



# Human Resource Management - Time & Attendance

## Time & Attendance

The Time & Attendance module allows the electronic capture of Time & Attendance details for any number of employees, via industrial and low-cost time clocks or PCbased time clock emulator software, using bar-code, magnetic proximity, biometric fingerprint or touch screen technology. The system also allows data to be captured from standard PDA's using bluetooth wireless technology.

The flexibility of Time & Attendance means you can typically adapt the system to your rules, rather than changing your company policies to fit the system. The information is gathered real-time or at pre-set intervals giving an accurate attendance picture - who is in, out, on holiday, absent or off-site.

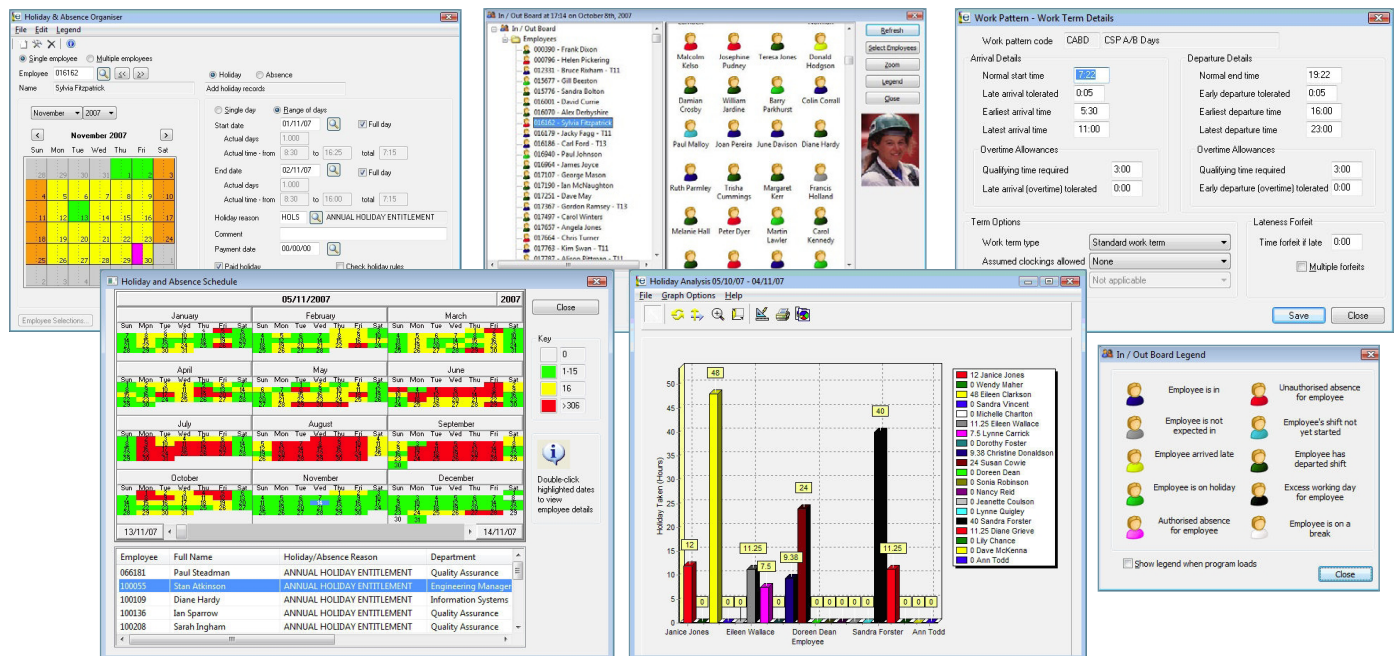
The information may also be used to calculate a comprehensive build to gross for your payroll and reconciliation with activity on the shop floor. Accurate departmental, or activity costing, and reconciliation with shop floor jobs are also provided.

Flexibility within the software allows for any number or type of work patterns, including standard, rotational, flexi, continental and night shifts. Resource management is made easier by way of weekly, monthly and yearly graphic calendar which can show lateness trends. This can be viewed by company, shift, department, job title, cost centre or individual employee and shows planned shift working, holidays and absences.

Flexible pay methods are supported including annualised hours and a time banking option, in addition to traditional flexi time.

A fully integrated roster allows an instant view of available resource, optionally based on required skills, for any future period based on scheduled work patterns and taking into account holiday, absence or overtime booked.

With more and more staff now viewing company information via an intranet or an internet using a web browser, the web portal facility enables staff to access realtime T&A data, including clocked times, scheduled work pattern and holiday information, both on and off-site.



