

Time & Attendance



MICRO PRO
COMPUTER LLC

Time & Attendance E-catalog

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About Us

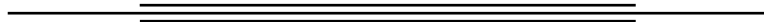
Micro Pro Computer LLC is a forerunner in developing and deploying leading edge IT solutions on the wheels of world-class solutions and core technical expertise, recognized and valued by heady customers primarily in the UAE.

In today's world, where most processes carries and others line up for *e-tags*, our commitments to converge business strategies and technologies on a single platform seem no boundaries. Keeping a constant move with end-to-end solutions our growth pace targets updated technologies and improved services` at each phase.

Identified and delivered a broad range of IT infrastructure services in **Hardware, Software, Networking and Internet** as well as Industry Specific needs as **Physical & Data Security, Multimedia & System Management Solutions**, we have strengthened our clientele in the vibrant business sectors of the region.

Our newest products enhance Industry Specific-need tags like **Document Management System, HR and Payroll solutions, Document Archiving and Control Systems** and **Fleet Management System**. Integrating future scalability to all of our products we translate the customer objectives into a workable platform.

Our customer approach is transparent and intuitive in providing the ultimate competitive edge to all our services exceeding their expectations. We foster long-term relationships with them winning their trust and satisfaction.



Time & Attendance

Time & Attendance system addresses all your organizational needs to manage the entire workforce efficiently through automated Time and Attendance records. This comprehensive management solution replaces existing traditional work modes at your organization in Scheduling of work, Time keeping, Activity Tracking, Records Management and Corporate Policy compliance etc. With innovative and reliable features, Time & Attendance offers much to your everyday schedules empowering apt management decisions and winning employee satisfaction.

A must-have at your organization

Businesses of today demand proper utilization of valuable Time and Manpower to gain maximum productive results. **Minute-grown Business sectors in the UAE do require result-yielding Time Management systems to track and manage their own organizations' day-to-day activities.** With this comprehensive Time management system, your employee workflow is much closer to you, reciprocal to each step of their everyday schedule. You are fully informative on your employees with a **complete employee profile** and **other needy information, Punch-in &out details** for each day **flexible to any Shift, Site, Project (with Late Reports, Absent reports, Unclaimed bookings etc)** and **Leave details.**

The system brings in a virtual contact with the **employees / workers / contractors / subcontractors** through exact account of scheduling for each day. If employees are judged by their quality hours spent for the company through a robust Time-Tracking System, their productivity could be recognized and rewarded based on faultless data. Simultaneously, authorities can trace the unproductive employees, leaving them the option for independent decisions on their continuity based on proven records. Such reports in real-time can tremendously influence your business growth by building ideal management strategies and precise payroll processing.

Manually adjusted or other erroneous Time&Attendance reports delivered by Timekeepers or Supervisors, yet unknown to the HR department while proceeding with blind benefit allocations or deductions **will be avoided through this system.** **Labor-intensive industries**

(especially, Construction) in the UAE can rely on our new product for tangible savings and smooth operational practices.

Time & Attendance - with its best offers

- ❖ Highly customizable to your organization
- ❖ Simplifies the complex Time Management
- ❖ Easily manages Multiple Projects/Multiple Sites/Multiple Shifts
- ❖ Efficiently tracks Employee productivity
- ❖ Making available Real-time data
- ❖ Producing accurate and error-free reports for perfect payroll
- ❖ Reduce Malpractices
- ❖ Remote site data accessing (**GSM technology**)

Further more:

- ✚ Most User-friendly
- ✚ Easy-to-use interfaces with rich tool set
- ✚ Scalable technology

Key features

- ❖ Automated Time and Attendance
- ❖ Multiple Groups/Multiple Companies/Multiple Branches Setup
- ❖ Multiple Shift Management
- ❖ Extensive Time & Attendance Reports
- ❖ Data exporting capability to back-office Systems
- ❖ Holiday Attendance Management
- ❖ Multiple Leave Forms



Deployment

Time & Attendance system is highly customized to merge with any existing systems in your working environment.

