



Save Time, Save Money!

An overview on Managing Employee Attendance
for Cost Savings, Productivity and Efficiency!

Contact: support@hrcaribbean.com

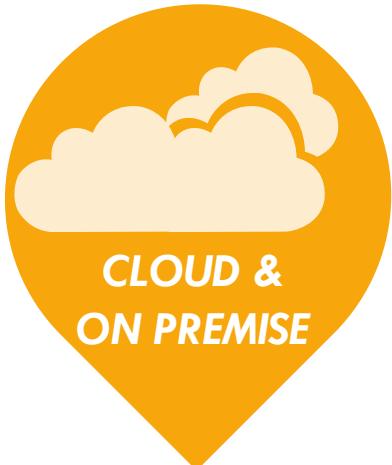
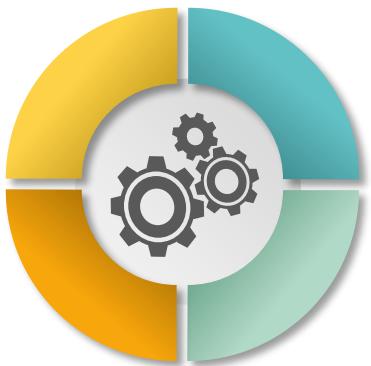




SOLUTION OVERVIEW

Review of HRCaribbean.com Time & Attendance Management solution
and its effectiveness in improving punctuality and efficiency

HRCaribbean.com Time & Attendance Solution Overview



The HRCaribbean.com SaaS platform is designed to provide Small and Medium Enterprises with an easy to use and cost effective electronic time tracking tool. The main objectives of the solution are to:

1. Provide an effective time tracking tool that captures required time details such as in time, out time, late or early arrival, PTO such as sick and vacation and compute total hours with the ability to create a payroll export
2. Be cost effective not requiring a massive budget and the need to request proposals from multiple providers
3. Be easy to setup and maintain without requiring much technical and ongoing support
4. To be easily distributable and provide for added services by resellers

The solution comes pre-packaged as an off-the-shelf product, containing all necessary hardware and mounting fixtures needed, in addition to instructional material on how to activate and begin using the solution.

HRCaribbean.com is also designed to be an On-Premise web application for implementation of large volume Time & Attendance projects that involves multiple sites with large numbers of staff as it requires only a basic IT infrastructure.

This makes it ideal for distribution companies and Government organizations spread across the country as it only requires basic internet connectivity to function effectively. Sites without stable or active internet connection can upload attendance data via WIFI Hot Spots or USB Flash Drive.

The HRCaribbean.com Technology



The HRCaribbean.com platform is designed to be a Plug & Play solution that is easily configured in 10 minutes when wall mounted or connected to your internet switch or router. The system is fast, robust and reliable. It is built on the following technologies:

CLOUD PLATFORM

- HRCaribbean.com is hosted, improved and maintained by SMART Technologies & Services USA LLC. The application is designed using MVC 5, C#, .NET, JQUERY, HTML5, AJAX with a SQL Server database.

TIME CLOCK HARDWARE

- Our attendance devices run on a Linux base OS and has biometric, PIN code and Card functionality. Connectivity is achieved using USB, Ethernet or optional WIFI feature. See brochure for more details.

REPORTING TECHNOLOGY

- Reports are produced with Crystal Reports and Morris and Flot Charts.

ON PREMISE INSTALLATIONS

- On-Premise editions are ideal for organizations with a budget for private technology. Our Enterprise comes with a web module, that you can easily scale up from a central to a company wide implementation, building high availability failover enterprise portals or deploy independent intranets for each branch, department or subsidiary in your company.



Why Does Your Organization Need an Electronic Time & Attendance Management System?



An attendance management system is an essential management tool that maintains quick and accurate records of employee attendance and provides timely summaries and records when needed. Using an attendance management system makes it easy for managers to get automatic alerts. It also allows for easy calculation of leave and tracks working days and hours with ease and accuracy.

