

Secullum Time Clock 4

Technical Sheet

TECHNICAL SPECIFICATIONS

- **Operating System** : compatible with Windows 98 or higher
- Database: Access, SQL Server or Oracle;
- Required Computer : Processor with 1 Ghz, memory of 256Mb, space in disk of at least 500 Mb, resolution 1024x768
- Suggested Computer : Processor with 2Ghz, Memory of 4 Gb, available space in disk of, at least 10 Gb, resolution 1024x768
- Languages: Portuguese, English and Spanish;
- Reports Visualization: reports can be visualized with ZOOM, in screen before being printed.

FEATURES

- Architecture **Client/Server** (for versions higher than 200 collaborators)
- **Scalable Software.** allows the connection, the use and the expansion to the Relational Databases MS SQL Server and Oracle, among others (refer compatibility with other databases), without the need for changes to source code...
- In case of **migration** of a SQL Relational Database of smaller capacity to another of bigger capacity or from a manufacturer to another, the software Client does not suffer alterations to source code.
- **Friendly Interface** and easy visualization for the user.
- Software **Multi-Company** (refer differentiated values), enables the treatment of the Time Clock for Employees, Collaborators, Third and Service Providers.
- Software can be used **OFF-LINE** or **ON-LINE** and in Real time and can enable the Time Clock Record in Schedules pre-defined by the work schedules stipulated by the HR; it blocks the record of the Time Clock out of the Specified Schedules, and the Time Clock records can be made available directly in the database without intervention of the user.
- When **ON-LINE** the Software allows the Release of the Time Clock record through a command performed by the user in **Real time**, with no need to generate Lists and forward the List to the Time Clocks/ Collectors / Turnstiles

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- The License to Use allows the use of Client software **without restriction to the number of work stations.**
- The Software foresees the use of the Time Clock for up to 200 persons, allowing an extension for 1,000 , 10,000 or **unlimited quantity of persons.**(refer different values)
- In case of more than one company to be registered in the same database, the number of people regarding the license is not cumulative
- **The versions for more than 200 people** dispense periodically database maintenance (version for up to 200 people requires annual database optimization)
- The Software allows **Cyclical or Monthly Scales**, Exchange of Scales, and Exchange of Schedules and restricts the Time Clock record according to these exchanges.
- The software stores historical Monthly Scales;
- The software allows **different scales** of schedules, such as 12x36 (works 12 hours and 36 hours off), 6x2, 6x1, Administrative Scales and scales of Watchers.
- It allows the printing of table of monthly scale blank or completed;
- The Software allows up to 4 **Flexible Schedules** per Employee (without restraint of the record of the Point), **Rigid Type Schedules** (With restriction of the Time Clock Record within the tolerances specified in the Schedule) and **Movable Type Schedules** or Flexible Meals (without restraint of the Time clock record). It is noteworthy that there are certain schedules that, being congruent do not resolve correctly the clocks in allocation
- The Software allows specific rules for differentiated classes of Collaborators, Third or Service Providers.
- The Software allows the **Reports generation in file** and visualization in other work stations without the need to install the software Client in these stations, only some viewer report can be installed
- The Software generates **Log information** on the activities performed in the system for later audit on the Database
- The Software allows the **Processing of Overtime, Absences and Delays, Exceptions and Anomalies**, directly into the Time Card displayed on Screen, allowing viewing the complete Period of the Time Clock and its Markings made, as well as the Schedule stipulated for the days in the Period.
- The Software handles the **Time Bank** with several configurations.

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- The Software allows the processing of The Time Bank configurable for any time interval (weekly, monthly, quarterly, etc. .).
- The Software allows To Pay for the Hours of The **Positive Time Bank** in Hours, while respecting the due percentages and offers the updated extracts and positions
- The software allows you to treat any type of event for quantities or values by providing such information in the form of extract or summarized in the Time Card
- The Software enables to deal with the **Absent and Present** identifying the Absent according to his/her Workday.
- It allows the treatment of **temporary badges** in a simplified form, with validity period.
- **Automatic expiration** of the temporary badge after the use of the definite badge, even if before the expiration date provided
- Allows the programming of **Extras, Holiday and Sick leave**.
- It allows the **treatment of the findings** and successes in Individual or Collective Form, by Location, Department or Shift.
- With a definition of tolerances for the Time Clock-in/out, day off scale, justifications, working hours, holidays, set of events and interface for the payroll **entirely within parameters**, allowing the generation of files in TXT format
- It allows a differentiated **Parameter** by Collaborator, Server, Service Provider, Organizational Structure and Company
- It allows to organize people into **Organizational Structures** (Boards, Superintendents, Coordination, Departments, Sections, Sectors, etc.) up to ten levels;
- Beyond the organizational Structure, it allows to organize people through Department, Function, and two other classifications **within parameters**;
- It allows **easy configuration** of the Time Clock Mirror layout to be exhibited and the information contained in it.
- It allows to **Capture the Collaborators Photograph** with any WEB CAMERA or selection of file;
- The Software has the complete **Control of the Hours and Extras**, differentiating and identifying when the following DAY is a HOLIDAY or REST, so on the days that the employee enters at 10:00 PM and leaves at 05:00 AM the system differentiates the Overtime Percentage from 00:00 AM and Before 00:00.

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- Allows to configure **period of additional night shift** for each working hours
- Through the **models register** allows communication with any equipment with communication program made available by the manufacturer, through file text.
- The software **handles the REMOTE Time Clock** between SUBSIDIARIES or AFFILIATES, using the Remote Database Address, or the fixed or dynamic addresses of the Time Clocks.
- It controls **several calendars of holidays and rules**, according to the SUBSIDIARIES or AFFILIATES location
- The system deals with salary earner and hourly-paid worker.
- All reports may be displayed on screen, printed or **exported to JPG, XLS, VRX or HTML**.
- **Log of the Allowances** and justifications made by the users of the system in the database itself.
- **Log of the confirmations of adjustments** made by the HR sector, detailing who was the person who authorized
- Export Collaborators via text file for records in other systems.
- It allows to **rename** all the columns on the **calculations screen**, time card and daily time clock.

MODULE WEB

- Module with a **WEB interface**, which provides the Time Card or the last Time Card records through username and password, so that Collaborators may consult in accordance with current legislation.
- It allows to visualize the **Mirror Time Clock**
- Besides of **consulting the records made** by the Collaborator it also allows to **record allowances, partial allowances, justifications or adjustments in the time card**, as well as to consult pay downs. However, the information altered by collaborators, **must be confirmed** by the person responsible for such activity in the HR sector
- **Log of the adjustments confirmations** made by the HR sector, detailing who was the person who authorized.