

# TIMETEC TA KEY FEATURES



## • TERMINAL MANAGEMENT

### Terminal Setup

Offers easy setup of multiple terminals from one centralized system.

### Terminal Grouping

Groups the terminals for easy management and reference.

### Terminal Raw Data Management

Provides the feasibility to check, trace or export the terminal raw data.

## • USER MANAGEMENT

### User Profile

Provides a user friendly interface to manage thousands of user profile details.

### User's Information

Management of user's personal, employment and system information, such as employment ID, branch, login username, account status and etc.

### User Access Right

Allows assignment of administrators, assistants, operators and employee level to access the system.

## • ATTENDANCE AND SCHEDULING

### Attendance Sheet

Attendance records are available for editing and viewing by users and authorized administrators.

### Clocking Schedules

Provides daily, weekly, and flexible clocking schedules to support normal, overnight and multiple shifts configuration.

### Duty Roster

Able to configure individual or group duty roster with the calendar based user interface.

## • REPORTING

### Pre-configured Reports

Provides 31 pre-configured combinations of details, summary, listing and analysis reports.

### Multiple Filter Options

Multiple filter options are provided to meet diverse needs.

### Save Reports Into Various Format

Generate reports and save them into various formats like pdf, xls, doc, rtf and html format for printing and integration purposes.

### MINIMUM CLIENT REQUIREMENTS

Web Browser IE7/Chrome 9/FireFox 3/Safari 5



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### Authorized Reseller:



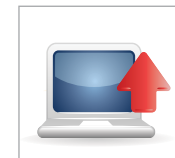
**SIGN UP**  
for a 30-day  
**FREE TRIAL NOW!**  
timetec.com/free\_trial



## Start to time, start to thrive

TimeTec TA is an online cloud-based attendance solution designed to help organizations better manage their dynamic workforce. With a minimal monthly subscription fee, TimeTec TA reduces administrative overheads by eliminating manual time card labor-intensive calculations and it shrinks support & labor costs of maintaining a system because TimeTec up keeps the management and maintenance of TimeTec TA system single-handedly.

The solution comes complete with practical work scheduling tool and time & attendance reports, suitable for large or small companies to assess and evaluate the performance of their employees effectively. Use TimeTec TA as a preventive instrument to handle tardiness, absenteeism and, other counterproductive work behaviour, all from one single effective solution online, TimeTec TA.



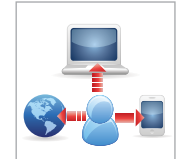
**Easy Terminal Setup**  
Multiple clocking terminals are easily setup via TimeTec TA from the centralized Terminal Setup page.



**Efficient Branch Management**  
TimeTec TA is suitable for companies with multiple branches, as attendance data can be centralized under one account and viewed by the headquarters easily.



**Reduced Maintenance**  
We fix all the maintenance work for you, from data backups to routine maintenance tasks, therefore reducing time and cost spent on your in-house IT services.



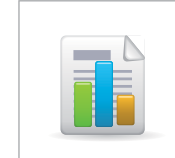
**Various Platforms**  
One user license can be accessed on 3 different platforms without extra charges: terminal clock-in, mobile clock-in from smartphones, and web clock-in from your PC. Versatility is the key!



**Clocking Schedules**  
Provides daily, weekly, and flexible clocking schedules to support normal, overnight and multiple shifts configuration.



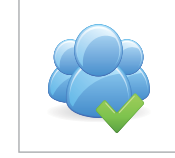
**Various Export Formats**  
Whether you prefer your reports to be saved in .pdf, .xls, .doc, .rtf or .html format, TimeTec TA provides them all!



**Report Generation**  
With 31 pre-configured reports available on TimeTec TA, all you have to do is choose one that is suitable for your department, and hit "Print".



**Access Data Anywhere**  
The mobile app, TimeTec Mobile allows you to clock-in, check attendance history, and generate reports, all while you're on-the-go!



**Third Party Integration**  
You have another system that you want to integrate? TimeTec TA has an open architecture, enabling it to integrate time and attendance information with your existing system smoothly.



**Secure Data Storage**  
TimeTec TA runs on the Amazon EC2 platform and uses block level storage volumes by Amazon Elastic Block Store (Amazon EBS) which ensures the safety, security and reliability of your stored data.

\* Refer to timetec.com/pricing.php for pricing details.



# TimeTec TA Application for Workforce Management

## Data Collecting, Viewing & Scheduling

TimeTec TA automates your process of time data collection and seamlessly integrates with FingerTec biometrics identification terminals to eliminate 'buddy-punching' and to collect time data.

