

# Time & Attendance WinTA.NET

Time & security stations



Remote clocking



WinTA.NET is Tensor's world-class web enabled Smart Card based Time & Attendance and Integrated Security Management System. It combines the requirements of Time and Attendance, Access Control, Visitor Monitoring, Identification, Rostering and Job Costing, with our fast Smart Card and Biometrics electronics, to create the ultimate Time Management and Security system.

Within hours of WinTA.NET being installed it can dramatically improve your HR Management and Security with features that provide you with total control over your operation.

It's fully scalable – from a small single site operation to a large international global network of businesses.

Smart Card scanners



Biometric fingerprint readers



Time & Attendance Access Control Visitor Monitoring Human Resources CCTV Gates, Barriers & Turnstiles

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**Email / SMS / Speech notifications & Alerts.**

WinTA.NET is a proactive system that keeps you abreast of events. It does this by automatically emailing or SMS text messaging both employees and system users. For example;

- Employee holiday request authorisations / refusals.
- Supervisor notifications of employees who have not clocked in after their start core time.
- Supervisor notification when flagged employees clock in.
- System administrators alerts for a range of configurable system events, such as a network failure.
- Network, spoken alerts are heard in a variety of voices and on Screen "agents" (similar to the Microsoft paperclip).

**All major hours calculation.**

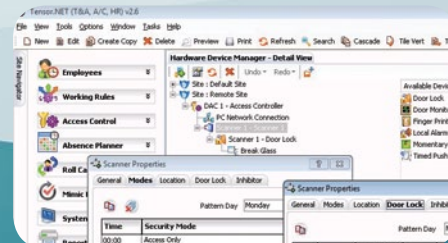
All frequently used methods of hours calculation are handled by WinTA.NET. From simple determination of overtime by the number of daily hours worked to the more complex payment of overtime hours adjusted when periodic targets are not met, WinTA.NET can supply working rules to calculate the correct result. It contains special rules to accommodate the formal flexitime contracts worked by many public sector employees. Workers paid on an annual contract basis can be handled by the annualised hours procedures, and reports within WinTA.NET. A number of basic rules control how hours are calculated. These include settings to separate "worked time" into:

- Different overtime rates.
- Handle night shift working.
- Inserting unpaid breaks if employees do not clock them.

You can also enable breaks to activate between set times, and/or after a minimum number of hours have been worked. The optional auto clock out feature allows the system to automatically clock an employee out at a specified time if no clockings are made.

Work patterns are a combination of daily rules that are either a repeating patterns of shifts or a list of alternative rules. Here, WinTA.NET will predict the most appropriate shift depending on when an employee starts work. Each type of pattern can be set up to override the normal pattern and use a specific shift on public holidays.

WinTA.NET's appearance is highly customisable. 20 different desktop themes are provided to allow you to colour the application to suit your mood. Most system information is displayed on tabbed pages; these may be dragged and docked to form a wide variety of screen formats; useful when comparing several sets of information.

**Key Features**

- Web enabled, mobile / wireless technology based Time & Attendance for those employing 20 people to 10,000+.
- Smart Card and Biometric validation of an employee's identification.
- Support for iClass & MiFare cards.
- Absenteeism & lateness reporting.

- Access Control with graphic maps and email alerts for all types of door, barriers, turnstiles & gates.
- Email / SMS / Speech notifications & alerts.
- Fire Roll Call reporting directly from the clock automatically triggered by fire alarm activation.
- Comprehensive user-definable Working Patterns, Rosters, and Shifts.

- Annualised hours and Flexi Patterns.
- Extensive EU Working Time Directive checking and reporting.
- Manning level and automatic rostering.
- Report Generator outputs to web pages or text; either manually or automatically. Reports are all user defined.

**Absence planning and entitlement management.**

Graphical calendar charts provide a colourful way of viewing an individual's or a department's absence records. Each employee can be allocated different entitlements for absence such as annual leave or allowed sickness.

As absence is booked and taken, the available remainder for each entitlement is updated. Entitlement formulae are used to calculate more complex entitlements that work on a rising scale based upon length of service.

**Manning levels.**

Manning levels in WinTA.NET are based upon employee skills required during the working week. Any shortfalls to the expected requirement, due to absenteeism for example, can trigger a system email or SMS alerts.

A separate module is available for rostering and manpower scheduling.

