Accelerators
Human resources
management

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Stronger Together

Excellence in Professional Services

HR SERVICES

for Microsoft Dynamics 365

- Tracking time balances
- Entering attendance times
- Checking time entries

HR SERVICES
Tracking time balances

Time tracking solution in Microsoft Dynamics 365
Application integrated into **Dynamics 365** for tracking employee working hours and absences based on timesheets and/or time logs entered.

Transparent management of time and vacation balances
- On the basis of **timesheets entered by the employee,** the system calculates overtime, night and weekend hours, vacations and other absences.
- The system calculates the various **time and vacation balances to date**.
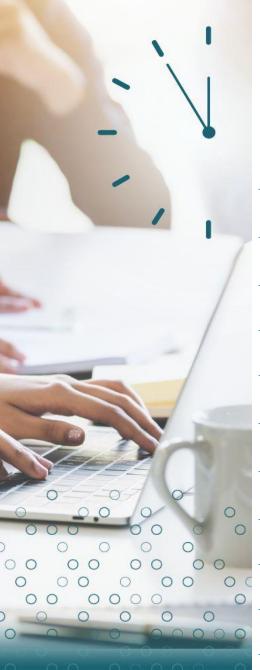
Real-time access to balances and elimination of data entry and balance calculation errors
- Each employee can **view** his or her working hours at any time, as well as overtime and vacation balances, etc...
- **Balances are calculated on** the basis of the types of hours entered, taking into account the employee's employment contract and company rules, in compliance with local legislation.

Working time management tool for HR
- In addition to complying **with legal requirements**, the data available enables you to **view** each employee's working hours, overtime, vacation balance and absences. HR can make manual counter corrections (payment of overtime, etc.).
- The employee and HR can print out **a periodic statement of hours tracked**, which can be validated for compliance by the employee.

Benefits

Avoid misunderstandings and tensions by tracking time balances in real time.

- ♥ The employee has access to the status of his or her time balances and vacations at all times, in self-service mode.

- ♥ Simplified employee status management for Human Resources

- ♥ Time accounting with validation process

Tracking time balances

Functions

Employee settings	Set up calculation of time balances for each employee according to their contract and the rules applicable in the company.
Entering working hours	Entry of working hours with indication of the type of hours (night hours, weekend hours) as well as absence and compensation hours by type of absence.
Absence project	Free definition of absence projects according to the granularity required for absence tracking
Counting hours	Automatic calculation of overtime balances, vacation balances and other counters to date
Viewing counters	Display balances and view hours entered with balances from the employee portal
Balance correction	Possibility of correcting time balances, with HR indicating the reason code. Detailed tracking of corrections
Closing	Closing of balances at the end of the period in accordance with company rules. HR and employee validation process for closing balances.
Report/statement	Print periodic statements with validation process
Review	Absence analysis by type and employee
Data analysis	Entities available to create ad-hoc reports with an analysis tool like Power BI

HR SERVICES
Entering attendance time

Microsoft Dynamics 365 time & attendance, and teleworking entry functions

Function for recording **remote working** and **attendance times** (in/out) during the day.
This function is designed for companies using **timesheet management** to record project hours.

Benefits

Compliance with labor law

- Data available for generating audit reports

- Allows you to justify schedules, daily working hours and break times for each employee

Functions

Activation	The function can be activated by company and employee to meet legal requirements.
Entering teleworking	Record remote working by day/half-day for information purposes. Time spent remote working is available and can be used to draw up documents/certificates for the authorities.
In / Out time entry	Entry of various arrivals and departures during the day. Checking total attendance hours against hours entered on project for the day
Reports	Data/entities available for generating audit reports

HR SERVICES
Checking time entries

This function enables you to check the times worked and declared by employees, to ensure that they do not exceed the contractually-defined time, in compliance with working hours legislation.

Setting this function sends a popup message to **warn the user** that the declared times have exceeded the set limit.

However, it is possible to set a timesheet blocker to **stop the submission of timesheets** when the declared times have been exceeded.

Functions

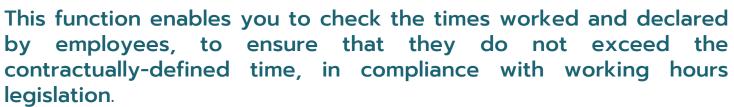|	
Timesheet blocker	This function is used to define the maximum duration to be entered when validating timesheets. Control is based on a configurable recurrence (daily, weekly, monthly or yearly) and allows you to warn or block the user when submitting the timesheet.
Setting	Set parameters according to company rules and current legislation

Benefits

Control for Human Resources and the user

- Allows you to respect the time budgets defined in advance by Human Resources

- Ensures compliance with contractual working hours