



People Management

Advanced Time
Management software
functionality





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Why choose Advanced?

Our comprehensive time management system incorporates a range of employee management solutions:

- Automated time and attendance
- Mobile workforce management
- Automatic staff rostering
- Absence planning
- HR software
- Employee Self Service (ESS)
- Activity tracking and job costing
- Fatigue management
- Emergency evacuation
- Access control and visitor management

Our software offers a cost-effective route to bigger profits through better business efficiency. By saving you vital management time and reducing your administration costs, it can give your business a razor-sharp competitive edge.

This indispensable management tool can deliver a host of benefits, from reduced absenteeism to the accurate, automatic capture and transfer of attendance data to your other business, HR and payroll systems. It also provides a more efficient use of current and projected labour, allowing greater control of costs.

Our software is fully customisable to accommodate the working patterns and work rules of your business. It supports flexitime and shift work across multiple sites and pay centres, making it invaluable in the introduction and management of flexible working practices.

We empower over 3,500 clients globally to more efficiently manage and deploy their staff to reduce costs, increase productivity and gain greater operational control.

“Advanced’s time management system has greatly reduced the time needed to process payroll across our 45 sites. It has also improved the accuracy of our clock cards and eliminated overpayments.”

TNT Express

Functionality and features

1. Data capture

Wherever your workforce is based, we're equipped to collect your employee attendance information.

1.1 Web clocking

This option allows employees to clock in and out of the workplace, or on and off particular jobs or projects, from their own devices – or a dedicated PC for all employees located in a central position.

Web clocking is best suited to office-based or administrative staff, and can be used in conjunction with Employee Self Service, which empowers employees to manage their own time and attendance.



1.2 Cloud Kiosk

We can provide businesses looking for a secure biometric time and attendance system with a low-cost, PC-based solution. Leveraging new USB biometric technology, Cloud Kiosk is deployed as a web-based application and requires only a single PC or laptop connected to the internet to operate.

During work hours, employees simply select a clocking option and present their finger to identify themselves. Your HR department can configure any time and attendance scenario required, such as 'clock in', 'business lunch', or 'working on tills'. A management dashboard provides local or national administrators with a list of all on-site staff. It's an ideal solution for organisations with a small number of employees at multiple sites, such as retail outlets or cafes.

Cloud Kiosk automatically handles the complexities of submitting transactions, generating appropriate database records and allowing HR managers to view and report on them. With this information, your business can plan and forecast with greater accuracy, and identify inefficiencies and trends over extended periods of time.