**Bonus payments.**

The system allows you to create a series of shift premium rules that enable employees to earn bonus payments under special circumstances. The bonus is calculated either as extra hours or monetary amounts and can be included in the export to payroll.

**Working Time Regulations.**

WinTA.NET includes all the rules laid down in the WTR; rules can be modified to suit your company's Working Time agreements. You are pre-warned when applying a shift pattern that will result in a WTR infringement. Standard reports show:

- Average hours worked during any period.
- Instances when rest day rules have been broken.
- When night workers are due a health assessment.

**Easy to use Search facility**

Masses of information can be a handicap if you can't find what you are looking for quickly. WinTA.NET uses a context sensitive search facility to pin point exactly what you need to find. Searches can be by part of a code or name, and results limited by both standard and customised filters.

**Absenteeism & Lateness reporting.**

Accurate information about absenteeism and lateness is crucial for many businesses. WinTA.NET provides this information through warning email notifications, SMS messaging direct to a Supervisor's mobile or via hardcopy reports. The system quickly identifies missing employees that are expected to be at work and then informs you via automatic email reporting.

Summary View [Employees]

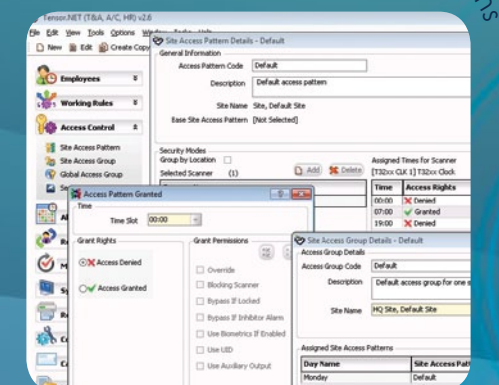
Employee	Employee Name	Card Number	Clocking Status	Clocking Date Time	Shift Group Code	Employee Sta
Department : Careless (1 Section)						
Section : No Section (1 Employee)						
2068	Elvidge, Karen	1131410	IN	07:09 22/11/2010	0730-1600	11/10/1999
Department : Clocking Salaried (1 Section)						
Section : No Section (8 Employees)						
0124	Fogg, Mark	1131465	IN	12:16 22/11/2010	Flex 8 Hrs Shift O/T	26/10/1987
0126	Eborall, John	1131466	OUT	0730-1600	09/02/1976	
0132	Hall, Kevin	1131468	OUT	16:03 19/11/2010	0730-1600	25/09/1978
0137	Ward, Ian	1131469	IN	10:40 22/11/2010	Flex 8 Hrs Shift O/T	18/08/1981

Summary Viewer

- Includes automated multi-lingual voice communications.
- Seamless interface to Tensor Personnel and Visitor Management products.
- Export to Payroll function allows data from WinTA.NET to communicate with all the major payroll packages such as Sage, Pegasus, Centrefile, Unipay and many more.

- Screen Designer so users can customise the database and screen formats.

Access Patterns





Analysis & Reporting.

Pre-installed report templates can be customised to easily create new reports. The report wizard guides users through each stage of the design process to quickly configure basic settings. Here, advanced users can load reports into a fully featured report designer where the properties of each report element can be fine-tuned to their requirements. Reports can be generated on demand or scheduled for automatic printing. Either way, these can be distributed via email, published to a website or saved in a variety of file formats including Excel XLS and Adobe Acrobat PDF.

1st Class Access Control & Security.

We have designed WinTA.NET in conjunction with a new range of colourful, .NET & wireless enabled Smart Card & Biometric clocking and Access Control equipment. Current customers can upgrade without having to change their T8440 or T25xx clocking stations. Soft intruder alarms and unexpected door usage “early warning” email alerts are included.

Highly configurable Fire Roll Call.

Safety is ensured when Tensor clocks and Access Control units are linked into your company's fire alarm system to trigger a fast, automated fire evacuation list. From the most basic “on site” reporting, to the individual tracking of employee's movement between fire zone/fire assembly points, Tensor's Fire Roll Call can be tailored to meet your safety requirements.

Job Costing & Labour Hours analysis.

Using a Tensor Smart Card and input device (keypad, barcode scanner etc), workers can book time against jobs to produce a fully costed analysis and breakdown of time spent on each job. Reports show jobs that are over budget or those approaching their budget limit. This information can also be exported to a spreadsheet.

