

Time Recording - Features

Personnel Data

- create persons individually or import personnel data from Excel
- input fields for date of birth and entry date for creating birthday lists
- set target times, automatic breaks and other rules individually or copy all settings from another person
- enhanced overview by dividing the staff into groups
- hide terminated persons

Groups

- define any number of groups
- assign persons to groups
- create group-wise vacation schedules, shift schedules and all kinds of reports

Select Persons

- preselect persons by groups
- sort persons list by last name, first name, index or entry date
- separate selection of terminated persons

Birthday List

- preselect persons by group
- select period between one or twelve months
- select or deselect year of birth or entry date

Data Control

- efficient search function for incomplete data
- clear presentation of all clocking transactions in one view

Pay Periods

- standard period is one calendar month; if target time is set, then automatic transfer of hours into flexi time balance
- other options: weekly, bi-weekly, four-weekly, semi-monthly, monthly with variable starting date

Rounding Times

- rounding can be applied either on clocking times, daily sums or the overall results of the entire pay period
- select rounding interval: 5, 10, 15, 20, 30 or 60 minutes
- rounding modes: arithmetically, always round up, always round down, always in favour of the company, always in favour of the employee, selectable grace time

Target Times

- options: weekly working hours, daily working hours, monthly working hours, no target time (for temporary employees)

Automatic Breaks

- select up to three fixed breaks or one variable break with scalable lengths depending on attendance times

Flexitime Carryover

- variety of carryover options

Vacation - Sick Days - Extra Free Days

- annual calendar for vacation, sickness and extra free days for every employee
- entries can also be made in the monthly calendar view "Edit - Clocking Data"
- possible options: vacation entitlement, automatic carryover of remaining days of vacation, no automatic transferring of remaining days of vacation, define manually remaining days of vacation, optional date of forfeiture
- pre-defined reasons for "Extra free days" (vocational training, moving house, weddings), user-definable

Vacation Schedule for all Persons or Groups

- global view on planned absences of all employees
- quick change from week to week by switching back and forth or by directly selecting the year, the month and the week
- show or hide employees without any entries
- printed weekly vacation schedule matches the view displayed on screen
- all employee annual vacation can be exported to Windows® Excel

Rates

- categories: Monday through Friday, Saturday, Sunday, public holidays, public holiday/Sunday can be divided into intervals with custom defined rates
- up to 20 different rates
- specialised handling of rates for the Monday-share of a Sunday-nightshift or days following a holiday

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Employee Related Reports

- "brief overview" or "detailed" employee report
- "brief overview" includes daily start and end times, breaks, total time, target time, day +/-, month +/- and fits on one page
- detailed report shows all individual bookings
- employee related rate evaluation and printed personal vacation overview
- all reports can be printed either for one person with print preview or for several people without preview

Projects and Activities

- set up of almost any number of projects
- a project consists of a name and project number containing up to 8 digits
- print project list sorted by name, number or creation date
- activities (or subprojects) have an additional factor that allows the activity to be evaluated according to effort
- the financial summary resulting from a project evaluation, contains the total costs for the working hours of all engaged persons
- the cost for projects is stored in the personal settings under "Costs per hour"

Total Overview

- generates an overview of people and projects on any given day
- the priority for the overview can also be set either to people or projects

Current Overview

list of persons showing all clocking entries of the present day
information on vacation, sickness, free days and compensation days

Evaluation using Windows® Excel export

- ideal for use as basis for payroll accounting
- Windows® Excel table contains one row per employee with all relevant data, including an apportionment of working times broken down into the relevant rates
- significant flexibility with project evaluations, being able to select: periods of work, people, projects and activities
- for detailed personalised evaluations there is a choice of a Windows® Excel file for each person or one file for all employees
- Windows® Excel overview of annual vacation for all employees, consisting of one Windows® Excel table per calendar month

Shifts

- define shifts with names and abbreviations
- set start and end times
- set valid clocking times before shift start and after shift end
- set core times within the shift duration
- define automatic breaks linked with a shift
- optionally reduce or increase target times in order to value shift work higher or lower

Shift Schedule

- weekly view on the shift schedule of all persons or a group
- set shifts by mouse click or using the keyboard
- hide or show persons without entries
- statistics for days and week
- status bar: estimated working time balance of a person's day touched by the mouse pointer
- "Period" opens the "Automatic Succession of Shifts" window for the highlighted person

Automatic Shift Schedule

- constant succession of shifts for the selected person
- period consisting of an arbitrary number of days
- select a starting date
- copy succession of shifts from another person

PC Time Clock

- clock in and out or change projects at a workstation using the CHIPDRIVE® PC Time Clock software in combination with a CHIPDRIVE® card reader
- connect any number of client installations to one central installation of CHIPDRIVE® PC Time Clock Server
- periodic time levelling with the server (if connected via TCP/IP-HTTP)
- suitable for branch offices with connection via e-mail (POP3/SMTP)
- read clocking data from the CHIPDRIVE® mobile and forward it to CHIPDRIVE® Time Recording
- depending on individual privileges: edit your own clocking data / print reports / edit clocking data of all persons / edit projects and activities / access the current attendance list