

ActIn Timelines

The magazine for the ActIn Time community

Issue 1 November 2011

Case Study:

Page 3



ActIn Time 2012 launch...

Pages 4-48

Great British Technology!



Editor's comment

Welcome to the first edition of ActIn Timelines – the official digital magazine for the ActIn Time community!

The last three months have been very busy as we frantically completed all product testing in preparation for the release date. Twelve months development have seen over 100 improvements to virtually every aspect of the system. I feel that ActIn Time 2012 will prove to be our most successful and sophisticated workforce management system to date.

“ I am confident that ActIn Time 2012 will prove to be our most successful workforce management system to date ”

This month's case study is on the Tayto Group, one of this years' largest ActIn Time installations. The company, with it's massive workforce and numerous nation-wide sites formed an essential part of the ActIn Time 2012 user group testing team and I would like to take this opportunity to thank them for all of their help.

As always, I hope that you find this edition interesting and if you have any questions you can contact me direct on +44 (0)20 8882 4522.

Enjoy!

Andre Scott

Wisegrove Ltd



Case study

A family's passion for giving customers and consumers great quality snacks from a team that care.

Since 1956 the Tayto brand has been lovingly made in their factory based at Tandragee Castle in the heart of the countryside in County Armagh, Northern Ireland. Over the past five years this family owned company has grown from strength to strength since the acquisition of major brands including Golden Wonder, Real Crisps, Mr Porky and Jonathan Crisp. This has confirmed their place as the third largest snack manufacturer in the UK.



As the Tayto Group has grown over the past few years, so has the need to efficiently monitor employee attendance and absenteeism. What we had, only a year ago, was a number of different systems across the group, some of which were no longer in operation, and some, which although working, were not providing the information required by the HR and Wages departments.

A number of companies were asked to tender for the project and to put forward a proposal for a live trial. ActIn Time were short listed and following a three month evaluation period including over 400 employees, they were awarded the group-side contract.

The ActIn Time team worked closely with our IT department to install the remaining attendance terminals. Data was imported from our old systems and the training was completed on schedule and without any issues.

As with any major project roll out there were teething issues, however, the ActIn Time team worked tirelessly to resolve these quickly and made it a very smooth installation. All of this affirms that we made the correct choice with ActIn Time 2012.

Christopher Milligan

I.T. Systems and Infrastructure Manager
Tayto Group Ltd

Original installation date	2011
Current ActIn Time version:	2012
Approximate number of staff using ActIn Time biometrics:	1500+
Number of software clients:	30+
Number of locations:	7
Number of attendance terminals:	14
Number of access terminals:	0
Number of job costing terminals:	0
Number of pip clients:	2

What's in this issue of ActIn Timelines?

What's in this issue of ActIn Timelines?

personnel



page 6

absence management



page 16

job costing



page 30

fire alarm roll call



page 36

attendance



page 22

access control



page 26

reports



page 38

personal information portal



page 42

Personnel overview

People make businesses and organisations successful. Managing those people's information assists in achieving this success. Fitting then, that at the heart of each ActIn Time system is ActIn Time personnel.

ActIn Time personnel provides an effective way of managing all your personnel data. It allows you to store, update and view personnel information, with full auditing, in a secure environment based on company defined permissions. ActIn Time personnel keeps all of your information in one place. From copies of driving licenses to previous employer references, from blood type to bank account details - ActIn Time personnel stores the data centrally making it available for viewing and reporting when required.

The key is having all your information in one easily accessible place. Everything from contact details to medical reviews, vehicle information to yearly appraisals - ActIn Time provides a truly effective solution.

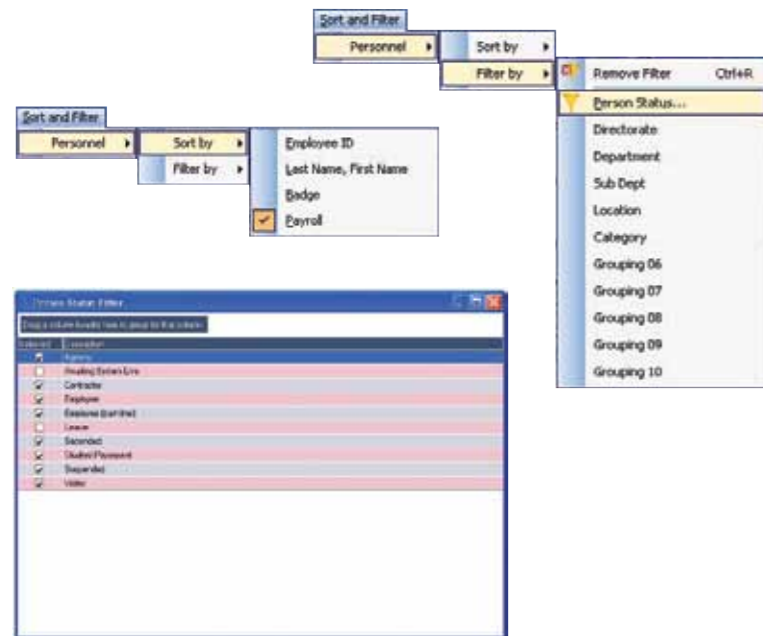
ActIn Time personnel integrates with the agenda to provide reminders of important events ranging from birthdays to certification renewal.

In short, ActIn Time personnel sets the standard for integrated H.R.

- Store unlimited training details, disciplinary details, vehicle details.
- Use the personnel wizard to quickly set up new employees, ensuring that all the required information has been added correctly.
- The pro-active agenda screen lets you know when qualifications, review dates etc. are about to expire.
- User defined fields allow you to hold unlimited amounts of information specific to your company that is not included in the other personnel modules.
- Print blank forms for new starters so that employee information can easily be collected.



sort & filter...



Sort

Ever wished that you could browse the HR records in badge order? Well now you can! We've introduced a number of different sort orders making it even easier to move through the ActIn Time personnel data!

Sort orders now include badge, last name, payroll number and of course employee ID.

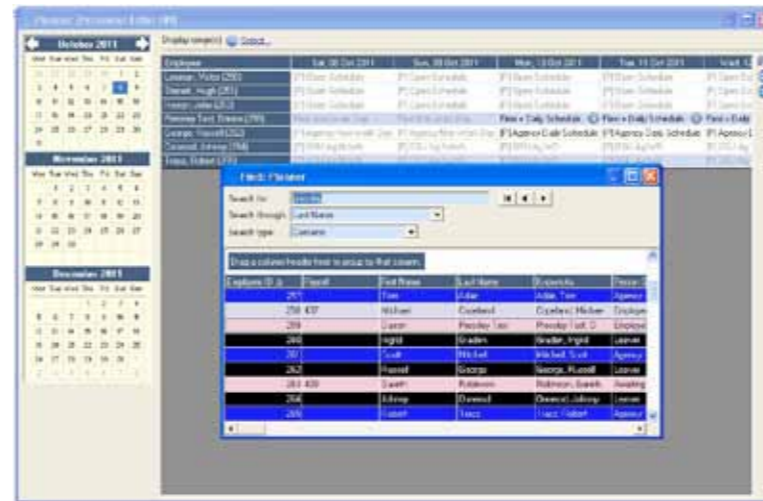
Filter

Are you drowning under a sea of HR information?

ActIn Time 2012 now includes an HR filter. Once enabled, the filter will remove certain types of personnel record. So, if you do not wish to see the leavers, simply switch the filter on, de-select leavers and until further notice – the leavers will vanish!

Included in the filter selection are the groupings and any of the new **'person status'**.

personnel and the planner...



