

Dewan
Consulting



Time Attendance System

Program Features

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Introduction

Dewan Time Attendance System is one of the systems that can be work as standalone or integrated system. The system can worked integrated with Human Resource system and get most of its setup data (employee setup data, company organizational structure data and each individual structure data) directly from HR system. On the other hand, when the system is work as standalone system the user can fill all setup data directly to the system.

The system can linked to any type of attendance machine and read all employee attendance data directly from the files output from attendance machine, whether the machines use fingerprint or proximity cards or normal magnetic cards.

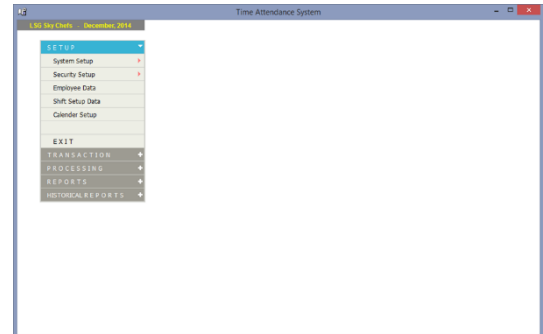
The system provide flexible shifts for employees or standard shifts with predefined time in and time out, in addition the system allow to calculate shifts hours with or without overtime and also differentiate between day and night hours for each shift.

The system provide flexible reporting system to control and evaluate the employee attendance during certain period including all types of vacations and number of working hours and late or un attended hours.

Time Attendance System

System Menus

The system show an organized menu divided into main menus with dim gray color, and sub menus with gray color. The system main menus divided into setup, transaction, processing, reports and historical reports menus.



System Setup

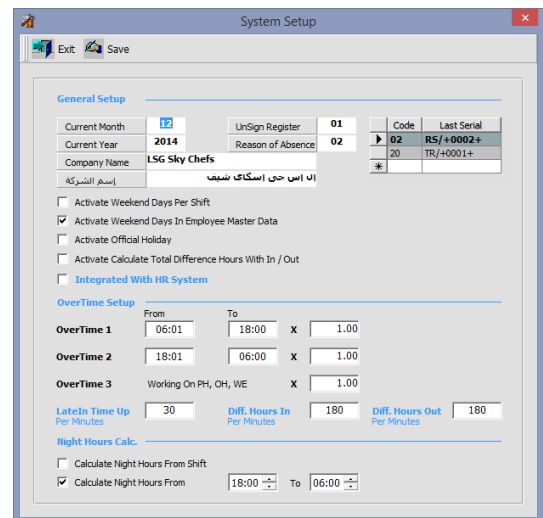
With the system setup you can define, the performance of how the system can work and the way of calculate all the system variables.

The system offers two types of document serial code either automatic serial or user-defined serial.

The system allow to define weekend for each employee or global weekend with shift, and all employees woke with the shift will be get the same weekend.

The system allow getting official holidays directly from system calendar, or from the roster of the employee.

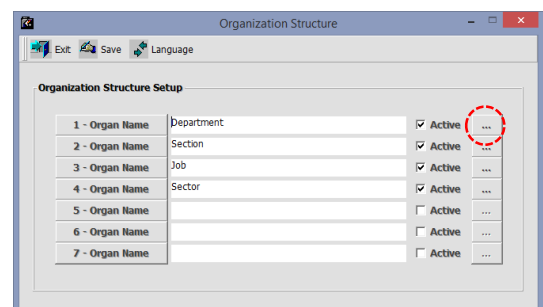
In addition, the system allow adjusting the overtime hours and calculation rates. The system allows to setup night shift hours globally or per shifts.



Organization Structure

The system allow building up the company organization according to the way that each company classifying its structure.

For example, we build an organization shown in the screen image with departments, sections, jobs and sectors. The system allows building up to seven different organizations. By checking the active check box, the system allows to enter each organization data.



Organization Data

The system display separate screen to enter each organization data. For each organization, you can enter code and description.

Code	Description
101	Management
102	HR
103	Finance
104	IT
105	Procurement
106	Sales & Marketing
107	Office Administration
201	Airline Service

Employee Setup Data

This is the basic employee data, the system either collect employee basic data from integrated HR system, or direct from the employee's setup data screen. As we discussed before we can assign each employee to a specific weekend days.

The system collect the organization data with the employee setup data, that is affect the display of employees when enter monthly roster data.

