



Human Resource Add-on For TimeTek



Advatek provides “HR” module to add human resource and employee management tools to the TimeTek time tracking software.

This module provides the following features to make it easier to track your workforce:

- Maintain a digital “HR” file on employees. Here memos are added that would store notes regarding the employee – supervisor comments, evaluations, instances of tardiness or misconduct, warnings issued, reasons for termination, etc. These could be called up at any time to review an employee’s work history.

TIMETEK SOLUTIONS

- HUMAN RESOURCE MANAGEMENT

- Store documents digitally, for example photos or scanned notes, to the HR file. These could be called up and viewed on-screen or re-printed.

The screenshot displays the TIMETEK HR software interface. On the left is a sidebar with a search bar and a list of employees. The main area shows a form for employee 'Cynthia Upshaw' (Emp # 992). The form includes fields for Payroll #, Position (CLEANER), Supervisor, S.I.N., Birth Date, Gender, Tel Home, Tel Cell, Tel Alt, Address, Email, and a Comment field. A photo of the employee is displayed on the right. The interface also includes tabs for Basic, Notes, Docs, and Leave, and buttons for Add new, Delete, Make changes, Undo changes, and Save.





ADVATEK SYSTEMS INC

- Print employee badges that include photo id – employee photos can be imported from any camera, and stored and viewed from the employee properties. Badges can be printed directly inside the TimeWin program.
- Store more in depth information on each employee such as contact numbers and work history.
- Record details on work terminations or work leaves, information required for EI.

Employee: 992 Upshaw, Cynthia

Date: 21/09/2016 Type: absent

Details: Had to leave work, reported sickness

History:

Type	Date	Details
0	21/09/2016	Had to leave work, reported sickness
0	11/10/2016	Leave from work for medical reason
0	26/03/2015	Didn't show up for work - no transportation

Document: doctor note absence.jpg

Open: 12/01/2017 4:52 PM

Type: jpg

Details:

NAME: [blank]

UNDER MY CARE FROM: 01/01/2017 TO: 01/01/2017

RETURN TO WORK: YES

ILLNESS/INJURY: [blank]

RESTRICTIONS:

NORMAL WORK: ☐ LIGHT WORK: ☐ NO WORK: ☒

COMMENTS: [blank]

Employee: 68 Linda

First Name: Linda

Last Name: [blank]

Gender: FEMALE

Picture: [blank]

Position: SUPERVISOR

Supervisor: 106

Regular Rate: [blank]

Overtime Rate: [blank]

Sunday Rate: [blank]

Bonus Rate: [blank]

Use In/Dt Rate: [blank]

Holiday Rate: [blank]

Calc Hours: [blank]

Use In/Dt: [blank]

Switch Employee: [blank]

Individual Components

Price

Human Resource Add-On

\$1,620

Installation & Training Extra

- ✓ \$93.75 per hour between 8am-5pm mon-fri
- ✓ \$122.00 per hour outside these hours

FOB Moncton Taxes Extra

Pricing valid for 30 days

Lead Time 3 –6 Weeks

Terms net due in 30 days

Employee: 992 Upshaw, Cynthia

Date: 12/01/2017

Position: CLEANER

Supervisor: (none)

Reason #1: A - Shortage of work

Reason #2: [blank]

Reason #3: [blank]

Comments: good worker, slow at times

Foreman Init: [blank] Payroll Manager Init: ss Employee Init: cu

Check Svc: [checked] Check Finance: [checked] Check Job: [checked] Check Warning: [checked]