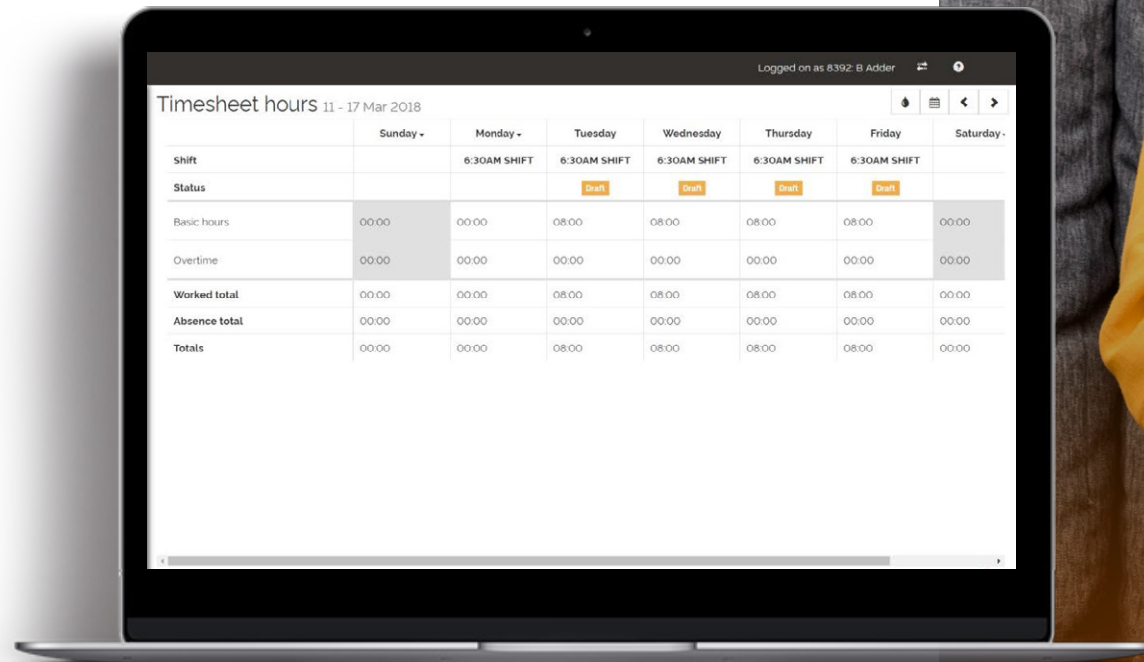


1.3 Timesheets

Our timesheets allow employees to:

- Enter all of their hours worked for a period of time at once
- Create and modify a working record in an intuitive and visual manner
- Allocate time to certain projects

If required, all changes made on timesheets can be sent to department supervisors as employee requests, to be checked off and authorised.



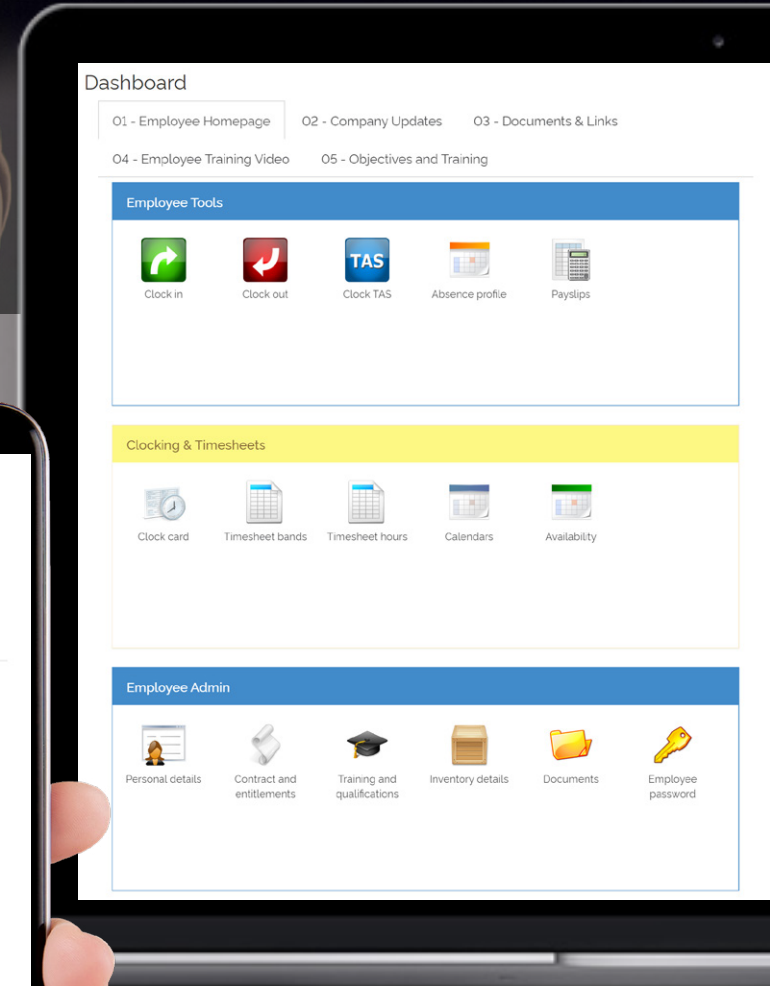
Timesheet hours 11 - 17 Mar 2018

Logged on as 6392: B Addler

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Shift		6:30AM SHIFT	6:30AM SHIFT	6:30AM SHIFT	6:30AM SHIFT	6:30AM SHIFT	
Status			craft	craft	craft	craft	
Basic hours	00:00	00:00	08:00	08:00	08:00	08:00	00:00
Overtime	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Worked total	00:00	00:00	08:00	08:00	08:00	08:00	00:00
Absence total	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Totals	00:00	00:00	08:00	08:00	08:00	08:00	00:00

Employees can record worked hours simply by clicking on the grid and entering their information.



