

Shireburn Payroll system: Time and Attendance Module

The objective of the Time and Attendance Module is to automate the capture and allocation of employee time and attendance information into the payroll system.

Employees register their commencement and termination of work. The data is downloaded from the clocking devices to the PC / Network on a regular basis in the form of a text file.

The T&A module reads the downloaded text file, usually containing the clocking date and time, employee reference and information

indicating whether the employee is punching in or out, and creates clocking records in the module database.

The Time and Attendance module is able to identify discrepancies between actual clocking times and the standard start and end times.

These are presented to authorized users for allocation of the discrepancies to leave, overtime at different rates, sick leave, late punching, part timers' hours, etc. The system allows multiple allocations to single discrepancies and also automatically allocates pre-set shift allowances, unauthorized absences, leave and overtime according to preset rules defined by the user. It also has the functionality to automatically identify shifts attended by particular employees according to user defined parameters and tolerances.

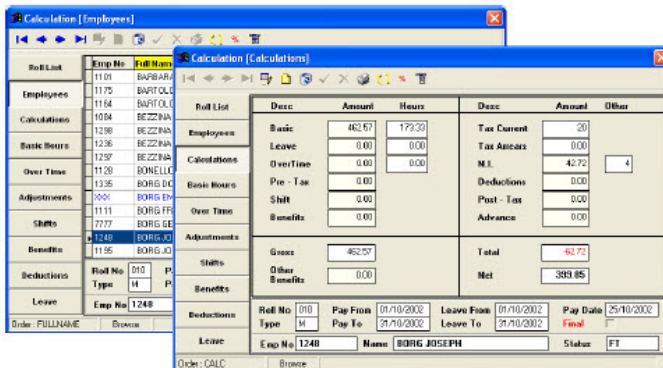
To assist in this allocation, a report is available of employees' clocking discrepancies listed by employee, by department or by section. This report is used to obtain authorization of the allocation. The system can also produce raw attendance reports and reports specifically showing overtime, lateness, part time hours etc.

Code	Name	Depart	Section	Unit	Grade	Class	ID No	Scale
1027	ABDULLA COHOTA	CUSER	CUSGA	B	C	SECUR	04747M	
1024	ABDULLA JOSEPH	SECFA	SECUR	A	7	NURFM	38998M	
1038	ABDULLA BAKKER	ADPRN	PRNAN	C	9	NURFM	84199M	
1089	ABEILA ALFRED	SECFA	SECUR	A	10	NURFM	22324M	
1030	ABEILA AMMAN	CUSER	CUSTE	B	8H	NURFM	11037M	
1047	ABEILA GEORGE	SECFA	SECUR	A	10	NURFM	43024M	
1043	ABEUS ALFRED	SECFA	SECUR	A	7	NURFM	43758M	
1019	ABEUS ANET	CUSER	CUSGA	B	C	NURFM	40247M	
1140	ABULINA ANTHONY	CUSER	CUSTE	B	8	NURFM	81127M	
1140	ABULINA EMARUEL	CUSER	CUSTE	B	C	NURFM	28115M	
1152	ABULINA JOSEPH	SECFA	SECUR	A	10	NURFM	35465M	
1100	ABULINA MARY	CUSER	CUSTE	B	C	NURFM	18454M	
1241	ABULINA PIERRE	ADPRN	SVSAD	C	1	NURFM	58559M	
1085	ATTARD ANTHONY	SECFA	SECUR	B	6	NURFM	21059M	
1016	ATTARD ANTHONY	CUSER	CUSGA	B	8P	NURFM	17504M	
1011	ATTARD FREDERICK	CUSER	CUSTE	B	6	NURFM	71649M	
1145	ATTARD LOUANE	CUSER	CUSGA	B	C	NURFM	28477M	
1183	BUSA BENEDETTO	SECFA	SECUR	A	7	NURFM	11208M	

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When all exceptions have been reviewed/approved/allocated the user may transfer allocated leave, overtime, allowances etc to the actual payroll so that they may be included in the next calculation.

The module may be configured to allow particular users limited access to the required functions of the T&A module. Its access control features also allow the administrator to filter lists of employees to whose attendance data particular users have access. These access control



functions allow T&A duties to be effectively decentralized and distributed to the appropriate department heads so as to ease the burden of the central administration staff.

In order to enable the abovementioned functionality options are contained which allow the maintenance and generation of company shift structures, allowances payable, employee shift schedules work types and pay rates, overtime and leave rules, budgets and many other user defined parameters.

For more information or to arrange a demo please contact the Shireburn Sales Team



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