

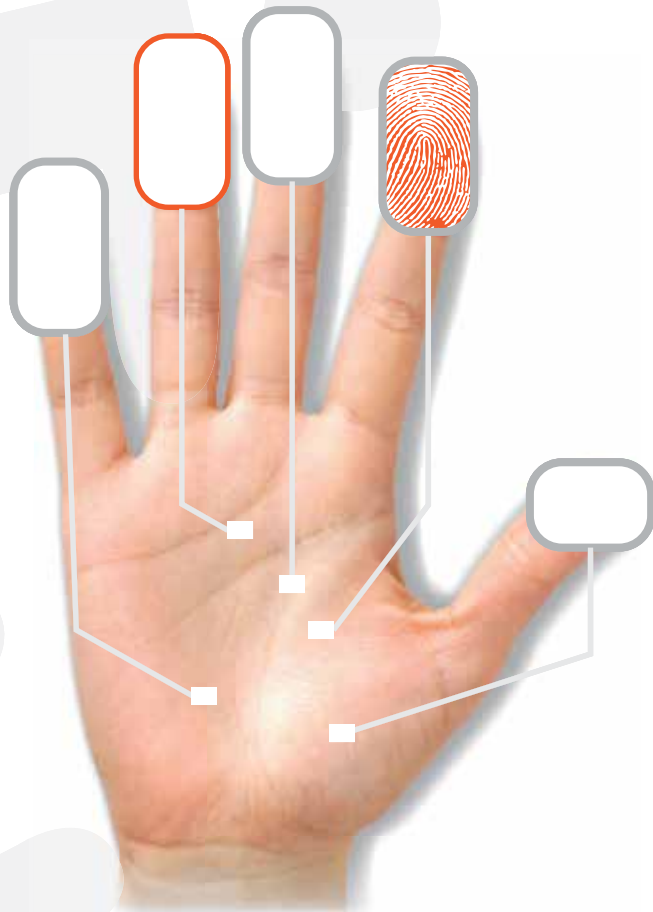


**ENDEAVOUR**  
AFRICA GROUP

# **TIMEMASTER**

TIME ATTENDANCE SYSTEM

**SIMPLIFY EMPLOYEE TIME TRACKING & WORKFORCE MANAGEMENT**



[www.endeavourafrica.com](http://www.endeavourafrica.com)

## **HUMAN RESOURCE SOLUTIONS**

KENYA • UGANDA • TANZANIA • NIGERIA • INDIA

**Packed with exhaustive features and industry standard modules. Time Master is a comprehensive system that adapts to any industry vertical of all size while upholding organization's interest.**



## HAND GEOMETRY SCANNER

A tamper proof system to ensure accurate identification & complete elimination of buddy punching. Hand punch works by capturing the 3-dimensional hand geometry (i.e. length, width & thickness) of an individual and match it against stored template. The rugged built of this hardware makes it an ideal choice in any kind of environment (even when dirty or greasy). The hardware can accommodate from 10 to 34,000 employees records.

## FINGERPRINT SCANNER

Fingerprint scanner is an ideal solution for facilities with controlled environment (i.e. offices etc.) This is an effective tool for identification and could be attached to the Access control system as well. The system permits storage of upto four fingerprints per employee to provide flexibility. It provides low maintenance and quick registration.



## CARD BASED IDENTIFICATION

An easy to use contact-less identification system that needs practically zero maintenance. All an employee does is wave the card to the system to get identified and mark attendance.

## OTHER RECOGNITION

We have integrated Time Master with various other devices available in market like :

- Face recognition
- Hand held / mobile recognition device.
- Retina scan
- GPS based recognition device
- Attendance Kiosk (touch screen + bio-metric)

## BROWSER INTERFACE

Time Master has a browser interface for some processes like :

- Shift schedule management.
- Report interface.
- Overtime authorization.
- Attendance processing.
- Mobile attendance (with smart phone).



