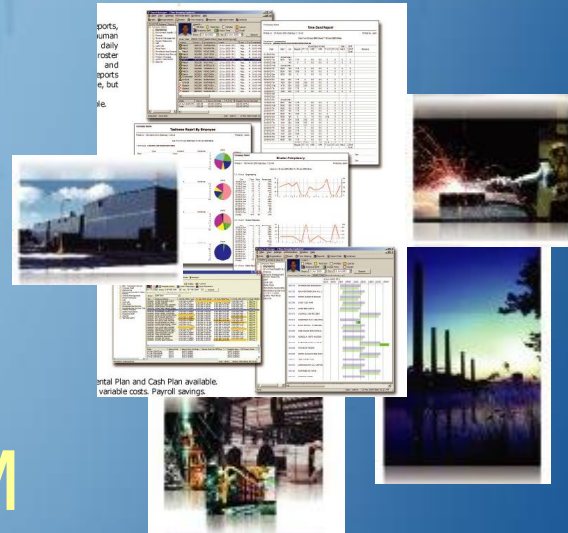


ACTAtek Smart Time™

Roster, Time Attendance, Human Resource and Payroll Package



Get real time and precise information

Why Punch Card systems are obsolete ?



- traditional method
- can be abused- buddy punching
- errors in payroll calculation
- assumptive – assume its right
- data not shared – remains on the punch card
- time consuming to re-enter data on another system
- data not on real-time – remains on the card unless it is retrieved
- errors in punching
- data manipulation
- not intelligent – raw log, not analyzed





Cut Losses from manual payroll preparation !

	Employees			
Avg Hourly Rate	50	100	200	400
\$ 6.00	\$ 6,240.00	\$ 12,480.00	\$ 24,960.00	\$ 49,920.00
\$ 8.00	\$ 8,320.00	\$ 16,640.00	\$ 33,280.00	\$ 66,560.00
\$ 10.00	\$ 10,400.00	\$ 20,800.00	\$ 41,600.00	\$ 83,200.00
\$ 12.00	\$ 12,480.00	\$ 24,960.00	\$ 49,920.00	\$ 99,840.00

Average Losses Due To Incorrect Time Card Calculations

**Based on 1% error factor*

No Of Employees	Computation Hours	Annual Cost
50	108	\$ 756.00
100	216	\$ 1,512.00
150	324	\$ 2,268.00
200	432	\$ 3,024.00
250	540	\$ 3,780.00
300	648	\$ 4,536.00
350	756	\$ 5,292.00
400	864	\$ 6,048.00
450	972	\$ 6,804.00
500	1080	\$ 7,560.00



Average Losses From Manual Payroll Preparation Errors

**Based on 5 minutes per card*



The benefits of electronic time keeping and a good time attendance software

- ☑ digital method
- ☑ cannot be abused- biometrics Fingerprint
- ☑ accuracy in payroll calculation
- ☑ reality – system verifies who u are
- ☑ data can be shared by many users
- ☑ time saving as data is immediately captured in system
- ☑ data on real-time – be quick to spot and resolve issues
- ☑ errors in punching can be overcome by prompt in system
- ☑ secure data with audit trail
- ☑ intelligent reports for analysis and improving productivity



What is Smart Time?

The Smart Time is an IT based Management Tool that gathers all Labour related data and transforms it to useful Information for Better Decision Making so as to Reduce Costs and Improve Profitability



What Smart Time Can do ?

Employee Details Management.

Automated Roster and Scheduling

Produce Timely, Accurate and Useful Reports.





How the Smart Time Solves Your Problems & Saves You Money?

Problems Faced:

- ☛ Time & Attendance is Not Efficiently & Properly Managed, resulting in extra Cost incurrence
- ☛ Too much Duplication & Tedious process in Employee Management Flow because of the nature of Labour Intensive industries
- ☛ Increasing Labour Cost Is Becoming A Bigger Portion of Total Cost Hence Reducing Profitability
- ☛ Unnecessary Variable Labour Costs is growing at a Faster rate than Fixed Labour Cost Hence Reducing Competitiveness Of The Business



Objectives of Smart Time

- ✓ Reduce Labour Cost especially Direct Labour Cost
- ✓ Enable Efficient & Accurate Roster Scheduling
- ✓ Improve Time & Attendance Compliance
- ✓ Improve Labour Efficiency & Utilization
- ✓ Save Time on Payroll Administration
- ✓ Ensure Accurate Wages Payments
- ✓ Provide User Friendly & Timely Reports



Objectives of Smart Time

- ✓ Reduce Paperwork
- ✓ Reduce Work Redundancy
- ✓ Reduce Valuable Man hours
- ✓ Reduce Errors
- ✓ Increase Output and Productivity

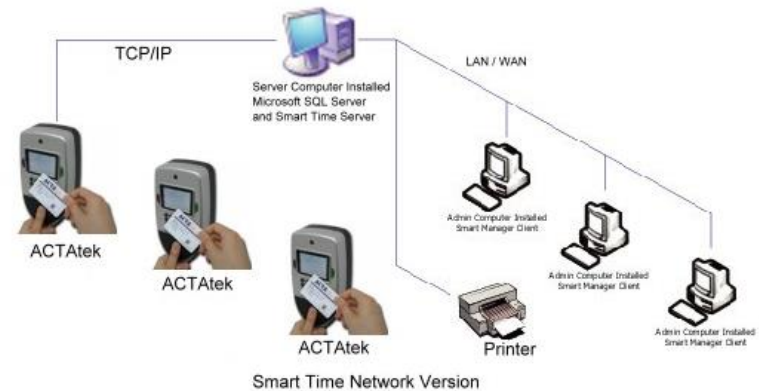


Simple and Easy

User Friendly

Flexible

WYSIWIS*



***WYSIWIS: What You See Is What I See**
For Client-Server version only

**Advantages
of Smart Time**



1.To Manage Down Labour Cost

TARGET

- **Reduce Unnecessary Overtime & Recalls hence eliminating uncalled for Allowances, Benefits & EPF**
- **Reduce Mistakes on Rostering Shift work**

HOW

- **Through Smarter & More Cost Conscious Roster**
- **Forecast ahead and obtain Departmental Head prior approval before actual production run to achieve Production Targets at minimal Costs**



Roster and Scheduling

Main View Settings Administration Windows Help

Help Organization Roster Time Keeping Reports Import Data Analysis

Divisions Folders Search

- Demo Company
 - Engineering
 - Environment Health & Finance
 - General Management
 - Human Resource
 - Leaf
 - Local Lab
 - Make Pack
 - Manufacturing Service
 - Primary Process
 - Quality Assurance
 - Resigned Staff
 - Security

Legend :

- Off Day
- Rest Day
- Holiday
- Leaves
- Regular Hours
- Over Time Hours
- Over Plus Hours

From : 22 Mar 2004 To : 27 Mar 2004 Search

Draft View Over View Details View Gantt Chart

Show : Shift Time

Emp.ID	Employee Name	22 Mar 2004 (Mon)	23 Mar 2004 (Tue)	24 Mar 2004 (W...)	25 Mar 2004 (Th...)
002919	ARICKERAMY S/L ANTONY	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM
001971	AZIL BEN YAHY	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM
9212	CHUNHIL BEN NO ZEH	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM
001974	KRISHNAM RAO KANETHAM	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM
000903	MOHO JAMRI O SAKAR	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM
002858	MOHO JAMRI BEN MOHO MULLIN	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM
000735	NASARITANKAM A/L VELUPILLAI	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM
002468	NOZILA BINTI HUSSEN	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM
000179	OTHMAN BEN SAHROM	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM
002108	SAOH BAO A/L JERRAHAMAM	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM
002541	ROMAHIT BEN ROMAHMO KAHIL	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~11:59 ...	8:00 AM~4:45 PM
000166	ROPMOE NO ANIS	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM
002494	SUBCHANDRAN A/L MUTHUKAR SOWAN	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM
002688	TEN BOM JAMRI	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM
002904	YEE KENG FANG	8:00 AM~4:45 PM	8:00 AM~4:45 PM	14 hr 45 min OT worked on last 7 days	8:00 AM~4:45 PM



