

# Time & Attendance



Labour costs are the greatest expenditure in any business and potentially the hardest to control. Any organization without an effective T&A package risks facing high wage bills coupled with reduced productivity. Implementing a good T&A system offers unlimited benefits to both the employer and staff by accurately logging worked hours, paid/unpaid breaks, overtime and annual leave. **Tempus' T&A** package has successfully demonstrated that it can save administration costs and significantly save money on wasted labour hours. Furthermore, **Tempus' T&A** package can be used to verify labour hours claimed by external contractors simply by adding them to the system before they start work. The Software can be customised to meet the requirements of any organization. Helping to facilitate the requirements of the *Working Time Directive*, here are some of the many money saving features incorporated in the software:

Agreements	User definable agreements which can be set up individually for each day of the week. Definable standard hours and flexible time arrangement. Terms for early arrival, break periods and overtime
Time Rounding	Rounding of swiped times in accordance with company policy. This feature may be applied to all IN/OUT swipes throughout any day regardless of standard start and finish times
Global Event Calendar	Up to 5 definable calendars to include details such as public holidays or any event not considered part of annual leave
Special Days	Statutory holidays throughout the year can be specifically defined
Definitions	Definable definitions including Paid/Unpaid Events and Holidays
Reports	Printable and exportable reports showing: Times, Events, Errors etc...
Data Screen	Detailed calculations of an employee's attendance
Export	Generated files for importation into numerous software packages including payroll, HR etc...
Data Back-up	Data back-up on to any selectable path
Deductions	Automatic overtime deductions to make up core hours
Clock Reading	Semi or fully automatic
Employee Details	Standard employee information plus the facility to import employee photo and links to any relevant documentation
Installation	Fast and professional installation by our team of qualified engineers. Self-installation possible with full direction and support
Accessibility	User friendly software plus unlimited telephone support



TS7000-BIO Terminal with Magnetic Card and Biometric Reader



TS7000 Terminal with Magnetic Card Reader

When a card or fob is presented to the reader, the action is logged onto the flash memory of the terminal stating the user ID, time and type of action that took place (IN or OUT). The terminal can hold up to 8000 swipes waiting to be transferred into the Tempus Software. Transfer of data from the terminal to the administrator's computer can be TCP/IP, RS232, RS485 or via modem, depending on site circumstances. The Tempus software can handle up to 999 terminals with no additional software requirements.

## The Tempus' Biometric T&A - even more security!!!

As with any conventional T&A system there is always the risk of one staff member clocking IN or OUT for a colleague. **The Tempus Biometric Terminal** removes this possibility by allowing only the cardholder to clock IN/OUT for him/herself. The Biometric Terminal holds a recorded finger image of the user and the associated pass number. When the pass is presented to the reader the cardholder is also required to place a registered finger on the image reader located on the terminal for verification that that ID belongs to that particular individual. If the finger presented does not match the stored template the action is rejected, thus no ID can be used by anyone other than the authorised cardholder. All illegal attempts show on the report as unlawful swipe attempts.