



Time & Attendance Management

Keeping track of your employees' hours is an intricate part of running a business. Not only do you have to deal with shifts, overtime, annual and sick leave, but you also have to know about employees who regularly stay away from work, or only work a small amount of hours.

Key Features

- Shift Management
- Overtime Management
- Leave Management
- Clocking Card
- Reports
- Fingerprint
- Multi-branch Management

“Managing your time without setting priorities is like shooting randomly and calling whatever you hit the target.”

Peter Turla



Timetrax TA is a cloud-based solution that brings workforce management to a whole new level. Data is now stored safely in the web allowing you the means of viewing the performances of your staff from anywhere, at anytime.



System Overview

Timetrax TA system is the preventive step for tardiness, absenteeism, and other counterproductive work behaviour, making it easy for companies to assess and evaluate the performance of each individual employee. Track and monitor employee attendance accurately in real-time from anywhere in the world. With an internet connection you are able to login and gain access to features that will tackle any workforce issues like monitoring and tracking staff's attendance and whereabouts, create and manage effective scheduling templates, and generate reports.

Fingerprint/Biometric Terminal

TimeTrax is integrated with a biometric terminal (Fingerprint technology) which ensures positive recognition of employees, preventing them from clocking for each other which is commonly done with manual registers and even card systems.

In the event of an employee not clocking for the day his records will show ABSENT unless they have a leave record that has been preloaded onto the system, this ensures that the employer only pays for those days worked and that no unauthorized leave is taken by employees.

Employee Records

- » Import of existing employee list using step-by-step guide of Data Mapping Wizard
- » Export Employee List into other formats (pdf, xls, xlsx, txt and others)
- » Detailed tracking of employee annual leave / vacation
- » Detailed tracking of all changes on employee data (change history)
- » Grouping employees by business units / departments
- Search, filter, sort, find and print employee list /personnel records

Reports

Our report generating solution allows you to compile your own specific reports. Configurable reports have been created with the user in mind so are exceptionally quick and easy to use. Just one click will automatically draw up your chosen report which can then be export and stored in various formats. Our sample reports include:

- Attendance Reports
- Leave Details Reports
- Employee Lists
- Employee HR List
- Leaves summary
- Late arrival Report.
- Overtime Report

*Customized Reports * Export Attendance Data





Thousands of employees each year are being paid for hours they haven't worked, costing companies millions of shillings.

Shift Management

Our comprehensive shift master supports multiple breaks in a shift, in/out timings, grace period. Allow assigning of shifts to employees with ample flexibility.

Multiple shifts can be assigned on different days, weeks or for different months as and when required.

Shifts can also be changed manually after the data processing and planned periodically.

Overtime Management

Keep overtime costs in check with easy to configure rules and settings that increase accuracy and improve compliance to overtime laws.

- Configure overtime policies.
- Supports all overtime laws.
- Special OT3 and OT4
- Easy overtime authorization flow
- Configurable double time policies.
- Restrictions based on overtime.
- Role-based access to overtime approvals.
- Apply OT policies to individual employees or by shift.

Leave Management

Create paid and un-paid leaves.

Monthly leaves accumulation based on yearly quota.

Set leaves to carry forward balances, exclude weekly Offs, holidays, etc.

Leaves encashment which gets passed to Pay Master payroll automatically.

Half day leaves.

Easy to use leave application & printing of application form.



Ideal For:

- Supermarkets
- Office
- Retail Stores
- Hardware Stores
- Manufacturing

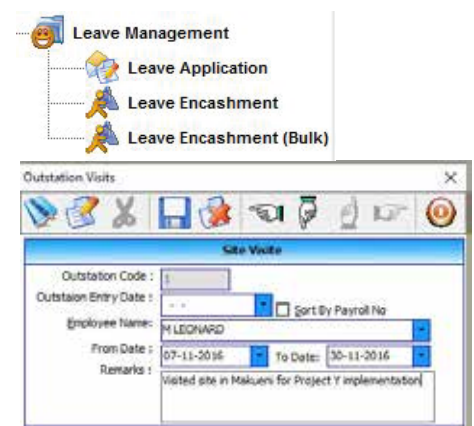
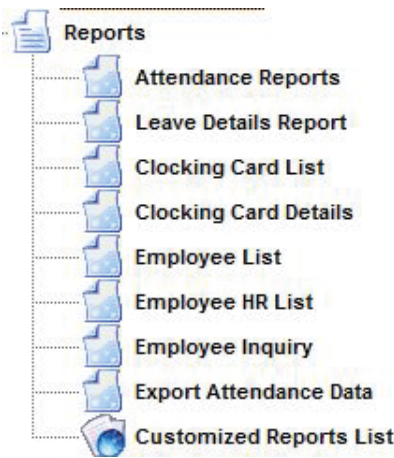
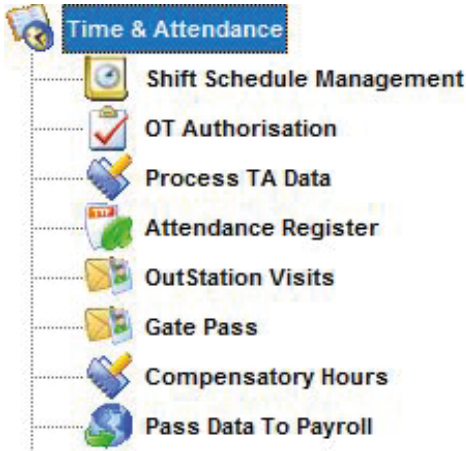
Long Term Benefits to your Organization.

- Shift Planning
- Reduced Fraud
- Real Time Reporting
- Labor Cost Control
- Single and Multi-Site Support
- Reduced Administration
- Absence Control
- Efficient Labor utilization

Why you need TimeTrax

- Increase time card accuracy
- Minimize payroll processing time
- Generate more than 30 professional management reports
- Reduce inconsistencies and errors associated with manual time tracking
- Track employee time, including arrival and departure time, breaks, overtime and absences
- Establish rules governing how employee time is accounted for (early clock in or out, overtime)

SAMPLE SCREENSHOTS



TIKONE SOLUTIONS LIMITED

ABOUT US

TIKONE aims to become customers' first choice for IT Solutions as the leading Kenyan software and services Company. In a rapidly changing world, every bit of information can be used to provide new value. TIKONE aims to capture the significant opportunities of the data-driven world and turn them into lifelong value for people, business and society.

Having a strong role in the ecosystems, we use our software and service capabilities to create tools and services that simplify everyday life of millions of people; to help our customers renew their businesses by capturing the opportunities of modernization, digitalization and innovation and to foster new opportunities based on openness, co-innovation and ecosystems.



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