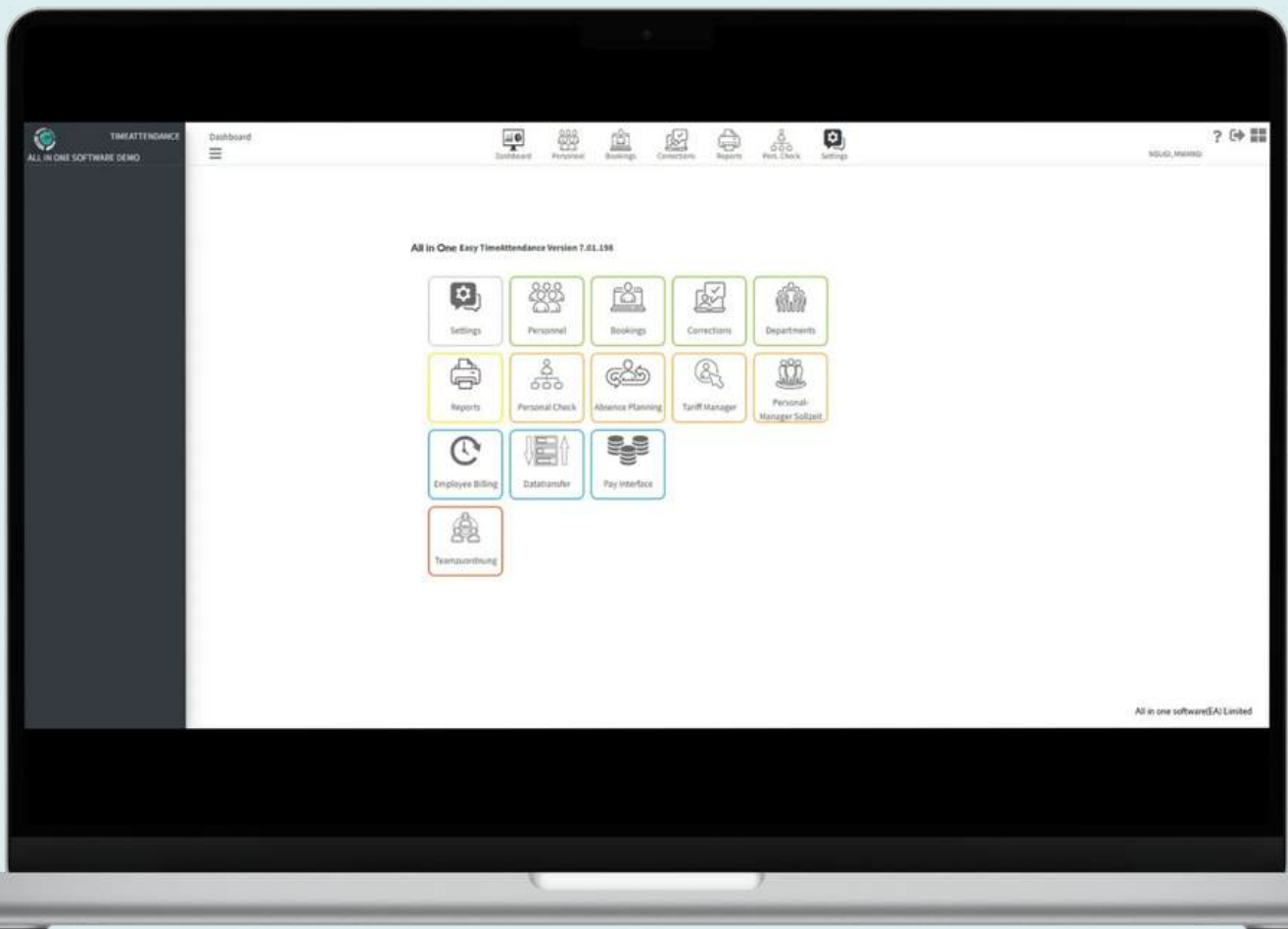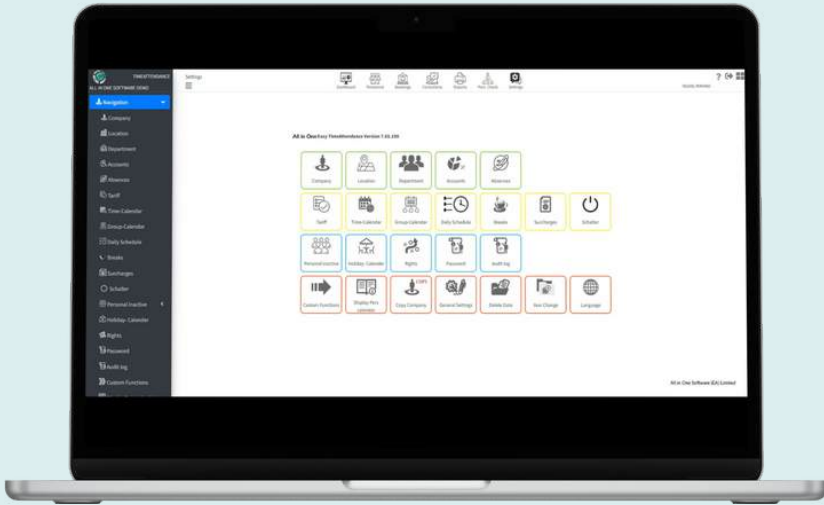# ALL IN ONE
SOFTWARE(EA) LIMITED