2. Time Saving on Payroll Administration

TARGET

- **Eliminate time in monitoring staff movements within the premises**
- **Save Cost On Punch Cards & Consumable Parts of Punch Card Machines**

How

- **Smart Time reduces Unnecessary Manual Steps and Saves Cost & Frees Up Valuable Time For Administration and Managers To Perform Their Core Functions Better**
- **The System Will Automatically Capture Actual Time Worked Against Rostered Time, Thus Saving Time & Eliminating Human Errors**



3.Improve Time & Attendance Compliance

TARGET

- **Cut Short Current Tedious Employee Processing Work Flow**
- **Enforce Discipline**
- **Increase staff Morale & Accountability**

HOW

- **All Time Management Functions Captured Electronically**
- **The System Enables You To Monitor Absenteeism, Lateness & Early Leaving Up To The Minute enabling timely Query for maximum correction effect**
- **System's Transparency lends itself to timely and Proper Counseling and or Disciplinary Action reminding Middle Management & Employees Of Their Responsibilities & Authority**

Time Keeping

ter Time Keeping Reports Import Data Analysis

Legend :

Off Day
 Rest Day
 Holiday
 Leaves

Rostered Shift
 Actual Time
 Recall

From : 19 Apr 2004 To : 19 Apr 2004 Search

Over View | Details View | Gantt Chart | Raw Punching Log

Status	Emp.ID	Employee Name	Date
Unplanned OT	000909	ASHARI B. ALI	19 Apr 2004 (Mon)
Unplanned OT	001628	THULATHOQAN A.L. SAMAN	19 Apr 2004 (Mon)
Unplanned OT	002154	RAHMAN B. MAED	19 Apr 2004 (Mon)
Unplanned OT	002451	BRISDA MOHDI RYDIK	19 Apr 2004 (Mon)
Unplanned OT	002545	MORISAH BTE SHAMSUDIN	19 Apr 2004 (Mon)
Unknown	001001	MORISAH BTE MOUL TALIB	19 Apr 2004 (Mon)
Match	000738	MALINDAH BT FUSHA	19 Apr 2004 (Mon)
Match	000589	HAFIDAH BTE JALIL	19 Apr 2004 (Mon)
Match	000942	MORISAH BTE MAED	19 Apr 2004 (Mon)
Match	001112	MORISAH BTE FUSHA	19 Apr 2004 (Mon)
Match	001416	ADLIN BITE HIK ABUL AZIZ	19 Apr 2004 (Mon)
Match	001616	RAMDAN CHELWIN KANAGAN	19 Apr 2004 (Mon)
Match	002177	MALIMAH MOED	19 Apr 2004 (Mon)
Match	002374	TANSHAN BITE MOHRAD DAL	19 Apr 2004 (Mon)
Match	002584	HAFIDAH B. VECARACHAL	19 Apr 2004 (Mon)
Match	000271	RAHMAN BITE	19 Apr 2004 (Mon)
Incomplete	000590	RAHMAN BITE BAKIMAN	19 Apr 2004 (Mon)
Incomplete	003138	[WOM] BITE [WOM]	19 Apr 2004 (Mon)
Critical	000005	JOH N. MOORE	19 Apr 2004 (Mon)
Absent	000821	SIDRIN BITE ABUL PASDI	19 Apr 2004 (Mon)



4. Improve Labour Efficiency, Utilization & Productivity

TARGET

- **Increase Output / Productivity & Line Efficiency**
- **Effective Utilization of Current Labour Force**
- **Working Within the Labour Laws**

How

- **By just Eliminating unnecessary labour hours through the intelligent roster with the ability to forecast labour hours required and their costs, departments will be able to stay within their budgets maximising their labour resources. The system is able to compare actual costs against the planned costs and over-runs are drilled down to find the exact causes for such deviations.**
- **Machines need To be Started Up & Shut Down On Time. Workers At Their Workstation Longer Means More Output**
- **The System alerts Supervisors to shift workers working more than 12 Hours Within 24 Hours. Returns On Productivity & Personal Safety may be compromised**



5.Efficient & Accurate Roster Scheduling

TARGET

- **Enable better Roster Planning and avoid unnecessary changes to Save Time, Avoid Conflicts & Finger Pointing**
- **Reduce Deviations Between Planned Roster & Actual Worked**

HOW

- **Rostering On The PC; Any subsequent Changes Will be Recorded Within The System For Tracing**
- **Planned Roster To Be Approved By Respective Heads Of Departments With Preset Budget In Mind**
- **Creating Awareness of need for Cost control among Supervisors thro' Better Roster Scheduling**
- **System prompts Communication & Co-ordination among all Departments to Achieve Target. Reducing Deviations Means Always Staying Within Preset Budgets**



Fast & Innovative Scheduling

Legend :

Off Day
 Rest Day
 Holiday
 Leaves

Regular Hours.
 Over Time Hours.
 Over Plus Hours.

From : 15 Mar 2004 To : 20 Mar 2004 Search

Draft View Over View Details View Gantt Chart

Show : Shift Time

Em...	Employee Name	15 Mar 2004 (Mon)	16 Mar 2004 (Tue)	17 Mar 2004 (W...	18 Mar 2004 (Thu)
000845	W. SARDIAN (SEN. SARIBAM)	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM
001618	WEN TENG PEI	2:45 PM~11:00 PM	2:45 PM~11:00 PM		2:45 PM~11:00 PM
000805	CHONG KONG MEOW	2:45 PM~11:00 PM	2:45 PM~2:45 AM	2:45 PM~11:00 PM	
000185	MASDARI MOHD YUSOF				8:00 AM~4:45 PM
000568	KAMIDEEN B. TALIBON				2:45 PM~11:00 PM
000734	KAMALUDIN B. MOHDI		2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM
000233	KAMARUD ZAHIRI BEN CHENAPPAH MAT	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM	8:00 AM~4:45 PM
000800	KHAIROL ANUAR H. ZAMAL	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM
003137	LEE KIM YEE				
000688	MEINWEN BEN BASRI	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM	2:45 PM~11:00 PM
000908	MUHAMMAD KHALIL BEN SAHID	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM
001638	NICHOL BENJAMIN BEN KAMALUDIN	2:45 PM~2:45 AM	2:45 PM~11:00 PM	2:45 PM~2:45 AM	2:45 PM~11:00 PM
000938	NICHOL ROMAN BEN SELIM	2:45 PM~2:45 AM	2:45 PM~11:00 PM	2:45 PM~2:45 AM	2:45 PM~11:00 PM
001561	NICHOL TIOH B. AB. RAHIM		6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM
000613	NICHOL KHAZALI BEN TIRION				6:45 AM~3:00 PM
000449	NICHOL NICHOL ZAMAL	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM	6:45 AM~3:00 PM
001377	RIHANNO ZAH B. M. (DAR)	2:45 PM~11:00 PM	2:45 PM~2:45 AM	2:45 PM~11:00 PM	2:45 PM~11:00 PM

