Time and Attendance System

Introduction

Project code: FUTAS

Document code : Capstone Project Introduction

Hà Nội, January, 2013

Record of change

\*A: Added , M : Modified, D : Deleted

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| --- | --- | --- | --- | --- |
| Effective Date | Changed Items | A, M, D | Change Description | New Version |
| 9th January, 2013 | Create new | A | First Created | 1.0 |
| 11th January, 2013 | Review | M | Reviewed by Mr.TungPT | 1.0 |
| 12th January, 2013 | Update | M | Update content | 1.1 |
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Signature Page

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1. Project charter

**Project title**: Time and Attendance System

**Project start date** : January,7,2013 **Project finish date**: April, 27,2013

**Budget information** : $1,100

**Project manager** : VietTM,Phone:0973400809,Email:viettm01402@fpt.edu.vn

**Project objective** : developing a system to record when employees start and stop work at the department where the work is performed. The system store realistic productivity of each employee so that the companies are able to make payroll exactly.

**Roles and Responsibilities**

|  |  |  |
| --- | --- | --- |
| Role | Name | Contact Information |
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1. Overview of existing system

**Definition**: Time and attendance systems make tracking and organizing the work hours of employees simple and straightforward. Indeed, these ‘clocking-in’ system can provide companies with the twin benefits of reducing their administration process and inspiring greater employee confidence in the accuracy of their salaries. In addition to theses benefits, investing in an attendance recording system can also help to streamline a business by indirectly increasing productivity and decreasing cost

**How it works**: Employees use a time and attendance system to clock-in and out of work whenever they start or finish a shift. This is done by swiping a unique ID which may come in the form of a barcode, magnetic stripe or pin code through a time recording device (a heading reader). Proximity cards can also be used, as these allow employees to clock in or out by waving the card near the reader instead of swiping it through

**Type of system**: the type of attendance recording system a company chooses to purchase will depend largely upon the requirements of their own particular business. Fortunately, there are many different solutions available to suit all needs and circumstances. As well as traditional stand-alone time recorders, there are also more comprehensive solutions available which are fully compatible with HT, payroll and access control system. Indeed, sometime recording systems can cater for personal schedules, such as overtime, holidays and sick days, as well as gauge instances of lateness or absence. Even more complex system can allow companies to carry out management activities such as worker scheduling, productivity, estimating and labour forecasting. In fact, there are some systems that can even provide detailed information regarding individual work tasks or projects performed each day.

1. SWOT analysis

**1.Strengths**

-Help employer to track employees status (attendance, absent, late, sick …)

-Detail working hours of employees has been recorded

-Increase security

-Protect company from payroll fraud

**2.Weaknesses**

-Employees had card scanned by another employee

-Employees come in or come out without scan card

**3.Opportunities**

-Replace paper timekeeping

-Make the confidence between employees and employer increase

**4.Threats**

-Many providers

-Hard to implement in VietNam government department

IV. Improvement and benefits of expected system

**Manage work shifts**

-Setup and divide work shift

-manage work overtime

**Manage employees**

-Insert, delete, update employees information

- Insert, delete, update group information

**Manage absenteeism**

-Manage normal absenteeism

-Mange abnormal absenteeism

**Timekeeping, payroll**

-Connect to reading head, automatic update data into server

-Automatic payroll process

-Handle with night shifts

-Automatic calculate diligent money

**Sum & Report**

**-**Dump sum table

-Support timekeeping report management, individual attendance…

1. References

http://en.wikipedia.org/wiki/Time\_and\_attendance