



# herbst Attendance

**Can Fully integrate with Payroll Systems**

- **Attendance Management**
- **Records Employees Clockings In/Out**
- **Monitors Absences & Presences**
- **Job-Costing**
- **Creates Safety Statements**
- **Accident Log**
- **Live up-to-the-minute Data**
- **Set up Activities, Shifts, and Shift Plans**
- **Full User Rights Control & Security Log**
- **Full Reporting Facility**
- **Electronic Clock Card System**

For Job Costing – you can record employees' time on a customer's site or on a specific job. While also conforming to all working legislations – recording required resting periods; issuing safety statements and logging accidents.

One of the major advantage of Herbst Attendance Program is that all data can be recorded on the main Server of your company and is completely live and up-to-date, keeping management up to speed with all goings on right up to the minute. Supervisors can access the information at the important times and monitor employees' time attendance; breaks taken etc.

## Overview



Herbst Attendance is a fully integrated software solution for recording the attendance of employees and the calculation of their wages. It is designed to save

your company many hours of manual labour in tracking, accumulating, and summarizing your employees' attendance. The programme is extremely flexible allowing you to define your own rules for tracking and registering employee presences and absences.

It has been designed to be used by any company where there is a need for a more secure and reliable alternative to the traditional clocking system.

At its simplest, Herbst Attendance is a Full Electronic Clocking In/Out System which automatically integrates with HRM Payroll software, eliminating the most time consuming of all tasks – accumulating and inputting hours and times.

However, at its most powerful it can be a Complete HR Management Tool for:

- ✓ Early goings, Late comings and Flexi Time
- ✓ Maintaining different Pay Schemes & Bonuses

Production management becomes a breeze with Herbst Attendance, enabling you to manage your employees' time down to the minute – which machine worked on; for how long etc.

Holiday planning module available.

Herbst Attendance can be used with or without a Clocking Machine, and the clocking machine can be connected by a serial port or it can be directly connected to the network.



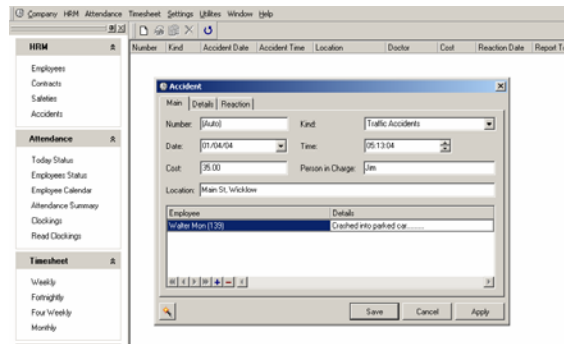
The weather proof clocking machine is the most convenient for your business. The clocking cards used are "proximity" cards, which means no

swiping is necessary by the employees, making it extremely user friendly and efficient. You do NOT need to take the card out of your wallet!



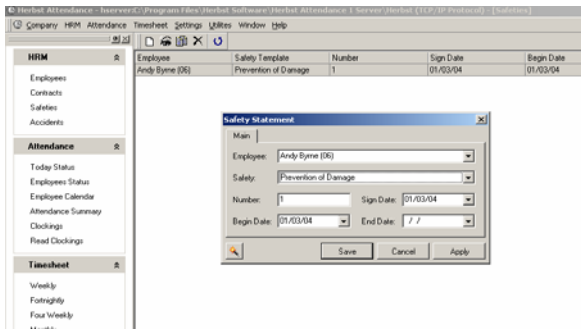


## Accidents Recordings



Keep a record of employee accidents and injuries. Log the action taken and the cost of the injury to the company. All accidents are attached to the employee record for future reference.

## Safety Statements



This critical document, required by Law and insurance companies, can be attached to each employee record, ensuring your company will never be lacking when it comes to safety legislation. Review and edit your safety statement directly from payslips to refresh employee's memories.

## Security & User Restrictions



Herbst Software has gone to great lengths to develop a robust and comprehensive user set up and in the security system in Herbst Attendance Program.

You can set up each of your managers as a user and strictly monitor what employees and what days they are allowed to view. This can be extremely useful, in allowing your managers to log on themselves and view the productivity of their department or shifts.

Herbst Attendance performs the following three basic functions:

1. Registers clocking times.
2. Registers all activities.
3. Counts time worked, and allows further exporting of this data to payroll system.

### 1. Registering employee clocking times

Herbst Attendance registers all clocking times (in and out) of each employee. And on the basis of this information, you can get a full picture of all employees who are present at this very moment. You can also get a picture of the employees who were present at any other moment in history.

### 2. Registering employee activities

Once the clocking times have been recorded, it takes you to the next level, registering employees' activities. Here, you can define what activities are supposed to be performed by the employee throughout the day. Activities are all actions and states of the employees which may or may not concern their payment. At this level, you define how the programme should treat the clocking times of the employees,



### 3. Counting employee time

After the activities of the employee have been registered, this information can then be used to define different pay the



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As a result, you can view how many hours the employees worked and according to what pay classes their payment should be calculated.

different classes for individual employee. program counts the according pay assigned