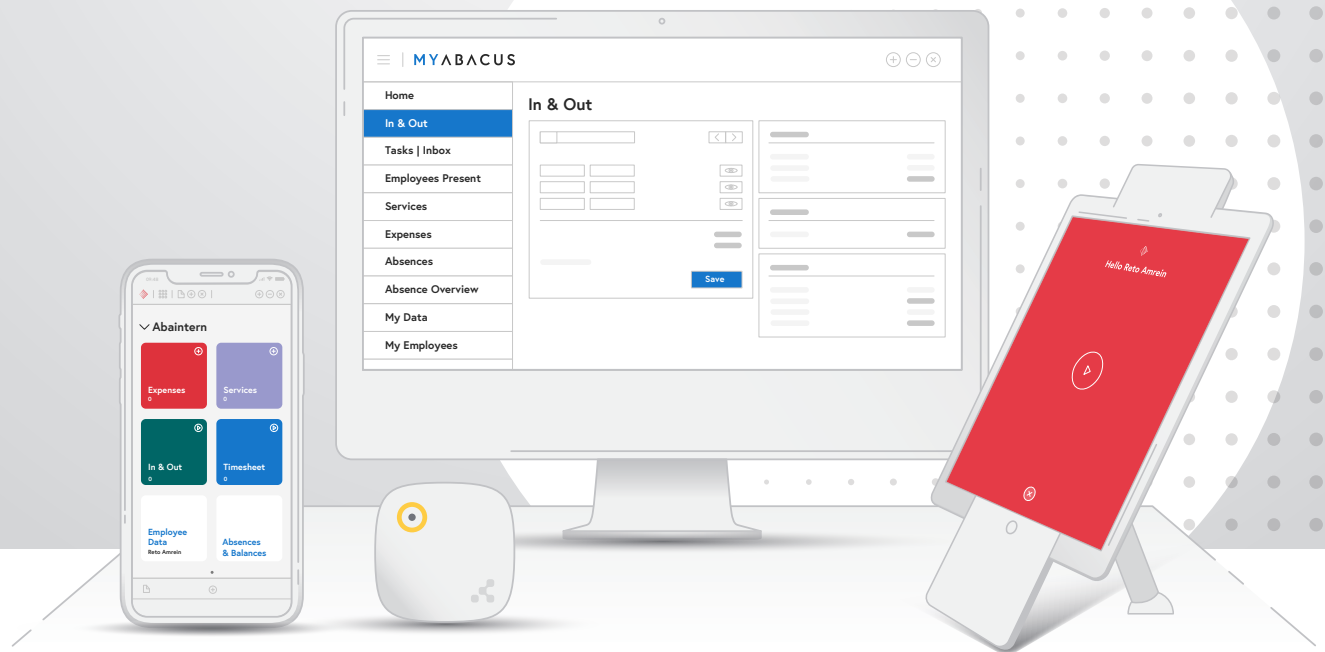


Time Recording ●

The software for work time recording, absence management and personnel resource planning



With Abacus Time Recording you can combine time recording processes individually - record your time on the go with the AbaClik smartphone app, stationary via the time clock AbaClock, automatically with a beacon or in the browser via the MyAbacus employee portal.

Comprehensive solution

Abacus Time Recording is designed so that it can be adapted to the needs of every company - from the single module to the integrated complete solution. Employees have various entry options at their disposal, all of which are interconnected. Employee master data must only be entered once. All information is available from anywhere in real time. Thanks to full integration in the Abacus ERP, salaries and bonuses can be paid directly via Abacus Payroll.

Legally compliant

High flexibility and the guarantee that

working hours are recorded and calculated in accordance with the CLA and the law ensure legal compliance for HR and reduce administrative workload. Mandatory work breaks can be deducted automatically based on individual break regulations. GAV and company-specific requirements such as supplements for night, holiday and weekend work are mapped in the Abacus software.

Access rights can be defined individually or hierarchically according to the organizational structure. Supervisors can check working times and absences at any time and correct them directly if necessary.

Personnel Resource Planning

With the help of Personnel Resource Planning, the time required for all those involved is reduced. The legal requirements for overtime and breaks are already taken into account during the planning process. As a result, personnel resources are managed efficiently and you and the employees have an overview of planned working times and absences at all times.

Time Recording at a glance



Planning

- Personnel resource planning
- Shift/Service plans
- Absence management
- Daily and weekly working time models by canton



Entry

- Arrival/leaving times
- Expenses/travel costs
- Holidays/absences
- Document release portal
- Multiple entry variants possible



Calculation

- Break regulations
- Flex and overtime
- Supplements for night, holiday and weekend work
- SECO and GAV compliant



Evaluation

- Attendance statistics
- Work times and holiday plans
- Absence statistics
- Real-time data available on the dashboard and on the smartphone



Processing

- Working hours in Payroll/Project Management
- Holiday applications in Inbox for approval
- Absences in Inbox for confirmation

Your benefits

- Save time and money - no multiple entries, no interfaces
- Multiple entry options that can be individually combined
- Time and location-independent recording of working time, absences, and more
- Working time, flexitime and overtime are available in real time
- The right solution for every company and every working time model.
- GAV and legally compliant personnel resource planning
- Mapping of overtime and extra hours according to SECO guidelines
- Automated, legally compliant break, holiday and weekend work calculations
- Simple and intuitive use

More information can be found under: abacus.ch/time-recording

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