



UltraTM

A complete **Time and Attendance** solution
with comprehensive HR functionality

Key Features



Attendance

- Comprehensive rotational and shift based features
- Full flexitime
- Choose from a wide selection of standard break types, overtime rules and working rules that suit your needs
- Unlimited shifts
- The pro-active 'to-do' list lets you know when anomalies such as missed clockings, lateness etc. have occurred
- Pay periods, weekly / bi-weekly / 4 weekly / variable / calendar monthly
- Exception or infringement analysis and reporting
- Working Time Directive monitoring and reporting
- User defined fields
- Up to 10 further analysis groupings such as; department, cost centre, location etc.
- Dynamic links to Sage Payroll (if required)

Reporting using Crystal XI

- Generate historical reports over many time periods allowing you to calculate grand totals with ease
- Quickly filter and narrow down the information on your reports to provide you with exact and focused information
- Change the appearance of your reports without using any additional report design software by using the built in appearance settings
- Hide irrelevant report information with simple appearance settings - saving you paper and making reports easier to read
- Export reports to many formats including Excel, PDF and HTML for publishing on your corporate internet / intranet
- Email reports to colleagues with a choice of formats
- Automate processes and reports to run at designated and/or regular times with no user intervention
- Produce charts, graphs and reports from your employee data and export the information to MS Office applications. Many reports and queries are included as standard, or can be created by the user from scratch

Absence and Holidays

- Comprehensive absence and holiday booking wizards to ensure required information has been entered correctly
- User definable absences
- Absence and holiday planner

PIP (Personal Information Portal)

- Give your employees read-only access to their own attendance information and let them check the status of pending absence requests from home or anywhere on your network and over the internet
- Allow employees to check holiday information without contacting HR. Employees can add attendance bookings from within PIP, allowing home working or clocking-in using a browser on your network
- Self service functionality via a web browser or at the clocking terminal



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