

Security Expert Time and Attendance

Access Control systems by their very nature, hold an incredible amount of information. They not only control what users can do, where they can go, and when they can do it, they also record when these events occur, effectively allowing you to track and monitor staff movements on site.

Time and Attendance reports eliminate the need for a separate timekeeping system by using the access data to provide information on the in and out movements of staff, thereby assisting with payroll and HR management for ultimate efficiency.

Key Advantages

- Eliminates the need for a separate timekeeping system
- Highly flexible with a range of reporting options
- Manage employee time alongside security, without the need for additional hardware
- Identify timekeeping issues such as late starts, early finishes, and missing in/out events
- Define late-in, early-out, start/end time, break time policies based on shift
- View summary pages or detailed reports with pinpoint accuracy
- Easily export and integrate reports with third party HR and payroll systems

Range of Reporting Options

The large choice of report types means there is an option to cover every need – whether it's calculating hours worked, monitoring employees that are late to start or early to finish, tracking absenteeism, or recording overtime, there's a report to suit. Reports may be produced for the entire company or filtered by department, access level, or specific users.

Summary or Detailed View

Report templates allow you to select the level of detail to include for each report. Choose from a daily summary for each user or a detailed breakdown for each user each day, including start, break, and end times, and the corresponding in and out calculations for each event.

Powerful filtering

Flexible reporting options enable you to quickly and easily obtain detailed and relevant event information. The Grid View tool makes generation of custom reports a fast and efficient process with live filtering as you type, ability to create custom complex filters, drag and drop to order, and the option to print, save and email the report directly from the software. All reports can be exported to a wide range of formats including PDF, HTML, XLS, and CSV.

Automated Reports with Email Notifications

Schedule reports to run automatically on specified days and times. Create reports as a PDF, CSV, TXT, or XLS file and automatically email them to a manager or HR department so they have the reports in their inbox when they get to work.

Customizable Shift and Break Times

Define your working week by setting the start and end times and break times for each report. Reports can include the same hours every day, or different hours on different days of the week. You can also define how scheduled breaks are treated in the attendance calculation. For example, if a lunch break is unpaid and should be processed as a time deduction. Use the rotational shift reports for industries such as law enforcement and healthcare where operations run 24/7, and shifts rotate after a set period.

Holidays and Unscheduled Days Worked

Flag unscheduled days or public holidays that are worked. The report differentiates between these and an ordinary work day, making it easy for HR and Payroll to determine when an employee should be paid at a different rate or awarded time in lieu.

Highlight Timekeeping Concerns

Employees that arrive late, leave early, or take extended unauthorized breaks, cost a business in time and productivity. Just ten minutes every day, adds up to more than a week of lost time over the course of a year. Attendance Reports allow you to easily track and monitor these events, making it simple to address timekeeping issues before they become a problem.

Late In/Early Out Policy

While it's only fair for a company to expect that their employees will report to work on time, most companies also take a reasonable attitude and allow for occasional unforeseen circumstances. Reports include an optional grace period which defines the time (usually a few minutes) before the user will be considered to be late or early and the excess time deducted from the hours reported. This eliminates small fractions of time making calculations less complicated and alleviates the rush to badge in or out right on the hour.

Licensing

Time and Attendance Reports are an optional licensed module that adds functionality to an existing Security Expert system. It requires a Security Expert Time and Attendance license which is applied to the server.

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