

BEYOND ATTENDANCE



BEYOND ATTENDANCE

Report Pack

Time Sheet Report

BA Admin

All People

Time Sheet Extended

Period 04/11/2019 - 10/11/2019

No Report Mask

Employee: Reshaad Patel (BA051), Team: Support, Division: Maintenance

Start Date	End Date	Work Day	Start Scan	End Scan	Factor	Hours
04/11/2019	04/11/2019	Mon - Fri 08:00 - 16:30	08:17	16:30	1.00	8.20
04/11/2019	04/11/2019	Mon - Fri 08:00 - 16:30	16:30	16:31	1.50	0.02
05/11/2019	05/11/2019	Mon - Fri 08:00 - 16:30	08:00	16:28	1.00	8.46
06/11/2019	06/11/2019	Mon - Fri 08:00 - 16:30	08:16	16:26	1.00	8.17
07/11/2019	07/11/2019	Mon - Fri 08:00 - 16:30	07:38	08:00	1.00	0.37
07/11/2019	07/11/2019	Mon - Fri 08:00 - 16:30	08:00	16:30	1.00	8.50
07/11/2019	07/11/2019	Mon - Fri 08:00 - 16:30	16:30	16:35	1.50	0.09
08/11/2019	08/11/2019	Not Present	00:00	00:00		0.00
09/11/2019	09/11/2019	Not Present	00:00	00:00		0.00
10/11/2019	10/11/2019	Not Present	00:00	00:00		0.00
Total Summary						
	Factor	Hours	Effective Hours			
Hours Worked	1.00	33.70	33.70			
Hours Worked	1.50	0.11	0.16			
	Total	33.81	33.86			
Auto Deduct Lunch	-1.00	-2.00	-2.00			
	Total	-2.00	-2.00			
	Grand Total	31.81	31.86			

Employee:	Date:
Authorised By:	Date:
Checked By:	Date:

The Time Sheet report allows for a high level of detail when inspecting work times for employees. It will give a day by day break down of scanning activity with work rules and rate applied.

It is popularly used by our customers as a final check for employees to query the data if needed and sign off in the designated space when all is in order.

Custom Excel Report

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Code	First Name	Last Name	Team Name	Job Code	Cost Centre	Days Present	Work Hours	5002	5321	Lost	Normal Total	Total
1	BA014	John	Smith	Development			0		0	0		0	0
2	BA018	James	Webber	Support	9	01	2 45		0	0	45	0	0
3	BA051	Reshaad	Patel	Support	9	01	19 45	135.93	2.82	-90.93		135.93	147.25
4	BA103	Amanda	Ngcobo	Development	9	01	15 45	108.88	0.94	-63.88		108.88	109.82
5	BA281	Spha	Xolo	Development	9	01	21 45	128.15	4.73	-83.15		128.15	132.88
6	0	0	0	0	0	0	57	0	372.96	8.49	-192.96	372.96	389.95

E38								
	A	B	C	D	E	F	G	H
1	BA014	5002			0			N
2	BA014	5321			0			N
3	BA014	5323			0			N
4	BA018	5002			0			N
5	BA018	5321			0			N
6	BA018	5323			0			N
7	BA051	5002			45			N
8	BA051	5321			93.75			N
9	BA051	5323			8.5			N
10	BA103	5002			45			N
11	BA103	5321			64.82			N
12	BA103	5323			0			N
13	BA281	5002			45			N
14	BA281	5321			87.88			N
15	BA281	5323			0			N
16								

Beyond Attendance can support multiple custom Excel reports that customers request.

The platform also supports exporting of data into all major payroll systems.

The top image is an example of a wage summary report used by payroll staff to ensure all is in order before final processing while the bottom image is an example of data being exported to Sage Pastel Payroll.

