ACTIN TIME

CONNECTED

Incorporating **ZKTeco** **suprema**

'ActIn Time Connected is a cloud-based software that allows users to access their workforce management platform from any location. Whether it be on a laptop, tablet or smart phone, users can manage their workforce from the Web with ease.'

ActIn Time Connected is a cloud workforce management system. The Connected Software allows users to manage their workforce by viewing key information from any location. Standard modules include personnel (HR), absence management, attendance, roster management and reporting. There are additional options for temperature tracking, payroll linking, job costing, cost centre, advanced/smart rostering, visitor management, asset management (Coming 2023) & much more. You can also view live data on your Connected Home panel whether that be a live In/Out dashboard or live graphs on the software's modules. ActIn Time Connected is a customisable software, for any customisation required we can alter elements to give you exactly what you need. In addition to the main software, ActIn Time Connected also has a self-service app for employees to request absences, view timesheets and more.

Based on a dedicated virtual cloud server environment within the UK, hosted & maintained by ActIn Time Ltd. Your Admin & Employee Web Portal will be accessed via a dedicated server restricted to your company only for additional GDPR Security, keeping your personal data extra secure & safe. Alternatively, Connected can be hosted on your server to give you responsibility over your data. For existing customers, Connected can be installed as an add-on, giving you the best of both platforms!

INTRODUCTION

ACTIN TIME
CONNECTED

At ActIn Time, we have been dedicated to helping develop market leading, workforce management solutions for over 36 years. Based in the UK, our experienced team strive to give the best customer service to all our clients, with accurate and efficient system installation and configuration, flexible and informative training sessions and after sales support that ensures your software users get help as and when they need it. Our vision is to continue to improve our solutions, by growing with the ever-changing world we live in, always adapting our solutions with new features to ensure we can cater to companies from a variety of sectors and tailor a solution to individual needs.

We pride ourselves on our adaptability, so through the Coronavirus Pandemic we had to find ways to help our clients manage their staff in efficient ways. One of the many ideas we came up with was integrating Dual Non-Contact clocking with the option of Temperature Monitoring. Introducing the excellent ZSpeedFace and ZProATFace hardware range enabled our clients to give their employees a safer, non-contact clocking method, using Face or Palm Recognition. With the Temperature Monitoring add-on, companies can also keep track of employee's temperatures, mask usage and even contact trace, helping to ensure a safe working environment.

'A fully customisable software suite for complete flexibility to tailor the system to your needs.'

ActIn Time Connected is a customisable platform with an open API. Bespoke features can be developed, in order to tailor the software to your specific business needs.

- Reduce duplicate data input by integrating ActIn Time to your other software solutions using a variety of import methods such as API, DLI text/CSV, S/FTP.

- Export data from ActIn Time Connected with ease with our bespoke data export formats, e.g. text files, Excel files, CSV, JSON

- Ability to customise both the display and function of the Web App.

- Two-Factor Authentication can be utilised for users logging into the main Connected software. An email is used as standard, but customers can choose to customise this if they wish to use other forms of authentication e.g., SMS, authentication apps, etc.

- Connected has integrated with various existing payroll systems.

Open-API

sage
Development Partner

xero

ADP

Examples of payroll systems we've linked to…

INTEGRATION & CUSTOMISATION

- Ability to show bespoke totals on rosters, e.g. sales figures, budgets, targets, thresholds, comparisons etc.

- Custom calculations for breaks, daily totals, period totals, absence entitlements and much more. Tailor the system to give you the calculations that are needed for a fast and accurate payroll run.

- Create bespoke notifications to ensure you never miss a thing. To-do list/Notification screen customisations can be added to show bespoke items of interest i.e. unauthorised absences, holiday requests, return to work interviews due, training course expiry/refreshers and many more.

- Report E-mail Scheduling let's our team customise your system to define a date and time you want a specific report sent to you. Why go looking for the information when we can schedule it to come to you?

- Bespoke GDPR notifications ensures you manage your data in accordance with your GDPR Policy with custom notifications to delete data at the correct times after an employee leaves.

- Bespoke Smart Roster scripts to automate generation of rosters based on company constraints, i.e. skill sets, qualifications, availability, absences, etc.

- Reports within the software can be customised to enable Connected to give you the reports you need in the format required.

- Systems we have integrated with include; Xero Payroll, SAP, Iris Payroll, Sage, MoorePay, BreatheHR, People HR and many more.
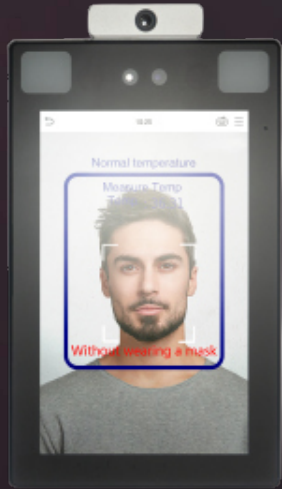
INDEX

"VERY USER-FRIENDLY"

"A MULTITUDE OF MODULES"

"A MODERN MANAGEMENT PLATFORM"

'A variety of hardware options from facial recognition & fingerprint biometric to proximity.'
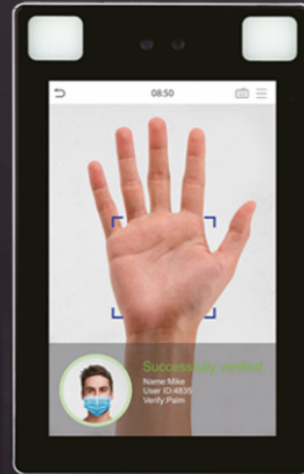

Device: ZPro ATFace (TD)

Use: Attendance and Internal Access Control

Location: Offices, workshops, warehouses and many more

Top Features: Temperature Detection, Face Mask Detection, Dual Non-Contact Clocking Methods, Superfast Accurate Recognition, Heavy Duty, Recognition under different lighting and with/without glasses.


Device: ZPro ATFace (P)

Use: Attendance and External + Internal Access Control

Location: Offices, workshops, warehouses, washdown areas, external walls and many more

Top Features: Waterproof (IP68 Rated), Face Mask Detection, Dual Non-Contact Clocking Methods, Superfast Accurate Recognition, Heavy Duty, 3 metre recognition range, Recognition under different lighting and with/without glasses.
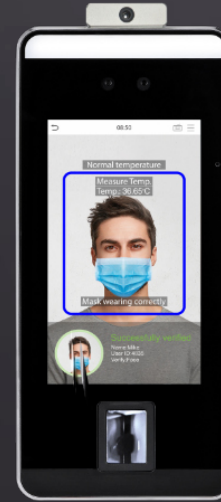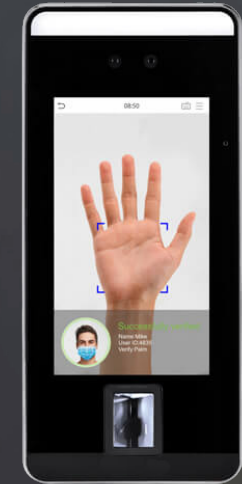

Device: ZSpeedFace ATV5L (TD)

Use: Attendance and Internal Access Control

Location: Offices, workshops, warehouses and many more

Top Features: Temperature Detection, Face Mask Detection, Dual Non-Contact Clocking Methods, Superfast Accurate Recognition, Heavy Duty, Recognition under different lighting and with/without glasses.

Device: ZSpeedFace ATV5L (P)

Use: Attendance and Internal Access Control

Location: Offices, workshops, warehouses and many more

Top Features: Face Mask Detection, Dual Non-Contact Clocking Methods, Superfast Accurate Recognition, Heavy Duty, Recognition under different lighting and with/without glasses.

DEVICES

'ActIn Time has adapted to help our clients, ensuring we can offer a variety of ways to keep their staff safe.'

ZSpeedFace ATV5L [TD] & ZPro ATFace X [TD] Range

There's no better solution for maintaining the health and safety of your employees and visitors now and for years to come.

Why Dual Enrolment (Face & Palm) is better than Face Only devices...

- Easier implementation giving staff a choice for on-boarding
- Secondary option required for identifying identical twins
- Secondary solution offering a more friendly option for Religious Face Coverings not wanting to be removed
- Faster dual enrolment
- Backup Non-Contact enrolment method in case of failure
- Security - enforce dual registration for added security & protection against identity fraud

ActIn Time Face 401/402/101TC is a series of multi-biometric time attendance control terminals. With a modern stylish design, it combines Facial, RFID, Finger recognition.

SIMPLE ACCESS CONTROL

ActIn Time Connected can offer a simple access control system. Link your devices to doors, gates and barriers to increase the security of your sites. An ActIn Time Engineer will carry out the installation to ensure complete safety & security.

MID-RANGE & ENTRY-LEVEL
Terminals also available.

'A customisable panel to view live dashboards on selected areas of the system.'

