



InnuxTime

Attendance Control Software



SOFTWARE



ATTENDANCE

The constantly changing scenario that characterizes the globalized market has a profound impact on the way companies manage their human resources. Reducing costs, increasing performance levels, gaining flexibility and managing information in an up-to-date, reliable and immediate way, are the great challenges that companies and public and private organizations face today. Human capital is the catalyst for these changes and a competitive advantage for companies, and InnuxTime is the ideal tool to manage them. Come and discover the InnuxTime attendance control software!



Introduction

This software was developed based on three principles: ease of use, efficiency and adaptability. Innux Time maintains a database that keeps records of employees, their cards, how many hours and at what time they are expected to work. As employees mark their time clocks, the software accumulates this information in order to provide an extensive set of reports that are viewed in Innux Time and easily exported to other Windows system applications, such as Word or Excel, and wage applications. Reports help to monitor employee absences and speed up the preparation of their pay. This application will not force you to spend hours reading long and complex manuals, or spend more time implementing the system than benefiting from its use. Most importantly, our software is designed to work the way you want it to.



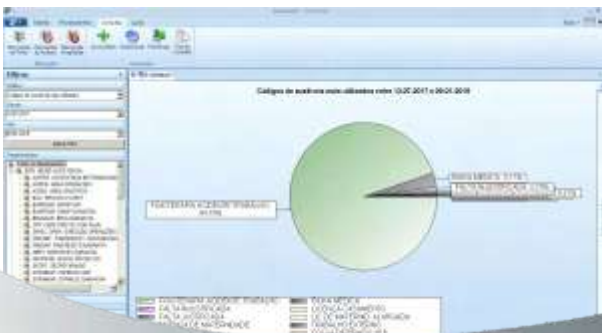
Equipments and Forms of Communication

InnuxTime integrates in a transparent and intuitive way with a wide range of time clocks, using different forms of communication to respond to all the needs of your organization.

As an example, our attendance control system works with TCP/IP communication - a protocol that allows you to communicate with time clocks using the structured communication networks (wired or wireless) that usually already exist in companies, so how to use the internet to connect to devices in more remote locations.

For simpler installations, RS232 or RS485 communication can be used, connecting the time clocks directly to a serial or USB port of a computer. In more complex situations, it is still possible to use GSM communications, as long as a mobile phone operator network is available on site.

Finally, if you have a telephone line close to the time clock, it can be used to communicate with the terminal, simply by adding a modem to the time clock.



InnuxTime

Identification Technologies

Given the galloping evolution of technology, new ways of identifying your employees emerge every day, which increasingly effectively prevents fraud in time attendance.

InnuxTime allows you to use the latest identification techniques by integrating with the most sophisticated time clocks on the market. Although the most common forms of identification are still RFID timecard and fingerprint recognition, with InnuxTime you can now use facial recognition and hand vein pattern recognition for more reliable and tamper-proof authentication.

Advance Version

InnuxTime Advance was born to meet the specific needs of medium and large organizations, public and private.

One of the great advantages of the Advance version is its ability to process schedules where compensation systems or hour exchanges are used. In addition to allowing you to easily manage the hours of compensation made, this version also allows the attribution of monthly or weekly credits in hours, and the subsequent accounting of a balance per period, where both compensation and credits are considered. Balances, whether negative or positive, can be carried over from one period to the next, thus maintaining a current account of hours per employee.

