



SYNERGY
WORKFORCE
MANAGEMENT


SYNERGY TIME & ATTENDANCE



Track and manage your workforce wherever they are with Synel's feature rich and flexible time and attendance solution for office-based, remote, and mobile workers.

**SYNERGY TIME &
ATTENDANCE (T&A)**

Synergy T&A sits at the heart of **Synergy Workforce**, Synel's powerful workforce management software suite that enables organisations to improve their efficiency and increase productivity, all while saving money to deliver real-world return on investment.



Providing the tools to manage employees wherever they are

**EXPANDABLE
+ SCALABLE**

Providing the tools required for your organisation to effectively manage employees wherever they are, **Synergy T&A** is expandable and scalable from just a few employees with basic functionality, such as clocking in and out, through to an unlimited number of employees with advanced features, such as scheduling and productivity planning, included.

Synel offers multiple ways to capture employee data from traditional card and PIN technologies to the very latest fingerprint and facial recognition biometric clocking devices. For home, remote and field workers, Synel offers 'Virtual Clocking' and **Synergy App** - introducing seamless hybrid working capability to your time and attendance solution.

CHOOSE
YOUR
VERSION



SYNERGY T&A LITE

> Essential features for managing time and attendance for smaller organisations, or those that don't require advanced features.

SYNERGY T&A

> Flexible and fully featured time and attendance solution. Scalable to unlimited employees.

KEY
FEATURES

✓	Track in/out & record breaks	✓
✓	Request, authorise & manage absences	✓
✓	Compatible with Synel's data capture devices including Synergy App	✓
	Schedule shifts & produce rotas	✓
	Track productive & non productive time & allocate costs	✓
✓	Built-in reporting suite	✓
	Advanced & customisable reporting suite	✓
	Integration with key payroll software providers	✓

REPORTING &
INTEGRATION

OPTIONAL
MODULES

SYNERGY ACCESS	✓
SYNERGY PROJECTS	✓
SYNERGY EXPENSES	✓
SYNERGY DOCUMENTS	✓
SYNERGY VISITOR	✓

EASE OF USE AND ADMINISTRATION

A single, easy to use Graphical User Interface (GUI) provides access to **Synergy T&A**, as well as other modules you have as part of your overall **Synergy Workforce** solution. Authorised users simply need to log-on to their administration portal via any internet enabled device to administer and use the system day-to-day, from anywhere in the world.

Cloud Hosted / On-Premise

SOFTWARE AS A SERVICE SOLUTION

Delivering **Synergy T&A** as a Software as a Service (SaaS) solution hosted in the Cloud removes the need to have physical on-site servers. It also allows users to access their system from anywhere in the world at any time and makes it incredibly easy to scale as your business grows.

Hosted architecture has several further benefits such as using highly secure data centres, providing automatic updates with each release, ease of scalability and full back-up of data so that nothing is ever lost.

Synergy T&A is also available as an on-premise solution for organisations that would prefer to have a local server-based installation.

“IN-HOUSE” DEVELOPED

We recognise that no two organisations have the same operational requirements, therefore **Synergy T&A** is fully developed in house, offering a high level of customisation to meet even the most exacting industry and organisational requirements. Our approach delivers the best of both worlds; a solution that can be tailored to your needs with the highest standards of on-going local support from dedicated experts.

ON SITE OR
ON THE MOVE

Today's organisations are looking for solutions to manage a diverse workforce with a mix of office based and remote employees. Synergy T&A has been designed to be as flexible as the organisations where it is deployed.



Hybrid working – in the office, or working remotely

ON SITE

A host of devices are available covering traditional card-based and PIN technology, as well as the latest in fingerprint and facial recognition biometric technology. Synergy devices can be configured to offer a combination of these authentication methods for added security.

