



Time & Attendance

Introduction

One of the most important modules from human resource 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. Furthermore, the integration with payroll module makes this module much more powerful and saving significant time for the payroll department.

SunFish HR supports the needs of multiple schedules by providing an extremely flexible system for the definition of different working schedules and different working hours. Different employee might have different schedule and different working hours based on their division, group, or individual choice.

SunFish HR developed with 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 type of request, there are settings for type, role or formula change.

SunFish HR improves the efficiency of the time attendance processing by reducing the cost of time attendance calculation, especially compared to manual systems. SunFish HR allows for complete online processing of all time and attendance process based on companies' rules and policies. All processing and approvals are performed instantaneously

without the need for paper records or the costs of transferring paper records between departments for approval and consolidation. Furthermore, the integration with other module such as payroll module performs all of the calculation for payroll automatically, eliminating manual calculations altogether.

SunFish HR allows transparency into the time attendance processing, virtually eliminating human error and allowing management to easily understand and control time attendance record.

The screenshot displays the SunFish HR Time and Attendance software interface. At the top, there's a navigation bar with 'Time and Attendance | Attendance Sub-Module'. Below that, there are search filters for 'Name: Minor (last, SE)' and 'Month: June 2003'. The main area is divided into several sections:

- Count for Start Time between:** A table with columns for 'From' and 'To' times, and a 'Total' column.
- Count for End Time between:** A similar table for end times.
- Attendance Record Table:** A table with columns: 'Date', 'In Time', 'Late/Early Minutes', 'Out Time', 'Late Minutes', 'In', 'Out', 'Over-time', 'Status', and 'Remark'. It lists dates from Sun Jun 1 to Fri Jun 20.
- Time and Attendance Entry Form:** A form for 'Willy Johan' with fields for 'Start Time', 'End Time', 'Project', 'Project Mgmt', 'Activity', and 'Remark'. It includes a 'Today's Work Item' section with a list of tasks and their durations.
- Calendar:** A calendar view for February 2004, showing days of the week and dates.
- Legend:** A section at the bottom left defining symbols for 'Present', 'Absent', 'Sick', 'Leave', 'Holiday', 'Training', 'Overtime', and 'Permit'.

Time & Attendance



Features

Integration with external attendance device

SunFish HR can be integrated with external attendance devices such as fingerprint scan, magnetic card, bar code card, and etc. In addition, SunFish HR also provides a standard module for attendance recording.

Multiple schedule

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

Automatic overtime calculation

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

Employee self-Service

SunFish HR is a 100% web based solution. All functions are made available for the employee self-service based on the security settings. For each type of request and approval, the company gives flexibility in allowing transparency to employees, oversight by management, and easy distribution of request and approval process 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 the users to inspect the details of any request.

Online approvals

All approvals are process by the appropriate users online. Once approved, a request is instantaneously forwarded to the next approval process. If approvals are not processed quickly enough, indicator lights in the application will identify any bottlenecks and help managers resolve the inefficiencies.

Email alerts

Both the employees involve in 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 request and approval processing. Dashboard lights can be used to indicate a slow down in approval processing or virtually any other aspect of the request and approval process that needs to be tracked. Dashboard lights allow the system to keep track of the process rather than forcing users to waste time reviewing reports to identify any problems.

Payroll interface

Once approved, all payment requests can be automatically interfaced with the payroll process. This type of request can be included in the regular payroll process and appear on the employees normal pay slip, or run as a separate process that may run more frequently.

Request and approval rules

The system allows for the complete and easy definition of rules that can be applied to certain type of requests such as overtime and leave request. The formula for overtime request can be easily configured based on company policy. Different type of overtime allows employee have different overtime policy 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 the leave, the quota for certain employee and the allowance for certain leave 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 interface the data to MS Excel™ 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.

Benefits

SunFish HR automates the Time and Attendance process, providing efficient, and error free processing. Specifically Time and Attendance delivers the following benefits:

Increased HR department efficiency

The HR Department is able to configure rules and workflow related to Time and Attendance. Once configured, all types request that correlate with time and attendance can be processed with only special items requiring approval. All request types take place online with email system for approval alert, the HR department can be completely free from the current time consuming job to process and check all types of request from 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 request that their subordinate makes. 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 requests through the system. 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 they can take the next step once their request is approved.

Improved analysis of employees' time attendance record

SunFish HR provide many tools to create reports and analyze employees' time attendance record. These tools allow managers to determine how productive the employees are from their time and attendance record point of view.

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, formula and other variables in processing the requests. SunFish HR will also automatically ensure that all reimbursements 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 formula are easily defined.

Lower paper, printing, approval and mailing costs

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