



Intelligent Time™

Time and Attendance: Putting you in control

Microsoft
GOLD CERTIFIED
Partner

isys 
Intelligent Time™

Gain control and visibility... ...save time and money

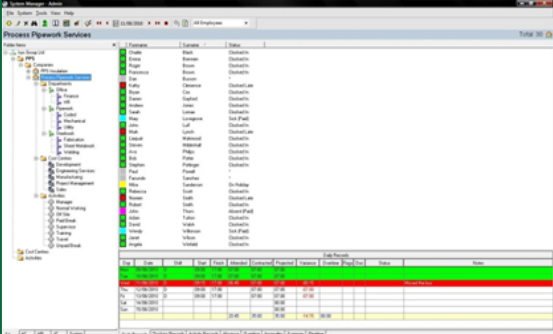
Intelligent Time is a live Time and Attendance system, providing accurate employee working records and absence information to improve the efficiency of your workforce, save time, better manage costs and greatly enhance your management analysis & reporting.

Configured to reflect your business structure and working rules, our Intelligent Systems capture your employees' work and absence data, using various clocking systems.

Utilised by companies of all sizes, in all industries, Intelligent Time has proved to save time and money over existing Time and attendance systems and manual time recording methods, eliminating human error, and providing managers the information they require to work more efficiently and effectively with their employees.

Our user friendly software and clocking hardware enables employees to record their working hours very easily, enables managers to quickly record holidays/sickness/absence: providing a central networked source of information.

Isys' expert consultants will configure Intelligent Time to your exact requirements, business rules and workflow, enabling maximum benefits and return on investment.



The screenshot displays the 'Intelligent Time' software interface. The main window is titled 'Personnel Services' and shows a list of employees with columns for Name, Surname, and Status. Below the list is a summary table with columns for Date, In, Out, Break, Absent, Sickness, Holiday, and Total. The table shows data for the period from 12/12/2011 to 12/12/2011.

Date	In	Out	Break	Absent	Sickness	Holiday	Total
12/12/2011	08:00	17:00	00:30	00:00	00:00	00:00	08:30
12/12/2011	08:00	17:00	00:30	00:00	00:00	00:00	08:30
12/12/2011	08:00	17:00	00:30	00:00	00:00	00:00	08:30

Methods of Data Capture

Clocking Terminals

Time and Attendance Terminals offer the most traditional form of data collection compared to Telephone, Web or PDA Clocking.

Generally, these terminals are ideal for companies with 50 or more employees on a single site due to the cost of the unit. Companies/sites with 50 or less employees will generally use Telephone Clocking or Web Clocking as a more cost effective alternative.

Isys offer many different technologies in relation to how data is captured on a terminal:

- Proximity: Card or Fob
- Biometrics: Finger Geometry or Fingerprint
- Magnetic Stripe Card
- Barcode

We most commonly provide proximity or finger geometry terminals, proving to be the most popular options. Customers can also choose if they require standard vandal-resistant terminals or IP65 rated terminals (for example, IP65 utilised in areas where dust/ moisture is apparent).



As standard, all Isys terminals come with battery back-up and memory, meaning if there is a power outage or communications failure to the server, the information is secure on the unit until power or communications returns. Notably, for large customers, memory can be upgraded enabling significant numbers of people to clock on a single device i.e. 30,000. All Isys hardware is of the highest quality and reliability as proved by the 600 businesses in the UK and Europe, that clock 300,000 employees in and out every day.

All terminals offer a range of functions:

- Clock In & Out, Start & End Break
- Select Activity / Job or Cost Centre Change
- Enter Job Costing data, validated remotely or on Terminal
- Display Holiday balance, Flexi balance etc.

Each terminal can be linked to your server in real-time via an IP network connection or wireless access point, and synchronise to the server clock. For more remote or isolated locations, a 3G modem using a 3G SIM card can be used to communicate back to the server.

In addition, the terminals run in an off-line mode to provide resilience in the event of a network outage, or server maintenance etc.

Telephone Clocking

The Intelligent Time Telephone Clocking Utility (TCU) is a low cost, extremely flexible and incredibly scalable method of clocking using any type of telephone. No matter the geographical location, the TCU allows you to include a wide variety of employees using your existing telephone infrastructure. The TCU is easy to deploy into most environments.

