# OnTime

## Enterprise Time & Attendance Management System

**By Flora Technology**

## Streamline Your Workforce Management

OnTime is a comprehensive web-based attendance management platform designed to meet the needs of medium to large organizations. It automates employee time tracking, attendance analytics, shift scheduling, and policy enforcement—integrating seamlessly with biometric devices and HRMS systems.

### Key Benefits

* Eliminate Manual Errors - Automated time tracking with biometric integration
* Real-time Insights - Live dashboards and analytics for better decision making
* Policy Compliance - Automated violation detection and policy enforcement
* Seamless Integration - Works with existing HR systems and biometric devices

# What is OnTime?

OnTime transforms traditional attendance management through intelligent automation and real-time analytics. Built for organizations that need accurate time tracking, comprehensive reporting, and streamlined approval workflows.

### Target Audience

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| --- | --- |
| **Role** | **Benefits** |
| HR Administrators | Complete workforce management control |
| Department Managers | Team performance insights and approval workflows |
| Employees | Simple time tracking and request submission |
| Payroll Teams | Accurate data for payroll processing |

### Core Value

* 30-40% reduction in administrative time
* 99.9% accuracy in time tracking
* Real-time visibility into workforce status
* Automated compliance with labor regulations

# Core Features Overview

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| --- | --- |
| **Feature Category** | **Key Capabilities** |
| Time Tracking | Accurate punch-in/punch-out records (web, mobile, biometric) |
| Location Monitoring | Capture punch location via device and GPS coordinates |
| Violation Detection | Auto-detect late arrivals, early exits, absences, missing punches |
| Shift Scheduling | Fixed, flexible, double shifts with auto/manual assignment |
| E-Rostering Engine | Intelligent auto-scheduling with pattern-based roster generation |
| Approval Workflows | Multi-level approvals for leave, overtime, remote work, permissions |
| Analytics & Reports | Detailed dashboards, team analytics, violation trends, exportable reports |
| Notification Engine | Customizable alerts for absences, late arrivals, and other events |
| Policy Management | Tailored attendance, leave, permission, overtime policies |
| Device Integration | Supports multiple locations, devices, and geo-fenced zones |
| User Management | Role-based access control, delegation, audit logs |

# E-Rostering Engine - Intelligent Auto Scheduling

The E-Rostering Engine transforms workforce planning through intelligent pattern-based roster generation. This advanced module optimizes employee scheduling by aligning staff availability with operational requirements while maintaining flexibility for real-time adjustments.

### Smart Scheduling Process

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| --- | --- | --- |
| Step | Process | Description |
| 1 | Create Requirement Pattern | Define facility, section, department, and complexity levels |
| 2 | Plan Resource Requirements | Map employees, backup positions, and special role requirements |
| 3 | Auto-Generate Roster | System creates optimized schedules using intelligent filters |
| 4 | Manual Adjustments | Fine-tune rosters with intuitive drag-and-drop functionality |

### Key E-Rostering Features

* Pattern-Based Generation - Reusable scheduling templates for consistent planning
* Complexity Levels - Weekly (Low), Monthly (Medium/High) scheduling options
* Resource Mapping - Employee allocation with backup positioning
* Auto-Scheduling - Intelligent filtering by facility, department, section, and time
* Drag-and-Drop Interface - Real-time roster adjustments with visual calendar
* Special Requirements - Driver assignments and specialized role scheduling

# Analytics & Dashboards

### Today's Tracker

* Real-time presence monitoring
* Late arrival notifications
* Remote worker status
* Shift coverage overview

### Team Analytics

* Department scorecards with key metrics
* Monthly summaries and trends
* Shift-wise status tracking
* Performance comparisons

### Trends & Insights

* Violation statistics with visual charts
* Worked hours analysis
* Permission patterns tracking
* Attendance trends over time

### Calendar View

* Visual punch-in/out records
* Shift allocation across months
* Leave and permission overview
* Holiday and special period tracking

