



# People Management

Advanced Time and  
Attendance software



# Contents

- 1 An overview of our workforce management solutions
- 2 Time and attendance software
- 6 Auto Rostering
- 7 T&A Analytics
- 8 A wealth of insights
- 10 Why choose Advanced?
- 11 Managing your workforce
- 13 Our services
- 14 Security



# An overview of our workforce management solutions

## Core functions

Time & attendance	HR	Analytics	Access control & hardware	Professional services
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## User experience

Mobile	Hardware /Terminals / Clocks	Portal
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## Delivery options

Hybrid	Cloud	On premise
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## Business outcomes

Workforce productivity	Controlled labour costs	Compliance	Employee engagement	Site security
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## Advanced Time and Attendance software

Our time and attendance software, Advanced Time and Attendance supports business of all sizes, providing you with the tools to streamline repetitive tasks and manage your workforce's schedules. This helps you to reduce employee costs, improve productivity and profitability, and minimise potential compliance risks.

Advanced Time and Attendance is fully customisable to accommodate the way your business works, delivering flexibility across varied working patterns and shift work, multiple sites and pay centres.

## Track time and attendance

Make it simple for your employees and managers to submit, track and manage attendance, sickness, exceptions, absence and leave entitlements.

## Empower your employees

Give ownership to your staff with a transparent and safe environment where they can submit their timesheets, access their schedules, notify availability, manage absences and clock in or out with ease.

## Keep accurate records

Allow employees to accurately record where they are working by utilising hardware such as fobs, swipe and proximity cards, or the very latest in biometric technology.

## Mobilise your workforce

Keep things moving with remote clocking and responsive layouts that work on any device.

## Reduce risk

Support your organisation through accurate record-keeping and adherence to workplace policies.

“Advanced Time and Attendance has simplified our working practices and considerably reduced duplication of information. It has definitively saved us money in terms of the cost of maintenance, time and improved efficiency.”

**Valassis**





## Time allocation, budgeting and job costing

The ability to accurately manage performance, budget and job costs is an extremely valuable strategic asset which allows you to measure the efficiency of departments and employees and make swift decisions on production priorities.

Cost control is even more important where project teams operate across multiple contracts and sites. Keeping operating costs down through the efficient use of your workforce and maximising task and labour allocation during a shift are critical factors for organisational productivity.

Our powerful employee costing module allows you to:

- Plan daily and weekly tasks across multiple cost centres
- Compare planned tasks and budgets with those already achieved
- Track projects by hours, quantity or cost



## People planning

Our people planning module allows you to schedule your employee hours through our easy-to-use shift planning tools. You can monitor job budgets to prevent overspend and easily find the right employees so that shifts are always covered. This minimises absence clashes and helps you to make well-informed resourcing decisions.

