



human resource letters
made easy



TimeZone™ Letters

Automate and communicate your HR policies.
Communication is the key to results.

- Use for discipline or positive recognition
- Save administrative time and improve employee communication
- Use unlimited letter templates
- Automatically track letter distribution in employee HR profiles
- Customize selection criteria for almost any data

Automate Employee Notifications

Which employees are consistently late or often leave early at your company? How many have been 10 minutes late more than three times in a month? TimeZone Letters, a fully integrated module of ITR's TimeZone workforce management application, can provide this information instantly, then automatically generate, record and document letters to relevant employees. Using the Query, Search and Select reporting tool, you'll be able to customize queries to quickly and easily identify employees who match your specified criteria based on time and attendance data, absences, and other values for specific dates and notify them as necessary.

Create Letters For Any Situation

Within the TimeZone application, identify employees with the Query, Search and Select tool and using mailmerge and Microsoft® Word templates, generate letters to each person for any circumstance: poor attendance, repeated tardiness, etc. Notifying employees in writing helps encourage compliance with HR policies and disciplinary measures without burdening your HR department with tedious manual searches and letter-writing.

Encourage and Congratulate Employees

Of course, organizations not only want to discipline employees, they also want to show appreciation or encourage employees to continue positive behaviors or strive for a specific goal. The same Query, Search and Select reporting tool which enables you to draw negative attendance and tardiness data can also be set to analyze more positive summarized results, such as employees who have arrived to work on time for a specific period of time, or those who have not taken any sick days. You'll be able to easily select those employees who deserve appreciation and automatically generate letters to encourage or congratulate them.

Print, Record and Document

In addition to printing letters, this module satisfies HR requirements by recording and automatically storing the author/sender, date and a copy of the letter. HR personnel and authorized managers will be able to easily access letters with HR related issues, not only viewing the sender and the date, but also reviewing the actual content of the letter. This unique feature is tightly integrated with TimeZone to produce accurate results and timely action.

ITR supports its customers through a network of regional offices and a central Customer Care Center.

TimeZone™ Letters

TimeZone's core functionality and feature-rich modules deliver measurable results and quick return on investment, typically in six months or sooner, with substantial ongoing annual savings.

Accurate Results and Timely Action

Both small and large organizations face similar challenges trying to control and administer HR policies and procedures. Often, accurate information is not available on a timely basis, and by the time the relevant data is available, it may be too late to notify the employee. TimeZone Letters can be used to both discipline and motivate employees. Supervisors and Managers can have access to run queries on selected criteria, and then automatically integrate data with a relevant letter template to send to the employee. The workload on HR is reduced, yet company policies are upheld, based on pre-defined letters with approved stylized content. Consistent communication in relation to both content and corporate culture is easily controlled and even more easily disseminated throughout your organization.

Query, Search, Select

The Query, Search and Select Reporting Tool enables you to build a set of criteria, then report upon your selection. Queries may be saved by user and accessed any time. It's simple. Select criteria, generate report for approval, select a template and automatically generate just any number of letters – from a few to hundreds!

Customized Form Letter Templates

Using Microsoft® Word, you may create customized letters for all types of infractions, disciplinary actions, or commendations. These templates are stored by user, and are accessible from within TimeZone. Different supervisors can store customized letters relevant to their department or HR group policies. Standard templates can be stored and locked by HR, too. Letter templates help reduce the workload on HR, and give managers more control over their direct staff.

Save Letter in HR Profile

Each time a letter is automatically generated, a note with the attached letter is documented in TimeZone's HR Profile, in the Employee Notes section. This enables managers to easily view the content, date, and sender information within TimeZone.

Powerful Analysis Tool

It is often difficult for HR to find time to prepare customized reports. The Query, Search and Select tool (which powers the Letters module) provides an advanced but simple to use reporting tool, without custom coding. This gives HR an easy way to derive more value from TimeZone. Search and select different types of criteria. Drill down and analyze data such as attendance, overtime, absences, lateness, probation, etc. Identify issues as they happen — TimeZone Letters provides you with the information you need to do your job.

Praise Where It Is Due

Some employees deserve recognition – for example, for few absences, lates, or sick leaves. TimeZone Letters enables you to accurately and quickly create and send congratulatory letters of appreciation to outstanding employees, customized to your company's culture and style. Consistent communication in relation to both content and corporate culture can be easily controlled and even more easily distributed.



International Time Recorder Company Limited

7A Taymall Avenue
Toronto, Ontario M8Z 3Y8
Canada

Tel: 416-252-1186
Fax: 416-255-1565
Toll Free: 1-877-567-0633
info@itr.ca