



## 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 Ty	Abs	Absence Code	Contract	In 1	Out 1	In 2	Out 2	Department	Total	Paid	Past Abs.	Unpaid Abs.	Total Wages	O.T. Points	Regular	O.T. 1	O.T. 2	System Code	Error
20100101	1	0		2	08:15	14:25			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100102	2	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100103	3	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100104	4	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100105	5	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100106	6	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100107	7	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100108	8	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100109	9	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100110	10	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100111	11	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100112	12	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100113	13	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100114	14	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100115	15	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100116	16	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100117	17	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100118	18	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100119	19	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100120	20	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100121	21	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100122	22	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100123	23	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100124	24	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100125	25	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100126	26	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100127	27	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100128	28	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100129	29	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100130	30	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked
20100131	31	0		2	08:15	14:45			100	100.00	100.00	0.00	0.00	100.00	0	100.00	0.00	0.00	100	Checked

# Workforce Management Synerion TimeKeeper

## Main Features

<b>Employee data management</b>	<ul style="list-style-type: none"> <li>Consolidation of employee data, including the ability to attach documents, manage memos and more - subject to authorization level</li> <li>Flexible fields that can be added and displayed in reports</li> <li>Management and documentation of employee history, including changes in agreements, assignment, etc. - for follow-up and monitoring.</li> </ul>
<b>Support for agreements and labour laws</b>	<ul style="list-style-type: none"> <li>Centralized management of all employment agreements - personal, collective and other agreements - with the ability to specify variations for each employee</li> <li>Support for various types of employment, including global, shifts, split schedules, flexitime and more</li> <li>Planning for future changes (maternity leaves, promotions, etc.) based on employment agreements</li> <li>Across-the-board updates for several employees following changes in wage agreements etc.</li> <li>Flexibility in calculating overtime</li> <li>Support for rounding of hours and for breaks consistent with labour laws and employment agreements.</li> </ul>
<b>Access to up-to-date information</b>	<ul style="list-style-type: none"> <li>Annual follow-up that enables managers to graphically monitor and plan various events at the company or employee level</li> <li>Graphic display of actual attendance and attendance for payroll purposes (i.e., the paid for period of attendance).</li> </ul>
<b>Exceptions management</b>	<ul style="list-style-type: none"> <li>Highlighting of exceptional or invalid records (e.g., missing entry/exit records)</li> <li>Display and ability to address invalid entries, such as suspended employees, missing labels and so on – so they can be addressed easily and immediately</li> <li>Ability to update daily employee attendance data based on authorization.</li> </ul>
<b>Data analysis / managerial reports</b>	<ul style="list-style-type: none"> <li>Flexible reports built into the system that can be customized according to the needs of your organization</li> <li>Export data from all system tables to customized Excel reports</li> <li>Detailed business intelligence reports about all aspects of attendance, absence, and overtime</li> <li>User-friendly graphic interface (wizard) to generate queries.</li> </ul>
<b>Absence management</b>	<ul style="list-style-type: none"> <li>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</li> <li>Ability to add and save attachments such as medical and other certificates.</li> </ul>
<b>Preparation for payroll</b>	<ul style="list-style-type: none"> <li>User-friendly graphic processor for building interfaces to the payroll system</li> <li>Support for a range of pay periods</li> <li>Capture of data such as: travel, per diem, etc. - from various systems for the purpose of management, monitoring and transfer to payroll.</li> </ul>
<b>Retroactive reports</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Audit trail</b>	<ul style="list-style-type: none"> <li>Monitoring of changes at operator level (who made what change when).</li> </ul>
<b>Authorization</b>	<ul style="list-style-type: none"> <li>Data updates based on authorization levels, monitoring, and data security</li> <li>Definition of various user profiles for every type of employee.</li> </ul>
<b>Solution architecture</b>	<ul style="list-style-type: none"> <li>Environment: WIN 2003/2008</li> <li>Database: SQL 2005 or higher</li> <li>Supports seven languages, and can operate in two languages concurrently.</li> </ul>