Real time communications

Timely information is increasingly important within business. The new range of T32xx clocks actively communicate with the computer system when a person clocks, books them ON to a job or uses their card to open a door. Real time communications provides you with the information as it occurs.

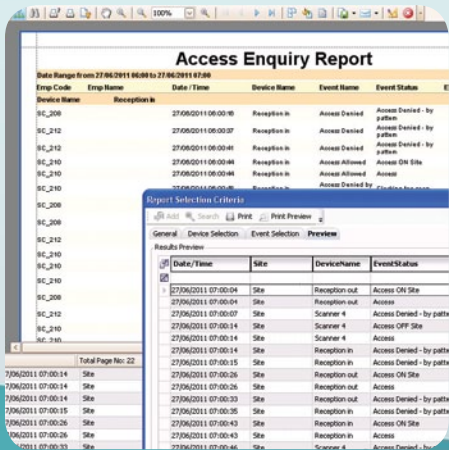
On-line self service module.

Allows employees or contractors to view / change their personal information via an Internet Browser. Access to the self service module is user name and password protected. After a successful login, staff can:

- View their absence calendar and make holiday requests.
- Add or amend any of their clockings, to be authorised subsequently.
- Add/annotate reasons why they were absent.

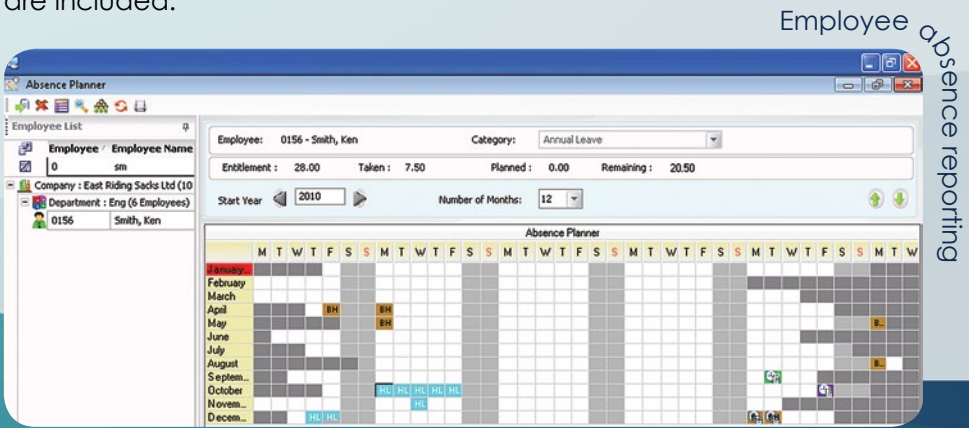
Employees can clock IN or OUT for Time & Attendance and ON or OFF production jobs. Supervisor's logging into the self-service module can amend their subordinates' clockings and authorise or deny any pending holiday requests. The telephone feature allows the above, using a mobile phone.

