# TIME AND ATTENDANCE MODULE

When planning a security system for physical access control, quite many companies require and regard time and attendance as one of the key components to also be considered holistically.

This is because when the main entrance is installed with an access terminal, the records that are taken the moment employees punch in to open doors during their first access, can also be taken as their check-in time for work. The same applies when they leave the office after work, where the exit time also serves as the check-out record. This can further be applied to overtimes, lunch or tea breaks via their IN-OUT records. Thus, even though they differ in nature as one handles security concerns whilethe other is part of human resource management, time & attendance always comes as

an integral module with access control systems due to its convenience in data collection at threshold points.

As a prominent Time and Attendance system provider for its TCMS V2 software and TimeTec solutions, the Ingress system naturally inherits the core value of time and attendance from these systems, delivering customers with superb T&A modules that work fine with access control security systems.

## Key Features

- Weekly schedules available with 3 pairs of IN/OUT columns for attendance monitoring.
- Supports group or personal duty roster setup.
- Supports leave and holiday management
- Generate attendance sheets, and instantly add, edit, or delete attendance records.
- Provides 15 types of commonly used time attendance reports, eg: daily attendance listing, tardiness report, and on-leave listing.
- Terminal data audit list enables raw data checking and export.
- Simple export for attendance data using the configurable export template format to use with 3rd party software/payroll
- Post attendance data to SAGE UBS payroll easily (Malaysia market). More payroll software would be integrated. To find out more, please email us, info@fingertec.com.
- Time feature for automatic download if data after a specified interval.
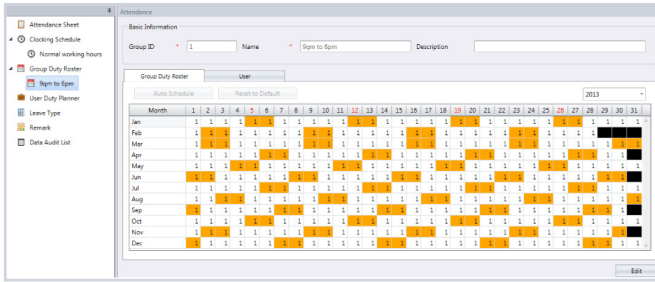- Support up to 9 digits of work codes.
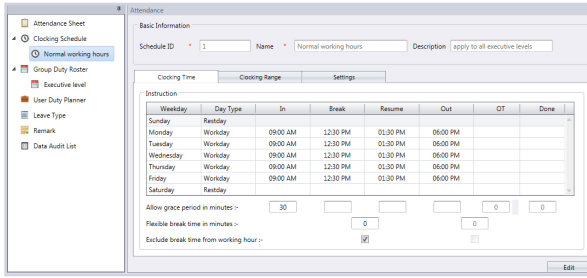
**The schedule** – *Software supports maximum 6 columns for 3 pairs of in/out records. The last pair of working time can be recorded as normal work time or overtime.*
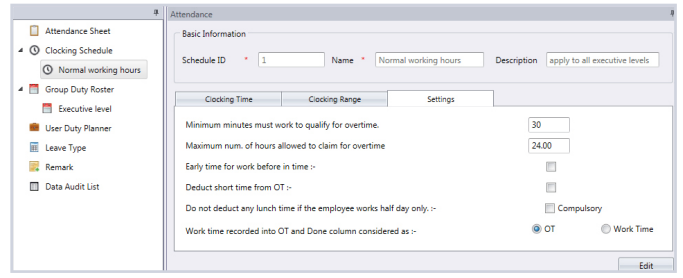


**Attendance rules** - *Simple but most frequent use attendance calculations rules to process work time and overtime precisely.*



**The working calendar** - *Personal or group annual working calendar publishes on a comprehensive page for easy viewing. Different colors to represent work day, rest day, holiday or on leave*
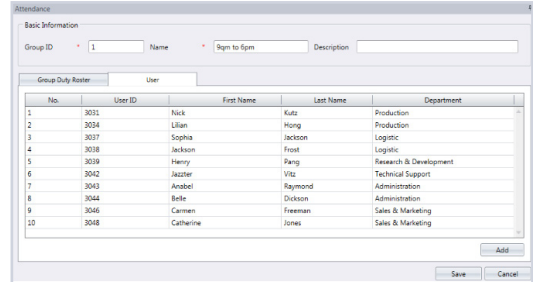