Once logged in to your ActIn Time Connected, you will be directed to the 'Home Page'. In this panel you will be able to select a live display of your choice (for example, graphical attendance data). Rather than searching through different panels to find information, the home screen gives you a quick and easy view of real-time data. Dashboards can be interactive & even customised.
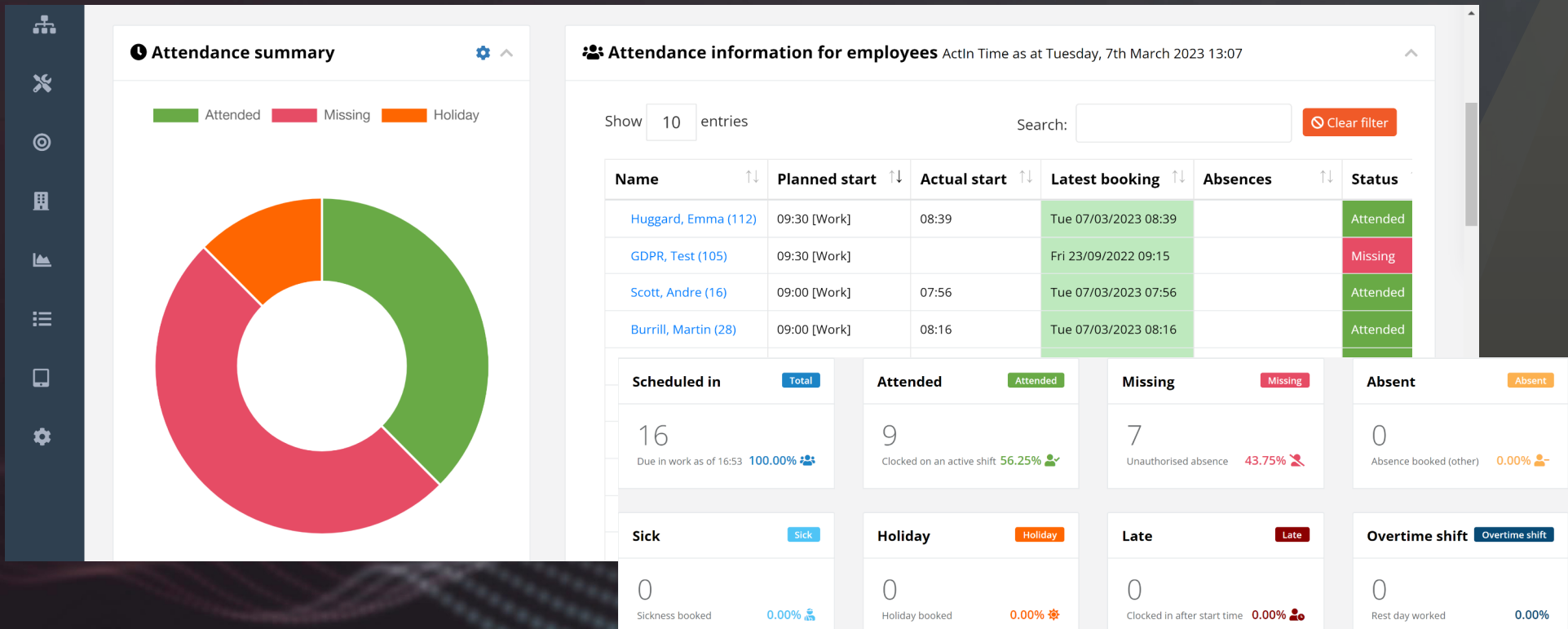
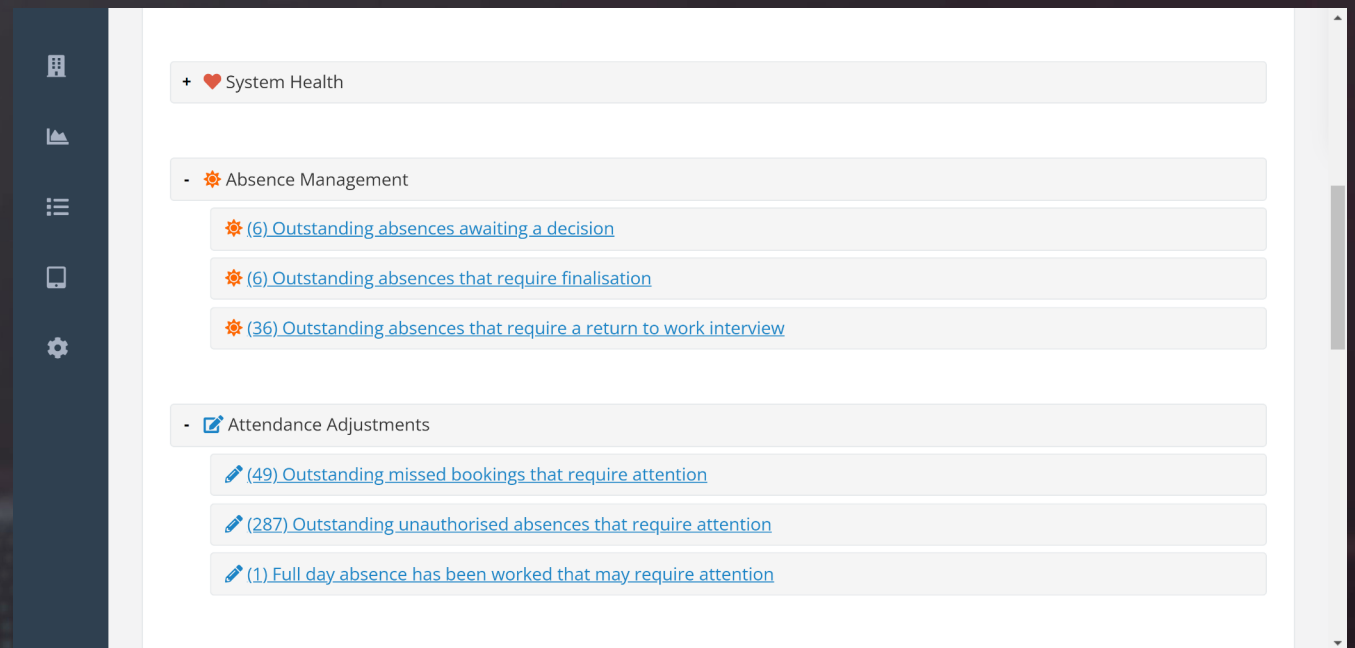# 'Notifications & alerts presented in real-time.'

The ActIn Time Connected To-do list acts as a notification hub for the software. The To-Do List can be emailed to line managers at a set time to ensure they are managing their employees; below are a few examples you could receive on your To-Do List as a Connected User...

On the To-Do List, users can view all the tasks that need attention on a daily/weekly/monthly basis.

Get Absence Management notifications such as leave requests awaiting decisions, absences requiring a return-to-work interview etc.

You can also receive Attendance Adjustment notifications. For example, when an employee forgets to clock in or out, the system's To-Do List will flag this up as a missed booking for your users to attend to.

Another example of notifications you can receive would be the HR Alerts. For instance, if a training qualification is due to or has expired. Likewise, if an appraisal needs to be carried out, plus many more notifications.

+ ❤ System Health

- ☀ Absence Management

☀ (6) Outstanding absences awaiting a decision

☀ (6) Outstanding absences that require finalisation

☀ (36) Outstanding absences that require a return to work interview

- ✎ Attendance Adjustments

✎ (49) Outstanding missed bookings that require attention

✎ (287) Outstanding unauthorised absences that require attention

✎ (1) Full day absence has been worked that may require attention

TO-DO LIST

'Operate an established Connected HR solution. Record employee information online.'

ActIn Time Connected comes with its own Personnel module, it acts as a simple HR feature that allows users to store and view employee information in one central location. Permissions can be set within the system to allow certain users to have access to the information and restrictions for others. Reports can be generated on personnel records making it easy to reflect on contact information, training qualifications , employee history and much more.
The personnel module provides notifications to the To-Do List when training qualifications are due to expire, or appraisals are coming up.

ActIn Time Connected has the ability to link with existing HR systems, whether you are looking to fully integrate or limit the integration to certain modules – our projects team will create a specification with you to ensure an accurate integration.

Skill	Type	Course Start Date	Passed?
ASBESTOS AWARENESS TRAINING	Recommended	Tue 15/02/2022 13:54	✓
COMPANY INDUCTION	Required		✗
ELECTRICAL TRAINING	Recommended	Wed 14/09/2022 13:55	✓
FIRST AID LEVEL 2	Required	Mon 13/06/2022 08:54	✗
ILM Management L3	Required		✗
MANAGING SAFELY	Required		✗
MANUAL HANDLING TRAINING	Recommended	Thu 01/12/2022 13:58	✓
POWER TOOL TRAINING	Recommended		✗

PERSONNEL (HR)

In the Personnel Module you are able to store the following employee information…

- Contact Information
- Appraisal Scheduling
- Company Vehicle Details
- Training Qualifications
- Employment Records
- Disciplinary Records
- Accident/Injury Forms
- Right to Work Forms
- DBS Checks
- Medical Reviews
- Skills Matrix

Show 10 entries

Search:

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Showing 1 to 4 of 4 entries

Id	Incident Type	Date And Time	Location	Authorised by	
No group					
10	Exposure To Harmful Substance	01/05/2022 16:37	Factory	Archie Butler	
7	Injury While Handling / Lifting / Carrying	15/06/2022 09:41	The Warehouse	Archie Butler	
11	Road Traffic Accident	14/10/2022 16:49	Head Office	Archie Butler	
12	Falls Over 2M	19/10/2022 16:59	Head Office	Archie Butler	

Previous | 1 | Next

Your Signature

Sage (9) 27th Oct 2022 15:20

Your Signature

Swipe your finger just like you would a pen

SIGN FOR THE DOCUMENT
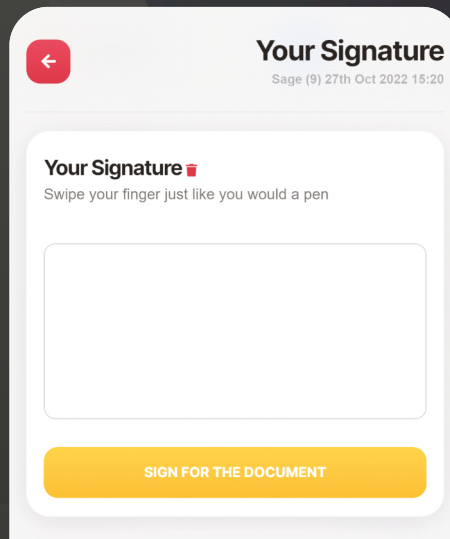
Document Management System

- Upload documents against the employee, company or specific grouping such as department
- Read/Accept/Sign ability on documents within the Employee App
- Multiple uploading formats (Video, PDF, Audio etc.)
- Get Notifications for employees who have & haven't Read/Accepted/Signed the document

'Developed to provide an accurate solution for processing attendance data.'

