

# Time & Attendance

The capture and collation of Time & Attendance data is the most basic aspect of any workforce process. You pay your employees for time and you charge your clients for time, and that's why the capture of accurate time and attendance data is the most basic requirement for a workforce management and payroll application. Possibly the most under-appreciated aspect of managing a workforce, it's the principal cause of payroll enquiries and consequently an unnecessary drain on valuable resources. Automating the capture of Time and Attendance data is the quickest manner in reducing unnecessary employee enquiries and hence improving overall productivity.

Managing Time and Attendance for any size organisation is no simple matter. Traditional reliance on employees and supervisors to report time and attendance has resulted in many abuses such as buddy punching, clock padding and inaccuracy of time capture. Manual time capture systems are error-prone and consolidation of data from various sources is difficult and time consuming.

## Functionality

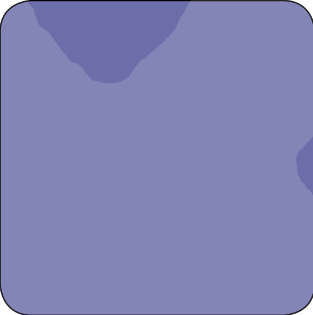
There are many ways to collect time and attendance data, the current trend is towards automating the time recording process. Punch card and swipe card clocks are giving way to biometric time recording units to avert fraud and to provide for up-to-the-minute reports to help track and manage labour costs.

To extend the PowerForce rostering module, we have developed interfaces to the "Time and Attendance" hardware solution of our vendor partner and to the equipment of other suppliers. Our vendor partners' hardware provides sophisticated biometric access and time and attendance solutions. Biometric devices generally provide the most accurate time and attendance solutions available, as well as saving money on card-based systems.

If you utilise other type of equipment or do not require such a sophisticated device, if we do not have an existing interface, we can readily develop an interface to the equipment of your choice.

- Automates time and attendance record keeping.
- Interfaces to most time recording hardware.
- Produces tailor made reports of employee movements.
- Unlimited number of employee records.
- Real time information of staff attendance
- Supervisors and managers have direct control over their employees' records.
- The payroll department can focus on payroll processing rather than following up employees who have incomplete time sheets.
- Reduction of payroll preparation time by eliminating re-keying attendance data from time sheets.
- Improve payroll accuracy by avoiding errors such as incorrect time calculations or payroll entry mistakes.
- Improve labour cost management with timely and accurate data.
- Improve your OH&S record keeping with up-to-date data.
- Increased staff satisfaction through greater payroll accuracy.