## Empowering your workforce

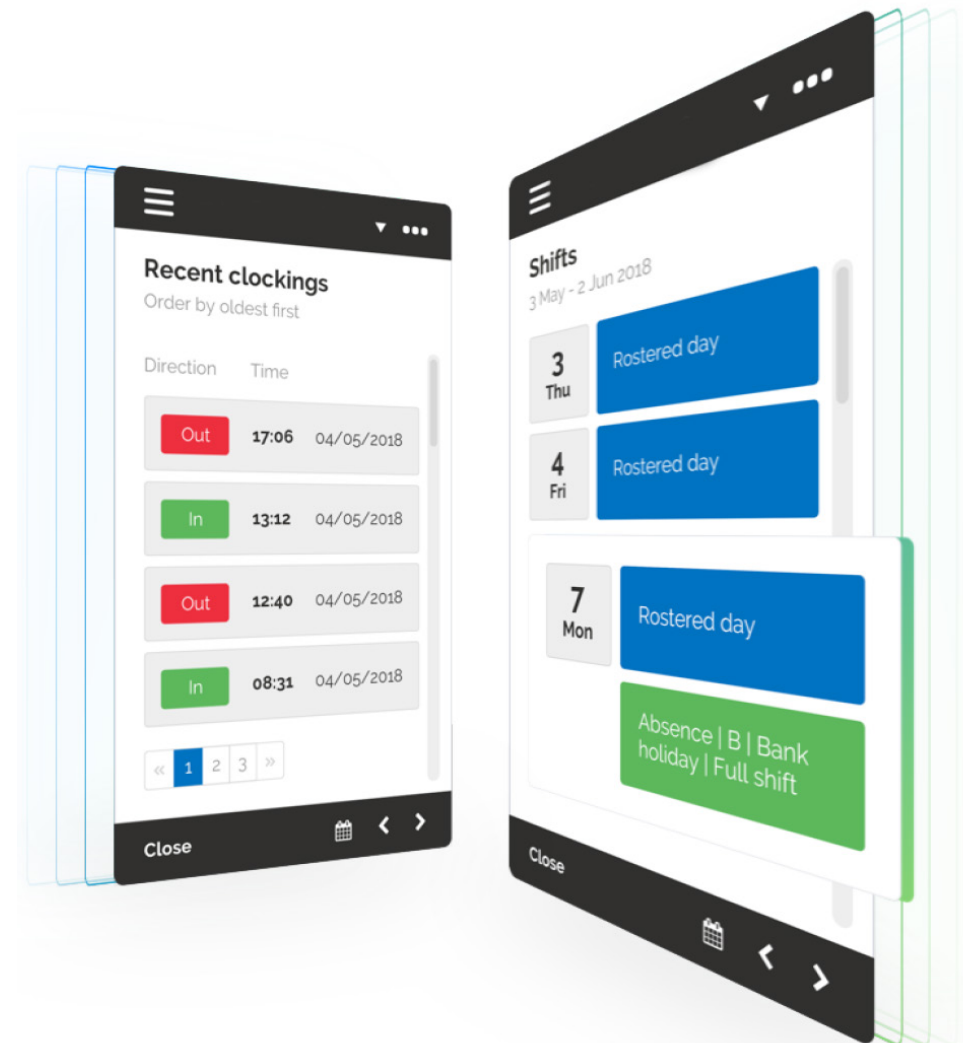
Our real-time dashboards allow your employees to view their information and holiday time in one place, at a glance. They can easily book time off, record availability to work, absences and overtime, and view their shifts.

## Payroll Integration

Get real-time or scheduled reports presented in the way you need, when you need them. In addition to a configurable suite of pre-defined reports, you can create an unlimited number of additional reports as and when you need them.