The ActIn Time Connected Attendance module involves a comprehensive platform for shift calculations and analysis. The platform is developed to support unlimited period schedules whether that be fixed/open shifts, flexitime or rotating shifts. ActIn Time Connected supports multiple bookings in a day allowing you to give employees the responsibility to clock in and out for breaks. Furthermore, ActIn Time Connected supports various overtime calculations which can be authorised by users. During the implementation stage of your ActIn Time Connected system, our projects team will work with you to ensure all your requirements/rules are implemented for a smooth working system.

Attendance Adjustments

Select rates...   Select costs...   Select static registers...

Date selected	Wed 18 Jan 2023					
Period schedule	09:00-17:30 M-Th 17:00 Fr			Pay period		
Pay period selected	Mon 16 Jan 2023 - Sun 22 Jan 2023			Authorisation	Total	x1.3	x1.5
					39:00	01:30	

Wk/Day	Date	Schedule	Absence(s)	Booking(s)		Authorisation	Total	x1.3	x1.5
1 Mon	16/01/2023	09:00-17:30 60 min lunch deducted		08:30-17:28 (2)	🕐 ✏		07:45	00:15	
1 Tue	17/01/2023	09:00-17:30 60 min lunch deducted		08:45-17:30 (2)	✏		07:30		
1 Wed	18/01/2023	09:00-17:30 60 min lunch deducted		08:32-17:35 (2)	✏		08:00	00:30	
1 Thu	19/01/2023	09:00-17:30 60 min lunch deducted		08:33-17:42 (2)	✏		08:00	00:30	
1 Fri	20/01/2023	09:00-17:00 60 min lunch deducted		08:35-17:44 (2)	✏		07:45	00:15	

ATTENDANCE

- **Attendance Adjustments:** Provides an in-depth weekly report of an individual's clocking times, this is then split into the correct pay period totals for that day so you can view an employee's total hours & earnings. In this section, users can approve/decline overtime and adjust hours paid at each rate. A comprehensive audit trail of any changes are recorded to individual bookings.

- **Anomalies:** A listed view of all anomalies within the system (e.g., If an individual forgets to clock in or out) This can be filtered for different rates of pay, costs and static registers.

- **OneTouch:** In this panel you will be provided with summarised information on an individual's weekly shifts, total hours for each day as well as total costs for each day, optimized for simple viewing and ease of use on a phone or tablet.

- **Regulations:** View working time regulations as well as a graphical view of working time infringement summary.

'Build Rotas with ease and ensure all business areas are covered.'

Rostering and staff scheduling are essential tools for a number of business sectors such as, hospitality, care, recruitment (just to name a few). All would benefit from our new Rostering Add On. This brilliant tool allows you to build Rotas with ease, to ensure you're covering the right areas with the correct employee levels and skill sets. While building your Rotas, you can check you're keeping within budget, by seeing your actual totals and costs along the way.

- Create rosters with any groupings/employment status for any period, e.g., 3-day, 7-day, 30 day etc.

- Fast roster preparation with schedule shortcuts, e.g., 9-17 translates to 09:00-17:00. Users can also type, e.g., DAY or NIGHT.

- On-the-fly schedule creation for future use.

- Real-time roster and actual totals calculated as roster is being prepared.

- Real-time roster and actual costs calculated as roster is being prepared.

- Ability to assign employees to different departments/locations.

- Assign tasks to employees.

ROSTERING

- Cost Centre totals, e.g. if employees are working in a different department/location for parts of the period rostered.

- Roster can display bespoke totals and data sources, e.g. staff coverage, personnel counts, other company metrics and even the weather on the day.

- Ability to copy roster between periods, copy to/from Excel, copy individual shifts on the roster itself, export to PDF and email the roster (all shifts or only those that have changed).

- Split shifts and multiple shifts on the day.

- System supports budgeting and scheduling levels, e.g. we require 5 people working 08:00-20:00.

- SmartRoster uses AI to automatically prepare rosters given a set of company constraints, i.e. training, qualifications, skill sets, etc.

‘Manage absences using Connected's extensive statistics and management platform to authorise requests.'

ActIn Time Connected Absence Management provides a calendar view of an employee's absences, users have the option to manage absences in various ways. Users can give the employees responsibility when it comes to booking absences via the 'book an absence' section in the employee app. Requests then get sent to the users account accompanied by an email notification to authorise that absence request. Alternatively, users can book absences on the employees' behalf or optimise both ways at the same time!

Absence Statistics enables users to analyse authorised absences and compare these with a request. By using the statistics panel users can determine whether a request can be approved, or declined based on permutations to ensure the correct staffing levels (e.g., a reduction of first aid qualified employees on site at that time)

Additional features include a return-to-work interview, absence block booking and absence entitlement policies.

Employee		December 2022																		
	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Carroll, Ryan (8) ☀										██								░░	░░	
Cooper, Dan (11) ☀	░░	░░	░░	░░	░░										░░	░░	░░	░░	░░	
Scott, Andre (16) ☀			🟩	▓▓	██					██	🟩					▓▓	▓▓			
Stratford, Steve (35) ☀												░░			░░					
Butler, Archie (44) ☀	░░	░░						░░												
Howard, Nicholas (45) ☀																██				

ABSENCE MANAGEMENT

The absence management information panel can be customised to a client's exact requirements.

'Analyse rates of pay for various processes with ActIn Time Connected.'

At ActIn Time, we know the importance of budgeting and keeping track of your costs in various departments and sectors of your business. This is why we have incorporated Cost Centre Management into ActIn Time Connected.

Your employees can clock on/off the different Cost Centers they are working in, allowing the system to calculate their hourly rate based on the role that they're working. Managers then have the ability to report on this to track and budget company costs effectively and accurately.

COST CENTRE

- Add hourly rates for different departments/job roles.

- Remuneration polices can be assigned to your employees.

- Unlimited Cost Centers can be added to ActIn Time Connected by your users.

- Employees can clock on/off Cost Centers using a phone, tablet or PC.

- Variety of Reports and Exports allowing you to extract data easily, in the format you require.

- Cost Centre Adjustments screen to allow you to edit recorded data manually, if required.

'Analysing costs on your workforce has been simplified with Connected's job costing module.'

ActIn Time Connected allows you to manage all your client jobs accurately and efficiently. Employees can book time against their allocated jobs, upload images and get a digital signature of completed jobs all directly in the web app. Streamline your job management and track costs from anywhere in the world with the Cloud Job Tracking add-on.

JOB COSTING

- Employees can start/stop their time on a particular job.

- Record parts they have used on a job.

- Employees and managers can record job notes.

- Employees and managers can upload documents, e.g., site maps, health and safety guidelines, etc.

- Employees and managers can upload photos, e.g., photo of the problem, photo of the solution, completed jobs, etc.

- Managers can design bespoke forms which employees must fill out to complete the job.

- Employees can obtain the client's signature and also sign off on the job themselves.