ID	Name By English	Name By Arabic	InActive
0200	Sameh Yehia Abdelamees	سماح يحيى عبدالأميس	<input type="checkbox"/>
0201	Ali Saleh El Sayed Ali	علي صالح السيد علي	<input type="checkbox"/>
0202	Ahmed Mohamedy Abdel Sayed Mohamed Awad	احمد محمد علي محمد يوسف	<input type="checkbox"/>
0203	Mohamed Abd El Salam Zaki Ahmed	محمد عبدالسلام زكي احمد	<input type="checkbox"/>
0204	Hany El Sayed Mohamed Ibrahim	هانى السيد محمد ابراهيم	<input type="checkbox"/>
0205	Ayman Hussein Abd El Rahman Ahmed	أيمن حسين عبدالرحمن احمد	<input type="checkbox"/>

General Information

Employee ID: 0200 Print No.: 0

Name By [English]: Sameh Yehia Abdelamees

Name By [Arabic]: سماح يحيى عبدالأميس

Address:

Birth Date: 29/04/1984 Telephone: Mobile:

Sex: Male Nationality: Egyptian Marital Status:

Weekend Days

Sunday: ☐ Monday: ☐ Tuesday: ☒ Wednesday: ☒ Thursday: ☐ Friday: ☐ Saturday: ☐

Job Information

Contract Date: 08/11/2009 Work Receiving Date: 16/11/2009 Termination Date:

Social Insurance Number: Annual Leave: 21 Emergency Leave: 0

InActive: ☐ InActive SignIn And SignOut: ☐ U-Number (SAP): 0

Department: Transportation Section: Dispatch Job: Operation coo

Sector: Operation

Shift Setup Data

The system allow entering unlimited number of shifts, for each shift you define the standard time in and time out. In addition, you assign the shift working days of the week, number of night shift and working hours per shift. One of the greatest feature of the shift setup is to define if the shift is day split shift - that is define for the shifts started in day and ended in the next day - also we can define the behavior of shift calculation of different types of working hours.

Shift Code	Description	Shift L.	Time In	Time Out	Non W.Shift
C1	Curfew	C1	00:01	06:00	<input type="checkbox"/>
M6	M6	M6	01:00	09:00	<input type="checkbox"/>
M6R	M6R	M6R	01:00	09:00	<input type="checkbox"/>
M7	M7	M7	00:01	08:00	<input type="checkbox"/>
M7R	M7R	M7R	00:01	07:00	<input type="checkbox"/>
MSR	MSR	MSR	01:30	09:30	<input type="checkbox"/>

Shift Information

Shift Code: C1 Shift Letter: C1

Description: Curfew

Time In: 00:01 Time Out: 06:00

WorkingHours: 05:59 NightHours: 0.0

DaySplit: ☐ Non Working Shift: ☐

Shift Work Days

Sunday: ☐ Monday: ☐ Tuesday: ☐ Wednesday: ☐ Thursday: ☐ Friday: ☐ Saturday: ☐

Calculations Fields

Calculate Diff. Hours: ☒ Hold Shift Processing: ☐

Calculate Night Hours: ☒

Calculate Over Time: ☒

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Shift Setup Data

Shift Code	Shift In	Shift Out	Night Hours	Abs / Pres	Roster Code
AB	Absence	0.0	0.0	ABSENT	AB
AL	Annual Leave	0.0	0.0	ABSENT	AL
C	Curtsey Vacation	0.0	0.0	ABSENT	CV
CH	Compensation Hours	0.0	0.0	ABSENT	CH
CL	Casual Leave	0.0	0.0	ABSENT	CL
ML	Maternity leave	0.0	0.0	ABSENT	ML
MS	Military Service	0.0	0.0	ABSENT	MS
ND	Non-Employment Days	0.0	0.0	ABSENT	ND
OH	Official Holiday	0.0	0.0	ABSENT	OH
OH5	Official Split Holiday	0.0	0.0	ABSENT	OH5
OM	Out Side Mission	0.0	0.0	ABSENT	OM
S	Special Leave	0.0	0.0	ABSENT	S
SL	Sick Leave	0.0	0.0	ABSENT	SL
TL	Travel	0.0	0.0	ABSENT	TL
TR	Training	0.0	0.0	ABSENT	TR
UPL	UnPaid Leave	0.0	0.0	ABSENT	UPL
WE	Weekend	0.0	0.0	ABSENT	WE
WES	Weekend Split	0.0	0.0	ABSENT	WES
WEW	Weekend (Working)	6.0	0.0	ABSENT	WEW
WI	Work Injury	0.0	0.0	ABSENT	WI
C1	00:01	06:00	0.0	PRESENT	C1
C24	07:00	06:59	0.0	PRESENT	C24
CD	07:00	17:00	0.0	PRESENT	CD
CDG	01:00	10:00	6.0	PRESENT	CDG
CE	17:00	07:00	12.0	PRESENT	CE
D	07:00	16:00	0.0	PRESENT	D
D/R	08:00	15:00	0.0	PRESENT	D/R
D1	09:00	18:00	0.0	PRESENT	D
D2	07:30	16:30	0.0	PRESENT	D
D3	08:00	16:00	0.0	PRESENT	D
D4	08:00	17:00	0.0	PRESENT	D
D5	09:00	15:00	0.0	PRESENT	D5
D6	07:00	15:00	0.0	PRESENT	D6
D7	05:00	13:00	1.0	PRESENT	D7
D8	07:00	19:00	0.0	PRESENT	D8
E	14:00	23:00	5.0	PRESENT	E
E/R	14:00	23:00	0.0	PRESENT	E/R
E1	15:00	01:00	7.0	PRESENT	E
E1R	13:00	21:00	0.0	PRESENT	E1R