Access enquiry reports

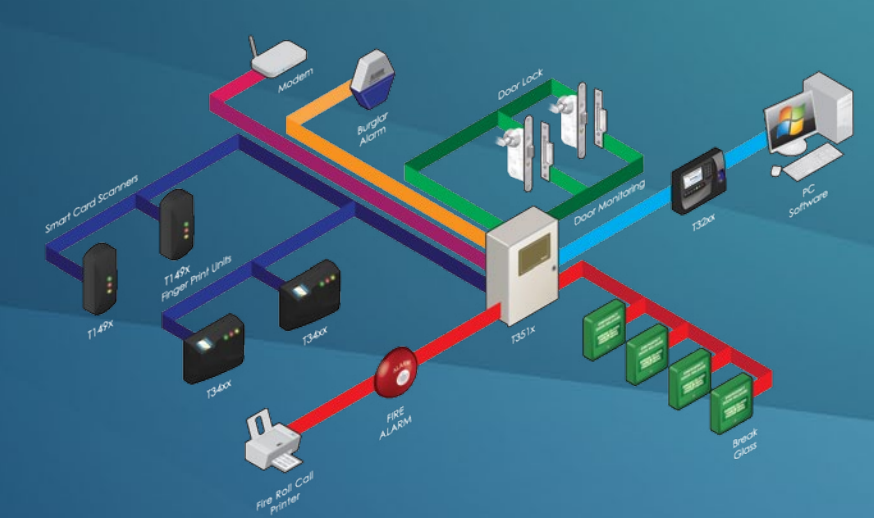
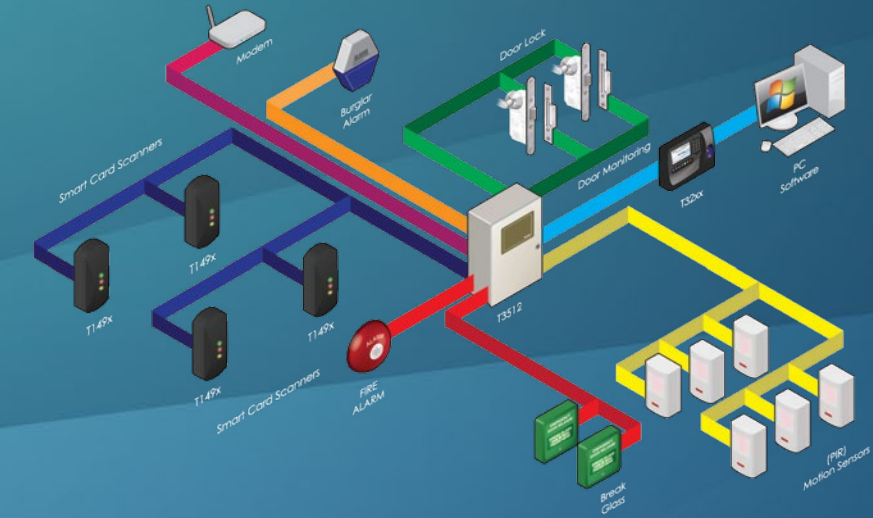
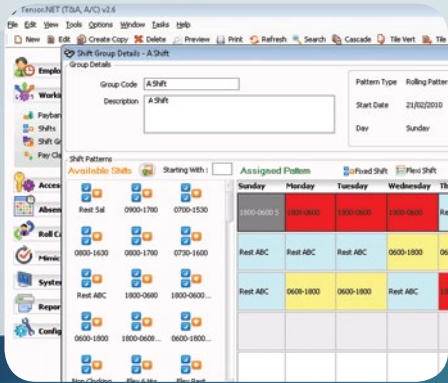


Screen Designer.

To satisfy every imaginable information recording requirement. This feature allows advanced users to create their own custom database tables. Graphical tools are provided to “draw” common application controls such as drop down lists and tick boxes into new forms that are seamlessly included within the application interface. Properties then link the new input screens (controls) to a specific field in the customised database table.



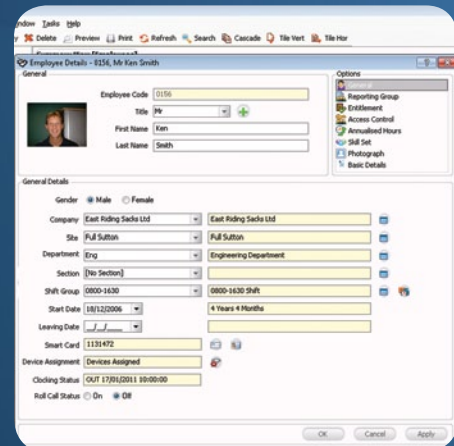
Shift planner





**Security & Identity Fraud proof.**

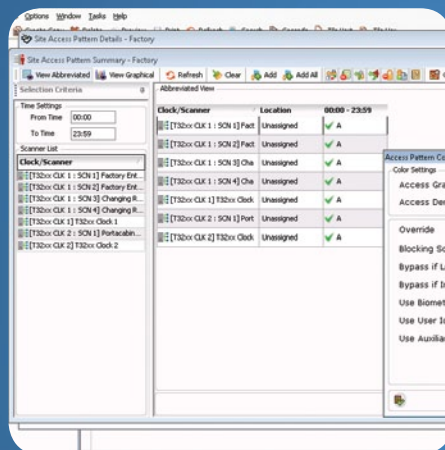
Access to WinTA.NET is strictly controlled using passwords, pins or biometrics. Users are restricted to menu options granted to them, structured around pre-installed configurable "roles". Restrictions by sub section or at a topic level are possible.

**Payroll Export.**

A major requirement of any Time & Attendance system is the ability to export information to the payroll system. Tensor is the leader in this field and has worked with all of the major payroll packages. WinTA.NET has a wide range of configuration options to extract payroll information in exactly the correct format. It can share or receive information from 3rd party applications by using readily available interface modules. Data transfers can occur either on demand or more usually as an automated process.