## Time sheets

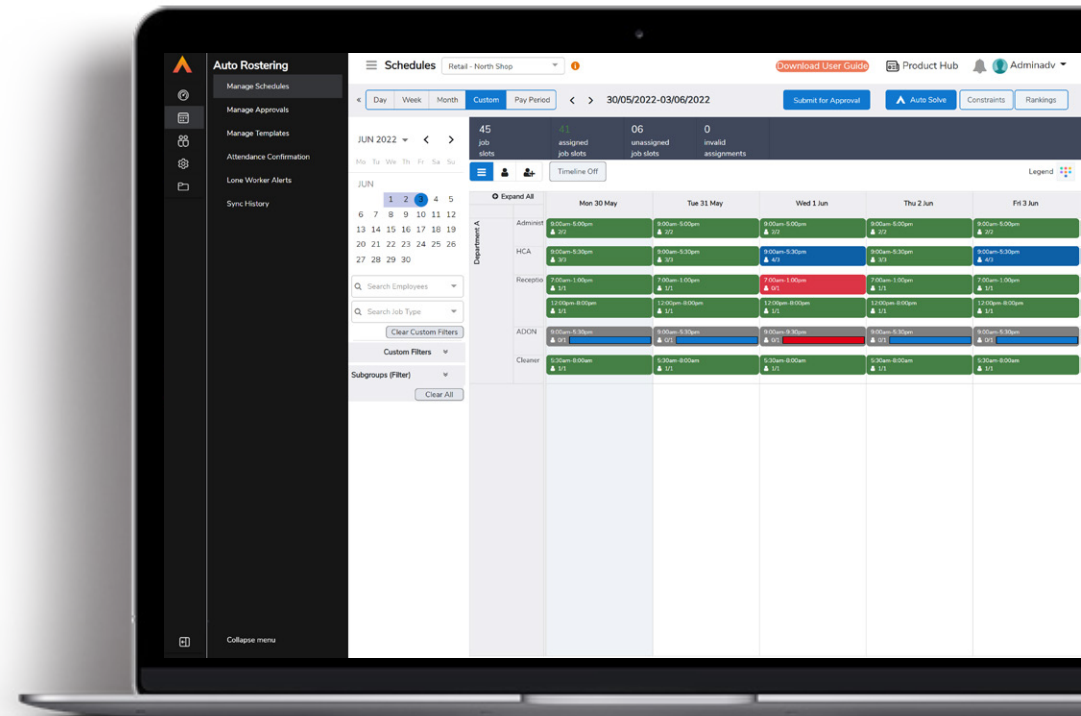
Give employees full visibility of their shifts and absences, plus the ability to update and amend any exceptions to their information. What's more, managers can view, update and amend time and clocking data on any device, 24 hours a day.



# 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.



## 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



# T&A Analytics

T&A Analytics offers people management data to enhance our integrated Time and Attendance, HR and Access Control solutions. This incredibly powerful and flexible analytics tool leverages, cloud-based artificial intelligence and data technologies built on Microsoft platforms, as well as our 40-plus years of experience in the field of workforce management.

T&A Analytics provides timely, actionable data direct to key decision-makers within an easy-to-understand visual analysis. It delivers powerful insights, simplifies the reporting process and unlocks next-level workforce intelligence through stunning and intuitive visualisation. Informative yet simple dashboards support the ability to filter and drill down into the data.



## A wealth of insights

Due to the longevity and breadth of our offering in the workforce management marketplace, we're able to tap into a vast array of employee data. We then use this to drive powerful, detailed, actionable insights in:

- Annual leave
- Absence
- Planning
- Productivity
- Attrition and retention
- Engagement

### Get timely, accurate reporting

Gain insight on the main Human Capital Management areas within your organisation including annual leave, absence planning, productivity, engagement, attrition and retention.

### Save time through automation

Insights and reports are generated automatically, saving you the time and hassle of sifting through spreadsheets and data sets, while reducing the risk of human error.

### See the details

Thanks to the level of flexibility and configuration of our core products, T&A Analytics can generate incredibly detailed reports. You can then filter the data to tailor reports to your needs.