The screenshot displays several key software components:

- Holiday & Absence Organizer:** A calendar view for November 2007 showing employee status (in, out, holiday, absence) for each day.
- In/Out Board:** A grid showing employee clock-in and clock-out times for a specific date (October 09, 2007).
- Work Pattern - Work Term Details:** Configuration settings for work patterns, including arrival and departure times, and overtime allowances.
- Holiday and Absence Schedule:** A multi-month calendar (January to December 2007) showing holiday and absence patterns for multiple employees.
- Holiday Analysis:** A bar chart showing holiday hours for employees like Janice Jones, Eileen Wallace, and Sandra Forster.
- In/Out Board Legend:** A key for interpreting the symbols used in the In/Out Board, such as 'Employee is in', 'Employee is on holiday', and 'Unauthorised absence for employee'.



## Human Resource Management - Time & Attendance cont...

### Graphical analysis and reporting

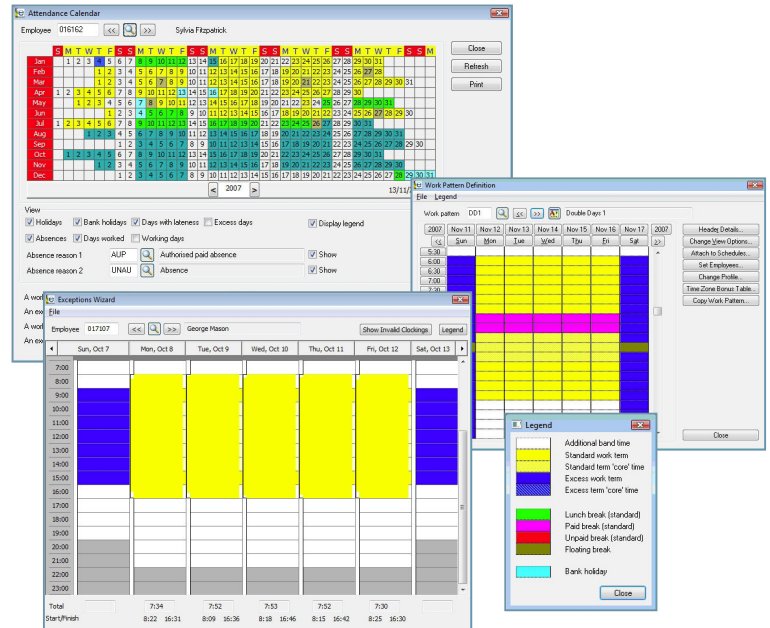
- Comprehensive selection criteria
- Date range for flexible period analysis
- Graphical representations
- Management reporting

### Reports and enquiries include:

- Employee details
- Attendance statistics - including a weekly attendance summary
- Comprehensive graphical calendar
- Lateness and overtime
- Employee - current activity picture
- Holiday and absence including Bradford factor
- Holiday and absence planner
- Working time directive
- Work pattern and resource planner
- On/off site
- Clockings
- Pay build-up
- Employee transfers
- Alternative work patterns
- Time clock utilisation
- Absence reasons
- Flexi accruals and balances
- Stand-down time
- Time banking and annualised hours

### Advanced functionality and flexibility

- Unlimited user defined work patterns and work terms
- Continental work patterns including flexi-time and rotations
- Lateness tolerances and rolling breaks
- Employee departmental transfers
- Alternative work pattern management
- Calendar facility
- Annualised and banked hours facility
- Use of existing access control ID cards
- Multiple shifts in same pay period
- Multiple pay and premium rates
- Instant pay make-up
- Temporary and contract personnel
- Flexi-time processing with user defined rules
- Lieu days calculation and management



### Innovative processing

- Real time information and validations
- Real time book out / in for absence including time out for smoke breaks, medical appointments and company business
- Employee enquiries at time clocks
- Holidays and absences, including block bookings
- Fire alarm activation for on/off site list
- Auto calculation of holiday entitlements
- Auto calculation of long service benefits
- Absence thresholds
- Under-resource commitment warnings
- Overtime recording and authorisation
- Comprehensive build to gross for payroll
- Shift premiums and minimum required hours
- European Working Time recording, monitoring and reporting
- User defined automatic assumptions
- Holiday and absence planning schedule
- Holiday requests and authorisation via the Web Portal
- Resource planning
- PC-based time clock emulator software
- In/out picture board
- Bradford factor
- Event management
- Exception correction wizard
- Roster for resource availability



## Human Resource Management - Time & Attendance cont...

### Integration

- Payroll
- Personnel
- Shopfloor Data Collection
- Access Control
- Job Costing
- Third party report writers
- Comprehensive import/export capabilities, including XML files
- ODBC compliant
- MS Office and MS Outlook
- SQL
- Web Portal

### Historical retention

- Retain Time & Attendance history for an unlimited period

### Period/year end

- Holiday entitlements
- Long service holiday accumulators
- Absence threshold levels
- Attendance lateness and overtime

### User interface

- Wizards
- Online help
- Favourites

### Security

- User access controls and encryption
- Audit trails
- User defined menus