



## Time & Attendance Capturing

The ability to capture when employees begin and finish shifts has become a major part of today's workforce management. Allocate's Time and Attendance Solution is aimed at improving your workforce optimisation. The system provides the ability to validate when your staff start and finish work.

### Key Benefits

- Validates start and finish times
- Provides proof of attendance
- Assists with verifying Electronic Timesheets
- Better security and Fraud Prevention
- Contributes to Automated Payroll process
- Reduces time spent manually checking employee attendance

Allocate's Time and Attendance solution allows for each shift to be validated using a variety of time capture devices, including:

- Biometrics Devices
- Proximity Cards
- Internal Swipe technology

## Time & Attendance Background

In Response to the market need for advanced, accurate employee time and attendance management, our Time and Attendance solution has the ability to provide powerful functionality in this area.

Allocate's Time and Attendance Solution incorporates:

- Biometrics devices
- Proximity Cards
- Internal Swipe technology

Allocates Time and Attendance Solution has been developed to meet the requirement of tracking when employees start and finish work. The solution therefore provides transparency around actual hours worked. This then facilitates a more accurate payment of staff.

The solution also reduces the risk of time theft by providing evidence of staff attendance.

When combined with Award Interpretation and Payroll Integration, you have a unified solution that meets the market requirements for optimised workforce management.

## Key Benefits

### Verification

- Records and validates employees start and finish times
- Provides proof of attendance
- Compares start and finish times to roster
- Auto-locks if clock times match roster (within tolerance) ready for payroll
- Alerts for non-attendance
- Assists with validation of Electronic Timesheets

### Time Savings

- Reduces time spend manually checking time and attendance
- Automated locking of validated shifts speeds up payroll export
- Saves time through reporting options comparing clock times to roster etc

### Cost Savings

- Improves accuracy of payroll information
- Prevents overpaying staff
- Reduces time theft
- Allows for Trend Analysis through reports

Below is an image that illustrates how the data is stored when using biometric devices:

This is the data stored in the Allocate System