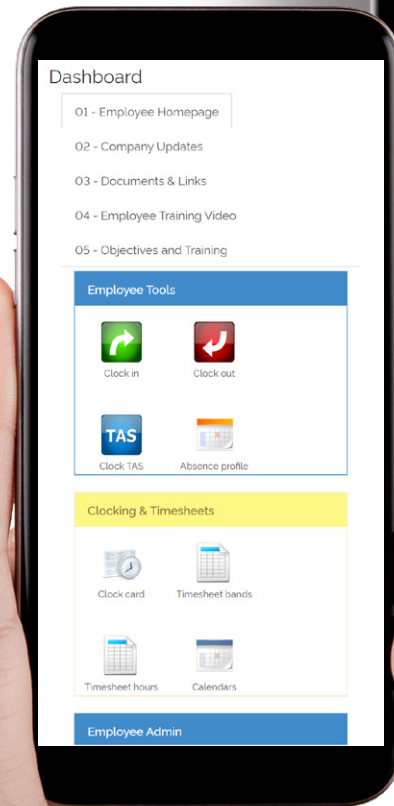


1.4 Mobile workforce management

Our mobile time and attendance solution allows your sales reps or field staff to clock their time remotely. If there is no network access, clock-ins and clock-outs will be stored on the device and later synchronised with the server when it becomes available.

Supervisors can view an employee's on-site and absence information and recent clocking data, and receive notifications when they clock in or out.

Our mobile solution can run on rugged handheld units, smartphones and PDAs. It's also available to any device that supports a web browser.



Our mobile time and attendance solution



1.5 Physical clocks

We manufacture and support a range of robust physical clocks which can incorporate different clocking technology, including swipe and ID cards, proximity or key fobs, and biometrics.



Our biometric finger clock.

All of our biometric time and attendance devices integrate Lumidigm's award-winning multi-spectral fingerprint sensors. These capture high-quality images to provide accurate enrolment and verification for all users, even when fingerprint ridges are hard to distinguish due to genetics, age, dirt, finger placement, or environmental conditions such as moisture, temperature and bright ambient light.

Lumidigm sensors eliminate the common real-world performance problems that occur when users can't enrol on standard fingerprint devices – such as user frustration, an increase in system costs, lower productivity and resistance to universal biometric technology adoption.