More importantly, punctuality can be assessed through various absent and late reports which also tabulates overpayments in salary or loss of productivity and efficiency that is not being currently addressed effectively.



POOR ATTENDANCE

Employees typically are absent or show up late frequently. At times other employees cover for late and absent staff by falsifying attendance records

AFFECTS PRODUCTIVITY

Late and absent employees affects an organizations' customer service and puts pressure on other employees to pick up the workload. This causes dissatisfaction among punctual employees who may soon follow the poor performers due to lack of action from management

LOW LEVELS OF EFFICIENCY

It is clear that absent employees cannot work! This results in poor customer service levels and lower production/productivity outputs

OR LOSS OF MONEY

Through poor attendance organizations can lose money through: salary overpayment, less revenue through few clients served or low production. This will ultimately result in loss of clientele for non essential services

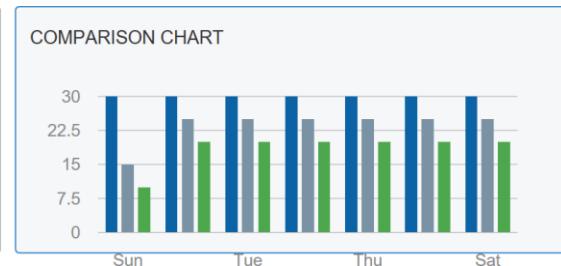
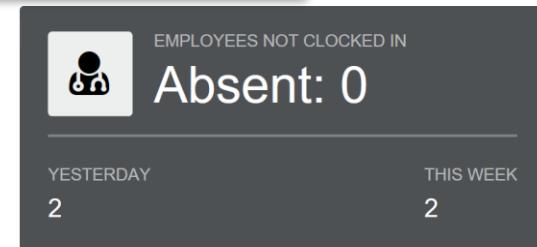


Software Features: System Statistics Dashboard

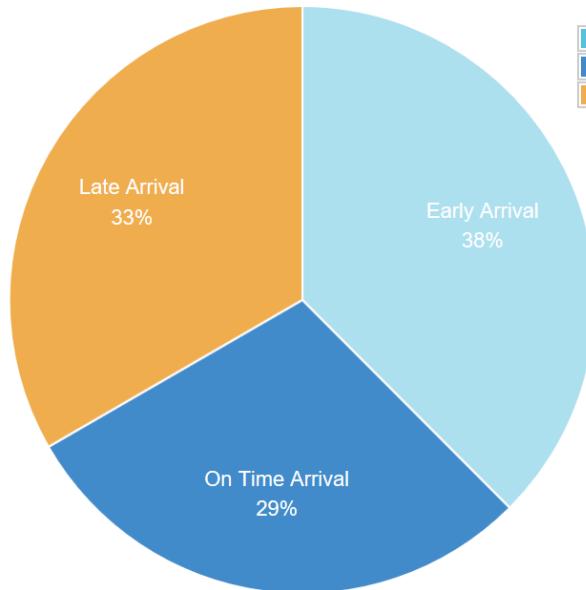
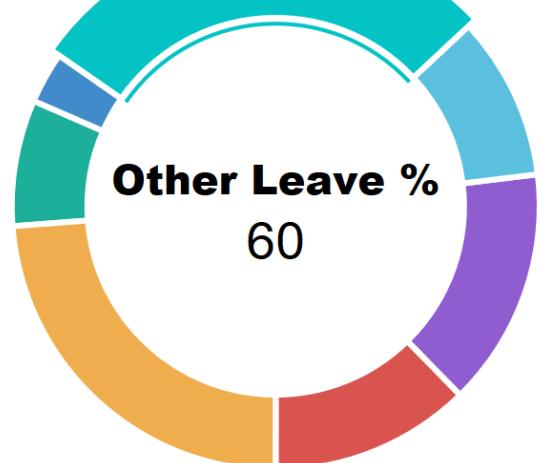


The **HRCaribbean.com Dashboard** give a snapshot of the organizations attendance statistics for Current Day, Previous Day and Week-To-Date numbers.