## MAIN FEATURES

- ✓ Automatic attendance management.
- ✓ Accelerates payroll processing directly from recording machine.
- ✓ User profile management to ensure a high level of security in system.
- ✓ Easy to manage and schedule shifts
- ✓ Enables tamper-proof, simple & cost effective data collection.
- ✓ Helps to clarify employee attendance discrepancies.
- ✓ Scalable and open system with option to integrate with payroll, HR & ERP.
- ✓ Automatically calculates and summarizes worked hours, OT hours, bonus hours, lost hours etc.
- ✓ Client server architecture.
- ✓ Multi branch management.
- ✓ Multi company management.

## SHIFT MANAGEMENT

- ✓ Comprehensive Shift Master to cater for all kinds of shifts including combined shifts.
- ✓ Supports multiple breaks in a shift, in/out relaxation timings, grace period.
- ✓ Fully functional and easy to use shift management module allows assigning of shifts to employees with ample flexibility.
- ✓ Multiple shifts can be assigned on different days, weeks or for different months as and when required.
- ✓ Supports auto-shift management, whereby system decides shifts automatically based on the clocking pattern.
- ✓ Shifts can also be changed manually after the data processing and planned periodically.

## LEAVE MANAGEMENT

- ✓ Create paid / un-paid leaves.
- ✓ Monthly leaves to carry forward balances, exclude weekly Offs, holidays, etc.
- ✓ Leaves encashment which gets passed to Pay Master payroll automatically.
- ✓ Halfday leaves
- ✓ Easy to use leave application & printing of application form.

## ATTENDANCE PROCESSING

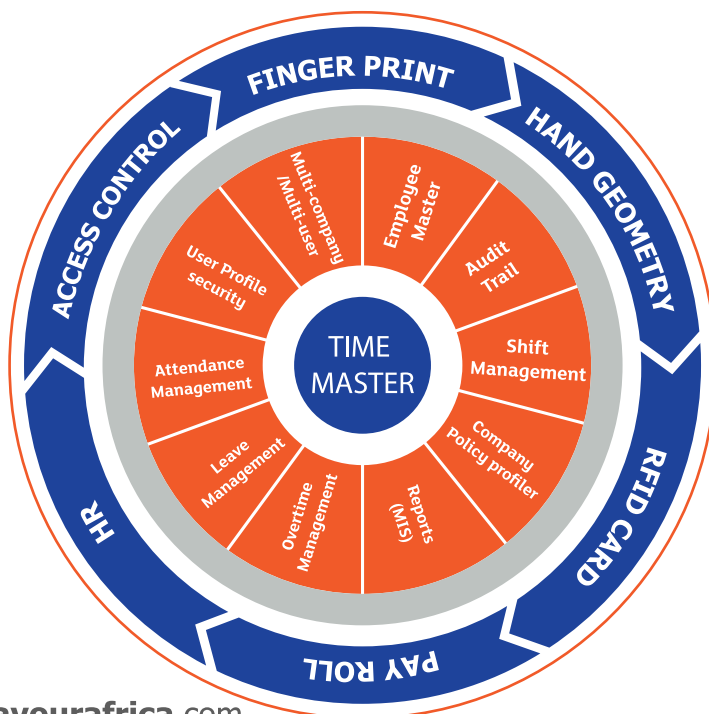
- ✓ Single click processing of the raw attendance data
- ✓ Allows processing in bulk or individual employees within flexible date range.
- ✓ Option to manually change the timings by authorized users directly from attendance register.
- ✓ Absent tracking with remarks, with permission & without permission.

## OVERTIME MANAGEMENT

- ✓ Automated overtime capture and processing.
- ✓ Restriction based control on overtime.
- ✓ Employee wise overtime configuration.
- ✓ Role-based access to overtime approvals.
- ✓ Special Ot3 and Ot4.
- ✓ Easy overtime authorization flow.