**Advanced's Lumidigm
Multispectral Imaging**

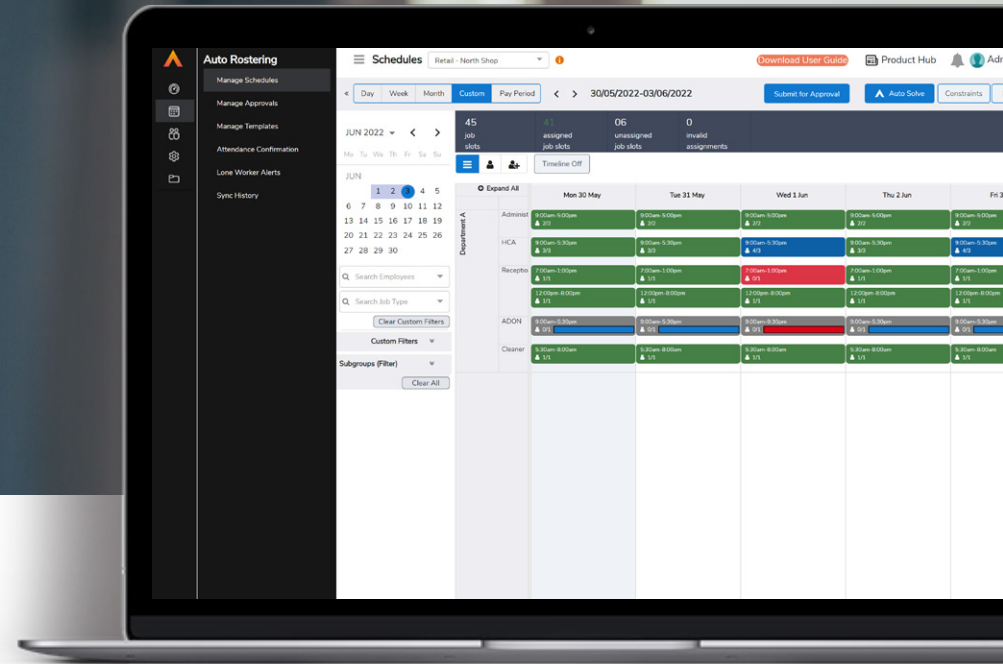


**Competitor's
Conventional Optical**



How two fingerprint technologies produce different results in wet conditions.

As we design, develop, manufacture and support all our software and hardware in-house, we are completely responsible for full system implementation.



2. Auto Rostering

Scheduling and managing your employees' contracted hours can be a complicated and time-consuming task. Our auto-rostering software automates it for you. This keeps your operating costs as low as possible, making sure the right staff are on hand to serve your customers, and maintaining compliance with employee legislation and health and safety requirements.

Our software is fully adaptable to your workforce management requirements. You can automatically roster staff to fixed and flexible shifts according to predefined budgets: any subsequent roster changes will trigger a notification if the shift is in danger of exceeding your budget. Minimise the risk of error by assigning staff to shifts according to necessary training and contracted hours. You can even schedule staff numbers to mirror forecasted customer numbers over a given period, or 'on the fly' to meet emergency requirements.

Our fully automatic rostering system.

Key features include:

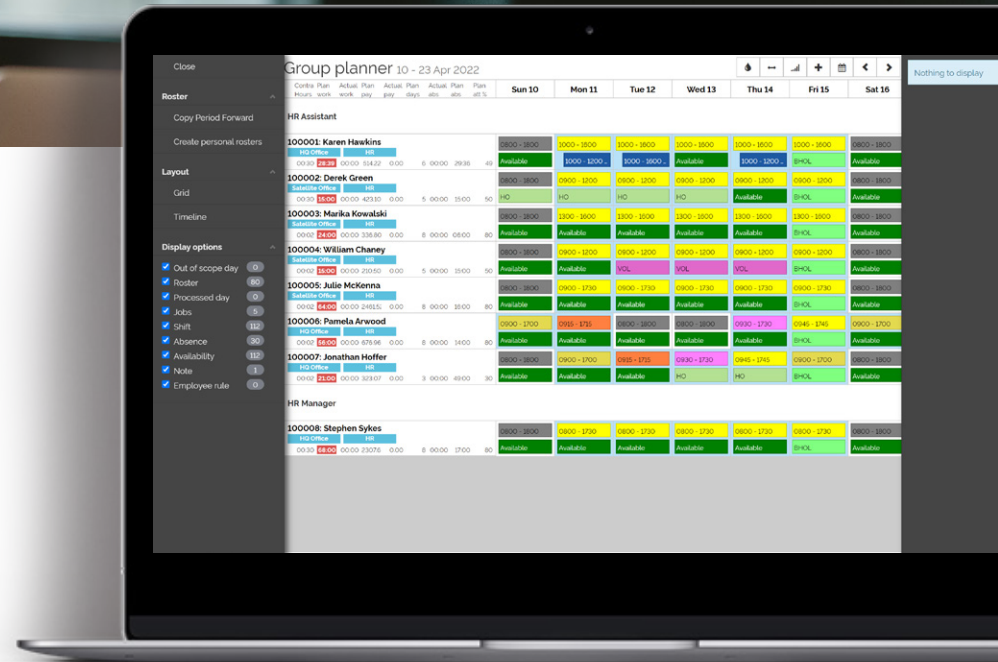
- **Auto Solve**
Automatically roster your people with one click
- **Roster Templates**
Templates can be created and quickly applied to represent various recurring shift patterns over one or multiple weeks
- **Skills Mapping**
Effortlessly roster the most suitable people for the right shift
- **Employee Trade Board**
Where enabled by managers, employees can quickly trade shifts with other qualified employees, in line with the schedule's rules and constraints



