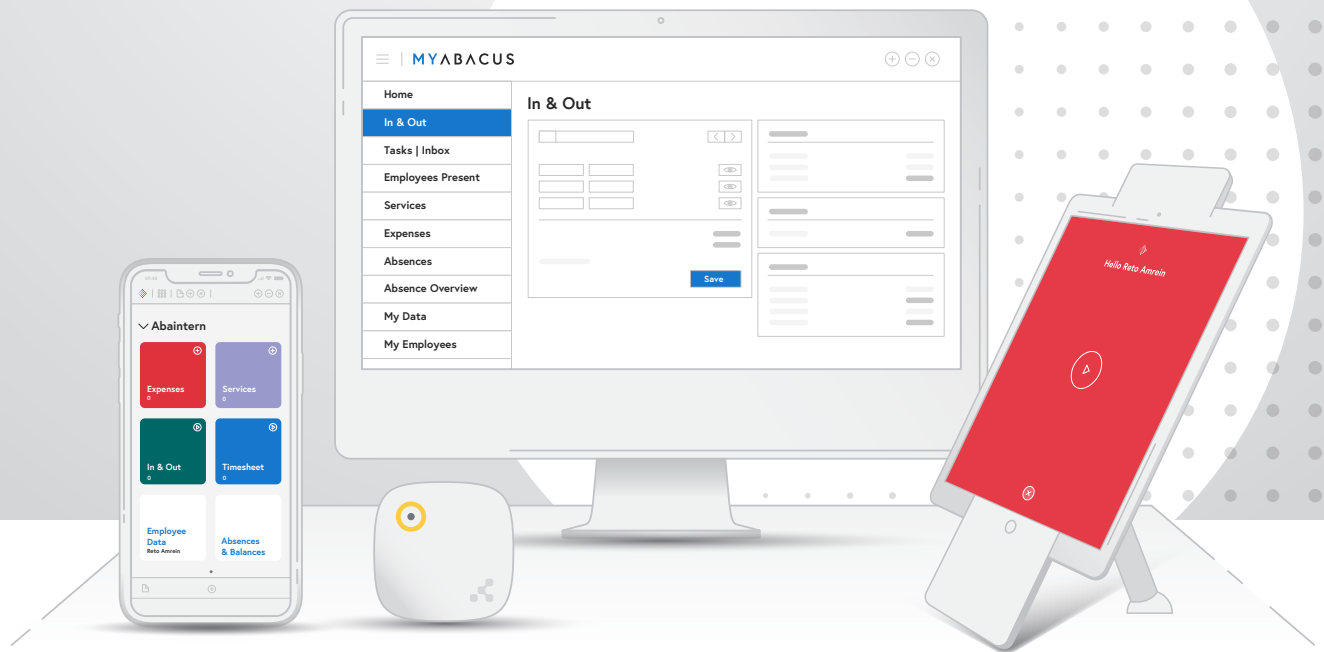


Time Recording●

Integrated recording of working hours,
absences and expenses



With Abacus Time Recording you can individually combine the time recording processes - be it mobile with a smartphone, stationary via a time clock, automatically using a beacon or in a browser via the 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 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 software, salaries, bonuses and expenses can be paid directly via Abacus Payroll.

Legally compliant

The high degree of flexibility and the

guarantee of GAV and legally compliant entry and calculation of working hours provides both legal and administrative assurance for Human Resources. 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.

Individual definitions can be defined for access to specific data. Supervisors can control working hours and absences and correct them directly, if necessary.

Personnel resource planning

The use of the Personnel Planning System reduces the time expenditure for all parties. The legal regulations regarding overtime and break regulations will already be considered during planning. This means that personnel resources are managed efficiently and you and the employees have an overview of planned working hours 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

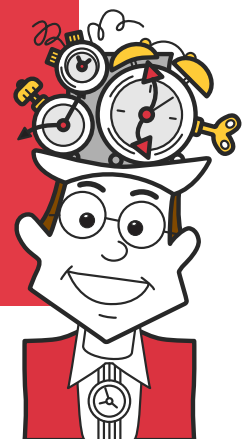


Processing

- Working hours and expenses 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
- Time and location-independent recording of working time, expenses, 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



For more information visit: abacus.ch/time-recording

Abacus Research AG
Abacus-Platz 1
9300 Wittenbach SG
+41 71 292 25 25
info@abacus.ch

 **ABACUS**