Time and Attendance

Time and attendance is an integral part of a company's administrative operations and forms part of an employee's daily work routine that is used as basis for the employee's payroll.

Without an effective time and attendance system, the time and attendance process is prone to fraudulent time entries, discrepancies in employee timesheets, inaccuracies on actual activities of employees and others that would result in a management nightmare.

With iSuweldo Time and Attendance, managers and HR administrators would have visibility on the activities of employees and employees can easily and accurately enter and track their time from anywhere providing both the HR admin and the employee with a solution that makes their jobs easier.

iSuweldo time and attendance include the following features:

Built-in E-Bundy Clock

iSuweldo's Time and Attendance has an electonic Bundy clock built-in enabling employees to easily time-in and time-out at corresponding locations within your company. E-Bundy can also be used for work done outside the office where corresponding employees can time-in and time-out at assigned client sites and any other location with an internet connection.

Project-Based Activities

Employees' time and attendance are associated with corresponding projects enabling the company to properly account for employee activity for each project. With this, managers has a solid understanding on where they stand with their projects and project budgets.

Configurable Time and Attendance Rules

With the company wizard, iSuweldo time and attendance is fully configurable to suit your company's rules and policies. You can configure standard work days and time, multiple work shifts per employee, holiday calendar, and many other options.

Intuitive Timesheet Application

iSuweldo time and attendance provides an easy-to-use web-based interface that can be used anywhere providing employees with fast and efficient ways to enter their timesheets.

Timesheets can be generated from E-Bundy, from default time, from excel and from others sources.

With timesheets, the employee's actual number of tardiness, under-time, night differential, and holidays are also accounted.

Approval Groups

Approval groups give you the ability to define customized approval hierarchies where each employee can have their own unique set of approvers.

Integration with Payroll

iSuweldo Time and Attendance is fully integrated with iSuweldo payroll enabling you to calculate employee salaries based on approved timesheets.

Time and Attendance Reports

With time and attendance reports, managers and HR administrators can quickly identify who has not completed their timesheet, the time spent for each project, and many other reports.

Tracking time and attendance is easier with iSuweldo, call us now at 491-7310 for inquiries.

20th Floor Security Bank Centre ■ 6776 Ayala Avenue, Makati City ■ Philippines ■ Phone: +632-491-7310

www.isuweldo.com