

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. Furthermore, the integration with the 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 schedules and different working hours based on their division, group, or individual choice.

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, there are settings for type, role or formula changes.

SunFish HR improves the efficiency of the time & attendance processing by reducing the cost of time and attendance calculation, especially compared to manual systems. SunFish HR allows for the complete online processing of all time and attendance processes 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 in the time & attendance processing, virtually eliminating human error and allowing management to easily understand and control time and attendance records.

Time and Attendance | Attendance Statistic

Name: Winandari, 44
 Count Grace Period for Late Minute(s): 20 Minute(s) Yes No Month: June 2008 Go

Count for Start Time between: From: 00:00 To: 00:00
 Count for End Time between: From: 00:00 To: 00:00

Date	Actual Time		Shift Daily		Overtime	Status	Remark
	In Time	Late/Early Minute(s)	Out Time	Late Minute(s)			
Sun Jun 1							
Mon Jun 2	07:43	37 (0:37)	17:13	13 (0:13)	00:00	17:00	Present
Tue Jun 3	07:30	38 (0:38)	17:02	2 (0:2)	00:00	17:00	Present
Wed Jun 4	07:03	57 (0:57)	17:30	39 (0:38)	00:00	17:00	Present
Thu Jun 5	08:31	-11 (0:11)	17:15	15 (0:15)	00:00	17:00	Late
Fri Jun 6	08:16	4 (0:4)	17:10	10 (0:10)	00:00	17:00	Present

Time and Attendance | Attendance Shift Schedule

NRP : Find
 Arwen Reisig [D0005903] | Abdi Townsend [D000417]
 Baron [D000024] | Andrey Wong [D0011932]
 blackwood jr [D000980] | Amanda Cabva [D0011744]
 Christy Alexandra [D000005]
 Farida Yulianti [D012345]
 Ganda [D000019]

Date: From 03/15/2010 To 03/31/2010 Display Filter Employee

Shift Code: S1 - Work [07:00 - 15:00] Break [11:00-12:00]

No.	Name	Mon 15	Sat 20	Sun 21	Mon 22	Tue 23	Wed 24	Thu 25	Fri 26
1.	Abdi Townsend	SHREG	SHOFF	SHOFF	SI	SHREGULAR	SHREGULAR	SHREGULAR	SHJUM
2.	Amanda Cabva	SHREG	SHOFF	SHOFF	SHREGULAR	SHREGULAR	SI	SHREGULAR	SHJUM
3.	Andrey Wong	SHREGULAR	SHOFF	SHOFF	SHREGULAR	SHREGULAR	SHREGULAR	SHREGULAR	SHJUM

[3] Employee Found

Legend: Present, Late, Overtime, Unknown

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. 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 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 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 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.

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.

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 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 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 overtime rules 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

All approvals are processed by the appropriate users online. Once approved, a request is instantaneously forwarded to the next approval level. If approvals are not processed quickly enough, indicator lights in the application 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 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.

Request and Approval Rules

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™ 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.