Date	Hours Work	Hours Work On Reg...	Hours Work On Off Day	Regular Hours...	OT Hours W...
15 Mar 2004 (Mon)	183.0	183.0 (100%)		171.0 (93%)	12.0 (7%)
16 Mar 2004 (Tue)	194.5	194.5 (100%)		186.5 (96%)	8.0 (4%)
17 Mar 2004 (Wed)	206.5	206.5 (100%)		194.3 (94%)	12.0 (6%)
18 Mar 2004 (Thu)	202.5	202.5 (100%)		194.3 (96%)	8.0 (4%)
19 Mar 2004 (Fri)	214.3	214.3 (100%)		202.0 (94%)	12.0 (6%)
20 Mar 2004 (Sat)	151.0	57.5 (38%)	93.5 (62%)	57.5 (38%)	93.5 (62%)
Total	1,151.8	1,058.3 (92%)	93.5 (8%)	1,005.5 (87%)	145.5 (13%)



6. Accurate Wages Payments

TARGET

- **Calculate Pay Accurately AND Reduce Disaffection With Incorrect Pay Outs**
- **Avoid Issues Like Disputes on Hours worked & Handwritten entries On Cards**

How

- **Keeping Accurate Time of Normal Work & Overtime Hours, Thus Paying Employees Only for Work Hours.**
- **Information Is Stored In The System Database; Evidence Can Be Produced Easily To Resolve Time Disputes**
- **Integrity of System and Data cannot be Compromised by Humans Attempting to Overwrite actual data**



Demo Company

ACTAtek

Time Card Report

Printed on : 1st September 2005 (Thursday) 12:56 PM

Date From **01 Mar 2004 (Mon)** To **31 Mar 2004 (Wed)**

Department : **Pack**

Employee : **[001234] ABDUL RASHID BIN MD SAAD**

Date	Start	End	Hours/Days Worked						Meal	Shift
			Regular	OT (1.5)	WRD	WPH	OT (3.0)	OT (4.5)	Meal 2	2 Shift Cycle
01-03-04 Mon	0629	1500	7.8	0	0.0	0.0	0	0	0	1
02-03-04 Tue	0629	1500	7.8	0	0.0	0.0	0	0	0	1
03-03-04 Wed	0632	1500	7.8	0	0.0	0.0	0	0	0	1
04-03-04 Thu	0631	1501	7.8	0	0.0	0.0	0	0	0	1
05-03-04 Fri	0633	1500	7.8	0	0.0	0.0	0	0	0	1
06-03-04 Sat	0635	1230	5.8	0	0.0	0.0	0	0	0	1
07-03-04 Sun										
08-03-04 Mon	1430	2300	7.8	0	0.0	0.0	0	0	0	1
09-03-04 Tue	1429	2300	7.8	0	0.0	0.0	0	0	0	1
10-03-04 Wed	1430	2300	7.8	0	0.0	0.0	0	0	0	1
11-03-04 Thu	1431	2300	7.8	0	0.0	0.0	0	0	0	1
12-03-04 Fri	1432	2300	7.8	0	0.0	0.0	0	0	0	1
13-03-04 Sat										
14-03-04 Sun										
15-03-04 Mon	0631	1500	7.8	0	0.0	0.0	0	0	0	1
16-03-04 Tue	0631	1500	7.8	0	0.0	0.0	0	0	0	1

Introducing Automated Calculations
Reduce Errors and Save Time



7. User Friendly & Timely Reports

TARGET

- **Must Be Easy To Use**
- **Must Be Able To Operate Not Only As Standalone But Networking As Well**
- **Must Be Able To Monitor & Produce Timely Reports**

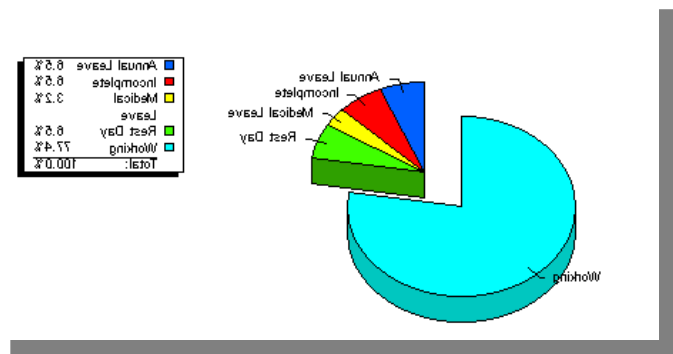
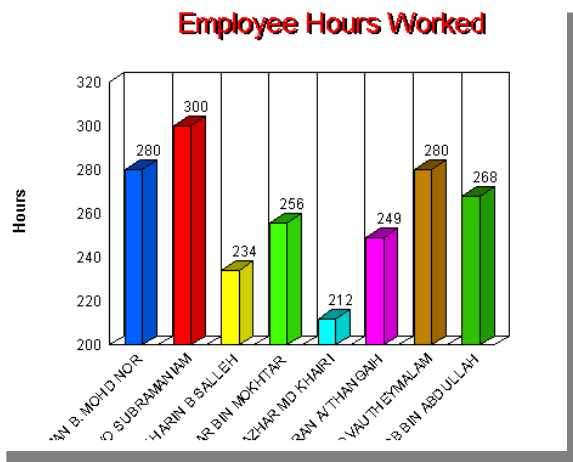
How

- **Window Based User Friendly Software**
- **Smart Worker Grows With You, When Your Business Requirements Changes.**
- **On Line Query And Suite Of Reports That are Specially Designed To Meet Your Most Urgent Needs**

