

timestamps

annual  
leave

times absent

breaks

bonuses

daily model



>TimeLine® Time and Attendance Recording//

# >Ergonomics//

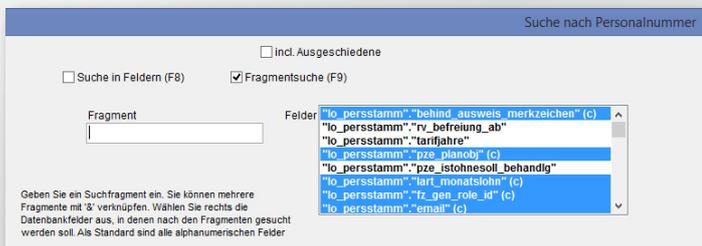
Our software is being developed in close cooperation with our users.

As we are a medium-sized software company, our customers' experience and wishes reach us in a direct and unfiltered manner.

Clarity of the presentation in the screens and menus, intuitive operation and simple handling are some of the most important features of our TimeLine® products.

## From practice for practice:

- ✓ direct link from each screen to the relevant master data
- ✓ one transaction per screen - no more need to change screens
- ✓ easy full text and fragment search function
- ✓ and many more



Fragment search for an employee via the personnel number

## Extract from the main menu:



# >Application areas//

The software comprises the areas of personnel time recording, from the employees' daily processes like "coming", "break" or "out-going", individual settings concerning bonuses, break models and working hours models to issuing informative monthly and annual results.

## Additional modules:

- ✓ duty schedule
- ✓ document management
- ✓ staff planning
- ✓ access control

# >Characteristics//

- ✓ various settings and editing are possible
- ✓ individual management of accounts
- ✓ multilingual
- ✓ automated procedures
- ✓ dynamic generation of the weekly models
- ✓ automatic bonus calculation

Wochenmodell		Belegung									
Wochen-Nr.	Bezeichnung	Zyklen	Vollzeit	Wochenmodell-Gruppe	Mo	Di	Mi	Do	Fr	Sa	So
1	Normalschicht	1	ja	Arbeitswoche	✓	✓					
2	Spätschicht	1	ja	Arbeitswoche			✓	✓	✓		
3	20 Std. Woche	1	ja	20 Std Woche							
4	Aushilfe	1	nein	Aushilfe							

Dynamic generation of the weekly models

# >Master data//

- Basics:**

  - ✓ pre-settings for payroll accounting
    - cost units
    - assignment to hazard classes for accident insurance possible
  - ✓ management of departments and accounting groups
  - ✓ several company codes are possible
    - several companies can be managed in one database

**System:**

  - ✓ linked with:
    - document management software
    - duty schedule module
    - access control
    - TimeLine Materials Management and Payroll Accounting

**Time and Attendance Recording Basics:**

  - ✓ time and attendance recording parameters
    - free configuration of models
    - profound settings for editing and output
  - ✓ many customer-specific settings are possible
    - break models
    - daily models
    - weekly groups
    - weekly models - dynamic generation and assignment
    - types of times absent
    - bonus models - automatic determination and release
    - annual working hours
    - types of times present
    - terminals
    - departments

Bonus model - selection of day allocation

**Staff:**

- ✓ information on:
  - master data
  - employment contracts
  - social security/tax parameters
  - bonuses and allowances
  - holiday data
  - individual calculation basis
    - monthly overtime compensation
    - settlement with overtime accounts
    - individual access rights

Fehlzeit Nr.	Bezeichnung	Kürzel	Grund	Zeitermittlung
1	Urlaub	UR	Urlaub	It.Sollzeit Schichtplan
2	LFZ	LF	Lohnfortzahlung	It.Sollzeit Schichtplan
3	Schule	SC	Schule	It.Sollzeit Schichtplan
4	Feiertag	FE	Feiertag	It.Sollzeit Schichtplan
5	Krank nach LFZ	KL	Krank/Kur nach LFZ rIt.Sollzeit Schichtplan	It.Sollzeit Schichtplan
6	Kind krank	KK	Kind Krank mit KrOeilt.Sollzeit Schichtplan	It.Sollzeit Schichtplan
8	Brückentag	BT	Abgleiten Konto 2	It.Sollzeit Schichtplan
9	Dienstreise	DR	Dienstreise	It.Sollzeit Schichtplan
10	Unbezahlte Freistel.	UF	Fehlen sonst.entsch.	It.Sollzeit Schichtplan
11	Kurzarbeit	KU	Kurzarbeit	It.Sollzeit Schichtplan
12	Sonderurlaub	SO	Privat Familie(bez.)	It.Sollzeit Schichtplan
13	Seminar	SE	Dienstreise	It.Sollzeit Schichtplan
14	Bundeswehr	BU	Wehrdienst	It.Sollzeit Schichtplan
15	Zwildienst	ZI	Zwildienst	It.Sollzeit Schichtplan
16	Privat Überstunden	PU	Abgleiten Konto 1	It.Sollzeit Schichtplan
22			Abgleiten Konto 1 - ohne Zuschlag	
23			Unrechtmäßiger Streik	
24			Kind Krank ohne KrGeld	
25			Krankentagegeld priv.Vers.	
26			Krank nach LFZ Rentner	

Types of times absent - freely definable





# >Modules//

## Staff planning:

- ✓ intuitive operation
- ✓ plan objects can be freely configured
  - resources
  - cost units
  - production orders
  - etc.
- ✓ direct assignment of time and attendance data is possible
  - daily models
  - times absent
- ✓ real time evaluation
  - comparison: plan <-> actual
  - display of employees for plan objects

Extract from the staff planning module

Simple selection of parameters and input modes

Duty plan module - overview of a department

Editing one day

## Duty planning:

- ✓ simple operation
  - selective multiple processing
  - filtering into models referring to a department
  - shortcut keys for shift and absenteeism models
- ✓ clear display
  - quick comparison planning <-> time and attendance recording
  - individual zoom factor
  - freely definable colours for shifts
- ✓ qualifications management

## Access control:

- ✓ managing access profiles
- ✓ external workers are possible
- ✓ evaluation concerning access
  - according to personnel
  - according to gate/door
  - according to period of time

Configuration of terminal groups

Recording external workers

Karten Nr.	gültig ab	gültig bis	Name	Name2	Berech. Grp.
0001	01.01.12	31.12.12	Praktikant	Schulze	Personaleingänge
0002	01.01.12	31.12.12	Leiharbeiter	Maier	Haupteingang
0003	01.01.12	31.12.12	Leiharbeiter	Mustermann	Haupteingang

## >Interfaces / operating systems//

### TimeLine® interfaces:

- ✓ TimeLine Payroll Accounting
- ✓ TimeLine Materials Management
- ✓ TimeLine Financial Accounting
- ✓ Cost accounting

### Server operating systems:

- ✓ Windows
- ✓ Linux

### Interfaces to the following archiving systems:

- ✓ ELO
- ✓ Easy-Archiv
- ✓ DocuWare documents management systems

### Terminal server:

- ✓ Citrix and terminal server-capable
- ✓ special options for working with a reduced colour-depth

### Standard and system interfaces:

- ✓ ODBC
- ✓ SQL
- ✓ payroll accounting software, such as
  - DATEV
  - EXACT
  - Lexware



## >Customising abilities//

### Reporting:

- ✓ reports in source format
- ✓ reports individually adaptable
  - rapid creation of new reports

### Database

- ✓ based on SQL
  - simple addition of new boxes and tables
  - reading out data into any common ODBC-capable program



>From practice - for practice//

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We are looking forward to meeting you.