SYNERGY READER

CARD/FOB & PIN

SYNERGY FINGERPRINT

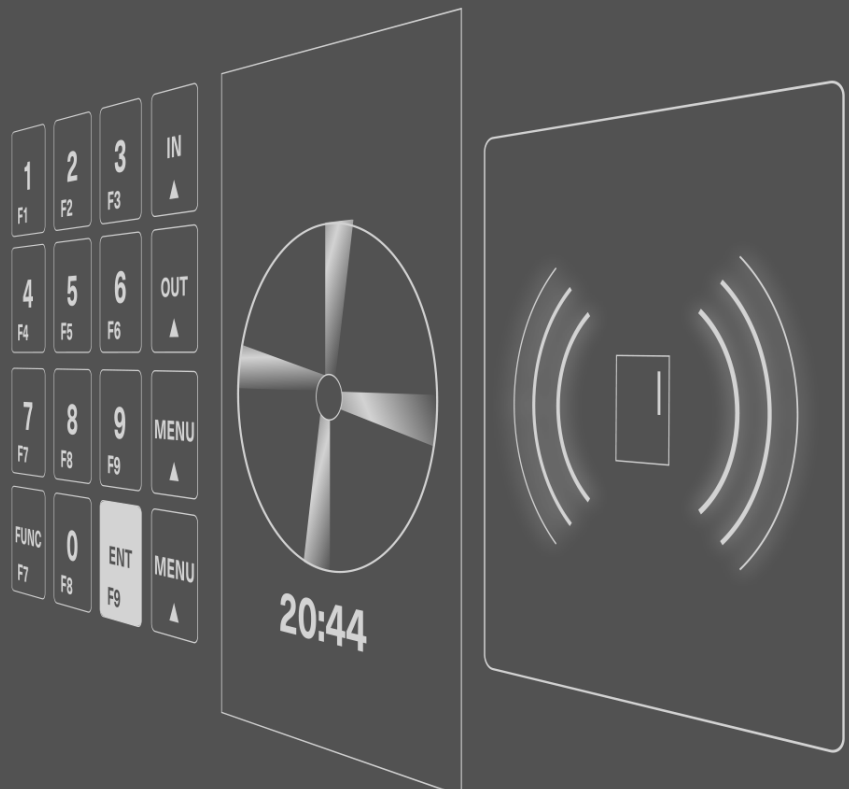
FINGERPRINT,
CARD/FOB & PIN

SYNERGY HOME

FINGERPRINT, CARD/FOB,
QR CODE & PIN

SYNERGY FACE

FACIAL RECOGNITION,
CARD/FOB & PIN





SYNERGY APP

Synergy App allows field-based employees to effortlessly access all the key features and functions of **Synergy T&A** from their iOS or Android mobile device.

Organisations can efficiently monitor and manage the productivity of the workforce in real-time, and without the need for any physical paperwork. It can also be used by employees to request absences.

Employees can use **Synergy App** to register the time they start and finish a shift, record their break times and request/record absences. With geo-fencing enabled, the coordinates of the employee will also be captured and the system can be set to not accept data from outside a pre-defined area. **Synergy App** is also compatible with QR-codes, which can be created within **Synergy T&A**.

VIRTUAL CLOCKING

Virtual Clocking is a desktop remote working solution for **Synergy T&A** users, which enables clocking in and out, recording breaks and the reporting and management of activities directly from your PC. Virtual Clocking is the perfect solution for organisations that need to keep track of employees who are working from home.

Feature-focussed



DASHBOARD



COST CENTRE



REPORTS



ADVANCED
SCHEDULING



THE PRESENCE INFORMATION PANEL (PIP)

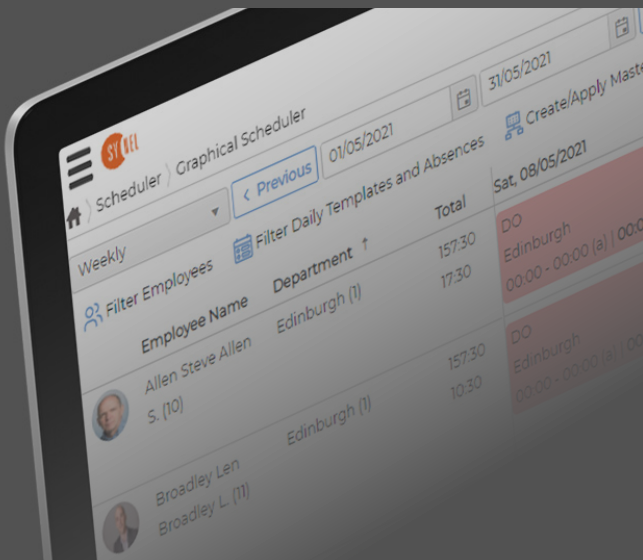
The PIP allows managers to have a real time holistic overview of their employees attendance.

