

➡ Dynamic and Efficient Attendance Reporting for Increased Productivity

Bil	Tarikh	Syif	M. Masuk	M. Keluar	Jumlah Jam	Status	Alasan/Catatan
1	01/01/2010 - JUM	08:30-17:30				Tahun Baru.	
2	02/01/2010 - SAB	Off Day					
3	03/01/2010 - AHD	Rest Day					
4	04/01/2010 - ISN	08:30-17:30	14:10:03	17:03:31	02:53:28	Datang Lewat & Keluar Awal.	KA - Mesyuarat.
5	05/01/2010 - SEL	08:30-17:30	08:14:58	17:44:12	09:29:14	Keluar Awal.	
6	06/01/2010 - RBU	08:30-17:30	08:17:55	16:04:58	07:47:03	Keluar Awal.	
7	07/01/2010 - KHA	08:30-17:30	08:11:02	13:46:34	05:35:32	Keluar Awal.	
8	08/01/2010 - JUM	08:30-17:30				Tidak Hadir.	
9	09/01/2010 - SAB	Off Day					
10	10/01/2010 - AHD	Rest Day					
11	11/01/2010 - ISN	08:30-17:30	08:20:51	15:18:46	06:58:55	Keluar Awal.	
12	12/01/2010 - SEL	08:30-17:30	08:17:57	14:24:20	06:06:23	Keluar Awal.	
13	13/01/2010 - RBU	08:30-17:30	08:17:04	13:47:25	05:30:21	Keluar Awal.	
14	14/01/2010 - KHA	08:30-17:30	08:17:57	08:31:22	00:13:25	Keluar Awal.	
15	15/01/2010 - JUM	08:30-17:30	08:32:27	10:43:04	02:10:37	Datang Lewat & Keluar Awal.	DL - Hujan.
16	16/01/2010 - SAB	Off Day					
17	17/01/2010 - AHD	Rest Day					
18	18/01/2010 - ISN	08:30-17:30	08:17:51	08:18:58	00:01:07	Keluar Awal.	KA - Masalah Peribadi.
19	19/01/2010 - SEL	08:30-17:30	10:00:10	14:40:41	04:40:31	Datang Lewat & Keluar Awal.	KA - Mesyuarat.
20	20/01/2010 - RBU	08:30-17:30				Tidak Hadir.	
21	21/01/2010 - KHA	08:30-17:30	08:13:25	12:40:13	04:26:48	Keluar Awal.	
22	22/01/2010 - JUM	08:30-17:30	08:18:01	15:12:13	06:54:12	Keluar Awal.	
23	23/01/2010 - SAB	Off Day					
24	24/01/2010 - AHD	Rest Day					

✓ Monthly staff attendance report

✓ Daily staff attendance

✓ Monthly overtime report

✓ Monthly absentees report

✓ Monthly early out report

✓ Monthly latecomers report

WTMS3000 provides more than 15 standard report templates consisting of movement, attendance, and overtime reports. Further configuration of the reports can be provided upon discussion with us.

Managers and supervisors will be able to view and print attendance report by selected date range within a month and can be viewed based on Individual, Department and Overall. The reports will be displayed with links to on-line forms depending on the attendance status (late in, early out, incomplete, or absent).

WTMS3000 attendance reports are displayed with all the relevant details such as the transaction time, remark, reason with approval status, working hour calculation, overtime calculation, total working hour, overtime, total late-in and total early-out.

The system provides the option to filter the attendance reports according to staff shift group (working hour). There is also the summary report consisting of attendance status and details for all staff in the department whereby reports can be printed out.

➡ User Friendly with Flexible Configuration Set Up

WTMS3000 provides platform for our client to perform initial configuration that involves Profiling Information, Access Zone Group, Software Access Level, Working Hours Definition, Public Holiday Definition, Job Description, Reasons Options and Overtime Definition. The configuration module allows our customer to configure WTMS3000 setting to suit their organization operation and management.

KONFIGURASI SISTEM > TETAPAN UTAMA

MAKLUMAT KOD WARNA

Petunjuk	Data
Tarikh Persepsi	
Tarikh untuk memproses kod warna berdasarkan status kehadiran staf	1 hari

Jenis Kesalahan

Kesalahan yang diambil kira dalam penentuan kod warna staf:

Pertukaran i Kuning -> Hijau	Pertukaran i Hijau -> Merah
Jumlah kesalahan minima untuk pertukaran kod warna peringkat pertama	Jumlah kesalahan minima untuk pertukaran kod warna peringkat kedua
3	1

MAKLUMAT KONFIGURASI/PENGESAHAN

Petunjuk	Data
Tarikh Akhir Pengesahan Lebih Haza	
Tarikh akhir untuk membuat penilaian dan pengesahan rekod OT	15 hari

