**Business and Technical English Writing (ENG201)**

**Q: Consider yourself working as a web-developer in a company called *NextGen* and youwant to propose initiating Biometric Attendance system for all the employees. Write a brief proposal to your General Manager using the following superstructure:**

* **Introduction**
* **Problem**
* **Solution**
* **Costs**

**ANSWER**

The suggested resolution for the issue of tracking attendance is the adoption of a Biometric Attendance System. This system will employ distinct physical attributes, such as fingerprints or facial recognition, to precisely verify and document employee attendance. Through the utilization of biometric data, we can effectively eradicate problems like as buddy punching and time theft, as the attendance of each employee will be closely associated with their distinct biometric data.

The Biometric Attendance System will consist of the following components:

**Biometric scanners:**

The installation of these devices at strategic entry and exit locations throughout the office will enable employees to conveniently record their attendance by clocking in and out.

**Software platform:**

An integrated software platform will be utilized to oversee and preserve attendance data, offering immediate insights and reporting functionalities.

Integration with existing systems:

The integration of the Biometric Attendance System with our current HR and payroll systems will guarantee precise and effective data transfer.

**Costs:**

**The estimated cost for the implementation of the Biometric Attendance System is as follows:**

Biometric scanners: $10,000

Software platform: $5,000 (annual subscription)

Integration with existing systems: $2,000

Installation and configuration: $3,000

Training and support: $1,000

Total estimated cost: $21,000

Although the initial cost of implementing the Biometric Attendance System may appear expensive, the long-term advantages and financial savings will surpass the upfront expenses. Through the mitigation of time theft and the enhancement of attendance accuracy, we can anticipate a substantial decrease in labor expenses, together with heightened productivity and employee responsibility.

**Ultimately,** the adoption of a Biometric Attendance System will offer a reliable, precise, and effective resolution to our issue of monitoring attendance. The projected expenditure of $21,000 may appear substantial, but the enduring advantages and financial savings render this a valuable investment for our organization. I highly advocate for proceeding with the adoption of this system to enhance our attendance tracking procedures and guarantee the precision and effectiveness of our payroll and HR systems.

**Final Answer:**

The suggested resolution for the issue of attendance monitoring is the adoption of a Biometric Attendance System, which is projected to have a cost of $21,000. This system will offer a secure, precise, and effective resolution to our attendance monitoring issue, with long-term advantages and cost reductions beyond the initial expenses.