



## Get to know our Flexitime module

### TRACKING AND MANAGING STAFF MEMBERS' ATTENDANCE

One platform recording and updating every staff member's flexi-attendance and time in lieu days off.

Managing all staff members' core hours, entry and exit times, lunch bands and flexi-leave.

Track flexitime hours worked, lieu days off and balances. Set carryover time rules and apply use or loose rules.

Time Point App connects everyone. View holiday and flexi balances, submit absence requests and approve leaves.

### Key Features

**Staff flexi self-service app**

**Apply use or loose options**

**Set carryover values**

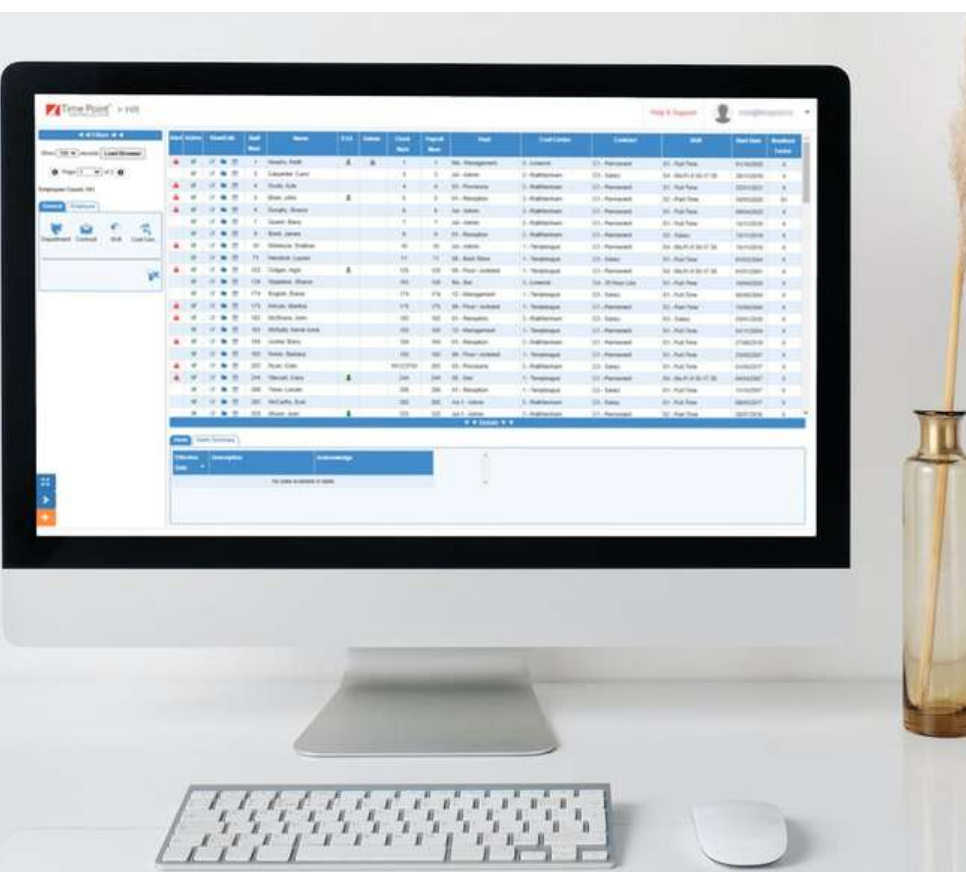
**Records core hours**

**Approve or decline online**

**Lunch bands and flexi leave**

**Tracks entries and exits**

**View holiday and flexi balances**



## For the way **you work today**

An intuitive, fast, and easy-to-use workforce management & HR system

### One Platform

Updating every staff member's flexi-attendance times and balances from anywhere at any time.

### Automated Attendance

Records and updates all staff members' core hours, entries and exits, lunch bands and flexi leave.

### Managing Balances

Set maximum allowable end-of-period carryovers. Apply use or loose balance options for staff.

### Connect everyone

TP app shows flexi hours worked, lieu taken and balance. Request holidays, lieu or other absences.

### Online requests

View, approve or decline any staff members' holiday, absent or flexi-leave requests online.

### Daily flexi reports

Real-time views anytime on all staff members' flexi credit, debit and net running flexi balances.

### Flexi periods

Multiple accounting periods combine or choose four weekly, bi-weekly or defined periods.

### Unlimited rules

Set flexi working rules and patterns for any full or part-time staff members across the organisation.

### Leave calendars

Displays the team's time off, enables easy planning and approves and updates all online requests.

### Clock auditor

Records each staff member's times entered, IP address with an optional GPS location setting.



**WORKFORCE MANAGEMENT  
& HR SOLUTIONS**

For the way you work today

## Connect Your Staff

### Staff App

- ✓ My Clock
- ✓ My Rosters
- ✓ My Balances
- ✓ My Holidays
- ✓ My Calendars
- ✓ My Requests
- ✓ My Pending
- ✓ My Jobs
- ✓ My Documents
- ✓ My Details