## SPECIAL FEATURES

- ✓ Canteen management integration.
- ✓ Job costing and audit trail.
- ✓ Auto emailer of report
- ✓ Gate Pass
- ✓ Out station official visit tracking
- ✓ Warning and termination letters.
- ✓ Automatic report scheduler and mailer.
- ✓ Report layout tool (for clients to do design the reports)
- ✓ Direct link with EAL HRMS & Payroll.
- ✓ Integration to various ERPs (e.g. SAP, SAGE, EBIZ, PEOPLESOFT & Third party payroll)
- ✓ Can be integrated with 3rd party software for attendance data.



## CONFIGURATION SETUP

- Comprehensive employee master
- Multiple record grouping levels for accurate analysis.
- Detailed parameters to customize application for specific environment.
- Customizable processing periods.
- Holiday setup as per organization policy.
- Detailed clocking card management.

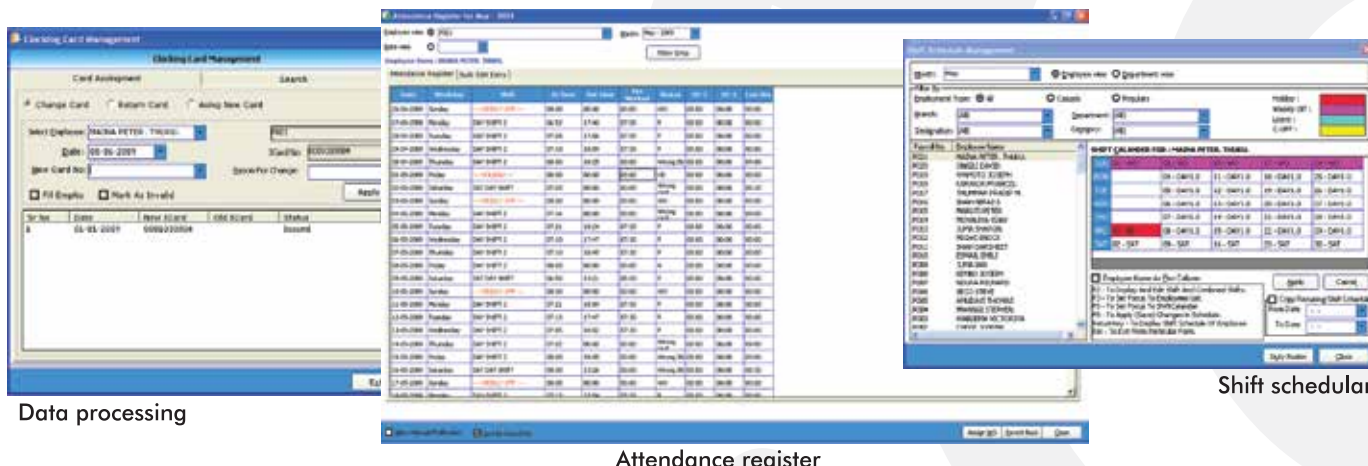
## COMMUNICATION MODULE

- Fully integrated with multiple devices.
- Multiple technologies can work on the same software, providing flexibility to the user.
- Auto Extract attendance data from device at scheduled intervals.
- Synchronize with various hardware across multiple locations.
- Auto integration of download data into application.

## REPORTS

With over 100 reports, the Time Master gives users exactly what is required regarding any time and attendance based queries. Some of the time attendance analysis reports.

- Report layout manager in-built with system.
- In/out detail report.
- Absenteeism / presents report.
- Clocking time analysis report.
- Overtime report
- Authorized over time report
- Late arrival report
- Early departure report
- Total analysis report
- Shift wise employee strength report
- Manual modifications report
- Leaves transactions report
- Due leaves report
- Leaves summary
- And many more.....



Data processing

Attendance register

Shift scheduler



Office



Manufacturing



Supermarket



Healthcare



Service industry



Retail



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AFRICA GROUP

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