CURRENT DAY & WTD ABSENCE

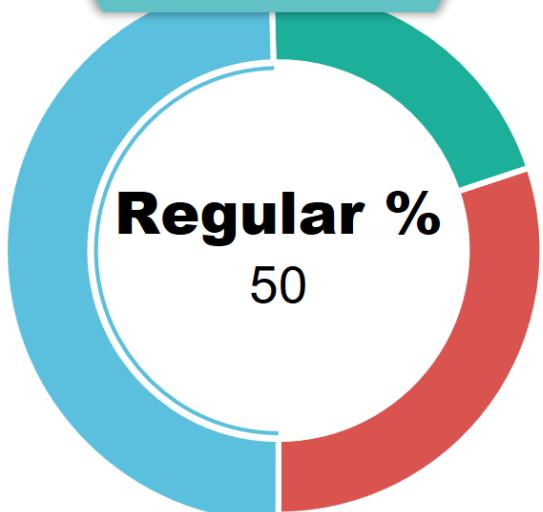


ABSENCE PROFILE



Legend:
■ Early Arrival
■ On Time Arrival
■ Late Arrival

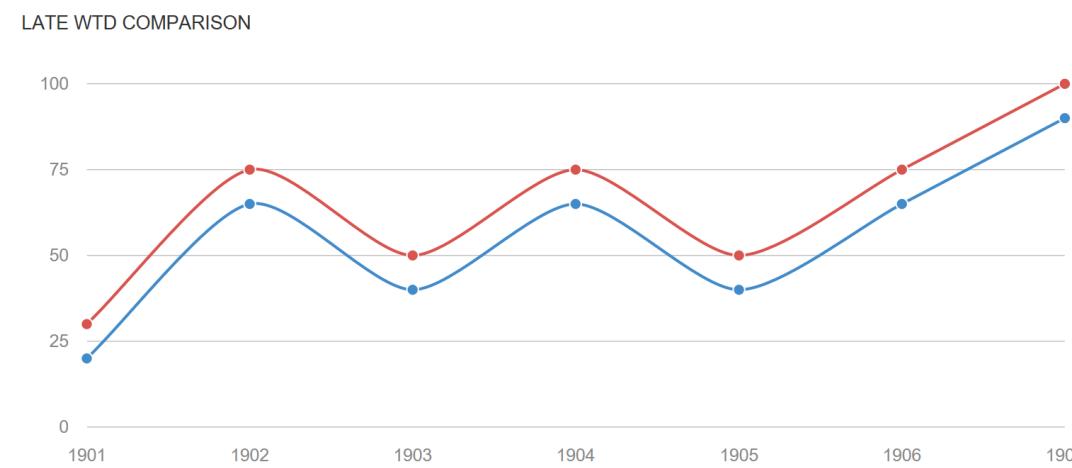
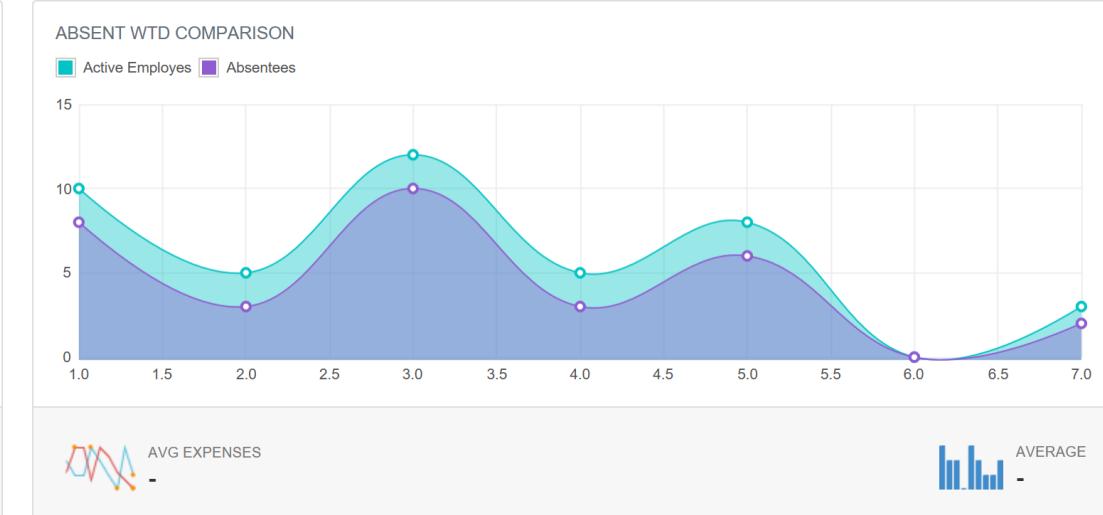
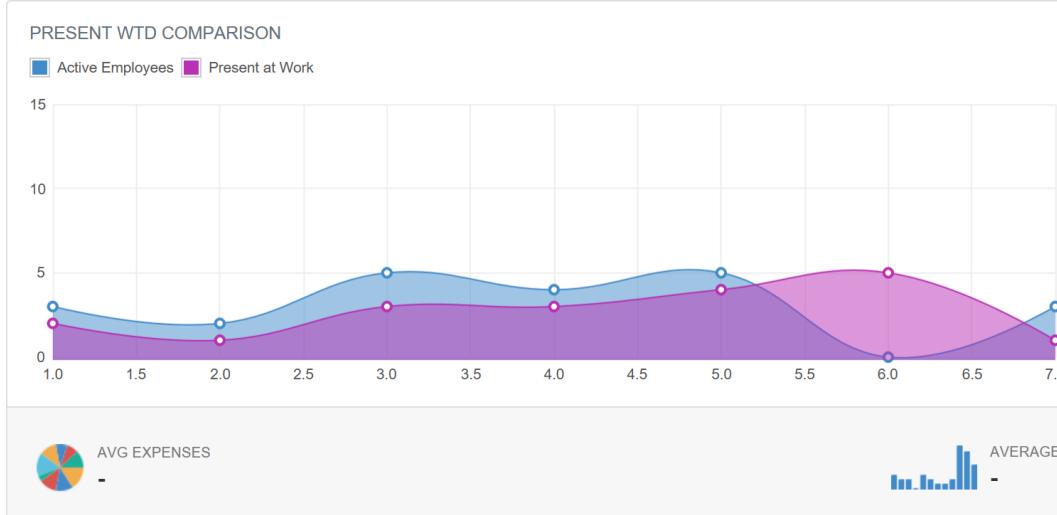
HOURS WORKED