Benefits

Time & Attendance system can transform your business activities into visible productive realities.

Improves productivity

Time & Attendance can improve your workforce management with proven records. It efficiently keeps track of your employee activities rendering exact data. Management staff can take ideal, right decisions based on these real-time data, encouraging a well-informed allocation of benefits/non-benefits judging quality employees. This would be a remarkable stepping-stone to your future business.

Department/Site Management

Using this system, you can restrict the user access to particular Departments or Sites. It will lead to a controlled, organized work-mode resulting individual operating divisions within the organization.

Multiple Company/Shift Management

Time & Attendance system manages Multiple Groups, Multiple Companies and Multiple Branches, Multiple shifts and Trades. **Shift Calendar**, the most beneficial option to manage **multiple shifts** and **work place transfer** of your employees through few button-clicks would solve all complicate issues relating shift management at your organization. You will also get **Multiple Shift Reports customized to your choices** like All Departments/Particular Department wise for any Month or Year.

Multiple Shifts option comes under three categories. Flexible Shifts, Dynamic shifts and Fixed shifts.

Flexible shifts

Flexible working hours are just meant to track the working hours of Special Grade staff whose productivity rating is more counted than timings. For instance, Managers, Consultants etc.

Dynamic Shifts

Dynamic shifts may be *Full time or Part time*. This is calculated according to the punch-in time of the employee (Approximate time of his/her shift-time of that day). And it supports an employee working in Multiple shifts.

Fixed Shifts

It is a fixed time punch-in and out working pattern for employees in that category. Their extra hours will be calculated separately as over time (OT).

Leave Management

Employee Attendance reports will be complete only when it includes their approved and unapproved leave details. **Time & Attendance** system has **open leave categories** to add **different leave types**. The System provides a systematic procedure for complete leave management such as **Leave Input, Approval and Leave Return Output**.

Generating Multiple Reports

Tightly integrated Time and Attendance applications manage Multiple Groups, Multiple Companies, Multiple Branches, Multiple Shifts and Trades. At each level, different activities and employee sections exist. Using this system, you can generate reports on each employee level performance.

Extensive Booking Reports

Using **Time & Attendance system**, various reports can be generated corresponding to the **Booking Times** (Punch-in & Punch-out status) such as Daily, Weekly, Monthly (showing late,

absent, early leaving/coming, unclaimed bookings, etc). **Audit Reports** show **Department/Employee wise OT, Special OT, Cumulative details etc.** You also get **Employee list (designation/site wise), Project Labor Cost details** and many more. Management people do not have to depend on any secondary source for obtaining precise data.

Remote Data Access (GSM technology)

Using Time & Attendance system, you can access the punch-in & out details of the employees working in remote sites or branches of your organization. It is possible through GSM Technology (**linking to the terminals**).

Employee Management

Time & Attendance system integrates **complete employee information relating Official and Personal**, when you add a new employee. You can also change the existing employee information. You can easily **organize and access details of Education, Qualifications, Dependants of staff, Job profile info (Title, Grade, Status etc)**, other personal details (**Nationality, Religion**) **Salary headers and Bank details etc.**

Automated Reminders

Time & Attendance system enhances automated Pop-up reminders for **Posting Booking reports, Attendance reports and Pending downloads** if the Timekeeper fails to perform such duties.

Return On Investment (ROI)

Time & Attendance stands as an ideal system to **monitor the success of projects, workgroups, tasks and entire employee groups in diverse departments and locations.**

This system efficiently handles **Multiple shifts, Multiple Locations, Hourly labor, OT calculations, Missed Punching and other productive options** to bring in an informed



budgeting system for any business. A clear, real-time data of Time& Attendance and Labor workflow lead the Accounts Department to proceed with a perfect payroll rewarding all fruitful employees. Avoiding all data discrepancies and manual entry errors, Time & Attendance system can provide immediate and long-term Return On Investment for your organization as a visible reality.