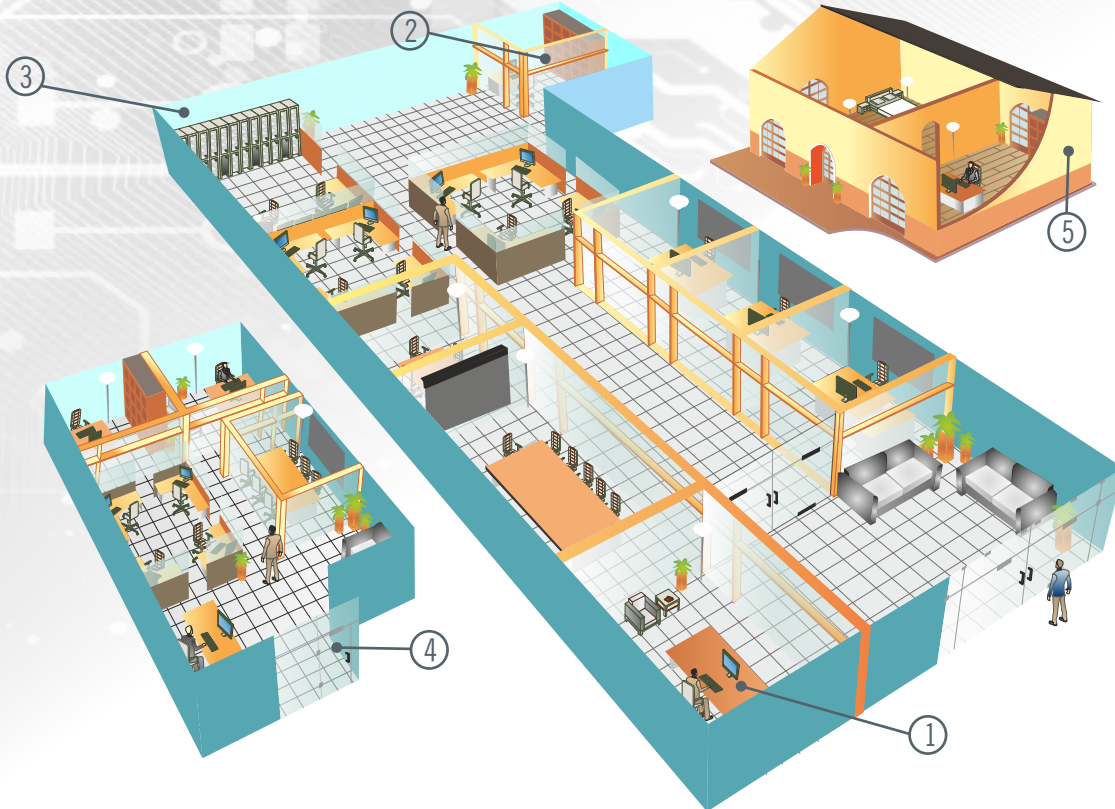
Another great benefit of this version is that it allows managing requests and assigning vacations and absences, using a hierarchical workflow system, where requests made by employees in the WebTime module are authorized or refused by InnuxTime users according to their levels of authorization.

The Advance version also makes it possible to automatically process the markings collected on time clocks, through an optional module. It simplifies the work of the human resources department, eliminating repetitive tasks and providing up-to-date results automatically and at any time.

For the IT department, the Advance version allows the authentication of users in the application to be done using the entity's Active Directory or LDAP server, which helps to standardize the authentication processes in the applications by keeping the login and word information centralized pass.



Explanatory infographics



- ① **Headquarters** - Initially, the Administration defines the entity's internal regulations in terms of attendance management, establishing the rules of timetables to be complied with by employees. In the normal operating phase of the system, the administration has access to the information it needs to make decisions, such as penalizing or rewarding employees for their performance.
- ② **Human Resources Department** - It has at its disposal all the information regarding the attendance of the company's employees, allowing to streamline the processing of salaries. Time clock appointments are collected and processed automatically, taking into account the defined times, vacations and absences entered into the system by the employees themselves and all the rules established by the employer. The department only has to prepare the results and export them to the salary software used. It also allows the control of term contracted parties, through the generation of term contract alerts, in order to facilitate their timely renewal or cancellation.
- ③ **IT Department** - This department is responsible for maintaining the functioning of the entire InnuxTime structure, which includes the SQL Server database, the internet server (if the WebTime portal is installed) and the communication network with the time clocks. This task is simplified by authentication through Active Directory by InnuxTime, which allows the use of existing logins and passwords.
- ④ **Remote Business Unit** - Employees mark their time clocks normally. At the head office, the software automatically collects appointments through existing internet connections, or using other modes of communication such as GSM or telephone lines.
- ⑤ **Home** - From their home or another place with an internet connection, employees can conveniently access all information regarding their attendance - submit their vacation requests for approval by their supervisors and justify any absences from work. Managers receive email alerts with their pending tasks in managing their subordinates' attendance, such as setting schedules and approving vacations, leaving work, among others.

