

Legiant was the first to deliver web-based Time Accounting, and has harnessed the Internet to create a truly self-starting Time and Attendance system; Legiant Express. Legiant Express was developed to be the ultimate entry-level solution and is designed for companies that are looking for a rapid start and have less than 100 employees.



The “Express” name comes from its ability to achieve rapid deployment, and makes it possible to measure your implementation in days rather than months. Express is based on an optimized preconfigured template that will deliver immediate results.

**Employees can use Legiant Express to:**

- View timecards and either
  1. Clock In/Out
  2. Fill Out their timesheet
  3. Record exception hours
  4. Record time against projects
- Submit paperless leave requests
- View benefit accruals (Sick, Vacation)
- Review schedules
- Review personnel information

**Supervisors can use Legiant Express to:**

- View and edit employee timecards
- View Electronic In/Out Board
- Review exceptions
- Review, approve, or deny leave requests
- View and edit employee schedules
- View personnel data
- Run reports (Print, Excel, or PDF)

**Employee Self-Service**

Legiant Express enables your employees to answer their own time and payroll related questions. Employees have the ability to view their personal information, schedules and benefit time.

**Leave Requests**

The Legiant Express leave request system displays information in an easy to read calendar format. It eliminates paper forms and saves a tremendous amount of time and effort.

**Employees** are able to request time off and view remaining accrual balances on the same screen. Remaining balances are a true depiction of accrual time because they include all approved, present and future leave requests.

**Supervisors** will be able to view leave requests by all their employees and base approvals on information like seniority, date of request, and accrual totals. Leave requests can also be set to skip weekends and holidays which helps eliminate errors and further reduces the amount of work for supervisors.

**Reports**

Express is able to turn your time and labor data into a powerful combination of standard and customized reports. There are wide arrays of standard reports covering schedules, time and attendance, personnel, labor analysis and benefit time reports. If you need information beyond our standard reports you can use the ad hoc reporting capability to creating any number of custom reports. Our secure multi-user software design enables supervisors throughout your organization to easily produce department-specific reports.

## Legiant Express

### Messages

Your Express system will also push essential information out to employees and supervisors. Custom messages can be tailored to specific employees and standard messages can be set up to automatically deliver birthday or anniversary messages.

### Security

Security is a critical issue in all businesses today and Legiant Express keeps your company's important information in the right hands. All users are assigned security roles which define what they can do and what level of access they are allowed. Confidential social security numbers and wages are hidden, protecting your employees' information and your company

Feature	Legiant Express	Legiant Timecard
Pay calendar	✓ Preconfigured with weekly, pre built Sun-Sat with Friday pay date	✓
Pay Types	✓ Preconfigured with Regular, OT, Absent, Other, Sick, Vacation, Holiday	✓
Departments	✓ Preconfigured with 100, 200, 300, 400, 500	✓
Master Schedules Templates	✓	✓
Security Roles	✓ Preconfigured with System Administrator, Supervisor, Employee	✓
Pay Groups	✓ Preconfigured with 1) Hourly, exact rounding 2) Hourly, 1/4 hour rounding 3) CA Hourly, exact rounding, OT over 8 daily, 40 weekly, 7th day 4) CA Hourly, 1/4 rounding 5) Salary, hours timesheet entry	✓
Accrual Types	✓ Preconfigured with Sick and Vacation; Accrual balances are input and automatically consumed by employee usage	✓
Accrual Group Calculations	optional	✓
Approvals	optional	✓
Workflow Notification	optional	✓
Support for Badge/Biometric Clocks	optional	✓
Payroll Interface	optional	✓
Points	✗	✓
Premiums	✗	✓
Additional Overtime Rules	✗	✓
Guarantees	✗	✓
Shift Differentials	✗	✓
Active Directory	✗	✓
Master File Import	✗	✓
Multiple Levels in the Hierarchy	✗	✓
Email Notifications	✗	✓