EASY TIME ATTENDANCE

AFFORDABILITY AND QUALITY

EASY TIME ATTENDANCE

▶ OVERVIEW

The High-performance, Low Cost Solution for Web-based Time recording. You get to enjoy: Comfortable booking mask with reverse calculation, Absences, holiday planner (department overview), Holiday and holiday calendars, Monthly reports, List of presence and absence

FEATURES

•Scalable User Capacity
Supports up to 2,000 employees, making it ideal for businesses of all sizes.

• Multiple Terminal Support
Integrates with up to 9 terminals and readers for flexible time tracking across various locations.

• Database Compatibility
Utilizes Microsoft SQL Express Free for robust database management without additional costs.

• Web-Based Accessibility
Fully web-based software that can be accessed from anywhere, enhancing flexibility for remote and on-site employees.

• Secure User Administration
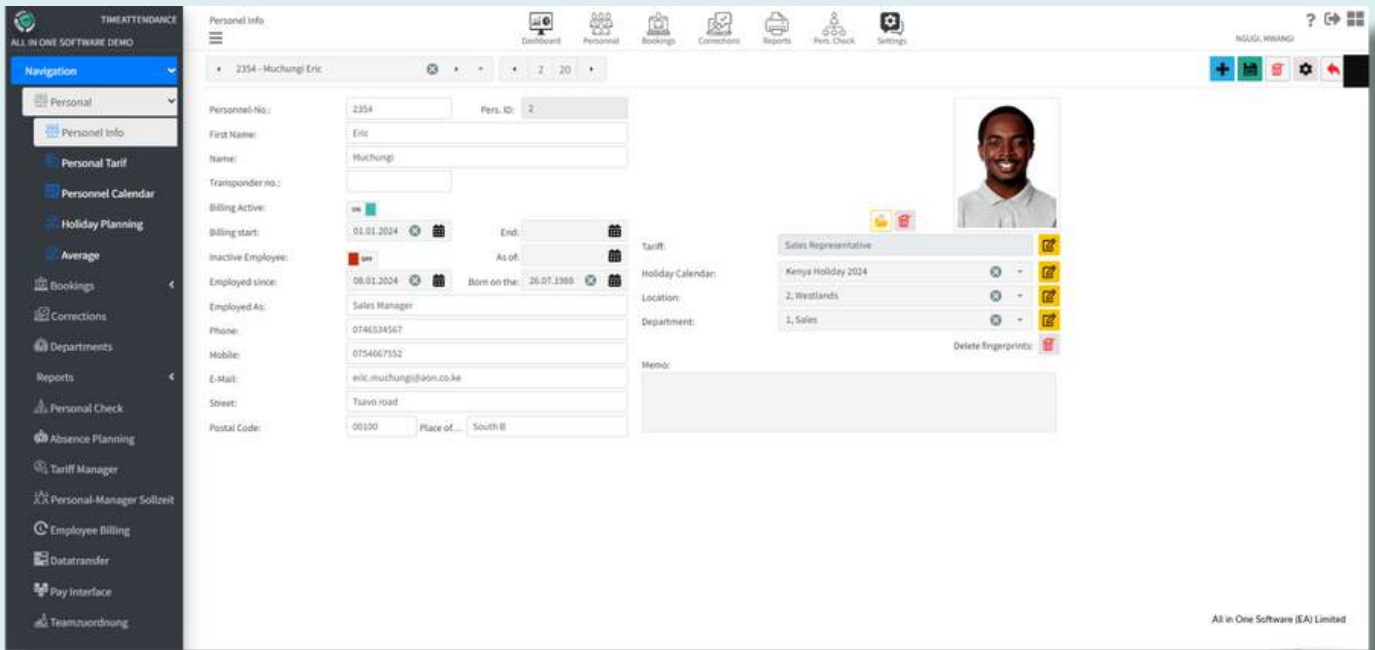Features password-protected user administration to ensure data security and privacy.

