

**ADVANCED AND EFFICIENT
RECORDING OF WORKING HOURS –
TIME AND ATTENDANCE**

TimeTrack

- Automatic calculation of working hours on the basis of arbitrarily defined shifts and work schedules.
- Manual correction of the presence of employees by Supervisor.
- Manual verification of the presence of employees by Team leader.
- Tracks employee check-ins and check-outs.
- Custom work schedules with sliding-time, overtime, work on holiday, categorized absences.
- Detailed, sortable reports by different criteria for individual employees and groups

TimeTrack automates data processing for attendance calculation and reduces the factor of human error to a minimum. The application provides a complete insight into the presence of all employees at work, meal breaks and rest periods, with detailed reports that are formed at the request of a user. The deployment of employees in the organizational units, and assigning shifts and work schedules, with the help of a TimeTrack time attendance becomes easy and effective job.

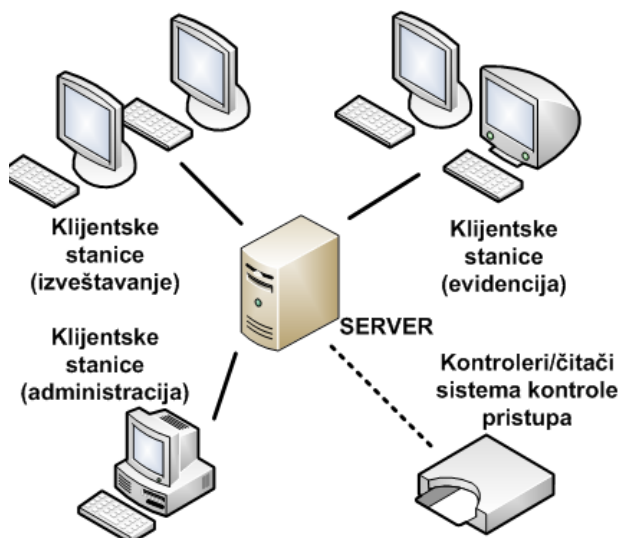
Time Track allows you to define Rotational shifts and Flexible work schedule around a “core” work period consistent with business requirements.

Time Track allows you to set ‘averaging-out period’ when Redistribution of working time required by organization of work.

Time Track gives you better visibility of all activities and work performed for different Cost centers.

TimeTrack is designed as a network application with multi-user access and centralized database. The data for attendance calculation is retrieved from the installed controller/terminals for access control.

- The basic configuration includes a PC, a controller/terminal for access control with integrated and/or separate contactless RFID readers placed at the front door of the property or the gatehouse.
- For integration into the existing access control system it requires only the implementation of the network connection to the existing database system.



Centralized management, network division of data and reports, ensure that the application can be easily installed and used on multiple workstations and multiple locations (supports multiple companies and locations), with data relevant only to those departments/companies.

Formed schedules are assigned to departments, organizational units or individual employees, and serve as the basis for recording attendance.

By defining a sliding working hours and the duration of the allowed breaks during working hours, it is possible to meet the business needs of the enterprise.

For each working day it is possible to determine the quota payments, redistribution of working time, overtime, extra work, early arrivals and departures from work, as well as delays.

The application provides the ability to define arbitrary types of absences (eg, annual leave, sick leave), as well as national and individual holidays (eg. Religious holiday), which are separately recorded.

Graphical representation of the recorded presence makes it easier and draws attention to the overtime, absence, delays.

TimeTrack

provides:

- Defining work shifts and schedule (weekly or arbitrary cycle).
- Assigning work schedules to employees or arbitrary to entire organizational units.
- Time quotas for flexible working hours, extra work, overtime, early arrivals, early departures, delays, breaks
- Custom defined types of absences and presences.
- Custom defined national holidays
- Custom defined personal holidays assigned to the employees
- Comprehensive MS Excel reports on the presence of employees
- Multi-user work over the network with predefined access rights
- Different levels of user profiles and privileges (Administrator, Regular user, Registrar, Analyst, Tim leader...)

Record hours worked and generate reports in a simple way by choosing employees or organizational units, as well as the desired time period. All reports are presented in tabular form. Customized reports can also be generated as per the user requirement (eg. For Payroll Department, Human Resources, Management) through the selection of the desired data.

All generated reports can be saved in MS Excel format.

Applications: **TimeTrack**, **GateTrack**, **VisiTrack** and **WebTrack** together make **ControlTrack** package, combining elements of access control - control of passes through all zones of enterprises, time attendance and operation of the security service.