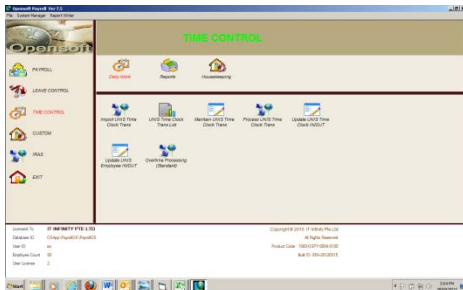# OPENSOFT
T & A
Singapore Edition

The OpenSoft Time Control module accesses into the time in/out from the Biometric Fingerprint Authentication System to capture employee attendance records and provide information that the managers require to plan employees' work schedule to optimise available manpower resources.

Information from the Biometric Fingerprint Authentication System is posted into Time Control module for managers to manage and track employees' attendance, overtime and allowances; and uploaded into OpenSoft Payroll module to process employees' wages.

The information help streamline business processes by improving productivity and efficiency, and also simplify the work processes, saving time and efforts of the Human Resource and the Payroll departments.

Not only will OpenSoft Time Control software improve productivity and efficiency, but also will help cut down on operational cost. With fine-tune administrative processes and reduced time theft, there is great potential for return on investment.

OPENSOFT T & A
The perfect fit for your Time & Attendance needs

OPENSOFT TIME CONTROL is a sophisticated made-in-Singapore Time & Attendance designed for companies with standard to complex T&A needs.

Key benefits and features of OpenSoft Time Control:

- ✓ Cut down on administrative time
- ✓ Eliminate human error in employee time office records
- ✓ Able to manage multiple fixed time work hours for different groups of employees; eg. In environments with shift work, night work and normal work hours
- ✓ Able to maintain flexi-time work hours
- ✓ Able to link work hours to jobs; eliminating the task to calculate time spent on jobs
- ✓ To compute overtime hours work automatically
- ✓ To calculate the hours worked for daily-rated employees
- ✓ To compute lateness time
- ✓ To report Early Off-Work time
- ✓ To calculate day(s) absence from work
- ✓ To automate transport, meal, incentive and shift allowance pay to process and post to OpenSoft Payroll
- ✓ Maintain employee rest days
- ✓ Full audit and accountability
- ✓ Accurate processing and reconciliation of time clock data with ease
- ✓ Seamless administration

Reports:

1. Daily Attendance Report
2. Daily Absentee Report
3. Daily Time IN/OUT Report
4. Daily Employee Clocking Audit Register
5. Monthly Time IN/OUT Report
6. Monthly Lateness Report
7. Monthly Overtime Report
8. Monthly Overtime Transaction Report
9. Monthly Individual Worker Report by Employee & Job
10. Monthly Job Report
11. Yearly Lateness Report

For further information, please contact us at

6 3 4 6 1 5 1 1 or email us at sales@it8.com.sg

IT Infinity Pte Ltd

845 Geylang Road # 04 -19
Tanjong Katong Complex
Singapore 400845
Tel : 6 3 4 6 1 5 1 1
F ax : 6 3 4 5 5 0 1 7
Email : sales@it8.com.sg