



# Time & attendance software

So reliable you can set  
your watch by it

BROCHURE



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# Workforce management solutions in a nutshell

## 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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## Time & attendance software

Our industry leading time & attendance software supports business of all sizes, from small and simple to large and complex. Providing you with the tools to streamline repetitive tasks, reduce effort in managing your workforces schedules which helps in reducing employee costs, improves productivity, profitability and minimises potential compliance risks.

Our time & attendance software is fully customisable to accommodate the way your business works, delivering flexibility across flexible working patterns and shift work, multiple sites and pay centres.

## Proven benefits

**Track time and attendance**, make it simple for employees and managers to submit, track and manage attendance, sickness, exceptions, any other absence and leave entitlements

**Empower** and give ownership to your employees in a transparent and safe environment, where they can submit their timesheets, access their schedules, notify availability they have, manage absences and clock in or out with ease

**Allow employees** to accurately record where they are working by utilising hardware such as using fobs, swipe and proximity cards or the very latest in biometric technology. Mobilise your workforce with remote clocking and responsive layouts that work on any device

**Reduce risk** through accurate recording keeping and adhering to work rules to support your organisation

“Controlling our labour cost is a number one priority. With 300 employees in a busy 24-7 operation, we need a system to correctly calculate hours worked, breaks taken, paid leave, time off in lieu and Sunday premiums as well as managing complex rostering requirements. Compliance with the Working Time Directive is also increasingly critical.”



\* Advanced acquired Mitre Finch quote prior to acquisition.



## Time allocation, budgeting and job costing

The ability to accurately manage performance, budget and cost jobs is an extremely valuable strategic asset which allows you to measure the efficiency of departments and employees, making 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 ensuring that you are able to maximise 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 and 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

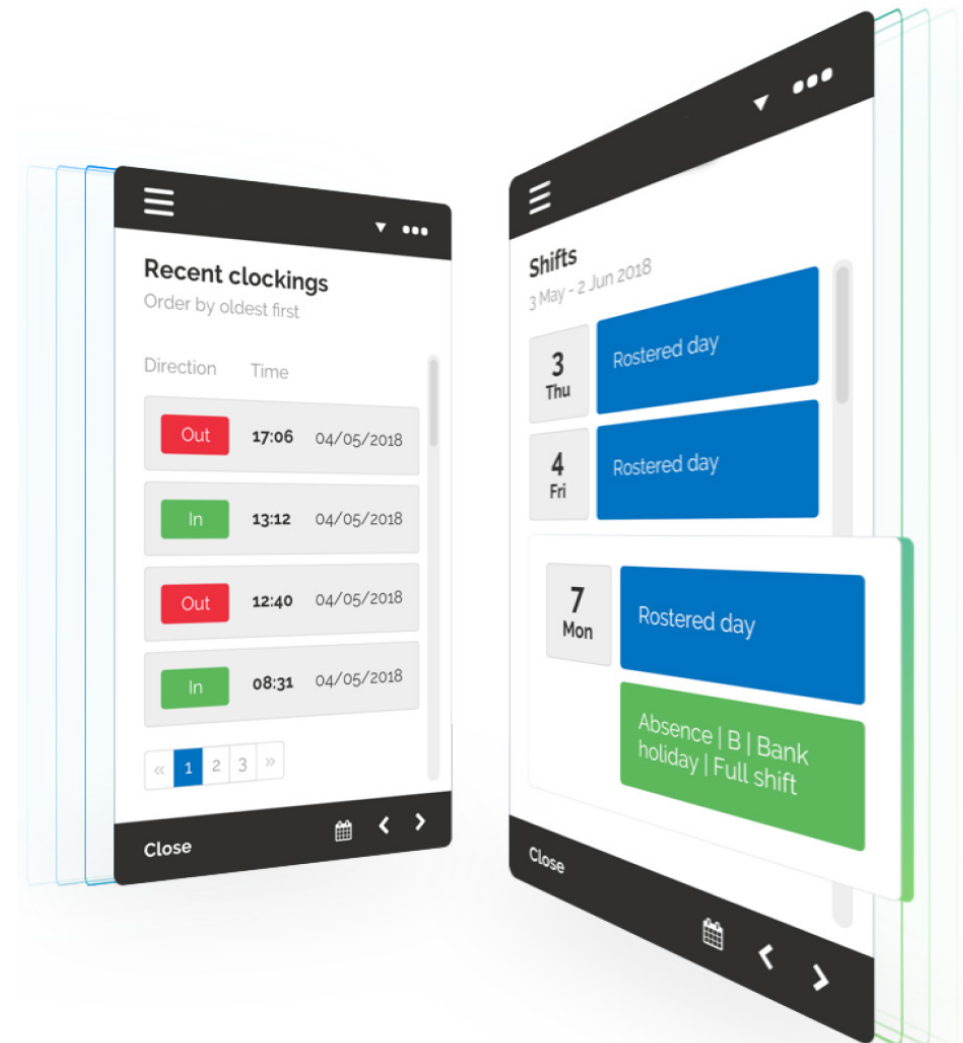
Our real time dashboards allow your employees to self serve and view at a glance their information and holiday time in one place. They can easily book time off, record availability to work, record absences, overtime and view their shifts.