- Employees can have access to client/site contact details and obtain directions or make contact with the client/site from within the app.
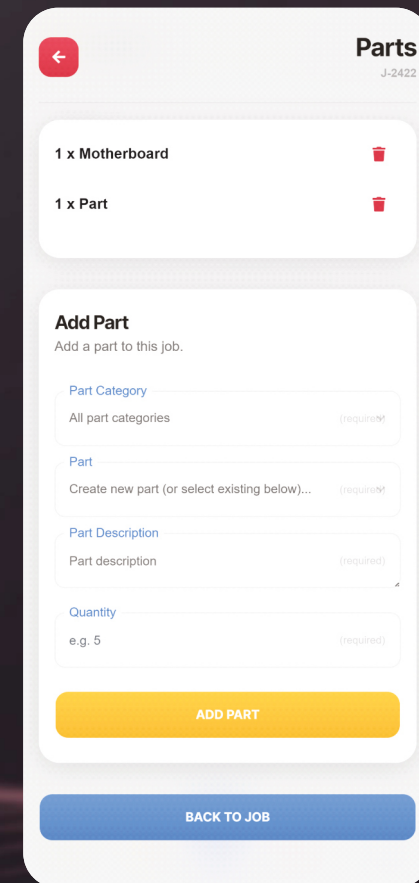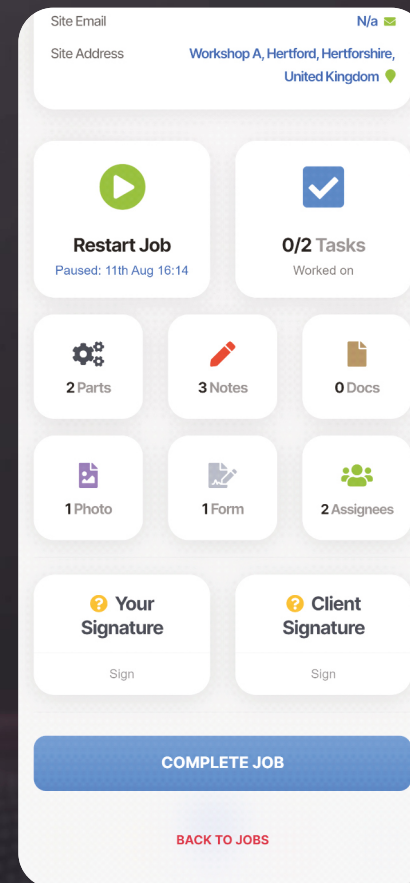
'Worried about employees arriving at work with a high temperature?'

Compatible with our ZSpeedFace and ZPro ATFace Range, ActIn Time Connected allows you to monitor your employee's temperature simply and effectively. Identify employees who aren't wearing a face mask and Contact Tracing to protect against spreading viruses.

Temperature recording and mask wearing occurrences (2nd March 2023 - 8th March 2023)

Moderately low temperature
Normal temperature

Mask present

Show 25 entries

Search:

🚫 Clear filter

Employee name and ID	Date and time	Temperature (°C)	Mask?	Terminal	Options
Barley, Joe (110)	8th Mar 2023 08:45:02	35.90°C	Mask present	Proface Internal Demo Terminal	
Huggard, Emma (112)	8th Mar 2023 08:43:05	36.30°C	Mask present	Proface Internal Demo Terminal	
Walsh, Mark (95)	8th Mar 2023 08:23:56	36.20°C	Mask present	Proface Internal Demo Terminal	

TEMPERATURE

Temperature Records

Record and track employee's temperatures with ease

E-Mail Alerts

Get e-mail alerts when employees & visitors clock with a high temperature

Face Mask Detection

Easy identification of employees wearing their face mask

Accuracy

Precise information at your fingertips

Mobile

Manage your staff and check any potential anomalies remotely

Visibility

Clearly see any potential problems within the workplace to do with illness and high temperature

Contact Tracing

Pinpoint employees who have potentially been in close proximity with employees that have a high temperature.

For example, like the governments track and trace feature, it's extremely important to be able to track back and see employees that may have crossed paths in the event of an employee COVID case.

Employee	Last recorded	Category	Severely low (°C)	Mod. low (°C)	Normal (°C)	Mod. high (°C)	Severely high (°C)
👫 Adults			<= 35.0°C	35.0°C - 36.0°C	36.0°C - 38.0°C	38.0°C - 39.0°C	> 39.0°C
👫 Pregnant			<= 35.0°C	35.0°C - 36.0°C	36.0°C - 37.5°C	37.5°C - 38.0°C	> 38.0°C
🧒 Under 16 years			<= 35.0°C	35.0°C - 36.0°C	36.0°C - 38.5°C	38.5°C - 39.0°C	> 39.0°C
Barley, Joe (110)	8th March 2023 08:45	Adult		35.90°C			
Huggard, Emma (112)	8th March 2023 08:43	Adult			36.30°C		
Walsh, Mark (95)	8th March 2023 08:23	Adult			36.20°C		
Scott, Andre (16)	8th March 2023 08:12	Adult			36.00°C		
Howard, Nicholas (45)	7th March 2023 17:31	Adult			36.20°C		
Lee, Jessica (113)	7th March 2023 17:22	Adult			36.10°C		

'Do you need a quick view to find out whether members of staff have left the building?'

The ADP provides users with a fast method of viewing exactly which employees are currently on-site. Users can also view dates & times their employees have clocked in/out as well as what site they last booked from. The 'notify on return' function can be used as a notification when an employee clocks back in.

Notify on return	Employee ID	Payroll	Known As	Badge	First Name	Last Name	Date and Time	Reader Direction
In								
No	16	4	Scott, Andre	16	Andre	Scott	Wed 08/03/2023 08:12	In
No	95	11	Walsh, Mark	36	Mark	Walsh	Wed 08/03/2023 08:23	In
No	112		Huggard, Emma	0	Emma	Huggard	Wed 08/03/2023 08:43	In
No	110	13	Barley, Joe	0	Joe	Barley	Wed 08/03/2023 08:45	In
No	28	5	Burrill, Martin	1234	Martin	Burrill	Wed 08/03/2023 07:44	In
Out								
No	45	8	Howard, Nicholas	54869532	Nicholas	Howard	Tue 07/03/2023 17:31	Out
No	113		Lee, Jessica	111111	Jessica	Lee	Tue 07/03/2023 17:22	Out
No	8	1	Carroll, Ryan	23656864	Ryan	Carroll	Wed 08/03/2023 17:05	Out

ADP

Show 25 entries

Showing 1 to 8 of 8 entries

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Notify on return	Employee ID	Payroll					Reader Direction	Zone
In								
No	16	4				08:12	In	Head Office - Onsite (ActIn Time)
No	95	11				08:23	In	Head Office - Onsite (ActIn Time)
No	112					08:43	In	Head Office - Onsite (ActIn Time)
No	110	13				08:45	In	Head Office - Onsite (ActIn Time)
No	28	5				07:44	In	Remote worker In (On site)
Out								
No	45	8				17:31	Out	Head Office - Offsite (ActIn Time)
No	113					17:22	Out	Head Office - Offsite (ActIn Time)
No	8	1	Carroll, Ryan	23636864	Ryan Carroll	Wed 08/03/2023 17:05	Out	Head Office - Offsite (ActIn Time)

Notify on return - Scott, Andre (16)
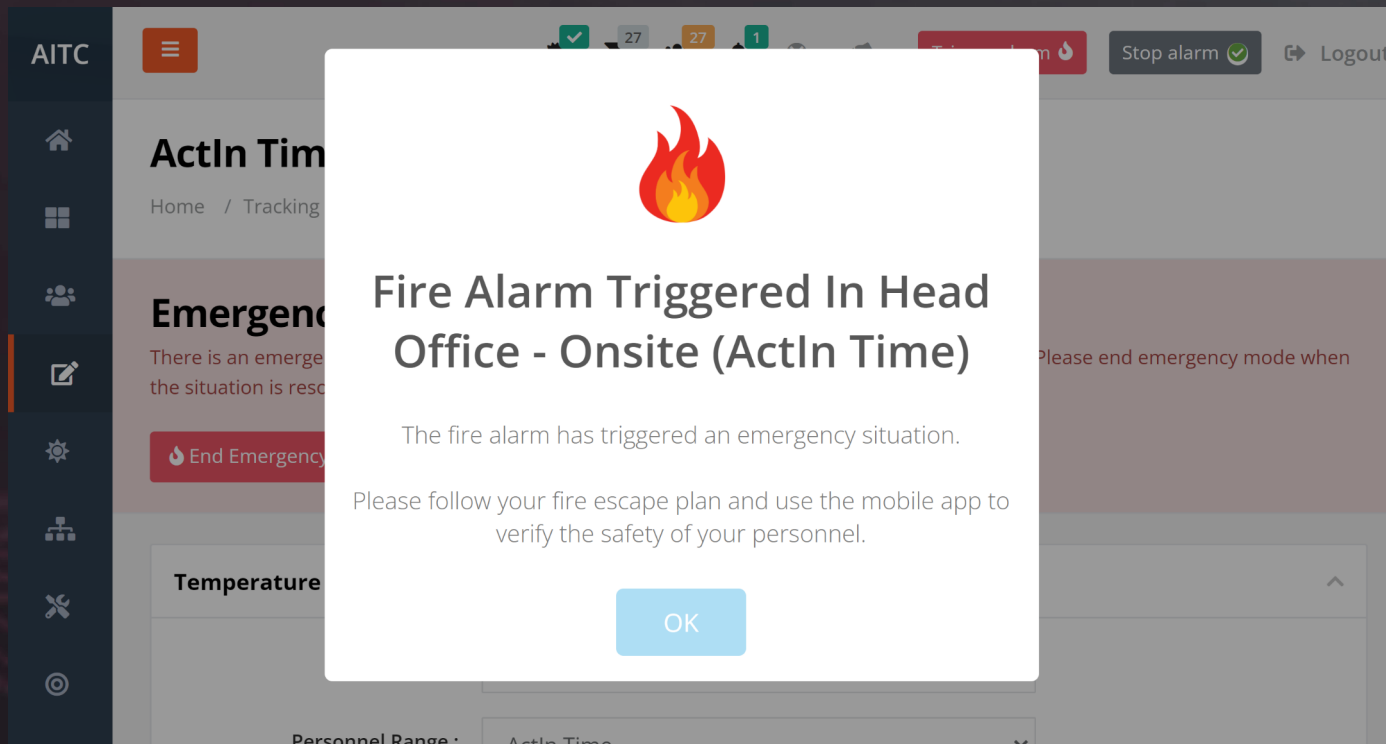
Notify on return? : ● Yes ○ No

Memo :

[Close] [Update]

ActIn Time Connected's attendance display panel is suitable for any business with single or multiple sites.

