UBS

Providing Cost Effective Solutions For SME

Recording time and staff movement accurately everytime

TIME ATTENDANCE SYSTEM

Makes Recording Attendance Simple

Total Business Software Solution
UBS Accounting & Billing Series • Accounting • Stock Control • Motor Services Billing • Lawyer Client's Account • Billing & Disbursement • Assets Register • Building Services & Maintenance
UBS Personnel Management Series • Payroll • Human Resource Management • Time Attendance
UBS Retail POS Series • Point of Sale

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UBS

TIME ATTENDANCE SYSTEM

Makes Recording Attendance Simple

UBS Time Attendance System is designed for management to keep track of employees' daily/ monthly attendance, employees' working hours, and computation of overtime, shift allowances, leave management and others. It has been designed for data capturing either from external sources like Finger-Print Reader, Magnetic Card Reader, Barcode Reader or direct from the Terminal Simulator. A further advantage is that it is designed to relieve the tedious recording tasks, and reduce manual calculations leading to increase in efficiency in payroll computation.

UBS Time Attendance System comprises of Punctuality Report, Daily/Monthly Attendance Report, Abnormal Attendance Report, Shift Report, Overtime Report and others.

The system is suitable for all types of businesses. It is user-friendly with user definable overtime and allowance computations and it also provides exception reports.

All information can be linked up and updated to **UBS** Payroll system for payroll processing and production of payroll reports.
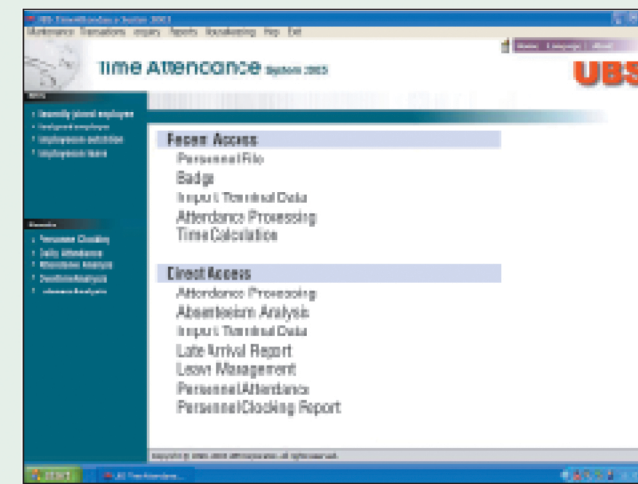
FEATURES
- **Personnel Maintenance**
  This option enables user to create individual particulars of employees
- **Badge**
  This enables user to maintain employee's badge ID
- **Schedule Maintenance**
  This option enables user to maintain the work schedule, rest schedule, and overtime schedule
- **Duty Organizer**
  Duty organizer is used to organize monthly activities for employees. You can create multiple and variable activity schedules in one group
- **Allowances and Time Scale Formula Table**
  This is used to set the allowance and overtime scale conditions for the employees. The allowance and overtime claims will be computed based on specifications as set. This facility can be linked to **UBS** Payroll
- **Terminal Maintenance**
  This is used to capture import data from external sources like ASCII files or ODBC database files
- **Attendance Processing and Time Scale Calculations**
  This is used to calculate the total working hours, total rest time, overtime, and the punctuality and update them to the employee's personnel attendance file
- **Exceptional Log**
  This is used to capture incomplete and abnormal messages

REPORTS
Attendance Reports
- Daily Attendance Report
- Monthly Attendance Report
- Attendance Analysis
- Outstanding Attendance Analysis
- Abnormal Attendance Analysis
- Monthly Basis Attendance
- Shift Attendance Report

Personnel Listing
- Personnel File Listing
- Work Exchange Listing
- Print Employee Lables

Enquiries
- Duty Organizers Listing
- Duty Roster
- Holiday Listing
- List Terminal Data

Leave Reports
- Personnel Leave Report
- Work Cum Leave Report
- Leave Summary Report
- Absenteeism Analysis

Clocking Reports
- Personnel Clocking Report
- Unauthorized Clocking Report
- Incomplete Clocking Report

Lateness Reports
- Lateness Analysis
- Late Arrival Report
- Early Departure Report

Overtime Reports
- Overtime Analysis
- Overtime Summary Report

BENEFITS
1. Time and cost savings for organization, and ultimately leading to efficiency and effectiveness in controlling and managing staff. This allows management to focus on other priorities.
2. It provides security management and allows tracking movement of staff.
3. It provides control in systematic work scheduling.
4. Parameter-driven; flexible customization and user-friendly.
5. It compliments with payroll processing when linking with **UBS** Payroll.
6. It generates exception reports that allow management to take corrective action promptly.

UBS Authorized Reseller