



Time & Attendance

Product Overview

Time cards, columnar pads, and late nights reconciling payroll time transactions. If this sounds all too familiar, you're in for a real treat. Samco's Time and Attendance, a fully automated time collection system, eliminates the tremendous waste associated with manual employee time collection and processing. What would take hours, if not days, can be handled quickly and accurately in a fraction of the time with Time and Attendance.

Expandable

By supporting multiple automated time clocks, Time and Attendance will expand with your needs. Time and Attendance will poll multiple clocks, load the information, and present it in the same manner as if you only had one -- all at the touch of a button.

Time Saver

Aside from the obvious time savings on data entry, Time and Attendance will also be able to generate timely reports with a few simple keystrokes. For example, to generate a listing of employee punctuality for evaluations, simply print the *Employee Work Calendar Report* -- it's that simple. The information is stored for as long as you want it, and is accessible whenever you need it.

Cost Effective

The small initial investment, will definitely pay for itself in reduced Payroll personnel overtime, recovery of lost time due to late arrivals, clear concise information for effective management decision making, and a dramatic reduction in payroll processing.

In Brief

With Samco's Time and Attendance, employees clock in and out via an automated time clock. At the computer system, you periodically retrieve the time transactions from the clock into the Time and Attendance system (all menu driven). The time transactions can then be edited for mistakes, and posted. If you are using Samco's Canadian Payroll system, payroll transactions are automatically generated. With the addition of Job Cost, Payroll transactions can further be disbursed to jobs for highly accurate costing information.

Automatic or Manual

Time and Attendance provides you with the option of gathering time transactions electronically, or manually entering them yourself. The easy to use "time sheet" style entry function makes light work of a heavy job.

Flexible

A key element to the Time and Attendance system is its ability to adapt to different work environments. Whether you're a manufacturer, fish processor, building contractor, wholesale / distributor, retailer, or service provider, the system moulds itself to your exacting needs.

Features & Benefits

Time transactions can be collected via automated time clocks (maximum 99) or entered manually. Automatically rounds off clock in and out times to a user-defined value. For use during heavy entry times such as at the beginning and

end of a shift. Employees can be associated with a specific manager. Allowing the manager to lock clock-in / out times so that no matter what time employee's clock in or out, the automated time clock will set it to a specific time. For example, if the clock in lock time is 08:30, and an employee clocks in at 07:00, the lock time feature will automatically change it to 08:30. Tracks clock-in, clock-out, coffee breaks, etc. Breaks can be set to either deduct from time if taken, add to time if not taken, automatically deducted from time, or skipped and used for reference only. Handles job tracking by time transaction for interfacing to Job Cost, or for redefining departments and/or occupations for employees.

Supports up to four different pay types per shift to handle regular time, overtime, double time, etc. Maintains employee time history for quick access to important data. Interfaces with portable data collection devices for remote changing of job IDs. Ideal for warehouse environments or job sites where managers need to change job functions for employees on-the-fly.

When interfaced with Canadian Payroll, Time and Attendance automatically creates payroll transactions.

Automatically generates 12 month employee work calendars.

Payroll interface directly supports changing of departments, and occupations on a time transaction basis for employees who do various jobs.

Day types allow for determining standard work days, stat holidays, or special work days.

Automatic statutory holiday creation function for handling special days for all employees or a select group.

Absent code maintenance facility provides option for applying specific payroll transactions.

Work schedules can be set up and applied to employees.

Job-ID maintenance facility allows for applying department and occupation codes automatically for time transactions.

Passcard maintenance attaches employee information to passcard number for verification at the automated time clock.

Manager passcards can be defined for manually overriding time transactions, entering job change transactions for employees, or various other tasks not suitable for all employees.

Automated time clock keys can be programmed to do certain functions at different times of the day right from within Time and Attendance.

With the addition of a horn/bell interface, Time and Attendance can set off a horn/bell to ring at certain times of the day, signifying start of shift / coffee break / lunch / end of shift etc.

Clock messages can be downloaded to the time clock to handle such things as birthday greetings for all employees, or special messages such as notification of a meeting etc.

Download functions make updating the automated time clock quick and easy.

Time clocks can be updated directly from the Time and Attendance menu; i.e. change clock times, download job-IDs, set pass cards.

Reports / Lists

Prints weekly summary of the hours worked per week for each employee.

Generates an Employee Work Calendar for you to analyze an employee's attendance performance. Ideal for evaluations, attendance awards, or justifying termination.

Historical reports allow you to look at time and attendance information for employees as far back as detail is kept.

First/Last Day Worked report for filling out government forms.

Various listings are available for all major data files.

Hardware Requirements

Lior DCM-10 / DCM-12 / DCM-100 (modules constantly being added) Automated Time Clock (optional)

Magnetic stripe cards (one per employee) (optional) 386 Computer or higher running MS DOS, Linux, or Unix (support) is also available for IBM AIX, HP/UX, and Data General DG/UX) 540K of available base memory (directly supports EMS)

Enhanced printing control supports any printer

Interfacing & Other Modules

Time and Attendance can be run stand alone or directly interfaced with Canadian Payroll. Information can also be collected in Time and Attendance and passed through to Job Cost via Canadian Payroll.

ODBC option for Report Writers and Excel are also available to create custom reports.

Automated Time Retrieval

Attendance Reports on Demand

Supports Multiple Clocks

Retains Attendance History

Saves Time and Money