Time Attendance System

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System Calendar

You can define all the year public holidays with the system calendar. With the setup parameters, the system use the calendar and assign the public holidays with each employee within the employee roster.

System Calendar

2014

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Date	Description
07/01/2014	Christmas Day
25/01/2014	Police Day

SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7 PH	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 PH
26	27	28	29	30	31	

Save Cancel

Reasons Of Absence and Penalties

The system allows defining reasons of absence and penalties with code and description for each reason. The system uses the reasons of absence to define the reason for each un-singed employee. The system read the time in and out from time attendance machine and display the un-signed employees and let you put reason for each un-signed.

Reasons Of Absence And Penalties

Exit Save Delete Find Language Print

Reason Code	Reason Text
RS/0001	Behaviour
RS/0002	Absence
SYS-01	Un Signed Time IN / OUT
SYS-02	Time IN Grater Than Time OUT
SYS-03	Hold Shift Processing
SYS-04	Difference Between ST & ACT Exceed Limite

Reason Code: RS/0001

Reason Text: Behaviour

Un Signed Register

For the employees provide annual, sick and unpaid leave forms, the system allow entering the leave form with its vacation type or un signed register and the start and end date. Automatically the system display the un signed reason with the attendance of the employee.

Employee Shift Setup - Roster -

Employee roster allow assigning for each employee his working shift during month per day.

The screen view or select employees by selecting the one of the company organization structure (for ex. Departments) and select each organization single item to select the employees within the selected item.

On the other hand, you can view and edit the employee shifts by month display or by day display.

In addition to that, you can select form shift list that display all the predefined shifts to prevent any data entry errors.

Read Time Machine File

This is a periodically process, that allow the user to read the time in and out for each employee if the system is link with time machine. The process allow the user to define the start and end date for the reading procedure. This is the preparation process for the employee attendance screen.

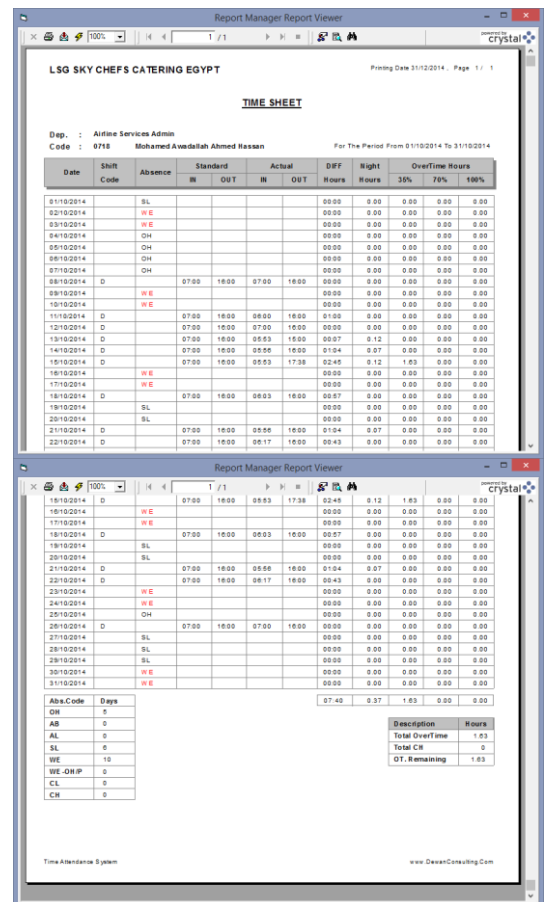
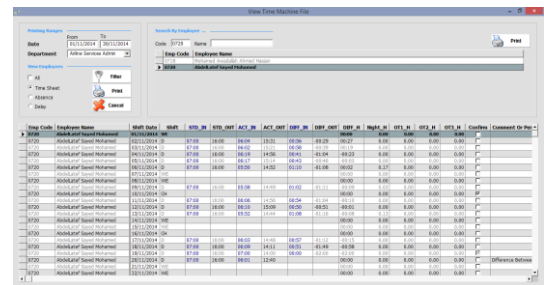
View Time Machine File