## Payroll Integration

Our employee time and attendance software can integrate with your existing payroll to help boost efficiency, reduce labour costs and ensure that your employees are paid the actual hours they work.

## Time sheets

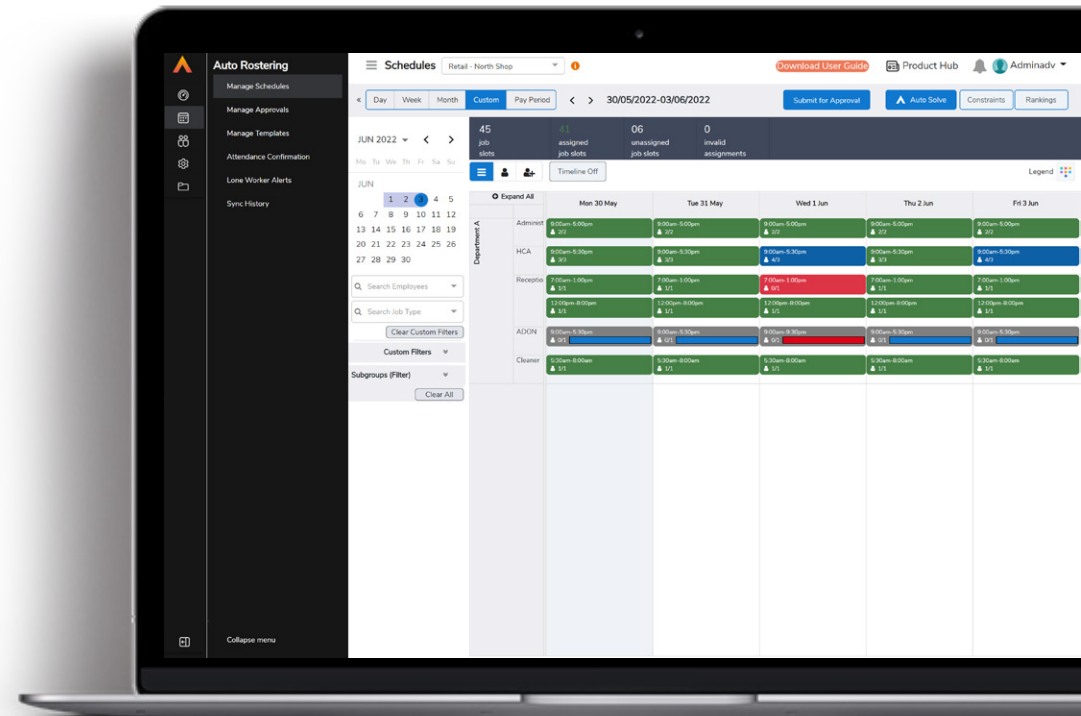
Employees have full visibility of their shifts, absences and have the ability to update and amend any exceptions to their information. Managers can view, update and amend time and clocking data on any device, 24 hours a day.