Date	Time	Unit ID	Log ID	Event
24/11/20	10:28:06			Monitor stopped
24/11/20	10:28:06			TAE MAIN with PURGE_HIST
24/11/20	10:28:04	T-PD (1.7b)		FINISHED Processing Completed
24/11/20	10:28:04	T-PD (1.7b)		SELECT Complete
24/11/20	10:28:04	T-PD (1.7b)		STARTING
24/11/20	10:28:04			TAE MAIN with PUSH
24/11/20	10:28:04	T-ID (1.6)		COMPLETED IMPORT_DATA_OUT
24/11/20	10:28:04	T-ID (1.6)		DvLut(3) 0
24/11/20	10:28:04	T-ID (1.6)		STARTING IMPORT_DATA Device Type (BIOSCAN) CVTNA_SRCV**
24/11/20	10:28:03			TAE MAIN with IMPORT
24/11/20	10:28:03			Monitor started
20/07/20	14:20:00	548271554	21554	Successful [OUT ENTRY] for employee 05000 - Site POW/NSW
20/07/20	09:00:00	548271556	13363	Successful [IN ENTRY] for employee 05000 - Site POW/NSW
11/08/20	13:42:42			Monitor stopped
20/07/20	14:20:00	548271554	21554	Unsuccessful [OUT ENTRY] for employee 05000 - Site POW/NSW (No In Entry)
20/07/20	08:00:00	548271556	13363	Unsuccessful [IN ENTRY] for employee 05000 - Site POW/NSW (Wrong Type)
11/08/20	13:48:38			2 Entries Imposed
11/08/20	13:48:38			TimeClock Not Archived
11/08/20	13:48:37			Imposing TimeClock bit
20/11/08/20	13:48:37			Monitor started
11/08/20	13:47:34			Monitor stopped
20/07/20	14:20:00	548271554	21554	Unsuccessful [OUT ENTRY] for employee 05000 - Site POW/NSW (No In Entry)
20/07/20	08:00:00	548271556	13363	Unsuccessful [IN ENTRY] for employee 05000 - Site POW/NSW (Wrong Type)
11/08/20	13:47:14			2 Entries Imposed
11/08/20	13:47:14			TimeClock Not Archived
11/08/20	13:47:14			Imposing TimeClock bit
11/08/20	13:47:14			Monitor started
11/08/20	13:46:27			Monitor stopped
20/07/20	14:20:00	548271554	21554	Unsuccessful [OUT ENTRY] for employee 05000 - Site POW/NSW (No In Entry)
20/07/20	08:00:00	548271556	13363	Unsuccessful [IN ENTRY] for employee 05000 - Site POW/NSW (Wrong Type)
11/08/20	13:46:25			2 Entries Imposed
11/08/20	13:46:25			TimeClock Not Archived
11/08/20	13:46:25			Imposing TimeClock bit
11/08/20	13:46:25			Monitor started
11/08/20	13:45:25			Monitor stopped



Monitor Status:  Running  Request Shutdown

Time Control | Mapping

Monitor every: 00:00:30

Rounding Parameters

Apply Rounding  Use Actual Shift Times for Rounding

Dwell [In/Out] Start: 00:15:00 End: 00:15:00

Dwell [Break] Start: 00:07:30 End: 00:07:30

Search Engine Parameters

Threshold Early In: 08:00:00 Out: 08:00:00

Threshold Late In: 08:00:00 Out: 08:00:00

Shift Parameters

## Benefits

PowerForce Time and Attendance delivers a complete and cost-effective solution for businesses small and large, accurately capturing time and attendance to manage the calculation of gross payroll, therein reducing costs, increasing employee productivity and ensuring compliance with government as well as internal business regulations.

To improve the accuracy and speed of collecting your employees' work hours the Time and Attendance module provides the link between PowerForce Software and your chosen time recording hardware.

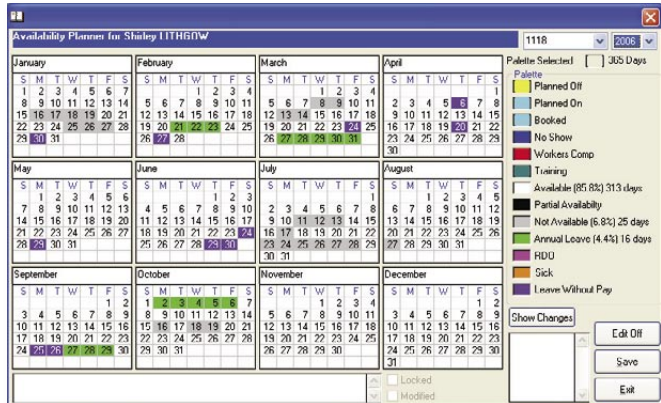
Automated time capture improves payroll processing and in an integrated system such as PowerForce, the accurate collection of employee working hours ensures your records are correct, free of keying errors and can eliminate up to 80% of your payroll preparation time. As a result, the Time and Attendance module delivers effectiveness to your business while eliminating issues with incorrect pay and the administrative time spent in dealing with employee enquiries.



## How it works

There are many ways to collect time & attendance data, amongst the more current are:

- Electronic time clock
- POS or computer terminal
- Biometric fingerprint recognition devices
- Access control systems
- Manual time sheet entry
- Web based timesheets
- Software based applications



## POWERFORCE

- Boost your productivity
- Increase your profitability



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