

# Time & Attendance Module

OPTIMUM Time & Attendance Management module has been designed to manage the company's complex and manifold process of employees' time and attendance. The system may also be linked to the OPTIMUM Personnel Administration and Payroll module.

The system user will be able to organize and manage the company's time and attendance data with little effort as well as generate required reports with ease. The employees' time and attendance may be tracked by any type of data capturing machine, such as swipe cards and/or fingerprints that can also be linked to door access/ main gates.

The OPTIMUM Time and Attendance system not only reports employees' swipes, processes them and reports the data after processing; it also implements the organization's policies and generates the relevant reports. Moreover, the OPTIMUM Time & Attendance module is web-enabled, adding to its many advantages and distinctive features.

## Time & Attendance Setup

The OPTIMUM Time and Attendance system is totally parameterized which enables its user through the setup to fit the system to any organization's time and attendance regulations and procedures.

The setup consists of the following:

- Days & Holiday Setup
- Day Shift & Shift Type Setup
- Link Swipe file
- Swipe Type Setup & Leave Type
- Titles Setup
- Company File & Department Setup
- Action Process Type & Overtime Action
- Setup System Environment Variables
- Employee Record & Change Card No.

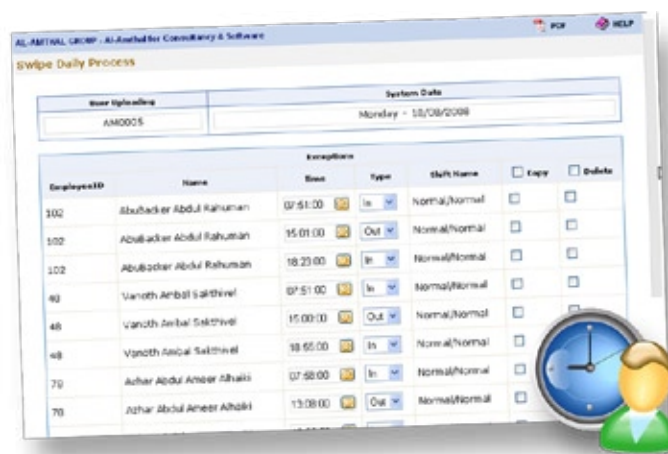
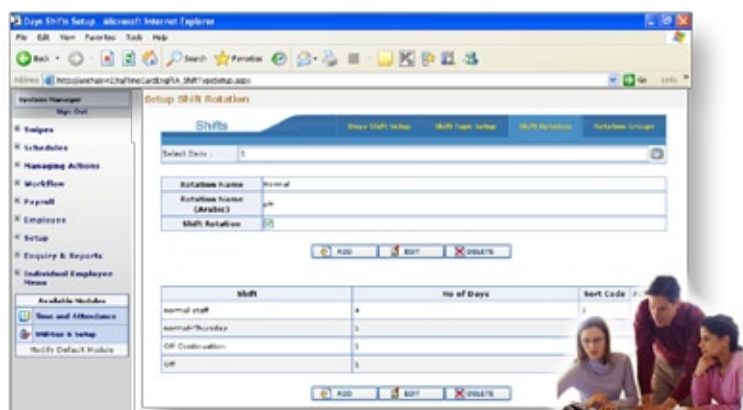


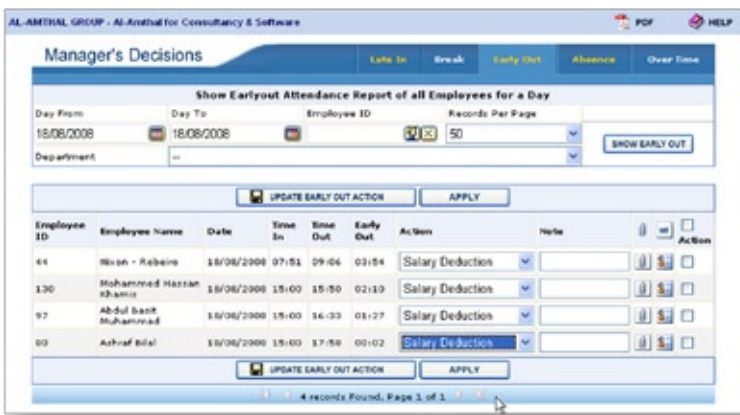
## Data Input

The data received from the employees' swipe capturing machines is displayed by the OPTIMUM system without any modifications and may be edited and processed within the Time and Attendance System as necessary.

The functionalities of the data input include the following:

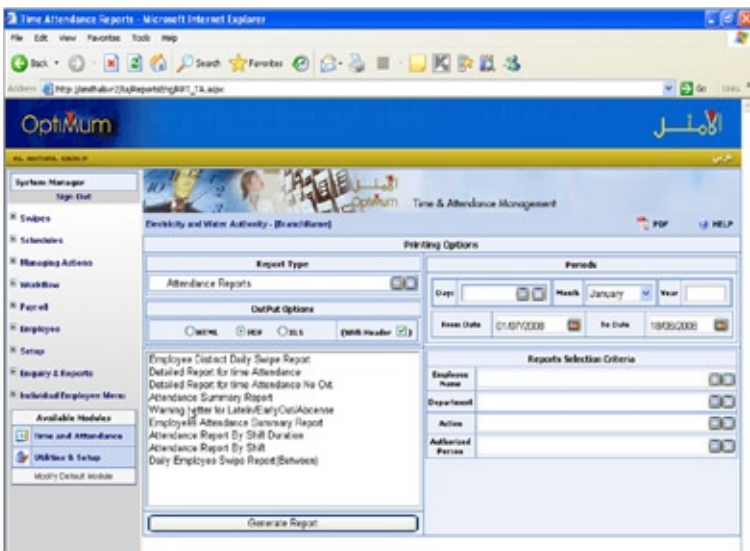
- Process Swipes
- Undo Closing
- Edit Processed Swipes for Swipes, Late-in, Breaks, Early-out, Absence and Overtime
- Decisions
- Leave Data Entry
- Managers Comments
- Change Password
- Automatic Clock-in and Clock-out





## Processing

When all time and attendance data has been collected, checked, edited, adjusted and verified the OPTIMUM Time and Attendance module processes all information within the Time and 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 and 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).

## 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

All data may be retrieved, sorted, or filtered, through the several inquiry screens, allowing the user to be perfectly aware of all the stored information as well as of all the processed data.



## System Characteristics

- 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
- RDBMS technology for highest level of data integration & safety
- Multi-Company, Multi-Branch, and Multi-Consolidations
- Audit trail
- Multi level access & central security control
- Option of total integrated solution or installation of separate module