Software Features: System Statistics Dashboard Continued

The **HRCaribbean.com Dashboard** also lists full week-to-date comparisons for Present, Absence, Late and Hours Worked profile.

FULL WEEK-TO-DATE STATISTICS



Software Features: Employee Data Collection & System Configuration



The **HRCaribbean.com** is a uniquely designed, well thought out, efficient Time & Attendance application. It is also very expandable and integratable with an overall HR solution.



Employee Demographics

For time and attendance management we collect basic data such as name, department and job title



Email & SMS Alerts

Specific employees and managers are able to receive email or SMS alerts on certain events such as late arrival as a quick response mechanism



Work Hours Profiling

We calculate time for Early Arrival, Late Minutes, Total Time Clocked In, Total Lunch/Break, Total Overtime



Multiple Time Clock Config

Multiple time clocks can be setup in the same building or at offsite locations. Clocks use Ethernet, WIFI, Hot Spot or USB connectivity



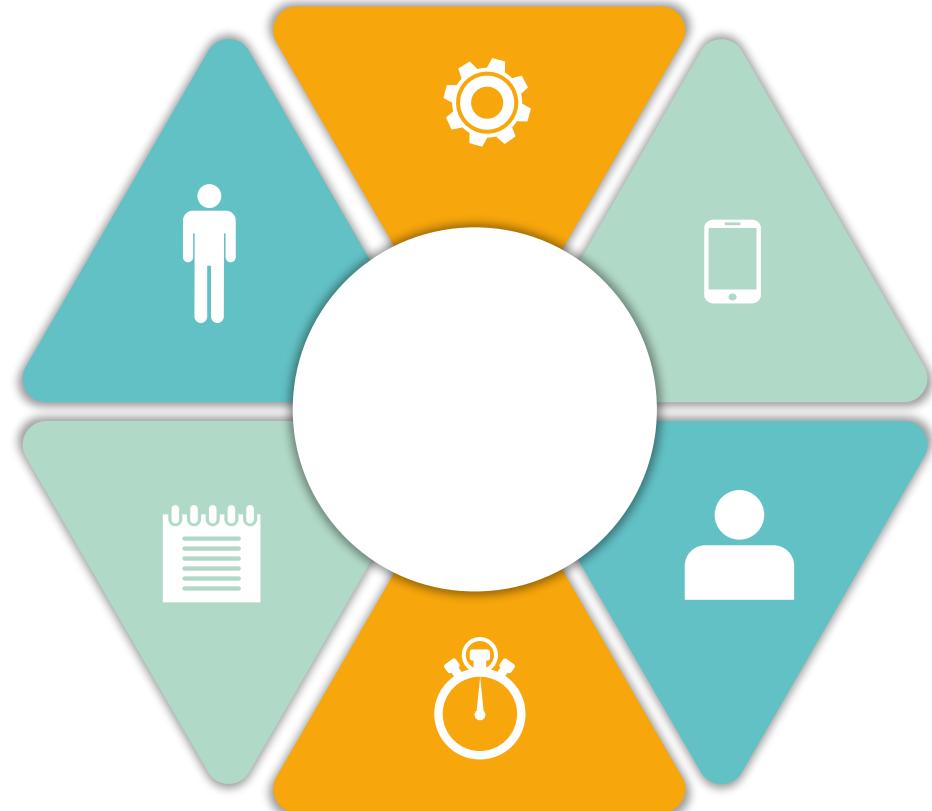
Shifts & Scheduling

Multiple shift times can be created to coincide with work schedules. Simple assignment of shifts can be done daily for permanently



HRM Features

The time and attendance module is integratable with our HRM package for greater reporting and record keeping if required by your organization



Software Features: Time Collection, Calculation & Tracking

Our solution does real-time calculations when employees punch in, or when new shifts are assigned. Shifts determine the designation of work hours between early, late, hours clocked in, hours clocked out for breaks and overtime.



PREVIEW TIMESHEETS view, edit and create employee timesheet entries

FILTER EMPLOYEE(S) 10003 - AFFLICK BEN x 10004 - APPLEBY JOHN x 10002 - BROOKS GAYLE x 10005 - LYNCH MARY x SEPTEMBER 15, 2019 - SEPTEMBER 21, 2019 ▾ REFRESH TIMESHEET

Employee Count: 7 Present Staff: - Absentees: -

NUMBER OF EMPLOYEES EMPLOYED TO THE COMPANY NUMBER OF EMPLOYEES CLOCKED IN AT WORK EMPLOYEES NOT CLOCKED IN AT WORK TODAY

WORK DATE	TIME-1	TIME-2	TIME-3	TIME-4	EARLY-BY	EARLY-HRS	LATE-BY	TOTAL-IN	TOTAL-OUT	EXTRA TIME	SHIFT	STATUS
AFFLICK BEN - 10003												
Tue Sep 17, 2019	07:35 AM	05:19 PM		ADJUST	0.42	0.48	0.00	16.48	0.00	2.49	8 AM-4 PM De	In Early
Mon Sep 16, 2019	07:31 AM	05:10 PM		ADJUST	0	0.48	0	8.48	0	1.17	8 AM-4 PM De	In Early
APPLEBY JOHN - 10004												
Sat Sep 21, 2019	01:58 PM	11:04 PM		ADJUST	0	0	5.97	2.03	0	7.07	8 AM-4 PM De	In Late
Mon Sep 16, 2019	01:54 PM	11:01 PM		ADJUST	0	0	5.9	2.1	0	7.02	8 AM-4 PM De	In Late
Sun Sep 15, 2019	11:56 AM	11:03 PM		ADJUST	0	0	3.93	4.07	0	7.05	8 AM-4 PM De	In Late

