FOCUS
Time & Attendance

Focus Lite Time & Attendance

MAIN FEATURES

UK Designed and Built

SQL Database

Unlimited number of Users

Unlimited Daily Rules

Reporting

Proximity or Biometric Terminals

Windows 7 Compatible

Scheduled Data Collection

OTHER FEATURES

Up to 6 pay rates per Employee

Fully editable Timesheets

Administrative User Profiles

Define Absence Reasons

Pre and post book Absences

Archive, Backup and Restore facilities

REPORTS

- Employee Data
- Absence Periods
- Payroll
- Timesheets
- Infringements (late in, early out, break overrun, forgot to clock)
- Employee Totals
- Absences
- Bradford Factor
- Lateness
- Clockings

Focus Lite is specifically designed as comprehensive entry level package for small to medium sized businesses with Proximity Card or Biometric terminal options.

UK designed and built, utilising an unencrypted SQL Server database, extra terminals can be added or the software upgraded to Focus Pro or Enterprise at any time.

The system applies your shift rules to your employees' clockings and automatically calculates the basic and overtime hours for each employee – thus saving you considerable time and effort. You can specify start and end times, grace and rounding rules, up to four breaks, six pay rates and overtime bands.
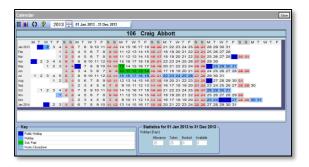
Daily rules can be scheduled across a variable rolling period of between 1 and 30 days with the flexibility to allow multiple alternative shifts to be defined per day. Optional weekly rules allow overtime to be calculated on a weekly rather than daily basis.

Report on data using a wide variety of reports, some with detail summary and graphical options. Export reports to comma delimited (.csv.) and MS Excel formats.

Hours can be exported into a range of **Payroll** products at the touch of a button, increasing accuracy and streamlining your payroll procedures. Available export formats include Sage, Iris, Earnie, Quantum and Thesaurus plus .csv and fixed length formats.

View user defined absences, including sick days and holidays on the **Calendar** feature.

View employee availability across your user defined groups using the **Availability** feature.

Schedule up to 10 **data downloads** from your clocking terminals per day and download manually on demand.

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EGRESS SYSTEMS