics and reporting, Crystal Reports® powers TimeStar Enterprise[™]'s comprehensive, built-in reporting module.

Security-Centric Architecture

TimeStar Enterprise[™] incorporates a leading-edge security architecture to ensure the safety and integrity of your mission critical data, including: Secure Sockets Layer (SSL) data encryption; One-way password encryption; IP-access security for restricting access to authorized PC's or networks only; middleware-layer database access to prevent SQL-injections, buffer overflows, spoofed POST data and other common threats.

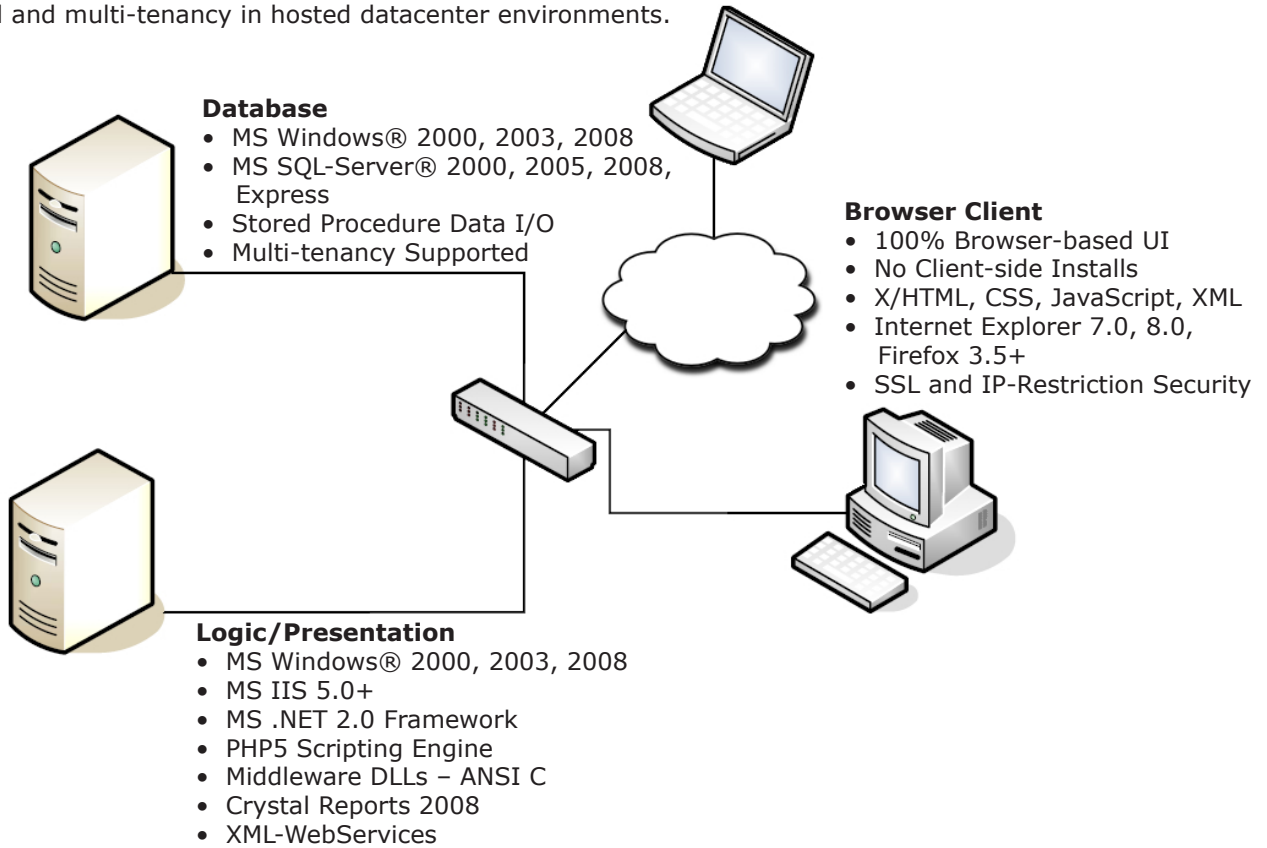
Automated Database Maintenance

Designed by Galaxy's experienced database engineers, each TimeStar Enterprise[™] implementation includes a standard package of automated database maintenance routines. With no extra burden on your IT staff, your SQL-Server database will automatically perform routine optimizations, data backups and performance tuning to keep your solution running smoothly year-after-year.



Technology Environment

TimeStar Enterprise™ was architected from the ground up as a pure web-native application, as opposed to an Internet browser-based “front end” to legacy client/server code. This architecture has proven advantages in performance and stability, as well as making it an ideal, scalable and cost-effective platform for the emerging Software-as-a-Service (SaaS) delivery model and multi-tenancy in hosted datacenter environments.



Sample Config. 1 (1-999 employees)	Sample Config. 2 (1000+ employees)
<ul style="list-style-type: none"> • Single server for both web/database apps • Microsoft Windows® 2008 Server running IIS 7.0 • Microsoft SQL-Server™ 2008 • Dual (2) Intel/AMD processors: 2GHz or higher • RAM: 4GB or higher • SVGA color monitor • 5GB of available hard drive space • SCSI/SATA Hard Drive(s) (RAID-5 recommended) • 100Mbps network card or greater • Broadband Internet access @ 1.5Mbps or higher (for support of non-local-network users) 	<ul style="list-style-type: none"> • Two Servers: 1-web server, 1-database server • Microsoft Windows® 2008 Server running IIS 7.0 • Microsoft SQL-Server™ 2008 • Dual (2) Intel/AMD processors: 3Ghz or higher • RAM: 4GB or higher • SVGA color monitor • 15GB of available hard drive space • SCSI/SATA Hard Drive(s) (RAID-5 recommended) • 1000Mbps network card or greater • Broadband Internet access @ 5Mbps or higher (for support of non-local-network users)

While this document highlights functional and technical highlights, it is not a complete list of all of TimeStar Enterprise™’s comprehensive capabilities. Please consult with your Galaxy representative for more information regarding your objectives.



Project Timeline

As a Galaxy Technologies, Inc. client you can expect comprehensive, benchmark-driven project implementations, which follow a highly consultative and comfortable process. Beginning with a thorough understanding of your enterprise’s business goals gathered by your Labor Management Consultant in the project specification; your Professional Services team will confirm your objectives in the kickoff meeting; proceed to and implement and optimize your solution; and the entire Galaxy team, led by Galaxy support, will work to keep you satisfied for years to come.

Bi-weekly status reports are conveyed to the entire team- both yours and Galaxy’s regarding your project details; including what has been completed, who is responsible for the next tasks by when, and what challenges need to be addressed keeping the project running smoothly without surprises.

We are committed to your project and your success. To maintain proven success at the implementation of new systems, Galaxy Technologies, Inc. uses a project timeline. This timeline defines the steps required for your project through completion. To the right you will see an example of a timeline Galaxy Technologies, Inc. follows to ensure your project is a success!

**For more information, contact
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