The TCU enables employees to clock in from anywhere using a land line or mobile phone. Our TCU datalogic hardware enables any type of telephone line to be utilised; e.g. Analogue, Digital, VoIP etc.

When clocking, an employee has all the options he would at a normal clocking terminal such as clock in, clock out, start break, end break and change activity.

Supporting Caller ID (CLI), the TCU can be configured to only accept calls from specific telephone numbers, ensuring employees only clock at agreed locations.

The Intelligent-Time TCU also offers Random Verification Check, a strong anti-fraud feature used to stop buddy clocking or unauthorized sub-contracting. On ringing in to clock, the user is played a question at random from a list, which the Intelligent-Time TCU then records their response for verification against their employee records. I.e. if an employee is checked then a pre recorded question will be asked about details such as next of

kin, date of birth, doctor, street name etc.

An integrated messaging system allows employees to share messages with their managers, and vice versa.

Web Clocking

Web based clocking is a simple and cost effective alternative to terminal based clocking. Similar to Telephone clocking, its strengths lie in its cost effectiveness and ease of deployment.

Employees can now simply and easily from their desk

- Clock IN and OUT
- Start and End Lunch Breaks
- Change Activity and Cost Centre
- Maintaining employment records and contact details, and validating input
- Holiday requests by employees, and approvals - or otherwise - by managers

A lot of companies find that when adopting self servicing, employees feel empowered which leads to staff retention and improved overall satisfaction.

Working Rules

Intelligent Time will be tailored specifically for your needs.

All working rules together with time infringement penalties and overtime definitions etc. will be configured according to your specific requirements. For example: time penalties for start of day lateness, end of day early leaving, and lunchtime infringements can be automatically set-up to your individual specification.

Intelligent Time will capture the real clockings registered by the employee and automatically apply any rules associated, thus automatically working out the time on site and applying your rules to give you a 'time worked' or 'time paid' calculation. These rules are established at the pre-installation meeting, where your designated Project Manager, will obtain all relevant details.

Intelligent Time has the capability for limitless number of shifts, working patterns and associated working and overtime rules. Therefore employees can have their own individual roster if required.

Reporting

Intelligent Time offers a suite of 250 reports as standard. Any information held in Intelligent Time can be utilised either with the standard reports, or via 3rd party tools such as Microsoft Excel. All the reports have been written with the customer in mind, utilising our vast experience and customer feedback to provide the analysis your business needs.

It takes seconds to run an anomaly report to administer outstanding exceptions, review any outstanding overtime, analyse the cost of absence to your business, identify employee training that's due for renewal, and measure cost against labour across cost centres.

All reports can be easily shared by saving into Excel, as a PDF or even a Word document. Having such tools available creates the opportunity to easily share information throughout the company.

Reports can be run on an ad-hoc basis, scheduled to be emailed to users at pre-defined times/days, and manipulated using the many filtering options available. It's very easy to create powerful and informative reports using Intelligent Time data.

Key Features

- Live, real-time employee info
- Multiple clocking methods: Terminal, Web, Telephone
- Network-ready, single and multi-site implementation
- Empower managers with central information source, varying levels of data access
- Notification of exceptions and anomalies via email and on-screen
- Simple shift configuration and working rules
- Overtime rates with multiple levels of authorisation
- 2000 definable Hols/Sick/Absence types
- Single Employee and Company/Team Calendars
- Integration with any payroll solution (in-house or hosted)
- 250 Reports as standard
- Cost Centre and Activity monitoring for additional levels of analysis, measuring cost against labour
- Automated Fire Reporting
- Historical Data for live analysis

Benefits

- 360° employee view
- Reduce administrative burden
- Accurate payroll data, promoting employee confidence
- Automate day-to-day tasks, i.e. flexitime, accrued holiday
- Reduce mistakes
- Reduce lost time
- Real-time Fire Reporting
- Protect from potential payroll fraud
- European Working Time Directive Compliance

We offer both Windows and Web based administration software, for flexible deployment options within your infrastructure. The Web client has been specifically written to mirror the Windows client for an easy transition and to minimise the training impact.

All our Intelligent Systems can be easily expanded as your business grows and needs change. Clocking Terminals can be added on at any time, in addition to Telephone Clocking for remote sites and remote employees.