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THE BULLETIN

by Pacific Time Systems

August 2006 - Volume 3

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Happy August!

This month's newsletter brings steps on how to identify whether you need to upgrade your **NOVAtime 1000** or **NOVAtime 2000** Time and Attendance system to the **NOVAtime 3000**.

- Upgrading your system is completely dependent on your operations changing needs and growth. Some companies can still utilize NOVAtime for the basic's: data collection, timesheet editing and payroll processing and this scenario is just fine - lucky you! But for those of you who need more due to a changing environment - now's the time to review the options. Please reference the "2006 Upgrade Promotion" section of the newsletter for a helpful checklist and next steps.

- This month's newsletter also provides info from a recent conference we attended in Pasadena, CA called "Conquering Payroll in California". The seminar was presented by Calvin House, Labor Law Attorney for Gutierrez, Preciado & House, LLP and provides the details of California Labor Law with regard to wages and classification. Although PTS does not claim to have labor law expertise, we're certainly open to sharing anything we've learned on the subject with hopes that you can validate the info with the appropriate contacts on your end. Please reference the section named: "Labor Law Update" for a summary of the information. Great Info.

- Well we certainly hope you enjoy this month's corroboration of articles and information and look forward to receiving any feedback you can provide. Happy August and Happy Reading!



2006 Upgrade Promotion



Now is the time to upgrade and experience the savings and great features of **NOVAtime 3000**. Take advantage of a special upgrade discount, and best of all, experience

the greatest and latest enhancements in your NOVAtime software that help you better manage your workforce. Why upgrade?

- Have you out-grown your NOVAtime system?
- Are you planning on expanding and growing your business?
- Would your company benefit from the incredible performance improvement of using Microsoft SQL?
- Do you have multiple locations where having web access would be beneficial?
- Does your organization need more features and functionality?

If you've answered 'Yes' to any of these questions, it may be time to upgrade your system to NOVAtime 3000! ****Sign up for one of our Live Online Web Demo's by emailing us at sales@pactime.com!**

Read on...

Labor Law Update



Did You Know that employers can require exempt employees to meet minimum hours requirements without losing exemptions?

- According to Calvin House of Gutierrez, Preciado & House, LLP, in a recent opinion letter, the U.S. Department of Labor examined the wage and hour law implications of two employer policies aimed at exempt workers: (1) a requirement that all exempt employees work a minimum number of hours per week, and (2) a requirement that exempt employees make up any hours missed due to personal absences of less than a day. The DOL concluded that the policies were permissible so long as the employer did not deduct from the exempt employees' salaries for variations in the number of hours worked.

Read on...

The PTS Reference Library



The PTS Reference Library was developed for clients who need immediate access to "How To" type documentation, manuals and general information. A User ID and Password is required to enter the area and a search capability is provided to assist you with locating key documents that can either walk you thru a process or help a new employee with learning the NOVAtime system. Please email us at **info@pactime.com** for your logon info and take a minute to review the available info - it may come in handy when you least expect it.

The following is a "How to" on accessing the library.

Read on...

How to Post Holiday Pay



NOVAtime allows you to create a Holiday Rule for your employees to help manage when an employee should be paid for a holiday. The rule outlines

whether an employee will be required to work the day before and/or the day after the holiday to receive the holiday pay or whether the employee must complete their probationary period before they receive the Holiday Pay. The dates (or holidays) are also defined within the system which makes it easy for NOVAtime to identify when the rule should be applied. As part of your implementation, Holiday Rules have already been configured for you but if adjustments are needed please contact us at support@pactime.com so that we can help you with the configuration. If the rules are accurately defined in your system, the following is the process required to post the appropriate holidays to your employees.

Read on...

"THE BULLETIN" has been created solely for the clients of Pacific Time Systems in an attempt to provide helpful information on the products and services our company provides. This is truly your newsletter so please be sure to send thoughts, ideas and feedback on the content of "THE BULLETIN" whenever possible. Any info would be extremely helpful to providing you with an effective newsletter. We'll also continue to improve the newsletter with product and service offerings and promotions so there's certainly more to come....

Sincerely,

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