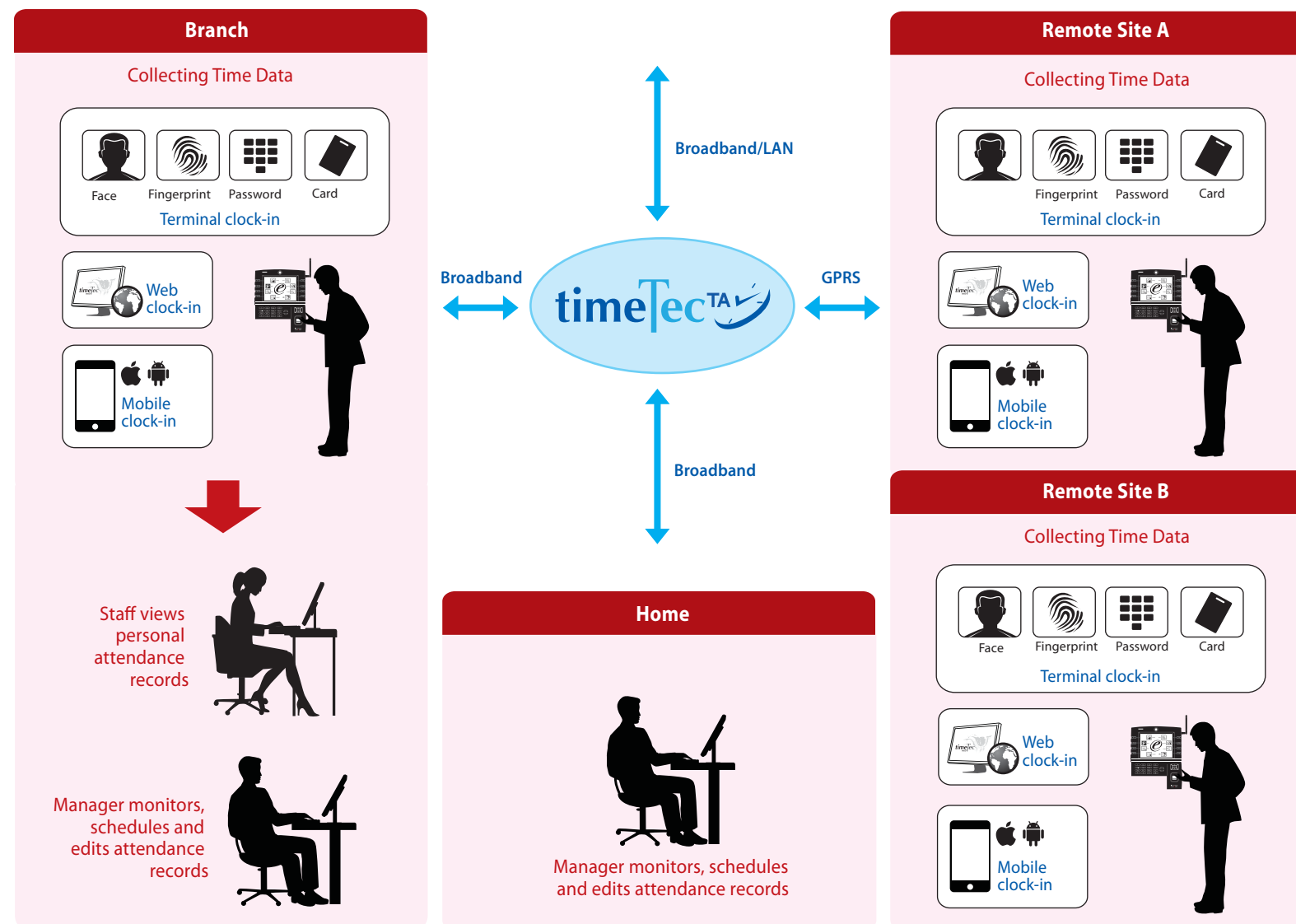
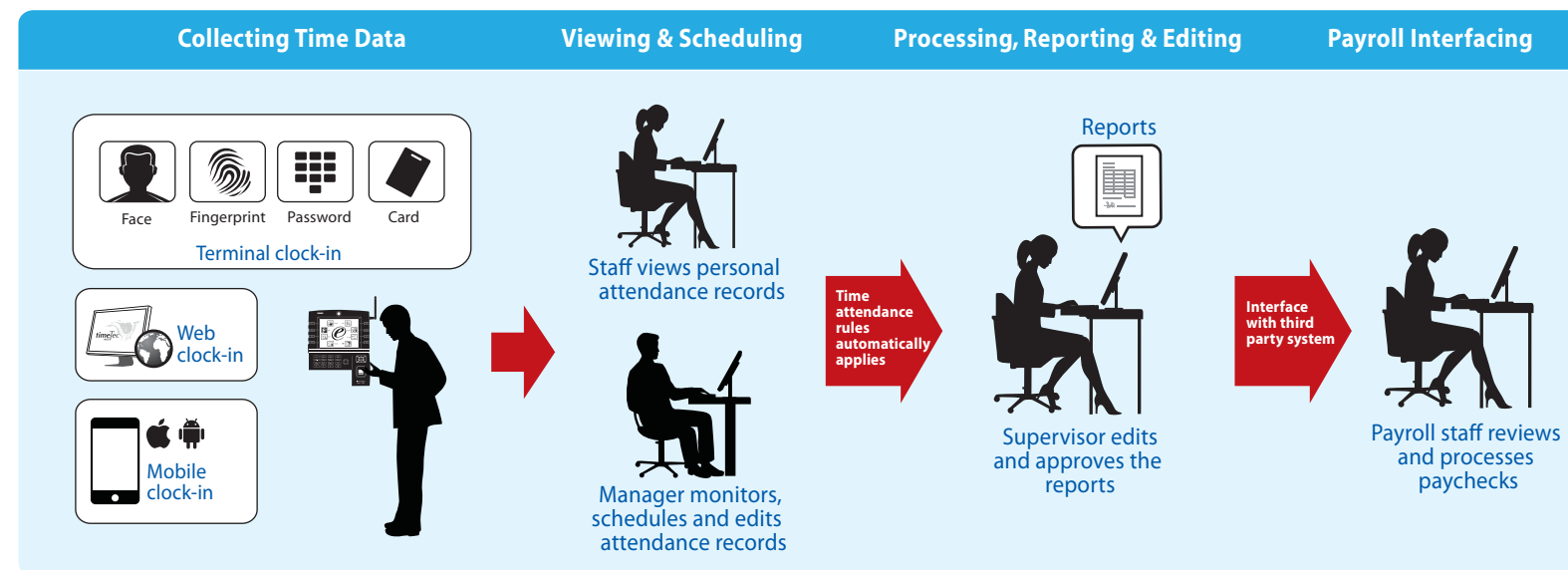
- Automates the process of data collection, eliminates mistakes, reduces time spent processing timesheets & payroll data, and eliminates intentional errors & dishonesty in the system such as 'buddy-punching'
- Provides accessibility for employees to access data such as accumulated hours to reassure them their data is captured correctly
- Offers real-time data monitoring features
- Collects data from remote terminals connected via LAN, WiFi, GPRS, Internet or WAN
- Obtains transaction logs and user information using PUSH technology and automatically centralizes it into MySQL or MsSQL
- Intelligently identifies the users' clocking nature, be it clock-in /out, lunch-in/out, tea break-in/out, OT and etc. without the need for users to key in any codes into the terminals
- Supports up to 999 FingerTec terminals in one centralized system
- Smartphone application TimeTec Mobile is available for iPhone and Android phones for mobile clocking and data viewing

