

Insperity Traditional Employment Solutions

Isolated Time Clock Fact Sheet for Clients

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Things You Need to Know

Please Note: All clock comes with a 30-day manufacturer warranty. Every clock will require an Extended Service Agreement (ESA) purchased with it, this covers clock failures or technical Issues but does not cover physical damage to the clock.

Insperty now offers isolved hardware time clocks for WA/HRCORE clients in need of hardware solutions.

This offering is currently available for the following Traditional Employment packages:

Workforce Acceleration (HRCORE)	Workforce Administration (WA)	Workforce Optimization Specialized Support (WOSS)	Stand Alone
YES - for a flat monthly fee	YES - for fee	NO	NO
Not included. Can be added to Delivery Order as separate line item	Not included. Can be added to Delivery Order as separate line item	Not offered for WO clients	Not offered as a standalone produce

What isolated time clocks are offered?

The charts below shows the isolated time clock options available for clients using *isolated time*.

NXG LE

NXG LE Time Clock Clock options: - NXG LE Base, includes Ethernet and Wi-fi Warranty required - Extended Service Agreement (ESA) 	Description: The NXG LE time clock is a flexible time collection device designed to work with the isolated human capital management (HCM) platform. It allows for easy punching in and out with an intuitive, user-friendly interface that shortens the learning curve and reduces data-input errors. The NXG LE time clock features a snap-dome keypad and a color screen for improved visibility. Its simple design and plug-and-play functionality are ideal for clients looking to perform primarily time and attendance-only monitoring.	Employees can: - Punch in/out for their shifts, breaks and meals - Schedule restrictions prevent employees from punching outside of their scheduled times - Optional minimum meal break restrictions can ensure compliance with state laws or company policies - View current schedules - View historical punches made for today, this week, or last week	Supervisors can: - Override schedule and meal restrictions - Insert missing punches	Clock Specifications/Features: - Supports Magnetic stripe, or Proximity, as well as a keypad entry for punching - Communication options: Ethernet & Wi-Fi, or Power Over Ethernet - Snap dome buttons - Color display - Keypad navigation
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NXG G2+ Biometric option is not currently being offered to clients in IL

NXG G2+ Time Clock Clock options: • NXG G2+ Base, includes Ethernet and Wi-fi • NXG G2+ Biometric, includes Ethernet and Wi-Fi Warranty required • Extended Service Agreement (ESA) 	Description: The NXG G2+ provides the power and capability to meet an employer's needs. The user interface and touch screen will engage employees, shorten the learning curve, and reduce data input errors. Automatically maintained validation tables will ensure only correct data is collected, improving payroll and labor cost accuracy. Time clocks should make collection of attendance and labor data easy, not create more work. The NXG G2+ does exactly that with an engaging and intuitive user interface, full color capacitive touchscreen and touch keypad.	Employees Can: • Punch in/out for their shifts, breaks and meals — Schedule restrictions prevent employees from punching outside of their scheduled times — Optional minimum meal break restrictions can ensure compliance with state laws or company policies • Change department and job assignments • Enter tips and other disbursements • View current schedules • View historical punches made on the clock	Supervisors Can: • Override schedule and meal restrictions • Insert missing punches	Clock Specifications/Features: • 4.3" color touchscreen • Capacitive keypad • Supports Ethernet and Wi-Fi communications • Supports mag stripe, and proximity badge technology • Bell relays can be scheduled on intervals • Supports quick punch, in/out, and meal/break in/out, along with restricting LD to an approved list of jobs/tasks • Supports schedule lockout if the host software package supports it
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NXG G7 Biometric option is not currently being offered to clients in IL

NXG G7 Time Clock Clock options: - NXG G7 Base, includes Ethernet and Wi-fi Warranty required - Extended Service Agreement (ESA) 	Description: The NXG G7 is extremely configurable to serve your specific needs. It's equipped to support traditional swipe cards, proximity readers, key code entry, UV-clean lights and biometric access with a finger scan to help you cover all your bases. And for future-proofing your business, it comes with an embedded camera for activating upcoming product enhancements such as photo tracking (coming soon), better equipping you to eliminate time theft whether deliberate, accidental, or negligent.	Employees Can: - submit time off request directly from the clock - Schedule limits and restrictions prevent punches outside of their scheduled times - Change departments and job assignments. - View current day punches made on the clock	Supervisors Can: - Override schedule and meal restrictions - Insert missing punches	Clock Specifications/Features 7-inch touchscreen - Camera-equipped for taking a photo with every punch. - Supports all badge formats: magnetic, proximity and biometric - Supports Ethernet, Power over Ethernet, Cellular and Wi-Fi communications. - Programmed with two relays: door control and bell buzzer; supports scheduling up to 32 relay events. - Battery backup option for collecting punches during power outages. - Punches can be saved to USB - Supports quick punch, in/out, meal/break in/out plus restricts punches to an approved list of jobs/tasks - Supports schedule lockout.
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Card Reader Options