### Simplify the complicated

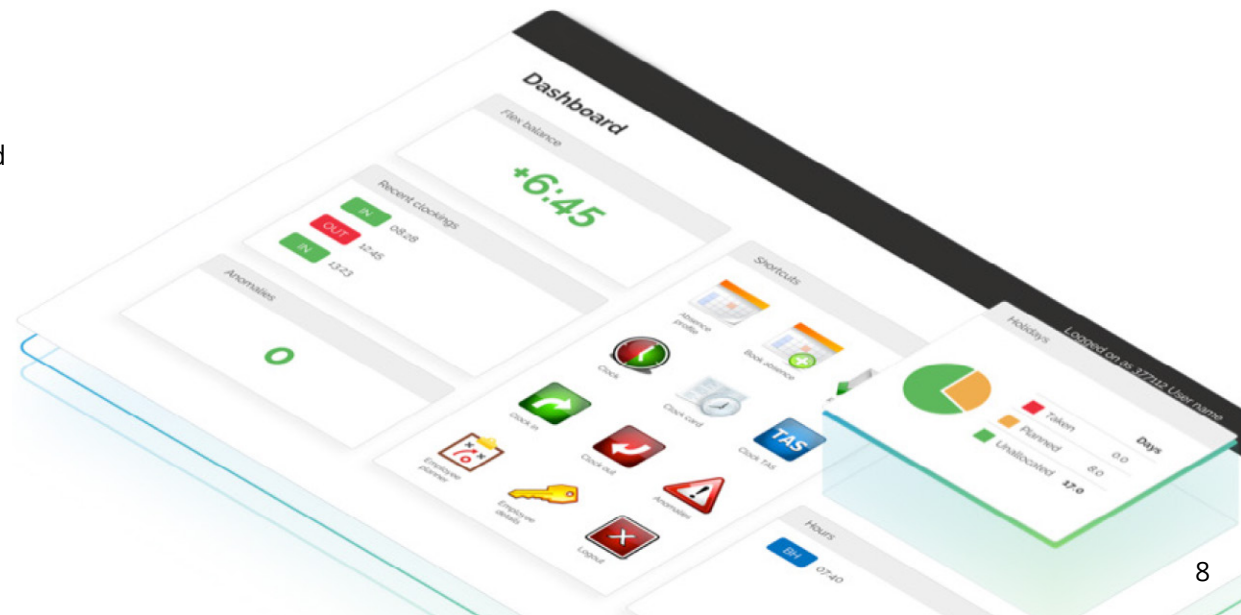
Turn raw data into easy-to-understand visuals, accessible via dashboards.

### Take control

Whether you want the hands-on control of on-premise software or the peace of mind of a cloud-based solution, we can meet your needs. You can even choose a hybrid option that offers the best of both worlds.

### Save time and money

Our solution removes the hassle from reporting, speeds up the decision-making process, and ultimately helps you streamline your business model – so you can get more for less.



## Why choose Advanced?

We can help you manage your workforce, your efficiency, your productivity and your profitability.

### **We're solutions focused**

Our fully integrated suite of software and hardware offers a cost-effective way to solve common business efficiency challenges and increase profits. Our customers are results-driven, and we are too.

### **We invest in innovation**

We are continually investing and innovating our products. Our dedicated research and product design team have extensive, long-range software and hardware roadmaps to ensure our customers are never left behind on legacy products and will always have access to new and exciting technologies we create.

### **You'll be in safe, experienced hands**

As the pioneers of computerised clocking in systems during the late 1970s, we have been designing and developing intelligent workforce management solutions for over 40 years and are trusted by over 7,500 customers globally.

### **We're as flexible as you are**

Our solutions are fully customisable to accommodate the working patterns and work rules of your business, supporting flexible hours and shift work across multiple sites and pay centres.





## We'll help you mobilise your workforce

As the structure of the workforce evolves and grows, with more and more workers than ever working flexible patterns from home, at various sites, and on the road - our solutions help you stay on top of your people and their productivity.

## We practice what we preach

We use our solutions to support a flexible, high-performing culture within Advanced across our UK and global sites. We enjoy great employee visibility, automated schedule generation, job recording and the Advanced mobile web app.

All of our employees engage with one or more of our solutions every day - it's the best way for us to keep developing the very best products.

## Choose cloud or on-premise solutions

We understand that organisations have different requirements when it comes to technology deployment. Whatever your needs, we'll work with you to implement your solutions your way.

## We're here to support you

Our-UK based support services are on-hand to assist at any time. We provide dedicated account managers as standard to help customers realise the benefits of their investment in Advanced products.

"Absolutely magnificent; nothing is too much trouble for them."

Luxfer Gas Cylinders



"Advanced's Time & Attendance software system saves a great deal of time and produces accurate information at the touch of a button, rapidly reducing labour and administrative costs."

Axminster Carpets



# Managing your workforce

Our solutions, modules, services and products can either be used in isolation or fully integrated to create a seamless, efficient end-to-end workforce management process.



