eTime Attendance/Absence

Simple management of a wide range of time data

Many dream about paperless offices, but in real daily office life printed forms still rule the day. This applies to HR as well: holiday leave requests and time statements are filled out and processed on paper. Things can quickly become a jumble. For example: whether the attendance and absence times match the submitted time sheet, how many holiday days a given employee still has available and whether the requested period overlaps with any requests from colleagues.

This eTime module allows employees, HR officers and managers to review and update a wide range of time data using a web-based interface. A system that eliminates confusion, promotes clear workflows, saves time and builds trust.

Structured workflow — a practical example

If for example an employee wishes to apply for summer holiday time, she needs only take the following quick steps:

1. In his personal time profile, the employee calls up the number of holiday leave days still available for the current year.
2. A review of the team calendar shows that a colleague has already requested holiday leave for the first two weeks of July. She thus opts for the two weeks thereafter, ensuring that the department has sufficient staffing for July.
3. As soon as the desired dates have been selected and confirmed, the department head is then notified by email.
4. If there are no issues with the request, then the department head can give immediate approval. The employee receives back an email confirmation and the data is stored in SAP®.

The request can be placed, reviewed and approved all on one day.

Self-management

Transparency and personal responsibility

The system offers a variety of other functions to promote transparency and personal responsibility in employees:
You can enter arrival and departure times directly on the PC and display time records not just from your own workstation, but from the multi-function terminals around the premises as well.
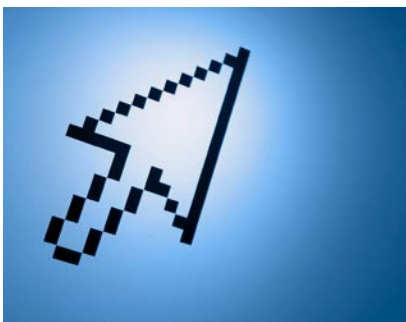
How you'll benefit

Overview of key functions:

■ Easy update of times using a web interface
■ Input of arrival and departure times, including corrections (weekly summary)
■ Holiday requests, on call periods, replacement duty, time transfers and much other time data
■ Time/pay statements
■ Compatible with multi-user operation: employees and time managers can review and update data
■ Automatic email notification
■ Overview of accrued leave
■ Team calendar
■ Display at the workstation or via multi-function terminals

Facts and Figures

Workflow

The structure of the workflow can be taken directly from SAP®
operations management.
Distribution of information via email.

Data

A wide range of time data can be viewed and managed:

- Attendance/Absence
- Holiday times and requests
- On call periods and replacement duty
- Time and pay statements
- Team calendar
- Overview of accrued leave

Practical add-ons

The system can be combined with the following eTime
modules:

- **Attendance Board**
  Central display of attendance/absence
- **ID issuance**
  Generation of IDs and business cards directly from SAP®
- **ID Administrator**
  Administration independent of SAP® also possible, visitor
  IDs, reporting functions

System Requirements

Windows: 2008 / 2012 / 2016 Server
UNIX: HP, AIX, SUN, Linux

Min. 2 GB memory and 10 GB hard disk space,
1-GHz Pentium processor or higher, virtual machine
TCP/IP network connection

Microsoft Internet Explorer 10.0 or higher,
Microsoft Edge, Firefox

Security

An integrated authorisations concept ensures that each user can only access the data that has been authorised for him or her to see. Log-in using the web application via user account or single sign-on, LDAP database or Kerberos. Backup protocols for easy restoration of data. Data is transmitted on either internet or intranet using the encrypted SSL (Secure Socket Layer) process, protecting it against unauthorised access or manipulation.

DRAKOS eTime

eTime

Attendance/Absence is a module in our **eTime** product line. With six modules in all, we offer fully intercompatible and expandable solutions for time recording, management of attendance and absence times (such as holiday leave requests, weekly reports, etc), access control, capture of operating data and attendance overviews.

Drakos GmbH

Drakos GmbH was founded in 2005 and specializes in the development of time, access and plant data acquisition system for common ERP systems. Managing Director Andreas G. Dietrich has been involved with the development of SAP® interfaces since 1992 and in 1988 was a co-founder of ICARO Software GmbH, an SAP® development partner. Since 1995 he has been developing custom SAP®-certified solutions in his own company. Drakos is a one-stop source for sales, consulting, configuration, implementation and support.

Contact

Have questions about **eTime** or the **Attendance/Absence** add-on?
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