

# ORTEC Harmony Time Registration

## Accurate registration and processing of clocked hours

For the planner, the past and the future are closely connected. Deviations in the planning in the past have an effect on employee deployment in the future. Furthermore, payroll processing is dependent upon the accuracy with which working hours are recorded.

With the Time Registration module it is possible to register working hours directly in ORTEC Harmony and process the results. Thanks to a direct connection with a time clock and the registration option via ORTEC Harmony WebAccess, ORTEC Harmony becomes a complete duty schedule and time registration system.

### Direct connection with time clock

The time clock is one of the most frequently used devices for registering attendance and hours worked. Upon arrival and departure, employees only have to run their badges through a badge reader in order to register their actual attendance.

company network and fill in their starting and finishing times for the various activities. Another possibility is for the employees to record their arrival and departure by simply pushing a button.

The information from the badge reader is critical for the person making the roster. For instance, the information can be used to adjust the number of planned hours in order to prevent a violation of working hour rules in the future. In addition, properly recording the hours helps to keep the roster in line with employment terms and conditions.

The ORTEC Harmony Time Registration module provides a direct link between the duty roster and the time clock. The module interprets the clocked hours and processes these in the duty roster. This means that a separate time registration system is a thing of the past. Remuneration takes place based on the duty rosters in ORTEC Harmony.



### Registration via ORTEC Harmony WebAccess

The Time Registration module also allows employees to record their actual hours via ORTEC Harmony WebAccess. In this case, employees register their starting and finishing times from their workstation instead of using a time clock. They log into the

### Interpretation of clocked times

Based on the 'clocking rules' that can be set within ORTEC Harmony Time Registration, Harmony interprets the clocked times in relation to the planned times. Overtime can, for example, be automatically generated if an employee clocks out later than the planned time. Also, a violation message appears if a break is too short or too long.

Of course, the planner ultimately has control over what takes place in ORTEC Harmony. He or she can always adjust ORTEC Harmony's interpretation with the 'clock times' screen.

### ORTEC Harmony Time Registration's features include:

- Reading out and processing function keys (depending upon time clock),
- Consideration of the time it takes to enter and leave the workstation,
- Rounding off clocked times,
- Attendance checks,
- Connection with access control (depending upon time clock),
- Registering working hours at the workstation via ORTEC Harmony WebAccess.

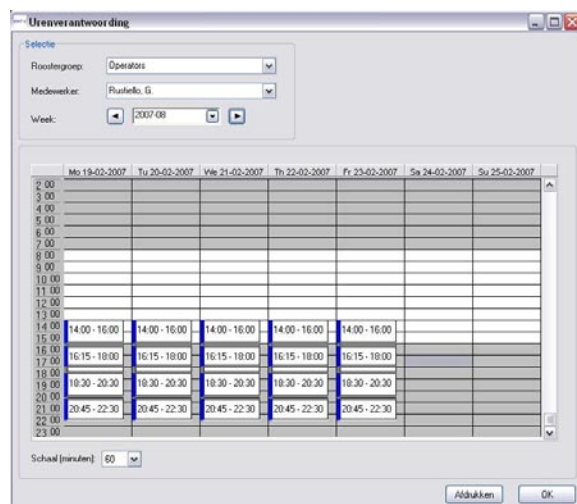
### How does it work?

ORTEC Harmony Time Registration is an ORTEC Harmony extension module that connects to your existing ORTEC Harmony configuration. An update may be necessary, depending upon your current version.

When employees check in or out via the time clock, or register the hours via ORTEC Harmony WebAccess, ORTEC Harmony automatically processes the times in the roster. ORTEC Harmony makes a direct connection with already existing time clocks.

### Ask for a demonstration

Are you interested and would like to see the Time Registration module? Then ask for a personal demonstration. An expert from ORTEC will be happy to show you the practical possibilities of this module. If you would like more information, please contact ORTEC.



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