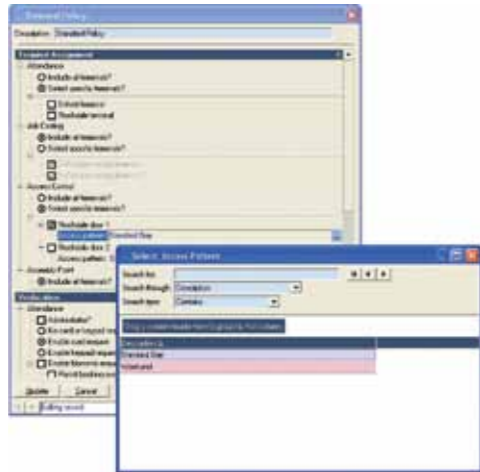
Planner...

The planner is now approximately 10 times faster than the previous version making it even more usable, especially for larger businesses. We've improved the way you move around the planner and introduced a search facility enabling you to locate personnel within seconds.

We've made the task of identifying information on the planner much simpler as it is now possible to include, or exclude, certain groups or individuals. We've also improved the layout of the screen making it easier to see more information on larger displays.

What makes these new features even more useful is that your personal settings are remembered each time you enter the planner.

terminal policies...



We've changed the way that terminal policies work in ActIn Time 2012. We believe that they are so important, we've made them an essential personnel feature.

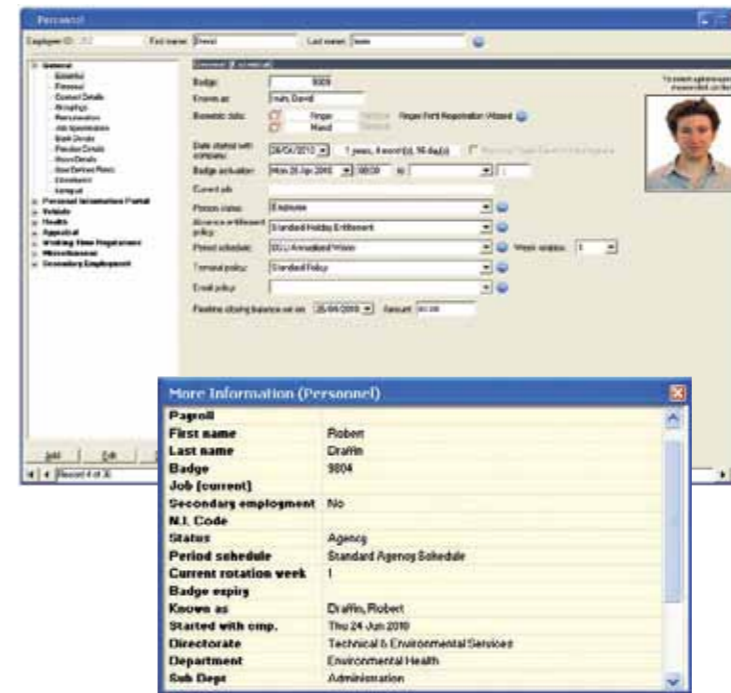
You asked us to improve and simplify the way that you can determine which terminal someone can use and how they use it.

So we've now broken the selection into four main parts, attendance, access control, job costing and assembly points. We've also made it much simpler to determine how someone uses each type of terminal: badge, keypad or biometric.

It is now a simple process to modify everyone with the same terminal policy.

Installing a new attendance terminal? No problem! Simply modify the relevant policy and everyone associated with the policy is updated – instantly!

more info icon...



Need more information?

Watch out for the 'more info' icon!

This new symbol appears on many screens throughout ActIn Time 2012 and provides a great way of finding out more about certain selections.

Interested in finding out the exact settings of a terminal policy for an employee? Press the **'more info'** icon and up pops the terminal policy screen.

Can't remember the yearly holiday entitlement for a part-time worker?

Press the **'more info'** icon and **'hey-presto'**, the absence entitlement policy screen appears!

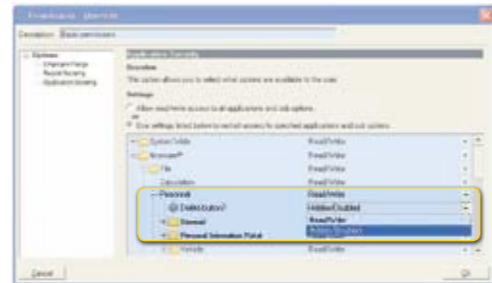
User permissions control who has access to this feature and you can of course provide **'view only'** access ensuring that staff cannot make accidental changes!

deleting the delete button! ...



How many times have you pressed the delete button in personnel and inadvertently removed an employee along with all of their absence and attendance information?

The ActIn Time support team asked us to **'delete the delete button'** in ActIn Time 2012 to make their lives easier! They receive calls on a regular basis from customers who have not read the on-screen warning and have proceeded to delete essential data!

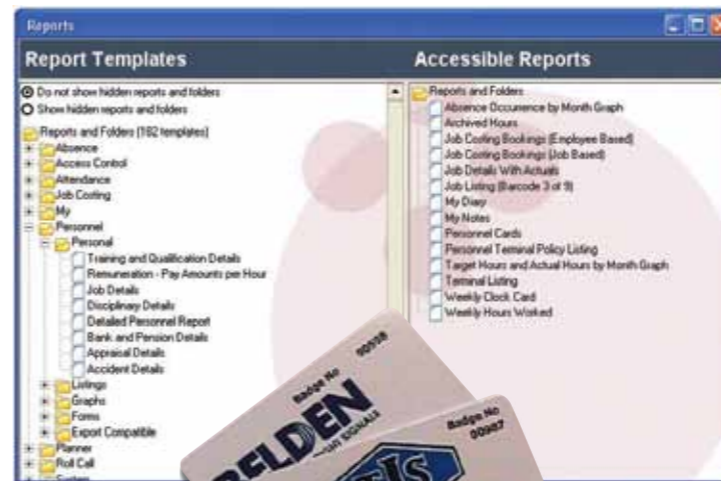


What we did was to improve the user permissions so that the administrator can disable the delete key for general users.

Now when someone leaves the company you simply change their status to leaver and use the new filter feature to exclude them from view.

Remember – we designed the delete button to be used only when you wish to remove the person from the system forever!

printing id badges...



An increasing number of companies are improving their security by introducing staff I.D badges. With the cost of printers reducing and the print quality improving, the idea of companies producing their own badges has never been more attractive.

ActIn Time 2012 now offers customers the ability to produce ID badges from within the reporting module. Individual badges or department ranges can be printed to an agreed badge design.

This simple idea eliminates any delays in allocating badges for new starters, contractors and even visitors, and helps in improving the security of your company.

employee self service...


ActIn Time 2012 sees the employee self-service (ESS) features really starting to become a valuable asset to any HR department. The main advantage for companies providing ESS is that it presents an efficient means of delivering information to employees, completely unattended, twenty four hours a day.

With an increasingly internet savvy workforce, the concept of requesting data from their phone and receiving updates via email is not new. Similarly, requesting information from the attendance terminal is becoming equally acceptable with more companies allowing staff to send up-to-date holiday entitlements, overtime figures and shift rotas straight to their personal email addresses.

For businesses without admin staff at remote locations, ActIn Time ESS terminals connected via VPN to the ActIn Time server hundreds of miles away can help to empower employees and reduce potential paperwork errors.

It has also been suggested that ESS is becoming increasingly popular as more businesses 'go green' in an effort to reduce paper waste.

Holiday
Entitlement 

Hours Worked
Summary 

Daily Schedule
Rota 

Email-Me!

employee self service...

There are four standard ESS HR requests that can be made from the ActIn Time attendance terminal:

Holiday summary

This service provides a complete breakdown of the holiday entitlements, giving the number of days taken this holiday year, those booked and days remaining. This service is very popular with companies employing night shift workers who do not have the opportunity to talk directly with HR.

Hours worked summary

As the name suggests, this ESS HR request provides employees with a real-time view of their hours worked at up to five separate pay-rates. The employee has the choice of viewing four different date periods with the benefit of the knowledge that they can track

the exact hourly figures used by the wages department when calculating their payroll.

Daily schedule rota

Ideal for service industry installations, this ESS HR request provides staff with their planned working schedules for the next two weeks including rest days.

Email-me!