Comprehensive Reporting

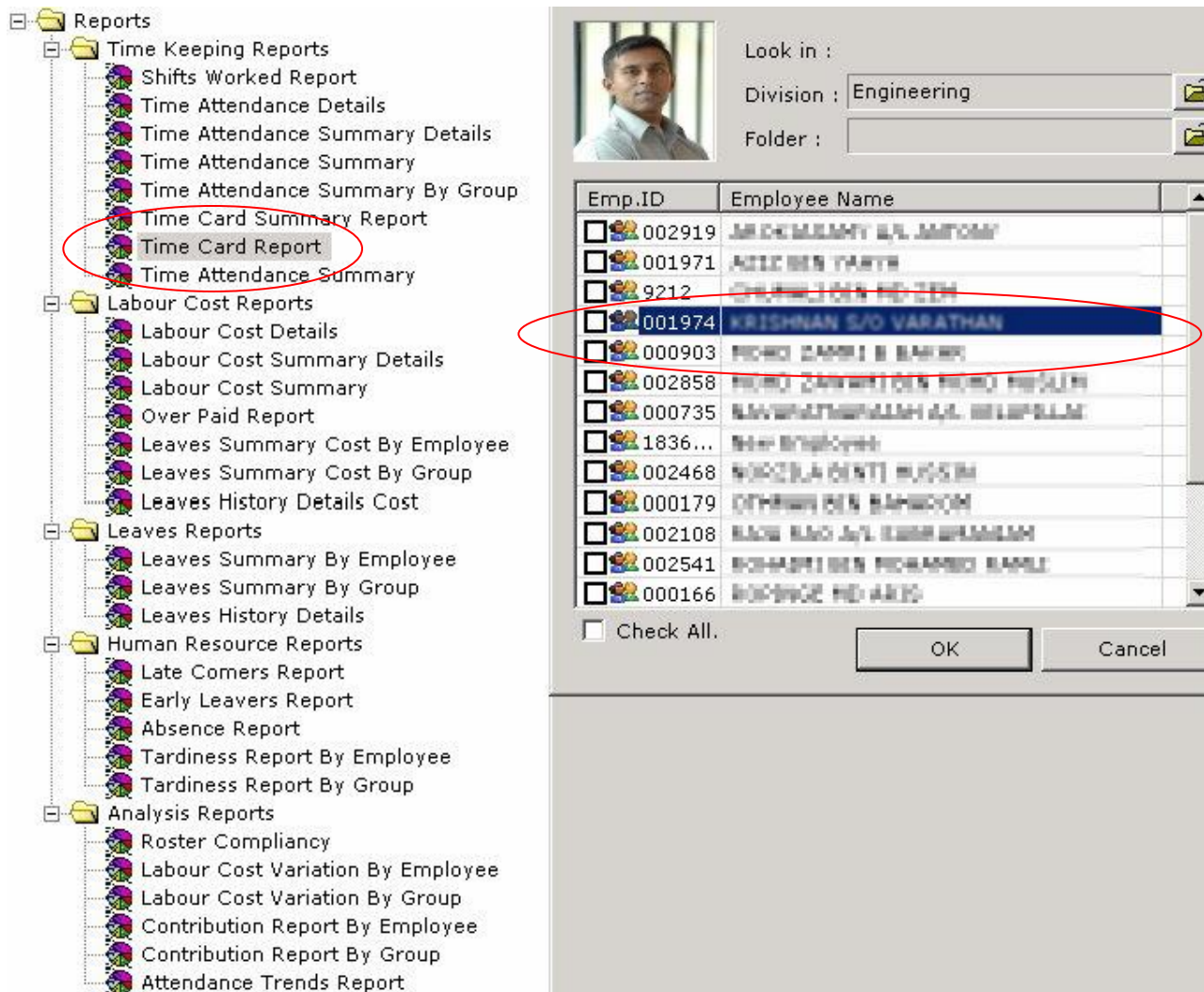


- ☑ Offers a wide variety of reports
- ☑ Run reports by cost center, location, department
- ☑ Run reports that summarizes actual labour costs vs budgets or hours
- ☑ Monitor attendance habits by running exceptions like
- ☑ tardiness, absence reports, attendance analysis



Automated Reporting

✓ Easy to generate and view reports




The screenshot displays the 'Automated Reporting' software interface. On the left, a tree view shows the hierarchy of reports. The 'Time Card Report' is highlighted. On the right, a dialog box is open, showing a list of employees. The employee 'KRISHNAN S/O VARATHAN' is selected.

Reports Tree View:

- Reports
 - Time Keeping Reports
 - Shifts Worked Report
 - Time Attendance Details
 - Time Attendance Summary Details
 - Time Attendance Summary
 - Time Attendance Summary By Group
 - Time Card Summary Report**
 - Time Card Report**
 - Time Attendance Summary
 - Labour Cost Reports
 - Labour Cost Details
 - Labour Cost Summary Details
 - Labour Cost Summary
 - Over Paid Report
 - Leaves Summary Cost By Employee
 - Leaves Summary Cost By Group
 - Leaves History Details Cost
 - Leaves Reports
 - Leaves Summary By Employee
 - Leaves Summary By Group
 - Leaves History Details
 - Human Resource Reports
 - Late Comers Report
 - Early Leavers Report
 - Absence Report
 - Tardiness Report By Employee
 - Tardiness Report By Group
 - Analysis Reports
 - Roster Compliancy
 - Labour Cost Variation By Employee
 - Labour Cost Variation By Group
 - Contribution Report By Employee
 - Contribution Report By Group
 - Attendance Trends Report

Employee Selection Dialog:

Look in : 

Division : Engineering

Folder :

Emp.ID	Employee Name
<input type="checkbox"/> 002919	ARICHESAMY A/L ANTONY
<input type="checkbox"/> 001971	AZIZ BEN YATIR
<input type="checkbox"/> 9212	CHANDRASEKAR MO-SEN
<input checked="" type="checkbox"/> 001974	KRISHNAN S/O VARATHAN
<input type="checkbox"/> 000903	PICHO CARLOS B BARRER
<input type="checkbox"/> 002858	PUNO ZANWITON PUNO PUNOLIN
<input type="checkbox"/> 000735	RAJENDRANATHAN A/L. VELUPILLAI
<input type="checkbox"/> 1836...	Not Employed
<input type="checkbox"/> 002468	WAZELAH BINTI HUSSEN
<input type="checkbox"/> 000179	OTHMAN BEN RAHIMOM
<input type="checkbox"/> 002108	RAO RAO A/L. KUNHURAMMAN
<input type="checkbox"/> 002541	ROHAFIZEN ROHAFIZI BAKIL
<input type="checkbox"/> 000166	ROSHNOO MO-ARIS

☐ Check All.



Benefits of Our Smart Time Package

1

No more manual calculation of data from punch cards

❖ Minimize errors and save time & money

2

No additional capital expenditure

❖ Protects your current hardware investment

3

Accurate data output

❖ Facilitates payroll preparation and employee satisfaction

4

Increase efficiency and effectiveness into your organization

❖ Comprehensive Reporting features

❖ Track absences, tardiness and attendance history.

❖ Frees up valuable man hours.



Other just as important benefits

- ☑ Improved discipline and morale
- ☑ Reduced time to check staff attendance
- ☑ Reduced human error
- ☑ Greater awareness of labour cost management
- ☑ Excellent management tool for labour management and scheduling



Unique and powerful built in “*Award Interpreter*”

- ☑ Pay rules as per company regulations are attached to worked hours**
- ☑ Ensures accuracy in pay rules award for each employee, category**
- ☑ Payroll accuracy is ensured**
- ☑ Less disaffection among employees**
- ☑ Ensures reliability and efficiency**
- ☑ User definable**
- ☑ Unlimited pay rules for all categories of employees**
- ☑ Faster and more efficient payroll preparation**



Leave Management

**Annual Leave
Casual Leave
Off Day
Rest Day
Public Holiday
Medical Leave
Study Leave
National Duty Leave
Training Leave
On Course
Maternity Leave
Unpaid Leave
Unauthorised Leave**

- ❖ **Easy to read, plan & make good decisions**
- ❖ **Online Leave management**
- ❖ **Comprehensive leave reports**

Powerful Editing

✓ Save time by global editing

Legend :

Off Day Rest Day Holiday Leaves
 Rostered Shift Actual Time Recall

From : 30 Apr 2004 To : 30 Apr 2004 Search

Over View Details View Gantt Chart Raw Punching Log

Status	Emp.ID	Employee Name	Date
✗ Absent	000903	MOHD ZAFRI B. BAKAR	30 Apr 2004 (Fri)
⚠ Critical	002468	MOHDILAH BINTI HUSSEIN	30 Apr 2004 (Fri)
⚠ Critical	002494	GEORGEYANAH A/L MU	
⚠ Incomplete	000166	ROHENGHI MD JARIS	
⚠ Incomplete	003137	LIH JIN YEE	
☀ Match	000179	OTHMAN BIN BAHARON	
☀ Match	000735	MEVAMUTHARASOH A/L	
☀ Match	9212	CHIRPALI BIN PRO DEB	
☀ Match	001974	KRISHNAN S/O VARATH	
☀ Match	002108	REM KEO A/L KURNIAN	
☀ Match	002688	TAM BOM ANJAM	
☀ Match	002904	VEE WENG HANG	
☀ Match	002919	ABOKTIDARY A/L ANTI	
⚠ Unplanned OT	001971	AZIZ BIN YAHYA	
⚠ Unplanned OT	002541	ROBAINI BIN MOHAMED	

Manually Edit Employee Punches

Employee : [001971] AZIZ BIN YAHYA

Date : 30 Apr 2004 (Fri) Shift : M

Date & Time Allowances

Roster Data

In & Out Time : 6:45 AM~3:00 PM Break Time : 30 minutes

Regular Hours : 7.75 OT Hours : 0 OP Hours : 0

Actual Data

Date & Time Status

☒ In : 06:34 AM ☒ Out : 06:46 PM ⚠ Unplanned OT

☒ Present To Work. ☐ Absent To Work.

