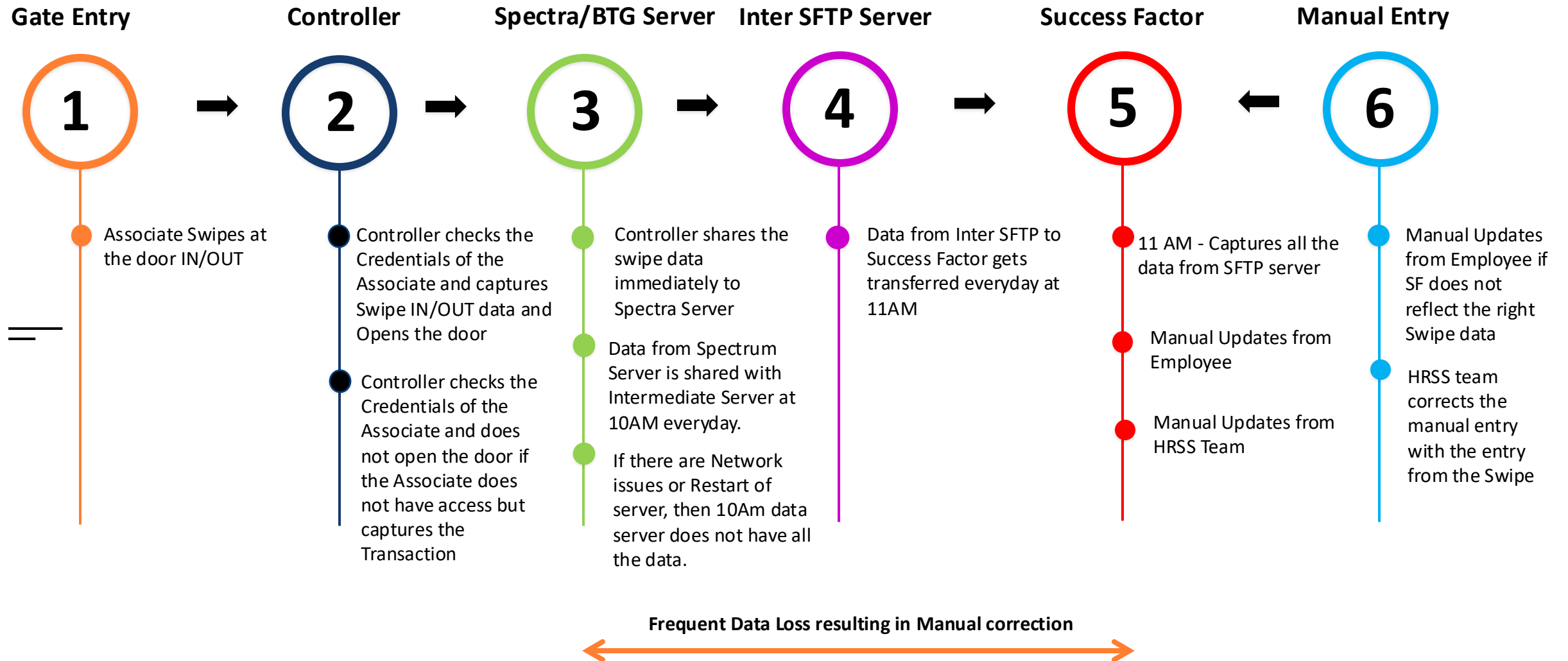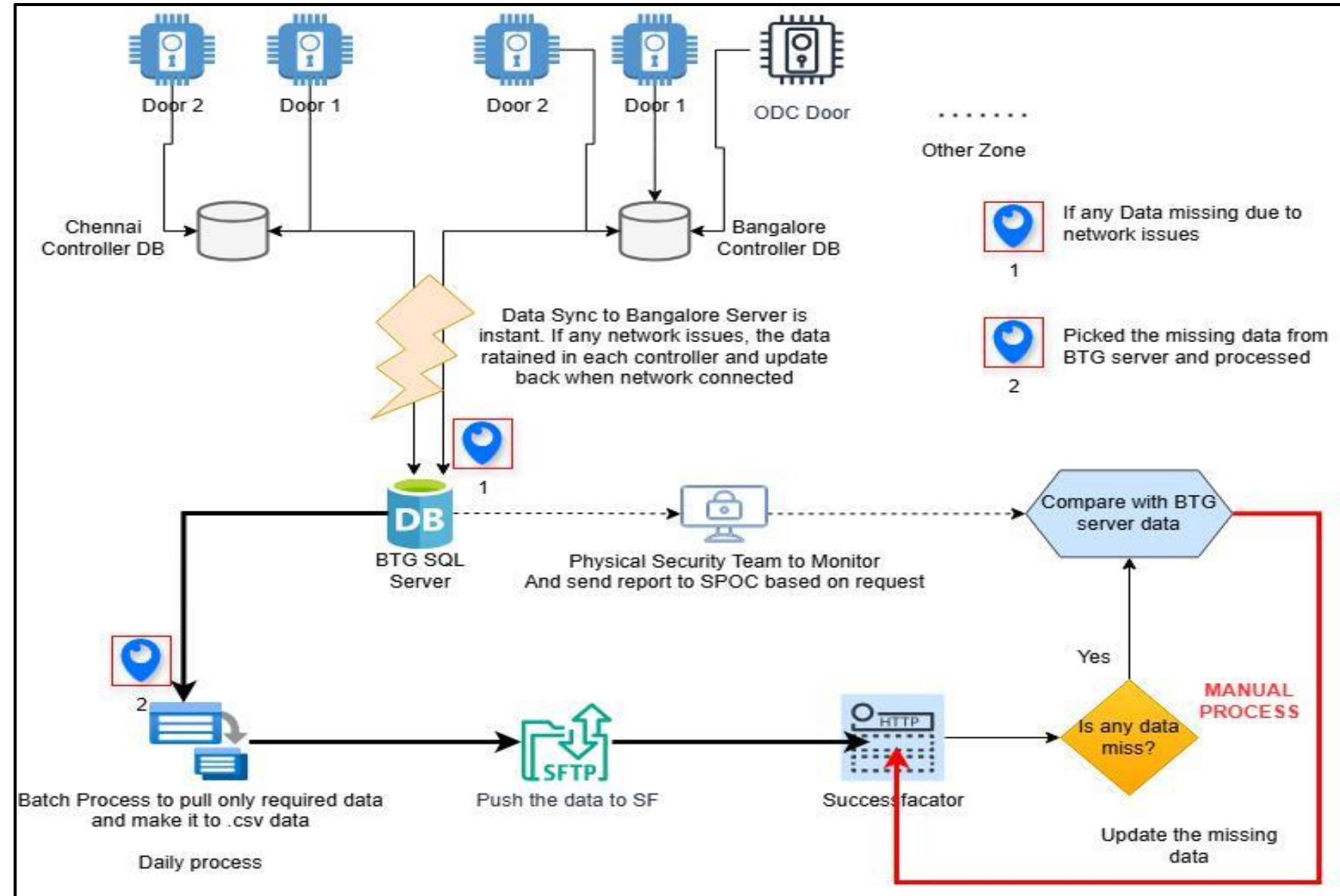Enterprise Transformation Office and Corporate IT