Start End Roster

BA Admin
Start End Roster

All People

Period 04/11/2019 - 10/11/2019

Code	Name	Team	Division	Room Number	Student nNumber	No of Student	Date	Day	First Scan	Last Scan	Hours	Valid	Leave	Off
BA018	James Webber	Support	Shift A	45	13.33	9	04/11/2019	Monday			0	✓	✗	✗
							05/11/2019	Tuesday			0	✓	✗	✗
							06/11/2019	Wednesday			0	✓	✗	✗
							07/11/2019	Thursday			0	✓	✗	✗
							08/11/2019	Friday	13:09	13:09	0	✗	✗	✗
							09/11/2019	Saturday	18:17	18:17	0	✓	✗	✓
							10/11/2019	Sunday			0	✓	✗	✓
BA281	Spha Xolo	Development	Shift A	45	17.98	9	04/11/2019	Monday	07:02	10:34	3.53	✓	✗	✗
							05/11/2019	Tuesday	07:23	16:01	8.14	✓	✗	✗
							06/11/2019	Wednesday	07:26	16:18	8.36	✓	✗	✗
							07/11/2019	Thursday	07:33	13:09	5.59	✓	✗	✗
							08/11/2019	Friday	07:44	12:21	4.62	✓	✗	✗
							09/11/2019	Saturday			0	✓	✗	✓
							10/11/2019	Sunday			0	✓	✗	✓

The Start End Roster is commonly used for daily checking by team and division heads. The report shows a summarised breakdown per day, per employee of scanning activity.

This report is especially user friendly thanks to the graphic interface which makes detecting problematic days incredibly fast and accurate.

Employees assigned to an Off Day or those currently on leave are also displayed to ensure queries are not raised in error.

Day Summary Report

BA Admin

All People

Day Summary

Period 04/11/2019 - 10/11/2019

Code	Name	Team	Date	Day	Transactions	Night Work	Work Day	Valid
BA103	Amanda Ngcobo	Development	04/11/2019	Monday	4	✗	NS6-6	✓
			05/11/2019	Tuesday	5	✗	NS6-6	✓
			06/11/2019	Wednesday	0	✗	NS6-6	✓
			07/11/2019	Thursday	18	✗	NS6-6	✓
			08/11/2019	Friday	6	✗	NS6-6	✓
BA051	Reshaad Patel	Support	04/11/2019	Monday	5	✗	Mon - Fri 08:00 - 16:30	✓
			05/11/2019	Tuesday	3	✗	Mon - Fri 08:00 - 16:30	✓
			06/11/2019	Wednesday	4	✗	Mon - Fri 08:00 - 16:30	✓
			07/11/2019	Thursday	6	✗	Mon - Fri 08:00 - 16:30	✓
			10/11/2019	Sunday	0	✗		✓
BA018	James Webber	Support	07/11/2019	Thursday	0	✗	Mon - Thurs 08:00 - 17:00	✓
			08/11/2019	Friday	1	✗	Friday 08:00 - 16:00	✗
			09/11/2019	Saturday	0	✗		✓
BA281	Spha Xolo	Development	04/11/2019	Monday	6	✗	NS6-6	✓
			05/11/2019	Tuesday	12	✗	NS6-6	✓
			06/11/2019	Wednesday	18	✗	NS6-6	✓
			07/11/2019	Thursday	14	✗	NS6-6	✓
			08/11/2019	Friday	8	✗	NS6-6	✓
			10/11/2019	Sunday	0	✗	Sat - Sun 07:00 - 17:00	✓

The Day Summary Report is primarily used to ascertain if days are valid or not. In other words, have employees forgotten to scan at any point.

The user friendly graphic interface is again used to allow for rapid reading and interpretation of the data.

Work day data is also displayed to ensure the correct shifts have been assigned to the employees.

Morning Roster Report

BA Admin

All People

Morning Roster

Period 01/11/2019 - 01/11/2019

Code	Name	Team	Division	Night Work	Present	Leave	First Scan
BA014	John Smith	Development		✗	✗	✗	
BA018	James Webber	Support	Shift A	✗	✗	✓	
BA103	Amanda Ngcobo	Development	Maintenance	✗	✓	✗	07:22
BA051	Reshaad Patel	Support	Maintenance	✗	✓	✗	07:57
BA281	Spha Xolo	Development	Shift A	✗	✓	✗	07:27

The Morning Roster Report is commonly used in conjunction with the Beyond Attendance Automated Reports feature.