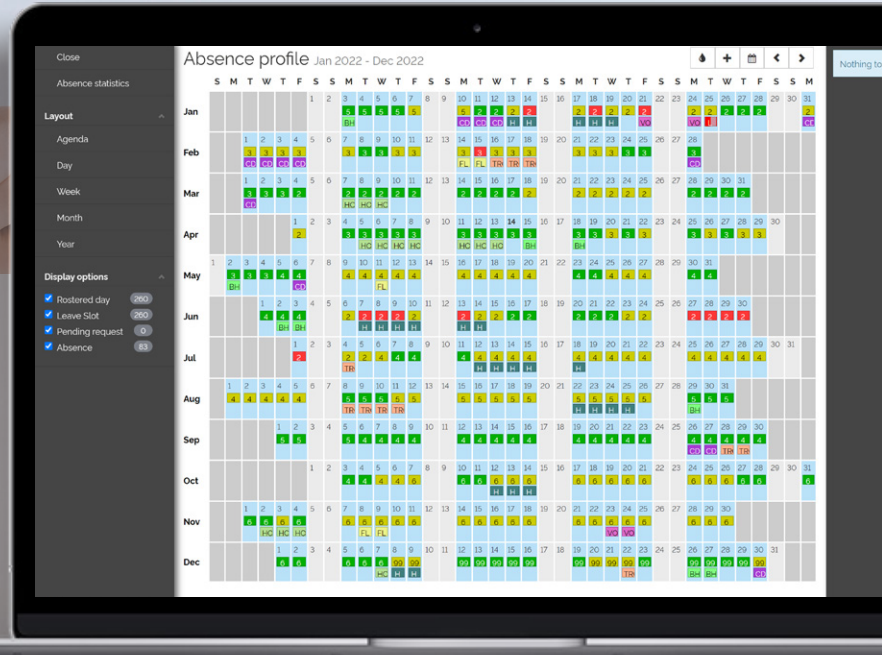
3. Scheduling

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Our employee scheduling and work planner.



4. Absences

Employee absence has a direct impact on the profitability of your business, due to the additional cost of paying absent staff and hiring temporary replacements, as well as reduced productivity. To manage workplace absence, you need the ability to see and report on trends to help you identify – and then deal with – problem areas.

Our software allows you to profile your employees by absence tracking. It uses the Bradford Factor formula to measure how the absences of individual employees are impacting your business, by recording the number of absences, the duration of each incidence, and providing a score for each employee. With this information readily available, you can see the real impact of employee absence on your business, and tackle any issues before they do any more damage to your bottom line.

During busy periods, such as the run-up to Christmas, your managers can use Leave Slots to restrict the number of employees that can be absent from a particular group for a specific date or time period.

A colour-coded absence profile for a particular employee. This can be viewed on a weekly, monthly or yearly basis, enabling you to compare time periods.

Absence statistics		01/01/2015 - 31/12/2015								
Bradford factor		8								
Code	Description	Periods	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
S	Sickness - paid	2	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00
L	Lateness	11	0.00	1.00	0.50	0.50	0.00	3.50	0.00	5.50
H	Holiday	1	0.00	1.00	1.00	1.00	1.00	1.00	0.00	5.00
E	Early leaving	1	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.50
TRG	Offsite training	1	0.00	1.00	1.00	1.00	0.00	0.00	0.00	3.00
Totals		16	0.00	5.00	3.00	2.50	1.00	4.50	0.00	16.00

Our software allows you to view absence statistics for a given time period.



5. HR module

Our HR module centrally stores all of your employee data, files and correspondence, making it quick and easy to file and retrieve vital information, and reducing the risk of error. You can use your stored information to run reports on past and present data, such as training and development requirements.