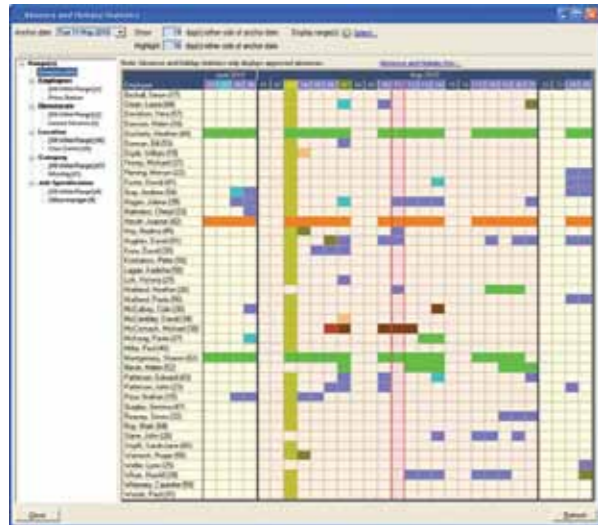
The concept for Email-me! is simple – prove who you are and ActIn Time will instantly forward all ESS HR information to your pre-registered personal email address. What makes this even more useful is that if the employee has registered their iPhone or Blackberry email address, they will have the benefit of receiving all of the above information in .pdf format, straight to their phone!



Absence Management Overview

Tracking holiday entitlement, managing holiday schedules and monitoring absenteeism are the three essential factors that make up ActIn Time absence management.

It is now possible to create absence entitlement policies that define the number of days holiday based on years service from any date. You can specify the amount of time that may be carried forward from one year to the next and even award entitlement credits for additional holidays. All absence management amendments must be approved and finalised for secure auditing.



What would happen if all the fork-lift drivers were on holiday at the same time? Or the first aiders? or the staff qualified to complete key tasks in the workplace? ActIn Time absence management enables line managers to view holiday plans before authorising an absence booking. ActIn Time also keeps track of the types of absenteeism in the workplace as well as monitoring the holidays taken and days booked in advanced.

It's like a wall chart - but far more detailed!

- Comprehensive absence and holiday booking screens ensure that the required information has been entered correctly.
- Detailed statistical information is available while booking absences, this will allow you to keep good staffing levels and ensure that employees cannot take more than their yearly entitlement.
- ActIn Time automatically renews each person's absence entitlements every year, taking into account any days carried forward from the previous absence year and can even award additional time due to a person's years service.
- You can even create absence entitlement policies with special rules for new starters and long serving employees.



absence reason...

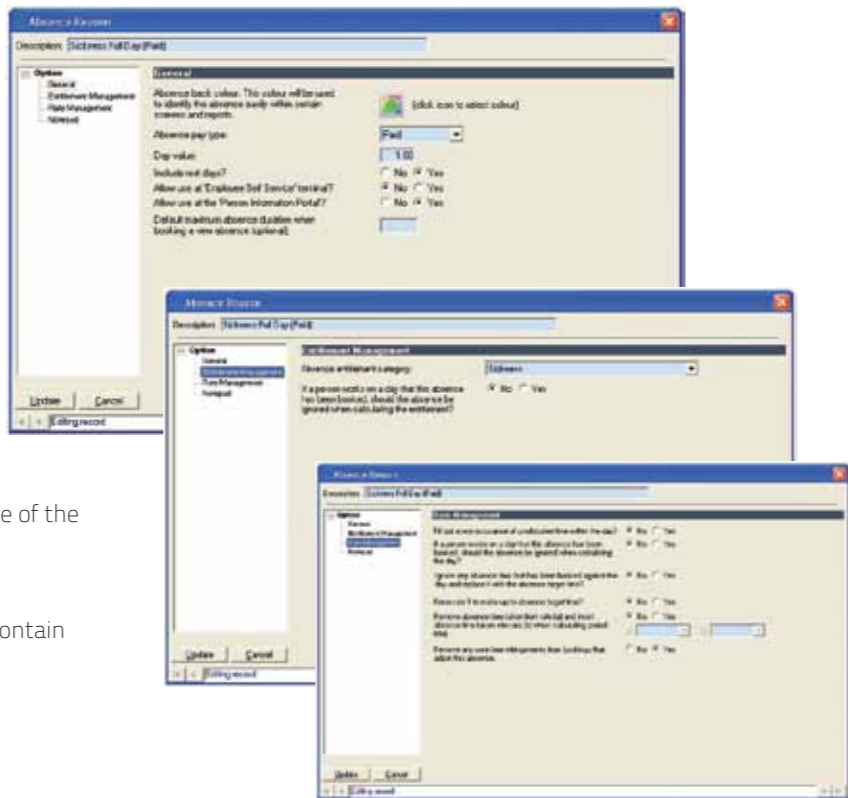
It is now a simple process to create an absence reason on ActIn Time 2012.

We've broken the absence reason into four separate screens: general, entitlement management, rate management and notepad.

General, covers simple settings such as the absence colour on the planner, whether the reason is paid or unpaid, where the reason may be used and the default absence duration.

Entitlement management associates the reason with one of the pre-defined absence entitlement categories.

Finally, rate management covers how the system should manipulate the time a person has worked on days that contain absence bookings.



absence entitlement policies...

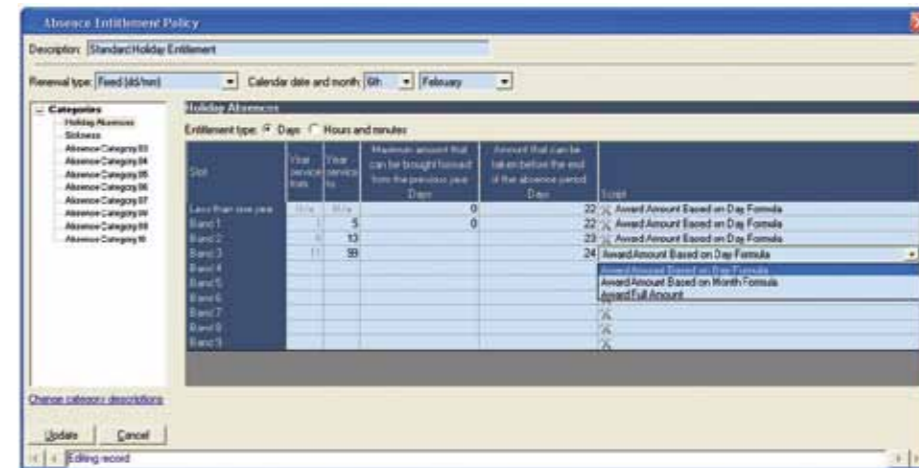
After many suggestions from the ActIn Time user-group we have finally introduced both fixed and flexible holiday renewal dates!

This means that each person may have their own start date – not just the 1st of each month!

We've also taken the opportunity to make the absence entitlement policies much more powerful by introducing scripts.

It is now possible to define rules covering holiday allowance for new starters. These rules can be very flexible and tailored to each customer's exact requirements.

Similarly, we've introduced the option to implement scripts at each of the service bands making the issue of awarding holiday entitlement truly flexible.

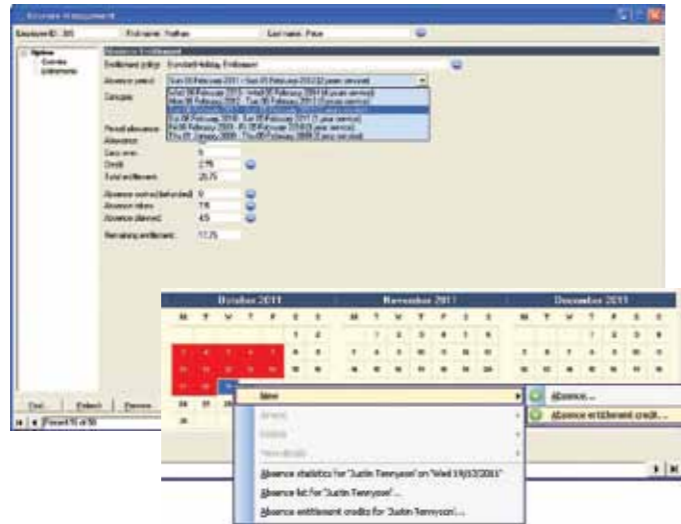


year end summary and entitlement credits...