This enables a copy of the report to be sent to a select group of users at certain time on set days of the week.

This report is utilised to ascertain which employees may not have reported for duty and allows managers to take the appropriate steps to deal with the matter.



Leave Reports

BA Admin

All People

Leave

Period 16/12/2019 - 22/12/2019

Code	Name	Date	Day	Type	Description	Paid	Half Day	Hours
BA103	Amanda Ngcobo	16/12/2019	Monday	Public Holiday	Day of Reconciliation	✓	✗	8.5
		18/12/2019	Wednesday	Annual	Kenna Check up	✓	✗	8.5
BA051	Reshaad Patel	16/12/2019	Monday	Public Holiday	Day of Reconciliation	✓	✗	8.5
BA018	James Webber	16/12/2019	Monday	Public Holiday	Day of Reconciliation	✓	✗	8.5
BA281	Spha Xolo	16/12/2019	Monday	Public Holiday	Day of Reconciliation	✓	✗	8.5
		17/12/2019	Tuesday	Annual	Leave	✓	✗	8.5

BA Admin

All People

Leave Summary

Period 16/12/2019 - 22/12/2019

Code	Name	Start	End	Type	Description	Paid	Total Days	Effective Days	Hours
BA103	Amanda Ngcobo	16/12/2019	16/12/2019	Public Holiday	Day of Reconciliation	✓	1	1.00	8.5
		18/12/2019	18/12/2019	Annual	Kenna Check up	✓	1	1.00	8.5
BA051	Reshaad Patel	16/12/2019	16/12/2019	Public Holiday	Day of Reconciliation	✓	1	1.00	8.5
BA018	James Webber	16/12/2019	16/12/2019	Public Holiday	Day of Reconciliation	✓	1	1.00	8.5
BA281	Spha Xolo	16/12/2019	16/12/2019	Public Holiday	Day of Reconciliation	✓	1	1.00	8.5
		17/12/2019	17/12/2019	Annual	Leave	✓	1	1.00	8.5

The Leave Report shows a detailed breakdown of any leave captured for employees. It displays the leave type, data and text description of each entry.

The Leave Summary report simply condenses the data found into the Leave report to give a summarised version for easier interpretation.

Exception Report

BA Admin

All People

Exception

Period 01/11/2019 - 30/11/2019

Code	Name	Date	Day	Work Day	Arrive Early	Arrive Late	Leave Early	Leave Late
BA103	Amanda Ngcobo	01/11/2019	Friday	NS6-6	0	0.38	0	0.21
		04/11/2019	Monday	NS6-6	0	0.77	0	0.1
		05/11/2019	Tuesday	NS6-6	0	0.57	0	0.02
		07/11/2019	Thursday	NS6-6	0	0.64	0	0.11
		08/11/2019	Friday	NS6-6	0	0.48	0.09	0
		18/11/2019	Monday	NS6-6	0	0.72	0	0.12
		19/11/2019	Tuesday	NS6-6	0	0.77	0	0.2
		20/11/2019	Wednesday	NS6-6	0	0.42	0	0.16
		21/11/2019	Thursday	NS6-6	0	0.46	0	0
		22/11/2019	Friday	NS6-6	0	0.54	0.07	0
		25/11/2019	Monday	NS6-6	0	0.65	5.07	0
		26/11/2019	Tuesday	NS6-6	0	0.81	0.01	0
		27/11/2019	Wednesday	NS6-6	0	0.39	0	0.03
		28/11/2019	Thursday	NS6-6	0	0.74	5.29	0
		29/11/2019	Friday	NS6-6	0	0.54	0.22	0
BA051	Reshaad Patel	01/11/2019	Friday	Mon - Fri 08:00 - 16:30	0.04	0	0.8	0
		04/11/2019	Monday	Mon - Fri 08:00 - 16:30	0	0.3	0	0.02
		05/11/2019	Tuesday	Mon - Fri 08:00 - 16:30	0	0.01	0.03	0
		06/11/2019	Wednesday	Mon - Fri 08:00 - 16:30	0	0.27	0.05	0
		13/11/2019	Wednesday	Mon - Fri 08:00 - 16:30	0.4	0	0.1	0
		14/11/2019	Thursday	Mon - Fri 08:00 - 16:30	0.19	0	1.95	0
		15/11/2019	Friday	Mon - Fri 08:00 - 16:30	0.14	0	2.4	0
		18/11/2019	Monday	Mon - Fri 08:00 - 16:30	0	0.69	0	1.17