• Client Capability
Supports 2 branches capabilities, allowing simultaneous access for multiple users.

• QuickChek Feature
Includes an internal display panel for real-time monitoring of attendance.

PERSONNEL

The Personnel feature is a Digital File that consolidates electronic records related to employee employment, allowing for easy access to critical information. This includes personal details such as employee number, picture, name, address, and contact information.

It outlines employment history, including job titles, dates of employment, department, and physical work location, and allows for digital uploads of employee documents provided upon employment or supplied by the employer. Additionally, it includes the employee tariff, which describes how the employee should work, as well as a personnel calendar that outlines employee availability throughout the year, indicating planned off days, leave days, and public holidays, along with a holiday calendar for effective planning.

BOOKINGS

The bookings feature provides comprehensive insights into employee time management. Key features include tracking Worked Time and Planned Time, allowing you to easily identify discrepancies with Difference Time.

You can monitor Presence Times and Break Time to ensure optimal productivity throughout the workday. The system also accommodates Outside Bookings and tracks Off Days for accurate attendance management. For employees working extra hours, our Overtime Surcharge feature calculates additional compensation automatically. Additionally, you can manage leave efficiently by monitoring Remaining Leave Days, Old Leave Days, and Planned Leave Days, with detailed breakdowns into Leave Days in Hours. Finally, the system allows you to track Illness Days and Illness Hours, ensuring that employee absences are recorded accurately and managed effectively. These features promote transparency and support effective workforce planning.

▶ REPORTS

The Monthly Report feature provides comprehensive insights into employee performance and attendance, making it an essential tool for effective management. Reports can be generated and shared in various formats, including PDF, XLS, XLSX, RTF, DOCX, MHT, HTML, Text, CSV, and Image, ensuring compatibility with different systems and user preferences. To print a report, users can easily select individuals using options such as Personnel No., Last Name, First Name, E-Mail, Location based on specific needs.

▶ DEPARTMENTS

The Departments feature is a robust tool that allows you to create, manage, and customize departmental structures tailored to your unique business needs. You can easily set up departments with clear names for enhanced focus and clarity within your organization. Role assignments enable you to designate team members to specific departments, fostering accountability while defining roles for permissions for security and efficiency.

▶ CORRECTIONS

The Corrections feature is designed to streamline the review and amendment process within your organization, ensuring accuracy and consistency in all documentation.

This intuitive tool allows users to easily identify, track, and implement corrections, fostering collaboration and minimizing errors.

▶ BILLING

The Employee Billing feature in our time attendance solution includes several essential areas for effective tracking and management of attendance data. It facilitates "Billing of All Data Not Yet Calculated," capturing all pending entries and changes. Users can perform "Billing

of Selected People," enabling targeted reviews based on specific personnel. This section also provides a calendar for easy date selection to enhance user experience and ensure accurate tracking of employee attendance data over the selected period.

