



# Softland ERP Human Resources & Payroll Area//



## Attendance Control Module

The Attendance Control module provides information for the payment of wages or salaries as recorded by clock dials, attendance marks and/or manual marks.

The module allows easily loading entry and exit marks from flat files. It gives the possibility of having a virtual marker clock from within the application itself; processing of entry and exit marks with the rules of each country and type of schedule to calculate and determine hours to be paid, as well as their programming and management. Attendance Control integrates with the Payroll Control module.

### Features:

- Staff scheduling and calculation of hours. Creation of multiple schedules with various shift combinations (entry and exit hours, entry tolerance) for each day. Double-shift hours per day (with up to two breaks per shift). Creation and/or modification of schedules per user. Massive allocation of hours.
- Exceptions in the allocation of hours for each worker (even per day). Rotation of schedules. Ability to create schedule exceptions for special dates or situations.
- The working week can start any day with variable mandatory days off and it may have several entry and exit combinations.
- Preconfiguration of hour types for Mexico, Guatemala, El Salvador, Nicaragua, Costa Rica and Colombia.
- Validation of incidents through reports. Generation of incidents (absences, tardiness, permissions) as a result of comparisons between the hours and the real marks. These incident hours can be justified entirely or partially.
- Programming of overtime. Overtime can be converted into hours to compensate (entirely or partially) so that on a certain date, the absences, tardiness or permissions can be compensated for those extra hours.
- Generation of different types of time. Hours worked can be distributed in different types of time (configurable): regular, overtime, double, etc.
- Preapproval of hours. Allows programming overtime or holidays before they occur, i.e. without knowing how many extra or double hours the employee worked, the user could preapprove them all or partially.
- Loading hours into the Payroll Control module for payments.
- Workers attendance reports, incidents record, workers calendar (employee's hours considering holidays and leaves), workers with no assigned schedule, worker's clock-ins, summarized and detailed information on daily attendance of workers and distribution of the types of time (hours ready for the calculation of payroll).
- Transferring hours into the Payroll Control module.