Time & Attendance System
TAS

Time and attendance systems are not created equal. The problem with most time and attendance systems is they cannot effectively manage the off standard situations that regularly occur in sewing plants. And what if an operator transfers to another department? Can the system not only report the department change, but also manage the costs associated while the employee works in that department?

This is where TAS, Byte's Time and Attendance System, comes in. TAS is an add-on package to the Piecework Apparel Computer (PAC) shop floor control and payroll system. It effectively manages all the day-to-day exceptions found in a sewing facility.

The TAS system utilizes new technology with the biometric handpunch clocks, or select the traditional data collection terminals (electronic time clocks) connected to a "polling" computer on the PAC network, an optional bell ringing actuator, and the software that processes the collected data.

Benefits

- *Speeds Record Keeping and Cuts Payroll Department Costs:* No more punched time cards, manual summarization of time, and matching of time card with gum sheets.
- *Eliminates Data Entry Errors:* No more keyed entry of hours by the payroll department.
- *Provides Information Fast:* Attendance reports available first thing in the morning.
- *Relieves Time Clock Congestion and Increases Productivity:* Employees spend less time in lines and more time working. Companies have seen as much as 75% reduction in the time it takes operators to get to their work station.

Streamlined Procedures–Biometric Handpunch or Bar-Coded ID Badges

Whether the employee is paid hourly or by piecework, the TAS system can handle it. Choose the latest technology…biometric handpunch clocks or bar-coded ID badges. Even group incentive is possible using TAS.

Byte has historically offered a bar-coded badge swipe system time clock, but recently added the capabilities for biometric time clocks. The Biometric Finger Print verifies the employee's identify in less than one second. This eliminates the need for each employee to carry badges, and also "buddy punching", where employees clock in and out for other employees. These clocks allow the option of actuating bells and door access control for tighter security. With the traditional badge swiping system, each employee is issued a bar-coded ID badge. An electronic time card file is populated with each swipe of an ID badge. Even if the communication connection to the time clock is lost, employees can still swipe their badges because each clock can hold approximately 1000 transactions. Either way you choose, Byte's TAS system manages your day-to-day operations with ease!

Setting-up the Time and Attendance (TAS) system is simple. Each employee is assigned to a shift schedule. The shift schedule defines start / end times, as well as lunch breaks, and how overtime is calculated. There are also algorithms to tell the computer to round up, down, or to the nearest 15 minutes, for example.

Not only do production employees clock in and out, they can also clock for department changes and off standard situations. Each of these categories of time is captured and is matched-up to the scanned bundle tickets.

The payroll department scans employee gum sheets, and then runs the "Auto Time" process. This process matches the bar-coded bundle ticket information with the in and out times and off-standard times recorded in the electronic time card file. Any discrepancies are recorded and reported. The payroll department can then audit the areas and make changes where necessary.

At the end of the week, the payroll department processes the hourly employees by running the "Create Auto Time" process. This process automatically creates payroll vouchers for each of these employees.

The Time Is Now

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FEATURES CHECKLIST

Features	PAC	PAC with Time And Attendance
Automatically recognizes In / Outs based on Fast Clocking schedule		✓
Supports multiple shift schedules		✓
Overtime rules calculated by shift		✓
Records start and stop times for off-standard		✓
Records start and stop times for department changes		✓
Electronically stores time card data for any specified period		✓
Customizable criteria for round-up/round-down auto adjustments		✓
Criteria for automatic clock in / out on lunch breaks		✓
Bell Ringing system available		✓
Attendance program with absentee codes	✓	✓
Handles group incentive times	✓	✓
Handles time on learning curves	✓	✓
Reports		
Absent Employees		✓
Employees Clocked In by Department		✓
Late Employees by Department		✓
Absentee and Reasons	✓	✓
Attendance Report – Current Week	✓	✓
ID Badges		
ID badges can be professionally made or bar-codes can be printed in TAS		✓