- Access Card AS IS process
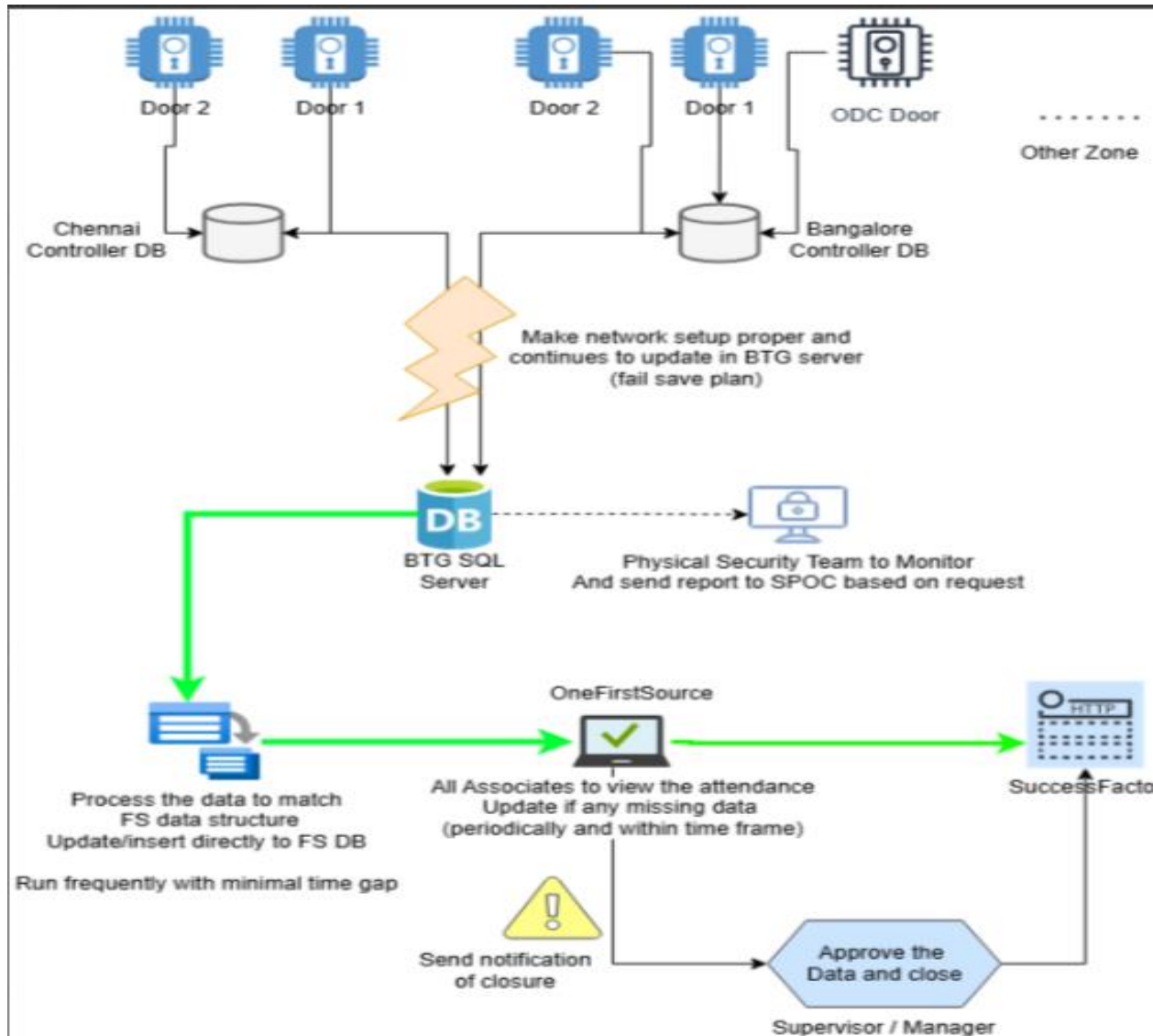
Access Card Process – Current Flow and Issues