**The working group** – *Administrator can group employees into different working group to follow the different working time or attendance calculations.*
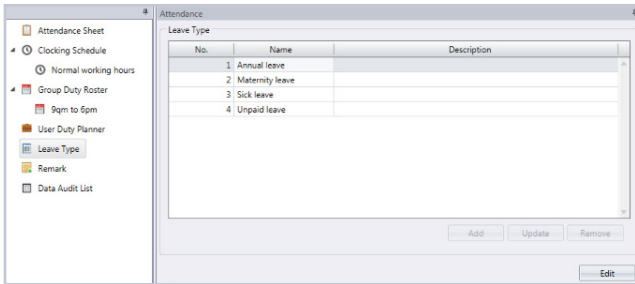


**Leave management** - *Add types of leave to fit your working environment. You can remark absent by applying leave to the employees. The records can be exported to your payroll system.*
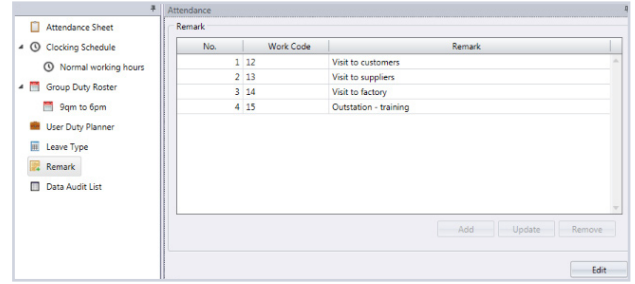


**Remark/Work Code** - *Configure work code or remark to explain the abnormal attendance activities of employees. Employees can insert the codes during attendance reporting and reflects under his/her attendance records.*
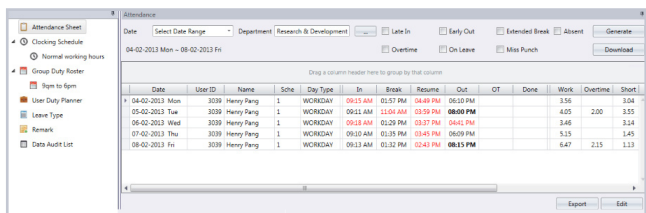


**The Attendance Sheet** - *The comprehensive attendance sheet publishes the details of attendance records. You can apply filters to search and view specific attendance records. You can use ad-hoc function to manual edit/delete attendance records.*
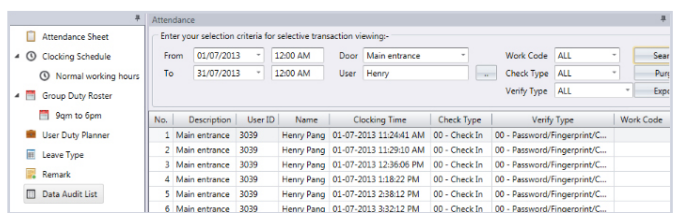


**Raw data viewing** – *You can view the raw data of in/out records of all employees. Filters are ready to narrow down the searching and viewing of records.*
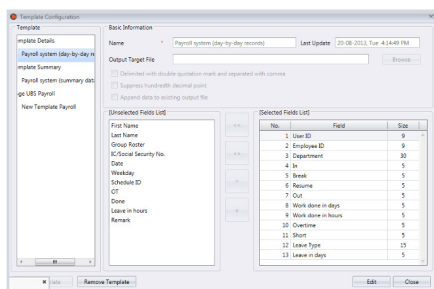


**Export attendance records** - *Export attendance records for payroll to use. You can choose to export day-by-day or summary of attendance records. Set the sequences and length of data fields to export either TXT or XLS format for your payroll to process it.*
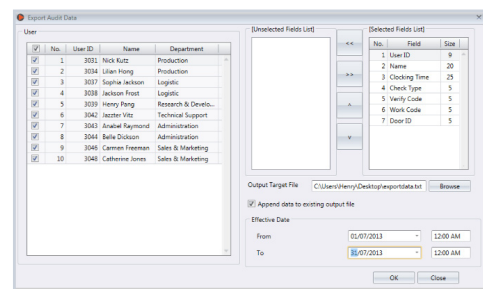


**Export raw data** – *You can export the raw data/records either TXT or XLS format to use with 3rd party software integration. Configure the sequences and length of data fields to export accurate file to use for integration.*