# FINGᴇRTᴇC® TCMS V2

## FingerTec® Time Control Management System Version 2

**MAY 2005 • VERSION 1**
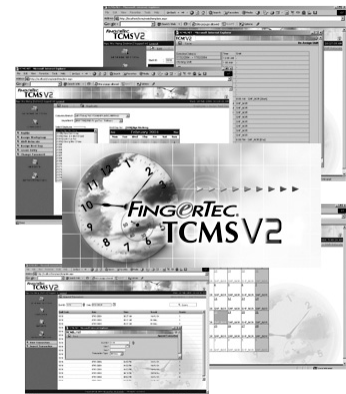
*Compiled by Aggie Fong*

## WHY DO YOU NEED FINGERTEC® TIME CLOCK AND MANAGEMENT SYSTEM VERSION 2 (TCMS V2)?

### Problems Facing Human Resource Management:

**M**any companies of today find the need to automate and streamline their labor-intensive payroll and approval processes becomes increasingly crucial due to the time consumption and tediousness of managing employee's time and attendance paperwork manually. Usually these enterprises have highly complex time zones, variety of pay schedules and countless attendance rules to add to the intricacy of the processes. Not only that, some businesses also have unique organizational structures with workers positioned in multiple locations and remote offices, that makes managing human resource even more difficult to do. To top it all off, decision makers always need "real-time" information to control the ever increasing labor costs so as to assess and manage productivity effectively.

### Solution:

**I**ntroducing the **FINGERTEC® TIME CONTROL MANAGEMENT SYSTEM VERSION 2**! FingerTec® Time Control Management System Version 2 (TCMS V2) is a software that delivers the functionality and flexibility to support the demanding and complex time management requirements of today's organization. Going far beyond traditional time and attendance systems, FingerTec TCMS V2 can significantly improve the efficiency of your business, eliminating unneeded effort and simplifying the daily time management activities for all of the members of your workforce.

- **FingerTec® Time Control Management System Version 2 (TCMS V2)** is specially designed to automate and streamline the intricate time and attendance software processes and eliminate the hassles of time and attendance tracking using manual tracking methods i.e paper tracking method.
- FingerTec® TCMS V2 helps to gain the many hours lost due to carrying out tedious tasks such as repetitive data entry, corrections of errors, manual preparations of reports, or waiting for approvals, that manual tracking methods entail.
- FingerTec® TCMS V2 is a powerful management software for tracking and reporting of employee hours; offering flexible, window-based methods for employees or managers to log time, as well as functions to track employee's hours; views and produces a variety of specifically tailored reports for analysis. The software also offers other powerful features like automatic overtime calculations, two authorization levels to control access to data and extensive real-time reporting.
- FingerTec® TCMS V2 provides real-time access and offline data maintenance capabilities to the employee. In the event that users are unable to access the application online, due to network down time or remote work locations, FingerTec® TCMS V2 stores transaction in the
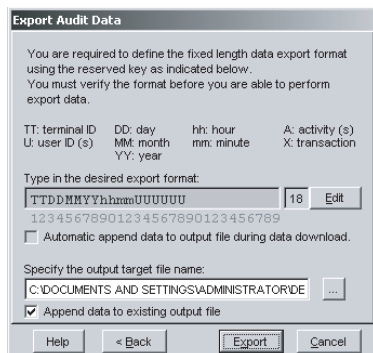
*WHY DO YOU NEED FINGERTEC® TIME CLOCK AND MANAGEMENT SYSTEM VERSION 2 (TCMS V2)?*

## Solution:

readers, allowing users to download transaction from the reader when it is back online. Hence, offline data maintenance can be performed after all transactions have been downloaded from the reader.

- FingerTec® TCMS V2 offers comprehensive modules which include a wide range of facilities for current and historical management of attendance such as worked hours, overtime, sickness, holidays and other forms of absence; calculation of hour, holiday schemes, pay rules and shift patterns including fixed and flexible shifts as well as automatic interfaces into payroll and human resources systems.
- FingerTec® TCMS V2 offers direct integration with payroll software such as UBS Payroll System, EMAS and WinCom DigiPay.
- FingerTec® TCMS V2 can be a great asset for you and your business. It can assist you in working more efficient and lower cost in order to create an all round good investment. All in all, FingerTec® TCMS V2 is the solution for human resource management of today!
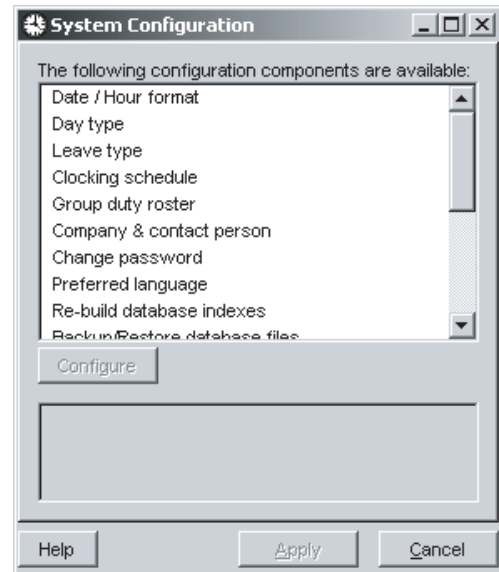
## FEATURES OF FINGERTEC® TCMS V2



