

## UNITIME: KEEPING TRACK OF TIME

"*TEMPUS FUGIT*"... That is where our **UNITIME** time management software comes in. A modern business needs to be able to handle various systems for managing working hours. Part-time working, flexible working hours, time-off in lieu etc. All these systems require various information to be recorded, collated, analyzed and checked. This is a tedious and thankless task, which is prone to mistakes that can upset employees.

**UNITIME** software is designed to solve these problems *EFFICIENTLY, TRANSPARENTLY and FINALLY*.

## TIME MANAGEMENT WITH A HUMAN TOUCH

The internal workings of the UNITIME system mean that nothing is missed. It is accurate, operating to the nearest minute to ensure that everyone is treated honestly and fairly. So it is hardly surprising that in just a few years, UNITIME has become an essential partner for Human Resources Managers and Personnel Managers in large companies, and that it will satisfy your employees or executives by ensuring that their working hours are calculated automatically.

UNITIME considerably reduces the time taken to process information. These are only some of the features that will appeal to those responsible for managing staff. What more could you ask of a system!

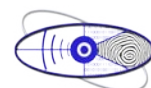
UNITIME really meets all the requirements for management of working hours in any business large or small. In business, time used properly is a source of profit. So UNITIME performs *automatic management of the working hours*, ranging from clocking-on and off to recording of information to be used on pay-slips. All of this is done in liaison with *the personnel department*. But UNITIME does not stop there: it checks on absences and breaks, draws up an organizational structure diagram for shifts depending on their skills, manages holiday, overtime, time-off in lieu, sick leave; it manages hours worked away from the firm and unforeseen problems relating to working hours; it draws up planning schedules and responds immediately to new situations and constraints etc. These applications are among those for which UNITIME stores every event for the amount of time you decide. This kind of memory can come in handy in the event of a dispute, or when carrying out routine checks.

## AN HOURGLASS USES MANY GRAINS OF SAND

The designers of UNITIME wanted to make it into a toolbox to enable you to manage working hours in accordance with the practices and customs in your company. It can cover an unlimited number of people, card readers, buildings etc. *It is easy to use*, thanks to its Windows-style appearance, and is available for all the major operating systems (Windows 2000, NT, XP). Various relational databases can be used with UNITIME (Oracle,...). UNITIME is suitable for all types of cabling, speaks the language of your choice, and dialogues with hardware such as intelligent controllers and our card readers with or without keypad/display.



Now, in an era when time is so important, all these ingredients contribute to error-free time management.



## SOME STANDARD FEATURES



- Multi-site, multi-tasking and multi-user management
- Real-time searching
- Unlimited passwords and user profiles
- Biometric recognition to access UNITIME software
- Graphical staff deployment planning
- Hours worked calculated in real-time
- Number of timetables, absences and special hours unlimited
- Report generator / Preview on screen
- Calculation of luncheon vouchers
- Mission codes
- Transfer to payroll system
- Follow-up of anomalies
- Search interfaces
- Back-up management
- Automatic switching summer/winter time
- Automatic task planning (listings)
- Parameters can be set for free fields
- Audit of the database
- On-line help
- Export - Import of data
- Simple and easy to use
- Internet capabilities (UNIWEB Time / Clockings option)
- Rounding, Multiple overtime options
- Operator Log file

## SPECIFICATIONS & PARAMETRES

Operating systems available	- Windows <sup>™</sup> NT, 2000, XP
Main databases supported	- Oracle - Others on request
Multi-lingual	- Dutch, French, English - Others on request
Reader technologies available	- See HARDWARE information sheet
Architectures available	- Client / Server, Stand Alone, Web
Number of users	- Unlimited (depending on the license)
Number of schedules and schedule cycles	- Unlimited
History	- 400 days (expandable)
Integration with	- <i>UNIWEB</i> <i>Intranet Module</i> - <i>UNIPASS</i> <i>Access Control</i> - <i>UNIGUARD</i> <i>Alarm Monitoring</i> - <i>UNICARD</i> <i>Badge Production</i>

