

# BizIntelligence(TAM)



## Time & Attendance Management + HRMS

### System Overview

Texcomp's Time & Attendance (TTAM) is an advanced time and attendance solution that automates and standardizes workforce management processes for large organizations. TTAM delivers the functionality and flexibility to enforce your HR policies across the enterprise. With TTAM, organizations align their workforce to meet their business goals, control labor costs, and improve workforce productivity and satisfaction.

Regardless of the complexity of your organization's specific HR and payroll policies, TTAM automates 100% of your working hours, overtime, shift differentials and deduction hours calculation, so you save time and money in costly, error-prone calculations.

TTAM Software offers multiple data collection options for capturing employee time, including:

- Badge readers
- Biometric readers
- Touch Screens
- Bar Code Scanners
- Face recognition system
- Browser-based Timesheets
- Handheld Wireless Devices
- Phone-based CLI(Caller line identification)



Using TTAM's self-service functionality increases employee satisfaction by enabling employees to manage and view timesheets or work schedules using a web browser or kiosk. When an exception to any rule occurs, the system automatically alerts the supervisor, so corrective action can be taken immediately. Automatic routing ensures the approving manager receives the right timesheets, time offs, OT and other employee interactions.



### Solution Features

- Real-time validation at point of time capture
- Schedule assignments
- Daily flagging of exceptions
- Attendance point tracking
- Retroactive & prior-period adjustments
- User and role-based security functionality
- Seamless integration with existing ERP and HR systems
- Security and audit functionality
- Notification to managers & HR around warning thresholds



### Attendance

Comprehensive rotational and shift based features

- Choose from a wide selection of standard break types, overtime rules and working

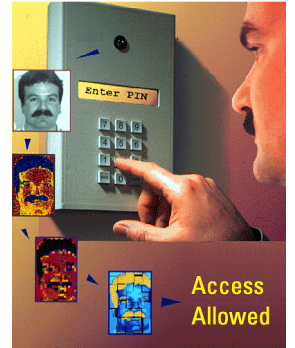


rules that suit your needs

- Unlimited shifts
- The pro-active 'to-do' list lets you know when anomalies such as missed clocking, lateness etc. have occurred
- Exception or infringement analysis and reporting
- Working Time Directive monitoring and reporting
- Analysis groupings such as; department, cost centre, location, projects, skills, category etc.

### Absence and Holidays

- Comprehensive absence and holiday booking wizards to ensure required information has been entered correctly
- User definable absences
- Absence and holiday planner
- Multiple holiday schemes
- Management of staffing levels over departments, groups or by skills



### Reporting using Crystal

- Many reports and queries are included as standard, or can be created by the user
- Generate historical reports over any time period
- Unlimited criteria / groupings for reports over any date range
- Export reports via email, directly into Microsoft Office, or as a PDF



### Web Access

- Give your employees read-only access to their own attendance information and let them check the status of pending absence requests from home or anywhere on your network and over the internet.
- Allow employees to check holiday information without contacting HR.
- Self service functionality via a web browser or at the clocking terminal

### Solution Benefits

- Control labor costs
- Enforces policies
- Comply with confidence
- Improve workforce productivity
- Reduce costly payroll errors
- Improve efficiencies
- Increase payroll accuracy



Actual Time Attendance		Rounded Time Attendance		Total Hours		RegHours		OTHours		Transit		ReasonCode		ReasonName	
ETAG	EmpName	ATIn	ATOut	AT2In	AT2Out	TotalHours	RegHours	OTHours	Transit	ReasonCode	ReasonName				
06110	Saleh Al Ayushi	02/05/2009-06:52:30 PM	03/05/2009-07:03:20 AM			11:41	08:00	03:41	49						
06116	Saleh Al Thaqafi	02/05/2009-11:59:46 AM	02/05/2009-12:19:34 PM			00:20	00:20	00:00	58						
06138	Lashin Ahmed	02/05/2009-06:59:14 AM	02/05/2009-07:05:26 PM			11:36	08:00	03:36	51						
06141	Abu Baker Siddiq	02/05/2009-06:57:20 PM	03/05/2009-07:03:30 AM			11:36	08:00	03:36	52						
06142	Abdul Hakim Shaikh	02/05/2009-06:56:30 AM							53						
06143	Mintu Sikder	02/05/2009-06:55:54 AM	02/05/2009-07:05:10 PM			11:40	08:00	03:40	54						
06145	Bukal Ahmed	02/05/2009-06:55:44 PM	03/05/2009-10:04:00 AM			05:07	05:07	00:00	55						
06149	Pappachan Anu					00:00	00:00	00:00	117:01						VACATION
06164	Leak Abdulaziz Al Khalil					00:00	00:00	00:00	119:02						ABSENT
06170	Sunon Abdur Razzeque	02/05/2009-06:56:36 PM	03/05/2009-07:02:52 AM			11:34	08:00	03:34	56						
06172	Mohamed Hassan	02/05/2009-06:54:50 AM							57						
06174	Shahid Ahmed	02/05/2009-07:01:48 PM	02/05/2009-07:05:34 PM			11:34	08:00	03:34	58						
06190	Arif Kamal Thapa	02/05/2009-06:55:12 AM	02/05/2009-07:04:44 PM			11:39	08:00	03:39	59						
06191	Mah Bahadar Gurung	02/05/2009-06:58:40 AM	02/05/2009-07:03:00 PM			11:35	08:00	03:35	60						
06192	Dipendra Thapa	02/05/2009-07:00:30 PM	02/05/2009-07:02:14 AM			11:32	08:00	03:32	61						
06193	Bahadur Bahadur Gurung	02/05/2009-06:57:36 PM	02/05/2009-06:58:46 AM			11:36	08:00	03:36	62						
06194	Bikram Thapa	02/05/2009-06:59:50 PM	03/05/2009-07:03:40 AM			11:34	08:00	03:34	63						
06201	Abdulwahab Saleh							00:00	64						
07564	Muhammad Farid					00:00	00:00	00:00	119:02						ABSENT
07575	Anwar Jasim Ibrahim					00:00	00:00	00:00	120:02						ABSENT
07603	Mohd Sharane	02/05/2009-06:56:40 AM						00:00	65						
07662	Shahid Khan	02/05/2009-06:56:20 PM	03/05/2009-07:02:58 AM			11:37	08:00	03:37	66						
07763	Enaytullah Ibrahim							00:00	121:02						ABSENT
07784	Shahadat Hussain	02/05/2009-06:56:56 AM	02/05/2009-07:04:24 PM			11:38	08:00	03:38	67						

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