

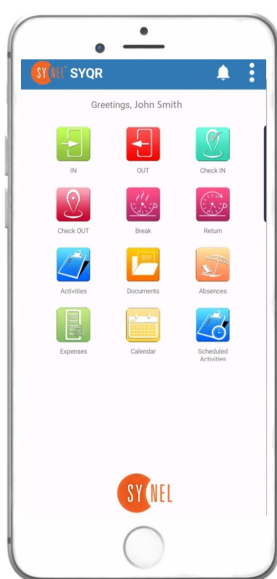


# Time & Attendance Management

## Timelog Web – Advanced Time and Attendance solution

Synel's Time and Attendance solution, Timelog Web, sits at the heart of a powerful Workforce Management Platform, delivering a completely scalable solution with a host of advanced functionality to enable your organisation to monitor, manage and improve the efficiency of your entire workforce, whether they are working from a site, out in the field, or both.

It doesn't matter if you employ just a few staff in one location to many thousands at multiple locations around the world – or anything in between - Synel's Timelog Web time and attendance solution is ultimately designed to increase productivity, reduce administration and save you both management time and money whilst giving the perfect overview of your employee activity.



## ▶ Software as a Service (SaaS) or On-Premise deployment

Timelog Web is available either hosted in the cloud (SaaS) or as an On-Premise solution, both including all future updates and ongoing support to give you access to new features as they are introduced and peace of mind that we're here to help, should you ever need it.

Whether you choose SaaS or On-Premise, employees and managers can access the system on-line via all popular internet browsers.

## ▶ Compatible with a wide range of data capture devices

Synel's Time and Attendance solution integrates seamlessly with Synel's own extensive range of Synergy data capture devices, which offer several state-of-the-art clocking in/out options including biometric fingerprint, facial recognition and self-service options as well as card, key fob and PIN technology. These technologies can also be combined, such as fingerprint and PIN, to further enhance your security. The Synergy App provides mobile workers with the ability to not only clock in/out and manage breaks via their iOS or Android mobile device but unblocks a host of other options when used in conjunction with add on modules, such as Field Management and Expenses Management.

## ▶ Flexible solution

One of the things that sets Synel apart from the others is our flexibility. We work closely with you to ensure that we deliver exactly what you need for your organisation, rather than you having to fit around ridged constraints. We have a team of experts on hand who walk you through each step of implementation and can ensure we deliver to your exacting requirements.

Through additional add-on modules, which can be added at any time, Synel's Timelog Web time and attendance solution now reaches new highs of functionality.



## Standard features

### Clock-in/Clock-out and record breaks

Track clock in/clock out times of your employees and record break times to ensure that your organisation stays on track with attendance and working hours.

### Absence Management

Employees can request their annual leave, have it approved, write it to the roster and have their remaining balance updated, all in a single solution. Employees and managers can see a clear breakdown of annual leave taken verses annual leave remaining in real time and your organisation can maintain a clear understanding of which employee is expected in on a specific day and time, for effective staff and resource management.

### Customisable time sheets

Download weekly or monthly timesheets which show either a specific data set or those compiled by your organisation based on information preferences. Time sheets can be viewed and authorised as required, as well as saved as a permanent record. All of the approved hours can be exported directly to payroll.

### Integration with your payroll solution

Timelog Web works hand in hand with leading Payroll systems, including Cascade, Pegasus, Sage, and many more. Data, such as hours worked per employee, can be exported for Payroll or HR management purposes which dramatically reduces the time it takes to get the information you need and eliminates the opportunity of human error. Find out more about how your Synel Workforce Management solution can integrate with other systems by contacting Synel.

### Advanced scheduling

With Timelog Web you can say goodbye to manual shift planning thanks to advanced scheduling being provided as standard. This allows you to schedule tasks and organise shifts effectively by quickly assigning staff to specific jobs or task based on pre-defined skills, qualifications and availability. This allows you to improve work output, increase efficiency, take control of your labour costs, and manage your service delivery with accuracy and ease.

### Cost Centre

Cost centre management enables your business to manage and track costs of your employees across departments/sites and manage productive and non-productive time more effectively to streamline resource management and get real-time visibility of cost control.

### Dashboard overview

Timelog Web allows all employees across all locations to be managed on a single system. You can use the 'presence information' panel to track attendance, absences and exceptions in one, easy to use dashboard which updates in real time, based on employee actions.

For example, you can view live information on who is present and who isn't in order to streamline attendance management of your large teams all in one easy to use screen. The presence information panel is broken down into a simple traffic light system – employees highlighted in Green show present employees, Orange show the exceptions on any given day, and Red shows absent employees.



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## Additional modules:

Synel's Workforce Management Platform has been designed to offer you the functionality you need, when you need it. As such, we have developed a host of additional modules that can be added to your Timelog Web solution at any time and unlock a host of additional benefits – both for time and attendance as well as other areas of workforce management – all accessed and managed via a single browser-based interface. As an example, you can add Access Control to your time and attendance solution, share fingerprint templates across both data capture devices and access control devices for easy set-up and administer both systems quickly and easily from the central employee database.