Software Features: Detailed Late Reports & Memos



**QUICK & EASY
FILING OF LATE
RECORDS AND
MEMOS**

memo

Date: 03-Mar-2019

Review Period : Sun, September 18, 16 to Sat, September 24, 16

To : BELLANFONTY, DWAYNE-120019

Subject: Failure to arrive consistently “On Time” for shift(s)

It has been observed from the attendance record that you have reported late for your shift(s) during the above mentioned period.

This is a formal warning for you to desist from this practice. Your record shows that the following dates have you recorded as Late:

Work Date	Time In	Status	Minutes Lost	Time Value	Shift Details
22-Sep-2016	10:12 AM	Late	12m	\$60.00	10a- 7p: MORNING
24-Sep-2016	10:27 AM	Late	27m	\$135.00	10a- 7p: MORNING
Summary :			2 Days	Minutes: 39	\$195.00

You are aware that our code of conduct only allows a limited number of late arrivals in the month. Kindly note that such misconduct warrants disciplinary action.

For

Manager: _____

Date: _____

Employee: _____

Date: _____

Period Attendance Status By Team

Fri, September 1, 17 to Sat, September 30, 17

EMP. #	EMPLOYEE NAME	JOB TITLE	DAYS PRESENT		DAYS LATE	TOTAL MINUTES	TOTAL VALUE				
			Work Date	Time In	Status						
WESTMORELAND											
ACCOUNTS											
		23-Sep-2016 8:44 AM Early					9a- 6p:9:00AM - 6:00PM (Morning)				
		24-Sep-2016 8:38 AM Early					9a- 6p:9:00AM - 6:00PM (Morning)				
		CE > BAR TEAM LEADER(CNG - NEGRIL)	5	1 /	20.0%	16	\$80.00				
		o-2016 1:54 PM Late			54m	\$270.00	1p-10p:1:00PM -10:00PM (Evening)				
		o-2016 1:56 PM Early					2p-11p:2:00PM -11:00PM (Evening)				
		o-2016 8:12 AM Early					9a- 6p:9:00AM - 6:00PM (Morning)				
		o-2016 8:49 AM Early					9a- 6p:9:00AM - 6:00PM (Morning)				
		CE AGENT/BAR TM/BAR TENDER/COCTAIL WAIT	4	1 /	25.0%	54	\$270.00				
		o-2016 6:30 AM Ontime			15m	\$75.00	6:30a- 3:30p:6:30AM - 3:30PM (Morning)				
		o-2016 6:30 AM Ontime					6:30a- 3:30p:6:30AM - 3:30PM (Morning)				
		o-2016 8:25 AM Early					9a- 6p:9:00AM - 6:00PM (Morning)				
		o-2016 9:00 AM Ontime					9a- 6p:9:00AM - 6:00PM (Morning)				
		> BARBADOS PROPERTY(COUPLES BARBADOS)	4	1 /	25.0%	15	\$75.00				
		o-2016 8:57 AM Late			27m	\$135.00	8:30a- 5p:8:30AM - 5:30PM (Morning)				
		o-2016 8:31 AM Late			1m	\$5.00	8:30a- 5p:8:30AM - 5:30PM (Morning)				
		o-2016 8:28 AM Early					8:30a- 5p:8:30AM - 5:30PM (Morning)				
		o-2016 8:27 AM Early					8:30a- 5p:8:30AM - 5:30PM (Morning)				
		o-2016 8:35 AM Late			5m	\$25.00	8:30a- 5p:8:30AM - 5:30PM (Morning)				
		R > FOOD AND BEVERAGE MANAGER(CSS - OCH)	5	3 /	60.0%	33	\$165.00				

