

Time & Attendance

Introduction

One of the most important modules in human resource management is Time & Attendance, since it can be used as a tool to measure the productivity of employees – a comparative analysis of their time and attendance record with their scheduled work. Different workdays and working hours (also known as flex-work) for individual employees are supported as a HR system standard. Also, utilization of overtime is a critical tool to right sizing the workforce, whereas high overtime is costly and extremely low overtime often indicates an oversized workforce. Without automated methods, the important function of overtime is often difficult to effectively administer. Furthermore, the integration of time & attendance data with the payroll process makes this module much more powerful and saving significant time for the payroll department.

SunFish HR is developed with a complete time & attendance management, which also includes several sub modules such as leave management, overtime management, permit management, sick management and on duty management. All of the sub modules are fully customizable; for certain types of requests, approval workflow, there are settings for type, role or formula changes.

SunFish HR embeds a flexible system to define an unlimited number of shift and work patterns, and combine them in multiple working schedule variations as well as flexibly assigning them to employees based on divisions, groups or preferences. At the same time the module allows users to transparently move daily shifts around to temporarily cover the hours of employees that are absent on a certain day. Automation of scheduling brings new management alternatives to labor allocation that traditional scheduling does not allow.

Moreover, users can set up a variety of rules for overtime, controlling limits, payment methods, etc. that, once configured, are automatically tracked in relation with working schedules and attendance recording as well as overtime approvals.

Based on their set up parameters and formulas, SunFish HR then automatically relates overtime to the payroll and includes it in the salary calculation and payment process, eliminating manual calculations and potential errors altogether.

Altogether, SunFish HR automates the entirety of the time & attendance management task through intertwining all attendance aspects, work patterns and hours, as well as overtime calculation with each other. Transparency into each attendance issue allows performing processing tasks immediately without wasting valuable time and effort on searching and matching related, separated paper records and brings new levels of analytics which allow management to properly allocate the workforce improving productivity while reducing cost.

Time and Attendance | Attendance Statistic

Company: DataOn Indonesia
 Name: Dini Novita Febrina [DOI0021] / Information Technology
 Employee Name: [Search]
 Display: From 01/01/2011 To 01/31/2011 Go
 Select Employee: Dini Novita Febrina - DOI0021

Date	Actual Time				Work Time	Shift Daily		Total Hours	OverTime Hour	Status	Other Status	Day Type
	In Time	+/- Minute(s)	Out Time	+/- Minute(s)		In	Out					
Sat, Jan 1					0 (00:00)	00:00	00:00	0 (00:00)		OFF	OFF	HD
Sun, Jan 2					0 (00:00)	00:00	00:00	0 (00:00)		OFF	OFF	HD
Mon, Jan 3	07:11	49 (0:49)	17:00	0 (0:0)	529 (08:49)	08:00	17:00	480 (08:00)		PRS	EAI,PRS	WD
Tue, Jan 4	08:00	0 (0:0)	17:58	58 (0:58)	538 (08:58)	08:00	17:00	480 (08:00)		PRS	PRS	WD
Wed, Jan 5	08:15	-15 (0:15)	18:46	106 (1:46)	571 (09:31)	08:00	17:00	480 (08:00)		PRS	PRS	WD
Thu, Jan 6	07:30	30 (0:30)	20:00	180 (3:0)	690 (11:30)	08:00	17:00	480 (08:00)		PRS	EAI,PRS	WD
Fri, Jan 7	07:57	3 (0:3)	19:01	121 (2:1)	604 (10:04)	08:00	17:00	480 (08:00)		PRS	EAI,PRS	WD
Sat, Jan 8					0 (00:00)	00:00	00:00	0 (00:00)		OFF	OFF	HD
Sun, Jan 9					0 (00:00)	00:00	00:00	0 (00:00)		OFF	OFF	HD
Mon, Jan 10	07:56	4 (0:4)	17:22	22 (0:22)	506 (08:26)	08:00	17:00	480 (08:00)		PRS	EAI,PRS	WD
Tue, Jan 11	07:13	47 (0:47)	17:09	9 (0:9)	536 (08:56)	08:00	17:00	480 (08:00)		PRS	EAI,PRS	WD
Wed, Jan 12	07:44	16 (0:16)	17:21	21 (0:21)	517 (08:37)	08:00	17:00	480 (08:00)		PRS	EAI,PRS	WD
Thu, Jan 13	07:13	47 (0:47)	17:09	9 (0:9)	536 (08:56)	08:00	17:00	480 (08:00)		PRS	EAI,PRS	WD

SunFish Human Resource Information System

Welcome Gordon Enns | 47 Active Request | Office: DataOn Indonesia

Employee | Time Attendance | Payroll | Reimbursement | Loan | Performance | Training | Organization | Career Admin | Rec

Time and Attendance | Attendance Shift Schedule

Schedule For: [Employee] From 01/10/2011 To 31/10/2011 Display Save Changes

Employee	Oct 2							Oct 9							Oct 16							Oct	
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F		S
Abdi Maru Hermawan [DOI0005]	x	x						x	x						x	x						x	x
Desy Yokita [DOI0019]	x	x	.	.				x	x			.	.	.	x	x						x	x
Diany Noer Wijaya [DOI0018]	.	x			.	.	.	x	x	x	x						x	x
Gordon Enns [DOI0001]	x	x	ANL					x	x						x	x						x	x
Katrina Allbright [DOI0004]	x	x	x	x	x	x	x	x

OverTime : 0 Day(s)
 Late : 3 Day(s)
 Unknow : 0 Day(s)
 Overtime : 0 minute(s)



Time & Attendance

Benefits

SunFish HR simplifies the recording and tracking of employees work attendance, allowing an efficient and accurate analysis of work hours and productivity. Specifically, Time and Attendance delivers the following benefits:

Increased HR Department Efficiency

The HR Department is able to configure settings, rules and workflows related to Time and Attendance features of leave, overtime, permit, and business trip management. Once configured, all types of request that correlate with these time and attendance features can be processed easily with only exceptions requiring special attention. All requests take place online with email system for approval alert and automatic balance adjustments. The HR department can significantly lower administration time and cost that is spent on processing, verifying, approving requests and calculating remaining balances of employees.

