

## Computerized system CGA module Time and Attendance

- ✓ **Employees:** Includes personal and labor data such as shift, working schedule and department.
- ✓ **Working schedules:** Option to register different hours for the employees to start and finish their shift, as well as the parameters for tardiness, early dismissals, time to start paying overtime.
- ✓ **Time Clock:** A Linx terminal is used in which the employee swipes the id card, the information is recorded so it is later transferred to the Time & Attendance module. Another option is to use a routine installed on the computer which is connected to a scanner, in which the employee presents the id batch and it makes an "on line" posting to the server.
- ✓ **Transferences:** Additional clock which may be installed near the supervisors, to update the employee's department.
- ✓ **Time Cards:** The user may manipulate the data coming from the clocks, to complete the information when the identification batch was forgotten or other reason that may exist.
- ✓ **Calculation of the Payroll set up:** Calculates 1000 employees per minute. Breaks down hours as normal, double, triples, holidays, days off worked and Sundays worked. Maintains the hours broken down by department according to the database and the transfers made.
- ✓ **Over Time:** Controls the overtime by requesting the authorization prior to the time card data process to avoid payment when is authorized.
- ✓ **Cardex:** The system automatically keeps track of absenteeism and tardiness, but the user has the option to change the reason of absences.
- ✓ **Reports:** Includes more than 20 reports of the different concepts indicated above which are generated in less than 10 sec., includes the option to download them to a text format and then have access to them through any electronic sheet such as Excel, Lotus, etc.
- ✓ **Transfer to Payroll:** Once the attendance report is authorized by the employees and the supervisors, the module has the option to transfer all variables, without having to re enter data on the payroll module, this avoid duplication of work loads.
- ✓ **Technical characteristics:** Operative systems: Windows NT or higher, Data Base Microsoft SQL Client Server 7.0, programming Visual Dbase 7.5. Multi-user and multicompany unlimited.