



# TA<sup>21</sup> Time and Attendance

The solution to capturing attendance from multiple time recording devices.



Capture attendance information / detail and eliminate any inaccuracies resulting from multiple time recording devices with Frontier Software's TA<sup>21</sup> solution. This module is completely integrated with ichris – our International Comprehensive Human Resource Integrated Software – to provide the level of control and information required for effective management of employee attendance and rostering.

Based on the 'Timesheet' principle, TA<sup>21</sup> is available with interfaces for all time attendance devices – e.g. biometric solutions, magnetic swipe cards and iris recognition. Payroll calculations and payments can then be handled directly via ichris, based on clockings and time interpretations. Alternatively, timing data can also be taken from any software application that is being used to record an employee's time and attendance.

## A complete solution

**Total flexibility is a key feature** of TA<sup>21</sup>, so users can tailor their system to meet organisation-specific requirements and schedule shift patterns with a minimum of effort. You define the parameters and TA<sup>21</sup> automatically creates the rosters – options include:

- **Shift Patterns** – define each working day in terms of normal, earliest and latest start and finish times. Any grace periods associated with these can be set
- **Work Patterns** – an unlimited number of Standard, Rotating Shift, Flexitime and Time Driven patterns can be defined
- **Break Profiles** – enter start and finish times specifying whether breaks are paid / unpaid / clocked or assumed
- **Overtime Profiles** / Management Totals – define the rules relating to overtime attendance and payment calculations
- **Management Reporting** – a variety of totals are maintained within the product and the report designer facilitates management reporting
- **Generated Pay Rates** – specify pay rates based on customer entered formulas
- **Payment Rules** – define allowances and payments for different working conditions and awards

## Intelligence at your fingertips

**Interpret employee timing data intelligently** by setting system parameters and TA<sup>21</sup> will highlight overtime, absence, lateness and total hours worked.

**Timings can be entered using a variety of attendance devices or simply via a desktop PC** Managers can review employee hours worked and decide whether to approve any automatically generated overtime. Data is electronically passed to payroll.

## Award interpretation

Any industrial award covering a variety of labour acts can be implemented with TA<sup>21</sup>. Rules pertaining to an award, hours of work, payments to be applied, leave entitlements and other terms and conditions are all stored within the database. Rules can be amended at any time.

## Absence Management

Integration is the key to efficiency. Absences will only need to be entered once, regardless of the method used. Data can be entered via a time clock or via the self service module HR<sup>21</sup>. Once the data is entered and verified it is then written to the database.

# TA<sup>21</sup> Time and Attendance

Streamline the time and attendance process, enhance data accuracy and gain a strategic overview of your organisation's 'people element'



## Job costing

Depending on user requirements, interfaces to external job costing systems can be implemented, enabling dynamic creation of costing records. In addition, facilities exist whereby time and costs can be allocated against particular jobs worked during a roster (or shift). Accurate costs can then be passed to your job-costing system.

## New employees details

TA<sup>21</sup> is an integrated module. New employees, termination and employee transfer data are automatically reflected within the module.

Once an employee joins and 'swipes' to clock-in for the first time, your system will create a timesheet. TA<sup>21</sup> then records and maintains a complete history of total hours worked, overtime, absence, payments and rosters / work patterns, sickness and holidays.

## Budgets and costs

Financial controls are an essential aspect of business performance and in TA<sup>21</sup> we help you maintain these controls. Departmental budgets can be recorded for FTE (Full Time Equivalent), hours worked and costs. Direct labour costs are calculated and comparisons can be made to facilitate management reporting.

## User-friendly design

TA<sup>21</sup> is extremely easy to navigate and has been designed with the user in mind. Innovative choice of menus and comprehensive help allow you to efficiently process your data – simply point to the relevant item to view timesheets and rosters.

## Work patterns

A work pattern is the foundation to TA<sup>21</sup>. Scheduled days and associated payment rules are user defined and there can be any number of combinations. The module even caters for staff where no regular patterns exist. Work patterns are assigned to a staff member and time sheet data is created using the associated rules.

## Time interpretations

A strategic element of this module is to eliminate the headache of identifying payments due for those on different shift and work patterns. Payments, together with associated accounting entries, can be triggered automatically by rules established by the user.

## Accurate reports

Capture of time and attendance information is vital to your business and the data held within TA<sup>21</sup> can be presented using a wide selection of reports – enabling management to analyse employee absence and attendance quickly and accurately.

Examples of management reports are:

- **Timesheets not approved**
- **Left early or not clocked out**
- **Overtime approval reporting**
- **Daily time entries**
- **Overtime analysis**
- **Timesheet summaries**
- **Not completed scheduled hours**
- **Roster reporting**
- **Lateness**
- **Exceptions**
- **Attendance Summary**
- **...and many more**

## Alerts

A vital aspect of any management system is informing users when a particular event occurs. Use of business logic within TA<sup>21</sup> enables it to provide a number of alerts to prompt user action.

## Management Portal

The cloud based Management Portal is a time saving feature enabling users to view real-time attendance and employee data in a web-based environment.

With easy access to current attendance information for specific reportees the manager can perform all hours related approval tasks on one page. The portal allows managers to compare actual and scheduled working times and presents attendance information by group or by individual employees. They can view details for their team and change/add/delete shifts and modify worked hours, tasks and costings, as required. Additional payments can also be made without the need to visit multiple forms.

The use of charts, widgets and colour coding provides an up-to-date graphical representation of attendance patterns and approval statuses.