Better Management Oversight With No Time Wasted

Managers at all levels can easily be a part of the approval process based on different criteria, or be able to look into the details of requests that their subordinates make. Approvals appear in the manager's inbox as soon as they are available and all required details can be easily accessed by the manager in a single location from anywhere with mobile devices.

Easy of Use, Quick and Accurate Processing for Employees

Employees can easily submit their various requests through the system and track outstanding leave balances, overtime accumulation, sick days, etc. Time required to complete and forward complex forms for approval is minimized. Employees can login at anytime to review the status of their request and take the next step once their request is approved.

Improved Analysis of Employees' Time Attendance Record

SunFish HR provides many tools to create reports and analyze employees' time and attendance records. These tools allow managers to determine how productive the employees are from their time and attendance record point of view. Additionally, analyzing the utilization of overtime allows companies to right sizing the workforce whereas high overtime is costly and extremely low overtime may indicate an oversized workforce. Without automated methods and reporting, the important function of overtime is often difficult to effectively administer.

Better Definition and Adherence to Company Policies

The company can set a variety of rules for overtime, leave and permit requests, controlling limits, payment methods, approval requirements, formulas and other variables in processing the requests. SunFish HR will automatically ensure that all attendance issues follow the appropriate policy every time.

Improved Cost Control

More transparency and easier adjustment of request parameters, including payments allow the company more flexibility in controlling the costs since the rules and formulas are easily defined. Additionally, automatically linking attendance data to payroll allows to reduce cost leakage due to excessive overtime, allowances for time not worked, or absence payments (e.g. taking paid not unpaid leave, taking sick day for improper reason, extra off day under/over accruals, etc.), which can occur because of inaccurate data tracking or loose interpretation of a company's attendance rules.

Lower Paper, Printing, Approval and Mailing Costs

SunFish HR dramatically reduces the costs associated with processing requests. Online and automated processing drives down these costs without sacrificing control over each type of request and approval.

Features

Integration with External Attendance Device

SunFish HR can be integrated with external attendance devices such as fingerprint scan, magnetic card, bar code card, etc. In addition, SunFish HR also embeds its own standard recording function for daily 'In' and 'Out' times, or allows users to simply upload attendance and overtime data via an Excel file.

Multiple Schedules

SunFish HR supports the needs of multiple schedules by providing an extremely flexible system for defining the working schedule and working hours. Different employees might have different schedules and different working hours depending on their division, group or individual preference.

Automatic Overtime Calculation & Payroll Integration

The overtime calculation in SunFish HR is done automatically, once the overtimerules are configured and the request/approval process is completed. The payroll module automatically processes the overtime records for the calculation.

Employee Self-Service

SunFish HR is a 100% web-based solution. All functions are made available as employee self-service based on the security settings. For each type of request and approval, the company gives flexibility in allowing transparency for employees, oversight by management, and easy distribution of request and approval processes to the appropriate people. The flexibility of the open interface and process will completely change the way request and approvals are processed within the company.

Approval Work Flow

The workflow manager allows for a flexible definition of approval steps for each type of request. A request can be classified by type and where they originate. The system will automatically determine which people or positions are required for approval, allowing several steps for approval and allowing several people to process any single step. Notifications are sent automatically by email, and each user can easily see which approvals are waiting for processing when they login. Users are able to approve many items in a group or process each individually, and easy drill-down allows users to inspect the details of any request.

Online Approvals & Pending Request Tracking

All approvals are processed by the appropriate users online. Once confirmed, a request is instantaneously forwarded to the next approval level. If approvals are not processed quickly enough, performance indicator lights on the application's homepage will identify any bottlenecks and help managers to resolve the inefficiencies.

Email Alerts

Both employees involved in a request and all users involved in the approval are kept up-to-date on the process by email alert. Users can easily click on links within these emails to get more details on the reimbursement, or to process required approvals.

Trouble Lights

Dashboard lights in SunFish HR allow managers and HR department users to watch for and identify issues related to attendance. That does not only include the tracking of approvals, but also whether weekly or monthly numbers of sick days, lateness, leave days or overtime are within normal limits or at a critical point that requires action. Dashboard lights allow the system to keep track of the process rather than forcing users to waste time reviewing reports to identify any problems.

Company Rules- Based Request & Approval

The system allows for the complete and easy definition of rules that can be applied to certain types of requests such as overtime and leave request. The formula for overtime request can be easily configured based on the company policy. Different types of overtime allow employees to have different overtime policies based on their schedule. Just like overtime request, leave request rules also can be maintained with the system. Several leave rules such as the types of leave, quota for certain employees and the allowance for certain leaves can be customized in the system.

Analysis and Reporting

Time and attendance administration includes a wide range of reports, which can be used to analyze the time and attendance records as well as request and approval. All time and attendance data are stored within SunFish HR for a definable period. Reports can be run based on a variety of criteria useful for analysis or auditing. If current reports are not sufficient for all requirements, SunFish HR allows the users to define their own reports or export the data to MS Excel™ or Open Office, where they can analyze the data in their preferred method. This feature also allows user to analyze overtime usage per division for certain period, as a result cost allocation for overtime for certain division can be tracked.