'A vital part of any business is ensuring the safety of your workforce. The Fire Roll Call features of Connected make that easier.'

A vital part of any business is ensuring the safety of your workforce. The Fire Roll Call features of ActIn Time Connected make that easier, by allowing Fire Marshals and Directors to be alerted in the event of a Fire Alarm being raised. It also gives employees the ability to mark their safety through a muster point or a web app, these essential features help you keep your company, managers and employees safe.

Fire Alarm Triggered In Head Office - Onsite (ActIn Time)

The fire alarm has triggered an emergency situation.

Please follow your fire escape plan and use the mobile app to verify the safety of your personnel.

OK

- App and PC users are immediately notified of a fire alarm event.

- Muster points are defined on Google Maps as polygons.

- Employees can also mark themselves safe in the event of an emergency via the app.

- The system will record whether they are at the muster point, near the muster point or if their location couldn't be obtained/too far away.

- Fire marshals in the company can check the muster point attendance on their app and/or mark employees as safe. The fire marshal can also end the emergency.
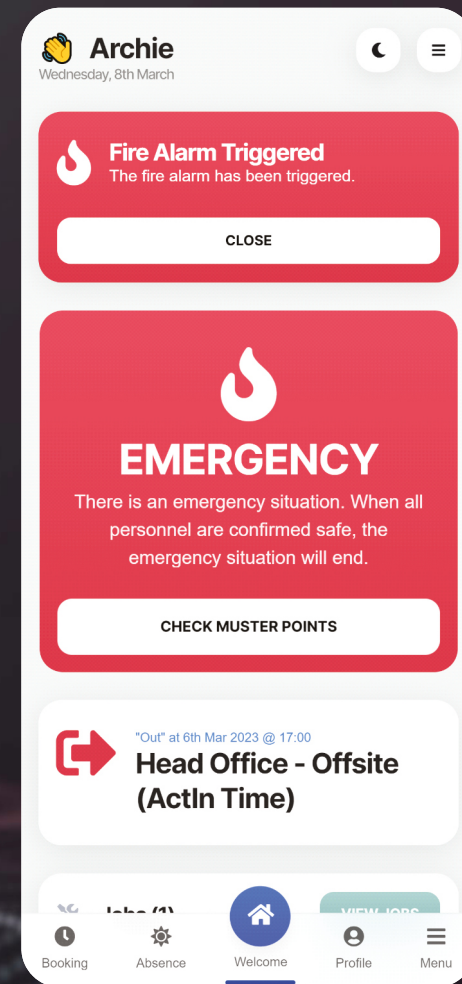
'When using Connected, why not add the Cloud Self Service App?'

✓ Access From the Web

✓ Create More Employee Responsibility

✓ 10+ Features Included

SELF SERVICE APP
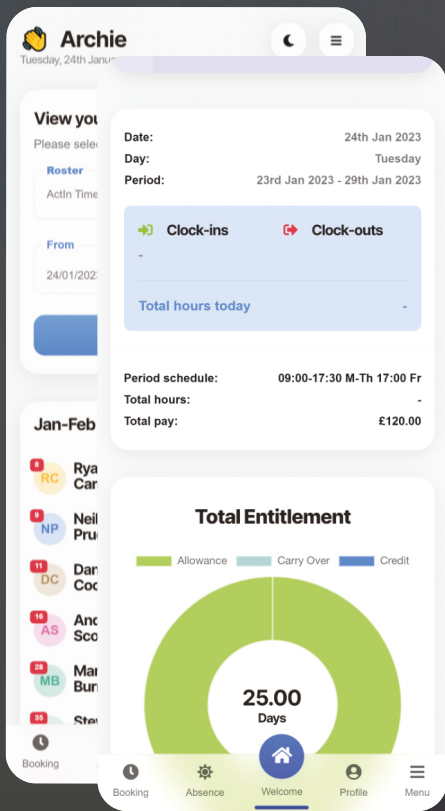
INTRODUCING THE EMPLOYEE APP & MANAGER CALENDAR...

The app enables employees to access various features such as remote clocking or absence booking from any web browser whether that be a laptop, phone or tablet.

The manager calendar allows users to log in to the app and see a calendar overview for their employees. Users can view scheduled shifts & absences on the go.

REQUEST LEAVE...

Employees can request absences through the employee app. Once a request is submitted, it will feed back into ActIn Time Connected for users to approve/decline the request. Once a decision has been made, this will be sent to the employee to inform them of the users decision.
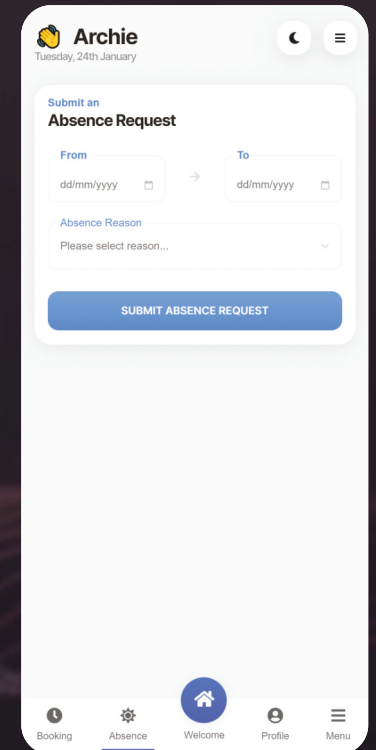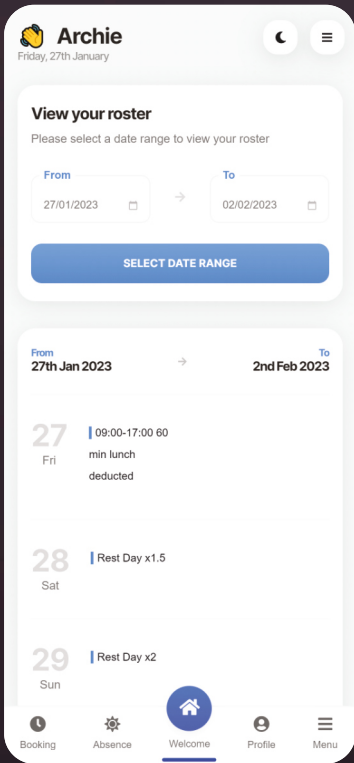
VIEW YOUR ROSTER...

Users can view their roster within the employee app. If a manager updates the roster, the change is reflected instantly within the employee app.

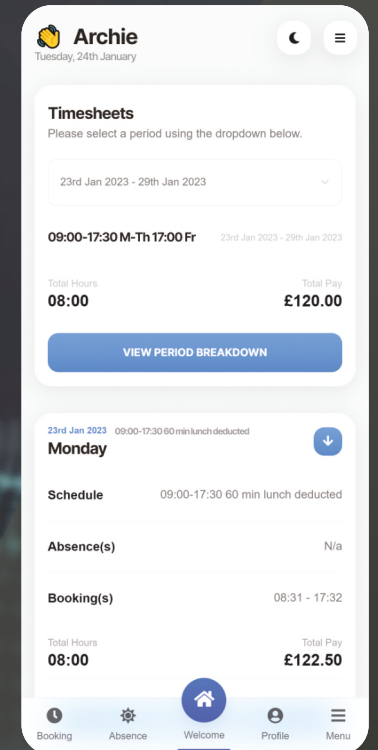An alert is also sent to the user informing them of the change.

VIEW TIMESHEETS...

Users can see their own time-sheets for different periods. Users can see a breakdown of each period with details of their shift, total hours, total pay etc.
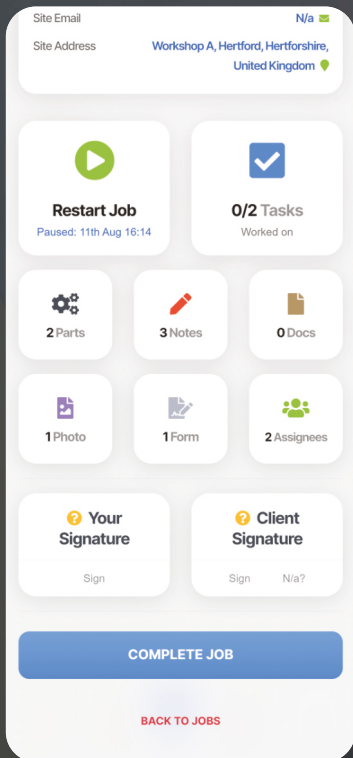
JOBS...

Users can view jobs that management has implemented for them. In this section, jobs' status can be viewed (In progress, Not started, Paused, Completed)

All active jobs will be available for preview in this section and can be filtered using the search bar.

SUBMIT A BOOKING...

