capture solutions

timecapture self service

Efficient & strategic workforce management

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timecapture self service

Typically, your company's activities are distributed between in-office and out-office operations. Managing your workforce in such a scenario can pose a challenge, leading to a potential loss of control and the need for an efficient management solution.

Implementing checks and controls can help align your workforce effectively, with comprehensive reporting that enables you to take appropriate actions. Envision having all these aspects stream-lined within a single application.

Goals

- To track time, working locations, and tasks effectively.
- To organize the workforce efficiently and in a user-friendly manner.
- To facilitate leave and shift management.
- To streamline petty cash management.
- To enhance self-presentation, communication, and reporting.

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1. Time and Attendance, Task Management

A straightforward daily check-in system, including optional face recognition. The system captures location, time, and date automatically. Management can assign tasks to users, ensuring oversight of all employees and contractors. Non-compliance with assigned tasks or attendance within a specified timeframe triggers automatic reporting with notifications. GPS radius or perimeter can be configured for workplaces.

2. Agenda, Leave, and Shift Management

An agenda encompassing all company tasks and related information provides insights into ongoing activities. Leave requests can be submitted at any time, following an approval workflow. Shift changes are communicated and acknowledged by workers.

3. Petty Cash Management, Inter-chat

Embedding petty cash management withintime and task management streamlines operations. An inter-chat system allows organizational communication, enabling issue-sharing and solutions. Self-service is integrated with other Timecapture modules, creating a dynamic HR system.

4. Insurance Management, Company Regulations, and Self-presentation

Provides insurance information (national health, private health, travel, car insurance) in case of issues. Includes company regulations, general employee and company info, employee company card, and a digital business card with a QR code, replacing traditional paper business cards.

5. Visitors Management and Payroll

Real-time notifications for visitor activities and other listed activities. Payroll information offers detailed insights into employee pay and taxes paid by employees or contractors.

6. Web Admin and Reporting

The backend features a comprehensive reporting and management system with an intuitive workflow. The app empowers workers to report activities both inside and outside the office while providing valuable work-related information often not easily accessible.

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A better future through genuine verification & traceability tools

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