

ProtegeGX Time and Attendance

Putting time on your side

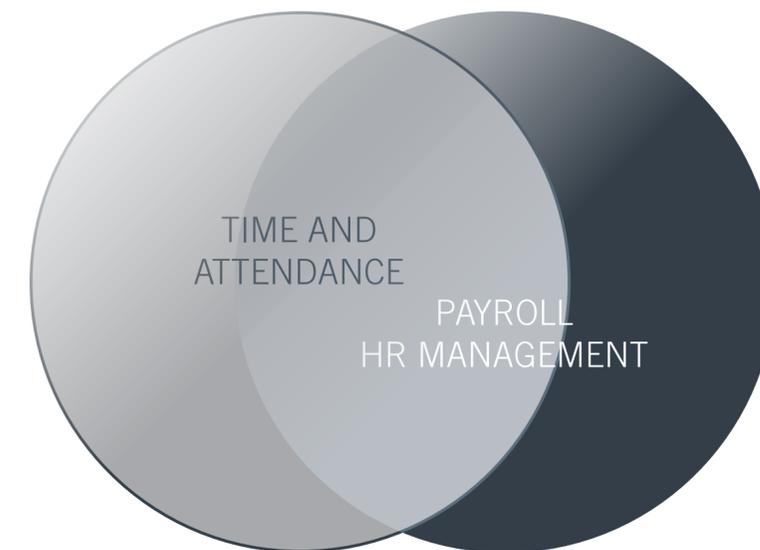


Access Control systems by their very nature, hold an incredible amount of information. They not only control what users can do, where they can go, and when they can do it, they also record when these events occur, effectively allowing you to track and monitor staff movements on site.

50

(percent) average reduction in
time spent processing payroll

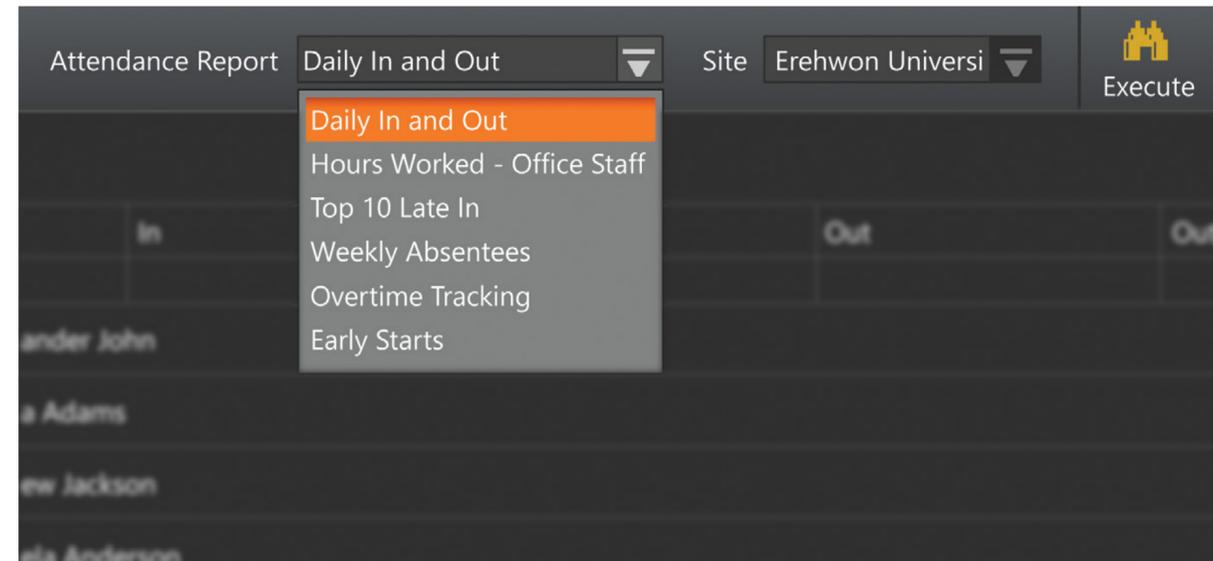
Time and Attendance reports eliminate the need for a separate timekeeping system by using the access data to provide information on the in and out movements of staff, thereby assisting with payroll and HR management for ultimate efficiency.