The app supports off-site attendance bookings where the user simply clicks a button when they start or stop work. There is a notepad feature for the user to provide more details about the booking. GPS locations can be stamped & Geo-fences enforced.
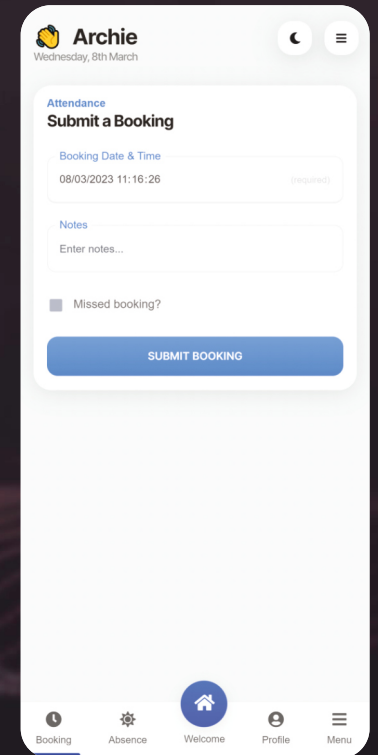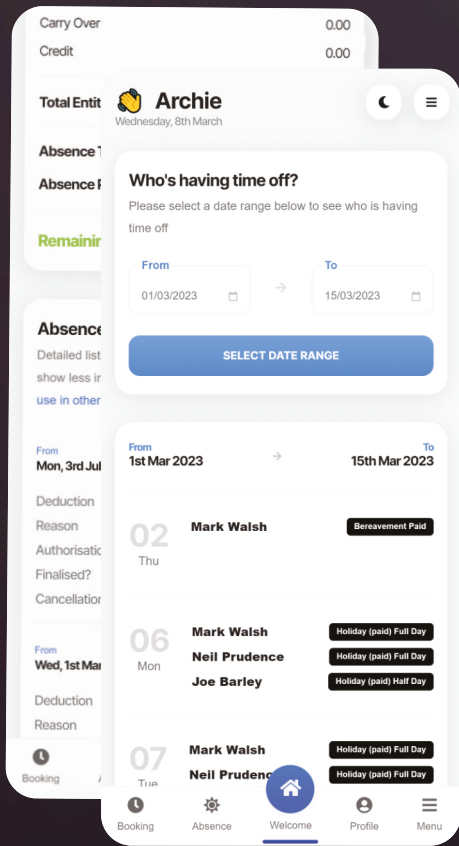
VIEW ENTITLEMENT & WHO'S OFF...

Users have the ability to view who's having time off within a date range of choice. This can optimise the approving/declining holiday process. Connected admins can choose whether to keep the names displayed or turn the names of employees off (for GDPR purposes). Accompanied with the names are the reasons why they are taking time off (This can also be switched off).

View a breakdown of entitlement. This includes the history of requests and their status' (approved, declined, awaiting decision) Users can also view their remaining entitlement & any carry over.

ACCIDENT FORMS...

Users can upload information on accidents and incidents into the app. Users can be assigned a personal obligation to upload any issues, which eliminates management's administrative responsibility to handle this on behalf of the staff. Returned documents will be sent to ActIn Time Connected for approval or rejection.
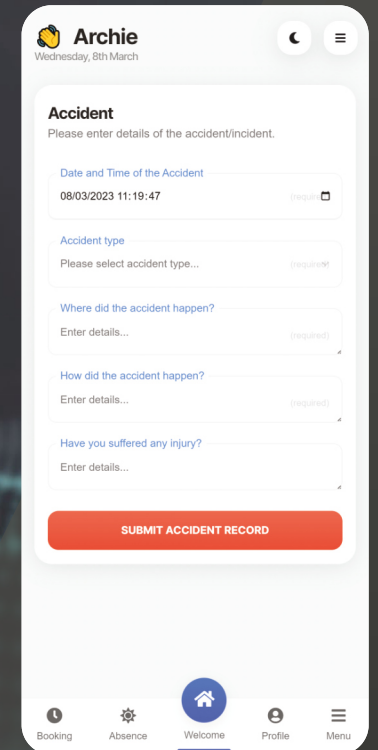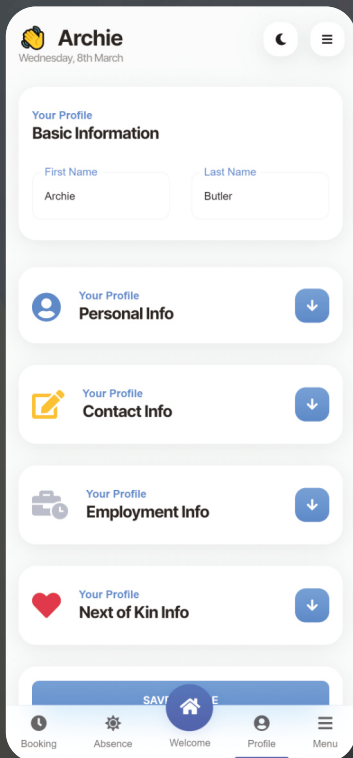
VIEW & EDIT YOUR PROFILE…

Users can view their own personal information such as NI code or Passport number. Once this is updated, it will transfer the relevant information into ActIn Time Connected, without any need for management to update information for the user. Other information can be amended in this section as well such as contact details, employment records and Next of Kin information.

VIEW TRAINING RECORDS…

Users can see the training records that they currently hold accompanied by additional information on that record such as the completion date, if a certificate was received and it's expiry. Any qualification that has been populated in Connected to the users job role will populate in this section as well. Users can then see if they need to complete certain qualification within their role.
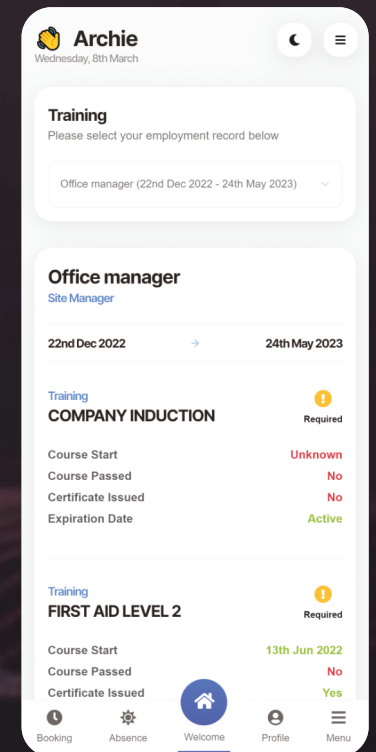
'A variety of options for reports and various exports.'

ActIn Time Connected has an extensive reporting module that allows users to report from different templates on various areas. Reports are generated from the user's software data and can be built from the following...

- Absence (Monthly/Weekly Analysis, Absence Listing, Entitlement etc.)

- Attendance (Weekly Clock Card, Weekly Hours, First & Last Bookings, Daily Listings etc.)

- Cost Centre (Centre Bookings, Downtime etc.)

- Job Costing (Bookings, Downtimes, Job Details, Job Listing etc.)

- Personnel (Accident Details, Appraisal Details, Forms, Age Graphs etc.)

- Roll Call (By Grouping, By Zone)

- System (Terminal Details, User Time etc.)

- Payroll CSV Exports & Integrated Links (Pegasus Opera, Sage, Xero etc.)
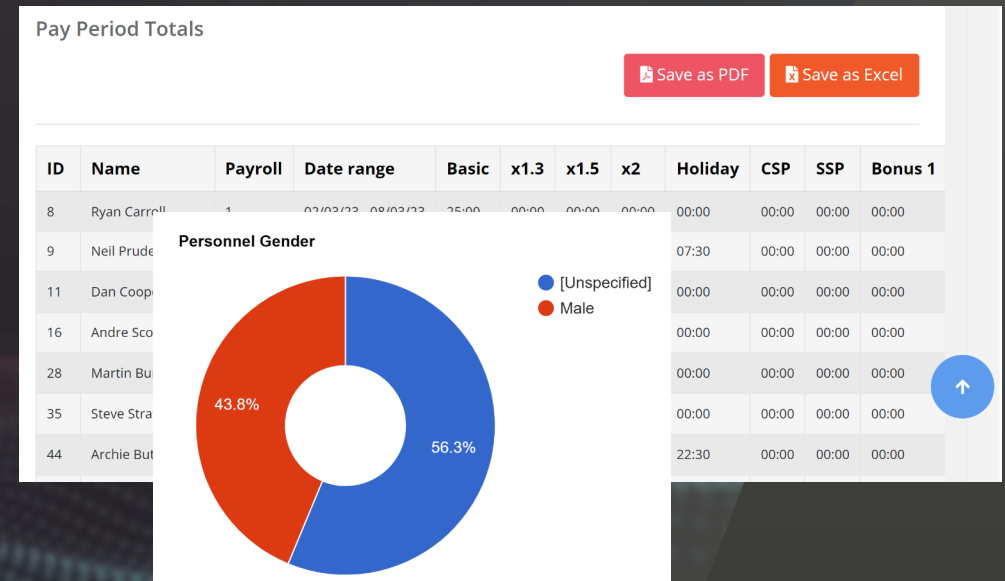

Pay Period Totals

Save as PDF Save as Excel

ID	Name	Payroll	Date range	Basic	x1.3	x1.5	x2	Holiday	CSP	SSP	Bonus 1
8	Ryan Carroll	1	02/03/23 08/03/23	25:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
9	Neil Prude							07:30	00:00	00:00	00:00
11	Dan Coop							00:00	00:00	00:00	00:00
16	Andre Sco							00:00	00:00	00:00	00:00
28	Martin Bu							00:00	00:00	00:00	00:00
35	Steve Stra							00:00	00:00	00:00	00:00
44	Archie But							22:30	00:00	00:00	00:00

Personnel Gender

- [Unspecified]
- Male

43.8% 56.3%

Exports can also be downloaded and exported to an excel spreadsheet for editable datasheets on various areas.

