



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

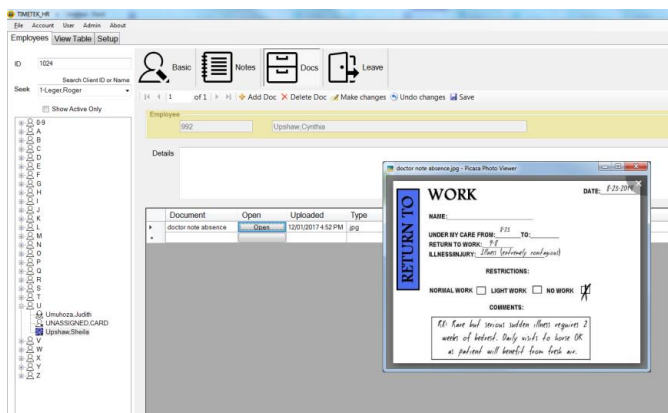
- Store documents digitally, for example photos or scanned notes, to the HR file. These could be called up and viewed on-screen or re-printed.

The screenshot displays the TimeTek HR module interface. On the left is a sidebar with a list of employees, including Umhota, Judith, UNASSIGNED, CARD, Upshaw, Sheila, and others. The main area shows the details for employee ID 1024, Cynthia Upshaw. The form includes fields for Employee ID (992), First Name (Cynthia), Last Name (Upshaw), Payroll # (992), Position (CLEANER), Supervisor (none), Status (ACTIVE), Start Date (16/04/2014), End Date (12/01/2017), S.I.N. (201 558 926), Birth Date (12/06/1990), Gender (FEMALE), Tel Home (506-245-6174), Tel Cell, Tel Alt, Address (456 Cyr Road, Tracadie), Email (cynupshaw@gmail.com), and a Comment field with the text "had to leave for medical reasons not sure on return date". There is also a Photo field with the filename "photo of girl.jpg" and a "Get Image..." button. A small photo of Cynthia Upshaw is displayed on the right side of the form.





- 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.



QUOTE#	RMB-170110-06
DATE	Apr 7 2016
CUSTOMER	McGraw Seafood

Basic Notes Docs Leave

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

Employee Properties

Employee: 992 Upshaw, Cynthia

First Name: Last Name: Surname: First Initial: Last Initial: Middle Initial: Social Security: Date of Birth: 21/09/2016

Gender: Male Active Shift: 17 Office Category: SUPER Supervisor: 100

Regular Rate: Overtime Rate: Sunday Rate: Holiday Rate: Sick Day Rate: Vacation Rate: Bonus Scale: Use In/Out: Clock: Switch: Employees: 1

Photo: [Employee Photo]

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

Lead Time 3 –6 Weeks

Pricing valid for 30 days

Terms net due in 30 days

Basic Notes Docs Leave

Employee: 992 Upshaw, Cynthia

Date: 12/01/2017 Evaluation: Meet expectations Not To Be Recalled

Position: CLEANER Last Date: 15/07/2017

Supervisor: (none) Return Date: 15/07/2017

Reason #1: A - Shortage of work Reason #2: Reason #3:

Return Home: Province: Area:

Comments: good worker, slow at times

Foreman Init: [] Payroll Manager Init: [] Employee Init: []

Check Sign: Check Finance: Check Job: Check Warning