Here are two brand-new features that will definitely make using ActIn Time absence management much easier!

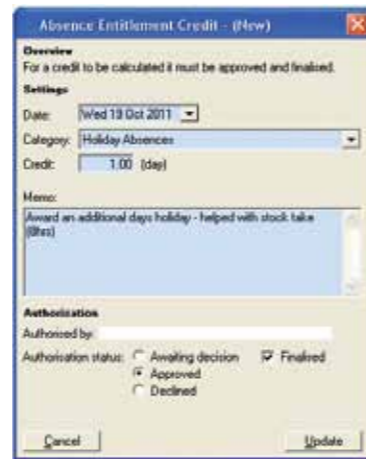
First we've introduced an entitlement credit facility for awarding fully audited holiday credits on-top of the usual allowance.

Secondly, we've introduced an absence management entitlement summary that highlights the following information: period allowance, carry-over to next year, credits awarded, absences worked (and refunded), absences taken, absences planned and of course remaining entitlement.



This information is updated in real-time allowing us to produce quicker, more flexible absence reports.

Viewing absence management entitlement information from previous years is now only a few clicks away!



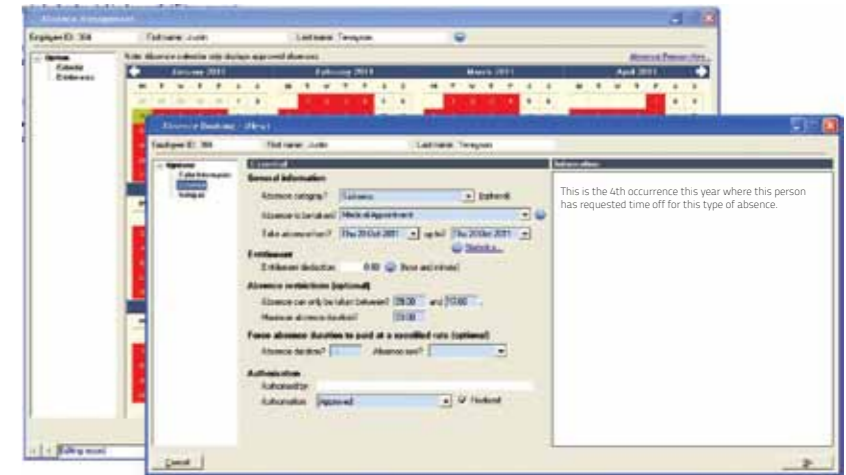
absence management scripts...

We've simplified the absence booking screen, making it easier to understand and quicker to enter information. We've also reserved a large part of the screen for displaying bespoke absence booking information, defined by the customer.

The bespoke absence management information is produced by yet another major feature on ActIn Time 2012 – absence management scripts.

Using the scripts, a customer can define rules applicable to certain type of absence booking. For example certain users cannot book more that 2 weeks holiday for their staff, or, an absence cannot be booked if the person is forecast not to have earned sufficient entitlement by the proposed date.

Defined correctly, this new type of script will improve the processing of absence management information in any HR department.



Attendance overview

Increasing your company's productivity starts with one important factor – the improvement of your employee's time keeping. The right people in the right place at the right time will guarantee 'smooth running' with maximum efficiency – a goal that every company should strive to achieve.



ActIn Time attendance provides you with the tools to plan where your workforce should be and how long they should be working. It allows you to plan for each department within the company, selecting employees with the relevant tasks for the job in hand.

An increasing number of businesses are choosing flexitime as the preferred working method, allowing people to choose their own working day around a pre-set '**core-time**'. ActIn Time attendance can help organise and plan both flexitime and shift based working. Daily and period schedules enable you to define the earliest time that a person may start work, when their breaks should be and most importantly, how their worked time is calculated.

ActIn Time attendance is more than just '**clocking-in**'. Integrating with ActIn Time personnel and absence

management means that the new range of attendance clocks can do much more. Now classed as '**employee-self-service terminals**', the information available '**at the clock**' can include overtime hours worked, holiday entitlement and schedule roster. There is even an '**Email-me!**' feature that will send employee information back to a personal email address.

Overtime should always be authorised and ActIn Time attendance provides departmental managers with the tools to quickly identify and authorise (or decline) worked time which is above the standard working day. Messages now appear on the agenda to remind managers that all authorisation should be completed by a certain time – **in time for the wages department to run payroll!**

And finally, for companies using Sage, there is now an optional integrated link eliminating the need to re-key the attendance data into Payroll.

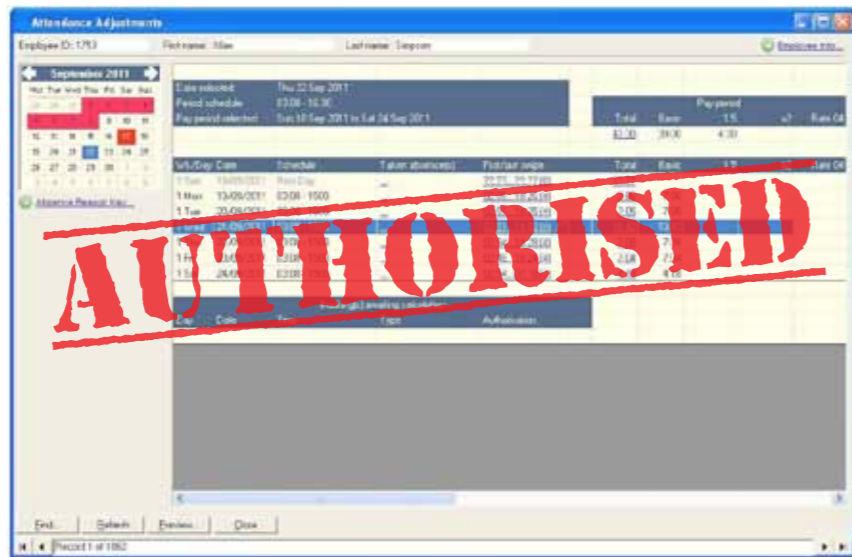


overtime authorisation...

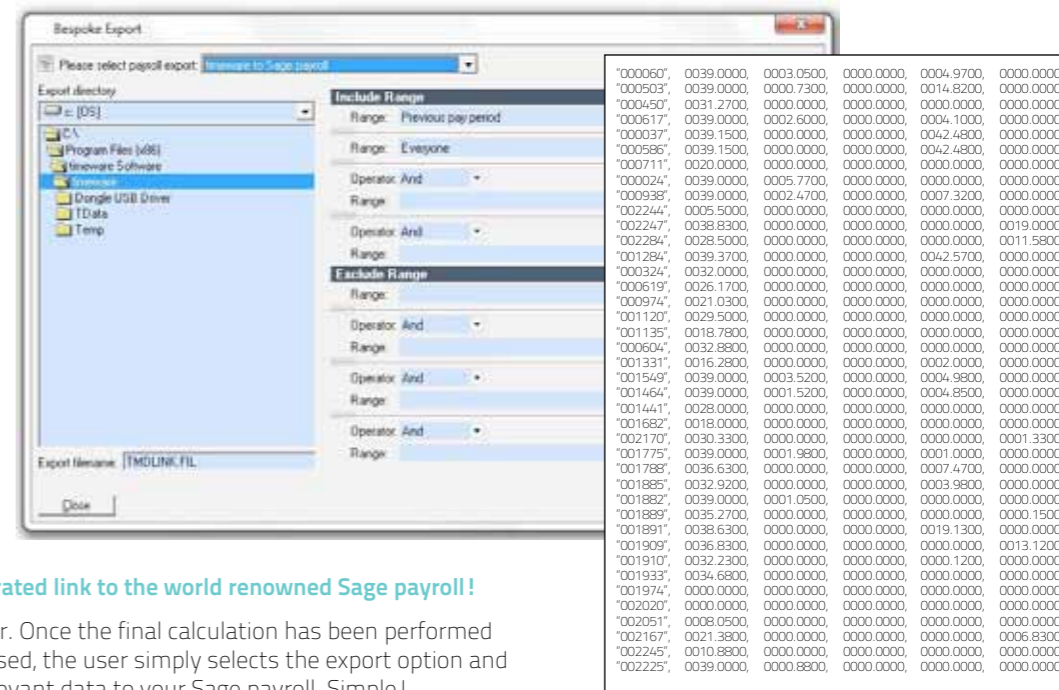
We've introduced an overtime authorisation procedure to work hand-in-hand with the new link to Sage payroll.

