



Time Management System

Version - 1.0

For Enquiry

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A System to manage employee's daily attendance for pay calculations Purpose

The data captured by TAMS can be uploaded to host computer for further processing for purposes such as payroll, Job costing, etc., Time Attendance Management System (TAMS) – a high performance time recording system offering sophisticated and powerful Features.

Overview:

1. Benefits of a Time Attendance Management Systems (TAMS)
2. Additional Features of TAMS
3. Software Features

- File Maintenance
- Reports
- Utilities

Benefits of a Time Attendance Management System (TAMS)

- Simple to operate and maintain
- Accurate data capturing and enables quick analysis
- Reduce manual efforts and shorten turn-around time
- Integration with Payroll application.
- Customization accordingly to user's requirement
- Supports two-way data communication (Online or off-line data transfer)
- Bio -metric device can be use for enhanced security and reliability
- Capture employee's daily time in/time out through electronic time recording device and upload to the system
- System to consolidate all employees' attendance for periodic pay calculations

Additional features of TAMS

- Allows system to up grading and enhancements automatically
- Integrated with Finger Print, Face Repagination devices
- Various input devices can be utilized with system l
- User-friendly interface which allows easy navigation
- Easy maintenance.
- Integrated staff identity cards

1. File Maintenance

- Employee Management.
- Shift Maintenance (Shift, Auto shift, Schedule).
- Company profile
- Maintenance Public Holiday. Leave Management (AL, ML, CC & etc....)
- Leave Year End Process.
- Leave Bring forward.
- User Maintenance.
- Daily transaction (Time Sheet file)

2. Reports

- Daily Attendance Details.
- Weekly Attendance Details.
- Monthly Attendance Details.
- Daily Movement Report.
- Employee Timesheet.
- Leave Details.
- Late – Early Out Details.
- Over Time Report (OT 1.0, 1.5, 2.0 & 3.0).

3. Utilities

- System data back-up and restore.
- Data export for daily and monthly usage.
- Audit Trail
- Revert Back Audit
- Delete time terminal transaction file
- Selective file conversion
- Remote hand-held password maintenance (for hand-held computers)
- Transaction file uploading and downloading



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