



TIME & ATTENDANCE

OptiMum Time & Attendance System is a total solution for recording, monitoring, maintaining and taking actions for the employee's attendance. The workflow and the e-mailing system attached, make the electronic process of attendance monitoring and action taking so efficient till it reaches the payroll system. **OptiMum Time & Attendance System** structure allows to parameterize any type of shifts and special policies required by the organization.

Access Control & Monitoring

OptiMum Time & Attendance software can be linked to any attendance capturing machine. It also allows to manually feed the attendance timing. It has the ability to monitor any employee timing based on access door and access time.

Late In Monitoring

The daily late-in comers will be automatically identified by comparing their clock in with their daily shift. Late-in reports will be automatically sent through the workflow and by email to the concerned managers. Action can be taken online and transferred to payroll.

Early Out Monitoring

The daily early out staff will be recorded by the system. Early out staff will be identified comparing the actual clocking and their daily shift. Any policy stated will be taken into consideration. Early out report will be automatically sent through the workflow

and by email to the concerned managers. Action can be taken online and transferred to payroll.

Break Monitoring (absence during working hours)

OptiMum Time & Attendance also records the time taken during the working hours. Time will record as time taken from working hours if staff swipe within his shift out then in. Break reports will be automatically sent through the workflow and by email to the concerned managers. Action can be taken online and transferred to payroll.

Absence Monitoring

Absence is recorded when the system recognizes an existing shift for a staff but no clocking is found. **OptiMum Time & Attendance** will consider leaves and holidays upon calculating absenteeism. Absenteeism reports will be automatically sent through the workflow and by email to the concerned managers. Action can be taken online and transferred to payroll.

Main Features of **OptiMum Time & Attendance**

Employee Personnel records

Multi-Shift designation

Auto Shift Rotation

Check-In / Check-Out policy

Overtime / Break time policy

Easy user definable report generation

Bilingual Arabic - English

Powerful and user friendly data search

Audit trail

Multi level access & central security control



Processing

When all Time & Attendance data has been collected, checked, edited, adjusted and verified, the **OptiMum Time & Attendance** module processes all information within the Time & Attendance module on a daily basis (if required) and to the **OptiMum Payroll and Personnel Administration** module (if purchased) in order to generate an accurate monthly payroll with few easy steps.

The **OptiMum Time & Attendance** module will not allow you to process any data before irregularities or wrong data have been sorted out, such as if an employee has signed out but not IN on a specific day for whatever reason. After the swipes data has been processed it can be uploaded permanently to the payroll system (if attached).

Reporting & Inquiries

In **OptiMum Time & Attendance**, many Financial, Management and Statistical reporting and inquiries can be printed or viewed. All the reports and inquiries have a parameterized window where the user can pass the required parameters to produce the result of his/her choice.

Data Retrieval

A full set of formatted reports is available in the Report Generation menu through which every single detail of the company's employee time and attendance may be traced. Reports may be generated before and after processing the data, including among others:



Daily Swipes Reports

Attendance Summary Reports

Overtime Reports

Absence (with or without leave) Reports

Leave Reports

Late-in or Early-out Reports

Break Reports

Monthly Statistics Report

And many more



Overtime Monitoring

Any Extra time above the shift will be considered overtime. Manager can decide whether that overtime is paid or not-paid overtime. **OptiMum Time & Attendance** will calculate the overtime by identifying the time spent outside the shift hours. Overtime reports will be automatically sent through the workflow and by email to the concerned managers. Action can be taken online and transferred to payroll.

Scheduling Management

OptiMum Time & Attendance is designed to automate time attendance scheduling. It can fit any time of business whether that business is public or private. Schedules can be viewed through the internet or the intra-net. Managing schedules in **OptiMum** is a piece of cake. It allows shifting employees, rescheduling, cancelling etc.