Software Features: Detailed & Summary Reports



MONTHLY REGISTER

Monthly Attendance Register

Sun, September 1, 19 to Mon, September 30, 19

Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DAYS PRESENT
September 2019	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	
AFFLICK, BEN-10003	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12		
APPLEBY, JOHN-10004	P	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	20		
LYNCH, MARY-10005	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	22		
PORTER, CARL-10001	P	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	21		

DAILY TIMESHEET DETAIL

Daily Timesheet Detail

Mon, September 16, 19 to Mon, September 16, 19

WORK DATE	TIME-1	TIME-2	TIME-3	TIME-4	EARLY EXT	EARLY BY	LATE BY	TOTAL IN	TOTAL OUT	EXTRA TIME	SHIFT	DAY STATUS
Monday, September 16, 2019												
AFFLICK, BEN-10003	7:30 AM	5:10 PM			0.00	0.50	0.00	8.50	0.00	1.17	8a-4p	
APPLEBY, JOHN-10004	1:54 PM	11:01 PM			0.00	0.00	5.90	2.10	0.00	7.02	8a-4p	
LYNCH, MARY-10005	9:45 AM	7:06 PM			0.00	0.00	1.75	6.25	0.00	3.10	8a-4p	
PORTER, CARL-10001	5:32 AM	10:05 AM	1:30 PM	7:34 PM	0.00	2.47	0.00	7.05	3.42	3.57	8a-4p	
DAY TOTAL :							0.00	2.97	7.65	23.90	3.42	14.86

Software Features: Detailed & Summary Reports Continued



WEEKLY DETAIL

Period Timesheet Detail

Sun, September 15, 19 to Sat, September 21, 19

WORK DATE	TIME-1	TIME-2	TIME-3	TIME-4	EARLY EXT	EARLY BY	LATE BY	TOTAL IN	TOTAL OUT	EXTRA TIME	SHIFT	DAY STATUS
LYNCH, MARY-10005												
Sun 15-Sep-2019	9:56 AM	7:11 PM			0.00	0.00	1.93	6.07	0.00	3.18	8a-4p	
Mon 16-Sep-2019	9:45 AM	7:06 PM			0.00	0.00	1.75	6.25	0.00	3.10	8a-4p	
Tue 17-Sep-2019	7:56 AM	5:11 PM			0.00	0.07	0.00	8.07	0.00	1.18	8a-4p	
Fri 20-Sep-2019	9:57 AM	7:06 PM			0.00	0.00	1.95	6.05	0.00	3.10	8a-4p	
Sat 21-Sep-2019	9:53 AM	7:05 PM			0.00	0.00	1.88	6.12	0.00	3.08	8a-4p	
LYNCH, MARY-10005 TOTAL :					0.00	0.07	7.51	32.56	0.00	13.64		

Period Timesheet Summary

Sun, September 15, 19 to Sat, September 21, 19

WEEKLY SUMMARY

EMPLOYEE NAME	EMPLOYEE #	EARLY EXT	EARLY BY	LATE BY	TOTAL IN	TOTAL OUT	EXTRA TIME
AFFLICK, BEN	10003	0.00	0.88	0.00	16.88	0.00	2.49
APPLEBY, JOHN	10004	0.00	0.00	15.80	8.20	0.00	21.14
LYNCH, MARY	10005	0.00	0.07	7.51	32.56	0.00	13.64
PORTER, CARL	10001	0.00	9.81	1.95	42.37	3.42	7.12

Software Features: Graph & Charts Reporting





Graphical Charts

The attendance system can produce a wide variety of custom charts and graphs to assess attendance information.

The charts along with other reports can easily be exported to PDF, Excel and Word.

EASY PRINT & EXPORT 

