Integrated Time, Attendance and Expenses

HR Time & Attendance ™ is a comprehensive, Web-based system that integrates seamlessly with HR Director ™ Human Resources Management System, Payroll and Time capture hardware including biometrics. It provides the ability to track attendance plans, time worked, shifts, project costs and expense statements with online review and approvals.

Time Management

In addition to tracking time worked, absenteeism and tardiness, the system can be configured to fit your specific needs such as mass data entry for standard work, rotating shifts, blocked off periods and more. Record time worked on individual tasks and projects for allocation to cost centers. Using the expense statement functionality allows you to track expenses and details associated with each task.

✓ Increase workforce readiness with real-time tracking
✓ Improve cost control with project & task costing

Superior Monitoring, Reporting and Analytics

Unmatched reporting and analytics provide you with the ability to track absences by department, averages, hours absent, FMLA returns, trend analyses and much more with unique drill-down. Alerts provide real-time monitoring of schedule variations, lateness, exceptions to rules and more.

✓ Improve productivity with easy absence trend analysis
✓ Control labour costs with real-time reports & analytics
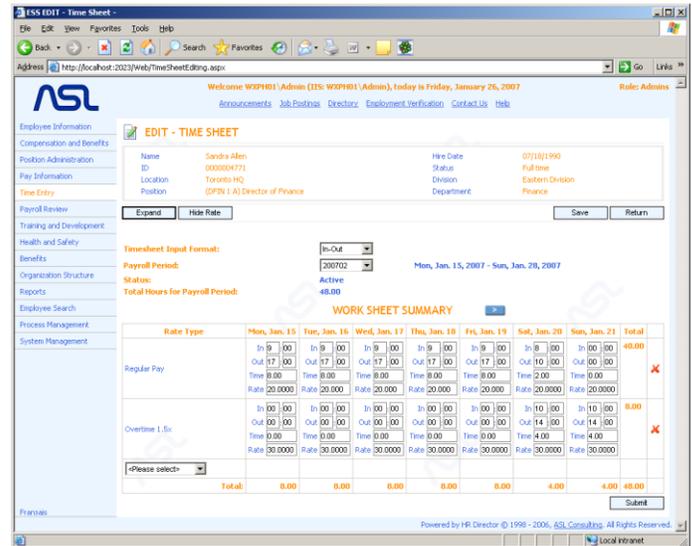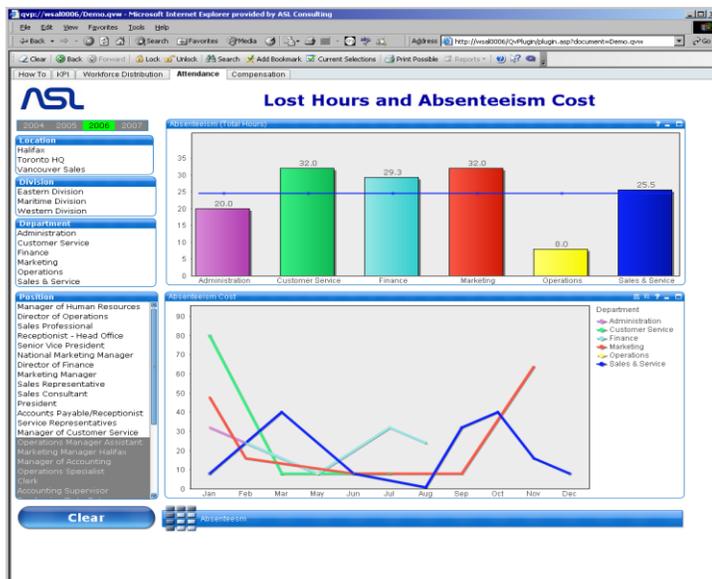
Ease of Use

Because we use browser-based, Internet Technology and screen flow functionality to provide step-by-step guidance, minimal employee and supervisor training is required. Integration with payroll means that approved time is automatically sent to payroll for payroll runs.

✓ Familiar browser-based user interface
✓ Step-by-step screen flow to guide users

Flexible and Rules-based

You can create unlimited leave and attendance plans with complete rules for shift schedules, blocked off vacations, accruals, carryover balances and more. Define cut-off dates for time entry, approvals, payroll runs and more.

✓ Unlimited leave & attendance plans per employee
✓ Automatic schedule allocations for any time period

Guaranteed Service and Support

With over 25 years of excellence in providing powerful Human Resources Information Technology solutions, we are uniquely positioned to provide and support our applications. Personalized assistance is available directly from our highly skilled and respected customer support specialists or by self-service via the Internet.

✓ Access Support directly 24/7 via Self-Service
✓ Get answers to your questions from Product Experts

Time Management	Employees can access their timesheets from anywhere and enter time worked and expenses incurred by individual project and task for supervisor approval and transmittal to payroll.
Attendance Management	Track absenteeism and tardiness by project, task, department, cost centre and more to improve productivity and control labour costs.
Expense Statements	Employees can track expenses incurred using sophisticated online Expense Statements. Managers can review and approve submitted expense statements reducing queries and reimbursement times.
Ease of Use	Browser-based user interface coupled with step-by-step guidance means that minimal or no employee or supervisor training is required.
Powerful Monitoring, Reporting & Analytics	Standard reports such as shift schedules, pay period hours worked and overtime levels allow you to provide point-in-time analyses with drill down. Alerts monitor exceptions and activities in real-time.
FMLA Support	Family and Medical Leaves Act support allows you to manage and report on unlimited leaves of absence covered under FMLA.
Multi-level Security	Assign the required access levels to employees and supervisors to enable time entry, expense tracking, access to specific projects & tasks and the ability to review and approve timesheets.
Online Approvals	Multi-level approvals of time worked with escalation and automatic transfer to payroll significantly improve business processes for time management throughout the enterprise.
Customizable	Define organization-specific rules, policy and procedures to ensure that the system meets your needs such as overtime, shift schedule templates, blocked off time, cut-off dates, pay runs and more.
Integrated	HR Time & Attendance is fully integrated with ASL's HRMS, Payroll and Time capture hardware. Time and expenses data and approvals are automatically saved and available throughout the organization.

RECOMMENDED SYSTEM REQUIREMENTS

SOFTWARE	Client	Windows XP/Vista/7.0/8.0/8.1 with IE 8.0 or later
	Web/Database Server	Windows 2003/2008/2008R2 with IIS 7.0 or later MS SQL Server 2005 or later
HARDWARE	Client	PC with CPU Pentium or better with 512Mb RAM; 500Mb+ of available disk space
	Web Server	PC with CPU Pentium or better with 2Gb RAM; 100Gb+ of available disk space
	Database Server	PC with CPU Pentium or better with 2Gb RAM; 100Gb+ of available disk space per 200 employees; RAID storage; Backup device

HRCM09EN 1109