



## Bayan Time Keeping Management System



### Introduction

Bayan® Time Keeping Management System gives the establishment the ability to manage employees' attendance, leaves and vacations in an efficient, fast, accurate and smart way.

The system also facilitates importing the required data automatically from time attendance device to the attendance sheet where it can be easy to track employees' attendance, and get the required control over their leaves and vacations in multi-departments, multi-projects and complex environments.

Bayan Time Keeping is integrated with Bayan HR and Payroll Management Systems and can be interfaced to third party HR and Payroll systems, thus data can be easily imported within those systems, which builds an integrated loop that is efficient enough to adjust employees' attendance, absentees, vacations and leaves and manage their effect on employees' payroll payslips.

### Features at a Glance

- Time and Attendance Processing
- Leave Processing
- User-defined Reports and Documents
- Multi-locations
- Multi- departments
- Multi- shifts and projects management

### General Features

- Giving the ability to accept and process transactions with other internal and external systems such as importing the time and attendance data from external files which has a custom format that is defined by the user.
- Accurate Collection of Data.
- Integrated with HR and Payroll Systems.
- Interfaced to any third party time attendance devices.

## Time & Attendance Processing

- Capturing T&A information on work schedule hours worked and leaves taken.
- Capturing information on time, or units of measurement worked to determine gross pay.
- Flexibility to capture and process multiple types of vacations.
- Compliance with statutory and regulatory requirements when processing transactions associated with T&A function.
- Ability to define and approve alternative work schedule for employees on an established duty.
- Collecting actual hours worked and processing it to compute discrepancies that will affect gross pay for each employee.
- Collecting T&A data on a pay period basis.
- Ability to capture T& A data in days, fractions of hours, or other units of measure as required.
- Ability to accept T&A data through various processing modes, e.g. through online interface, or using user defined external interfaces.
- Ability to accept electronic, or other documented approvals from authorized approving officials.
- Posting T&A data for further system processing.
- Generating multiple reports to monitor T&A data.
- Ability to edit T&A data to ensure that the data are complete and accurate.
- Supports the correction of current pay period T&A records, the system also gives the ability to work on a future pay period in addition to the current pay period.
- Definition of any number of shifts to be used in monthly scheduling of employee attendance. Shifts can have a start time and end time with any number of predefined breaks. Shifts can be fixed shifts with fixed start and end times or floating shifts with earliest arrival and latest departure times.
- Overtime calculation based on actual employee attendance compared with employee schedule with the possibility of sending overtime calculation results to the HR system.
- Comprehensive user activity log that documents all employee attendance data changes made with time of change and the user who performed the change.
- Comprehensive user rights system that filters the set of employee that a user can work on and the type of transactions that can be performed i.e. record change, approval and posting.
- Four levels of admin units that allow the creation of any number of projects with the allocation of project manager or time keeper that has the right to work on the attendance records of the project.

## Leave Processing

- Performance of all activities associated with determination of proper leave balances for all types of leave, leave advances, usages and accruals.
- Compliance with statutory and regulatory requirements when processing leave transactions.
- Accrual for each type of leave to which an employee is entitled including partial accruals based on working days.
- Processing leave accruals for special category employees by specifying leave entitlement on employee level.
- Processing leave for each reported leave type at the end of each effective pay period.
- Processing accruals and reported leave before usages are applied to the appropriate available balance.
- Ability to determine rules for the coverage of sick vacations exceeding the entitlement.
- Providing for fiscal year-end, leave year-end and calendar year-end processing in accordance with specific guidelines.
- Ability to modify leave accruals, limits, and balances for employees who change their work schedules.
- Ability to convert leave taken in excess of available balance based upon an established leave priority policy.



## Advanced Technical Specifications

- **Operating System (Client):** Microsoft Windows 7 Enterprise or later
- **Operating System (Server):** Microsoft Windows Server 2012 R2 (64-bit)
- **CPU Architecture:** 32-bit and 64-bit Platforms
- **Database Engine:** Microsoft SQL Server 2012 (64-bit) Standard or Enterprise Edition with Service Pack 2 installed
- **Deployment:** Microsoft .NET Framework 4.5
- **Maintenance:** Automatic Backups to either Local Storage or to External Media
- **Integrity:** On-demand Database Optimizer and Integrity Check Ups
- **Administration:** User-friendly Administrative Panel
- **Reporting Engine:** Exportable Reports to PDF, HTML, DOC, XLS, JPEG, and PNG file formats
- **Localization:** Provides a localized forms and reports in non-English languages such as Arabic

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