



MODULE



TAM Webpage



# TAM

Time and Attendance  
Module

Master your time recording – quick & smart

**Are you spending too much time on recording your time and attendance?**

The Time and Attendance Module (TAM) is your cloud based solution to optimize data entry for your working times as well as overtime or absence time such as holidays or illness. Increase your efficiency and optimize your day to day reporting. As a manager you can dramatically improve your employees action planning.

# TAM – FEATURES



## Smart Data Entry

Register your attendance through fingerprint scan, smartphone or web interface.



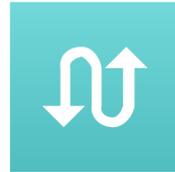
## Shift Plan Management

Easily define and assign the shift plans to your teams or import from external sources.



## Absence Coordination

Optimize planned and unplanned absences such as holidays, trainings, illness or accidents.



## Integrated Workflows

Automate your workflows for overtime and absence requests.



## Public Holidays

Incorporate specific public or organizational holidays including regional variations.



## Management Reports

Fully flexible reports on all organizational levels.

## TAM – HOW IT WORKS



### Record attendance

By a single press of a button the user registers his individual attendance times such as start of work, end of work or other absence times. Various input methods, for example mobile, fingerprint or web-applications are available.



### Set absence

The user can automatically start specific workows for special cases like illness, holidays or other absences.



### Retrieve information

At any time users can get personal information, for instance assigned shift plans or overviews about holidays, overtimes and other absences.



### Verify requests

The manager is enabled to approve or reject user requests for overtime or holidays.



### Optimize plans

Based on the input of the attendance records of his employees, the manager can optimize the teams action planning, for example the creation of an ideal shift plan.



### Analyze reports

The manager has instant knowledge about his teams performance and availability through dedicated reports.



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