



ENTERPRISE EMPLOYEE TIME ATTENDANCE SYSTEM



Important **businesses** always need to fit with their needs, and we're at EBTCO strive to know what does a **good software development** means to our customers. Because we have the experience in **different fields and sectors**, we know that this **diversity and inclusiveness** make our software distinctive globally.



10 REASONS FOR USING SHIFT



best attendance system

- ➔ Event **Logs/Audit Trails**
- ➔ **Hijri/Gregorian** Calendar Support
- ➔ **Arabic/English** Language Support
- ➔ Integrated with **SAP ORACLE sage**
- ➔ Integrated with **Active Directory (AD)**
- ➔ **Smart Reports & Multi-Companies** Support
- ➔ Employee/Managerial Portal and **Dashboards**
- ➔ Advance Multi-Shifting for Complicated Environments
- ➔ Ability to **Integrate** with Many Types of **Biometric** Devices



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Shift is a Unique Enterprise Time Attendance Management System

Shift is a unique Enterprise Time Attendance Management System primarily focused on the busiest environments with **multi-shift's** complexity. It solves critical business challenges related to employee's attendance requiring advance & complex working shift assignments with strong reliability and flexibility in use.



- ▶ The application is purely written as a Web-based application using latest Microsoft .Net technologies (Bootstrap, ASP.NET, XML, SQL Server, AJAX, JQuery, 64 bit architecture support).
- ▶ Easy toggling between **Arabic** & **English** interface for different users
- ▶ Ability to **add** other languages very easily to the system

Shift does not require any additional components or software to be installed for day-to-day operations.



One of the most important features of **Shift** is the easiness to connect it with various **Time Attendance** machines. It can support wide range of **FingerPrints (Touch & Touchless)**, **RFID**, **Hand Geometry (Touch & Touchless)**, **Facial Recognition**, **Voice Recognition**, **Iris** and other new technologies as they become available in the market. The system is mainly used with **ORACLE & MS SQL databases** but still can support other leading databases in the market such as **MySQL**. It is an **ODBC** compliant.

- ▶ **Gregorian** date support in addition to embedded **Hijri** calendars for nearly thirty years later
- ▶ **Shift** is a **Web-based** application meaning it will work with your standard Web browser and therefore can be accessed from **any computer** on your network or even **via the Internet**.



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Shift has several modules forming the core of its intelligence and enhancing further its performance



SECURITY GROUPS

It **allows** to manage system users and the **permissions** for each and every function of the system so system users can be given a **specific** privilege like reviewing the names of employees without **adding** or **deleting permissions**.



EMPLOYEES MANAGEMENT

it contains **data** for employees to assist in keeping personnel data **electronically** instead of manually keeping these records. It makes employee's data searching process much more faster & smoother.



Manually Added access logs with special marker

The system does not allow access logs coming from the time attendance devices to be altered or modified. However, we can add manual logs as needed with the right permissions and they will be marked with special notes to denote the record.



SCHEDULES & SHIFTS MANAGEMENT

it allows system users to define the **working** shifts, schedules, **breaktimes** and **overtimes**. Shifts are designed to support high flexibility and scalability in defining working hours including but not limited to flexible & free shift assignment hours.



In Shift, the user has the ability to determine the parameters of minimum, maximum and actual attendance time including check out records so the system calculates **late** and **absent records** on the basis of the aforementioned predefined parameters.

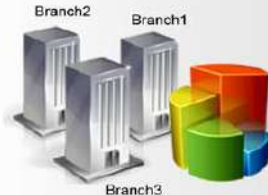


ASP



MULTI-COMPANY LEVELS

Shift offers **multi-company** support either as an independent entity for each company or grouped under a parent company with hierarchal departments approach. This enables companies with different fields and/or branches to manage their entire staff from a unified system interface.



DASHBOARD

SHIFT offers the ability to customize the default welcome page after signing into the application to either show the latest time **attendance logs in real time**, list of current and pending excuses, statistics and charts or a combination of these features in one easy to understand screen.



DASHBOARD

(Custom for Hospitals and Contractors)

SHIFT offers great flexibility in customizing and/or adding specific functionality to certain businesses or industries for optimum value to benefit from the system. **For example**, this customized dashboard offers a way of compensation among labor. We can easily view current attendance versus those who were absent to compensate for the missing staff easily and quickly instead of relying on manual methods which depends on physical rounds for time attendance checks and manual approval process.





SHIFTS ASSIGNMENT

it allows the user to **assign** specific **Shift, Overtime and Break** schedules for an employee within certain dates through a **smooth** and **easy** to use interface process.

Shift is well recognized for its high flexibility in processing shift's **assignment** as follows:

- ▶ Assignments on **daily** basis per employee(s)
- ▶ Assignments on **monthly** or **annual** basis per employee(s)
- ▶ Assignments on **daily** basis per **department(s)**
- ▶ Assignments on **monthly** or annual basis per **department(s)**
- ▶ The possibility of assigning **more than one shift per day** for the same employee (i.e. workers in factories / staff in hospitals).

SHIFT

SEARCH BY EMPLOYEE OR BY DATE RANGE

1. EMPLOYEE: [Text Field]

2. DATE RANGE: FROM [Date Picker] TO [Date Picker]

3. SELECT SHIFT: [Radio Buttons]

4. SELECT DEPARTMENT: [Radio Buttons]

5. SELECT DATE: [Date Picker]

6. SELECT SHIFT: [Radio Buttons]

7. SELECT DEPARTMENT: [Radio Buttons]



ADVANCE SHIFT ASSIGNMENT POLICIES

The idea of **policies** is based on the definition of cyclic shifts repeated within a period of time (up to 90 days) to **avoid** the repetitive manual assignment by system users.



STAFF GROUPING

It is an important feature which offers the ability to create groups for certain employees which are from different divisions and departments in the system.



For example, it allows to create a group called "managers" where we can apply specific rules and policies that are different from the list of normal employees.



EMPLOYEE/MANAGERIAL PORTAL

Employees can now login to the system and check their attendance records, vacations and excuses. An employee can also request excuses/vacations and get approvals directly online in a complete automated process.

Manager Portal: it allows to the manager to login to the system and see his employee's data, and then he can approve or disapprove his employee's requests.

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ALERTS & NOTIFICATIONS

Through the use of this advance functionality within Shift, we offer the ability for system users to define eMail notification templates along with rules and constraints for the success delivery of eMail and SMS



alerts to desired recipients while applying the proper configurations & rules accordingly.



USER AUTHENTICATION MODE

- ▶ **Active Directory (AD) Authentication:** Shift will authenticate the username and password from the Active Directory through the use of LDAP protocol.
- ▶ **Software Authentication:** Shift will save the credentials (username & password) encrypted in the database.
- ▶ **Mixed Mode:** The user can login using his Windows credentials or his Shift credential.



TIME BACK MANAGEMENT

A unique feature in Shift that allows an approved overtime as a way of compensating late attendees and/or for early leave employees. Moreover, the system will show a comprehensive list of overtime information in which the system user can accept or reject automatically.

Employee	Date	Shift	Time	Approved Time	Status
Jamal	11/01/14	Even (7:30 - 11:30)	12:30		Pending
ElShayeb	11/01/14	Even (7:30 - 11:30)	11:30		Pending
Elshaban	11/01/14	Even (7:30 - 11:30)	11:31		Pending



WINDOWS SERVICE

The software has Windows service to automate the excuses and time calculation. Because of the time attendance calculations' complexity, Shift is scheduled to calculate data each day at midnight or at intervals defined by system operators.



EVENT LOGS & AUDIT TRAILS

Each transactions on Shift is logged accordingly to monitor changes happening from within the interfaces directly.

Navigation Bars to Easily Navigate Throughout The System





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SHIFT EXCUSES, VACATIONS & HOLIDAYS

Shift allows users to define **different excuse types, vacations and/or public holidays**. For example, an employee granted a sick leave within a specific period of time. It is also possible to specify types of vacations and excuses in which the documents required must be attached, and a specific period of time (in days) to be accepted.



SHIFT EXCUSES

Shift allow to create different types of excuses with their respective duration. It can also **link** the excuse type to different time attendance devices.

SHIFT VACATIONS

The system users are able to add vacation types to the system in order **to show them on reports** and avoid employee's absent marks which may lead to direct deductions from their salaries. **Yearly vacations** and **medical** treatment vacations are real world examples in this scenario.

Approval of requests for vacations and excuses for more than one level

SHIFT HOLIDAYS

Under Shift, the system user is also able to add **public holidays** and occasions to account for their days within the attendance reports. This is to avoid showing an absent employee in a day reserved for public holidays.



SHIFT ERP INTEGRATION

Shift has been integrated with several leading ERP software vendors such as **SAP ORACLE sage** and it can easily adopt to major ERP/HR systems in the market.



SHIFT Manual Import/Export is a basic feature of SHIFT





REPORTS

Shift has multiple smart reports which enables the users to display employee's attendance in more creative and flexible manner. In addition, Shift enables the users to choose date/time formats and predefined codes for blank fields within a report.

It also enables the users to extract reports in standard formats (Excel, CSV, PDF, HTML)

► Attendance Report

This report shows attendance in/out time, late minutes, early out minutes and total deduction minutes, and it shows status of the day (present, late, absent or in vacation)

► Access Logs Report

It shows a daily in/out report with date and time per employee

► Absence Report

It is an extended report to show the number of absent days for each employee in a selected period of time

► Daily Late Report

It displays the late minutes for the employees in a selected day

► Excuses Report

This report shows the attendance in/out time for the employee including all excuses (excuse out/excuse in) for a period of time

► Overtime Report

It shows the overtime minutes/hours for employees in a certain period of time



Department of Social Services
EBTco
TEHR LAB

Report: Late And Early Out Report

Date: From 2012/1/15 To 2012/1/15

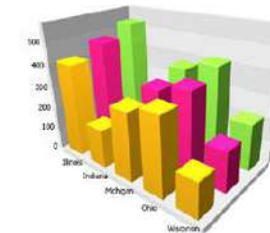
Department Code (CO): Department/Name: Ignite

Employee Code: Employee Name: Mironov

Time	HR Time	Salary	Day	Event	Cap Type	Early Out	Late	Terminal	Final Line
2012/1/15	08:00:00	PL	08:00	08:00:00					
2012/1/15	08:00:00	PL	08:00	08:00:00					

► Charts & Graphics for Late/Absent Reports

This report allows the user to choose certain departments in order to show a graphical chart comparison among them



Different Daily & Monthly Reports