An agenda item highlights the people that have exceeded a pre-defined number of worked hours at a specific rate. Their supervisor can then approve, or decline, the overtime on the day, providing notes where applicable. If required, a more senior supervisor can then finalise their decision before the hours worked information is released to the wages department.

A useful reminder can be set to appear on the supervisors agenda displaying the number of days, our hours, remaining before the overtime approval deadline!



link to Sage payroll...



At last it's here - an optional integrated link to the world renowned Sage payroll!

Operating the link couldn't be easier. Once the final calculation has been performed and the overtime has been authorised, the user simply selects the export option and a bespoke script will transfer all relevant data to your Sage payroll. Simple!

Access Control overview

ActIn Time access control brings you indispensable security, protecting that which is most important - your people and your property.

Simple to use but extremely effective, ActIn Time access is now installed at more than one thousand companies across the UK and West Africa. Designed to integrating seamlessly with ActIn Time personnel ensures that when a contractor completes a job or when an individual leaves employment, they will not be able to access your building.



ActIn Time access can be used to control doors, barriers and gates. Our team of access control specialists will carry out the install in a quick and efficient manner with the minimum amount of disruption to your workplace.

ActIn Time access – you decide who goes where and at what time!



t9-0360
Biometric Reader



t9-1010 Access
Control Terminal

Full auditing is available – find out what time people left the site rather than the time they finished work and who has attempted to access the site outside permitted hours.

- Keep track of your employees with real time monitoring.
- Use the alert centre to be immediately notified of failed entry attempts, doors that are ajar and doors that have been forced. Perfect for security guards and system administrators.
- Keep an archive of all door activity for future reference.
- Quickly disable lost and stolen badges.
- Finally, for companies requiring a higher level of security, remember that the access control supports the ActIn Time fingerprint reader technology.



t9-0240 Proximity
Reader

real-time access activity...



Select this option and a window appears containing real-time access information from your ActIn Time 2012 system!

As people move through access points around the site, their names, the door they have passed through and the time and date are displayed on the screen.

This is a very simple feature that would be used by personnel monitoring the security of a building.

access control on the planner...

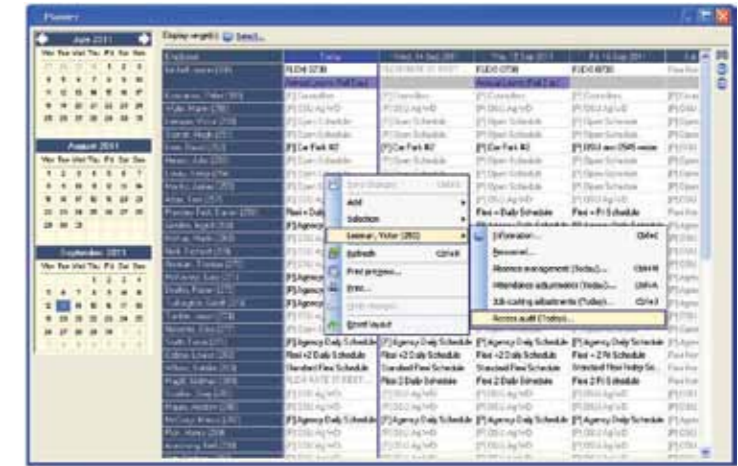


We've made it very easy to quickly check a person's movement through your building on a particular day. The planner has now been extended to include a quick link to a person's access control information.

You can now see the time a person came through the front door, the time

they 'clocked-in' and where applicable, the time they started their first job.

If you need to see more than just one day, the access audit menu option provides a clear and concise way of looking at all of a person's historical access information.



Job Costing overview

Monitoring costs on the shop floor have been made simpler with the introduction of ActIn Time's integrated job costing module.

Not only does ActIn Time allow costing by job, but it also gives you the flexibility of costing by department, individual employee and specific operation. By using the performance comparison reports, you can check on the effectiveness of your employees and highlight areas for improvement.

Logging job details couldn't be easier. An employee simply presses the clearly marked **'job start'** or **'job stop'** function buttons on the data collection terminal and follows a series of simple requests such as **'Enter job number'**, or **'Enter operation'**. The terminal keypad may be used although an increasing number of businesses chose to use barcode scanners for increased efficiency.

The data collected by the terminal is passed directly to the ActIn Time software making it instantly available for reports and enquiries. With clear identification for each job and operation, ActIn Time lets you drill down to the exact layer of information you need, making it easy to compare performance and address areas where productivity can be improved.

The new data collection terminals run special scripts designed specifically for your business ensuring that the solution provided is perfect for you.

Enter Job
Number

Job

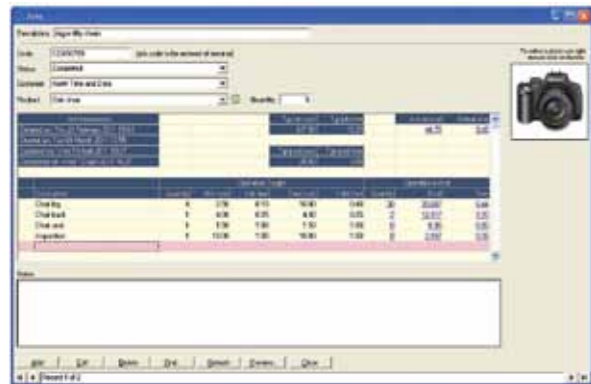
Enter Operation
Code

Operation



t9-4010 terminal - 2012 edition!

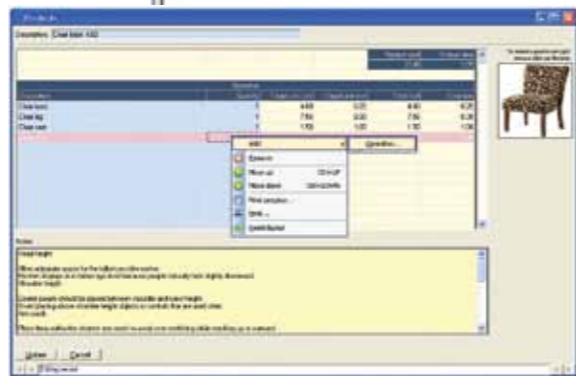
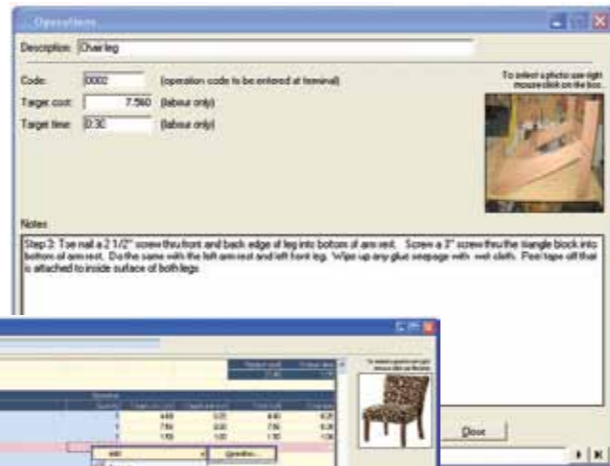
operations, products and jobs...



