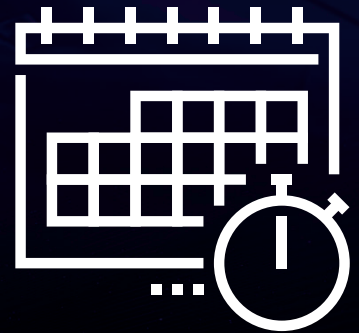


# unify | TIME

TIME ATTENDANCE MADE  
SIMPLE AND EASY



# INTRODUCING unify | TIME

Tricor's unify | TIME (time and attendance) system works seamlessly with unify | PEOPLE (human capital management), unify | PAY (payroll) and unify | ACCESS (employee / manager self-service) to provide a simple user experience accessible via internet and mobile devices.

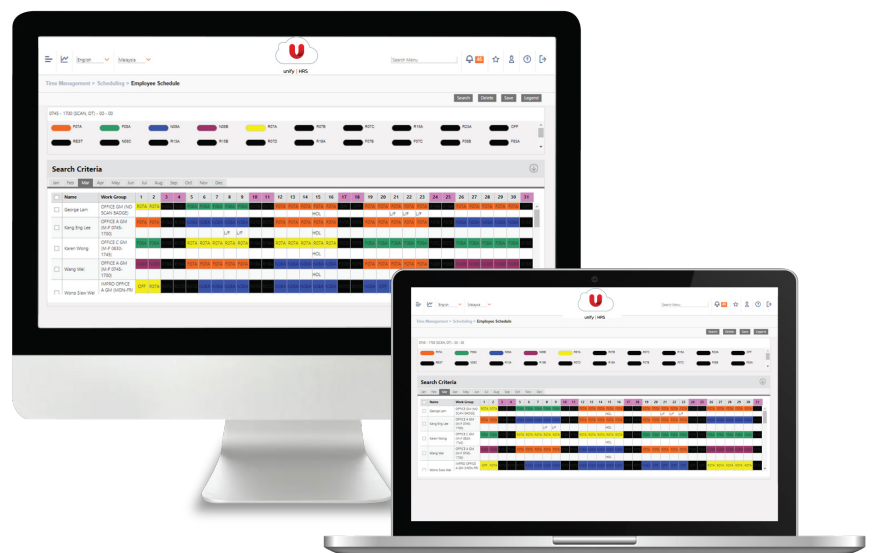
The system is designed to cater for a wide variety of industries including manufacturing, services, hospitality, financial services, education, oil and gas and engineering businesses. unify | TIME is a feature rich and easy-to-use system for managing employee attendance records and overtime, allowance and is capable of working with a wide range of electronic clocks and trending biometric verification devices. The comprehensive, flexible and extensible solution enables the system to analyse, process and produce payrolls accurately and quickly.

## CORE FEATURES

1. Manage multiple shift setups
2. Manage up to hourly pay types
3. Daily and weekly overtime
4. Automatic overtime calculations
5. Scheduling for different types of shifts
6. Automated task and time tracking reminders

## COMPREHENSIVE REPORTING

- Daily attendance
- Monthly attendance
- Late attendance
- Irregularities in clocking
- Overtime summary
- Absenteeism
- Total working hours





## UNIQUE BENEFITS

### SAVE TIME

- Eliminate the tedious task of manually keying in data from paper punch cards and hand written records
- Reduce time for collating and compiling all attendance, absenteeism, lateness and early-out information

### SAVE COSTS

- Eliminate manpower costs in performing manual OT, absence, unpaid hours and allowance calculation
- Control OT and absenteeism through trend analysis that can be generated at any time through on-screen display or reports

### IMPROVE ACCURACY

- Improve calculation accuracy and wages computation with formula setup
- Built-in automatic OT and allowances entitlement and maximum checks
- Minimize discrepancies arising from human errors

### CONTROL COSTS

- OT requisition that will help to reduce unnecessary OT claims for better accountability
- Generate management reports to assist in identifying statistical group which can contribute to high OT, high absenteeism and high unpaid hours for late comers and early leavers or frequent unpaid leave takers

