

## Fact Sheet



*We have saved both time and money since implementing the system and can now automatically calculate staff hours, holidays and employee performance.*

# Advanced Business Solutions Time & Attendance

**The accurate recording of an employee's time and movement is essential for decision making within all organisations. Our Time & Attendance software allows you to easily monitor employee attendance, absence, lateness, work being carried out, jobs being worked on and employee movements.**

The system is parameterised, giving a wide range of flexibility and can accommodate varying levels of access and security. Standard reports are available throughout the system, together with the ability to produce ad-hoc reports through the integrated report writer.

### **Flexi time**

It has been proven that employees' being allowed to start and finish the working day within a range of contractual times provides an organisation with greater flexibility for better coverage. Accurate monitoring of this can only be achieved by implementing a comprehensive flexi time solution. The flexi time module allows the user to define core periods and monitors carry over from one period to another.

### **Absence & lateness management**

Identify poor employee attendance and timekeeping and monitor trends within your business to reduce waste and improve productivity.

### **Employee calendar**

All absence codes are user definable and can be individually colour coded on employee calendars for ease of use, quick analysis and management overviews.

### **Employee costing**

Employee costing capabilities allow users to allocate employees time over user definable cost codes, for example department, job, product or project. Costing rates can be held in the system enabling the user to obtain costed reports or the information can be passed to the payroll module.

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## Evacuation report

Our software includes fire evacuation reporting so registers can be created in the case of emergency.

## Leave planning and entitlement

Our Time & Attendance software streamlines the entire leave planning process and offers you total visibility of leave company wide.

## Payroll interface

Attendance information can be automatically included in payroll processing, ensuring both accuracy of input and costing. Absence codes can be linked to payroll for automatic payment of SSP, OSP and holiday pay.

## Supervisor access

All of our HCM solutions can accommodate varying levels of access and security, allowing supervisor and administrator views.

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## User definable work patterns and rosters

Our software includes comprehensive and user definable working patterns, rosters and shifts.

## Access control

When security is important it is essential that you have a system that can cope with restricting and monitoring employee access onto sites and tracking their subsequent movements within. A variety of devices can be attached to the access control system, for example turnstiles and doors, and these can be used to determine whether an employee gains access or not.

Time & Attendance recording, employee costing, flexi time, absence and holiday planning, tracking and reporting are all easily achieved and can be administered and viewed at individual, group or global level.

## About Business Solutions

Advanced Business Solutions, an Advanced Computer Software Group plc company, provides leading integrated business applications and services that enable public, private and third sector organisations to retain control, improve visibility and gain efficiencies whilst continually improving corporate performance. It's award-winning software systems comprise core financial management, procurement, human resource and payroll systems, integrated with a range of collaborative, document management and business intelligence solutions. It also provides managed and bureau service options.

Advanced Computer Software Group plc is the UK's leading supplier of software and IT services to the health, care and commercial sectors. It comprises 3 main divisions and has 7000 customers and 800 staff worldwide.

## For more information

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