

# RCS Time Stamp

RCS Time Stamp is the tool for handling the employees Come/Go and Job/Time-registrations. The system collects all the aspects of Come/Go and Job/Time registrations in one simple system.

Registrations can be typed in directly in the system by the use of a standard PC, mobile phone or by the use of portable hand terminals. RCS Time Stamp fits all types of companies, whether these have simple or complex demands for schedule registration. The employees simply report their activities directly into the system, instead of filling out time demanding notes and forms that then afterwards has to be reported in the company's administrative systems.

The system can furthermore use bar code cards, magnet cards or RF cartons as identification in connection to Come/ Go registrations.

RCS Timestamp furthermore can generate valuable management reports, which easily and quickly give you a review of the company's resources and the economy of projects.



## Good Reasons

1. You save time because you can import information in the system instead of filling out time demanding papers.
2. You get management reports that give you a review of the company's resources and the economy of the projects.
3. You get the opportunity to register all relevant points about job and time.

## In RCS Time Stamp you can

- » Register coming in to work (come)
- » Register absence (future/past) with cause
- » Choose day profile
- » Choose department
- » Choose group
- » Choose supplement, (expenses or bonus)
- » Use a planning tool with message function
- » Set up employee information containing account, rest holiday etc
- » Register breaks (start/end)
- » Register leaving early with cause
- » Register coming in again with cause
- » Register leaving

## RCS Time Stamp offers

- » Report of causes by irregularities
- » Unlimited number of employees
- » Unlimited number of meeting profiles
- » Unlimited number of employee categories
- » Unlimited number of accounts and supplements
- » Unlimited number of department and groups

## Integrated Modules in Come/ Go

### Supervising of employees

The administrator sets up and maintains all master information about all employees through SAP Business One. In this module all the important data concerning each individual employee and rules concerning coming in registering, approval, and reporting as well as salary transaction are registered.

### Flexible Working Hours

RCS Time Stamp currently calculates and updates the individual workers flex time salary with the flex time module. It is easy and quick to define maximum and minimum limits for the flex time, as well as you, when you cross to the next salary period

can set the maximum value for the amount that will be transferred.

## Choice of profiles for time registering

Companies that run with shift work or unequal schedules can set up different profiles for coming in to work and going home. The system will then automatically adjust salary and supplements depending on the time for stamping out or in. Alternatively the profile can be overruled by the individual employee, if another profile is effective.

## Supplement and expenses

RCS Time Stamp handles different time schedule and supplement/expenses in connection with registration of time. The system automatically adds a supplement if it is connected to a certain assignment or time frame, when the employee registers his activities. Expenses in connection to an activity can easily be attached with every individual project or employee. It could for instance be kilometres driven in own car.

## Integration to Salary System

RCS Time Stamp easily converts data typed into the system concerning salary and work types (such as normal time, overtime, and flex time) to the company's existing salary system.

## RCS Time Stamp primarily is worked out for unit producing labouring industries that work with

- » Unit production
- » Batch or series production

All data is reported, validated and calculated online with direct update to the FSE PPS module.

## We can mention concepts such as

- » Used time (for instance start-up and production time)
- » Order/operation status
- » Number of produced or deleted elements in the production
- » Material Consumption
- » Quality data

The handling of complicated distribution keys is done without problems in RCS Time Stamp. You can select between different options

- » A projectionist attached to more operations
- » More projectionists attached to the same operation
- » Men, machine and time per operation
- » Equal time distribution between the operations
- » Relative time distribution between the operations

The system is not limited in regard to:

- » Order or operation registered
- » Registration profiles
- » Employee qualifications
- » Ongoing operations
- » Causes and accounts (state and condition)
- » Number of work centres

## Bar code

All orders and operation information concerning production is written out with a unique bar code, that afterwards is used to identify this operation. When an employee comes in to work he or she has to identify themselves to the registration unit and here after state the attached order or operation number by reading the bar code.

The terminals main functions for registering Job/ Time are

- » Job inn
- » Change of operation condition (for instance running in for production)
- » Number reports
- » Status and condition change
- » Used materials
- » Quality data
- » Job out

The system gives the possibility to validate registrations done of the operator with demands on cause specifications on areas concerning

- » Time consumption contra normal time basis
- » Number of registered units in concern to the planning
- » Increased scrapping percent
- » Qualification in regards to the handling of machines

## Integrated modules in Job/Time

### Number registration

This module gives the individual employee the possibility to register number of produced and scrapped item units with the possibility to attach a cause explanation on scrapping.

### Advanced set up

This module validates master data in relation to each single operation in the company as well as for all data attached to an order

### Materials for an operation

This module gives the projectionist the possibility to report consumed materials related to the chosen operation. Aside from that consumed materials can be validated with the production order. Data on orders and operations can easily and fast be edited on the same review. Furthermore you have access to see which resources are at disposal in the independent departments.

### Supplement modules

RCS Time Stamp also comes with a broad range of supplement modules that give huge savings on the daily administration of job registrations, the company's economy and production. Amongst others can be mentioned a supplement module that gives direct access to an electronic drawing archive with operation descriptions and instructions and the possibility of getting shown correct montage, set up and much more.