# System Modules

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| --- | --- |
| **Module** | **Components** |
| Analytics | Employee View, Team View, Trends, Year Summary |
| Attendance Settings | Shifts, Timetables, Grace Periods, Punch Rules |
| Employee Management | Profile Setup, Policy Assignment, Reporting Manager, Delegations |
| Policy Engine | Leave, Permission, Overtime, Remote Work, Nursing Hours |
| E-Rostering Engine | Resource Planning, Auto Rostering, Pattern Management, Approval Process |
| Requests & Approvals | Streamlined workflows with multi-level approval flows |
| Device Management | Device registration, location setup, geo-fencing |
| Organization Settings | Units, Departments, Grades, Positions |
| Reporting | Attendance Summary, Tardiness, Absence, Overtime, Violations |
| Support Tools | Audit Logs, Payroll Cutoffs, App Settings, Translations |

### Integration Capabilities

* Oracle HRMS integration for employee data sync
* Active Directory/LDAP for single sign-on
* Third-party systems via REST APIs
* Biometric devices from multiple manufacturers

# Workflow & Approvals

### Request Types

* Leave Requests - Annual, sick, emergency, custom leave types
* Permission Requests - Short-term absences and schedule adjustments
* Overtime Requests - Additional working hours with automatic calculations
* Remote Work - Work-from-home and location flexibility
* Attendance Adjustments - Corrections for missed punches or errors
* Nursing Hours - Accommodations for nursing mothers

### Multi-Level Approval Process

1. Employee submits request through web or mobile

2. Manager reviews and approves/rejects with comments

3. HR approval for policy compliance (if required)

4. System updates automatically with audit trail

### Policy Management

* Customizable policies for different employee groups
* Automated enforcement of attendance rules
* Violation tracking with corrective action workflows
* Notification rules for stakeholders

# Technical Specifications

### System Requirements

* Web-based platform - No client installation required
* Browser support - Chrome, Edge, Internet Explorer
* Mobile compatibility - iOS and Android apps available
* Database - Supports major enterprise databases

### Security Features

* Role-based access control with granular permissions
* LDAP/Active Directory integration
* Data encryption in transit and at rest
* Audit trails for all system activities
* Backup and recovery procedures

### Integration Options

* REST APIs for third-party integrations
* Oracle HRMS pre-built connector
* Biometric device drivers included
* Payroll system export capabilities

### Deployment Options

* Cloud deployment with automatic scaling
* On-premise installation for data control
* Hybrid solutions available
* Multi-tenant architecture support

# Device & Access Methods

### Biometric Devices

* Fingerprint scanners for secure authentication
* Facial recognition systems
* Card readers for backup access
* Multi-modal devices supporting multiple methods

### Web Application

* Universal browser access from any device
* Responsive design for desktop and mobile
* Real-time updates and notifications
* Offline capability for critical functions

### Mobile Access

* Native mobile apps for iOS and Android
* GPS location verification
* Push notifications for important updates
* Offline punch capability with sync

### Location Setup

* Multiple locations support
* Geo-fencing for location verification
* GPS coordinates tracking
* Zone-based access control

# Implementation & Support

### Deployment Process

1. Requirements Analysis - Understanding your specific needs

2. System Configuration - Setting up policies and workflows

3. Data Migration - Importing existing employee data

4. Device Installation - Setting up biometric devices

5. User Training - Comprehensive training for all users

6. Go-Live Support - Ensuring smooth transition

### Training & Support

* Administrator training for system configuration
* Manager training for approval workflows
* End-user training for daily operations
* 24/7 technical support via phone and email
* Online documentation and video tutorials

## Flora Technology

*Your Partner in Workforce Management Solutions*

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**Ready to see OnTime in action?**

Contact Flora Technology today to schedule your personalized demonstration and discover how OnTime can transform your workforce management.

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