

# TEMPLACMS

## INTEGRATED TIME & ATTENDANCE

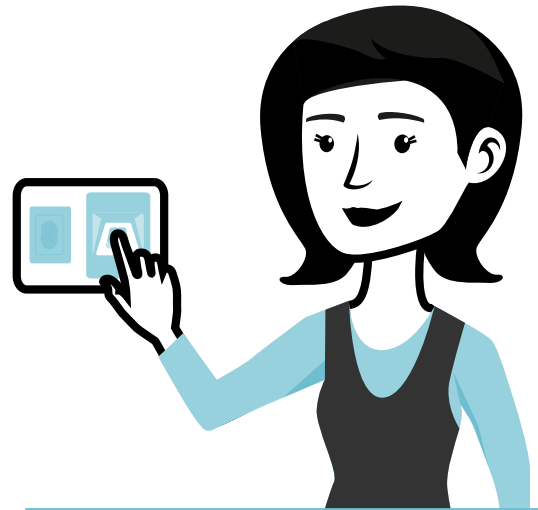
Any recognised  
Time and Attendance System



Flexible deployment  
Roster management  
Staff communication  
Attendance alerts

*Real-time integration to:*

Contract Database  
Roster Planning  
Timesheets  
Payroll Processing



## TEMPLACMS®

**TemplaCMS Integrated Time and Attendance** describes the integration of any compatible front-end Time and Attendance system with TemplaCMS Contract Management Software, complete with its powerful operational, financial and client-facing benefits.

### THE BENEFITS TO YOUR BUSINESS INCLUDE:

- Ensure all cleaners' contracted hours are actually worked
- Monitor more accurately adherence to contracted shift times
- Automate no-show/late show attendance alerts to enable swift response
- Offer duty of care assurance of lone workers for manager action
- Enhance your client relationship with improved operations and transparency

Single point of data entry | Real-time interface | Synchronised databases

# WHICH TIME AND ATTENDANCE SYSTEMS INTEGRATE WITH TEMPLACMS?

Any recognised Time and Attendance system can integrate to TemplaCMS. The front-end system you choose will depend on a number of factors. Do you have multiple staff all working at the same client location, or just one at each? Do your staff travel from site to site to complete tasks for different clients? What level of equipment is your client happy for you to install?

## HOW IT WORKS



### Biometric

Facial or finger-print recognition



### One time password

Operative keys a unique password into a phone key pad



### SIM Phone

Dedicated phone used only for attendance



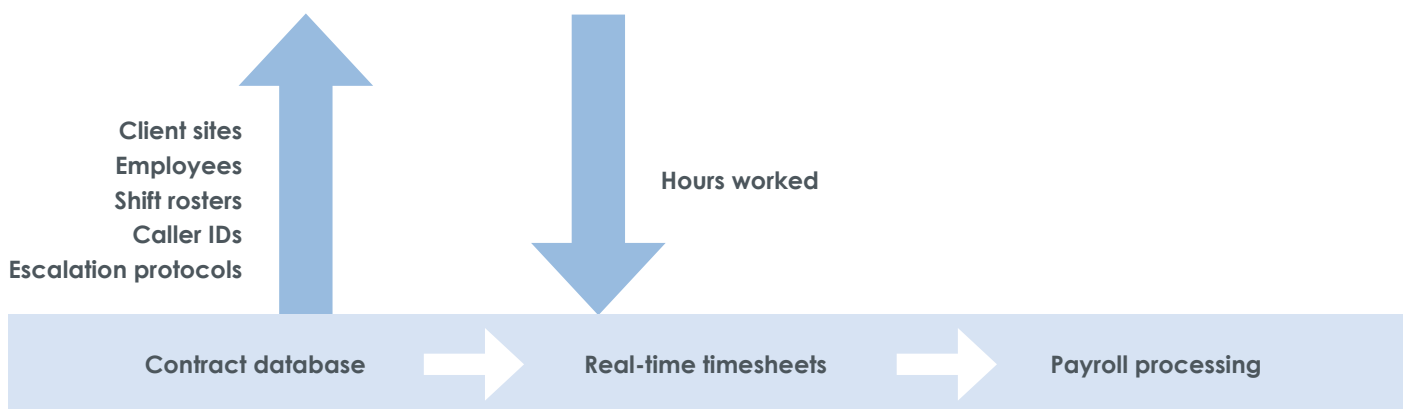
### Mobile App

Software detects operative's phone



### Client phone

Operative dials central number from client phone



## TEMPLACMS®

### Key features and benefits:

- Single point of data entry
- TemplaCMS acts as the 'master' and driver of the 'slave' Time and Attendance software
- The database of client sites, employees, rosters, caller IDs and escalation protocols is all set up in TemplaCMS and then shared seamlessly with the Time and Attendance software
- Both systems' databases remain mirrored at all times
- Data from the Time and Attendance system in the Cloud is delivered in real-time to the TemplaCMS timesheet environment, available to operations managers and payroll staff 24/7
- Alerts are sent automatically, for example no-shows or late attendance
- Reconciliation control is provided for managers between hours worked and contracted hours on the timesheet
- Option available to apply worked hours variances automatically
- Short hours may have absence applied and unnecessary or unauthorised overtime can be capped, both helpful tools in controlling budgets and saving wages
- Cover staff are automatically added to timesheets