



365HR Service Rostering Time Attendance Management

Rostering Time Management Modules

365HR Service of Solutions

- The Modules within the 365HR Service suite of Solution recommended for Rostering Time Management, are stated :-
 - Human Resources System Console (HRSC)
 - Human Resources Personal Bio Management (HRPBM)
 - Human Resources Rostering Time Management (HRRTM)

Two Module are the compulsory Module within the 365Hr Service solution offering as they act the controlling module within the suite of solution and they HRSC and HRPBM.

- **Automated Rostering Time Attendance Benefits**

HRRTM, has the capacity of upload time clock information from various system for time and attendance purposes. This thus reduces efforts of compiling and calculation of time and attendance information.

Overtime, working hours and unpaid hours calculations would be handled by system based on the organisation's policies. Duplication and miscalculation of payment via payroll would thus be eliminated.

- **Roster Features and Functionality**

The solution support complex rosters with different calendars, work shifts and work time of employees could be grouped or set individually for exact payroll calculations.

- **Workflow Enabled Rostering / Time Management**

Linked to the HRRTM System is the HR Approval System that enables workflow procedures to be put in place. This would in turn enable solution control routing for Attendance and Overtime approval processing.

The solution is also able to link to common email engines so as to trigger email alert to the appropriate superiors for action. Again this would reduce turnaround time and workload to personnel's in-charge.

- **Extensive export functionality**

365HR Service HRRTM provided a comprehensive list of report as standard feature. Even Linked to the HRLM is the HRRTM with this also supports a third-party reporting tool (BI Reporting Tool) for users to generate many more reports as per the organizational needs.

It also support data exports to other reporting tools like MS Excel Pivot Report for ad-hoc reporting purposes.



365HR Service suite of solutions :-

Functionalities Of 365hr Service Solutions

Rostering Time Attendance Management Module

- Automated Rostering Time Entitlement calculations base on the criteria set by the organization
- Accessible function group
- Base one User login to apply or view leave type
- Transaction locking
- Field locking

Transaction Audit record

- Any data update , delete, edit, add will save to audit record by "timestamp".

365HR Service Rostering Time Attendance Management setups that encompasses:-

- Direct multiple of employee numbers to time clock codes via HRPBM.
- Support Multiple calendar for the organisation thus enabling different sets of working and non-working days.
- No limit of working calendars and can be easily maintained by HR user.
- Employee group can linked directly to working calendars.
- Multiple shift roster can be set into each calendar for even greater granularity via drop down menus.
- Easy entry for employee attendance record when needed.
- Maintains pre-approved overtime policies for ease of overtime calculations.
- Workflow enabled (via HR Approval System) in the event overtimes needs to approved by higher authority.
- Easy uploading of time clock date thus eliminating data entry error.
- Overtime summary available once time clock data has been uploaded.

365HR SERVICE AUDIT TRAILS MANAGEMENT FOR ALL MODULE

Rostering Time Attendance Management Modules

Comprehensive Template report for audit trails

Report export functions to MS excel and plain text formats.

Rostering Time Reports available are shown :

- Attendance error reports
- Daily Attendance Reports
- Attendance Reports
- Pending Approval Overtime Reports
- Shift and Overtime Summary by Division, Department, or employee reports.
- Leave early Summary by Division, Department, or employee reports.
- Latens comparison by employee or by cases over two date ranges
- Leave Early comparison by employee or by cases over two date ranges
- And others...

Web Enabled Rostering Time Attendance application engine

Workflow enabled Rostering Time Attendance application with routing features (with HR Approval Management)

KIOSK enabled Rostering Time Attendance application engine

Monitor employee Rostering Time Attendance transaction history

Comprehensive report which covers:

- Report By Pivotable



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