

AC2000 T&A

Time and Attendance Module

OVERVIEW

The AC2000 Time and Attendance module is a reporting method for the office manager/administrator who requires statistics on the in and out movements of staff.

Integrated into the AC2000 system, it provides a very powerful, configurable tool that allows the administrator to run reports on the number of hours worked by staff. Rather than installing a separate timekeeping system, existing pass cards and readers can be used for both access control and time and attendance.

Any number of readers on the system, at any location, can be configured as designated IN and OUT readers for the purposes of Time and Attendance. As each member of staff presents a card their transactions are populated into the AC2000 database.

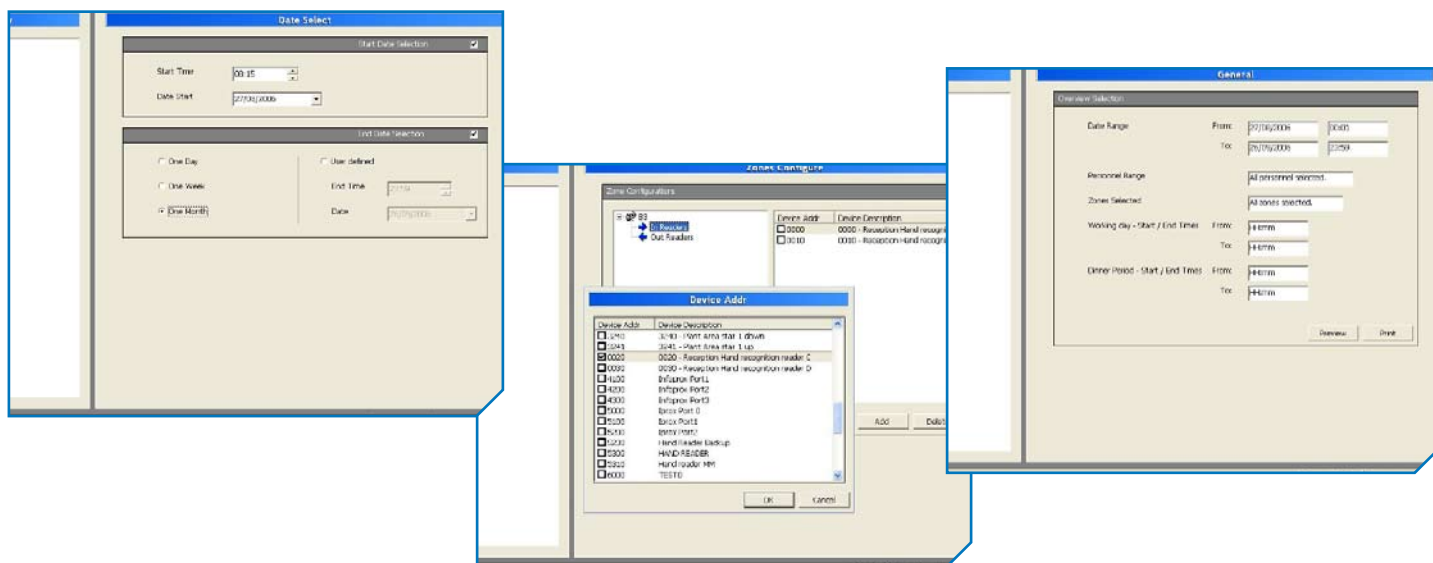
Easy to read reports are generated to provide an overview of employee IN and OUT times by individual, group or company over a specified period of time.

The Time and Attendance module automates time-consuming administrative tasks and provides accurate employee attendance data that can be used with many third party products such as a dedicated payroll system for accounting purposes.

FEATURES

- User friendly interface
- Easy to use wizard provides a step-by-step setup guide
- Option to use default settings or customise reports
- User definable date/time, zones, and personnel fields to:
 - Specify a start and end date/time for a report
 - Create any number of zones to monitor attendance
 - Track by individual company or particular members of staff
- Selection of problem areas to flag up e.g. late starters, invalid swipe outs, etc
- Data can be exported to CSV file for integration with payroll etc
- Option to save report settings for frequent use
- Interfaces with Windows® scheduler to automatically re-run reports

SOFTWARE HIGHLIGHTS



Easy To Configure

Setting up a Time and Attendance report couldn't be easier. The application features a SHOW ME wizard which provides the user with an easy to follow guide on how to set up and create a basic report.

The user can use the default zone, personnel and date/time settings or change these parameters to his requirements.

Define The Working Day

The application allows the user to specify start/end times for a working day, the start day for a working week (important when calculating weekly hours worked), plus any other time considerations such as lunch/dinner periods and swipe exceptions for example grace time. For an office manager, this means employee timekeeping can be easily monitored.

Preview Detailed Reports

The report displays data on IN swipe, OUT swipe, hours worked, daily hours worked, weekly hours worked and areas of concern. When a report is previewed on screen, the user has the option to print or save data to a CSV file for importing into standard spreadsheet programs such as Microsoft® Excel for data manipulation e.g. for dedicated payroll systems.

Highlight Timekeeping Concerns

The user can choose to flag certain irregularities that may occur in normal operation:

- Invalid In swipe - if a person has swiped out but not swiped in
- Late start - if a person swipes in later than the specified daily start time
- Invalid out swipe - if a person has swiped in but has not swiped out
- Early finish - if a person swipes out prior to the specified daily end time
- Total daily hours worked - highlights if a person hasn't worked the total hours for that day

If an employee has activated any of these problem settings, the report highlights these in red next to the corresponding employee profile.

Automate The Report Process

Saved reports can be re-run as often as required without having to respecify the settings each time. The user could build up a collection of frequently required reports and, in close association with the Scheduled Tasks features of Windows®, generate reports automatically without any user interaction. Up to 20 reports can be scheduled to automatically run through this feature.