

MODULE FACTSHEET

TIME & ATTENDANCE



CLOCK-IN / CLOCK-OUT AS YOU NEED

Whether you have employees working remotely or on site, track time from anywhere & anytime.

Nova Smart NG is a complete **automated time-tracking software**. It helps you to **control labor costs** and **increases employee productivity**. We offer a wide range of solutions to suit your business. So, whether you have employees working remotely or on-site there will be the perfect solution for you.

The result? Management will have a **clear overview of employees' time**.



SET-UP FOR SUCCESS

Nova Smart NG allows you to customize your software settings as much or as little as you need. Be compliant with labor regulation and track the time of your employees.

Set-Up & Integration

- Seamless integration with your current HR infrastructure
- Our software integrates with various hardware terminals crafted by TBS
- No double entry - time tracking data will be integrated into your payroll workflow
- Create the obligatory attendance time slot
- Install mobile app on your phone for simple access & usability



MANAGE TIME FROM A TO Z

Nova Smart NG allows you to track time anywhere and at any time of the day. No matter whether your employees are working remotely or on site. Click one button & start working.

Easy-to-use

- One-click clock-in / clock-out on the self-service portal
- Manually enter working hours if clock-in was missed
- Manage shift work and multiple schedules

Automation

- Receive notifications of anomalies in time tracking
- Automatically ask employees to correct any mistakes or missing working hours
- Assign times to different cost centers and projects

MORE THAN TIME TRACKING

Our Solution can manage the basic time tracking & shift schedules but also offers many additional features that support you in accurately capturing time.

Week	Date	Day	Records	Absences	H. Done	H. Due	Break	Diff.	Overtime
Previous monthly total				48.00	179.58	172.00	01.00	07.58	36.56
Monthly total				00.00	172.57	156.00	48.30	16.57	113.53
26	thu.	01	[7:29 17:30]	00.00	09.31	08.00	-00.30	01.31	99.27
26	fri.	02	[7:30 17:14]	00.00	09.14	08.00	-00.30	01.14	99.41
26	sat.	03		00.00	00.00	00.00	00.00	00.00	99.41
26	sun.	04		00.00	00.00	00.00	00.00	00.00	99.41
Week 26				00.00	18.45	16.00	-01.00	02.45	99.41
27	mon.	05	[7:32 12:22], [13:32 17:12]	00.00	08.30	08.00	00.00	00.30	100.11
27	tue.	06	[7:28 17:13]	00.00	09.15	08.00	-00.30	01.15	101.26
27	wed.	07	[7:28 12:00], [14:11 17:00]	00.00	07.36	08.00	00.00	-00.24	101.02
27	thu.	08	[7:34 12:13], [13:45 17:19]	00.00	08.13	08.00	00.00	00.13	101.15
27	fri.	09	[7:37 11:50] part time afternoon	00.00	04.18	04.00	00.00	00.18	101.33
27	sat.	10		00.00	00.00	00.00	00.00	00.00	101.33
27	sun.	11		00.00	00.00	00.00	00.00	00.00	101.33
28	mon.	12	Time off	00.00	00.00	00.00	00.00	00.00	00.00
28	tue.	13	Time off	00.00	00.00	00.00	00.00	00.00	00.00
28	wed.	14	Time off	00.00	00.00	00.00	00.00	00.00	00.00
28	thu.	15	Time off	00.00	00.00	00.00	00.00	00.00	00.00
28	Time off	00.00	00.00	00.00	00.00	00.00	00.00

- Control labor cost
- User-friendly interface
- Export time sheet in any common file format
- Calculate overtime according to the existing regulations
- Automatically integrates data from other modules (e.g., absences) to correctly calculate time
- Solution for on-site and remote workers through access via phone, tablet or laptop

Secure.Compliant.Customized.

HRMS Your Way!

- ✔ Only choose the modules you need
- ✔ Customize & parametrize the solution to your individual requirements
- ✔ Centralize your HR processes within one data base
- ✔ Eliminate manual processes & switch to efficient digital streamlined HR & Payroll.

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