

CEM Systems AC2000 Time Hub Enhanced Time & Attendance module



Key Features

- User-friendly interface
- No additional Time & Attendance hardware required
- Utilises existing access control readers and system
- Highly configurable shift management
- Manage and assign shift patterns (working week and rolling), statutory holidays, and forgotten cards
- Easy to set up and manage shift patterns, time and attendance zones, holidays, working weeks, and assign to individuals or groups
- Create as many shifts, zones, out of office reasons, and statutory holidays as required
- Record out of office reasons
- Identify and amend missing swipes for more accurate Time & Attendance reporting
- Selection of problem areas to flag up e.g. late starters, invalid swipe in/out, etc.
- Data can be exported to PDF or CSV file for payroll purposes
- Option to schedule regular reports

Enhanced Time & Attendance module

The CEM Systems AC2000 Time Hub enhanced time and attendance module is a reporting method for the office manager/administrator who requires statistics on the in and out movements of staff.

Integrated into the AC2000 system Time Hub is available as a client or web application. It provides a very powerful, configurable tool that allows the administrator to set up, manage, and assign shift patterns (working week and rolling), statutory holidays, and forgotten cards. These can be assigned to an individual cardholder or as a batch to a group of cardholders. Rather than installing a separate timekeeping system, existing pass cards and readers can be used for both access control and time and attendance.

Highly configurable

AC2000 Time Hub is highly configurable with administrators able to create and manage as many shifts, zones, out of office reasons, and statutory holidays as required. These form the building blocks for the AC2000 Time Hub shift patterns.

A working week or rolling pattern can then be assigned to an individual or to a group of employees. Start and end dates can be configured and colour coding can be applied to shifts for ease of use by the administrator.

Zones

Configure multiple zones specifying which access control readers are IN/OUT readers for each zone. Zones are then assigned to a shift pattern. (Note: a reader can be an IN reader to one zone and an OUT reader for another zone.)

Out of Office Reasons

The administrator can define a custom set of Out of Office reasons (e.g. Annual leave, Sick, Out on business, Un-paid leave). It is also possible to specify if hours are accrued or not (e.g. 'Annual leave' hours will count to the total hours, while 'Un-paid leave' would not).

Common/Statutory Holidays

Each year the administrator can specify the statutory holidays i.e. when people are NOT expected to work. These holiday groups are assigned to shift patterns. There is an option to specify whether these accrue.

Static Shifts

A static shift is a shift that has a fixed start and end time. AC2000 Time Hub improves on the previous Time & Attendance application by providing static shift options that go beyond specifying a start time and end time. These include:

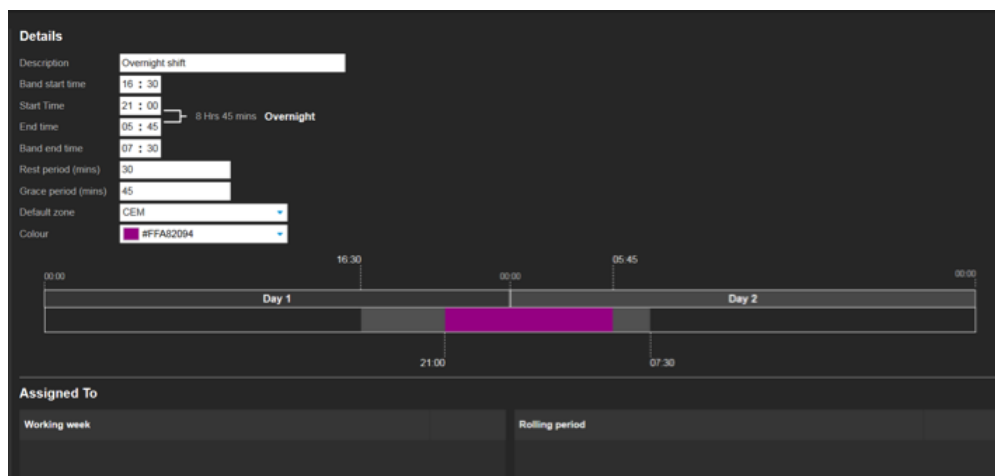
Band Time – Outlying band defining maximum period for swipes to be credited to the shift.

Grace Period – Allows a little time for fluctuations, such as arriving a little late for the start of a shift. If this occurs within the grace period, it will not be flagged on a report.

Rest Period – Automatically takes shift workers rest periods from their working hours and reflects this in the Time & Attendance reports.

Default zone – A zone can be specified so that it pre-populates when creating a shift pattern.

Colour – Each shift can be colour coded to make it easier from a rota management perspective to pick out which shift is which.



Static shift configuration

Shift patterns

Shift working is an important aspect for many businesses. AC2000 Time Hub supports two types of shift patterns:

Working week

A working week defines which static shifts and zones are to be worked Monday to Sunday, along with any statutory holidays. Multiple working weeks can be created and then assign to either individual employees or a group of employees.

Shifts can also be added into an employees working week ad hoc via the 'Manage Shift' page for added flexibility (e.g. in the event of an employee having to cover a sick colleagues shift).

