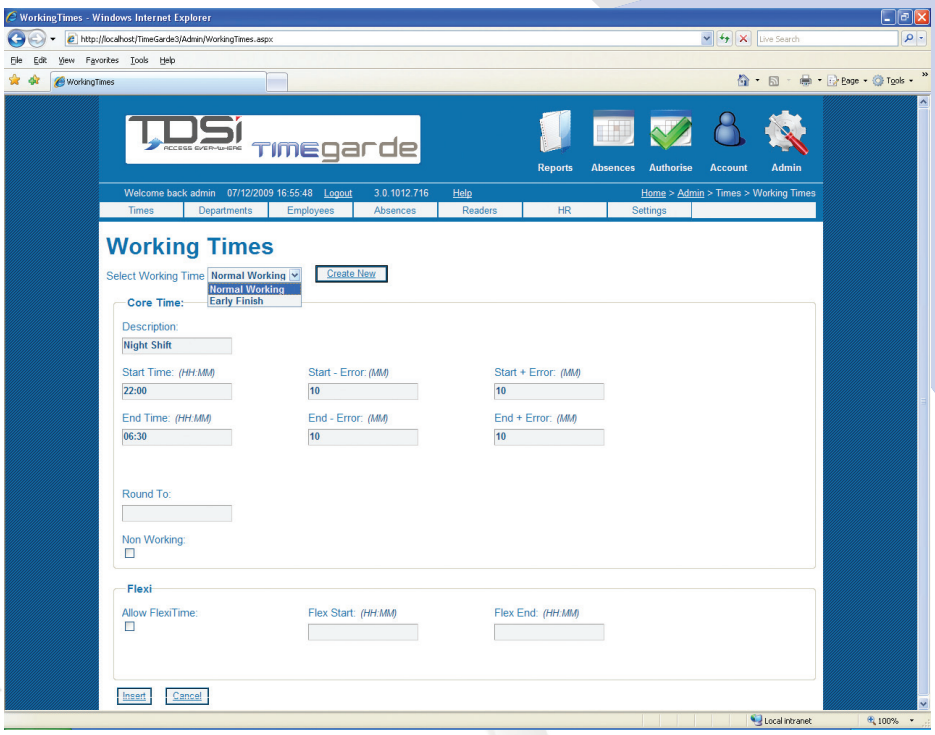
TDSi
ACCESS EVERYWHERE

TIMEgarde



Time and Attendance software

TIMEgarde is a web based Time and Attendance package that has been designed to provide Time and Attendance logging against specific working patterns and providing reports on employee working times and exceptions against these shift patterns. Multiple working times may be defined and assigned to individual employees or complete departments making the system flexible to meet the needs of the majority of businesses.

TIMEgarde also provides the facility to manage basic HR information on the employees registered in the system along with details of absences. Absence reasons can be defined by the customer and the system provides email alerts for absence requests and authorisations / rejections.

TIMEgarde comes standard with a range of built in reports that may be run over a number of date ranges to provide you with all of the information that you require. Exceptions are clearly highlighted on the reports. All reports may be exported for printing or further analysis.

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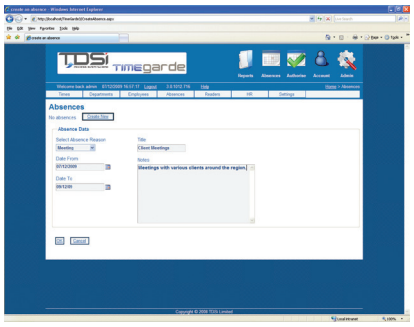
TIMEgarde

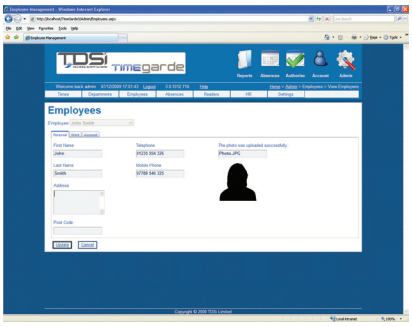
SPECIFICATIONS

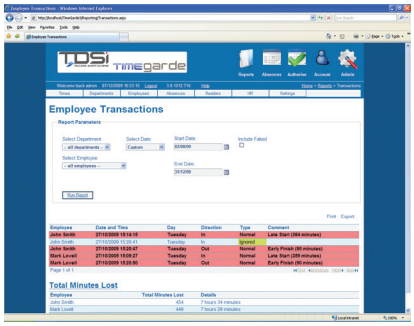
	TIMEgarde Express	TIMEgarde
TDSi Part No.	4420-2602	4420-2600
Users	50	Unlimited
Database	SQL Express	
Recommended PC Specification	Pentium P4, 1.3GHz, 256 MB RAM Display set to 800x600, 256 colours or above Windows 2000/XP PRO SP1/SP2 10GB hard disk free space available, CDROM drive	
Web Server	Installed as part of software	

REPORTS

TIMEgarde comes standard with a range of built in reports that may be run over a number specific or custom time periods to provide you with all of the information that you require. Exceptions are clearly highlighted on the reports. All reports may be exported for printing or further analysis. The following are some of the reports that the system provides: On/Off Site, Hours Worked, Hours Remaining, Transaction Report, Incorrect Clocking, Late In, Overtime. Reports may be exported for further analysis in csv format.







FEATURES & BENEFITS

Normal and flexitime shift patterns
Allows flexibility for any organisational working patterns.

Multiple reports pre-defined
Provides overview and detail of exceptions and work patterns.

Basic HR functionality
Ideally suited to SME's by holding basic HR information.

Absence booking and authorisation
Absences, paid or unpaid, may be booked and authorised making it ideally suited to contract businesses. May be used for both holidays, sickness and off-site working.

Fingerprint clocking
Prevents others from clocking in for a colleague.

Manual Clocking
Allows off site working to be managed and working patterns maintained.

Configurable departments
Easily configured to provide management and reports by department.

Secure login
Each employee has their own login to the system with access rights restricted based upon role assigned.

Web based
Simple to install and maintain.

Export facility
Any report can be exported to Microsoft Excel for further analysis or integration to payroll packages.

ORDERING INFORMATION

Part Number: 4420-2600
Description: TIMEgarde Software

Part Number: 4420-2602
Description: TIMEgarde Express

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