QUICKTIME TIME AND ATTENDANCE SYSTEM

A web-based application that allows employee and timekeeper entry of time through a sign-in and sign-out time method or a traditional timesheet.

KEY FEATURES

- Extensive editing to ensure data meets regulatory requirements.
- An automated leave request process and automated requests for premium work hours.
- Reporting of time includes regular hours, leave earned and used, holiday pay, and premium time.
- Numerous validations and relational edits to ensure proper recording of time.
- Timesheets can be configured with multiple levels of approval and are independently validated and certified through electronic signatures.
- Quicktime data interfaces to OBIEE data warehouse for easy data analytics and reporting capabilities.
- Quicktime is Section 508 compliant and is mobile-enabled using Government Furnished Equipment.
- Provides releases 3 times per year aligned with FPPS.

WHY QUICKTIME?

- It operates as a nimble application, with a bidirectional interface with the Federal Personnel Payroll System (FPPS) to exchange employee profile and pertinent personnel and payroll information along with time and attendance data to support an employee's pay.
- It is configured to support agency unique requirements to ensure compliance with federal laws, regulations, and agency business processes.
- It maintains integrity in labor cost allocations to support our clients budget and reporting process by editing time entries against the customer's labor cost system to ensure that each individual employee's time is being charged against authorized labor accounts.

How does Quicktime work?

Quicktime receives biweekly files from FPPS that includes new employee data, updates to personnel data, leave accruals and current balances. FPPS receives daily files to process corrected/amended timesheets and biweekly files that generate payroll disbursement files from FPPS. In addition, Quicktime:

- Can send and receive files for labor reporting to financial systems.
- Sends biweekly files to Oracle Business Intelligence Enterprise Edition (OBIEE), the IBC Data Repository for easy reporting capabilities including organizational assignment, pay code analysis, telework eligibility and reporting, timesheet status and summary, leave, comp time, admin time and time off reporting.
- Contains reports that provide point-in-time information of what has been entered in Quicktime.

Data flows between FPPS, Financial Systems and Quicktime

Data flows biweekly from Quicktime to OBIEE for reporting capabilities

IBC is an OPM-certified payroll provider and federal shared service center for human resources. Our comprehensive and integrated HR support services meet or exceed all government requirements and federal payroll guidelines.