Taking advantage of our software greatly reduces time spent on data input, filling out forms, and dealing with employee queries. Your employees can directly view their annual holiday allowance and make requests for leave – which you can approve or query automatically. You can also monitor and record employee reviews and recruitment processes on the system.

Additional features include:

Disciplinary and training records

Our system provides a central, remote repository for all employee disciplinary, probationary and training records. It enables you to track and action disciplinary procedures, record existing qualifications and note future training requirements.

Holiday and leave management

Get integrated holiday planning, sick leave and absence management, with special calculations for holiday and sick pay. The system also supports statutory maternity, paternity and adoption leave.

Employee Self Service (ESS)

Allow employees to check their own records and update their personal details, subject to authorisation. Requests, authorisations and rejections trigger automatic email notifications, ensuring that your business maintains an accurate audit.

Reporting

Our software includes powerful management reporting capabilities, including real-time information analysis to facilitate data comparison.

Flexibility and security

Get the flexibility to cater for future change, bulk change and mass updates. Plus, our security function allows user restrictions, including 'read-only' and 'read and edit'.

Planning and tracking capabilities

Our integral diary facility automatically populates Microsoft Outlook Task Manager. The ability to attach digital files, including PDFs and JPEGs, allows managers to keep track of all staff records and communications.



6. Employee Self Service (ESS)

The modern workplace often features flexible working practices such as job-sharing, flexitime and remote working. To support this, our time management software is accessible online, allowing staff to manage their work from their PCs, smartphones and other mobile devices, wherever they may be. ESS functionality is also available through Microsoft Outlook (see section 9).

With ESS, employees can:

- Clock on/off remotely, and clock in/out of work centres automatically
- Explain absences
- Request leave, shift and work record changes, while managers authorise or decline requests automatically
- Check attendance information such as flexitime balances and entitlements, absence history and planned leave, without having to consult HR

Meanwhile, managers can easily access employee attendance information online to check, edit and approve anomalies; plan absences, changes to shifts, and future work; search for employees with certain skills; and generate reports. During busy periods, your managers can use our Leave Slots functionality to restrict the number of employees who can be absent from a particular group, for a specific



The ESS dashboard: from here, employees can update their records, request leave, and check their entitlements, flexitime balances, absence history and planned leave.