REPORTS,EXPORTS & PAYROLL

Absences
- ⚙ Absence Analysis
- ⚙ Absence Entitlement
- ⚙ Absence Listing

Anomalies
- 🚩 Attendance Anomalies
- 🚩 Daily Static Register
- 🚩 Period Static Register

Attendance
- Actual Daily Hours and Cost
- Actual Period Hours and Cost
- Flexitime
- Pay Period Totals
- Pay Period Totals With Target
- Pay Period Totals With Target Summary
- Personnel Clockings Over Date Range

Bespoke
- ⚙ PersonnelTransferIn
- ⚙ PersonnelTransferOut

Bio
- 🌡 Temperature Listing
- 🌡 Visitor Temperature Listing

Budget
- Budget Cost Centre Costs
- Budget Cost Centre Hours

Cost Centres
- Actual Cost Centre Analysis
- Advanced Cost Centre Cost
- Advanced Cost Centre Hours
- Employee Cost Centre Actual Cost
- Employee Cost Centre Actual Hours
- Employee Cost Centre Roster Cost
- Employee Cost Centre Roster Hours
- Roster Cost Centre Analysis

Payroll
- € Collsoft
- € Micropay
- € MoorePay
- € Pay Period Totals
- € Pegasus Opera
- € Quantum
- € Sage
- € Standard
- € Thesaurus
- € Xero

Personnel
- Biometric Listing
- Personnel Employment
- Personnel Gender
- Personnel Listing
- Personnel Training
- Remuneration

'Manage your visitors to ensure security & safety.'

ActIn Time Connected has an advanced visitor management module that allows users to schedule visits or record walk-ins. Visitors can be notified via email of their scheduled meeting accompanied by a google maps location, date and time & ability to add it to their calendar. Visitors will also be provided with a QR Code in the email to scan upon arrival. If the visitor doesn't have a scheduled meeting then they can manually check-in via tablet. Questionnaires can be provided; T&C's can be accepted or signed & a picture can be requested for security & roll call safety.

Manage Visitors

- Create regular visitors in the system for a quicker booking process.

- Assign the regular visitors a company name & email address.

Visits

- View all the Expected, Checked-in & Checked-out visits booked in the system.

- Schedule/add new visits (Location, scheduled start, scheduled finish, host(s), visitor(s) & visit description)

- Group Visit management.

- All visitors are added to the Fire Roll Call.

Notifications

- Detailed Visit confirmation email

- Detailed Visitor check-in email

- Host notification on visitor arrival

Smooth check-in

Scan your pass on arrival for a seamless check-in experience.

VISITOR MANAGEMENT
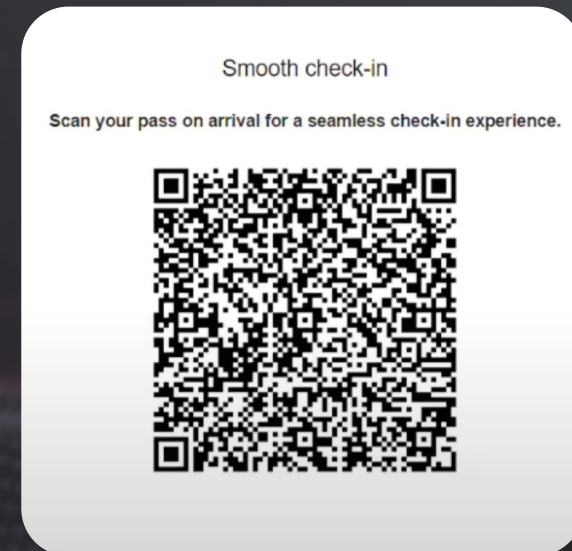
Manna Aero
Manna Reception

< BACK   **↺ START OVER**

Check-in progress
You are on step 1 of 9.

11%

Check-in

Please enter your full name or email address below to get started.

Laura Greene

NEXT

Check-in

Please complete the following information.

What would you like to drink?*
○ Tea
○ Coffee
○ Water
○ Orange Juice
○ Apple Juice
○ Nothing, thanks!

NEXT

Automate & secure your check-in process...

'Design, record & store your employee/company assets.'

ActIn Time Connected has the ability to help you track assets and equipment within your company, such as PPE, mobile phones, laptops, uniforms and much more, it's completely customizable. This useful module ensures that all your employees have been issued the correct equipment and keeps you informed of any assets that need to be retrieved if an employee leaves. You can also store supplier information and get notifications when an asset requires a service, is nearing the end of its life and many other notifications to keep you informed as needed.

Here are some examples of the information you can store against an Asset:

- Active Status
- Asset Number
- Asset Description
- Assigned To
- Last Known Location
- Last Inspection Date
- Manufacture Date
- Next Inspection Date
- Supplier Information
- Supplied Date
- Serial Number

And much more...

ASSET MANAGEMENT (COMING 2023)

"Never lose track of your **valuable** equipment"

'Notify & message your workforce.'

ActIn Time Connected gives users the ability to message staff using the messaging module. Users can send out messages to either groups of employees (Departments, Sites, Regions etc.) or individuals. Employees can access the messages via the Employee PWA & will be given the option to read, accept & sign off depending on what actions the user requests within the message. This is a fantastic way to interact with employees. A few excellent examples of how your company can use the message module are shown in the images below.
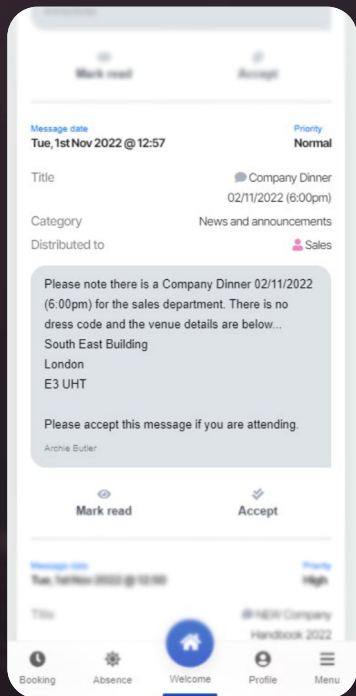
Notify employees of company outings...
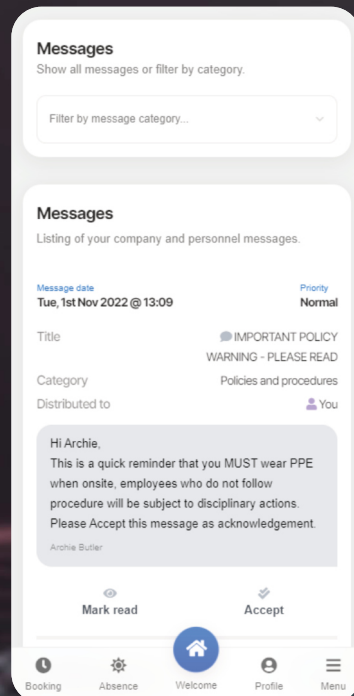
Advise employees of company policies and requirements...
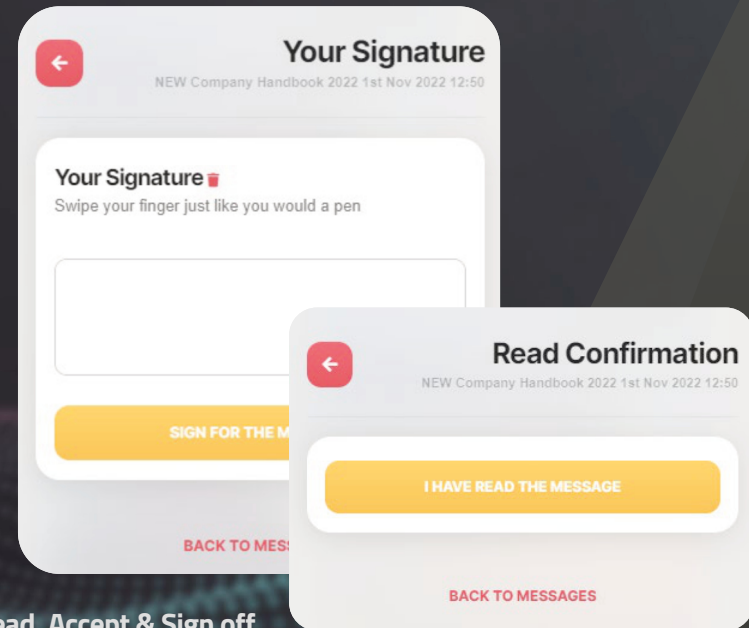
Read, Accept & Sign off messages...

MESSAGING

Forms enable users to create documents that staff members may fill out and submit. Examples include training, job and visitor forms. Users can enter the following options while creating the form:

- Check box
- Multiple Choice
- Drop Down Boxes
- Document/File Upload
- Date Field
- Buttons
- Autocomplete
- Text Areas/Headings/Paragraphs

Forms Add

Category : ❗   Please select...