Regular Hours : 7.75 OT Hours : 4 OP Hours : 0

Recall : 0 Rest Hours : 0 Re-Calculate Set As Rostered

Remarks :



➤ **Export your time attendance data to your current payroll software**

[illegible]

Current Payroll software

Smart Time Data



System Security

- ☒ **Limit Access to Authorised personnel**
- ☒ **Customize your access levels**
- ☒ **Create user accounts**
- ☒ **Design special access for administrators, supervisors and managers**



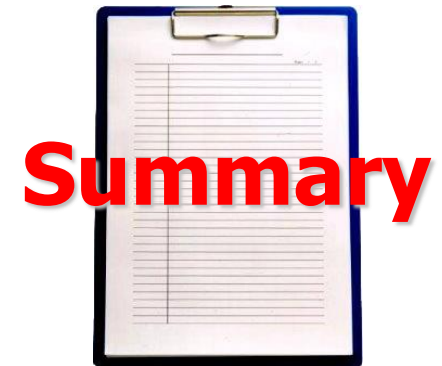
Reliable System Support

- ❖ Local area support (Canada, Hong Kong, India, Thailand, Singapore, UK offices)
- ❖ Hardware and software support
- ❖ Email: support@actatek.com
- ❖ Support website:
[Http://actatek.helpserve.com](http://actatek.helpserve.com)





- ✓ **No more manual calculations**
- ✓ **Fast and convenient scheduling**
- ✓ **Leave Management**
- ✓ **Powerful Editing**
- ✓ **Comprehensive Reporting**
- ✓ **Business Intelligence**
- ✓ **Customizable**
- ✓ **Data Exportable**
- ✓ **User Access Security System**
- ✓ **Reliable Technical Support**






Employee Details

Help Organization Roster Time Keeping Reports Import Data Analysis

Divisions Folders Search

- Demo Company
 - Engineering
 - Environment Health & Safety
 - Finance
 - General Management
 - Human Resource
 - Leaf
 - Local Lab
 - Make Pack
 - Manufacturing Services
 - Primary Process
 - Quality Assurance
 - Resigned Staff
 - Security
- Deleted Items



ID	Employee Name	IC Number	Gender	Division	Designation
001518	BLANCHARD, KIMBERLY LYNN	570527715...	Male	Finance	FIN-LEAD FAC-ASI
002136	DURAND, BT JACOB	601102105...	Female	Finance	FIN-COST ACTG(P
002142	FRANK, JAMES E	680915106...	Male	Finance	FIN-COST ACTG(A
002771	FRANK, JAMES E	651119085...	Female	Finance	FIN-COST ACTG(L
002892	FRANK, JAMES E	740813085...	Female	Finance	FIN-PRODUCT COS
002918	FRANK, JAMES E	701118105...	Female	Finance	FIN-COST ACTG(L
002961	FRANK, JAMES E	740314715...	Male	Finance	FIN-CUSTOM CTRI
002963	Jane Moore	690805105...	Female	Finance	FIN-FINANCIAL BU
003110	FRANK, JAMES E	720328145...	Male	Finance	COSTING-MANU.PF



Demo Company

ACTAtek

Time Card Report

Printed on : 1st September 2005 (Thursday) 12:56 PM

Date From **01 Mar 2004 (Mon)** To **31 Mar 2004 (Wed)**

Department : **Pack**

Employee : **[001234] ABDUL RASHID BIN MD SAAD**

Date	Start	End	Hours/Days Worked						Meal	Shift
			Regular	OT (1.5)	VRD	WPH	OT (3.0)	OT (4.5)	Meal 2	2 Shift Cycle
01-03-04 Mon	0629	1500	7.8	0	0.0	0.0	0	0	0	1
02-03-04 Tue	0629	1500	7.8	0	0.0	0.0	0	0	0	1
03-03-04 Wed	0632	1500	7.8	0	0.0	0.0	0	0	0	1
04-03-04 Thu	0631	1501	7.8	0	0.0	0.0	0	0	0	1
05-03-04 Fri	0633	1500	7.8	0	0.0	0.0	0	0	0	1
06-03-04 Sat	0635	1230	5.8	0	0.0	0.0	0	0	0	1
07-03-04 Sun										
08-03-04 Mon	1430	2300	7.8	0	0.0	0.0	0	0	0	1
09-03-04 Tue	1429	2300	7.8	0	0.0	0.0	0	0	0	1
10-03-04 Wed	1430	2300	7.8	0	0.0	0.0	0	0	0	1
11-03-04 Thu	1431	2300	7.8	0	0.0	0.0	0	0	0	1
12-03-04 Fri	1432	2300	7.8	0	0.0	0.0	0	0	0	1
13-03-04 Sat										
14-03-04 Sun										
15-03-04 Mon	0631	1500	7.8	0	0.0	0.0	0	0	0	1
16-03-04 Tue	0635	1500	7.8	0	0.0	0.0	0	0	0	1
17-03-04 Wed	0629	1500	7.8	0	0.0	0.0	0	0	0	1
18-03-04 Thu	0632	1500	7.8	0	0.0	0.0	0	0	0	1
19-03-04 Fri	0633	1500	7.8	0	0.0	0.0	0	0	0	1
20-03-04 Sat	Annual Leave									



Demo Company

ACTAtek

Time Attendance Summary

Printed on : 18th August 2005 (Thursday) 8:06 PM

Date From **01 Mar 2004 (Mon)** To **31 Mar 2004 (Wed)**

Division : **Quality Assurance**

Emp.ID	Employee Name	Hours/Days Worked							Meal Allowances		
		Regular	OT (1.5)	WRD	WPH	OT (3.0)	OT (4.5)	Recall	Meal 1	Meal 2	Meal 3
000738	MASNIDAR BT MUNER	116.1	0	0.00	0.00	0	0	0	0	0	0
002451	ERNIDA MOHD NYISAK	152.0	32.0	0.00	0.00	0	0	0	0	0	0
002545	NORIZAH BTE SHAMSUDDIN	170.5	71.8	0.00	0.00	0	0	0	11	6	0
002584	MATHAVAN A/L VEERAPERUMAL	131.8	17.5	1.00	0.00	0	0	0	1	3	0
000271	RUSITAH ISMAM	185.6	0	0.00	0.00	0	0	0	0	0	0
000005	JON H. MOORE	189.9	0	0.00	0.00	0	0	0	0	0	0
003138	JASRI BIN JAMIL	188.6	0	0.00	0.00	0	0	0	0	0	0
000589	HAMIDAH BTE JALAL	189.8	0	0.00	0.00	0	0	0	0	0	0
000590	RAFIDAH BTE SAKIMAN	168.5	0	0.00	0.00	0	0	0	0	0	0
000821	SOPAH BTE ABDUL MAJID	184.0	75.5	1.00	0.00	0	0	0	3	15	0
000909	ASHARI B ALI	166.5	51.8	1.00	0.00	0	0	0	0	12	0
000942	NORHAYATI BT KADIR	145.3	23.8	0.00	0.00	0	0	0	4	1	0
001001	NORHAYATI BTE ABDUL TALIB	171.3	14.0	0.00	0.00	0	0	0	0	2	0
001112	NOORHAYATI BTE MUHAMMAD MAHFOZ	152.8	46.3	0.00	0.00	0	0	0	2	8	0
001416	AZLINA BINTI HAJI ABDUL AZIZ	162.9	0	0.00	0.00	0	0	0	0	0	0
001616	PANNEER CHELVAN KANAGARATNAM	178.3	56.8	1.00	0.00	0	0	0	7	2	0
001628	THULAISINGAM A/L RAMAN	172.8	85.3	1.00	0.00	0	0	0	8	12	0
002154	RAMLI BIN HALID	153.0	44.0	0.00	0.00	0	0	0	8	1	0
002177	MARIAM YAJID	158.0	59.5	1.00	0.00	0	0	0	9	6	0
002374	TAHIRAH BINTI MOHAMAD ZAHARI	160.4	0	0.00	0.00	0	0	0	0	0	0
Total :		3,297.8	578.0	6.00	0.00	0	0	0	53	68	0



