

Electronically Record Employee's Attended Time Using The Effective CaptureIT Clocking In System

Arrange a Free Demonstration - Telephone 0800 288 8632

Introduction

The CaptureIT Time and Attendance System can allow you to 'mix and match' various clocking in technologies within the same system, giving you complete flexibility to implement the solution that will work best for you.

Options include;

- > Biometric fingerprint identification
- > Biometric handpunch / palm reader
- > Proximity with swipe card or key fob
- > PC based clocking
- > Mobile device clocking

Making the right choice depends on a number of factors, such as your working environment, network capabilities, links between sites, on and off site working patterns and the usual location of your employees.

Do Biometrics affect Human Rights?

There are **no 'human rights' issues** in respect of employee 'fingerprints' and 'palmprints'. This is because there is no image of the fingerprint or palm either read or stored by the time clocks.

For **fingerprint identification** the reader measures the changes in electrical conductivity at a number of places across the reader surface and translates these into a unique number. It is this unique number that is stored in the CaptureIT database. It is not possible to 'reverse engineer' the number into any form of finger pattern or fingerprint.

For **palm identification** the reader captures a three dimensional image of the hand each time the employee clocks in or out. The hand's size and shape are used to verify their identity with unparalleled accuracy.

Biometric Fingerprint Identification

With our biometric fingerprint clocking in machines your employee uses their fingerprint to identify themselves at the time clock.

Biometric time clocks are a foolproof solution for companies with a "buddy clocking" issue, where employees are clocking in their colleagues to cover for absence or lateness.



To clock in the employee either presents a card / key fob to the time clock or enters their own unique ID number. They place their finger on the biometric reader and the CaptureIT time and attendance software 'verifies' that the presented finger is that of the employee.

Biometric Handpunch / Palm Reader

Our biometric handpunch time clock eliminates 'Buddy Clocking' as employees have to be present to Clock In.

Each Time Clock holds employee and hand template information locally, so is unaffected by possible connectivity issues.

Green and red lights notify the employee of the status of each biometric scan to show whether their clock in attempt has been successful or not.



For cases where you experience regular power cuts we can supply a battery backup to ensure you never lose attendance data.

Proximity Clock with Swipe Card or Key Fob

Our proximity time clocks offer you the choice of issuing employees with proximity cards, key fobs or a combination of the two to identify themselves at the clocking machine.

The time clocks are completely sealed units and suffer no wear and tear from everyday use and are exceptionally reliable.



85% of our customers choose them due to their reliability and are extremely satisfied with their choice.

If a time clock is situated in a remote location the terminal would communicate with the CaptureIT software at your head office via a dedicated telephone landline with modem.

Mobile Device Clocking In Utility (MCU)

The Mobile Clocking Utility is a perfect solution for recording attendance data for employees who are based out in the field, such as engineers, drivers and salespeople.

From within the mobile utility it is possible for employees to clock in / out, clock to breaks and clock to lunch.



The mobile utility is a web based tool that allows clocking from any mobile device that is capable of running a web browser. For example a Blackberry, Smartphone, Apple iPhone, Apple iPad, Samsung Galaxy Tab, any WAP enabled mobile phone and a laptop / notepad.

As the majority of field based employees will have at least one of these mobile devices it makes it a valid solution for the majority of businesses.

PC Based Clocking In Utility (RCU)

The RCU is suitable for any business where employees work at a PC for the majority of their day, have home workers or a remote workforce with access to a PC, laptop or notebook.

The Remote Clocking In Utility is part of the CaptureIT Time and Attendance software which acts as a personal clocking in interface for every PC user.

The RCU allows employees to clock in and out, clock to lunch, clock on breaks, change their current activity and review the hours they have worked on any day or during a week.

For businesses running a flexitime system, the RCU gives employees the ability to check their flexi balance at any point in time.



This completely eliminates the need for timesheets and cuts down the burden on HR and Managers to provide information relating to employee flexi leave.

The RCU also allows employees to view their own personal attendance calendar allowing them to check how many days holiday they have remaining and even send a holiday request to their line manager.

Whilst the RCU is normally dedicated to individual employees, it can be configured so that several employees can use its facilities on a single PC.

The RCU can produce a 'Who's In' list from the 'Reports' button. This can be particularly useful at your front desk where reception staff can be kept informed of the status of all of their colleagues within the company.

Comprehensive Attendance Reports

All employee attendance data can be accessed by a line manager or administrator to run attendance reports, monitor absences, register a late mark or take a view of employees clocked in throughout the company or at departmental level.