

## Focus Self Service (Web Clocking)

### WEB CLOCKING

Focus Self Service is a clocking solution for flexible working – enable employees to clock whether working from home, in the office or on the move.

### GEOLOCATION

View the geographic location of every web clocking. Use Google maps features to zoom in and out of the map view and swap to satellite picture imagery of the location. All embedded within the webpage.

### TIMESHEET

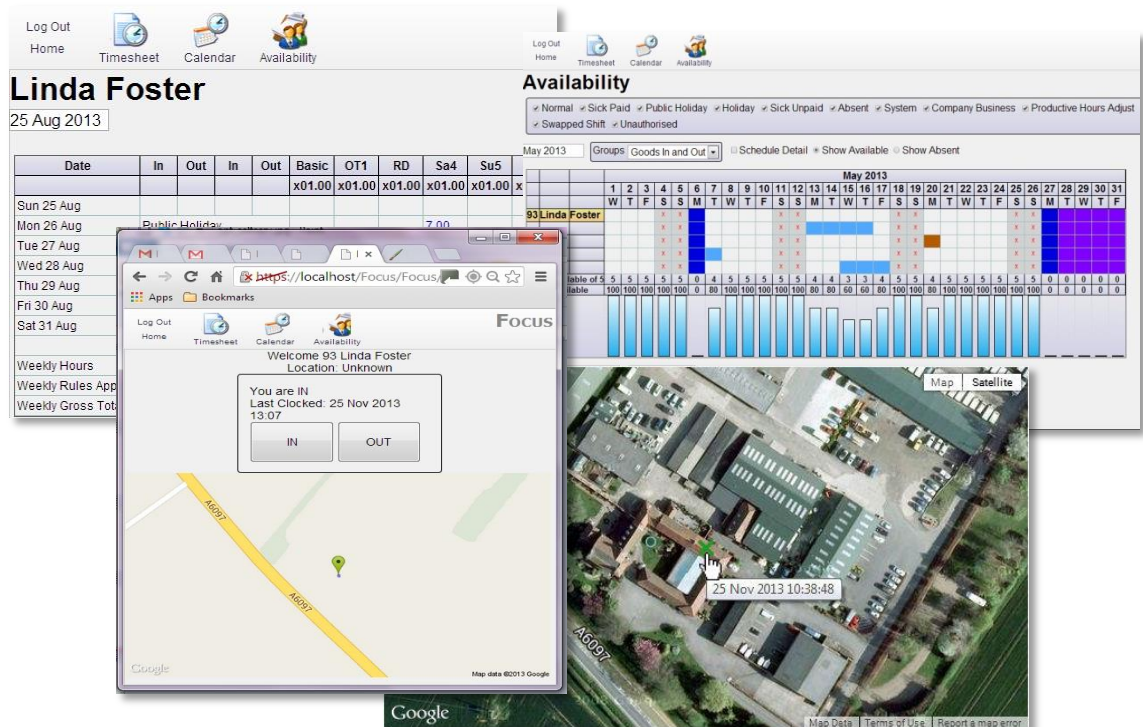
View clockings, time accrued at each rate, absences recorded and bonuses applied on the Timesheet page.

### AVAILABILITY

Book holiday requests and other absences directly on the Availability screen to maximise the effectiveness of having your colleagues' information available.

### WEB HOSTING

Host Focus Self Service on your intranet server or allow remote access if required.



Focus Self Service is a web application designed to enable employees to clock in from their PC, smart phone or tablet. It provides employees with web-based access to their personal timesheet and calendar information and colleague availability.

Enable your employees to make holiday and other absence requests, view their time worked and overtime accrued or identify their scheduled cost centre.

Supervisors can gain enhanced information for their assigned groups. Focus Self Service empowers supervisors to view the geographic locations of employee clockings using the integrated Google Maps feature, identify who's currently clocked in and out within a team, interrogate timesheets and record absences.

The powerful calendar feature offers a wide range of information:

- Holiday entitlement and sickness summaries
- Request holidays and other absences
- View pending, granted and refused requests
- View cost centre schedule, both past and future

All features are controlled using PIN and password access and configuration options ensuring only those employees who need access to data have it.

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