Demo Company



Leaves Summary By Employee

Printed on : 18th August 2005 (Thursday) 8:11 PM

Printed By : admin

Date From 01 Mar 2004 (Mon) To 31 Mar 2004 (Wed)

1. Employee : [002906] ANIDA BINTI ABDUL MANAN

Leave Type	Available	Taken (Paid)	Taken (Unpaid)	Taken (Total)	Balance	Hour Taken (Paid)	Hour Taken (Unpaid)	Hour Taken (Total)
Annual Leave	19	2	0	2	8	16.0	0	16.0
Medical Leave	30	1	0	1	26	8.0	0	8.0
Total :		3	0	3	34	24.0	0	24.0

2. Employee : [003104] FAIZAH BT ABD RAHMAN

Leave Type	Available	Taken (Paid)	Taken (Unpaid)	Taken (Total)	Balance	Hour Taken (Paid)	Hour Taken (Unpaid)	Hour Taken (Total)
Annual Leave	17	2	0	2	12.5	16.0	0	16.0
Total :		2	0	2	12.5	16.0	0	16.0

3. Employee : [001370] KAMAL BIN ABDUL MAJID

Leave Type	Available	Taken (Paid)	Taken (Unpaid)	Taken (Total)	Balance	Hour Taken (Paid)	Hour Taken (Unpaid)	Hour Taken (Total)
Annual Leave	36	1	0	1	36	8.0	0	8.0
Medical Leave	30	2	0	2	30	16.0	0	16.0
Total :		3	0	3	66	24.0	0	24.0



Demo Company

Leaves Summary By Group



Printed on : 18th August 2005 (Thursday) 8:13 PM

Printed By : admin

Date From 01 Mar 2004 (Mon) To 31 Mar 2004 (Wed)

1.0 - Division : Manufacturing Services

Leave Type	Available	Taken (Paid)	Taken (Unpaid)	Taken (Total)	Balance	Hour Taken (Paid)	Hour Taken (Unpaid)	Hour Taken (Total)
Annual Leave	828.5	50.5	0	50.5	1098.5	439.1	0	439.1
Brought Fwd	240.5	0	0	0	240.5	0	0	0
Company Business	0	0	0	0	0	0	0	0
Compassionate Leave	504	0	0	0	516	0	0	0
Exam Leave	0	0	0	0	0	0	0	0
Hospitalisation Leave	2573	2	0	2	2580	16.0	0	16.0
Marriage Leave	0	0	0	0	0	0	0	0
Maternity Leave	0	0	0	0	0	0	0	0
Medical Leave	1016	15	0	15	1072	120.0	0	120.0
Paternity Leave	205	0	0	0	215	0	0	0
Replacement Leave	113	0	0	0	152	0	0	0
Time Off	150	1.5	0	1.5	159	12.0	0	12.0
Union Leave	0	0	2	2	0	0	15.5	15.5
Unpaid	0	0	0	0	0	0	0	0
Unpaid Leave	0	0	0	0	0	0	0	0
Total :	5630	69	2	71	6033	587.1	15.5	602.6



Demo Company



Tardiness Report By Employee

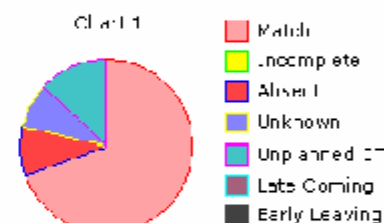
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Printed By : admin

Date From 01 Mar 2004 (Mon) To 31 Mar 2004 (Wed)

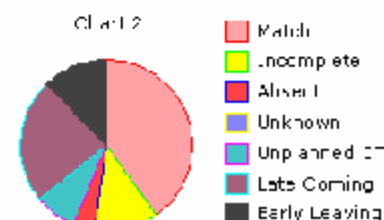
1. Employee : [000568] HAMIDIN B SALAMON

Type	Duration	Incidence
Match	-	16
Incomplete	-	0
Absent	20.3	2
Unknown	-	2
Unplanned OT	5.9	3
Late Coming	0	0
Early Leaving	0	0
Total Shift :	182.5	23



2. Employee : [000233] KAMARUD ZAMAN BIN CHE' MAT

Type	Duration	Incidence
Match	-	10
Incomplete	-	3
Absent	8.8	1
Unknown	-	0
Unplanned OT	3.3	2
Late Coming	0.3	6
Early Leaving	5.5	3
Total Shift :	218.8	25





Demo Company



Contribution Report By Employee

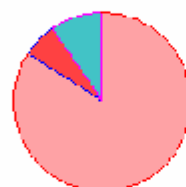
Printed on : 18th August 2005 (Thursday) 8:35 PM

Date From 01 Mar 2004 (Mon) To 31 Mar 2004 (Wed)

1. Employee : [001618] BEH TENG FEI

Subject	Days	Percentage
Working	26	84%
Absent	0	0%
Paid Leave	2	6%
Unpaid Leave	0	0%
Not Rostered	3	10%
Total	31	100%

BEH TENG FEI



■ Working
■ Absent
■ Paid Leave
■ Unpaid Leave
■ Not Rostered

2. Employee : [000568] HAMIDIN B SALAMON

Subject	Days	Percentage
Working	20	65%
Absent	2	6%
Paid Leave	7	23%
Unpaid Leave	0	0%
Not Rostered	2	6%
Total	31	100%

HAMIDIN B SALAMON



■ Working
■ Absent
■ Paid Leave
■ Unpaid Leave
■ Not Rostered



Demo Company



Contribution Report By Group

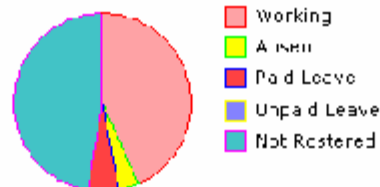
Printed on : 18th August 2005 (Thursday) 8:36 PM

Date From 01 Mar 2004 (Mon) To 31 Mar 2004 (Wed)

1. Division : Engineering

Subject	Incidences	Percentage
Working	322	43%
Absent	28	4%
Paid Leave	40	5%
Unpaid Leave	0	0%
Not Rostered	354	48%
Total	744	100%

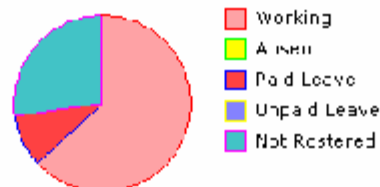
Engineering



2. Division : General Management

Subject	Incidences	Percentage
Working	39	63%
Absent	0	0%
Paid Leave	6	10%
Unpaid Leave	0	0%
Not Rostered	17	27%
Total	62	100%

General Management





Demo Company

ACTAtek

Leaves History Details

Printed on : 18th August 2005 (Thursday) 8:13 PM

Date From 01 Mar 2004 (Mon) To 31 Mar 2004 (Wed)

1. Employee : [002906] ANIDA BINTI ABDUL MANAN

Date	Type	Leave Type	Duration	Hour	Reason
01 Mar 2004 (Mon)	Paid Leave	Annual Leave	Full Day	8.0	
08 Mar 2004 (Mon)	Paid Leave	Annual Leave	Full Day	8.0	
29 Mar 2004 (Mon)	Paid Leave	Medical Leave	Full Day	8.0	
Total :		3 Incidences		24.0	

2. Employee : [003104] FAIZAH BT ABD RAHMAN

Date	Type	Leave Type	Duration	Hour	Reason
15 Mar 2004 (Mon)	Paid Leave	Annual Leave	Full Day	8.0	
16 Mar 2004 (Tue)	Paid Leave	Annual Leave	Full Day	8.0	
Total :		2 Incidences		16.0	