Employees highlighted in green are at work, orange shows the exceptions, and red indicates who is absent.



GRAPHICAL SCHEDULER

Synergy T&A features a built-in graphical scheduler which enables a clear visual breakdown of your employees' activities and shift information that can be customised to show only the data that you wish to see.





ADVANCED SCHEDULING

Provided as standard, this functionality enables demand driven scheduling. Organise your workforce based on historic or planned demand and quickly assign employees to specific jobs; or tasks based on their pre-defined skills, qualifications, and availability.

REPORTS

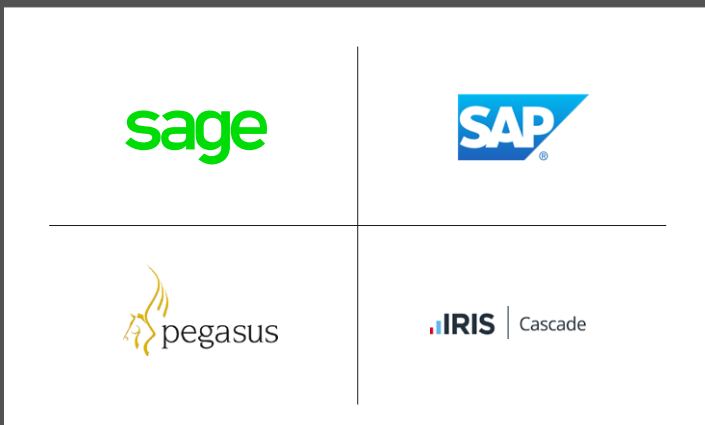
Over 100 different reports are available as standard and Synergy T&A's compatibility with Microsoft Report Builder helps you to create bespoke or custom reports which match your operational requirements.

COST CENTRE

Cost centre helps identify opportunities to make better use of available resources, maximise efficiency and control costs more effectively. This is achieved by keeping track of colleagues who are working across different departments, sites and facilitates across charging of labour between different cost centres.

INTEGRATION WITH THIRD-PARTY SOFTWARE

Synergy T&A offers integration with a wide range of popular third-party HR, Payroll, Accounting, CRM and ERP/MRP systems including Sage, SAP, Pegasus and Cascade to name but a few.



OPTIONAL MODULES

Synergy T&A forms part of **Synergy Workforce**, Synel's complete workforce management platform. A host of powerful optional modules are available that can be added at any time to expand your workforce management solutions capability even further.



Expand your workforce management capability

SYNERGY PROJECTS Time Costing and Projects

- > Analyse non-productive time and improve workforce time management with the help of the Projects Module.
- > Keep track of time spent on specific tasks.
- > Control costs by automatically receiving real time alerts when allocated employee time to a task has exceeded.
- > Customise to the needs of your organisation.

FIELD MANAGEMENT (incl. Project) Module

- > Works hand in hand with **Synergy App** to enable your organisation to plan, manage & track your mobile workforce.
- > Optimised to suit any business size, type or structure.
- > Full visibility on travel time, job completion time & location with geo location tagging.
- > Additional functionality such as job sheet designer, automatic creation of job sheets & automatic email notification that a task has been completed.

SYNERGY DOCUMENTS Employee document management

- > Facilitates the e-filing of digital documents against specific employee records.
- > Employees access documents via their own **Synergy T&A** login or via **Synergy App**.
- > Automated management of activities such as document and certificate expiry.



SUPPORT TRAINING PACKAGES TO SUIT YOUR BUSINESS

Synergy T&A comes with ongoing remote support and the power of the Cloud means that your solution is always kept up to date with automatic software updates. For complete peace of mind, Synel also offers comprehensive on-site hardware support and warranty packages.

In addition, training packages are available to ensure that your **T&A** solution fully meets the needs of your organisation both now and into the future.



