

# Enterprise Hardware



**WinTA Enterprise** can use either the **T8440** or **T25xx Clocking Stations**. Both of these stations offer clear, illuminated displays which make it easy to confirm clockings, check *flexi-time* hours or make *Job Booking* transactions.

*Clocking in and out* is simple, just hold the badge for a moment near the front of the unit and it reads automatically. Smart card technology reads through non-metallic items, enabling the card to be used while inside a wallet or purse without harming credit cards.

As there is no physical contact between the card and reader, neither will become worn out by continuous use, unlike swipe readers. This also gives the advantage that dust and residue picked up from the working environment presents no risk of clogging the reader. The cards' passive electronics mean that they do not require batteries and have a theoretical infinite life. The cards have a durable wipe clean plastic shell and are available in white or blue. Blue cards are specifically intended for high visibility use where shop-floor hygiene is of great importance. Tensor clocking stations can be connected to your computer system by:

- ♦ RS232 connection to your pc's standard serial port
- ♦ A dial up connection via modems
- ♦ A connection to your existing Ethernet structure

## Pay Roll Link



**WinTA Enterprise** allows you to create export files containing payroll information. This information will then be available for importing into your payroll system. What details are transferred and their specific format are fully configurable within the system. A specialised interface module has been developed for users of Sage Payroll. For other payroll systems, check with your payroll supplier to find out what can be imported by your system.

## Reports Generated



The built in report generator makes it simple to get the information you need from the system.

A range of output styles let you export to web-pages, spreadsheets or as simple text files. Web Page output gives

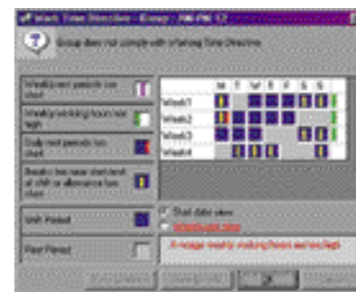
professional reports that can be easily viewed and printed from any system (PC, Mac, Linux etc) with an internet browser.

Reports may be configured to be automatically generated, either as a printout or a file. In this way reports may easily be used to produce dynamic web content for a company intranet.

### Standard reports include:

- ♦ **Weekly clock card**
- ♦ **Payroll Summary**
- ♦ **Absence Summary**
- ♦ **Holiday Entitlement**
- ♦ **Exceptions**
- ♦ **Job Booking**
- ♦ **Working Time Directive Compliance**

With a click of a button WinTA Enterprise reports may be generated as a customised web page that integrates perfectly with a company Intranet.



## Working Time Directive

**WinTA Enterprise** provides an extensive range of *Working Time Directive* checking and reporting features, from initial analysis of your *working rules* to detailed reports on actual hours worked.

All *working rules* are checked for compliance with the 48-hour week, breaks, daily and weekly rest periods.

Graphical summaries make it easy to see any areas of non-compliance. Historical reports can be produced showing average working hours over any date range, highlighting any staff exceeding the working time directive guidelines. View any employees not taking their rest entitlement and also show any night workers health assessments due or missed.

The *Working Time Directive* has provisions for agreements between the Employee and Employer to opt out of specific rules. To make sure this is taken into account when reporting, Workforce Agreements can be used at both Departmental and Employee levels to customise the way WinTA Enterprise produces Working Time Directive reports.



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**Package Includes**

- ♦ WinTA Enterprise software installation CD
- ♦ User Manual
- ♦ 2 days system training (optional)
- ♦ 1 year warranty

**Systems requirements**

- ♦ IBM PC, Pentium 266MHz or higher processor
- ♦ Windows™ 98/ME/XP (NTv4 or higher) or 2000
- ♦ Internet Explorer (v5.0 or higher) for web based results
- ♦ 100MB hard disk space for installation
- ♦ 64MB Ram (recommended 128Mb NT/2000/XP)
- ♦ CD-Rom for installation
- ♦ SVGA display running 256 colour minimum
- ♦ 1 free RS232 port for link to Clocking Station

**Installation and Training**

WinTA Enterprise is designed to self-install. Two free training days are provided with the system and additional courses are available.

Microsoft Internet Explorer/Windows™ is a registered trademark of Microsoft™ Corporation



**Tensor's flagship system** is the latest in the **WinTA** range of proven Time & Attendance solutions. WinTA Enterprise is a fully featured system that provides you with total control over *Working Rules*, *Access Control*, *Job Costing*, *System Security* and *EEC Working Time Directive* tools.

