



Web TA

WEB TIME & ATTENDANCE



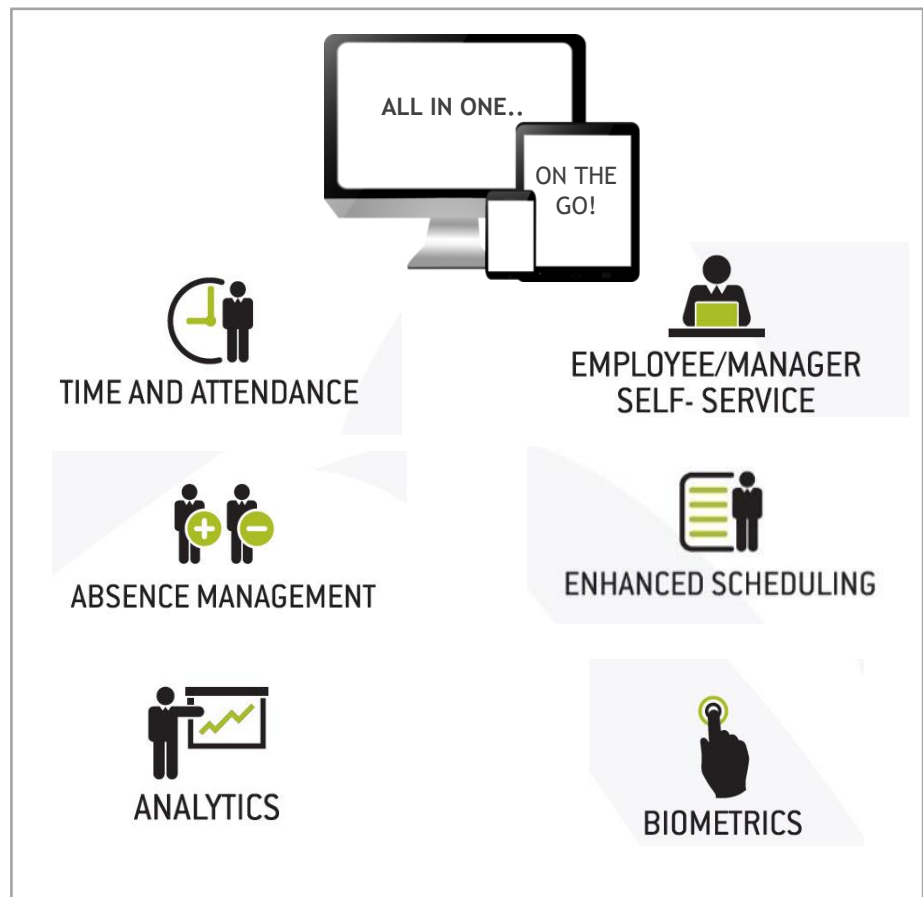
- ✓ Comprehensive attendance solution with international standards
- ✓ Friendly and easy-to-use interface
- ✓ Highest level of security and accuracy
- ✓ Supports multi-language
- ✓ Effective roster management

WHAT IS Web TA

Web TA is an advanced time and attendance software interface developed by EPM that provides web access to time management. It has been designed specifically as an excellent add-on option for SPICA T&S users. It provides an easy to use self-service portal to employees as well as managers. The approval workflow module provides a sophisticated and professional approach to manage time and attendance approvals.

FUNCTIONS

- Configure rules for tracking employee time based on your policies
- Collect time from the method that best suits your environment, or a mix of methods – mobile, self-service or physical clocks
- Track employees from anywhere: working from home, multiple locations, or within a single office
- IP address restrictions are available to limit from where employees can clock in and out
- Build shifts and schedules for one or multiple employee(s) (requires the optional Scheduling module)
- Generate the information you need to make better decisions with Web TA reports and KPIs
- Allocate hours or shifts to different departments
- Set up attendance rules with specific criteria and assign employees to appropriate shifts (requires the optional Scheduling module)



KEY BENEFITS

Eliminate time related disputes

Maximize employee productivity

Provide real time employee data

Save management expense

WHY Web TA

Web TA automates the management, collection, and distribution of employee hours in real time rendering conventional time and attendance systems obsolete. The real time reporting and tracking sets Web TA apart from other competitive solutions. Web TA utilizes cutting-edge technology to deliver employee data to frontline decision makers who are managing labor resources. Web TA interfaces to virtually all payroll packages & services and completes the task of reporting employee hours.



