



Synerion TimeKeeper Synerion's Time and Attendance System

A company's most valuable and important resource is its human resources: i.e., its employees.

Understanding, managing, and controlling your employees' impact on your organization's profitability is essential for improving business performance. Synerion TimeKeeper, an automated system for employee time and attendance management, provides comprehensive and accurate data of the working hours your organization utilizes, pays for, and allocates to facilitate the smooth and profitable running of your company.

Controlling Time, Absences, and Costs

With its rich functionality in time and attendance management, Synerion TimeKeeper automates and tracks essential processes such as current and historical working hours, overtime, sick leave, vacation quotas and utilization and all other types of attendance and absences.

The system takes into account your organization's specific requirements including individual and collective employment agreements, business rules, labour laws and regulations, union contracts, and shift patterns.

When preparing the payroll, Synerion TimeKeeper consolidates actual working hours with irregularities in arrival and departure times and with absences, allowing correct payment for actual time attended - resulting in substantial cost savings for your organization.

Synerion TimeKeeper provides a variety of monitoring reports such as: overtime, hours by department, employee attendance / tardiness / absence reports, and exceptions report – from which managers can get a comprehensive view of attendance data, as well as identify trends and exceptions that allow for immediate corrective action if necessary.

Key Benefits of Synerion TimeKeeper:

- **Cost savings** through accurate tracking of employee attendance, taking into account rounding of hours, early or late arrivals, breaks, etc. - to ensure exact pay
- **Supports wide range of employment agreements** including: global pay, overtime, part-time positions, shifts, split schedule – while ensuring compliance with labour laws and regulations
- **Reporting and BI tools** for efficient planning of employee performance and comparisons of planned vs. actual
- **Enhanced productivity and minimal errors** through automated business processes
- **Interface with a range of data collection systems** such as: attendance clocks, Internet reporting, telephone reporting – landline and mobile, and access control systems
- **Interface with enterprise systems** from all vendors that eliminates the need to setup and update employee data or an organizational structure in a separate system
- **Integrates to work with most payroll systems** and hosting services.

Date	Day	Time	Contract	In 1	Out 1	In 2	Out 2	Department	Total	Planned	Actual	Unpaid Abs.	Total Hrs	O.T. Points	Over	O.T. Y.	O.T. Regular	O.T. 1	O.T. 2	System Code	Emp	
20100101	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100102	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100103	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100104	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100105	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100106	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100107	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100108	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100109	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100110	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100111	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100112	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100113	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100114	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100115	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100116	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100117	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100118	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100119	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100120	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100121	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100122	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100123	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100124	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100125	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100126	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100127	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100128	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100129	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100130	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170
20100131	Tue	14:20	2	08:15	14:20			170	170	170	170	0	170	0	0	0	0	0	0	0	170	170

Workforce Management Synerion TimeKeeper

Main Features

Employee data management	<ul style="list-style-type: none"> • Consolidation of employee data, including the ability to attach documents, manage memos and more - subject to authorization level • Flexible fields that can be added and displayed in reports • Management and documentation of employee history, including changes in agreements, assignment, etc. - for follow-up and monitoring.
Support for agreements and labour laws	<ul style="list-style-type: none"> • Centralized management of all employment agreements - personal, collective and other agreements - with the ability to specify variations for each employee • Support for various types of employment, including global, shifts, split schedules, flexitime and more • Planning for future changes (maternity leaves, promotions, etc.) based on employment agreements • Across-the-board updates for several employees following changes in wage agreements etc. • Flexibility in calculating overtime • Support for rounding of hours and for breaks consistent with labour laws and employment agreements.
Access to up-to-date information	<ul style="list-style-type: none"> • Annual follow-up that enables managers to graphically monitor and plan various events at the company or employee level • Graphic display of actual attendance and attendance for payroll purposes (i.e., the paid for period of attendance).
Exceptions management	<ul style="list-style-type: none"> • Highlighting of exceptional or invalid records (e.g., missing entry/exit records) • Display and ability to address invalid entries, such as suspended employees, missing labels and so on – so they can be addressed easily and immediately • Ability to update daily employee attendance data based on authorization.
Data analysis / managerial reports	<ul style="list-style-type: none"> • Flexible reports built into the system that can be customized according to the needs of your organization • Export data from all system tables to customized Excel reports • Detailed business intelligence reports about all aspects of attendance, absence, and overtime • User-friendly graphic interface (wizard) to generate queries.
Absence management	<ul style="list-style-type: none"> • Ability to define reasons for absence using absence codes, including several absence codes per absent day (e.g., course, vacation, etc.) to ensure accurate pay, calculation of balances, and monitoring • Ability to add and save attachments such as medical and other certificates.
SMS and email alerts	<ul style="list-style-type: none"> • Alerts to the supervisor on absence or tardiness of subordinate employees • Overtime alerts when departmental maximums are approached
Preparation for payroll	<ul style="list-style-type: none"> • User-friendly graphic processor for building interfaces to the payroll system • Support for a range of pay periods • Capture of data such as: travel, per diem, etc. - from various systems for the purpose of management, monitoring and transfer to payroll.
Retroactive reports	<ul style="list-style-type: none"> • Calculation, management, and transfer to payroll of pay differentials due to submission of backdated reports such as overtime hours or absence that were not reported.
Audit trail	<ul style="list-style-type: none"> • Monitoring of changes at operator level (who made what change when).
Authorization	<ul style="list-style-type: none"> • Data updates based on authorization levels, monitoring, and data security • Definition of various user profiles for every type of employee.
Solution architecture	<ul style="list-style-type: none"> • Environment: WIN 2003/2008 • Database: SQL 2005 or higher • Supports seven languages, and can operate in two languages concurrently.