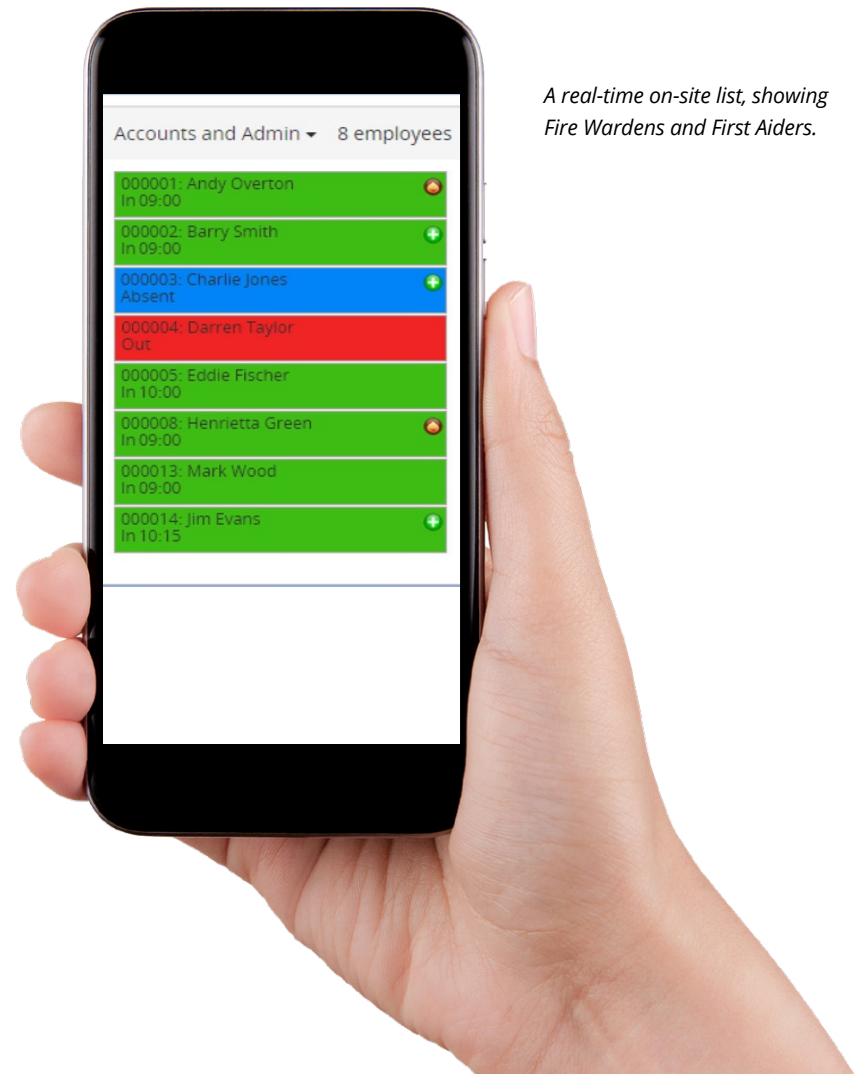


7. Skills matrix

Our skills matrix is an easy-to-use tool that assists with the management, control and monitoring of skills levels within your organisation. It displays all current team members and the skills that have been assigned to them, helping you to:

- Examine your organisation's strengths and weaknesses
- Recognise specific training needs
- Identify available skills and possible future requirements
- Organise adequate cover for holiday and sick leave

The skills matrix is an enhanced resource planning function. When used in conjunction with the future work planner and group rules, it allows managers to plan workforce availability based on staff skills. You can also link the skills matrix to your real-time on-site list, enabling managers to clearly see who is on site at a given time.



A real-time on-site list, showing Fire Wardens and First Aiders.