ABSENCE PLANNING
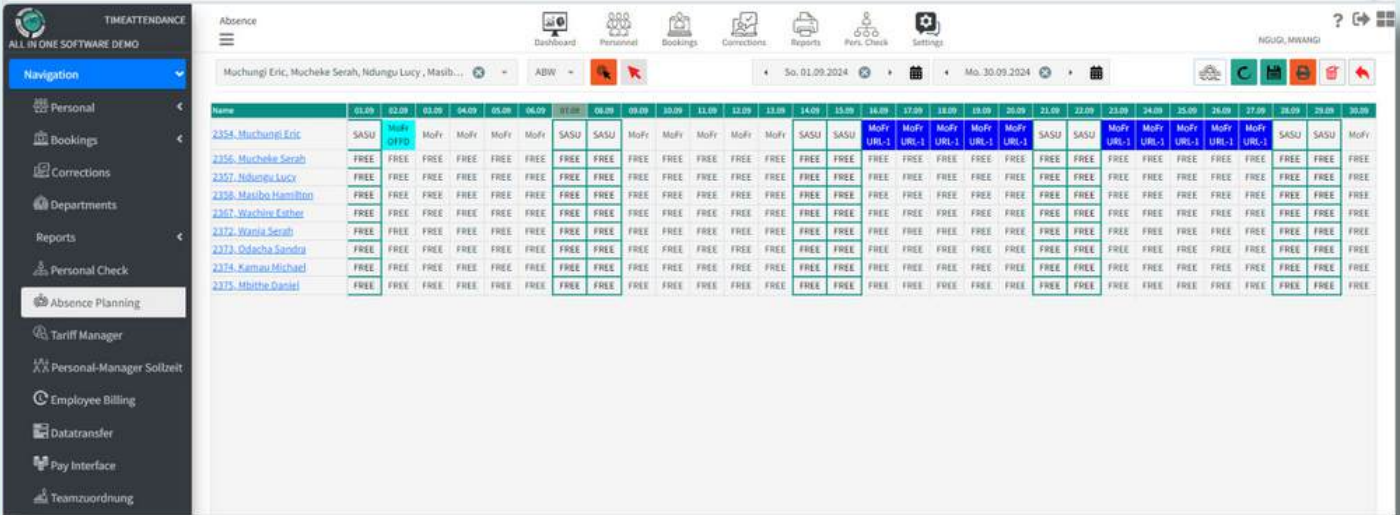
The Absence Planning feature offers a clear overview of planned off days for each employee, enabling effective workforce management and scheduling. This intuitive tool allows managers and team members to easily visualize upcoming absences, such as vacations or personal off days, ensuring that staffing levels are maintained. Users can view and manage planned off days on a user-friendly calendar interface, facilitating better communication and planning across teams. By providing insight into employee availability, the Absence Planning feature helps organizations minimize disruptions, optimize resource allocation, and foster a more organized work environment.
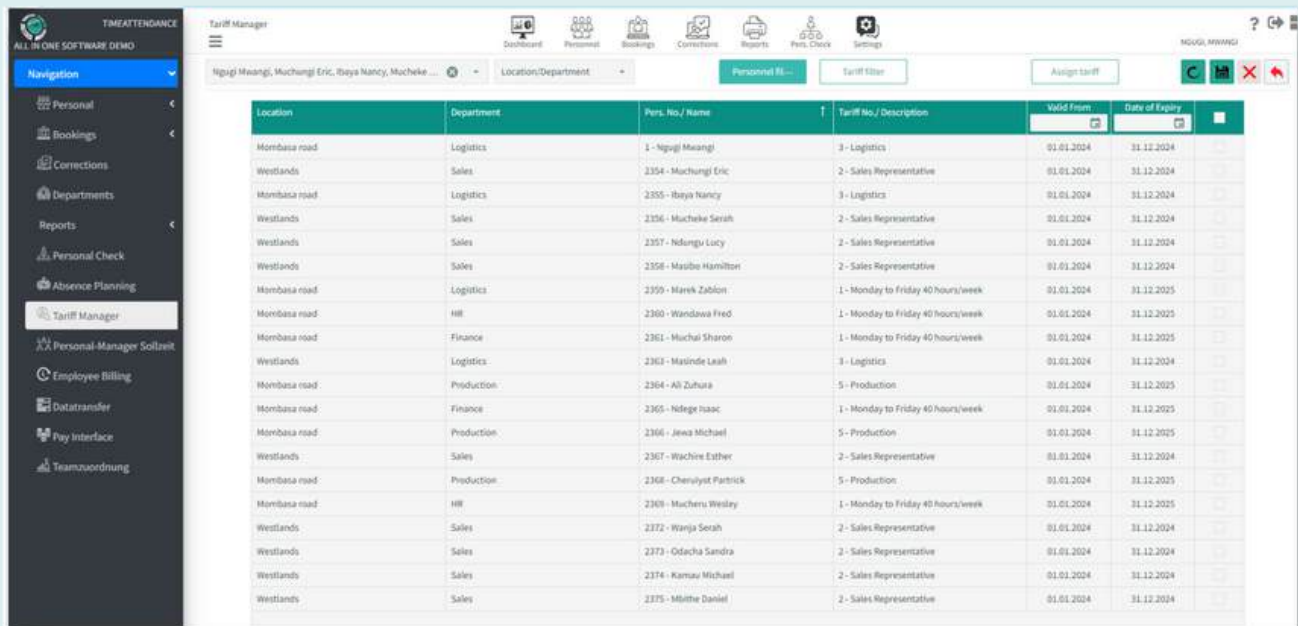
PERSONAL CHECK

