LIGHTWORK TIME
WITH SAGE 100 PAYROLL

LIGHT WORK®
software

EMPOWERING PEOPLE TO DELIVER MORE & BE MORE.

LightWork Time is a powerful time collection platform that provides flexibility to track employee time for companies with single or multiple locations. Give remote or onsite employees the tools they need to collect, edit and approve their time accurately and efficiently.

FEATURE HIGHLIGHTS

- Seamlessly integrates with Sage 100 Payroll for easy deployment and a consistent user experience
- Import time from POS systems
- Centralized demographic data with employee profiles
- Change verbiage throughout the LightWork system with Text Customizations
- Approved time off is automatically applied to timesheets
- Automatically calculate holiday pay based on a company's specifications
- Easily build day-by-day or shift-based schedules
- Autopay a set number of hours for salary employees
- Geotagging to allow insight to employee's locations when punching in and out
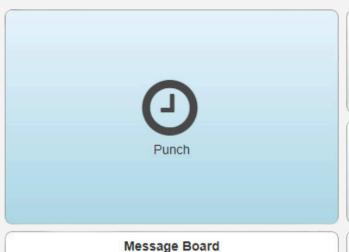
TIME COLLECTION OPTIONS

- Mobile
- Desktop
- Physical Time Clocks
  - Biometric
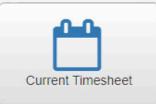 - Facial Recognition
  - Card Swipe
  - Proximity

LIGHTWORK INTEGRATIONS

LightWork can integrate with any HR or payroll solution through the LightWork Connector, including Sage 100 Payroll. HR Can initiate an export of data directly into Sage 100 Payroll for any approved timesheets.
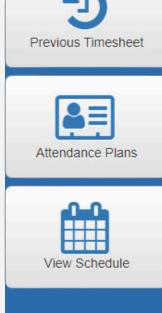
Punch

Current Timesheet

Previous Timesheet

Punch History

Attendance Plans

Message Board

Hello, Amy Martin
Server Time is 10:42:25 AM (EST)
Last Punch: Jan 24, 2024, 9:10:48 AM
No scheduled Shift available

Time Off

View Schedule

EMPLOYEES

Enable employees with LightWork Time:

- Easily submit time off requests for manager approval from a mobile device or desktop
- Add notes to timesheets
- Mobile access to:
  - Current & Previous Timesheets
  - Punch History
  - Time Off Requests
  - Schedule

MANAGERS

Empower managers with LightWork Time:

- Review and approve time off requests
- Build and publish schedules
- Easily access which employees are punching in/out, from the dashboard
- Get real-time notifications:
  - Missing punches
  - Timesheet not approved
  - New users
  - PTO approvals

HR/PAYROLL

Provide insight to admins with LightWork Time:

- Collect, edit and approve time all in one place
- Company-wide messaging system
- Customize the dashboard with these features:
  - In and out board
  - Open timesheets
  - Time off requests
  - All employee profiles

LightWork® software

LightWork software · sage

LIGHTWORK INTEGRATION

HOW DOES LIGHTWORK INTEGRATE WITH SAGE 100?

Utilizing the Sage 100 BOI (Business Objects Interface), LightWork reads the relevant employee and setup-related data directly from your Sage 100 payroll system for the configured companies, making it available through LightWork for your time collection processes.

SAGE 100 TO LIGHTWORK

- Employee Maintenance
  - Employee Number
  - Last Name
  - First Name
  - Middle Name
  - Suffix
- Main Tab
  - Country
  - Address
  - Zip/Postal Code
  - City
  - State/Province
  - Telephone 1 + Ext
  - Telephone 2 + Ext
  - Email Address
  - Social Security No.
  - Birth Date
  - Job Title
  - Full/Part Time
  - Employee Status
  - Hire
  - Inactive
  - Termination
- Additional
  - Marital Status
  - Gender
  - Ethnicity/Race
- Benefits
  - Eligibility Date
  - Last Date Reset
- Pay Defaults
  - Pay Cycle
  - Pay Method
  - Pay Rate 1

LIGHTWORK TO SAGE 100

Once timesheets for a Pay Period have been approved and processed in LightWork, the resulting payroll details can be generated into your current Sage 100 payroll process. This is currently done through a desktop connector, enabling you to select the relevant Pay Period from LightWork and push the data into Sage 100 Payroll timesheets (optionally using a specific Payroll Batch if your Sage 100 configuration requires it).

JOB COST INTEGRATION*

Job Maintenance > Production Item
- Job No.
- Description

Cost Code Maintenance > Production Task
- Cost Code
- Description

*FUNCTIONALITY NOT AVAILABLE FROM PHYSICAL CLOCK