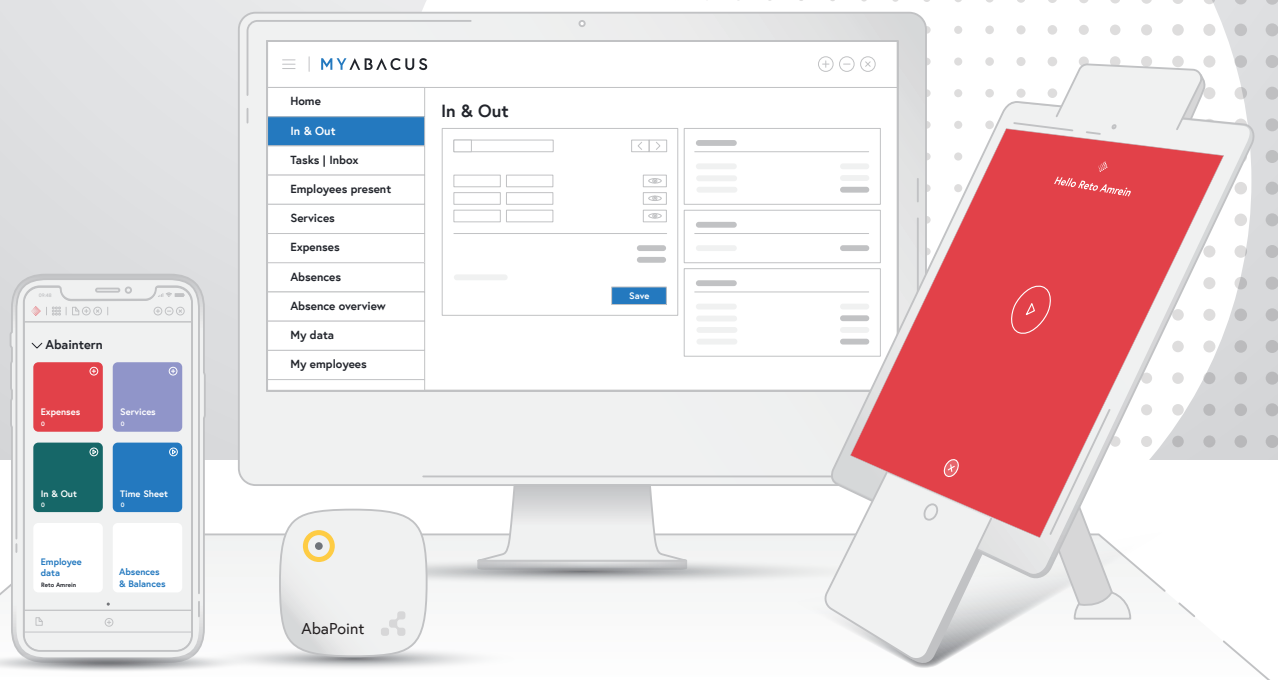


Time Recording ●

Integrated entry of working time, absences, expenses and more



Abacus products can be combined for customization of time recording processes – be it mobile with a smartphone, stationary via a time clock, automatically using a beacon or on the browser via the employee portal.

Abacus Time Recording is – from the single module to the integrated complete solution – designed so that it can be adapted to the needs of every company. The high degree of flexibility and the guarantee of GAV and legally compliant entry and calculation of working hours both legal and administrative assurance for Human Resources. Employees have various input options at their disposal, all of which are interconnected. Employee master data only needs to be entered once and all information becomes available anywhere, in real time.

Mandatory work breaks can be deducted automatically based on individual break regulations. GAV and company-specific requirements such as supplements for night, holiday and weekend work are mapped in the Abacus software. Access rights to data can also be individually defined. Supervisors can control working hours and absences and correct them directly, if necessary.

The use of the personnel planning system further massively reduces the time expenditure for all parties. The legal regulations

regarding overtime and break regulations will already be taken into account during planning. This ensures that personnel resources are managed efficiently and an overview is maintained at all times.

Thanks to full integration, salaries, bonuses and expenses can be paid directly via Abacus Payroll.

An overview of Abacus Time Recording



Planning

- Personnel resource planning
- Shift/service plans
- Absence management
- Daily and weekly working time models by canton



Entry

- Arrival/leaving time
- Expenses/travel costs
- Holiday/absences
- Multi-level release/approval process
- Multiple entry variants possible



Calculation

- Break regulations
- Overtime and absences
- Supplements for night, holiday and weekend work
- SECO and GAV compliant



Evaluation

- Attendance statistics
- Work times and holiday plans
- Absence statistics
- Real time data available on the dashboard and on the smartphone



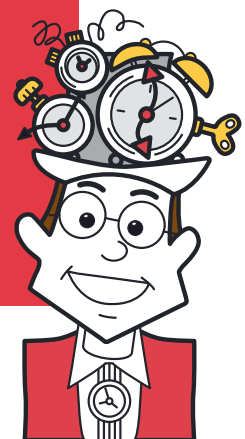
Processing

- Working hours and expenses in Payroll/Project Management
- Holiday applications in Inbox for approval
- Absences in Inbox for approval

- The products integrated in Abacus Time Recording are: Personnel resource planning AbaPlan, the smartphone app AbaClik, the badge terminal AbaClock, the beacon system AbaPoint and the employee portal MyAbacus

Your benefits

- The right solution for every company and every working time model.
- Save time and money – no multiple entries, no interfaces.
- Time and location-independent recording of working time, expenses, absences and more.
- GAV and legally compliant personnel resource planning.
- Working time, flexitime and overtime are available in real time.
- Mapping of overtime and extra hours according to SECO guidelines.
- Automated, legally compliant break, holiday and weekend work calculations.
- Simple and intuitive use.



For more information visit www.mistertime.ch.

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