The Personal Check feature provides a comprehensive overview of employee attendance, allowing managers and team members to quickly assess who is present at work. This user-friendly tool employs a color-coded system for clarity, with a disntinct colors indicating "Present," "Home Office," "Absent," "No Bookings," and "Break." This visual differentiation simplifies monitoring attendance and ultimately contributes to a more organized and productive work environment.

▶ TARIFF MANAGER

The Tariff Manager feature is designed to streamline the management of employee work arrangements by providing essential details such as location, department, name, and tariff description. A tariff defines how each employee works, ensuring clarity and consistency in how they are expected to perform their roles. With fields for valid date from and date expiry, this feature enables precise tracking of when each tariff is active, allowing for easy updates and adjustments as needed. By centralizing this information, the Tariff Manager enhances organizational efficiency, facilitates compliance, and supports effective workforce planning.

▶ WHY TIME ATTENDANCE WITH ALL-IN-ONE SOFTWARE (EA) LIMITED?

Choosing All-in-One Software (EA) Limited for your time attendance needs provides a comprehensive solution that seamlessly integrates with your existing systems. With over 30 years of experience, our software automates attendance tracking, eliminates errors, and reduces time theft. Our in-house developers ensure the software is tailored to meet your precise needs, enhancing user experience.

Our scalable, web-based solution maintains reliable performance, even as employee numbers grow. It offers real-time insights into workforce productivity and includes industry-specific features that ensure compliance with labor regulations while optimizing resource management. The user-friendly interface simplifies navigation, and robust reporting capabilities help you make informed decisions that improve efficiency and accountability. Discover the benefits of a holistic workforce management solution with All-in-One Software (EA) Limited, where convenience meets innovation.

▶ WHY TIME ATTENDANCE SOFTWARE?

Time attendance software provides significant benefits for organizations aiming to streamline workforce management. It saves valuable time for HR and management by simplifying data collection. According to industry reports and government labor statistics, employers lose an average of Ksh. 1,200 per employee each month due to time theft and inaccurate attendance tracking. Over the course of a year, this adds up to Ksh. 14,400 per employee. For a company with 20 employees, this results in an annual loss of Ksh. 288,000—a substantial amount that grows with larger teams.

By maintaining accurate records, time attendance software improves employee accountability and offers detailed reports on attendance patterns and productivity. It also enhances cost efficiency by reducing manual processes and ensuring compliance with labor laws. Additionally, many systems seamlessly integrate with payroll and HR platforms, simplifying workforce management further.

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BOOK AN APPOINTMENT

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