Description : ❗   Description

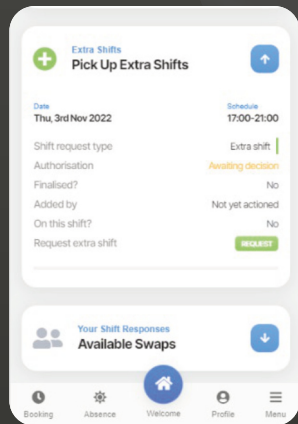PDF Report :   e.g. .Bespoke.My Custom Report

Autocomplete
Button
Checkbox Group
Date Field
File Upload
Header
Hidden Input
Number
Paragraph
Radio Group
Select
Text Field
Text Area

Forms are completed by employees via the PWA (Employee App) Users will receive notifications when forms are completed.

SHIFT REQUESTING

Drop A Shift: Employees can request to drop a shift through the employee app (PWA). To do this, an employee must select the shift they wish to drop, and if the manager agrees, the shift will be taken from the roster.

Shift Swap: The employee will specify the shift they want to switch to and make a "swap request". It can then be viewed by other employees on their employee app (PWA). The "swap response" is determined by which shift they choose to switch to. When swap responses are received and swaps are accepted, all parties are informed through email.

Pick Up Extra Shifts: This feature works on a first-come, first-served basis, i.e. the 3 employees who respond first get the shift and then the "extra shift request" is deemed to be fulfilled. Again, this might have to go through a management approval process to ensure that the employees have sufficient skills, they're not overworked etc.

General Data Protection Regulation (GDPR)...

GDPR Data Management is an essential tool with ActIn Time Connected to ensure the system manages your personnel data in a way that conforms to your companies GDPR Policy. By utilising these tools you never have to worry about remembering to delete and employee's data years after they've left, ActIn Time Connected can prompt reminders on your To Do List to ensure aspects of employee data can be deleted at the click of a button by your users and only at the times your GDPR policy states. In addition you can use the User Account filters to ensure only select employees have access to these notifications and also determine what each user can see within the Personnel section of the software.

If you wish to use the GDPR Data Management, we will arrange for a Consultancy Session with one of our experienced engineers, where you can discuss your GDPR Policy and how you wish to manage your data within the software. The Engineer will also discuss with you how long you wish to keep aspects of employee data, see examples below;

- Personnel = 7 years
- Attendance = 4 years
- Absence = 3 years
- Biometric = Immediately
- Employee Self Service Passwords = Immediately
- Medical = 7 years
- Future Absence = 1 year

This means you can set a time frame for each of the above sections to determine how long you wish to keep each aspect of data. Once you mark an Employee as a leaver the GDPR scripts are triggered and then you will get the above notifications at the time frames you have selected. It's then just a simple case of clicking that notification and confirming delete. The system will never delete employee data without your consent first

GDPR & WTR

Working Time Regulations (WTR)...

ActIn Time Connected can help you manage you employees working hours in line with the Working Time Regulations enforced by the government. By using our simple features, we can assist you in maintaining a healthy work/life balance for your employees while also adhering to government legislation.

In addition this will allow you to uphold the Health and Safety procedures of your company and ensure a healthy workforce to reduce the number of sick days your employees have and maintain the efficiency throughout the business.

Our Working Time Regulations feature allows you to create policies for individual or groups of employees to ensure you can monitor the following;

- Hours Worked – Set a maximum amount employees can work within each policy
- Rest Period – Daily or Weekly Periods
- Night Worker – Set reference period for Night Shifts
- Paid Annual Leave – Look at specific absence categories to manage leave days in period

To Do List Notifications can also be enabled to help you manage the Working Time Regulations for your employees.

Opted out review date :	📅
	☐ Remove from to-do list?
WTR policy :	Night Worker 20 Days ⌄

'A highly skilled team of engineers, with a combined experience of over 200 years in the industry.'

No matter where your business is located in the UK, ActIn Time has a highly qualified team of engineers with a total expertise of more than 200 years in the field ready to provide correct and efficient installations.

To ensure a seamless integration of ActIn Time Connected into your business, our projects team will be by your side at every stage. Your employee and shift details will be configured to your specifications by our specialised programming team and imported into the software, ensuring that your system is operational from day one. Then, ActIn Time Trainers will conduct a live or remote training session for you. There is, in our opinion, no better method to empower your workforce to use ActIn Time Connected.

Always available by phone, our support staff aim to resolve any issues during the initial call. You can depend on us to be there for you whenever you need.

If there are any issues with your hardware, it is critical that we get you back up and running as soon as possible since our systems are utilised for payroll and health & safety. We have loan fleets available for next day delivery as well as hardware engineers to visit your site(s) as needed in order to quickly and effectively resolve any difficulties. You can purchase ongoing hardware support after your 12-month warranty has expired.

*Software support costs for the ActIn Time Connected software are all included within your monthly subscription.

A committed Customer Care Team is the last component of the ideal ActIn Time Connected Implementation. They are committed to following up with clients on a regular basis to learn how you are finding the system, to address any questions you may have, and to inform you of any impending ActIn Time Connected news or features.

Our ability to provide unmatched customer service throughout the whole implementation of ActIn Time Connected into your company and throughout your time utilising the system for years to come is the result of us perfecting all of the above over the past 36 years.

IMPLEMENTATION, SUPPORT & CUSTOMER CARE

Scheduled in Total

16

Due in work as of 11:55   100.00%

Attended Attended

6

Clocked on an active shift   37.50%

Missing Missing

9

Unauthorised absence   56.25%

Absent Absent

0

Absence booked (other)   0.00%

Sick Sick

0

Sickness booke

Holiday Holiday

Late Late

Overtime shift Overtime shift

Attendanc

Show 10

Showing 1 t

Notify on

In

No

No

No

Show 100 entries

Search:

Copy   CSV   Excel   PDF   Print

Showing 1 to 18 of 18 entries

Role	Training Policy	Skill	Type	Course Start Date	Passed?	Certificate?	Expiry Date
Office manager	Site Manager	ASBESTOS AWARENESS TRAINING	Recommended	Tue 15/02/2022 13:54	✓	✓	Fri 15/03/2024 13:55
Office manager	Site Manager	COMPANY INDUCTION	Required		✗	✗	
Office manager	Site Manager	ELECTRICAL TRAINING	Recommended	Wed 14/09/2022 13:55	✓	✓	Sat 08/04/2023 13:56
Office manager	Site Manager	FIRST AID LEVEL 2	Required	Mon 13/06/2022 08:54	✗	✓	Wed 15/06/2022 08:54
Office manager	Site M						
Office manager	Site M						
Office manager	Site M						
Office manager	Site M						
Office manager	Site M						
Sales Executive	Site M						
Sales Executive	Site M						
Sales Executive	Site M						
Sales Executive	Site M						
Sales Executive	Site M						

Temperature recording and mask wearing occurrences (2nd March 2023 - 8th March 2023)

Moderately low temperature
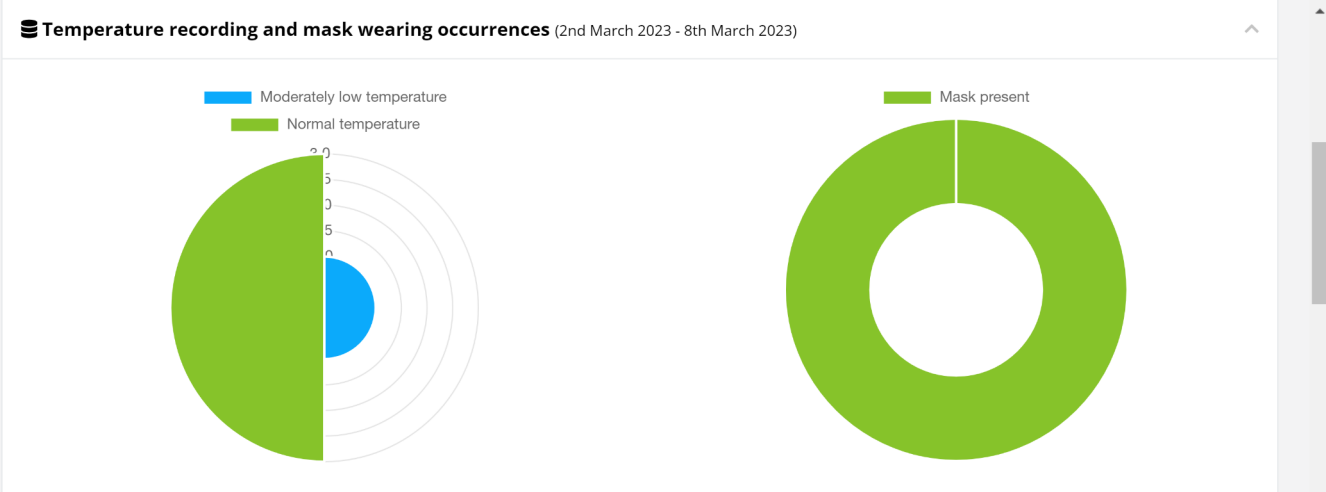Normal temperature

Mask present

ACTIN TIME LTD
WORKFORCE MANAGEMENT SYSTEMS

ActIn Time Ltd

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