SYNERGY APP Mobile workforce management with:

- Geo location tracking
- QR code location registration
- Offline mode



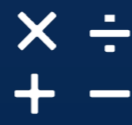
**SYNERGY TIME
& ATTENDANCE**

- Clock in / clock out
- Record breaks
- Staff scheduling
- Shift management
- Manage labour costs
- Manage/track costs across sites
- Analyse productive/non productive time
- Payroll and HR system integration



**SYNERGY
PROJECTS**

- Activity and task tracking
- Analyse productive / non productive time
- Project time management



**SYNERGY
EXPENSES**

- Electronic receipt submissions
- Manage by categories / nominal codes
- Expense track and reporting by employee



**SYNERGY
DOCUMENTS**

- Electronic document storage
- Automated document issue notifications
- Document/certificate expiry control



**SYNERGY
VISITOR**

- Manage visitors and staff effortlessly
- Track visitors with extensive reporting
- Automated notification to host



**SYNERGY
ACCESS**

- Real time access monitoring
- Real time door status
- Build access security groups with time zones
- Automatic numberplate recognition capability
- Automated fire evacuation procedure
- Contact-free access point solutions available



**ADD FIELD
MANAGEMENT**

- Track, manage and schedule field employees
- Manage field workforce capacity

TECHNICAL
SPECIFICATION

Section	Item	Description	Synergy T&A Lite	Synergy T&A
Dashboard	Homepage Dashboard	Dynamic widgets showing at a glance information including T&A events, exceptions and pay categories.	●	●
Time & Attendance	Daily Browser	See attendance times of employees and/or departments between selectable date ranges.	●	●
	Exceptions	See exceptions, such as missed breaks and late entry/exit for employees and/or departments between selectable date ranges.	●	●
	Presence Information Panel (PIP)	Real-time overview of each employee and a colour coded display of their attendance status such as 'Present', 'Absent' or 'Holiday'.	●	●
	Manual Time Sheets	An option to build manual time sheets for attendance time recording. Replaces traditional paper based time sheet systems.	●	●
	Daily Details	Summary of each daily transaction that can be broken down per employee or department.	○	●
	Edit Transactions	Enables the manual edit of employee transactions after an event such as a in/out or break swipe.	○	●
	Tip Management	Ability to manually add tips and assign them to the respective employees.	○	●
	Geolocation Tracking	Records the location of an employee and the action recorded, i.e. swipe or activity, when used with Synergy App .	●	●
Personnel Management	Employee Details	Record employee details for system use including join date, qualifications & leave date, as well as the ability to add custom fields.	●	●
	Managers	Select employee/line, departmental managers and deputy managers for a host of functions including 'line manager', 'absence manager', 'notification manager' and 'expense manager' (module dependant).	○	●
	Pay Rate Group	Enables pay rate groups to be set for specific dates and times, such as overtime rates.	○	●
	Card Management	Administer and manage card details for employees when using cards as an authentication method.	●	●
	Fingerprint Enrolment	Enables the enrolment of the employees biometric data for Synergy Fingerprint and Synergy Home data capture devices either via a USB enroller or the data capture device.	●	●
Scheduling	Graphical Scheduler	Graphical and colour-coded overview of past, present and future attendance and tasks by employee, department, or resource. Quickly see who has time booked for holiday, who is on sick leave, or what activities are scheduled across the workforce. Create your own custom fields to match your organisational requirements.	○	●
	Global Scheduler	A tool that quickly allows mass-updates across employees, departments, and activities; such as holidays, office closures, absences etc.	○	●
	Shift Request	View and request available shifts at employee level which then submits them to your line manager automatically for review.	○	●
Absence Management	Request Absences	Employees can request holiday directly via the system using Virtual Clocking, Synergy Home , or Synergy App . Managers are alerted to requests for approval.	●	●
	Authorise Absences	Managers can view and authorise employee absence requests via Synergy T&A or Synergy App .	●	●
	Absence Management	Track and manage annual leave at employee level or individually and holistically view employee annual leave at employer level.	○	●
Tracking	Track Hours	Keep track of employee working hours for time keeping, payroll and efficiency purposes.	○	●
	Track Absences	Track employee absences across your workforce to quickly identify authorised and not authorised absences across your workforce.	●	●
	Absence Allocation	Enables manager to manage absence authorisations in line with your policy to ensure adequate cover across employees/departments etc.	●	●
	Track Flexi Balance	Track the flexi-time balance of each employee and add credit/debit limits.	○	●
Reports	Save Favourite Reports	Save regularly used reports for automatic generation/download as and when required.	●	●