## Time & Attendance Processing

TimeTec TA is flexible, easy to use, and is able to handle complex time attendance rules in most organizations.

- Auto synchronizes the time between the terminals and the server for reliable clocking data
- Total working hours calculation of preset hourly rate as well as monthly salary as a reference for minimum wage ordinance
- Allows simple to complex clocking schedules, multiple shift, rotational shift and overnight shift settings of up to 1000 types
- User configurable table format for attendance and raw data export
- Multi-office time attendance management, simultaneous data editing in different branches, for example, duty roster setting by branch, time zone setting, and so on
- Provides cloud based interface for branch management, HR, admin, and other staff to access the system without having to install several local systems
- Web-based Holiday Management simplifies staff's leave application system

## HEADQUARTERS



## System & Data Management

- Offers easy and automatic daily full system data backup and simplified full system recovery
- User selectable ODBC compatible database is used to meet the enterprise level requirements, e.g. MySQL
- Supports different levels of user privilege setting

## Reporting & Editing

Employees' attendance data is valuable for companies, as the data can be used to generate relevant reports to help manage your business.

- Provides real-time data for managers to have access to the information required before making an informed decision
- Report layout is configurable and customizable
- Provides 31 preconfigured combinations of details, summary, listing and analysis reports of users, terminal and attendance data
- Multiple filters to ease report generation
- Reports can be generated in pdf, xls, doc, rtf

## Interface with Third Party System

TimeTec TA has an open architecture, enabling it to provide maximum flexibility for integrating time and attendance information with your existing system

**Manual data export:** The structure of the export data table is customizable according to different fields, field length and column sequence to simplify data processing for third party use

## Benefits & Advantages of TimeTec TA:

- Fast and easy system deployment
- Minimize burden on HR, IT and support staff
- Low upfront capital investment for an effective system
- Predictable monthly payments for effective financial planning
- Multi-branch management made easy
- Accessible via Internet anytime, anywhere
- Free & regular software updates
- Optimal uptime and system reliability
- Reduce IT maintenance and upgrade costs
- Reduce errors and total payroll processing time for HR staff
- Reduce intentional errors (dishonesty) in time management
- Eliminate unplanned overtime and non-productive hours
- Unlimited worldwide support from our global partner network
- High reliability with over 15 years experience in time and attendance system development and industry
- Secure, redundant and environmentally conscious data center