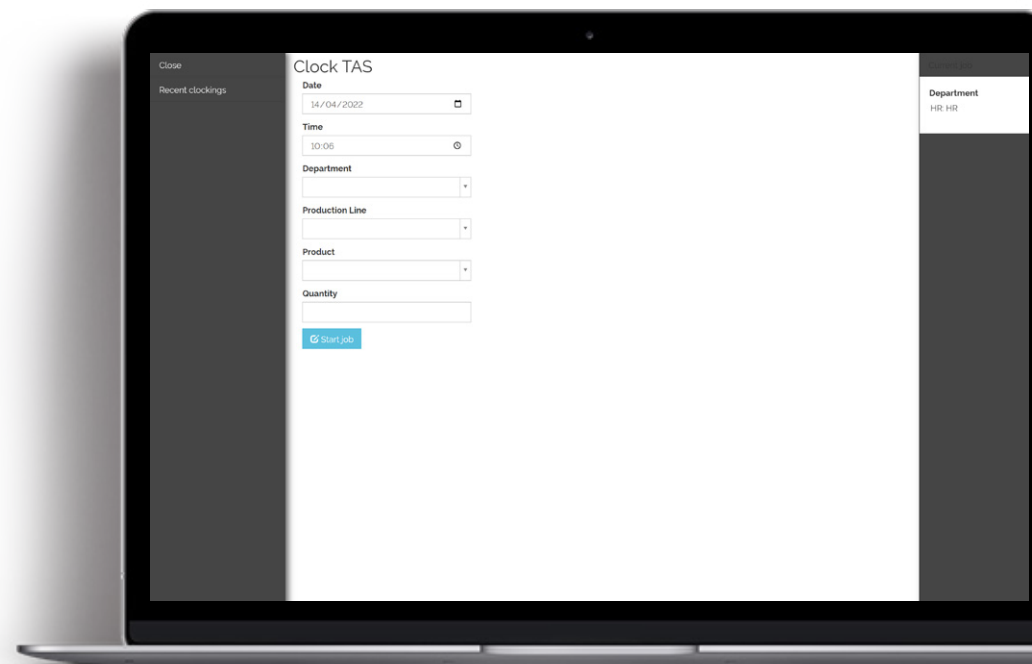
8. Activity tracking and job costing

To measure productivity and examine job or project costs, many organisations need to monitor their employees' time in more detail. Activity tracking, our time allocation functionality, allows employees to register their time against user-defined categories such as department, cost centre, job grade, location or activity. This means you are able to see, for example, how many hours an employee has worked in a certain department – to work out costings, or how long certain employees are spending on each job.

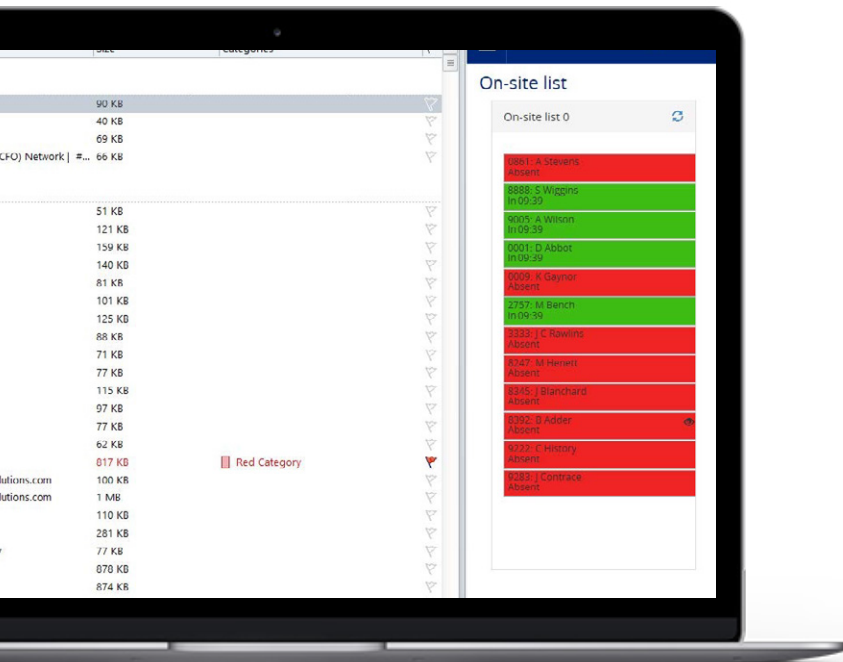
After setting up the relevant codes, you can allocate hours against any category you wish – in fact, you can create a theoretically unlimited number of activity tracking categories. You can also set access to each category according to the user. For example, a member of the admin staff may not need to allocate their time to a particular project, and the tasks they perform will be different.

You can also add our shop floor data capture facility to activity tracking, which will enable you to allocate time to unique job numbers. You can install activity tracking kiosks on the shop floor, which employees can use to record when they start a new task by entering a unique job number.

This information can then be downloaded to a PC for analysis. You can set up activity tracking kiosks on a wall or desk mounted touch screen monitor. You can also attach a barcode reader, allowing employees to swipe their badge rather than type their number in.



Sample activity tracking entry touch screens.



A manager's view of our Outlook widget.

10. Microsoft Outlook integration

Our Microsoft Outlook plug-in allows you to seamlessly interact with certain features of our software while using Outlook. This intuitive add-on can significantly save your time by reducing the number of applications used.

Our Outlook widget allows you to:

- View recent clocking data, flexitime balance, hours worked, and hours allocated to projects
- Submit or approve annual leave requests directly from Outlook
- Book absences
- View the on-site list and the request list
- Synchronise the absence profile with your Outlook calendar

The features available depend on whether a user is logged in as an employee, a manager, or as both at the same time.





We would love to hear from you


Hopefully this was a helpful insight into Advanced's HCM Software.

If you'd like to find out more about how our solutions can help support you in staying connected with your people and driving forward greater productivity and profitability, get in touch with one of our friendly team today.

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