Papar Peringatan Konfigurasi Lebih Haza

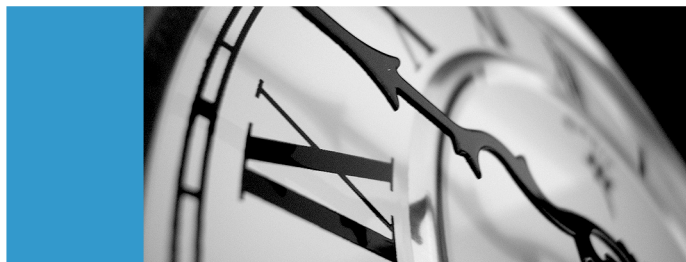
Tarikh untuk memaparkan peringatan kepada staf supaya mengemaskini rekod OT sebelum Tarikh Akhir pengesahan.

Keterangan Pengesahan Alasan / Lebih Haza	Paparan
Maklumat yang dibenarkan untuk menukar status permohonan Alasan / Lebih Haza (lepas pengesahan kali pertama).	1 kali
Proses Halahtut Lebih Haza	18 hari
Tarikh untuk memproses rekod OT dalam format Excel	

For Further Information, please contact

WEB BASED TIME MANAGEMENT SYSTEM

WTMS3000



➡ Monitoring of Staff Attendances at your Fingertips

➡ Fast and Automatic Calculation of Shift and Overtime Work

➡ Get Alerts and Get Reminded

➡ Less Hassle and Paper Work with the Self Service Application

➡ Dynamic and effecient Attendance Reporting for Increased Productivity

➡ User Friendly with Flexible Configuration Set Up

➡ Integration with 3rd Party System such as HR System (profiling module), Comprehensive E-Cuti System and Payroll System.

WTMS3000 is suitable for companies of all sizes and all types of employees whether they have permanent, contract or temporary staff and whether they have various types of shift pattern. It is designed to operate through a standard Internet browser connected to the corporate Intranet. It gives employees the ability to monitor the exceptions generated by their clocking in and out, this allows missing clock- in and out to be addressed as soon as they occur and it gives employees quick access to various types of attendance reports.

IBS

IBS



WTMS3000 provides instant and varieties of attendance record for both staff and the management. The design of the attendance records are done based on the Malaysia Administrative and Modernization Planning Unit (MAMPU) requirements whereby attendance data will be manipulated to generate meaningful and useful information in monitoring and evaluating staffs' attendance performance.

WTMS3000 allows staff to manage their attendances, and supervisors to verify staff attendances with the self-service web application. This interactive way of online information communication are done through various online forms whereby staffs are able to provide input on attendance and overtime related information and submit to their superiors for verification and approval.

Another added feature that should be considered when choosing WTMS3000 are the facts that the WTMS3000 is able to integrate with other relate system to attendance such as Human Resource or Payroll. This is done by extracting staff profile as input and providing overtime data as output to the other system.

The web based system extends employers the ability to monitor and manage staff attendance at their remote offices or branches. Centralization of attendances is achieved by having an attendance device at each of the location and all this devices will be connected to the same IT network infrastructure.

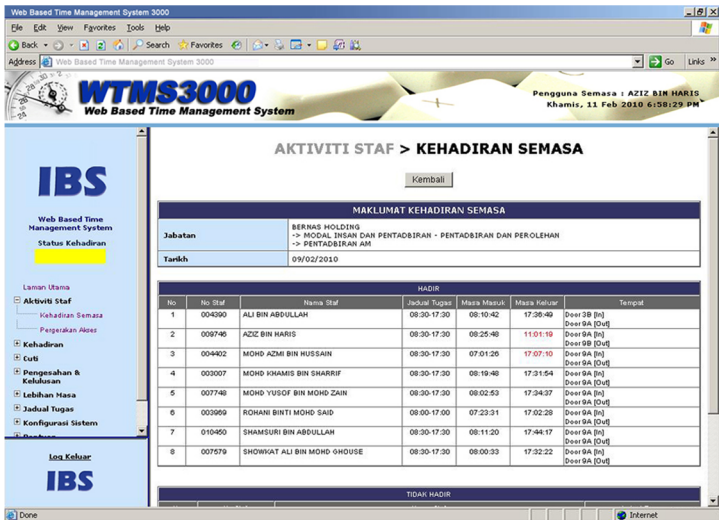
WTMS3000 is a software application that is available in Bahasa Melayu and English. It offers a comprehensive software access level control by providing various options complete with menu privilege setting. This allows for the system administrator to set different groups and levels of system users.

