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|  | **MINISTRY OF EDUCATION AND TRAINING** |

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| **FPT UNIVERSITY** |

Time and Attendance System

Introduction

Project code: FUTAS

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Hà Nội, January, 2013

Record of change

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

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| 11th January, 2013 | Review | M | Reviewed by Mr.TungPT | 1.0 |
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Table of content

**I. Initial idea of TAS Project………………………………………………5**

**II. Project Charter …………………………………………………………6**

**III. Overview of existing systems ……………………………………..........7**

**IV. SWOT analysis ………………………………………………………….9**

**V. Improvement and benefits of expected system…………………........10**

**VI. References ……………………………………………………………..11**

I. Initial idea of TAS project

Nowadays, with the development of economic, the salary of employees is rising. But the employees ’s worked hours are difficult to collect. Overpayment may be made and there can be a lot of money wasted. This is time to build a time and attendance system to calculate accurate employees ‘s performance and reduce the work involved in preparing hours for payroll

Compare with timekeeping manual using paper, time & attendance system has a lot of advantage :

+Save money and time of employers

+Accurate

+Fair

+Enhance consciousness of employees

+Increase productivity

II. Project charter

**Project title**: Time and Attendance System

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

**Budget information** :

**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**

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III.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 HR, 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.

**Examples:**

-Time Management System in Fsoft: support task involved in absenteeism, be on leave, absence without salary, sick, go to work lately , leave early…Daily card scanned information is integrated with Time Management System. The system will define the leave days of employees without application or employees have application be on leave but still have scanned card information. Based on data saved in the system. Employees are able to manage, check out holidays, holidays left in the current year

-TAS-ERP Garment :

+Manage system parameter: allow users self define payroll parameter suitable with their own company

+Manage basic personnel information: Name, Position, Sex, Age, Address …

+Manage work shifts: allow register many work shifts directly in the system

+Load data & automatic calculation: load data from reading head, put into database and calculate work hours of employees

+Manage work hours of employees : allow administrators view, modified data in order to suitable with holiday registered of each employees and generate last result is daily work hours table.

IV.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

VI. 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…

VI. References

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