



Bayanat

TIME ATTENDANCE

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BAYANAT TIME ATTENDANCE

is a turn-key solution that provides organizations with a complete set of tools to efficiently manage employee attendance, allocation and shifts. Built on industry standards, the solution is meticulously designed to emulate the intuitive interface of existing HCM solutions, thus optimizing user familiarity and productivity.

Bayanat Time Attendance boasts a rich array of features, seamlessly integrating with native Payroll and Core HR components to deliver a comprehensive workforce management experience.

With **Bayanat Time Attendance** System, organizations can optimize time and attendance management, fostering efficiency, compliance, and operational excellence.



BAYANAT TIME ATTENDANCE offers the following comprehensive functionalities:

Shift Management

Our solution empowers administrators to effortlessly create and update shifts, offering granular control over parameters such as flexibility, delay permissions, and holiday scheduling.

Employee Management

With intuitive tools for employee linkage, both manual and bulk upload methods are supported, ensuring efficient deployment and management of workforce resources.

Audit Trail

Upholding transparency and accountability, our system meticulously records every update, providing a robust audit trail for compliance and oversight purposes.

Clock Integration

Seamlessly interfacing with clock machines, our solution accurately captures and records all employee punch in/out times and associated types.

Processing Screens

A suite of robust processing screens facilitates adherence to internal policies, encompassing tasks such as aligning working hours with shifts and punch records, automatic leave generation, and precise overtime classification.

Allowance Management

Enhancing flexibility, our system enables administrators to manage allowances based on various criteria such as department, organization, job, or location, with configurable parameters for attendance thresholds.

Auto Disciplinary Actions

Streamlining HR processes, our solution automates disciplinary actions in accordance with predefined policies, triggered by specific patterns of tardiness.





USE CASES

Time and Attendance Reconciliation

Compare employee actual working hours, derived from punch records, against assigned work schedules and employee.

Automated Leave Accrual and Management

Automatically calculate and process employee leave entitlements based on a combination of validated time and attendance data, against employee-initiated absence requests submitted via core HR self-service portals.

Deviation from Schedule Identification

Proactively identify and record instances of unauthorized tardiness and unapproved early departures.

Overtime Classification and Tracking

Categorize and record various types of compensable overtime hours, including:

- Pre-shift Overtime
- Post-shift Overtime
- Holiday Overtime
- Weekend/Rest Day Overtime

■ Data Integrity for Time Records

ensure accurate shift start and end times by filtering and consolidating redundant entries:

- Duplicate Punch-in Resolution: select the earliest recorded time
- Duplicate Punch-out Resolution: select the latest recorded time

■ Allowance Eligibility Determination

Calculate and apply employee allowance limits based on organizational parameters such as department, organizational unit, job role, position, or work location.

■ Configurable Attendance Range Limits

Establish and enforce attendance hour thresholds for various workday classifications, aligned with allowance eligibility calculations.

■ Automated Disciplinary Action Protocol

Automate the initiation of disciplinary measures for instances of attendance policy violations (e.g., chronic tardiness or unapproved absences), such as formal warnings, salary deductions, or other predefined HR policy responses.