3. Employee : [001370] KAMAL BIN ABDUL MAJID

Date	Type	Leave Type	Duration	Hour	Reason
09 Mar 2004 (Tue)	Paid Leave	Medical Leave	Full Day	8.0	
10 Mar 2004 (Wed)	Paid Leave	Annual Leave	Full Day	8.0	
19 Mar 2004 (Fri)	Paid Leave	Medical Leave	Full Day	8.0	
Total :		3 Incidences		24.0	



XYZ Company

Late Comers Report

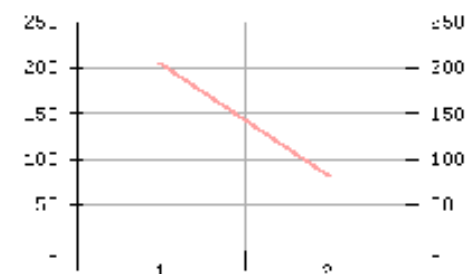
Printed on : 25th April 2003 (Friday) 10:24 AM

Printed By : admin

Date From 11 Mar 2003 (Tue) To 31 Mar 2003 (Mon)

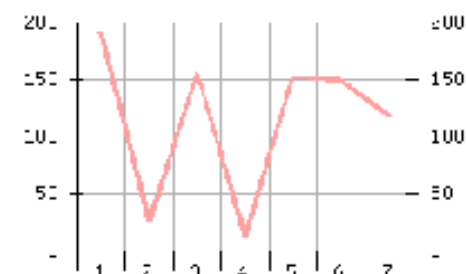
1. Employee : [00016] Anandaganeshan Sathasivanpillai

Date	Rostered Time	Actual Time	Duration
28 Mar 2003 (Fri)	08:00 AM	11:24 AM	3 hr 24 min
31 Mar 2003 (Mon)	08:00 AM	09:23 AM	1 hr 23 min
Total :		2 Incidences	4 hr 47 min



2. Employee : [00075] Prem Kumar Nambiar Krishnan

Date	Rostered Time	Actual Time	Duration
13 Mar 2003 (Thu)	08:00 AM	11:09 AM	3 hr 9 min
14 Mar 2003 (Fri)	08:00 AM	08:26 AM	26 min
18 Mar 2003 (Tue)	08:00 AM	10:36 AM	2 hr 36 min
20 Mar 2003 (Thu)	08:00 AM	08:13 AM	13 min
21 Mar 2003 (Fri)	08:00 AM	10:33 AM	2 hr 33 min
24 Mar 2003 (Mon)	08:00 AM	10:29 AM	2 hr 29 min
25 Mar 2003 (Tue)	08:00 AM	09:59 AM	1 hr 59 min
Total :		7 Incidences	13 hr 25 min





XYZ Company

Page :

Early Leavers Report

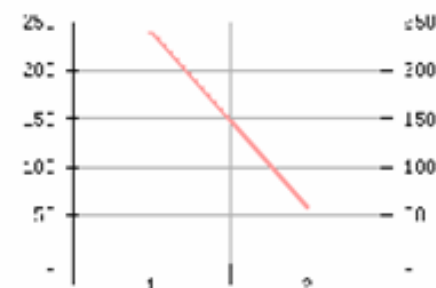
Printed on : 25th April 2003 (Friday) 10:31 AM

Printed By : admin

Date From 11 Mar 2003 (Tue) To 25 Apr 2003 (Fri)

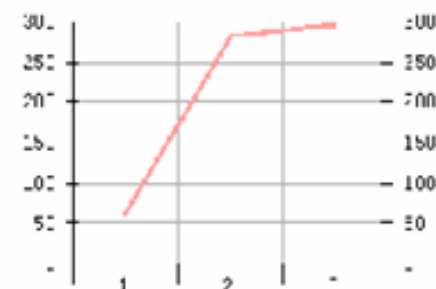
1. Employee : [00190] Abdul Rahim Yusoff

Date	Rostered Time	Actual Time	Duration
01 Apr 2003 (Tue)	01:15 AM	09:17 PM	3 hr 58 min
03 Apr 2003 (Thu)	01:15 AM	12:16 AM	59 min
Total :		2 Incidences	4 hr 57 min



2. Employee : [00407] Kassim Hassan

Date	Rostered Time	Actual Time	Duration
03 Apr 2003 (Thu)	01:15 AM	12:13 AM	1 hr 2 min
07 Apr 2003 (Mon)	04:15 PM	11:33 AM	4 hr 42 min
16 Apr 2003 (Wed)	01:15 AM	08:19 PM	4 hr 56 min
Total :		3 Incidences	10 hr 40 min





XYZ Company

Absence Report

Printed on : 25th April 2003 (Friday) 10:36 AM

Printed By : admin

Date From 11 Mar 2003 (Tue) To 25 Apr 2003 (Fri)

1. Employee : [00359] A Viknesvaran Alagan

Date	Shift Name	Time	Reason
24 Mar 2003 (Mon)	Morning(M)	07:00 AM ~ 04:15 PM	
25 Mar 2003 (Tue)	Morning(M)	07:00 AM ~ 04:15 PM	
26 Mar 2003 (Wed)	Morning(M)	07:00 AM ~ 04:15 PM	
27 Mar 2003 (Thu)	Morning(M)	07:00 AM ~ 04:15 PM	
28 Mar 2003 (Fri)	Morning(F)	07:00 AM ~ 04:15 PM	
31 Mar 2003 (Mon)	Afternoon	04:15 PM ~ 01:15 AM	
18 Apr 2003 (Fri)	Afternoon	04:15 PM ~ 01:15 AM	
24 Apr 2003 (Thu)	Morning(M)	07:00 AM ~ 04:15 PM	
25 Apr 2003 (Fri)	Morning(F)	07:00 AM ~ 04:15 PM	
Total :	9 Incidences		

2. Employee : [03140] Abd Aziz Bin Abdul Rahman

Date	Shift Name	Time	Reason
11 Mar 2003 (Tue)	Afternoon	04:15 PM ~ 01:15 AM	
12 Mar 2003 (Wed)	Afternoon	04:15 PM ~ 01:15 AM	
13 Mar 2003 (Thu)	Afternoon	04:15 PM ~ 01:15 AM	
14 Mar 2003 (Fri)	Afternoon	04:15 PM ~ 01:15 AM	
17 Mar 2003 (Mon)	Morning(M)	07:00 AM ~ 04:15 PM	
18 Mar 2003 (Tue)	Morning(M)	07:00 AM ~ 04:15 PM	
19 Mar 2003 (Wed)	Morning(M)	07:00 AM ~ 04:15 PM	
20 Mar 2003 (Thu)	Morning(M)	07:00 AM ~ 04:15 PM	
21 Mar 2003 (Fri)	Morning(F)	07:00 AM ~ 04:15 PM	



XYZ Company

Page

Roster Compliancy

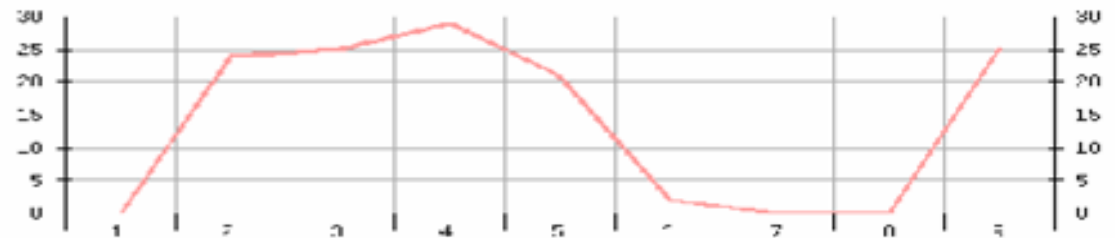
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Printed By : admin