# 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



# Analytics

Analytics offers market-leading workforce management data, enhancing an already best-in-class integrated time & attendance, HR, and access control solution. Leveraging class leading cloud-based AI and data technologies built on Microsoft platforms and our 40+ years of experience in the field of workforce management, we have built an analytics tool that is incredibly powerful and flexible.

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 the following HR areas:

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

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



# A Treasure trove of insights

Our workforce analytics solution simplifies the reporting process, capturing data from across the organisation to deliver accurate, instant, timely reports to the right people. Provides stunning and intuitive visualisation, accessible via powerful yet simple dashboards.

## Insights into key HR drivers

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

## Automation

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

## Powerful

Deliver actionable data insights direct to your key decision makers saving time to focus on business initiatives.



# How we help you manage your workforce

Our solutions, modules, services and products are designed to be used in isolation or can be fully integrated; creating a seamless and efficient end to end workforce management process.



## Time & attendance software

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



## HR management 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.



## Access control and hardware

We combine next generation access control and time & attendance on a single platform. A versatile system that supports multi-site management and remote access, which is scalable from 1 to 1000+ doors.



## Consultancy, Implementation & Support Services

Solutions are only as good as the people who implement and support them. Our Professional Services are honed on maximising customers' business benefits and the outcomes you demand, 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' 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 multi-disciplinary implementation teams are dedicated and helpful and 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 and will deliver an on time, on budget solution that earns its return on investment from day one, fits your every need and integrates perfectly within your business.

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





## Project Management

So much more than oversight of system implementation, our project management provides 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, providing the focus to achieve, minimising disruption to business as usual activities and whilst keeping a close eye on costs.

We'll lead the partnership from inception, dealing with change, 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 are here to help deliver the benefits you expect from our products.

With breadth of experience in every industry and market sector, 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 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 Advamced solution and give peace of mind that you are in good hands should the unexpected arise.

From our online support desk, support line, email, 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? Lean on us and relax.

## We care about security

### ISO9001 Quality system management

Accredited ISO9001 is an internationally recognised standard for quality management systems, scrutinising all areas of business life.

**We have been ISO9001 accredited since 2009.**

### ISO14001 Environmental management

Accredited ISO14001 is an internationally recognised standard for the development of an effective Environmental Management System and it exists as a framework to assist organisations in developing their own environmental management system.

**We gained ISO14001 accreditation in 2011.**

### ISO27001 Information security management

Accredited ISO27001 is an internationally recognised standard for information security management.

**We gained ISO27001 accreditation in 2015.**



# Why choose advanced?

## Solutions focused

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

## Investing in innovation

We are continually investing and innovating our products. We have a dedicated research and product design team that have extensive and long range software and hardware roadmaps to ensure our customers are never left behind on legacy products. They 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.

## Flexibility

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.

Manage your workforce; manage your efficiency, productivity and profitability.



## Mobilising workforces

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 Australian and global sites. We enjoy great employee visibility, automated schedule generation, job recording and the mobile web app.

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

## Cloud or on-premise solutions – it's your choice!

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

## Here to support

Our Australian 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.

“Advanced\* TMS easily accommodates all our award and workplace agreements across four businesses for over 650 factory employees. We record employee attendance via 15 card clocking terminals that are installed across seven sites.”



“Advanced\* TMS allows us to easily and quickly locate all our employees”



\* Advanced acquired Mitre Finch quote prior to acquisition.






## We would love to hear from you


Hopefully this was a helpful insight into Time & Attendance Software.


If you'd like to find out more about how our solutions can help your business and ensure you are ready to meet the future, get in touch with us today.

[Contact us](#)

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 1300 884 831

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

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