

# Solution Accelerators

## Workin *Time* 365

Complementary to  
Microsoft Dynamics 365

Designed for  
Human Resources

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



# Tracking time balances

## Time tracking solution in Microsoft Dynamics 365

Functionality integrated into Microsoft Dynamics 365 for tracking employee working hours and absences based on timesheets and/or time journals 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 absence types.
- 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.

## Time management monitoring 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 absence types. 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

## Features

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



# Entering attendance time

## Microsoft Dynamics 365 time & attendance, and teleworking entry features.

Feature for recording **remote working** and **attendance times** (click in/click out) during the day.

This feature is designed for companies using **timesheet management** to record hours on **projects**.

## Benefits

### *Compliance with labor laws*

- ◆ Data available for generating audit reports
- ◆ Allows you to justify schedules, daily working hours and break times for each employee

## Features

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



# Checking time entries

This feature 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.

Activating this feature 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.

## Benefits

*Checking 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

## Features

<b>Timesheet blocker</b>	This feature is used to define the maximum duration to be entered when validating timesheets. Monitoring is based on time set up (daily, weekly, monthly or yearly) and allows you to warn or block the user when submitting the timesheet.
<b>Setting</b>	Set parameters according to company rules and current legislation

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