SCALABILITY:

- Web TA can serve SMEs to large corporates
- It is successfully implemented in public sector and corporate organizations



INTERFACES:

- Integration with 3rd party solutions
- Integration to client legacy system
- Interfaces to major ERPs including SAP, Oracle HRMS, OTL , Microsoft Dynamics and others



FLEXIBILITY:

- Online data collection or demand based on pre-defined schedules
- User-defined rules for calculations
- Flexibility in setting up overtime, shifts, attendance and holiday policies



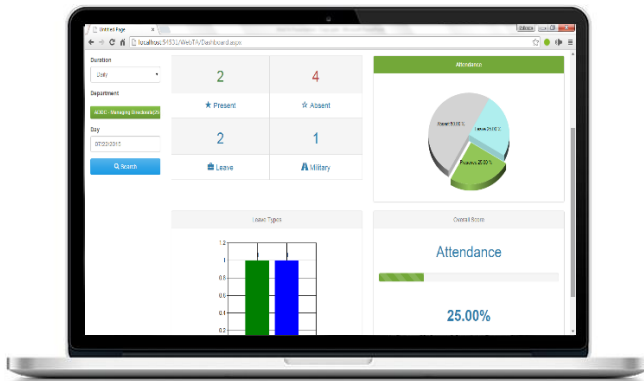
TECHNOLOGY:

- Compatible with Microsoft SQL Server and Oracle database
- Leverages XML for data exchange and interfaces
- Supports timesheets for approvals and reports on the web

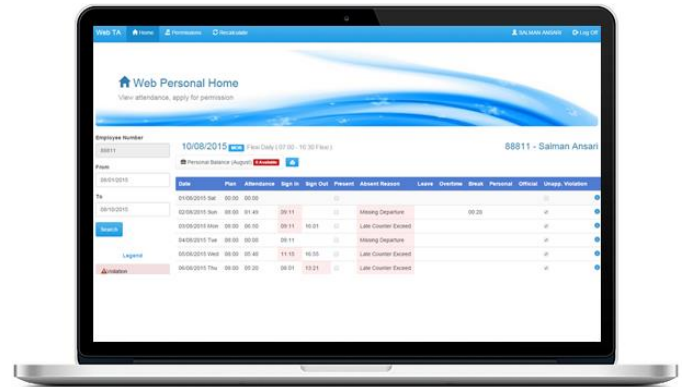


EXTENSIVE REPORTS:

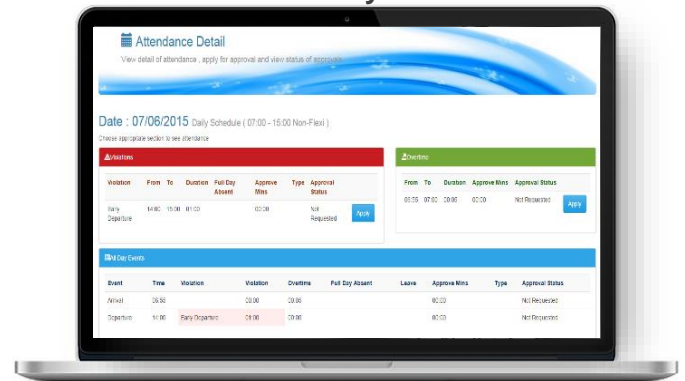
Attendance Detail Report, Absent Report, Late Arrival Report, Early Departure Report, Break Exceed Report, Violation Report, Overtime Report, Leave Report, Shift Report, Monthly summary report



Dashboard



Summary View



Detailed View

TECHNICAL FEATURES

- Facilitates switching between Arabic & English based on user preference
- Automatic role switching feature which enables the manager to delegate approval authorities to a substitute manager in his absence
- Tracks late arrival quota for fixed shift and personal hours quota on monthly basis as per corporate policy
- All employees can have a self-service portal
- Web TA enables employees to request approvals in-advance or for attendance discrepancies
- Provides an easy interface that lists all violations by the employee. In employee login they are enabled with an option to send request to excuse the violations
- Web TA encapsulates a dashboard for the users to arrive at easy conclusions on time usage
- Easy to track any actions performed by users in Web TA
- Email/SMS notifications for violations can be enabled based on request, however an SMS web service gateway has to be provided by end user

KEY FEATURES

- Friendly and easy-to-use interface
- Centralized attendance data management
- Enables the administrator to add, edit and remove employees remotely
- Accurate and reliable time reports for payroll management
- Automated messaging delivery to disseminate information to one or more employees via bulletin board function
- Multilingual support with localization and internationalization
- Responsive – Adjusts to desktops, tablets and smart phone size and orientation

EPM Systems and Solutions

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