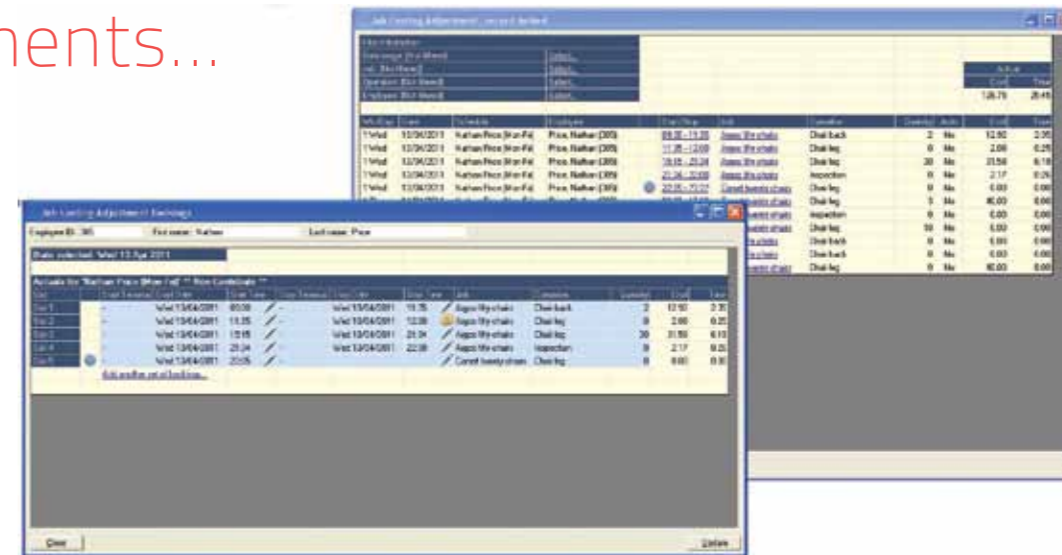
At the most basic level there are shop-floor operations. Each being defined with a description, target cost and target time.

Next there are products. Creating a product is easy – simply select the relevant operations that make up the product and the target time and costs are calculated automatically.

Finally there are jobs. Each job is made up from a quantity of a selected product. The jobs are updated in real-time by data collected from the terminals on the shop-floor.



job adjustments...



The new adjustment option within job costing provides the user with a means of 'drilling-down' into any the job costing information.

By creating filters for jobs, operations and people, the user can narrow-down the search to identify individual bookings that contribute to the overall totals.

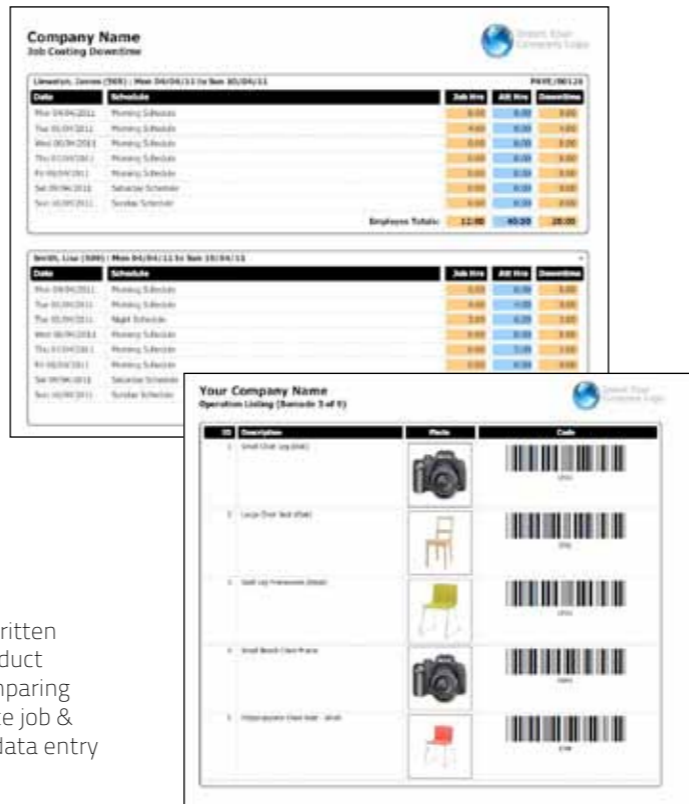
Notes may be made against individual bookings and manual amendments can be performed to correct errors made on the shop-floor.

Full auditing means that you can report on what changes have been made and who has made them.

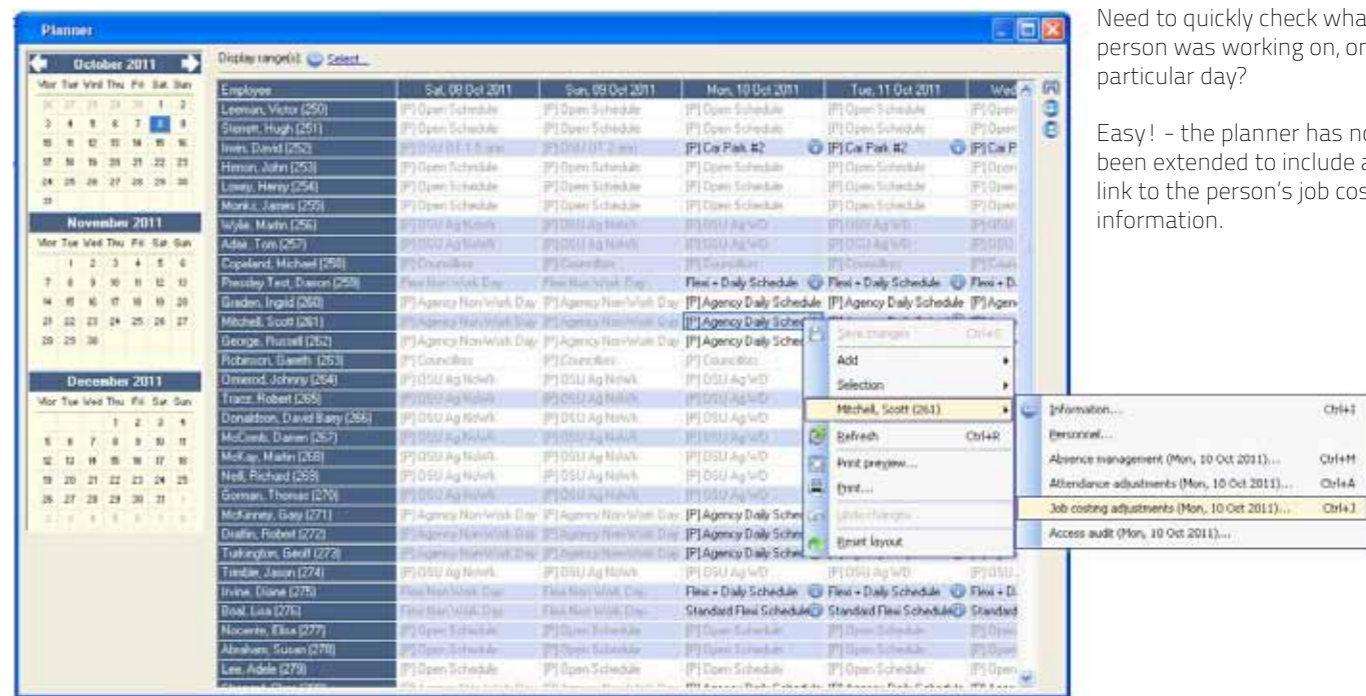
job costing reports...



ActIn Time 2012 comes complete with a full set of job costing reports. Written to the usual high ActIn Time standard, the reports include operation, product and job summaries. There are also reports to highlight downtime by comparing the person's attended time with their worked time. You can even produce job & operation summary reports that include barcodes to facilitate accurate data entry using barcode scanners at the terminal.



job costing on the planner...



Need to quickly check what a person was working on, on a particular day?

Easy! - the planner has now been extended to include a quick link to the person's job costing information.

