

Focus Pro Time & Attendance

ABSENCE MANAGEMENT

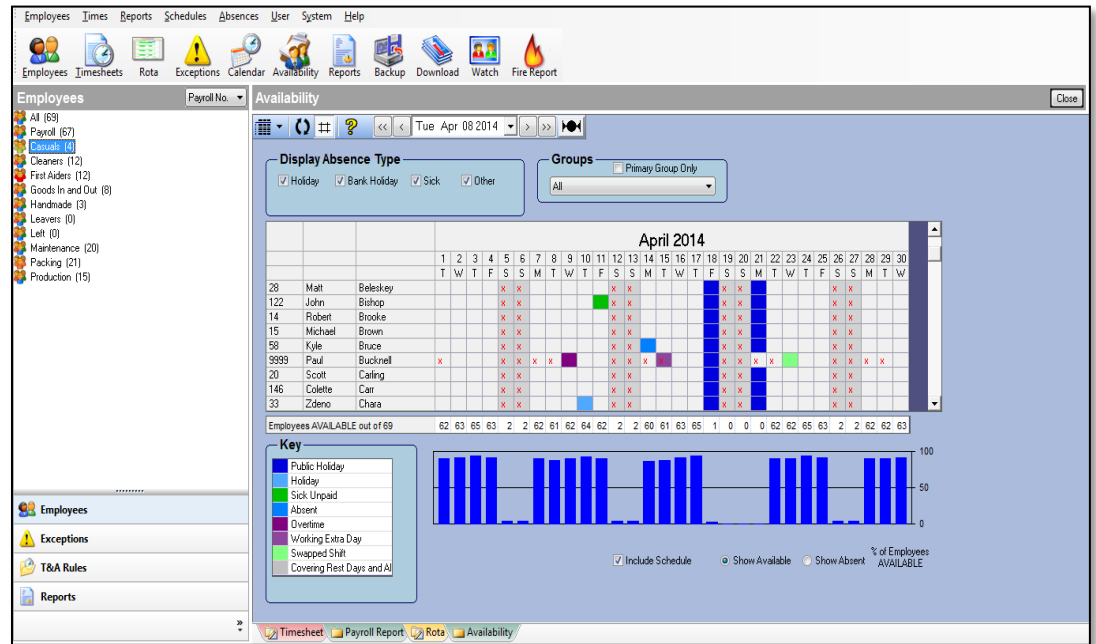
Book all types of absence via the Employee Calendar or Availability screens. Quickly book absences for a group of employees. Define Holiday entitlement to be carried over to subsequent years, add additional days or get Focus Pro to accrue the holiday owed to an employee automatically.

EXCEPTIONS FACILITY

Use Focus Pro's Exception s feature to highlight which employees have forgotten to clock in or out, haven't met their target hours, are absent without a reason or have unauthorised overtime and more.

ACCESS CONTROL

Additional features are available with Focus Pro to support the access control functionality of the HRX range of proximity terminals. Define door and access rules and manage access groups.



Focus Pro offers a sophisticated Time and Attendance solution for all sizes of organisation and is compatible with a range of Proximity and Biometric terminals.

Building upon the core features of Focus Lite, Focus Pro provides users with extra features to manage costs, highlight undesirable attendance records and identify exceptions.

Focus Pro includes all of the features of Focus Lite plus:

- **Realtime** clocking data download
- Absence booking via the Calendar & Availability
- **Exceptions** management facility
- **Rota**
- **Access Control**
- **Flexitime & Annualised Hours**
- Enhanced employee data recording
- Additional reports including Working Time Directive

Plan flexible working patterns with the **Rota** facility – quickly apply shifts to employees or copy from a pre-defined schedule and amend as required. The Rota calculates the hours and costs of employing the right number of staff for a shift or department.

Compare actual hours worked and the associated costs with the **Cost Variance Report**. Create Pie Charts, Bar Charts and Area Charts of hours worked – Great for comparing basic hours and overtime across different departments.

Apply Flexitime rules across a period of your choice.

Create user defined Employee data fields, perfect for HR use. Customise dates, add photographs, list fields, free format information or assign links to documents.