

hSenid TIME & ATTENDANCE

Accurate Work/Time Compensation

In combination with payroll, the solution allows accurate work/time compensation. It includes easy over-time management with flexible workflow approval process.

Flexible Shift Scheduling

Enjoy the benefits of flexible scheduling of shifts and rosters, with night shifts that are free of the midnight cross over problem.

Better Management of Absenteeism

Systematic and transparent control of employees' attendance leads to reduced absenteeism and to provide proper information to the management for accurate decision making.

Easy Access to Employee Work Status

Facilitating the HR department to view who is in, who is out, who arrived late, and who has worked overtime... Analyze particular types of absence.

Easy Employee Replacement

The system also facilitates effortless employee replacement in rosters to meet their leave requests and plans.

Management Reports

Informative management reports on frequently required issues allow quick reporting for any managerial usage.

Elimination of Errors

The solution eliminates errors and misjudgments that often occur in a manual process.

Easy Integration with Leave

The system allows integration with a fully fledged leave system where all absenteeism can be tracked against applied leave making the task of HR and supervisors much easier.

The success of a company depends on how managers and employees spend their time. Time is the most irreplaceable asset and by managing it effectively, your company takes the first step towards great achievements. Systematically monitoring employees' attendance and planning their time leads the employers' to have better time management and absence control, as well as improve their shift planning and budgetary control systems.

hSenid Time & Attendance system is a priceless management tool, which reduces the cost of administration and ensures accurate, automatic capturing and transfer of data. This information can be further utilized in Payroll and other HR functions/modules. The unique features of this solution allow users to schedule shifts and rosters easier and faster than ever before.

hSenid's solutions are backed by many years of experience. hSenid Business Solutions is specialized in HR Management Information Systems and has extensive experience with implementation and integration of its products across different sectors. Just like the rest of its solutions, Time & Attendance can easily be integrated with any third party software.

HRMenterprise

01. Employee Information Manager
02. Organization Structure
03. HR Admin Services
04. Employee Life Cycle
05. Recruitment
06. Disciplinary
07. Time & Attendance
08. Leave Management
09. Payroll
10. Benefits Administration
11. Fund Management
12. Pension Management
13. Request Tracking
14. Competence Management
15. Training & Development
16. Performance Management
17. HR Planning
18. HR Dash Board
19. Employee Self Service
20. Report Navigator
21. Analytical Tools



FEATURES

Time & Attendance comes as an optional module of hSenid's comprehensive HRM Enterprise. It is a powerful solution which facilitates tracking, reporting and managing attendance of your staff around the clock. It empowers you to capture data from any attendance capturing device, monitor employees attendance, plan shifts & rosters and link with payroll for accurate remuneration management. Automated procedures ensure that mistakes are avoided and the maximum time is saved.

✓ ATTENDANCE MONITOR

Monitoring Attendance is a function empowering users with the ability to monitor staff movements. Data can be gathered from any electronic attendance device including magnetic readers, proximity scanners, bar codes, finger / palm / hand scanners, etc. Data can also be manually entered or uploaded. The application accommodates to protect data and system accuracy from device misreading.

✓ ROSTER PATTERNS

Flexible roster patterns creator enables creation of multiple patterns. The system supports complex & multiple patterns of virtually unlimited number. Each pattern may consist of different shifts. Pattern could be assigned to any number of roster groups with a user-defined starting date.

✓ ALLOWANCES

The user is allowed to define dynamic business rules for assigning allowances. With a link to employee information database, it is possible to assign allowance rates by employee category, designation, job title etc. Allowance payment will be handled through the payroll module or as separate payments.

✓ LINKS WITH OTHER HR FUNCTIONS/MODULES

This module is able to receive data from company's holiday calendar for effective shift & roster planning. Also, information on employee leave is accessed and used, and payroll module will handle all time-based payments.

✓ SHIFT DEFINITION

Time & Attendance application allows flexible shift definition. Users may define multiple numbers of shifts to suite organizational requirements, which is crucial for successful time management. Each shift consists not only In and Out time but includes also important information on overtime, both pre and post shift, and multiple breaks during shifts.

✓ ROSTER SCHEDULING

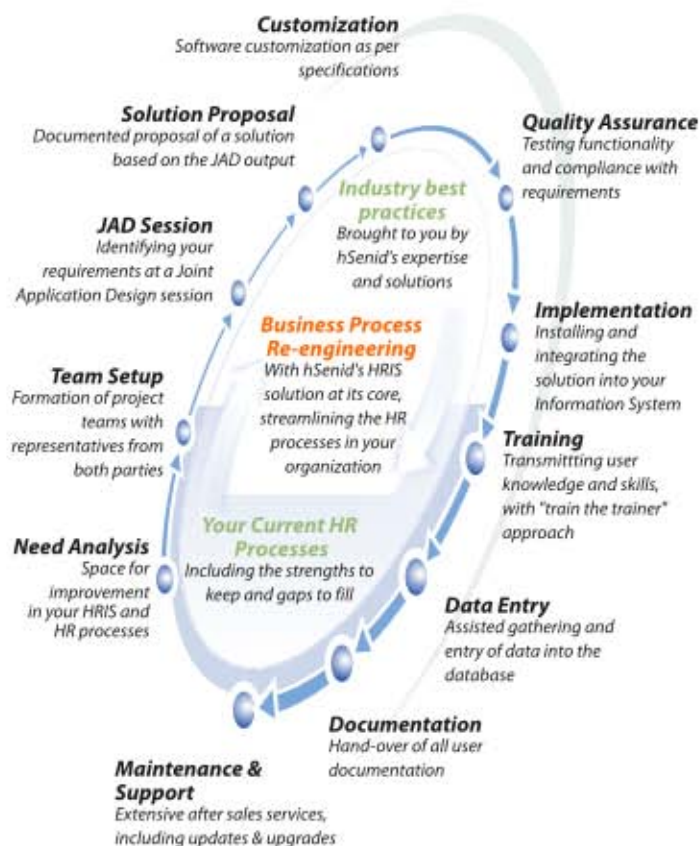
Users may schedule multiple rosters using pre-defined shifts and roster patterns. A link to the company calendar facilitates handling of holidays into the scheduling process for accurate rosters scheduling & attendance capturing. Users are assigned to a daily, weekly, monthly, annual pattern view, which gives broader perspective while scheduling rosters for a new period.

✓ OVER-TIME MANAGEMENT

Facilitates & calculates over-time with a comprehensive approval workflow process for applications. Over-time management consists of definition and subsequent approval of overtime.

✓ REPORTING FEATURES

A standard set of reports is provided with the system and any ad-hoc/customized reports can be generated by the user through Crystal Reports. Some of the standard reports provided by the system would be Daily attendance information, Overtime, Headcounts, Allowances, No pay reports etc.



To read more about hSenid, our products, services, customers and why we think you should choose us as your solution provider, please visit www.hSenid.com

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