Fire Alarm / Roll Call overview

Did you know that your fire monitoring system can be connected directly to ActIn Time to produce an accurate roll-call report in the event of an emergency?

An increasing number of safety-conscious businesses have introduced this simple feature to ensure the health and safety of their employees.



The way this feature works is very simple: the roll-call facility within ActIn Time gathers information from different sources – from attendance terminals, from access terminals, from assembly points and from the PIP. This information is processed constantly to ensure that the roll-call list is kept permanently up-to-date. Using this roll-call list allows ActIn Time to produce roll-call reports on demand as required. Some companies run a roll-call report several minutes after the start of a shift to check who is present.

In the event of a fire, your existing fire monitoring system transmits a signal to the nearest ActIn Time terminal which in turn informs the ActIn Time fire alarm roll call service. This service will then perform two tasks:

- 1. Automatically unlock and open any access controlled doors in the area.**
- 2. Send a roll-call report, either to a network printer or to a number of preset email addresses.**

The fire alarm roll call service will continue to monitor alarm signals and will never require resetting. If you have chosen to automatically unlock any access controlled doors, they will require locking with an override from the ActIn Time administrator – ensuring that doors will never lock in the event of a fire!

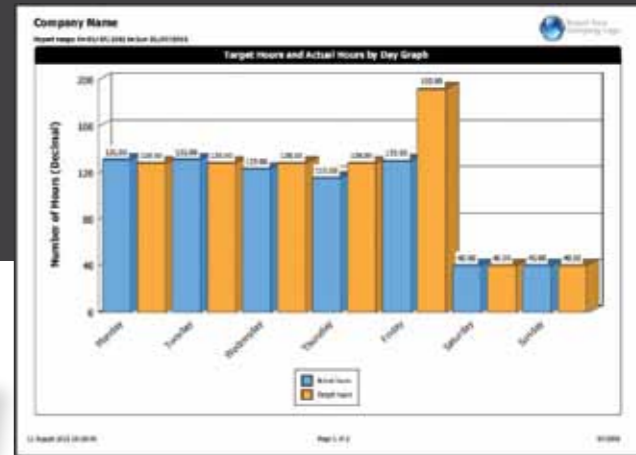


Reports overview

Implementing a sophisticated workforce management system will undoubtedly improve the efficiency of any business, but the addition of a flexible reporting module will enable the information generated by the system to be shared with a wider audience..

The ActIn Time report module provides over 160 clear and concise, and user editable, reports, forms and graphs as standard.

superb reports & graphs...



Your Company Name
Weekly Hours Worked
Report Range: Sun 28/11/10 to Sat 04/12/10

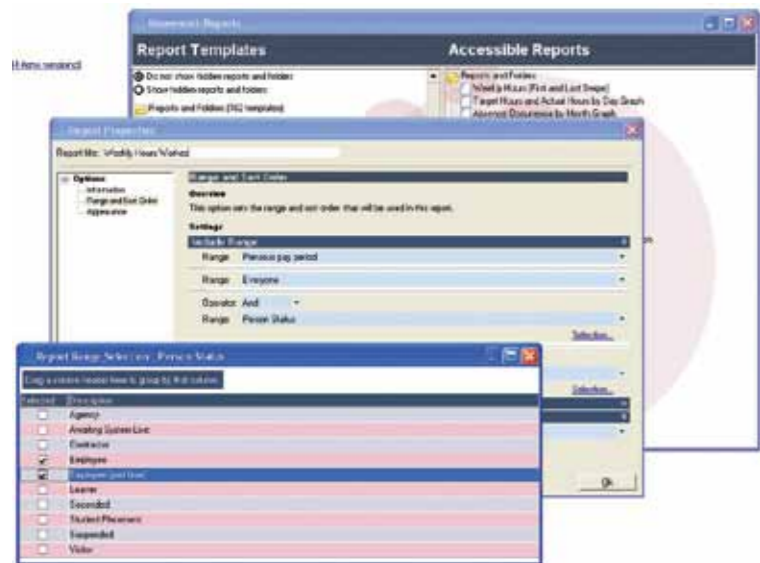
ID	Name	Position	Department	Role	Location	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Tot Mon-Fri	Sat	Sun	Tot Sat-Sun
49	Paul Bell	Paye/0042	Warehouse	Warehouse	Warehouse	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	16:00
50	Neville Budge	Paye/0047	Warehouse	Warehouse	Warehouse	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	16:00
51	Paul Brack	Paye/0045	Warehouse	Warehouse	Warehouse	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	16:00
52	David Clarke	Paye/0038	Warehouse	Warehouse	Office	8:30	8:30	8:30	8:30	8:30	8:30	8:30	42:00	8:30	8:30	16:00
53	Charlotte Charter	Paye/0037	Warehouse	Warehouse	Warehouse	7:30	7:30	7:30	7:30	7:30	7:30	7:30	37:30	8:00	8:00	15:30
54	Yolanda Cookson	Paye/0035	Warehouse	Warehouse	Warehouse	7:30	7:30	7:30	7:30	7:30	7:30	7:30	37:30	8:00	8:00	15:30
55	Simon Cowley	Paye/0039	Sublet	Warehouse	Warehouse	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	16:00
56	Clare Davies	Paye/0039	Sublet	Warehouse	Warehouse	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	16:00
57	William Evans	Paye/0072	Warehouse	Warehouse	Warehouse	7:27	8:00	8:00	8:00	8:00	8:00	8:00	39:27	8:00	8:00	15:27
58	Thomas Gwynne	Paye/0048	Warehouse	Warehouse	Warehouse	8:00	8:00	8:00	8:00	8:00	8:00	8:00	40:00	8:00	8:00	16:00
59	Anthony Gibson	Paye/0072	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
60	Jonathan Gifford	Paye/0048	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
61	Alan Gordon	Paye/0044	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
62	Gareth Griffiths	Paye/0046	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
63	John Harries	Paye/0048	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
64	John Lachlan	Paye/0040	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
65	Jack McNeill	Paye/0040	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
66	John Murray	Paye/0046	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
67	John O'Sullivan	Paye/0040	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
68	Andrew Potts	Paye/0033	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
69	Harold Rogers	Paye/0046	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
70	John May Sweeney	Paye/0046	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
71	James Welford	Paye/0046	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
72	David Williams	Paye/0036	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
73	James Williams	Paye/0071	Warehouse	Warehouse	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56
74	John Winger	Paye/0034	Accounts	Accounts	Warehouse	7:28	7:28	8:00	8:00	8:00	8:00	8:00	38:56	8:00	8:00	15:56

Bespoke, unique reports may be developed when required which can contain any elements of the ActIn Time data including personnel, absence, attendance, access and job-costing information.

Powered by Business Objects (SAP), ActIn Time reports are extremely flexible and very reliable – over 4000 UK companies use ActIn Time reports to provide essential information on demand.

Don't forget ActIn Time 2012 includes an integrated report designer.

person status...

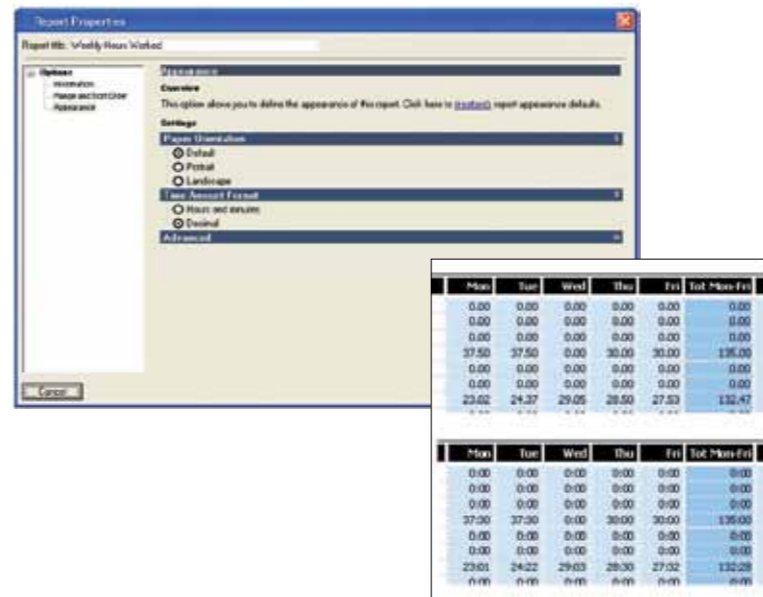


ActIn Time 2012 makes it easy to exclude personnel with certain status from a report.

