

## Background information on Time Control > These are some of the possibilities:

Our Time Control tool can be used in several languages and is an ideal solution for the following challenges :

### > Presence:

- Real-time time registration by means of clocking in and out
- Logging on and off can be done on a computer, via mobile phone or via a fixed terminal.
- Automatic settlement breaks
- Possible compensation of complementary or extra hours, to be determined by supervisor
- Division by department, teams, etc.
- Any deviations from the work schedule can be identified immediately
- Very friendly design (pictures employees, colors, clear dashboard)

### > Holidays and absences :

- Vacation request in 3 clicks via computer or mobile phone
- Employee always has access to available vacation days
- Supervisor has a clear calendar with attendants and absentees of his/her team
- Supervisor accepts holidays in 1 click
- Extensive possibility to set automatic conditions on request to prevent underutilization.
- Disease reports with attached scan of doctor's certificate
- HR has access to a clear calendar with all absentees
- HR has access to real-time reports on staffing so that the correct decisions can be made.
- Very friendly design (pictures employees, colors, clear dashboard)

### > Internal communication:

- Easily send individual or group messages with photos and attached documents
- Employee reads messages when it suits him or her best

### > HR Reports:

- Clearly readable reports with tables and graphs
- Analyses on absenteeism due to illness and other causes
- Comparison of hours actually worked versus contract hours
- Easy-to-read reports for labour inspectorates that comply with Spanish labour legislation

The image displays six screenshots of the Time Control system interface, illustrating its various modules and user experience.

- TU JORNADA:** Shows a user's current shift (Turno General (hh)), working hours (Horas trabajadas: 2h 09'), and clock-in/out times (Entrada: 08:02:23, Salida: 10:12:14). It includes a 'Salir' button and a link to 'Ver fichaje en detalle'.
- EQUIPO:** Displays team status for 158 personnel. It shows that 2 people have not clocked in, 145 have, and 30 are expected. It lists upcoming arrivals and current staff.
- CALENDARIO:** A calendar view showing attendance and absences for all users across different departments and shifts.
- FICHAR:** A clock-in/out screen showing the current shift, working hours, and clock-in/out times. It includes a 'Salir' button.
- PRESENCIA:** A table showing attendance data for specific dates (Saturday 01/04/2018 and Sunday 02/04/2018), including columns for date, shift, attendance, and a 'Detalle' link.
- SOLICITUDES PENDIENTES:** A screen showing pending vacation requests for three employees: Juan Martín, Anna Pérez, and Jessica Cruz. Each request includes details about the employee, the request type, and the duration. It features 'Aceptar' and 'Rechazar' buttons.