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THE BULLETIN

---Volume 2 (July 2006)---

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Join our mailing list!

A Note From the Editor:

As many of you know last month was the launch of our first monthly newsletter and we received great response. I would like to begin by thanking those who provided feed back and especially those who helped to make it happen. Thank You!

Our goal is to provide our valued customers with not only a newletter but a useful resource enabling you to maximize and simplify your labor management using NOVAtime. We very much encourage you to participate in the publication of our monthly newsletter so we can be sure to address your interest and concerns.

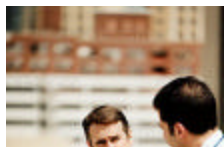
With your feedback we will be able to make this possible. If you have a comment or suggestion to help improve the publication or if you have a helpful tip you would like us to share with others please contact the editor.

Sincerely,

Edith Valadez, Editor The Bulletin (edith@pactime.com)

___Labor Relations:___ The latest in creative employee benefits

The latest in creative employee benefits



The cost of both recruiting and retaining top employees can have a profound effect on a company's bottom line. According to a recent Ernst & Young survey, the cost

of replacing a high-level employee may be as much as 150 percent of that departing employee's salary. However...

[Find out more....](#)

___How To Article:___ Not backing up your data? *Not backing up your data?*



If you think that computers will take care of themselves and your data is always secured-think again. Computers do fail and get viruses that get past your antivirus software and firewall. This can ultimately bring down your system.

A system failure can occur without any warning. If you are not backing up your data properly or completely, chances are you will be out of luck if a situation occurs.

However you can avoid this major headache by backing up your NOVAtime database regularly as well as your other applications

Most Important: Back up Your Time and Attendance Databases and Payroll Records regularly.

[Find out more....](#)

___Did You Know?___ NOVAtime 2000 & 3000 can automatically Collect, Print and Back Up Data

NOVAtime 2000 & 3000 can automatically Collect, Print and Back Up Data



This NOVAtime capability is known as "Auto Task" which is provided to setup all the tasks to be run automatically and sent to a designated e-mail address or printer.

More than one report can be added to the "Auto Task" and set to generate on a daily, weekly or monthly frequency.*

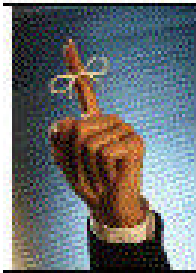
*NOTE: Your server has to have a default e-mail client for this function to run properly. Some e-mail clients such as "Outlook" and maybe other programs will not allow user

programs to e-mail automatically due to security features. So you'll want to confirm with your IT department that you use this capability.

Here's How....

Reminders: You can reuse badges

You can reuse your badges



If you use an NT500 or NT300 Badge Terminal, remember you can reuse your badges by placing a zero in the employee's card number field and reissuing the badge to someone else.

"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....

We thank you for your ongoing support.

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