

Coldharbour Time & Attendance

Flexible solution for secure and accurate monitoring

Intelligent touch screen and fully integrated biometric workforce management solution

Civica's Coldharbour Time & Attendance module offers a simplified and user friendly interface to help you effectively manage employee costs, minimise compliance risk, and maximise workforce productivity.

The module automates and streamlines time consuming tasks involved with monitoring employee's attendance, time, activities and transforms them into efficient processes.

The Time & Attendance module works together with our core Coldharbour Residential Care system. Forming a fully integrated workforce management and scheduling software solution which links directly to our staff cost control applications.

The module has a customisable interface for your employees to be able to clock in and out of work. All activities are mapped back to a rules engine to ensure the appropriate payment and deduction rules are applied.

Developed and designed to meet the requirements of your organisation, our Application Programming Interface (API), provides you with the flexibility you need and seamless integration with your existing systems to make sure your organisation runs smoothly.

Coldharbour Time & Attendance can be used in care homes, hospitals, schools, children's nurseries, housing schemes and extra care settings.

The benefits

- ▶ Minimises compliance risk through secure and accurate biometric identification
- ▶ Automates employee time, attendance and tasks through self-service functionality
- ▶ Empowers your teams with intuitive features and an easy to use touch screen interface
- ▶ Reduces time-consuming manual administrative processes and maximises workforce productivity
- ▶ Ensures control of costly payroll errors and overtime
- ▶ Frees up time for your payroll employees to focus on higher-level activities
- ▶ Interfaces into third party HR and Payroll systems
- ▶ Integrates with Coldharbour Data Analytics for visual reporting across your organisation.

Evidence from existing users indicates a payroll cost saving of 1-2% is achievable where the solution is fully deployed using the biometric capabilities.



Reduces employee costs



Maximises productivity



Secure and accurate identification

Capabilities and benefits of Coldharbour Time & Attendance

- ▶ Biometric identification technology allows for increased accuracy, prevention of 'buddy clocking' and protection of employee's security.
- ▶ Provides a fully integrated suite of workforce management and scheduling software with complete integration with Coldharbour Staff Cost Control applications.
- ▶ Seamlessly share information with interfaces into third party HR and Payroll systems.
- ▶ Automate manual self-service processes.
- ▶ Reduce unnecessary administration time.
- ▶ Improve employee productivity and satisfaction whilst reducing costs.
- ▶ Secure data capture and employee self-service capabilities enables customers to accurately verify staff attendance.
- ▶ Empowers users with a simple and intuitive user experience which delivers a secure and unique level of functionality for faster adoption and improved productivity.
- ▶ Precise clocking data is captured from the Time & Attendance terminal. The data is directly linked to the Coldharbour Staff Roster system which will then confirm pay for an employee and send this information to the payroll system.
- ▶ Integrates with Coldharbour Data Analytics reporting tool for a dashboard view and full analysis of costs and shift exceptions.
- ▶ Analysis of any overspend or payments made outside of pre-defined business rules.
- ▶ Supports all major proximity cards, employee cards and RFID fobs to record time and verify attendance. Optional smart card reader for a system that works best for your organisation.
- ▶ Optional security surround for a complete tamper proof solution.
- ▶ Self-service functionality for your teams includes;
 - Holiday planning
 - Requests and bookings
 - Reasons for lateness
 - Shift swaps
 - Viewing, printing and emailing rota's
 - Managing agency staff
 - Organising maintenance and 3rd party visits.Self-service functionality enables a reduction in payroll enquiries and cost savings of 1-2% are achievable.
- ▶ Self-service options for managers includes:
 - List of employees who have clocked-in
 - List of employees who should be clocked-in
 - List of employees for fire log.