



## SMA's Time & Attendance FAQ

### What is the main purpose of the application?

The main purpose of this application is to provide a Time & Attendance solution integrated with leading access control systems. Another purpose behind this development was the increasing demand of customers for not having only the access control system alone but to have something beneficial for the Human Resources also. So far, AEOS(Nedap's security Management Solution) and IrisAccess3000 (LG's Biometric solution) have been integrated.

### What programming language was it written in?

The software is written in Java and based on J2EE. To provide a distributed environment and to make it a Web-based application there was no better choice than java. The software utilizes Java Beans, Java Servlets and JDBC with MS SQL Server.

<b>FrontEnd</b>	HTML, Java Script
<b>Middle tier</b>	J2EE(Java Servlets)
<b>Back End Database</b>	MS SQL Server

### How many versions have been released (or what is the development history)?

The software has come a long way. It was primarily developed in Visual Basic 6.0 as a PC based application but due to the limitations of Visual Basic and increasing demands of diverse features from the client it was shifted to a Web-based Java application. After that 2 versions (2.0 & 3.0) have been released.

### Briefly explain how does it work and how can it be easily integrated into other applications.

The software has its own database where all the user rights, schedules and all employee data are stored. This database fetches the authorized events from the access control database and inserts into the software's database. The software, which is hosted by a web-server, connects to the database and displays those events according to the HR policy which is implemented in the Time & Attendance system such as Grace and Overtime rules etc.

### What are the main technical features of this application?

#### Web-Based

The software has a web-based user interface. The users are no longer tied to a single workstation. Any PC that contains a web-browser can be used to access the system.



## User-Management

User accounts can be created in the system and every user can have authorization on department/branch basis. By having an authorization on certain department/branch, a user can

- Create schedules
- Assign schedule to employees
- Generate reports of employees who belong to the authorized department/branch
- Modify the records of employees

## Support for complex schedules

The system is fully capable to handle complex schedules for large environments like Banks, Hospitals and Factories. The system is well suited where people are working in night shifts, double shifts, keep changing duties on weekly basis, rosters etc. The system will navigate through all the schedules of an employee and be able to generate in a single report which employee was following what schedule. For the holy month of Ramadhan, a schedule can be created for the prospective dates and assigned to the employees and the system while generating the report will automatically switch to the Ramadhan Schedule and generate the report based on the timings for Ramadhan.

## Backup and History

Once the schedule is created and has been assigned to employees, every modification in that schedule will allow the system to save the particular schedule and employees who are following that schedule to date as a history. So in future if you want to refer that what was the schedule of my employees 6 months ago the system will generate the report based on the schedule which they were following at that time.

## Customized reports

The system has variety of reports based on the information required by the user. Reports can be generated on individual basis as well as department/branch basis. The system has following reports

- **Attendance report:** the comprehensive and detailed report showing IN & OUT readings, total hours, overtime, lateness, Comments/ Reminders etc. this reports provides the option to edit records.
- **Absence report:** the report will show you only the absences, sick leaves, vacations, emergency leaves and employee has taken within the specified period.
- **Late report:** generates and shows only the lateness of employees that can be used for deductions.
- **Overtime report:** generates and shows only the overtime of employees that can be used for incentives.



- **Summary reports:** a summarized report shows a short 2 line footer showing the durations for lateness, overtime, total hours as well as the no. of presences, absences, sick leave, vacations, emergency leaves.
- **Performance chart:** the report shows, over the period of time, different parameters like lateness, overtime, absences, vacation, emergency, medical, Business trips in a graphical format based on an individual basis or on a departmental basis.

### Miscellaneous features

- **Edit Remarks:** this feature allows pre-announcing the vacation, leave of an employee in the system
- **Edit record:** For uncertainties, users, privileged by the administrator of the system for this feature, are able to edit and adjust the records of employees which are under their authorization.
- **Log investigation:** this feature allows the user to confirm the records directly from the access control system
- **Annual holidays:** In the system, annual holidays such as Eid holidays, Hajj holidays, and National Day holidays can be declared once and the system will consider these as holidays for all the schedules and for all the employees.
- **Schedule sharing:** a user of the system can share schedules with other users in case if they are satisfied with this schedule e allow other users to use his schedules.
- **Online Help and upgradation:** the technical support is available 24/7 online and should you require any technical support you can post your queries for our Knowledge Base and can get the response within 24 hours. Any future enhancements/upgrades can be done via an online patch and that doesn't require the re-installation of the system.