This is the main transaction screen, as we discussed before the system can work stand alone, so you should enter the time in and out per day for each employee you can do that from this screen. In addition, if the system linked with time machine, the screen shows the time in and out per day for each employee.

Within this screen, you can select the employees by one of its company organization and within certain period, you can select the un signed only or delayed or all transactions.

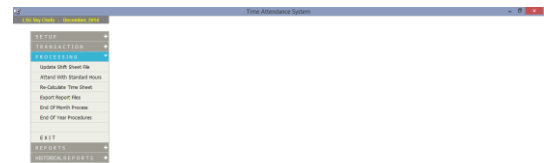
The system detect the signed errors like employees signed before or after their shift time with certain number of hours, also the employees signed with time different from their setup shifts. Finally, you can change, track, adjust and view all the employee transactions. In addition to print employee time sheet.

Changes in shift code reflect to the roster screen directly as the changes in roster reflected to this screen.



System Processing

System processing provides functions to handle the control of time attendance working and performance. The following is a list of system processing functions:



Update Shift Sheet File (Roster)

The function updates the roster file from using weekends provided from shift setup or employee master data. Read and apply official holidays from system calendar and apply unsigned register according to current month and transaction date.

Attend With Standard Hours

We use this function to set time in and out equal to standard shift time in and out for those employees in managerial level and not use the time machine to record their time in and out.

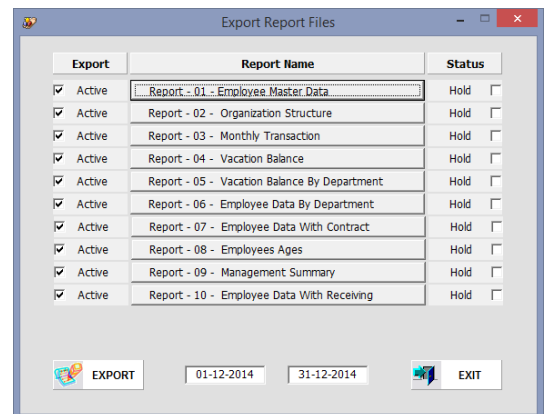
Recalculate Time Sheets

Using this function to let the system calculate all values of employees time sheets based on the shift code and actual time in and out.

Export Reports

The system allow users to select from a predefined list of reports, the reports needed to export to excel format with specified period.

That help users to extract the required data from the system with regular bases and accurate values.



End of Month and End Of Year

The system provide standard procedures with processing end of month or year, to keep the data integrity and system functionality working in proper way. In addition, the system prevent any updates with employee transactions after end of month.

System Reports

The system report manager provides a screen with report selector side to select the required report and range selection side to enter the report query values.

Employees Data Reports

- Data Setup
- Data By Department
- Data With Hiring
- Data With Contract
- Data Without Contract
- Employees Ages

	From	To
Employee Code	0200	0952
Shift Code	AB	WI
Month	01	12
Year	2014	2015
Department Code	10101	20704
Date		

Transaction Reports

- Shifts Data
- Shifts Sheets
- Un Signed Register
- Monthly Report
- Management Summary
- Miss Printing Report
- Absence By Department
- Delay By Department
- Terminated
- Vacation Balance

	From	To
Employee Code	0200	0952
Shift Code	AB	WI
Month	01	12
Year	2014	2015
Department Code	10101	20704
Date		