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.

The screenshot displays the 'Attendance Report' interface. The main window shows a grid of data with columns for 'User Name', 'Date', 'In', 'In Door', 'Out', 'Out Door', 'Total', 'Deduct', and 'Accrual'. A 'Print Preview' window is overlaid on the right, showing a summary report for 'Stephanie Stimson' for the period 'Monday 8 June 2015 - Tuesday 9 June 2015'. The summary report includes a table with columns for 'In', 'In Door', 'Out', 'Out Door', 'Total', 'Deduct', and 'Accrual'.

Date	In	In Door	Out	Out Door	Total	Deduct	Accrual
Monday 8 June 2015	07:58	Office Entry	17:01	Office Entry	9:04	(0:04)	9:00
Tuesday 9 June 2015	08:00	Office Entry	17:00 (Early)	Office Entry	9:00	-	0:00
Total					18:04	(0:04)	9:00



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.

Name	Database ID	Created Date
Morning Warehouse Shift	1	16/06/2015 3:44:13 p
Afternoon Warehouse Shift	2	16/06/2015 3:57:24 p
Night Warehouse Shift	3	16/06/2015 4:00:41 p

Shift Times	
Start Time	07:00
End Time	15:00
Include Minutes Before Shift Start (In Minutes)	5
Include Minutes After Shift Start (In Minutes)	5

Break Times					
Name	Start	End	Duration	Calculation	
Break 1	Tea Break	09:00	09:15	14	Include
Break 2	Meal Break	11:30	12:00	29	Exclude
Break 3	Tea Break	14:00	14:15	14	Include
Break 4					
Break 5					
Break 6					



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.

Attendance Report - Late In			
User Name	In	In Door	Count
User Name: Anthony Parker			
1/9/2013 00:00:00	08:06 E (adj)	Office Entry	Count = 3
1/9/2013 00:00:00	08:13 E (adj)	Office Entry	
1/9/2013 00:00:00	08:03 E (adj)	Office Entry	Count = 1
User Name: Ben Hestings			
1/9/2013 00:00:00	08:21 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	08:05 E (adj)	Office Entry	
1/9/2013 00:00:00	08:19 E (adj)	Office Entry	Count = 2
User Name: Braden James			
1/9/2013 00:00:00	08:13 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	08:14 E (adj)	Office Entry	Count = 1
User Name: Brett Lamb			
1/9/2013 00:00:00	08:08 E (adj)	Office Entry	Count = 1
User Name: Caleb Dear			
1/9/2013 00:00:00	08:12 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	08:56 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	08:02 E (adj)	Office Entry	Count = 1
User Name: Chris Mandan			
1/9/2013 00:00:00	08:08 E (adj)	Office Entry	Count = 1
User Name: Chris Pratt			
1/9/2013 00:00:00	08:13 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	08:12 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	08:14 E (adj)	Office Entry	Count = 1

Attendance Report - Early Out			
User Name	Out	Out Door	Count
User Name: Frank Tyler			
1/9/2013 00:00:00	16:42 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	16:33 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	16:48 E (adj)	Office Entry	Count = 1
User Name: Ryan Van Dyk			
1/9/2013 00:00:00	16:41 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	16:14 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	16:52 E (adj)	Office Entry	Count = 1
User Name: Stephen Williams			
1/9/2013 00:00:00	16:51 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	16:47 E (adj)	Office Entry	Count = 1
1/9/2013 00:00:00	16:39 E (adj)	Office Entry	Count = 1
User Name: Mike Jones			
1/9/2013 00:00:00	16:33 E (adj)	Office Entry	Count = 1
User Name: Eve Kowalski			
1/9/2013 00:00:00	16:44 E (adj)	Office Entry	Count = 2
1/9/2013 00:00:00	16:48 E (adj)	Office Entry	Count = 2



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 Protege GX system. It requires a Protege GX Time and Attendance license which is applied to the GX Server.

Order Code

PRT-GX-TNA	Protege GX Time and Attendance
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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