EMIR
Electro-Mechanical Information Resource

Time and Attendance [T&A]

The EMIR T&A extension allows you to capture the entry and exit times of your staff along with the actual 'live-time' recording onto jobs within your workshop.

The Time and Attendance extension has many useful features to help deliver real benefits to your business:

All entries are created by simply scanning the appropriate barcodes, so no typing or mouse use is necessary.

Entry/Exit System

The entry/exit system part of the application requires the user to swipe their user barcode badge at the entry/exit points of the works. The first scan is entry and then each subsequent scan toggles between exit and re-entry. Each transaction is printed to an attendance sheet, so at any time, a list is available of who is in and out of the building. This list can be taken in the event of an evacuation of the building to provide a record of those still on site. There is also an Entry Viewer that shows the current status of each employee as to whether they are in/out of the building.

Live Time Recording [LTR]

The LTR function is simple in its use, as 3 scans at most are needed to record any activity, but can be configured to handle complexities of shift patterns, regular breaks, lunch periods, and bank holidays. It automatically knows whether an employee is working at time, time and a half or double time, etc.

Engineers are only allowed to log onto suitable 'work in progress' jobs and can record their time and current operation by 3 simple scans:-

- **Their username badge**
- **The job number barcode**
- **The operation being undertaken**

Simply by repeating the scanning process when the operation or job changes or the end of the day is reached, will result in EMIR recording completed entries into the EMIR Timesheet system. Manual update of times is therefore possible by amending the timesheet for the employee concerned.

The LTR means that managers can track the progress on a job in real time, and can also plan times for operations and jobs and then compare them to the actual times taken.

Equipment and Barcode Labels

The barcodes required can be easily and inexpensively produced and terminals can be shared by cells of engineers, so the cost of implementation is low. Barcode scanners are required, and the T&A application runs on a windows-based PC.

> " The main objective of the live time management system is to support the development of a performance driven culture by improving efficiency and workforce management systems, minimising human errors when recording time on jobs, enabling invoicing on delivery date and reducing admin time spent on labour recording. The EMIR T&A system is an invaluable tool that helps us to achieve all these objectives. "

Mr Michael Mitten, CEO
Houghton International, Tyne and Wear

- Instant 'live-time' picture of who is on and off your premises along with a constantly updating printout that can be torn off and taken in the event of an emergency.

- No need for a keyboard or mouse in any operations. Everything is achieved by scanning barcodes. Easy to use and no effort to train staff in its use!

- Get an instant picture from your desktop of who is in/out by using the Entry Management Viewer.

- See how jobs are progressing in real time as job costing is updated at the completion of each operation, job or working day. This will ensure you know the true picture of your workload.

- You can schedule breaks in the working day, so that staff do not have to do any transactions to stop for lunch etc. The T&A system will automatically stop the current operation and restart it after the scheduled break is completed.

- You can create shifts against employees so the T&A system can record the appropriate time class against each entry. This will ensure that over-time is recorded and charged correctly.

- You can set-up bank holidays, or other public holidays, so that entries recorded that day are done so at the appropriate rates.

- Plan and analyse operations per job by setting planned operations and associated times. You can then compare the actual time recorded live against the planned to check on whether the job is progressing to plan or not.

- Time entries are still editable, via the EMIR Timesheet system, so you can still adjust the entries if you need to. Flexible and easy to use!

- As entries are recorded live, you can get an instant picture of workshop activity, and view what each engineer is currently assigned to at any time – without the need to leave your desk!

- Remove the need for paper timesheets by getting all the activity recorded as it happens. Get accurate costings for your work without the need to chase staff to fill in any paperwork!

EMIR Labour Time Recording

Badge: BK
Job no: 50300
Operation: B

Last action: User "BK": job 50300: activity A at 03/10/2014 09:35:27