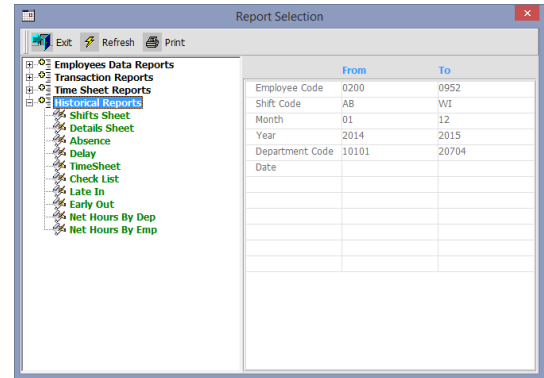
Time Sheet Reports

- Time Sheet
- Check List
- Late In
- Late In After
- Early Out
- Net Hours By Department
- Net Hours By Employee
- Extra Hours By Department
- Details Sheet
- Details Sheet With Differences
- Night Hours By Department

	From	To
Employee Code	0200	0952
Shift Code	AB	WI
Month	01	12
Year	2014	2015
Department Code	10101	20704
Date		

Historical Reports

- Shifts Sheet
- Details Sheet
- Absence
- Delay
- Time Sheet
- Check List
- Late In
- Early Out
- Net Hours By Department
- Net hours By Employee



Sample Reports

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Net Hours By Employee

Dep : Management
Name : Ehab Fathalla Abd El Aziz Fathalla
For The Period From 01/11/2014 To 30/11/2014

Code	Name	Date	Shift Code	Standard	In	Out	Actual	In	Out	Different
0881	Ehab Fathalla Abd El Aziz	03/11/2014	M3	22:00	07:00	22:51	08:48	08:12	-00:29	(00:32)
0881	Ehab Fathalla Abd El Aziz	04/11/2014	M3	22:00	07:00	22:26	08:57	08:51	-00:03	(00:54)
0881	Ehab Fathalla Abd El Aziz	06/11/2014	M3	22:00	07:00	22:27	08:48	08:26	-00:22	(00:26)
0881	Ehab Fathalla Abd El Aziz	06/11/2014	M3	22:00	07:00	07:00	08:27	08:00	-00:27	(00:27)
0881	Ehab Fathalla Abd El Aziz	10/11/2014	M3	22:00	07:00	22:00	08:48	08:24	-00:24	(00:44)
0881	Ehab Fathalla Abd El Aziz	12/11/2014	M3	22:00	07:00	22:15	08:42	08:04	-00:16	(00:14)
0881	Ehab Fathalla Abd El Aziz	13/11/2014	M3	22:00	07:00	08:48	08:15	-00:20	(00:35)	
0881	Ehab Fathalla Abd El Aziz	18/11/2014	M3	22:00	07:00	22:37	07:00	08:04	-00:04	(00:04)
0881	Ehab Fathalla Abd El Aziz	19/11/2014	M3	22:00	07:00	21:57	08:38	08:37	-00:22	(00:58)
0881	Ehab Fathalla Abd El Aziz	20/11/2014	M3	22:00	07:00	08:42	08:03	-00:16	(00:16)	
0881	Ehab Fathalla Abd El Aziz	26/11/2014	M3	22:00	07:00	22:11	08:48	08:15	-00:12	(00:27)
0881	Ehab Fathalla Abd El Aziz	26/11/2014	M3	22:00	07:00	22:39	08:48	08:11	-00:12	(00:23)
0881	Ehab Fathalla Abd El Aziz	27/11/2014	M3	22:00	07:00	08:51	08:39	-00:09	(00:48)	

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Night Hours By Department

Dep : Management
For The Period From 01/11/2014 To 30/11/2014

Code	Employee Name	Current Hours
0516	Abdel Karim Mohamed Abdel Muhyi Abdel karim	0.00
0522	Lucy Juan Roathorn F yeld	0.00
0550	Moustarem Ramed Mohamed Soliman	102.42
0704	Rainer Karlfried Meurer	0.00
0881	Ehab Fathalla Abd El Aziz Fathalla	107.77
Grand Total For Management		210.29

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FOR DEP : Finance
FOR MONTH : June 2014

SL	Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M
4755	Agar Agarwal																														
4861	Asad Razaul Farhan Khan																														
4786	Yasser Tawad Ahmed																														
4289	Kamal Fouad Mohamed Elmer																														
4447	Yasser Tawad Mohamed Fawad																														
4763	Muhammad Hamed Mohamed Elmer																														
4811	Emad Adel Lutfi Aloud																														
4887	Kamal Fouad Mohamed Elmer																														
4464	Ehab Abdel Rahman Elmer																														

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Dep : Finance
For The Period From 01/12/2014 To 30/12/2014

