

# Get to know our Time & Attendance module



## PROCESSING EVERY STAFF MEMBERS' ATTENDANCE TIMES

Automatically records all the start and end times for each staff member's shifts and breaks.

Accurately interpreting, applying, and processing all the working rules of the business.

Instantly view staff no-shows, late entries and early exits alerts on the Time Point Manager App.

Processing staff members' total attend times and entitlements to payroll is fast and easy.

## Key Features

**Highlights policy  
infringements**

**Intuitive multiple  
filter options**

**Sends alerts on  
attendance issues**

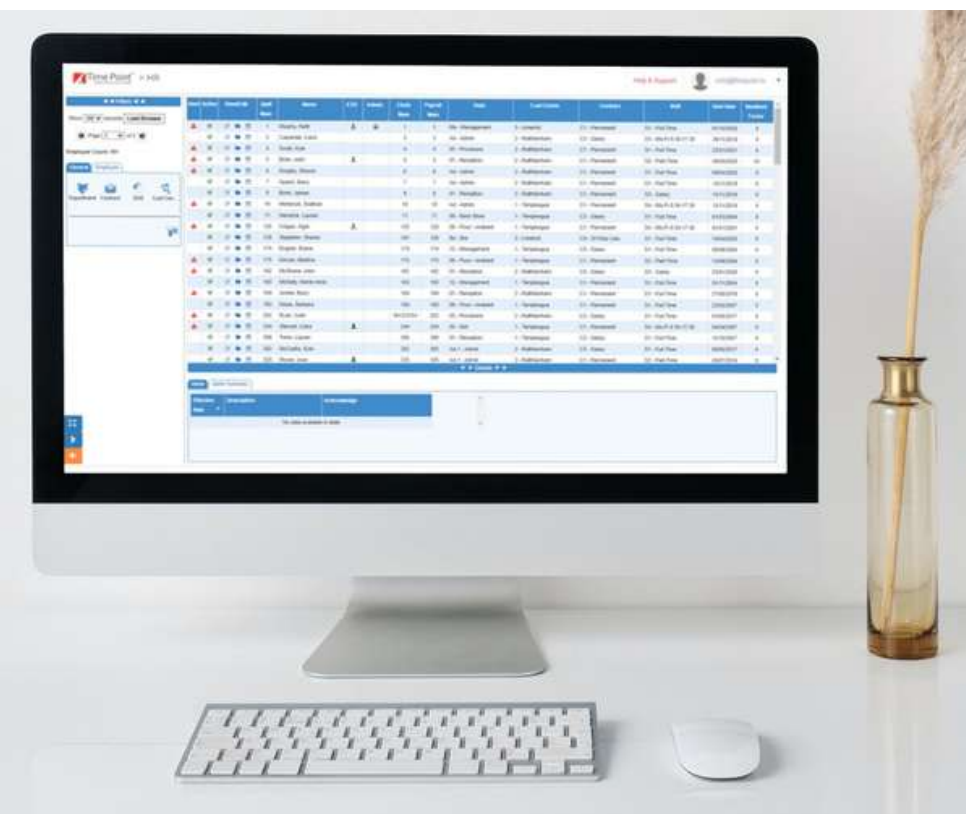
**Applies your entire  
working rules**

**Calculates late  
arrivals & early exits**

**Records all shift and  
breaks times**

**Powerful attendance  
dashboards**

**View by department,  
location or group-wide**



# Time & Attendance

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

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

### Everything On One Screen

All your records are visible on one screen with no time lost having to swap between views.

### Audit Trail Tracking

Assign secure passwords to users, view all edits each user makes with our audit tracker tool.

### Flags Shift Deviations

All late entries, early exits, or no shows are instantly flagged for your peace of mind.

### Built-in eAlerts

Send managers critical alerts on attendance deviations, working rules, and company policy.

### Smart & Intuitive

Easy to use, find, edit, and update staff records in real-time.

### Work On What You Need

Powerful filtering tools for users to find, view and work on what they require instantly.

### Easy Absence Management

All unplanned absences are highlighted making them easy to view and assign absence reasons.

### Payroll Ready

Fast, efficient exception editing and approval, of timesheets that automatically link to payroll.



## WORKFORCE MANAGEMENT & HR SOLUTIONS

For the way you work today

### Connect Your Staff

Build rosters and instantly send every staff member their shifts and rotas.

### Staff App

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

