



Software Systems (Pty) Ltd

FULLY INTEGRATED  
TIME AND ATTENDANCE,  
PAYROLL AND  
HUMAN CAPITAL SOFTWARE

INFO PACK

*Committed to  
Integrity • Service • Quality*



TIME & ATTENDANCE

SET THE PACE FOR CONTINUOUS PRODUCTIVITY...

## Purpose

This module consists of an automated time and attendance software feature that complements PayDay's existing suite. It is simple to use and allows any authorized staff to review, edit and approve employee times. Via the ESS (Employee Self Service), employees are able to view their own movements, while line managers are able to view their departments attendance registers.

## Core features

- «✓ Improves payroll accuracy.
- «✓ Control of labour costs by means of smart scheduling.
- «✓ Reduces absenteeism and related costs.
- «✓ Leverage real-time attendance, scheduling and absence-related information.
- «✓ Accurate overtime calculation and approval are facilitated.

In addition, PayDay provides the following software that complements its existing suite of modules:

- «✓ **SOFTWARE ACCESS CONTROL** - It allows users to log in only once a physical presence has been verified by a robust biometric fingerprint reader.
- «✓ **EMPLOYEE RECOGNITION SOFTWARE** - Each employee on the system can have all ten fingers recorded, so as to eliminate any form of "ghost" employees.

## Benefits of Biometrics

- ✔✔ Fast
- ✔✔ Simple
- ✔✔ Reliable
- ✔✔ Secure
- ✔✔ State-of-the-art hardware
- ✔✔ Software developed by a company that understands your payroll and human capital requirements.

## User-Friendly

- ✔✔ With our user-friendly layout, reports per employee, department or cost centre are just a click away.
- ✔✔ Built-in photo module to make visual identification easier for administrative staff.
- ✔✔ User permission can be set at specific authorisation levels.

## Our System Will Tell You

- ✔✔ Who clocked in.
- ✔✔ What time they clocked in.
- ✔✔ Where they clocked in.
- ✔✔ What time they clocked out.

## Further Advantages

- ✔✔ No limit on concurrent users that can log onto the PayDay Time and Attendance System.
- ✔✔ No manual collection and duplication of data is required.
- ✔✔ Managers can make alternate plans if there is absenteeism in key areas.
- ✔✔ No limit on daily clockings.
- ✔✔ Calculations can be based on the first and last clock of the day.
- ✔✔ Compulsory minimum hours worked are deducted before overtime is authorised.

## Exception Screen

- ✔✔ Any late clockings are immediately visible to the user.
- ✔✔ Manual overrides with manager motivation for any authorised exceptions or overtime.
- ✔✔ Any exceptions to shift rules are highlighted in red and need to be manually processed before a work period can be closed.
- ✔✔ All processed times colours are highlighted in orange for easy identification.
- ✔✔ A log file of all raw times is kept in the database.
- ✔✔ Simple back-up and restore function.
- ✔✔ Full audit trail for any changes.

## Detailed Reports

- ✔✔ Report-writer enables you to create your own reports.
- ✔✔ Export report to Excel or print to PDF.
- ✔✔ Reports can be e-mailed.

## HEAD OFFICE

Tel: +27 12 803 7730

Fax: +27 12 803 7734

sales@payday.co.za

## POSTAL ADDRESS

P O Box 75189, Lynnwood Ridge, 0040

## PHYSICAL ADDRESS

382 Rossouw Street, Murrayfield, Pretoria,  
South Africa, 0184

FOLLOW PAYDAY SOFTWARE ON:



WWW.PAYDAY.CO.ZA