Monthly Report

Code	Employee Name	AB	AL	AS	SL	OH	C.B	STD.H	ACT.H	E.A.H	L.A.H	N.A.H	OverTime 1,2,3
0280	Rafel Fawad Mohamed Gohar	0	0	0	0	0	27.00	144.00	288.00	168.00	168.00	12.00	17.00
0480	Ehab Abdel Rahman Elmer	0	0	0	0	0	0.00	144.00	288.00	168.00	168.00	4.00	28.00
0487	Yasser Tawad Mohamed Elmer	0	0	0	0	0	0.00	144.00	144.00	144.00	144.00	0.00	1.00
0507	Kamal Fouad Mohamed Elmer	0	0	0	0	0	0.00	144.00	144.00	144.00	144.00	0.00	1.00
0511	Emad Adel Lutfi Aloud	0	0	0	0	0	0.00	144.00	144.00	144.00	144.00	0.00	1.00
0513	Muhammad Hamed Mohamed Elmer	0	0	0	0	0	0.00	144.00	144.00	144.00	144.00	0.00	1.00
0515	Rafel Fawad Mohamed Gohar	0	0	0	0	0	0.00	144.00	144.00	144.00	144.00	0.00	1.00
0516	Yasser Tawad Mohamed Elmer	0	0	0	0	0	0.00	144.00	144.00	144.00	144.00	0.00	1.00
0517	Ehab Abdel Rahman Elmer	0	0	0	0	0	0.00	144.00	144.00	144.00	144.00	0.00	1.00

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Management Summary

Dep : HR For The Period From 01/11/2014 To 30/11/2014

Code	Employee Name	AB	SL	OR	SAL	CAL	SAL
0243	Mohamed Abdo El Laili Sayed Mohamed	0	2	0	21	4	(16)
0248	Rana C/mael Mohamed Randy	0	0	0	21	0	11
0407	Dina Sarwat Mohamed Naguib	0	0	0	21	1	(4)
0512	Engy Adel Georgy Iskander	0	0	0	21	2	1
0725	Refaat Ahmed Bakry	0	0	0	30	6	8
0781	Ayman Mohamed Hafez Mohamed	0	0	0	30	0	24
0803	Wamees Abdelkhal Mohamed	0	0	0	30	0	30
0911	Motafa Mohamed Mahmoud Hasef @in	0	0	0	30	0	24

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Employees Data With Contract Date

No.	Code	Employee Name	بسم التوظيف	Department	Job	Contract
1	0200	Samah Yahia Abdelkamel	مساعد نجلي	Dispatch	Operation coord	08/11/2009
2	0201	Aly Swah El Sayed Aly	مساعد نجلي	Equipment	Supervisor	08/11/2009
3	0202	Ahmed Mohamedy Abdel Sayed Mosh	مساعد نجلي	Equipment	Senior Catering	08/11/2009
4	0203	Mohamed Abd El Saleh Zaki Ahmed	مساعد نجلي	Kitchen Preparation	Senior Chef de P	08/11/2009
5	0204	Hany El Sayed Mohamed Ibrahim	مساعد نجلي	Mini Bus Drivers	Senior Catering	08/11/2009
6	0205	Ayman Hussein Abd El Rahman Ahm	مساعد نجلي	Transport Driver	Driver	08/11/2009
7	0206	Mohamed Hour El Din Sayed Sayed	مساعد نجلي	Transport Driver	Driver	08/11/2009
8	0207	Hosam El Din Mansour Ibrahim Saad	مساعد نجلي	Kitchen not	Chef de Partie	08/11/2009
9	0208	El Sayed Abd El Fatah Soliman Moh	مساعد نجلي	Chef de P	Senior Catering	08/11/2009
10	0210	Mahmoud Hassan Mohamed Zaki	مساعد نجلي	Kitchen Dish Out	Senior Chef de P	08/11/2009
11	0212	Ehab Abdel Aziz Abdel Aziz Diab	مساعد نجلي	Dish Washing	Senior Catering	25/11/2009
12	0213	Ekrany Shadi Abd El Hamed El Fak	مساعد نجلي	Transport Driver	Driver	24/11/2009
13	0216	Mohamed Salah El Din Aly Mostafa	مساعد نجلي	Procurement	Officer	24/11/2009
14	0218	Amr Mohamed Ismail Mohamed	مساعد نجلي	Store A/line	Senior Store Ke	25/11/2009
15	0219	Samir Fathy El Sayed Abd Wale	مساعد نجلي	Dish Washing	Senior Catering	25/11/2009
16	0220	Mohamed Rabaa Mohamed Ahmed El	مساعد نجلي	Dish Washing	Senior Catering	25/11/2009