For example, when someone leaves the company, there status should be set to **'Leaver'**. When defining the properties of a personnel based report, the user simple selects to exclude **'leavers'** and the report run accordingly.

This time-saving feature has been applied to all reports in the system.

hours & minutes or decimal format?...



Here is an idea that will make using ActIn Time 2012 reports a little easier! We've added a switch in the report properties that enables you to specify whether the report will appear in hours & minutes (hh:mm) or decimal hours (hh.mm) format.

Thank-you to the user-group for this simple yet effective suggestion!

Personal Information Portal (PIP) overview

As the workplace becomes increasingly diverse, it is not always practical for employees to 'clock-in' at a conventional attendance terminal.

For the employee, the ActIn Time PIP provides the ideal solution, offering the facility to book-in, request time-off and to check remaining holiday entitlements. For the supervisor, the ActIn Time PIP enables instant access to employee attendance and absence information whilst allowing authorisation of various requests – all this from home, from the train or even from their iPad!

ActIn Time PIP empowering the employee

Why not give your employees read-only access to their own attendance information and let them check the status of pending absence requests from home? Allowing employees to check how many holidays they have left will reduce the amount of wasted time as they will no longer need to contact the HR department.

Employees can also make attendance bookings from within the PIP and request time-off.

Ideal for supervisors that are rarely in the office
The PIP offers full support for supervisors also, enabling them to view their employees attendance information and giving them the facility to authorise (or decline), booking and time-off requests.



PIP (personal information portal)...

As the workplace becomes increasingly diverse, it is not always practical for companies to install conventional ActIn Time attendance terminals. The ActIn Time PIP provides the ideal solution, offering staff the facility to book-in, request time-off and to check remaining holiday entitlements directly from their own PC. For managers and supervisors, the PIP allows instant access to staff attendance and absence information and enables authorisation of absence requests.

Employee ID	Type	Authorisation	Remarks
Tue 22/09/11 09:30	Booking	Approved and not yet finalised/Action	"Left my badge on the staff"
Mon 20/04/11 16:52	Booking	Awaiting a Decision	"Story had left my badge at home"

Use the PIP to

- Give your employees read-only access to their own historic attendance information and let them check the status of pending absence requests from home or anywhere on your network.
- Allow employees to check how many holidays they have left without them contacting the HR department.
- Allow employees to add attendance bookings from home.

- Allow supervisors full access to view their staff's attendance information and the option to allow them to authorise (or decline), booking and time-off requests.

Even if you are currently using a convention ActIn Time attendance terminal, why not consider installing the PIP on a basic PC in the company cafeteria to allow them to access their own attendance information? And why not, if you want to be really forward thinking, allow them to check their holiday entitlements and request time-off through the PIP?

PIP supervisor features...

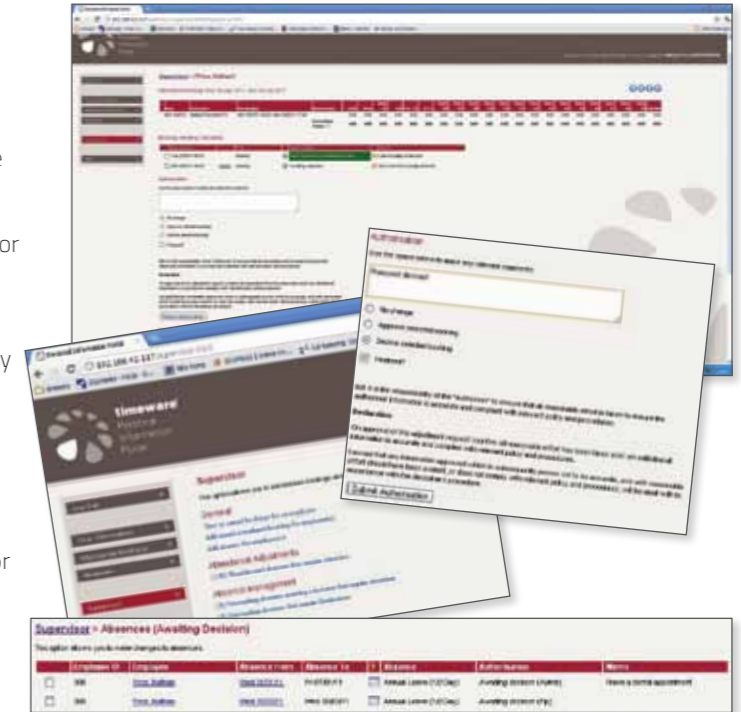
Imagine the scenario: two hundred busy employees requesting absences via the PIP and one very busy supervisor who doesn't have time to check his ActIn Time agenda.

What's needed is a convenient way of remotely alerting the supervisor when absence requests need authorising...

Did you realise that the PIP supervisor feature enables an agenda email to be sent to your supervisor's email address every working day at a pre-determined time? This email contains a **'snap-shot'** of their ActIn Time agenda and reminds them of issues to be addressed.

Did you also know that your supervisor can use his iPhone, (or Smartphone), to authorise any absence requests?

So, for businesses with a busy management team, the PIP supervisor feature allows remote access of key ActIn Time features.





Improved HR!
Detailed absence management!
Sage Payroll link! Job costing!
Overtime authorisation!
Fast, efficient personnel planner!
Employee self-service!

Assisted Conversions

Day 1 - Policy commissioning

- Terminal conversion to ActIn Time v10 ESS (optional)
- Existing data conversion to ActIn Time 2012 format
- Policy commissioning
- Terminal policies
- Daily & Weekly schedule policies
- Overtime policies
- Absence management policies
- Reporting parameters

Day 2 - Certified training

Administrator training – seven courses

- tw12/ad/gen001 ActIn Time 2012 system overview
- tw12/ad/gen002 installing a new ActIn Time system
- tw12/ad/gen003 adding clients to your ActIn Time system
- tw12/ad/gen004 upgrading terminal firmware
- tw12/ad/gen005 upgrading ActIn Time to the latest version
- tw12/ad/gen010 preparing your ActIn Time 2012 system
- tw12/ad/gen020 moving ActIn Time 2012 to a new ActIn Time server

The above courses will take **approximately forty-five minutes** and are aimed at your company's I.T representative.

Day 2 - Certified training

Operator training – six courses

- tw12/op/gen001 ActIn Time 2012 system overview
- tw12/op/gen051 preparing your ActIn Time 2012 system
- tw12/op/per001 an introduction to ActIn Time 2012 personnel
- tw12/op/abs001 an introduction to ActIn Time 2012 absence management
- tw12/op/att001 an introduction to ActIn Time 2012 attendance
- tw12/op/rep001 an introduction to ActIn Time 2012 reports

All six courses will take **approximately five hours** and will be completed over one day. This training is aimed at the people that will be using ActIn Time 2012 on a daily basis.

Just think of the benefits of **ActIn Time 2012**

For a detailed quotation, please contact Andre Scott on
a.scott@wisegrove.co.uk or call +44 (0)20 8882 4522



The next issue of ActIn Timelines will be available in February 2012!

Useful information:

The ActIn Time community site is available at
www.actintime.co.uk

Versions

ActIn Time 2012 (12.1.1)
v10 attendance firmware (10.1.8)
v10 access firmware (10.1.9)
v10 assembly firmware (10.1.9)

Contact

Tel: **020 8882 4522**

Fax: **020 8886 1547**

ActIn Timelines