*Export Audit Data*

- Configures to your specific work rules and employment policies
- Manages fingerprints, transactions and data stored in the PC
- Monitors hours worked by pay type, pay rate, department and shift
- Reports labor attendance histories for all levels of management
- Provides staff movement analysis
- Allows comprehensive scheduling
- Supports overnight shift and flexi time attendance sheet
- Allows exporting time attendance in Excel spreadsheet format or in a text format.
- Prevents argument in terms of irrefutable audit trails
- Permits backup of existing database to another storage media, or restore of database from previous backed up database
- Enables integration with selected payroll system

## SYSTEM CONFIGURATIONS OF FINGERTEC® TCMS V2

FingerTec® TCMS V2 allows a company to setup system configuration and clock terminal tailored to your company's time policy. There are 16 configuration components available for you to manipulate to suit to your company's environment.



*System Configuration*

1. **Date / Hour Format -** Set the display format of date and time throughout the system. There are three formats to choose from for dates for example mm/dd/yyyy, dd/mm/yyyy or yyyy/mm/dd and two formats for time including hh.hh (hour, hour) or hh.mm (hour, minute).
2. **Day Type -** Specify the keywords that represent the day type for each day of the week for example normal working day is identified by WORKDAY, non-working holiday as HOLIDAY and other non-working holiday as RESTDAY or OFFDAY.
3. **Leave Type -** Specify the type of leave allowed in the system. An additional 9 different type of leaves is made available for your convenience for example annual leave, maternity leave, emergency leave, sick leave, etc.
4. **Clocking Schedule -** Allow a company to assign the official work time in order for the system to automatically determine the best appropriate clocking time slot.
5. **Defining Weekly Schedule -** There are a total of 10 Weekly Schedule allowed in FingerTec® TCMS V2, indicated as schedule 0 to schedule 9. The schedule can be set based on clocking schedule, clocking range and other settings such as grace period and maximum hours allowed to claim for overtime.
6. **Group Duty Roster -** Allows defining the duty roster used by each employee in the company on a yearly basis.

*SYSTEM CONFIGURATIONS OF FINGERTEC® TCMS V2*


*Clocking Schedule*


*Clocking Schedule Settings*

7. **Company & Contact person -** Specify company name, person of contact and email for future correspondence.
8. **Change password -** This function allows protection of the system from unauthorized entry.
9. **Preferred language -** The FingerTec® TCMS V2 is capable of displaying multiple languages. 3 languages are provided as default; English, Bahasa Malaysia and Chinese.
10. **Re-build Database Indexes -** This function is use to rebuild all the database indexes when your indexes are not up-to-date or corrupted.
11. **Backup / Restore Database Files -** This function is to backup existing database to other storage media, or restore database from previous backed up database into system.
12. **Export Transactions Record -** This function performs export of transaction records to a text file.
13. **Export Time Attendance in Excel Spreadsheet -** This function allows export of time attendance in Excel spreadsheet format or in a text format.
14. **Department Definition -** The component lets you to define your department by name and it allows addition of a new department name, editing or removal of existing department name.
15. **Section Definition -** This function lets you to define your section by adding a new section name, editing or removing existing section name.
16. **Remark Definition -** This function lets you to define your remark by adding a new remark name, editing or removing existing remark name.

## CONFIGURATIONS OF FINGERTEC® TERMINAL SETTINGS VIA FINGERTEC® TCMS V2

FingerTec® terminal is the electronic hardware device used by your employees to scan his/her finger to report attendance and the configuration of the terminal settings can be performed via the FingerTec® TCMS V2. There are 10 functions available in the Fingerprint Terminal for you to manipulate to suit to your company's environment.


*Fingerprint Terminal*

1. **Setup FingerTec® Terminals -** This function specifies the communication parameters for each installed FingerTec® terminal and each terminal is identified by IP address.
2. **Fingerprint Management -** This function helps to manage the user data stored in the PC.
3. **Download user -** This function will update the latest information of users available based on their ID
4. **Access Options -** This function is specially designed for FingerTec® Door Access unit only where it allows users' activities by allowed time zones.
5. **Set Terminal Date and Time -** This function is use to send date and time to the terminal in an event where the terminal's date or time is inaccurate.
6. **Set Automatic Download Interval -** This function specifies the interval time in which the system will automatically download data from terminal and drop into the Terminal Data Audit List. The time can be set in seconds or minutes.
7. **Download Data From Terminal -** This function allows you to download data residing in the terminal and the data downloaded will be stored in the Terminal Data Audit List.
8. **Clear All Data in Terminal -** This function allows you to Clear all the clocking data in terminal.
9. Terminal Data Audit List - This function allows you to view all the downloaded data from the access terminals.
10. **Monitor Terminal Activities -** This function allows you to monitor the status of the access terminals.