Date From 13 Apr 2003 (Sun) To 21 Apr 2003 (Mon)

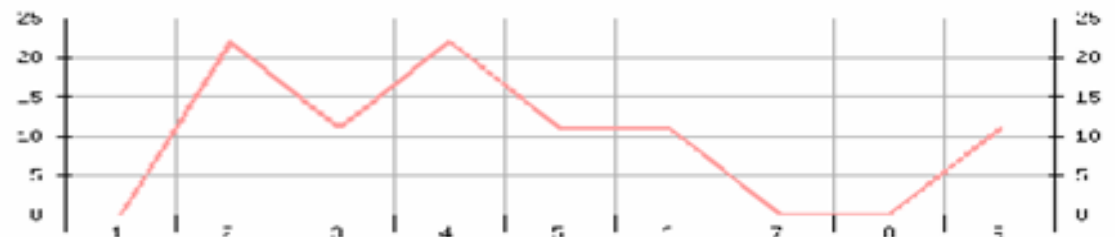
1.0 - Division : CFM56

Date	Total	Match	Percentage
13/04/03 Sun	0	0	None
14/04/03 Mon	62	15	24%
15/04/03 Tue	64	16	25%
16/04/03 Wed	62	18	29%
17/04/03 Thu	63	13	21%
18/04/03 Fri	60	1	2%
19/04/03 Sat	12	0	0%
20/04/03 Sun	0	0	None
21/04/03 Mon	61	15	25%
Average :	384	78	20%



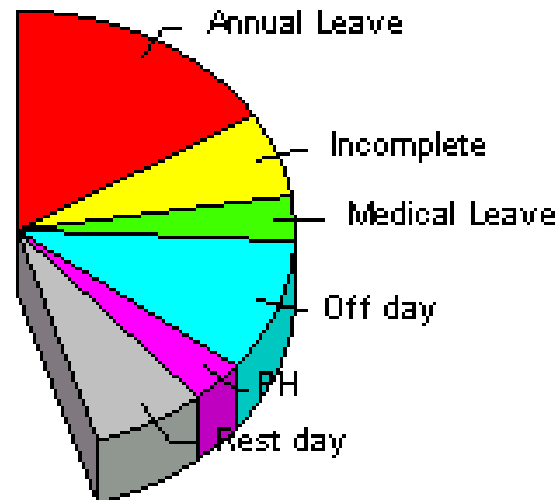
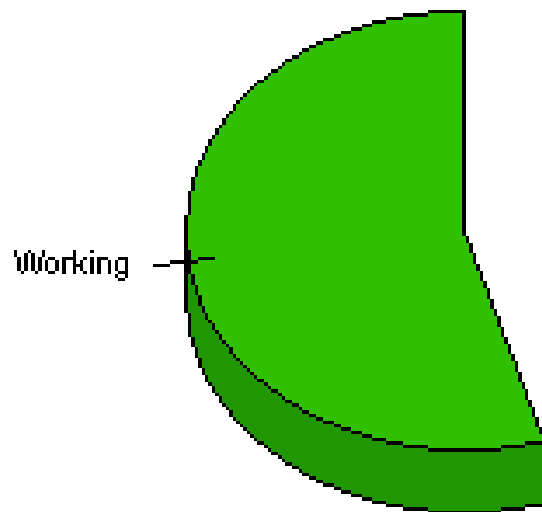
2.0 - Division : Customer Support

Date	Total	Match	Percentage
13/04/03 Sun	6	0	0%
14/04/03 Mon	9	2	22%
15/04/03 Tue	9	1	11%
16/04/03 Wed	9	2	22%
17/04/03 Thu	9	1	11%
18/04/03 Fri	9	1	11%
19/04/03 Sat	2	0	0%
20/04/03 Sun	2	0	0%
21/04/03 Mon	9	1	11%
Average :	64	8	12%





Employee Attendance Analysis Report



	0.0 %
Annual Leave	16.1 %
Incomplete	6.5 %
Medical	3.2 %
Leave	
Off day	9.7 %
PH	3.2 %
Rest day	6.5 %
Working	54.8 %
Total:	100.0 %



Employee Hours Worked Summary Report

1 of 1

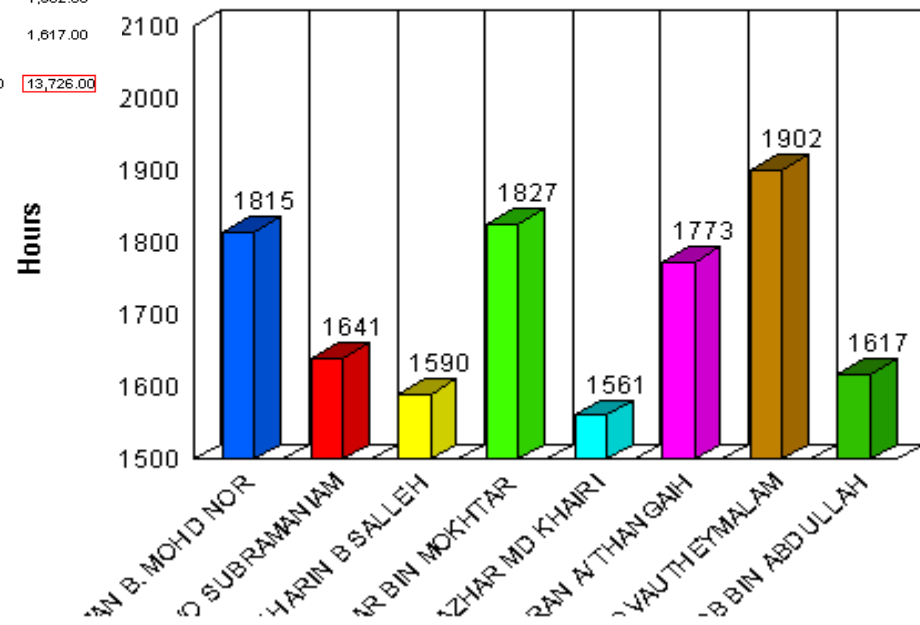
Printed Date: 06-May-2002

From : 01-Jan-2001 To 31-Dec-2001

Department: Engineering-CRS

EmployeeID	Name	Hours Worked	Over Time	Rest Day	dblSunOT	Sat. P.H.	P.H.	Recall	Total Hours
Direct Labour									
400363	ABD RAHMAN B. MOHD NOR	1,280.00	290.00	144.00	0.00	0.00	80.00	21.00	1,815.00
810087	BALACHANDRAN S/O SUBRAMANIAM	1,096.00	303.00	100.00	0.00	0.00	108.00	34.00	1,641.00
400444	HASNUL BAHARIN B SALLEH	1,212.00	242.00	56.00	0.00	0.00	76.00	4.00	1,590.00
810122	IDIL AZHAR BIN MOKHTAR	1,200.00	326.00	133.00	0.00	0.00	104.00	64.00	1,827.00
810312	MD KHAIRUL AZHAR MD KHAIRI	1,244.00	208.00	53.00	0.00	0.00	48.00	8.00	1,561.00
400474	POORNESVERAN A/ THANGAIH	1,260.00	306.00	96.00	0.00	0.00	87.00	24.00	1,773.00
400365	SURESH KUMAR S/O VAUTHEYMALAM	1,240.00	386.00	124.00	0.00	0.00	112.00	40.00	1,902.00
400476	YAACOB BIN ABDULLAH	1,172.00	261.00	92.00	0.00	0.00	76.00	16.00	1,617.00
Labour Hours		9,704.00	2,322.00	798.00	0.00	0.00	691.00	211.00	13,726.00

Employee Hours Worked



Thank you



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