Gate Entry

1

Associate Swipes at the door IN/OUT

Controller

2

Controller checks the Credentials of the Associate and captures Swipe IN/OUT data and Opens the door

Controller checks the Credentials of the Associate and does not open the door if the Associate does not have access but captures the Transaction

Spectra/BTG Server

3

Controller shares the swipe data immediately to Spectra Server

Data from Spectrum Server is shared with Intermediate Server at 10AM everyday.

If there are Network issues or Restart of server, then 10Am data server does not have all the data.

Inter SFTP Server

4

Data from Inter SFTP to Success Factor gets transferred everyday at 11AM

Success Factor

5

11 AM - Captures all the data from SFTP server

Manual Updates from Employee

Manual Updates from HRSS Team

Manual Entry

6

Manual Updates from Employee if SF does not reflect the right Swipe data

HRSS team corrects the manual entry with the entry from the Swipe

Frequent Data Loss resulting in Manual correction

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Access card process – As Is

Access card process – To Be

Benefits:

- Employee salary will be paid on time (Payroll process accuracy)*

- Real time data view for all associates in SF*

- Efficient Time Tracking : Reduces administrative time spent on attendance tracking, payroll processing, and auditing.

Associates to follow

- Access: Associated is expected to check/monitor the IN/OUT details in SF on a daily basis and for any corrections OneFS will be the option to update/top up the total hrs.

- Security process: Ensures only authorized employees can access OneFS

- All associates should follow the compliance process of TS submission (Before Payroll cut individual hrs needs to be updated in One FS)

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