Section	Item	Description	Synergy T&A Lite	Synergy T&A
Time Sheet Reports	Time Sheets	Generate time sheet reports that include all worked hours and absences by employee.	●	●
	Total Day	Generate a report that shows total hours worked per day, per employee.	○	●
	Daily Data Export	Export transaction and daily data such as attendance times, hours and absences.	○	●
	Export Excel	Export a general daily data report, providing a summary downloadable to an Excel file.	○	●
	Attendance Report	Generate a report of all swipes captured from the T&A devices to see who is in attendance.	●	●
	Transactions Report	Generate a transaction report detailing entrance and exit times and points for specific employees.	○	●
	Daily Categories	Generate a daily hours accumulated report by each predefined pay category.	○	●
	Time Sheet Contracts	Generate time sheet reports with pay categories and contract details.	●	●
	By Pay Period	Generate a report with payroll data for selected period by employee or department - used for verifying payroll data export.	●	●
	Consecutive Time Sheets	Generate consecutive time sheets report which includes data reader type used (i.e. Chip, PIN, Fob) and Data Capture device used.	●	●
	Timesheets with Pay Categories	Generate time sheets report with pay categories for a specific date range selected.	○	●
	Simple Sheets	Generate a simplified report showing essential time sheet information by employee.	○	●
	Adjustments	Generate an adjustments report, highlighting hours adjustments made by a line manager.	●	●
	Manual Transactions	Generate a transactions report that displays manual data insertion by users of the system.	●	●
	Weekly Portrait	Generate weekly attendance reports in a portrait format for printing purposes.	○	●
	Daily Report	Generate a report which displays the daily transactions per employee.	●	●
	Visual Pattern	A customisable on screen gant chart based report showing exceptions and absences in visual form with tabulated totals.	○	●
Costing Reports	Hourly Rates by Employees	Generate a costings report showing hourly rates and hourly costings, detailed by employees.	○	●
	Hourly Rates/Daily Summary	Generate a daily costings report showing hourly rates and hourly costings, as a summary by employees.	○	●
	Hourly Rates, by Site	Generate a costings report of hourly rates and hourly costings, broken down per site or departments.	○	●
	Hourly Rates/Daily Summary	Generate a costings report by hourly rates, as a daily summary by site or departments.	○	●
	Periodic Costing Report	Generate a report to show cost per period by pay categories rates.	○	●
	Pay Report	Generate a report to show daily cost by pay category rates.	○	●
Statistical Reports	Absence Statistics	Generate an absence statistics report by employee highlighting the total absence in percentage.	○	●
	Lateness Report	Generate a lateness report by employee, highlighting in and out times, with variances and hours lost.	○	●
	Bradford Report	Generate a Bradford factor score, commonly used in HR to measure employee absence.	○	●
	Hourly Report	Generate an hourly labour report for each day by department.	○	●
	Working Time Directive, Weekly Summary	Generate a working time directive weekly summary, by employees.	○	●
	Working Time directive, Detailed	Generate a detailed working time directive report, by employees.	○	●
	Planned Vs Actual, Summary	Generate a planned vs actual hours summary report, by employees.	○	●
	Planned Vs Actual, Detailed	Generate a planned vs actual hours detailed report, by employees.	○	●
Personnel Reports	By Departments	Generate a report with a list by employees with the associated details held in the record.	●	●
	Custom Report	Allows the creation of custom reports from data held on the system.	●	●
	Contract Report	Generate a contract report, by employees detailing contract details and start/end dates.	○	●
	Card and PIN Report	Generate a list of card and PIN numbers, by employees.	●	●
	Line Managers	Generate a line and notification managers report assigned to employees.	○	●
	Device Allocation Report	Report on which T&A data capture device employees are assigned to.	○	●
	Absence Managers Report	Reports on which managers are responsible for an employees absence authorisation.	●	●