**Tensor's Smart Cards** use *Proximity Read* technology so the badge used for clocking does not have to be removed from a wallet or purse. The badge will read through your wallet/purse in 1/4 second (up to 15 times faster than swipe systems **and** more reliable).

**WinTA Enterprise** can be used with either the **T8440** or **T25xx** Range of Tensor Clocking Stations.

**All-In-One** system for unlimited users, up to 2000 employee's on 1clock (T25xx Clock only), to which extra scanners may be attached for Time & Attendance, Access Control, Job Booking and Job Costing

**Fire Roll Call** reporting directly from the clock automatically triggered by Fire Alarm activation

**Extensive** European Working Time Directive Checking and Reporting

**Comprehensive** User-Definable Working Patterns, Rosters, Shifts, Annualised hours and Flexi Patterns

**Reporting** Generator outputs to Web Pages or Text, either manually or automatically. Reports are all user defined

**Powerful** Absence Planner facilities for both individuals and Groups.

**Links to** Tensor Personnel and Tensor Access Products

**Export to Payroll** linking to Sage, Pegasus, Centrefile, Unipay, Moorepay and others

**Standard Explorer™** Style Interface

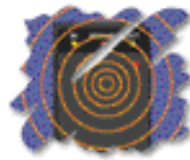
**Help provided** within the application or online at the Support Website, [www.support.tensor.co.uk](http://www.support.tensor.co.uk), or via telephone to our Helpdesk or by modem connection directly to your company.

**Installation** Support and Training

**Multi-lingual** versions available



# Enterprise Software



Based upon the highly successful WinTA package, the WinTA Enterprise software has all the features you would expect from a world leading Time & Attendance suite. A familiar Windows™ interface is used throughout the program, empowering even new users with quick and easy access to information.

WinTA Enterprise is offered with links to Access, MSDE or SQL Server and Oracle databases, and uses a client/server software model allowing resilient multi-user operation, providing excellent performance, even on the busiest network.

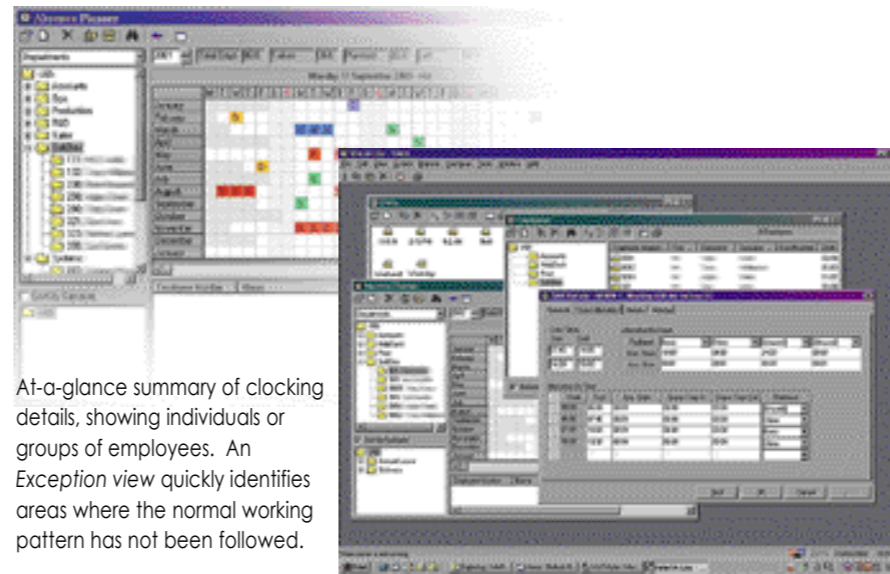
Security profiles and passwords limit users to specific areas of the software and departmental restrictions can be applied to prevent unauthorised browsing of employees outside of a supervisor's responsibility.

A cut down version of WinTA Enterprise is also available from our web site, [www.tensor.co.uk](http://www.tensor.co.uk) in the form of WinTA Lite.

Download a free demonstration copy of the software so you can try it out for yourself. We are certain you'll like it!

WinTA Enterprise holds comprehensive employee details including a photograph if required of each person. View all employees or a single department.

Quickly find the details you need with the ability to re-order any column or perform a surname search at the touch of a button.

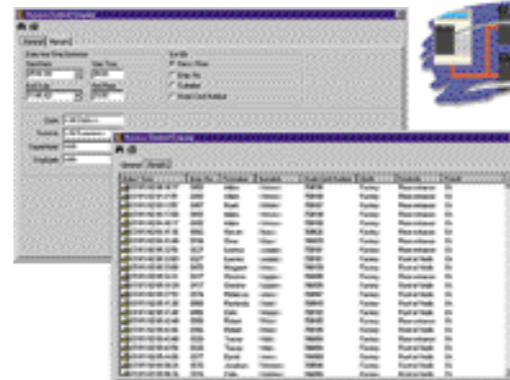


At-a-glance summary of clocking details, showing individuals or groups of employees. An Exception view quickly identifies areas where the normal working pattern has not been followed.

