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Optional Modules

Attendance Enterprise offers optional modules that provide you with advanced features for managing your workforce.

Employees have convenient access to employment and attendance data.

Centrally located kiosks provide secure access for all employees.

Employees can efficiently review benefit balances and request leave online.

Employee Self Service and Kiosk

Employee Self Service provides an online timesheet that empowers employees while reducing workload for HR.

Employees gain convenient access to their attendance information. They can punch or enter hours worked; transfer to different departments; access their schedule, benefit, and archived time card information; and request time off. You can choose from four time entry sheets so your employees capture and report time in a familiar way.

Employee messaging provides a convenient and private message board between a supervisor and an employee. Communication can be initiated by the employee or the supervisor. Messaging can be used for a variety of situations such as an employee noting that they are working from home or a supervisor asking if the employee can work an extra shift.

Employee Self Service kiosks are typically located in common areas, such as lunch rooms. Security is provided by individual PINs that allow employees access to their own information.

Employee Self Service is supported by a variety of browsers including Internet Explorer, Firefox, Safari, Chrome and Opera. Employee Self Service is also supported on mobile phones equipped with web browsing.

Leave Management

Leave Management automates employee requests for time away from work and makes it easy for supervisors to approve leave based on organization policies.

Employees request leave through Employee Self Service. They can review their benefit (paid time off) balances and check team schedules when deciding to request leave. When the request is made, supervisors are notified through a dashboard or email so they can review requests in a timely manner.

The system automatically evaluates each request against balances of the requested benefit and other outstanding leave requests. It also shows you the impact on scheduled labor, helping supervisors make better leave management decisions.

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An employee leaving early triggers an incident flag on the time card.

The Custom Report Writer makes it easy to choose the format, fields, and how the data is totaled.

Benefit Accruals automate and track employee benefit accumulation and usage.

Incidents & Points

The Incidents & Points module measures employee attendance activity against corporate attendance policies and automates enforcement.

- Enforce employee attendance policies fairly, impartially, and consistently.
- Automatically flag exceptions to scheduled attendance, such as tardiness and absenteeism, and generate associated point values that show on the employee's time card.
- Edit point balances directly from the time card.
- View all employees with incidents at a glance..
- Generate employee notification and warning letters automatically.

Custom Report Writer

Attendance Enterprise provides over 50 standard real-time workforce management reports with options for modifying both content and format. The Custom Report Writer module provides an interactive browser-based report generator that gives you greater flexibility in analyzing your critical labor trends. You select the employees or workgroups, data, and subtotaling important to you. A sample report is created and changed as you make report selections, so it is easy to get just the report you want.

Coverage Budgets

The Coverage Budgets module helps you schedule efficiently and analyze your labor costs. Set target budgets for worked time or paid time off for a group of employees. Attendance Enterprise compares your labor budget to employee schedules, as well as to the actual hours employees work. The Coverage Budgets module also calculates and measures labor ratios that are important to you, helping ensure optimal labor coverage and efficient labor costs.

Benefit Accruals

Benefit Accruals automates the calculation, validation, and granting of accrued leave time. It improves compliance with corporate policies and union contracts and minimizes an organization's exposure to leave liability and employee grievances. Benefit Accruals also consistently tracks FMLA and other mandated leave policies. Accrual rates and tracking can vary based on job position, seniority, employment status, or hours worked, among other things.

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