**Full audit trail of system activity.**

All user activity within the system is recorded for audit purposes, with time & date transactions of information both before and after changes. Logs also maintain records of system events for fault finding and trouble shooting.

**Multi-lingual within the same system.**

Language is not a barrier with WinTA.NET as it's both multi-lingual and linked to the regional settings of your PC. In this way "local" formats are used when displaying currency, dates and times. Other PC's in the same multi-national system would use their own language settings.

**On line auto upgrade facility.**

Companies with maintenance support are eligible to receive automatic upgrades to WinTA.NET via the Internet.

**Upgrade path for legacy users.**

Existing Tensor customers can upgrade to WinTA.NET. Many new application concepts have been incorporated and updated for use in the new system. Users of WinTA Enterprise and WinTA Lite will recognise many familiar menu options. A specially developed upgrade tool is used to migrate all information from legacy systems into the new system's databases.

**Graphical display of information.**

A powerful tool within WinTA.NET to convey information and show trends. Graphical representations

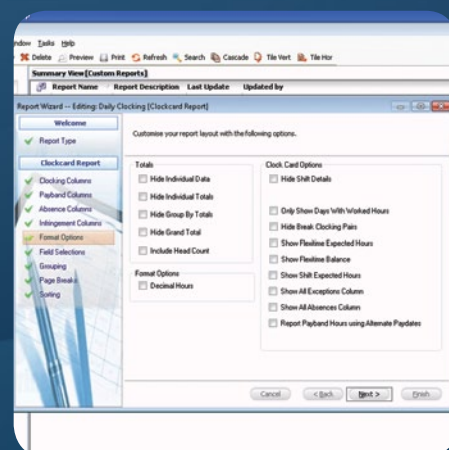
are provided on displays dealing with absence, shift patterns, access permissions and many more.

**One application / many modules.**

WinTA.NET is part of the new Tensor suite of .NET applications. It can be combined with many other modules to provide one seamless application that meets all of your HR and security needs. Access Control, Personnel, CCTV, Visitor Monitoring, Tensor's Automatic Number Plate Recognition and ID Badge Designer are all modules available to increase the power of your Tensor application.

**Small and Large businesses.**

Available in Lite, Small Business and Enterprise versions, WinTA.NET is cost-effective for those employing from 10 to 10,000+ staff; all the same core functionality but with differing staff number and remote locations supported. The flagship Enterprise edition allows a Group Headquarters to control each subsidiary business that in turn, may each be operating from different local or international locations. All editions are suitable for use with SQL or Oracle databases.



## System Support & System Requirements

**Support**

- Help provided within the application, via an online support website or by telephone to our Helpdesk or by modem connection directly to your company.
- Installation Support and Training.
- Perennial after-sales hardware and software support.

**Requirements**

- Windows 2000, XP Professional, Vista or Windows 7
- A dual Pentium 4 compatible 2.4GHz processor
- 4Gb of free hard disk space
- 2Gb RAM
- CD ROM drive (for installation)

- 1 x USB port (camera)
- 1 x Serial port (bar code reader)
- 1 x Parallel port
- Further USB ports for the optional fingerprint reader (1 USB port per device).

\* Please note these are basic system requirements. For a full list please contact a Tensor representative





# WinTA.NET Time & Attendance T32xx Time & Security Station



Clocking in and out is simple - just hold the badge for a moment in front of the T32xx and it reads automatically.

Smart Card technology reads through non-metallic items, enabling the card to be used while inside a wallet or purse without harming credit cards.

The large colour screen of the T32xx makes it easy to confirm your clockings, check flexi-time hours or make Job Booking transactions.



- Tensor Smart Card Technology.
- Works with iClass, DesFire, MiFare, EM & HID Smart Card technology.
- Smart Card only, Smart Card + PIN, PIN + Biometrics or Smart Card + Biometric options.
- 480 x 272 Pixel Colour LCD with Video Playback.
- Illuminated Keypad for ease of text input & use.
- Works independently of the PC, if the PC is switched off or fails.
- IP enabled, Ethernet 10/100Mb.
- Battery Backup using Li-Ion technology + Local Fail-Safe Storage for power and/or communications loss.
- Digital Outputs to control Door Locks, Fire Alarms & Wall Clocks.
- Email alerts via PC software.

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