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Explanatory infographics

	Base Version	Advance Version
Multi-entity, multi-user and multi-seat	✓	✓
Integrated remote assistance	✓	✓
SQL Server 2000, 2005 and 2008 database	✓	✓
Definition of application access profiles by user	✓	✓
InnuxTime Authentication	✓	✓
Authentication via LDAP and Active Directory	✗	✓
Time & Attendance Management and Access Control	✓	✓
Automatic cyclical collection of point terminal markings	✓	✓
Automatic timed collection of point terminal markings	✓	✓
TCP/IP, GSM, WiFi, SMS, MODEM, RS232 and RS485 communication	✓	✓
Control of physical access of employees to facilities	✓	✓
Siren Tone Programming	✓	✓
Control of access to point terminals by user	✗	✓
Department Management	✓	✓
Definition of hierarchical superiors by department	✗	✓
Definition of maximum number of employees on vacation per department	✗	✓
Definition of schedules by department	✗	✓
Employee Management	✓	✓
Photo capture of employees via webcam	✓	✓
Definition of employee work plans between dates	✗	✓
Schedule Management	✓	✓
Fixed and flexible hours	✓	✓
Hour limits by work code	✓	✓
Computation of tolerances and rounding	✓	✓
Definition of flexible stops	✓	✓
Offset platform support	✗	✓
Work plan management	✓	✓
Weekly, fortnightly, monthly, or for any other period of time work plans	✓	✓
Automatic detection of the work plane based on the points made	✓	✓
Definition of work plans by scale	✓	✓
Calculation of weekly or monthly compensation	✗	✓
Limitation of maximum hours of tolerance per period	✗	✓
Tolerance control with period compensation	✗	✓
Management of layoffs and credits with and without hierarchical authorization	✗	✓
Transport of debits and credits by period	✗	✓
Pre-authorization of overtime work	✗	✓
Vacation and Absence Management	✓	✓
Hierarchical levels for approving justification and vacation	✗	✓
Delegation of approval powers	✗	✓
Holiday control for the following year	✗	✓
Calculation of vacation days discount due to absence	✗	✓
Blocking the booking of vacations on specific dates by department	✗	✓
Holiday transit from one year to the next	✗	✓
Detection, modification and correction of anomalies	✓	✓
Query present and absent employees in real time	✓	✓
Automatic booking processing *	✗	✓
Contract management with end of contract alerts*	✓	✓
Export for salary applications *	✓	✓
Integration with the WebTime employee portal	✓	✓
Integration with WebTime Advance leadership portal	✗	✓
Integration with InnuxAccess access control application	✓	✓
Integration with the WebCalendar scale management application	✓	✓

(*) optional

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InnuxWebtime*

Introduction

The Webtime internet portal was developed fully integrated with the InnuxTime application to support attendance management. This portal is installed on the entity's internet application server and is automatically available for access by all employees who have access to the entity's intranet or, optionally, to the internet. This type of installation on only one server avoids the expense of common time and resources since it is not necessary to install this application on the computer of each employee who will work with it.

Although the application's home page is similar, the Webtime is divided into two distinct accesses: the bosses portal and the collaborators portal. The user can, when logging in, log in as a collaborator or as a member of the supervisors, depending on their permissions. Authentication can be performed using pre-existing Active Directory or LDAP servers, which simplifies access management by the IT department, especially in entities with a very high number of employees.

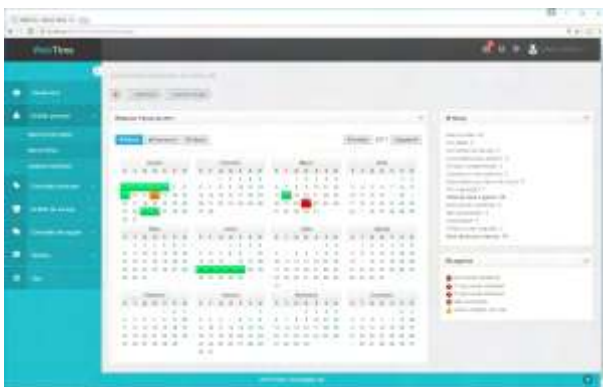
Managers Portal

The Webtime sends each boss an email with a pre-defined frequency, which contains a list of tasks that are to be done. Whenever you enter the application, a list of pending tasks is immediately shown, such as vacations to be authorized, planned absences and departures from work previously requested by employees. The hierarchical superior can easily authorize or deny these events and, if he does, the tasks will pass to the boss at the next superior level.

In the event that you have to be absent from work, on vacation or otherwise, each boss can delegate his permissions to another boss, who is temporarily responsible for his or her employees.

Of course, supervisors can also consult all employee attendance records, such as time attendance records, results, accumulated work and absence times, balances and time pockets.

Optionally, managers can carry out more active tasks in the system, such as booking vacations, defining schedules, correcting irregularities such as forgotten appointments and carrying out small daily processing, just as the human resources department does at InnuxTime.



Each hierarchical superior has access only to the data of the collaborators to which they have been given access, thus maintaining the confidentiality of the data as desired.

(*) Optional Module

Employee Portal

Due to its user-friendly interface, Webtime is the ideal tool to stimulate the interest of employees in managing their attendance, avoiding trips to the employer's human resources department. For the human resources department, the Webtime becomes an indispensable support, as the employees themselves introduce the information into the system, so they only have to do its current management.



The pleasant environment of the portal interface was created to promote a simple and intuitive use. Information is displayed throughout the portal in a very clear and easy-to-read manner, using calendars, images and captions and avoiding the use of tables, whenever possible. In this way, employees carry out the necessary tasks in the application efficiently and without wasting a lot of time.

Webtime allows you to make vacation requests, schedule planned absences and leave on duty or training. All these orders are sent instantly for approval by the hierarchical superiors and are later accepted for processing by InnuxTime. After making these requests, employees can check their status at any time, checking if the approval is still pending, if they have been approved or if their requests have been refused.

Employees can also consult all the information related to their attendance, including the current balance of their hours pool, the schedules and scales to be held and the vacations they have scheduled and approved by the supervisors.

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