COMPATIBILITY

WTMS3000 is compatible with MS Windows Server 2005/2008 and MS SQL 2005/2008

FEATURES

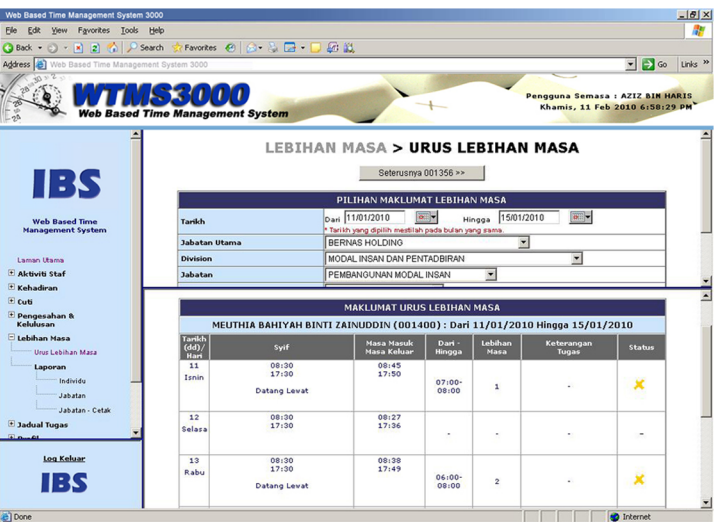
➔ Monitoring of Staff Attendances at your Fingertips



With WTMS3000, managers are able to view their staff current attendance from their own PC. It will indicate the name of staff that is already in the office for the day and their clock in time. The staff that has applied for leave will be indicated as on leave in the remarks column and those who did not arrive before the start office working hour will be considered as absent.

For staff who are late, supervisor will get to see their reason for being late and verify and approve staff late-in, absent and early out reason

➔ Fast and Automation Calculation of Shift and Overtime Work



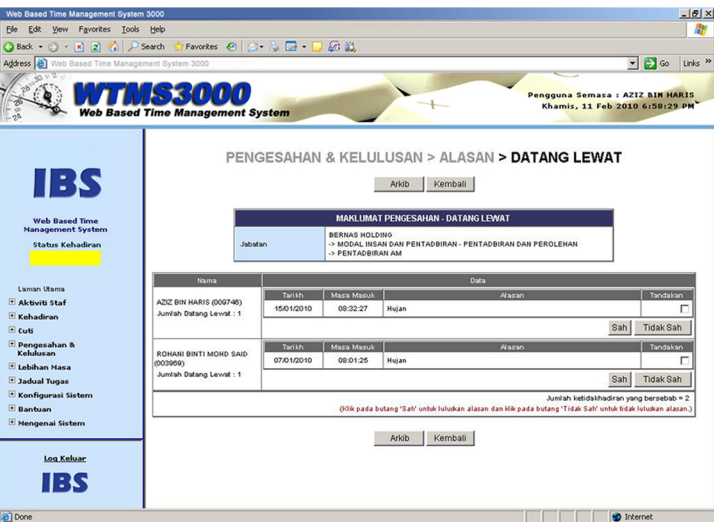
order to produce a complete overtime data to be submitted for their superior's approval.

➔ Get Alerts and Get Reminded

Upon login to WTMS3000, staff will be getting prompt alerts if their attendances are not found for the day. Other alerts and prompts will include pop up forms for staff to indicate reason for lateness, absentees or incomplete full day working hours.

Managers and supervisor in the other hand will be alerted on any staff form that requires their verification or approval. With this verification or approvals, HR/Admin department will be able to make necessary judgement or action for any staff attendance issues. Shortcuts are available in the WTMS3000 to allow all the alerts to be attended to. Shortcuts are displayed in blinking images and availability of the shortcuts.

are dependable on the user access level. This alerts can be in the form of email or Short Messaging System (SMS) in the more comprehensive module of WTMS3000.



➔ Less Hassle and Paper Work with Self Service Application

Online Form is one of the important module for WTMS3000. It is a platform for staff to provide input or reason for their late in, early out, absenteeism or to apply for leave.

The forms are available for their superior to verify and approve these input or reasons and shall be used by the payroll or human resources department to make the necessary actions based on the company policy.

The online form is also a tool for staff to apply for leave whereby the system allows staff to view leave application status and also previous leaves record. Staff is able to apply leave with minimal data entry. Upon approval by their superior, the leave form will be automatically available for the payroll or HR department's view and leave information will be displayed as remarks in attendance report. Some of the available forms in WTMS3000 are; Late-In Reason Form, Early-Out Reason Form, Absence Reason Form, Incomplete Transaction Reason Form and Leave Form.