The year-to-view absence planner shows absences for individuals or departments, making it simple to plan training and holiday dates. Choose to view all types of absences, a single absence type or all types with a common category. Absence categories and types are fully user-definable.

Up to 9 reason codes may also be stored in the clocking station. These allow clocking out for configurable reasons such as *Dentist*, *Business* or *Smoking Break*.

## Access Control



Doors, turnstiles, barriers and other entry systems may all be connected to scanners attached to a T25xx clocking station. WinTA Enterprise allows patterns to be set up that change scanner security levels at predetermined times throughout the day.

The security level may be zero (physically unlocked) or 1-98 (only unlocked to users who meet the security level and have the

scanner included in their pattern). Special patterns may be used for public holidays or factory shutdowns. In this way, extremely complex security may be configured for an entire site.

## Job Costing & Labour Hours Analysis



WinTA Enterprise can store information on up to 1000 Production or Department Jobs.

With the simple use of a Smart Card and input device (keypad, barcode scanner etc),

employees book time against jobs to produce a fully costed analysis and breakdown

of time spend on each one and will automatically suspend those jobs when the employee clocks out. Reports show Jobs that are over budget or for those Jobs approaching their budget limit. This information can also be exported in spreadsheet format.



## Calculate clocked hours

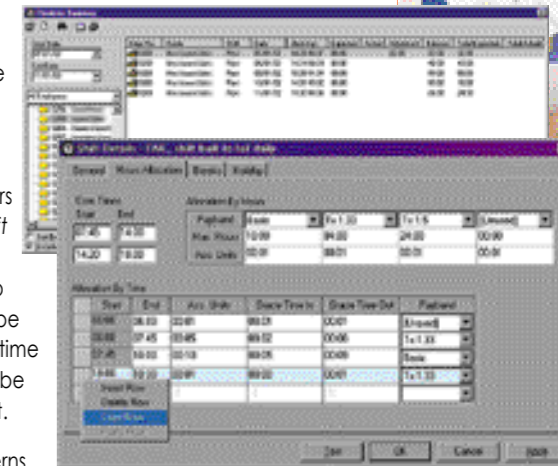
### Working Rules



With WinTA Enterprise you can create working rules that enables the system to automatically calculate the hours employees have worked. Daily shift rules determine when overtime is being worked or when lateness is to be penalised. Unpaid breaks can be inserted without the need for lunchtime clocking. Likewise employees can be autoclocked out should they forget.

Daily shifts are combined into patterns. These patterns are then used to predict the expected hours a person is due to work in the future. For companies that work varying hours, but not in any regular pattern, WinTA Enterprise has an auto select facility to choose the best fit shift.

The working rules procedures accommodate fixed, flexitime and annualised hours methods of hours calculations.



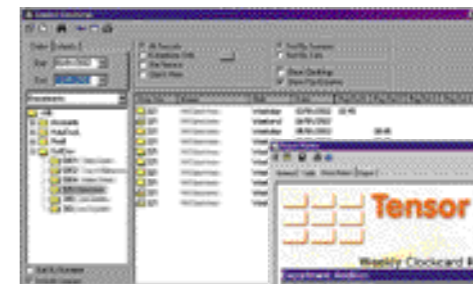
### Additional Features



Tensor provide Time & Attendance systems for many different types of organisations. For this reason there are numerous extra features that are optional in use.

**Auto clockouts** - enables the system to automatically clock an employee out at a certain time.

**Shift Swapping** - employees may have their shift for a particular day changed in advance.



**Annualised hours** - keep track of time worked throughout the year.

**Secondary paybands** - this mechanism allows certain paybands to pay into others, either on a 1:1 basis or by using a multiplier (eg. 3 hours overtime may be worth 6 hours of basic pay).

**Shift premiums** - this feature allows complex payment schemes to be used, based on factors such as the time of working or the grade of employee.

**Auto Selection** - allows the system to choose which shift to allocate when an employee clocks in.

**Redeployment Planner** - the Redeployment facility enables you to monitor the manning levels of labour critical processes. Manning shortfalls are graphically highlighted on a calendar viewer. Employees can then be redeployed to replace absent individuals by a simple click of the mouse. Redeployment takes into account specialist employee skills when adjusting manning levels