



Time and attendance should be fast, reliable and easy to use. The payroll components of your employees should be determined easily and automatically. The current information should also be available in a clear and organized way.

### All regulations applied automatically

Payroll components of your employees, temporary workers and flexible workers are automatically calculated. When a workday has been completed, all results are available.

For example, think of:

- Worked time, overtime, bonuses and allowances
- Absences
- Holiday rights
- Hours and rates temp workers
- Other regulations such as flex hours

The regulations can be applied to all kinds of employments such as full-time and part-time, (continuous) shifts, flex workers, 0-hours contracts, etcetera.

### Organized action list

Logitime shows you what to do at a glance. Directly oversee everything that needs to be corrected or approved. Important information will be grouped together wherever you need it.

On various screens you will be alerted if corrections are necessary, or if items have been submitted for approval. You can be notified by e-mail regarding holiday requests or other requests. After approval of a request the change is immediately shown in the planning.

### Pleasant to use

During development of Logitime the user experience has been an important item of interest. Because of this with Logitime you will save time, get the right information and it is easy to use.

The system is flexible in set-up to include all your business processes. Corrections can be made in a quick and easy fashion.

## HIGHLIGHTS

Registration of attendance and absences

Planning schedules and working hours

Planning absences

Digital absence requests and approval overtime (paperless)

All payroll components determined automatically

Make corrections quickly and easily

### Logitime Consultants

Your Logitime consultant will guide you step by step in the implementation of the Logitime Time & Attendance system. This will guarantee full support of your company regulation in the configuration of Logitime.

Training can be given on location. During the training your situation is used. This way it is possible to treat questions for your specific situation. The theory is immediately put into practice.





## FUNCTIONALITY

- Company regulations
- Support for all types of shifts, including night transitions
- Attendance List / Reception function
- User defined reports
- Sickness and Betterlog
- Automatic export (s) to payroll

## APPROVAL

Logitime allows you to approve or reject and also allows you to choose from several options. For example, should the approved overtime be paid, be converted into flexi hours or a combination of both?

You determine which options are available for each event. With this method, the work for you and your managers will be greatly simplified. New results will be automatically calculated and complex manual corrections are history.

Employee	D ach	Bookings	Reason	Option 1	Option 2
Decker Harry	12/08/2015	0716	Potential Overtime	Approved	Rejected
	13/08/2015	0716	Potential Overtime	Approved	Rejected
	14/08/2015	0716	Potential Overtime	Approved	Rejected
	17/08/2015	0716	Potential Overtime	Approved	Rejected
Gottfried Horst	12/08/2015	1423	Potential Overtime	Approved	Rejected
	13/08/2015	1423	Potential Overtime	Approved	Rejected
	14/08/2015	1423	Potential Overtime	Approved	Rejected
	17/08/2015	1423	Potential Overtime	Approved	Rejected
Sebastian Louis	12/08/2015	0716	Potential Overtime	Approved	Rejected
	13/08/2015	0716	Potential Overtime	Approved	Rejected
	14/08/2015	0716	Potential Overtime	Approved	Rejected

## PLANNING

In the planning it is possible to change shifts in advance. Planned absences can be for a whole day or part of the day. The absences will be applied automatically and the absent time will be determined.

Department heads can receive absence requests (such as holiday requests) by e-mail. An approved request is immediately incorporated into the planning. Your employees will receive an email as confirmation.

Medewerker	Maart 2016	April 2016
PRODUCTIE	...	...
PRODUCTIE Pleeg A	...	...
PRODUCTIE Pleeg B	...	...

## REPORTS AND EXPORTS

For each report it can be specified what information should be shown. Available are worked hours, various absence reasons, all your payroll components, manager information like sickness rates and tariffs for you temp workers.

All common formats are supported, including direct printing, PDF, Excel or e-mail.

Automated exports are possible as well.

Overzicht  
Datum: 01/03/2016 t/m 16/03/2016 (week 9 - 11)

Datum	Dagnum	Geveert	Afwezig blokzij	Geveert/dagnum	Afwezig/dagnum
<b>000185 BOEKHOUDING</b>					
<b>0003444 Lacker G.</b>					
di 01/03/2016	I 0759	U 1540	08:00	07:40	95.9%
wo 02/03/2016	I 0809	U 1551	08:00	08:00	100.0%
do 03/03/2016	I 0821	U 1714	08:00	08:00	100.0%
vr 04/03/2016	I 0804	U 1554	08:00	08:00	100.0%
za 05/03/2016			-	-	-
zo 06/03/2016			-	-	-
ma 07/03/2016	I 0807	U 1701	08:00	08:00	100.0%
di 08/03/2016	I 0835	U 1630	08:00	07:55	99.0%
wo 09/03/2016	I 0829	U 1609	08:00	07:40	95.8%
do 10/03/2016	I 0758		08:00	08:00	100.0%
vr 11/03/2016	I 0754	U 1639	08:00	08:00	100.0%
za 12/03/2016			-	-	-
zo 13/03/2016			-	-	-
ma 14/03/2016	I 0725	U 1741	08:00	-	-
di 15/03/2016	M 1726	U 1728	08:00	08:00	100.0%
wo 16/03/2016			08:00	08:00	100.0%
<b>Totaal medewerker</b>			<b>88:00</b>	<b>63:15</b>	<b>25:04</b>
<b>0003533Q Arns A.P.</b>					
di 01/03/2016		Holiday	08:00	-	-
wo 02/03/2016		Holiday	08:00	-	-
do 03/03/2016	I 0833	U 1648	08:00	08:15	103.8%
vr 04/03/2016	I 0839	U 1637	08:00	08:07	101.5%
za 05/03/2016			-	-	-
zo 06/03/2016			-	-	-
ma 07/03/2016	I 0828	U 1640	08:00	-	-
di 08/03/2016	I 0834	U 1630	08:00	-	-
wo 09/03/2016	I 0828	U 1632	08:00	-	-