



Product Guide



***Your Total Enterprise Solution for
Software-as-a-Service
Time and Labor Management***



Efficiency. Accuracy. Accountability. Savings. Control. Insight. You understand the far-reaching benefits of a comprehensive, automated time & attendance solution. The complexity of your labor rules, attendance policies and organizational structure demands truly enterprise-class software. However, obstacles like upfront capital investment, upgrades, infrastructure and ongoing IT labor burden have prevented you from leveraging the benefits of this powerful technology. Until now...

Galaxy's high-value, "TimeStar™ On-Demand" subscription brings real-time labor management within your reach.

Streamlined, Not Stripped-Down

By leveraging the highly efficient Software-as-a-Service (SaaS) delivery model, TimeStar™ On-Demand, is a revolutionary labor management solution offering robust and flexible functionality at an exceptionally low cost of ownership and straightforward per-employee per month subscription pricing. Developed to achieve seamless integration with leading Enterprise HRIS, payroll and accounting platforms, TimeStar™ On-Demand enables you to collect, analyze, and make immediate decisions based on your employees' labor data — all in "real-time" via the Internet, with zero IT overhead.

Web-Based to Empower Your Workforce

Completely browser-based, with an intuitive user interface and "any-time/anywhere" access, TimeStar™ On-Demand empowers employees, supervisors and management within your workflow. Offering your employees self-service time-off requests, time entry, review/signoff, labor allocation and scheduling, increases overall efficiency by eliminating labor-intensive manual processes. With TimeStar™ On-Demand supervisors have access to real-time labor data with an employee Status Monitor, immediate web/email alerting and a wide variety of ad hoc labor reports. By providing your supervisors and administrators with the tools to monitor attendance, respond to exceptions and efficiently participate in approvals you've instantly increased productivity, achieved accountability and given your company the ability to manage overtime costs before they occur.



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.



Outsourced Risk, Integrated Data

Don't burden your IT staff or your budget with system management, costly hardware and software upgrades. Galaxy's Stress-free SaaS model will allow you to focus on managing your workforce, not your IT infrastructure. TimeStar™ On-Demand is hosted in a world-class, SAS70-certified, multiple-Tier 1 datacenter with 24x7x365 monitoring, fully redundant layers of connectivity and physical/network security. Galaxy's experienced engineers provide maintenance, backup, disaster planning and security auditing to ensure mission-critical availability and integrity of your labor data. Outsourcing the complications and risk of Human Resources Management IT through subscription licensing does not mean you sacrifice tight integration with your back office and payroll applications.



All TimeStar™ On-Demand implementations have a seamless conversion path for transitioning to in-house hosting/traditional licensing.

For more information, contact Galaxy at 800.814.9096 or email information@galaxy-inc.com.

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Delivering Innovative Timekeeping & Workforce Management Solutions Since 1988.



Functional Features

TimeStar™ On-Demand enables you to collect, analyze, and make immediate decisions based on your employees' labor data — all in "real-time" via the Internet. While this document highlights Functional and Technical Highlights, it is not a complete list of all of TimeStar™ On-Demand'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™ On-Demand 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™ On-Demand'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™ On-Demand'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™ On-Demand 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™ On-Demand'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™ On-Demand 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™ On-Demand Status Monitor.
- Mileage and Dollars Tracking** In addition to robust time & attendance, TimeStar™ On-Demand 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™ On-Demand'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™ On-Demand 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™ On-Demand 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™ On-Demand 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™ On-Demand 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™ On-Demand 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™ On-Demand 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™ On-Demand’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™ On-Demand 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™ On-Demand’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™ On-Demand’s comprehensive, built-in reporting module.

Security-Centric Architecture

TimeStar™ On-Demand 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™ On-Demand 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.



Hosted Solutions

Your expertise is in managing your workforce, not managing complex computer networks. However, with the powerful benefits of cutting-edge labor management software, comes the maintenance of a mission-critical HRIS technology infrastructure. The solution...

Stress-free Software-as-a-Service (SaaS) from Galaxy Technologies, Inc.

Galaxy has been providing SaaS subscriptions of our industry-leading, web-based TimeStarTM Enterprise labor management application since 2002. Our extensive track record of high-value tightly integrated SaaS ranges from streamlined, small-business solutions, to complex enterprise deployments.

Outsourcing the risk, complications and upfront costs of your IT infrastructure through the SaaS delivery method is just one facet of the "Stress-free" Galaxy experience. Every Galaxy implementation is a consultative experience, beginning with our highly skilled Labor Management Consultants, as they acquire a comprehensive understanding of your business goals. Through your ongoing relationship with Galaxy's responsive and knowledgeable Professional Services team, you will have faces you know and trust to help keep your HRIS initiatives in line with your business for years to come.

Benefits of Galaxy's Stress-free SaaS to the organization:

Impact on the bottomline:

- Conserve capital by eliminating license costs with "pay-as-you-go" pricing (per employee, per month).
- Eliminate software "overhead" via a subscription that scales with your enterprise's growth.
- No additional server, operating system and database license, or technology infrastructure investments.
- Expedited implementation process for faster ROI.
- No additional IT staff for ongoing support and maintenance.

Impact on technology:

- No backups, security audits, software updates and service packs to administer.
- Mission-critical availability, redundancy and up-time through the benefits of a world-class datacenter environment.
- 24x7x365 monitoring and a guaranteed SLA.
- Data integrity through multiple layers of physical security, firewalls/network security, SSL, VPNs and software environment tuning.
- No client-side installations and reduced LAN overhead.
- Seamless conversion path to in-house hosting/traditional licensing.

Impact on employees:

- 100% Internet browser-based, "any-where, any-time" access and convenience.
- Efficient employee self-service and custom-tailored, roles-based functionality.
- Minimal learning curve, due to an intuitive and familiar web interface.
- Confidence in the security, accuracy and availability of critical real-time payroll and labor data.
- Single point of contact for support issues.



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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