Description	Band time	Time
Day Shift	06:00 - 19:00	08:00 - 16:30
Night Shift	21:00 - 08:00	22:00 - 06:00

Working week configuration

Rolling pattern

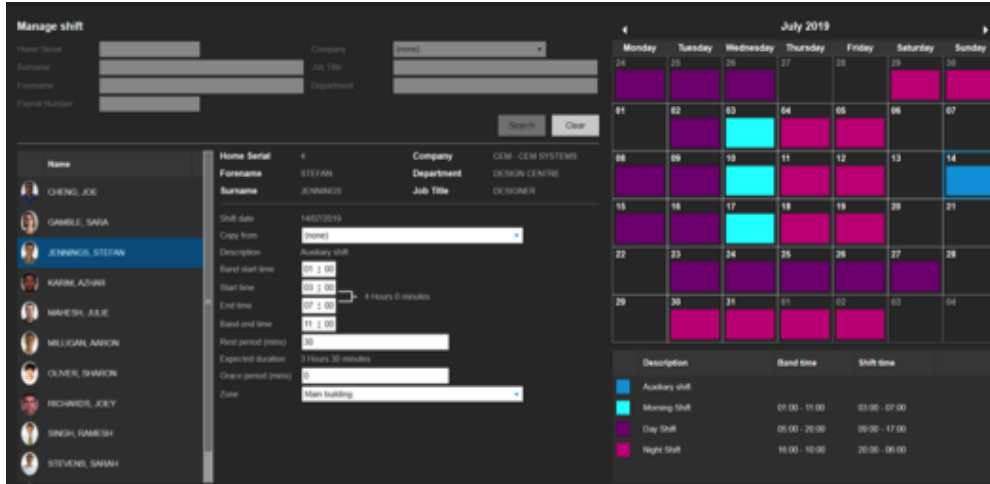
Rolling patterns specify a sequence of shifts and how often each one repeats from a specified start date. In the below illustration the rolling pattern 'Day Night Rotation' has been set up with five days of shift 'Day Shift' in zone 'Factory floor', two days off, four days of shift 'Night Shift' in zone 'Factory floor', and a further two days off. This is then repeated until a specified end date.

Description	Band time	Shift time
Day Shift	05:00 - 20:00	09:00 - 17:00
Night Shift	16:00 - 10:00	20:00 - 06:00

Rolling pattern configuration

Manage shift

The 'Manage shift' page allows administrators to create auxiliary shifts that can be added into an employees working week ad hoc (e.g. in the event of an employee having to cover a sick colleagues shift).



Manage shift

Reports

Three different reports are available in AC2000 Time Hub:

Time & Attendance Report

The Time & Attendance report shows the hours worked along with any exceptions for staff matching the configured report criteria. As with AC2000 Extended Reports, this can be saved to CSV or PDF, emailed, or scheduled.

Swipe Report

The Swipe report shows every in/out swipe to the time and attendance zone for personnel records matching the configured report criteria. This can be saved to CSV or PDF, emailed, or scheduled.

Missing Swipe Report

The Missing Swipe report shows any missing IN/OUT swipes. A user can then amend each row in the report to input the missing IN/OUT time. The ability to complete the data makes it possible to run accurate Time & Attendance reports. This includes option to add missing swipe data (creates fake transaction).

Shift	Name	Expected Total Hours	Total Hours	Total OT
1	CHENG, JOE	14 hours 0 minutes	14 hours 0 minutes	0 hours 0 minutes
2	JENNINGS, STEFAN	14 hours 0 minutes	14 hours 0 minutes	0 hours 0 minutes
3	KARIM, ADWIN	14 hours 0 minutes	14 hours 0 minutes	0 hours 0 minutes
4	MURPHY, ALAN	14 hours 0 minutes	14 hours 0 minutes	0 hours 0 minutes
5	MULLIGAN, AMON	14 hours 0 minutes	14 hours 0 minutes	0 hours 0 minutes
6	OLIVER, SHARON	14 hours 0 minutes	14 hours 0 minutes	0 hours 0 minutes
7	ROBERTS, JOEY	14 hours 0 minutes	14 hours 0 minutes	0 hours 0 minutes
8	SINGH, RAMESH	14 hours 0 minutes	14 hours 0 minutes	0 hours 0 minutes
9	STEVENS, SARAH	14 hours 0 minutes	14 hours 0 minutes	0 hours 0 minutes

Time and attendance reports

Client and Web applications

AC2000 Time Hub is available as a Client or Web application. There are no other differences in functionality between the two applications with the exception that AC2000 Time Hub Web is accessed via a web browser. This allows administrators to manage AC2000 Time Hub without the need to install the full AC2000 client onto their workstation.

Requirements

AC2000 AC2000 Airport AC2000 Lite	V6.8/ V6.9	V7.0	V7.1	V8.0	V10.0	V10.1	V10.2
AC2000 Time Hub (Client and Web)	-	-	-	-	-	-	•

(For other AC2000 versions please contact cem.sales@tycoint.com)

Ordering Information

Product Code	Description
SWA2TIME-C	AC2000 Time Hub Client
SWA2TIME-W	AC2000 Time Hub Web

To order contact cem.sales@tycoint.com or call +44(0) 2890 456 767

Related Products



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