Section	Item	Description	Synergy T&A Lite	Synergy T&A
Schedule Reports	Schedule Calendar	Generate a report showing the schedule calendar by the date range set.	●	●
	Schedule Comments	Generate a schedule report which also displays notes and comments assigned to that employee.	●	●
	Weekly Schedules	Generate a weekly schedules report showing the total schedule per week.	●	●
	Daily Schedule Report	Generate a schedule report showing the daily schedule in detail.	○	●
Absence Reports	Absence Tracking, Detailed	Generate a detailed absence tracking report showing full details including transaction details for the respective year.	●	●
	Absence Tracking, Summary	Generate a summarised absence tracking report show essential information for the respective year.	●	●
	Absence Monthly	Generate an absence tracking report showing an overview by month.	●	●
Optional modules	Cost Centre Module	Cost centre reports with the optional cost centre module.	○	●
Cost Centre Reports	Cost Centre Reports by Day	Generate daily cost centre reports by employees, showing basic hours, overtime etc.	○	●
	Cost Centre reports by Cost Centre	Generate cost centre reports by cost centre showing details of each employee.	○	●
	Schedule Report	Generate a schedule report in calendar format based on the date criteria specified.	○	●
	Periodic Cost Centre Report	Generate periodic cost centre reports by each individual cost centre.	○	●
Emergency Control	Fire Panel Link	Link to existing fire alarm systems to perform actions such as auto fire roll call report generation and printing to the nearest printer.	●	●
Work Rules – to define categories/ items in relevant areas	Pay Categories	Create pay categories to suit your organisations requirements such as different basic hours, part time, over time categories.	2 MAX	20 MAX
	Breaks	Create break categories to suit your organisations requirements such as break times, lunch times with predefined durations.	●	●
	Global Rounding Policy	Set rounding policies for employee shift start times for lateness management.	○	●
	Daily Templates	Customise and set shift patterns to suit your workforce and organisational requirements.	5 MAX	ANY
	Periodic Templates	Set pay periods for your workforce for shift workers, part time employees and full time employees to suit your organisations requirements.	●	●
	Adjustments	Manually adjust hours, rates, absences for your workforce from the predefined pay categories set in the system.	●	●
	Absences	Set and build custom absence types as required, for example paid holiday, unpaid holiday, paid sick leave and unpaid sick leave etc.	●	●
	Contract Categories	Set and adjust contract pay category types to suit your organisations requirements such as different basic hours, overtime etc.	●	●
	Contracts	Set weekly / monthly thresholds for contracts, for example 40 hours per week, part time, open shift etc.	○	●
	Contract Hour Limits	Set lower and upper limits to contract hours and working periods.	○	●
	Assign Contracts	Assign contracts in bulk to relevant employees with date filters and department filters.	○	●
	Statutory Holidays	Allow defining of single or multiple statutory holidays for the year and build groups locally and for different regions/countries.	●	●
	Pay Rate Group	Apply specific pay groups to specific day types.	●	●
	Flexi Balance	Apply specific flex-time rules in the relevant categories.	○	●
System Setup	Software Security	Control the number of users in your organisation and set software access groups to control module access permissions.	●	●
Payroll Integration	Export	Enables the integration to any payroll application such as Sage, Earnie, Cascade or other payroll applications that will accept imported data.	●	OPT
Virtual Clocking Options	Virtual Clocking	Clock in/out, record breaks and activities using a computer or web enabled device. Perfect home working solution.	●	●
	Synergy App	iOS and Android application - Clock in/out, record breaks, request & manage absences, expenses and record activities using an mobile based application	●	●
Synel Clocking Device Options	Synergy Reader	Card/fob reader with advanced technology and a host of card technology options to choose from.	●	●
	Synergy Fingerprint	Flexible and popular biometric hardware device with multiple identification configurations, including fingerprint, card/FOB and PIN technology for up to 10,000 colleagues.	●	●
	Synergy Home	Advanced and sleek self-service solution that provides fingerprint, card, QR code and PIN verification, the ability to request holidays, viewing of schedules or reporting activities.	●	●
	Synergy Face	Facial recognition device with market leading, multi-dimensional facial analysis and identification algorithm, alongside card, proximity and PIN verification identification.	●	●



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