The Exception Report is used to ascertain which users have been arriving late and leaving early on any given day.

The report however, also includes arriving early and leaving late, a perfect tool to help recognize those star employees that are putting in extra work.

Time Transaction Report

BA Admin

All People

Time Transactions

Period 04/11/2019 - 10/11/2019

Code	Name	Date	Day	Status	Type	Portal	Work Code	Time
BA051	Reshaad Patel	07/11/2019	Thursday	Active	Portal	Head Office		09:32
		07/11/2019	Thursday	Active	Portal	Head Office		09:34
		07/11/2019	Thursday	Active	Portal	Head Office		09:38
		07/11/2019	Thursday	Active	Portal	Head Office		16:34
		07/11/2019	Thursday	Active	Portal	Head Office		16:35
BA018	James Webber	08/11/2019	Friday	Active	Check-in		Meeting	13:09
		Comment: Fmb						
		09/11/2019	Saturday	Active	Check-in			18:17
		Comment: Meeting with Dave re TA						
BA281	Spha Xolo	04/11/2019	Monday	Active	Portal	Head Office		07:02
		04/11/2019	Monday	Active	Portal	Head Office		07:41
		04/11/2019	Monday	Active	Portal	Head Office		08:07
		04/11/2019	Monday	Active	Portal	Head Office		08:21
		04/11/2019	Monday	Active	Portal	Head Office		09:08
		04/11/2019	Monday	Active	Portal	Head Office		10:34
		05/11/2019	Tuesday	Active	Portal	Head Office		07:23
		05/11/2019	Tuesday	Active	Portal	Head Office		07:53
		05/11/2019	Tuesday	Active	Portal	Head Office		07:59
		05/11/2019	Tuesday	Active	Portal	Head Office		08:30
		05/11/2019	Tuesday	Active	Portal	Head Office		08:31
		05/11/2019	Tuesday	Active	Portal	Head Office		08:53
		05/11/2019	Tuesday	Active	Portal	Head Office		08:57
		05/11/2019	Tuesday	Active	Portal	Head Office		09:35
		05/11/2019	Tuesday	Active	Portal	Head Office		11:05
		05/11/2019	Tuesday	Active	Check-in			13:09
		Comment: Hello						

The Time Transaction Report provides the user with scanning data in its rawest form.

Every scan that an employee has will be displayed in the report, grouped by user and then arranged chronologically.

The name of the device that was used to scan is also displayed allowing for a tracing of movement in highly controlled access control environments.

People Report

BA Admin
People

All People

ID	Code	Name	Team	Division	Portal Role	Person Role	Templates
7	BA103	Amanda Ngcobo	Development	Maintenance	Employee	Administrator	6
	Locations: All						
1	BA051	Reshaad Patel	Support	Maintenance	Employee	Administrator	7
	Locations: All						
35	BA014	John Smith	Development		Employee	User	0
	Locations: All						
21	BA018	James Webber	Support	Shift A	Employee	Administrator	0
	Locations: All						
4	BA281	Spha Xolo	Development	Shift A	Employee	Administrator	0
	Locations: All						

The People Report gives a global overview of all users currently active on the system.

Details for all vital fields are displayed such as their Team, Division, Employee Number, number of fingerprints currently registered and the employee role on the software.

Portal Locations are access controlled zones that employees have access to.