## Advanced Time and Attendance software

Managing your workforce in an efficient, fast and smart way can significantly improve your profit and productivity. Our time and attendance system delivers better operational control and supports the day-to-day management of your workforce.



## Advanced HR software

Our securely integrated HR solution reduces the administrative burden of keeping on top of HR paperwork and processes, providing accurate employee records and a single, centralised record for your employees.



## Advanced Access Control and hardware

We combine next-generation access control with time and attendance on a single platform: a versatile system that supports multi-site management and remote access, scalable from one to over 1,000 entry/exit points.



## Consultancy, implementation & support services

Our solutions are as good as the people who implement and support them. Our professional services are designed to maximise benefits to your business and deliver the outcomes you need through our proven methodologies. Over the course of your implementation project and beyond, you always have our experts on your side.

## Our services

Our team has hundreds of years of combined experience and over 50,000 successful project deliveries across the globe, so we understand your business and your expectations for a quick return on investment.

Our dedicated, helpful multi-disciplinary implementation teams can provide expert knowledge, guidance and assurance throughout your project. We know just how much this business change means to you.

Whatever your experience in project delivery, rest assured we've supported thousands of customers just like you. We will aim to deliver an on-time, on-budget solution that starts earning a return on its investment from day one, while fitting your every need and integrating perfectly within your business.

Our team has hundreds of years' experience and over **50,000** successful project deliveries across the globe







## Project management

Our project management helps provide assurance around your business change. Projects can be complex and time consuming, so we'll work together at the outset to validate your objectives and measures of success, help you provide the focus to achieve them while minimising disruption to business-as-usual activities and keeping a close eye on costs.

We'll lead the partnership from the start, helping you deal with the changes, managing risks and issues and ensuring strong stakeholder management – as we do for the many hundreds of successful projects we deliver each year.

## Consultancy

From the first project meeting through to a successful go-live, our consultancy team is here to help deliver the benefits you expect from our products.

With breadth of experience in many industries and market sectors, we specialise in getting to the heart of your business processes to ensure good practices and embrace the change opportunity so that you get the best from the Advanced product suite.

We pride ourselves on our track record of swift and smart implementations, ensuring focus on your measurable outcomes for the project from the initial specification through to successful go-live and beyond.

## In-project response

Our support and maintenance options are designed to help you get the best from your Advanced solution and give peace of mind that you are in good hands should the unexpected arise.

From our online support desk, support line, email and customer community to videos and guides, you can easily find the information and support you need.

## Customer support

We won't rest on the success of your implementation when you've gone live. After the project, if you need to retain the commitment to help embed changes, or deliver post-project benefits, our customer support service provides consultancy at your convenience. It's who you want, when you need them. An infinitely scalable model, we ensure a time-bound response to system changes – which is particularly valued in fast-paced organisations where change, growth and acquisitions are very much business as usual.

Need an urgent change, want to book some virtual training for new employees? We can help.

# Security

## ISO9001 Quality system management

Mitrefinch, an Advanced company, has been accredited since 2009  
Accredited ISO9001 is an internationally recognised standard for quality management systems, scrutinising all areas of business life.

## ISO14001 Environmental management

Mitrefinch, an Advanced company, has been accredited since 2011  
Accredited ISO14001 is an internationally recognised standard for the development of an effective Environmental Management System. It is a framework to assist organisations in developing their own environmental management system.

## ISO27001 Information security management

Mitrefinch, an Advanced company, has been accredited since 2015  
Accredited ISO27001 is an internationally recognised standard for information security management.





## We would love to hear from you

Hopefully this was a helpful insight into what Advanced Time and Attendance can do for your business, and how we can help you enrich your people experience and boost productivity. If you'd like to find out more about how Advanced's solutions can help your business and ensure you are ready to meet the challenges of the future, get in touch with us now.

[Contact us](#)



+44(0) 330 343 4000



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



[hello@oneadvanced.com](mailto:hello@oneadvanced.com)