Card readers and cards are available for the two clocks listed above. The card reader and card options include:

- NXG Card Reader – Magnetic Swipe Card
 - Card with magnetic stripe (credit card example) that swipes to ID employee.
- NXG Card Reader – Barcode Swipe Card
 - Card with barcode printed on it. This would be a swipe of card to ID employee.
- NXG Card Reader – HID Proximity Card
 - Card can be held near clock to read card number and employee.

Time Clock Terminology

Term	Definition	Pros	Cons
Ethernet Connection	An Ethernet Connection transmits data over a cable/wire. The clock will be connected to the company's network using an ethernet cable.	An Ethernet connection is generally faster than a Wi-Fi connection and provides greater reliability and security.	Ethernet connection may limit where the clock can be mounted.
Wi-fi Connection	A Wi-Fi connection transmits data via wireless signals. The clock will be connected to the company's network wirelessly using a wi-fi connection.	No cables are needed to access a Wi-Fi connection, providing greater mobility	Can be less reliable than an Ethernet connection depending on signal strength.
Power Over Ethernet	The clock will be connected to the company's network and powered using ethernet wire.	No Power cable needed; power Is provided through the ethernet cable	
Biometric finger scan	This type of reader uses an employee's unique fingerprint to identify and clock in/out.	- Stops Buddy punching. - No badges required	Certain work environments may make it difficult to use. Finger scanner and employees finger need to be clean.
Magnetic Card Swipe	A badge or ID card that has a magnetic stripe used to swipe In and out of the time clock system.	Faster punching. Less errors while punching, employee doesn't have to enter number manually.	Cards may wear over time.
Proximity card punch	A proximity badge is a contactless card which can be read without swiping or inserting. Because they don't require a swipe, they can be left in a wallet or purse and still serve their purpose.	Fastest punching. Less errors while punching, employee doesn't have to enter number manually.	
keypad entry punch	Employees can user a user ID or access code using the time clock keypad to punch in/out.	Employees don't need to remember badge card.	Employees will enter incorrect badge number by mistake occasionally. Punch will not show on timesheet.

Snap dome buttons	The time clock keypad numbers and symbols are raised,	Providing a tactile feel, which lets users know the button was pressed.	
Bell Relay	Clock's bell relay can be used to turn bell on and off. Used for start/end of shifts and breaks.	Alerts employees to start/end times.	Bell will need to be wired by client, Insperity only responsible for bell relay install and we do not provide actual bell.

Pricing

Connect with your assigned Time Representative for more information on Timeclocks pricing.

Isolved University Resources:

If you would like to learn about the isolved time clocks, please review the following.

Clock Guides:

isolved Time Resources	Description
<u>NXG LE Quick Connect Guide</u>	This document is intended to provide you with the minimal setup steps required to get your time clock installed and connected to the isolved Time system. Refer to the "NXG LE Clock Guide" for more detailed clock setup and usage instructions.
<u>NXG LE Punch Guide</u>	This guide walks you through the basics of entering punch information at the time clock.
<u>NXG LE Full User's Guide</u>	Full User's Guide
<u>NXG G2+ Quick Connect Guide</u>	This document is intended to provide you with the minimal setup steps required to get your time clock installed and connected to the isolved system. Refer to the "NXG G2+ Clock Guide" for more detailed clock setup and usage instructions.

<u>NXG G2+ Enrollment and Punch Guide (fingerprint enrollment)</u>	This guide walks you through the process of enrolling your employees with finger templates in the time clock. Two separate finger templates must be enrolled for each employee and walks you through the basics of entering punch information at the time clock.
<u>NXG G2+ Full User's Guide</u>	Full User's Guide
<u>NXG G7 Quick Connect Guide</u>	This document is intended to provide you with the minimal setup steps required to get your time clock installed and connected to the isolated Time system. Refer to the “NXG G7 Clock Guide” for more detailed clock setup and usage instructions.
<u>NXG G7 Punch Guide</u>	This guide walks you through the basics of entering punch information at the time clock.
<u>NXG G7 Full User's Guide</u>	Full User's Guide

Who should I contact for questions or additional support on isolated Time Clocks?

If you have questions that have not been answered within this document or require additional support, please escalate your concerns using the paths below:

