

# UNITIME

Time management suited  
to your environment



Unitime can monitor and analyse the attendance and absences of your staff. It calculates the hours worked by each employee fairly on the basis of information collected day by day (clocking in and out times, defined schedules, leave requests, overtime etc.).

An essential modern tool for the management of absences such as leave, sickness absence, external missions etc., Unitime offers the possibility of managing remaining leave, absence reasons etc. to the minute in real time. It automatically manages your employees' working hours, from the timeclock to the transfer of data to payroll software or to your payroll department for payslip preparation.

All the data collected is stored in the database and can be used to generate automatic reports analysing your staff's working hours.

Unitime is designed as a toolbox to provide the answers you need for time management suited to your environment.

## WHY DO YOU NEED TO IMPLEMENT A TIME ATTENDANCE SYSTEM?

- Easier links with human resources (and possibly payroll services)
- Fair management of working hours
- Optimum team planning
- A failsafe guarantee that overtime is paid and all your staff are captured
- Easier management and calculation of luncheon vouchers and travel expenses
- Multiplication of time recording types
- The implementation of supervised self-service for leave requests
- Improved feedback for staff
- Improved forecast of all field assignments



# SPECIFICATIONS

- Multi-site, multi-task and multi-user management
- Unlimited number of sites, users and time clocks
- Unlimited passwords and user profiles
- Interface available in three languages in parallel: FR, NL, EN as standard (option to include your own translations)
- Multi-contract management
- Day types (low and high season, summer, winter etc.)
- Several variable service segments for each schedule
- Fixed, flexible, intermittent schedules
- Breakdowns of hours worked
- Distribution according to bonuses, divisions, imputations, etc.
- Classification of your employees based on specific criteria
- Entry of leave, absences and field assignments
- Validation of leave by one or more supervisors
- Consultation of counters and credits
- Absence collections (controlling the accumulation of absence codes)
- Control over absence credits from one contract to another
- Management of field assignments, public holidays, incapacity to work, etc.
- Management of late arrivals and early departures
- Entry of clock-in and clock-out events with validation
- Coupling with biometric solutions (anti-fraud)
- Clocking in and out physically, virtually or by phone
- Validation of special hours
- Overtime reset, compensation, totalling
- Overtime classification: recuperable or non-recuperable
- Team work cycles
- Easily consultable full online history
- Simultaneous display of access and time clock-ins and clock-outs
- Backup management
- Social security authority interfaces
- Importation of personal data in XML format
- Extended additional properties, configurable and journalled.
- Many reports available (plus export module), with transmission by e-mail and automatic generation
- Operator log file



Rue Saucin, 62  
5032 Isnes – BELGIUM

T +32 (0)81 55 46 10  
F +32 (0)81 55 97 69

Franklin Rooseveltlaan 349/B. 22  
9000 Gent – BELGIUM

T +32 (0)9 262 03 14  
F +32 (0)9 265 02 50