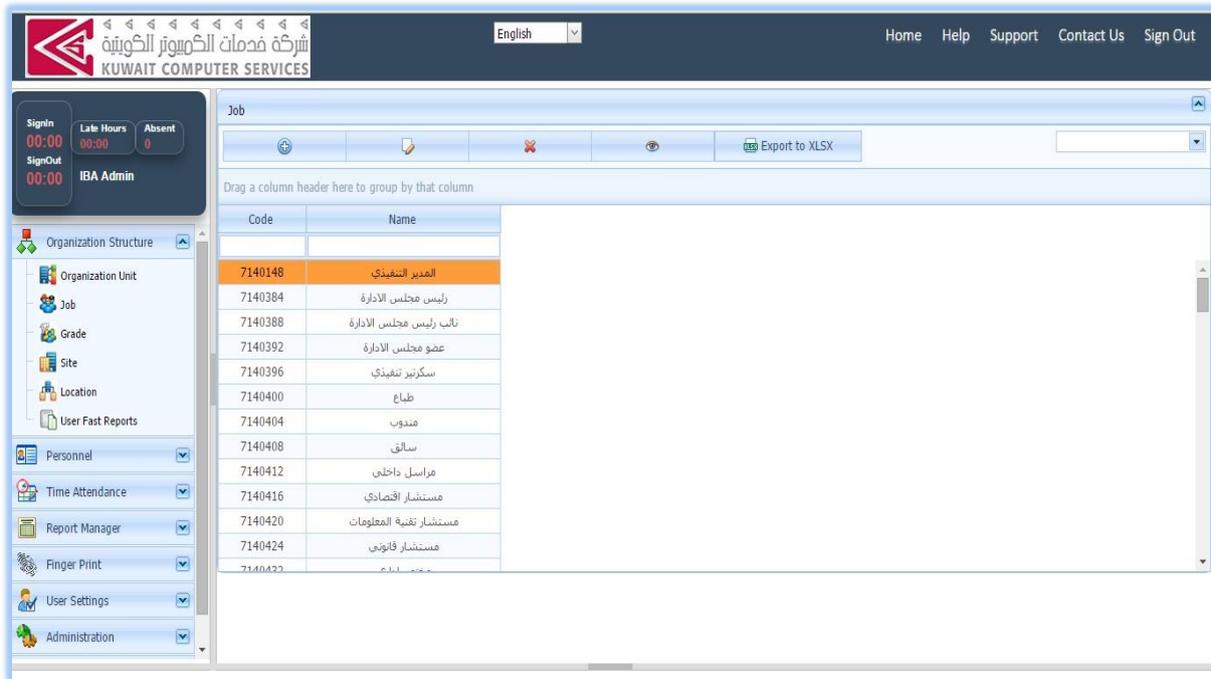




IBA 4.0 Time Attendance System.

Punctuality is the soul of any business

With IBA Time and Attendance you can keep track of your organizations employee daily attendance. You can manage and automate all aspects of your human resource activities related to time attendance. Save cost by reducing the manual process associated with time and attendance activities.



FEATURES

- Suited for businesses who want to automate their Time and Attendance process.
- Create and manage your organization duty and shift timings and assign different duties to employees, supporting 24 Hours and 48 Hours shifts.
- IBA is a bilingual software application.
- Overtime module and reports for calculate and approve employee's overtime.
- Customized reports can be generated by IBA.
- IBA Audit Trail provides complete list of all the transactions done by end-users.
- IBA administration is very simple where administrator creates users and assigns privileges to them.
- Data view types can be customized to be viewed in different formats.
- IBA supports unique way of defining your organization structure including site and location of your organization.
- IBA uses Application server to get data and send data to Database, this makes the process of getting and sending data to DB faster because of the CACHE feature of the App Server.
- Unique way of storing data in database. The Application administrator can only modify the data that also from the Application only and not from the database.
- IBA uses atomic transaction technology to store data in the database which ensures data is always in a consistent state.
- Web interface can be connected to Desktop interface through modem or some other connection media.
- Hyper Text Transfer Protocol (HTTP) is used to transfer the data from web server to application server because of which the firewall issue also gets solved.
- IBA web interface supports Forms Authentication and Windows Authentication.
- Security Socket Layer (SSL) is used to encrypt the data from IE to Web server, which prevents the data to be hacked.
- Database can be upgraded according to the versions of the application automatically.
- Leave and Permission Workflow: new workflow system inside IBA to permit to each employee to submit a leave and permission by himself to approve from his managers.

IBA Time and Attendance Integration Solutions

Integration with Access Control and Biometric

IBA Time Attendance System offers integration with various biometric, fingerprint, face readers and access control providers to capture and transfer daily employee clock in and clock out transactions.

Integration with HR Systems

IBA Time Attendance System offers data integration with various HR systems to manage data related to Time and Attendance and Payroll systems.

Features

User friendly Interface.

IBA Time Attendance System has a user friendly user interface. Users familiar with Microsoft Office Outlook interface will find it easy to use. IBA Time Attendance System follows a tab based workflow for managing associated tasks.

Sorting and grouping of data.

- Sorting: Data can be sorted column wise in ascending or descending order
- Grouping: IBA allows grouping of data based on any column.
- Filtering: IBA supports searching data by adding filters on any column.

Different categories to manage Employee and Time & Attendance.

Organization

Manage your organizations departments and sections. Store all details about the job titles in your organization. Store information about sites and location of various departments.

Personnel

Manage all your employee data. Manage various contract followed in your organization.

Time Attendance

Create and manage duties in your organization. Assign duties to employees. Define various Time Attendance Policies that you can assign to employees.

Transactions

View, enter and manage employee clock in and clock out data.

Integrated Reporting Solution

IBA Time Attendance provides a complete reporting solution to view various reports related to employee time and attendance. Generate different reports related to employee time attendance. Provide employees with a snapshot of their attendance progress.

- IBA Time Attendance Report Manager provides a categorized view of the various reports available. Select a category to preview the reports available and to generate reports. Different kind of reports related to personnel and attendance are available.
- Filter report based on provided criteria provided.
- Print and Export report data to various popular formats like PDF, xml, Excel.

Database Support

IBA Time and Attendance Solutions support Microsoft SQL Server.

Integration with Biometric and Access Control Systems.

IBA Time and Attendance system can integrate with your exiting access control infrastructure or can be integrated with popular vendors of biometric (fingerprint, face) readers and card access controls like Morpho (Bioscrypt), ZKTeco, Suprema, TrustOne, CivinTec, VIRDI, Lenel, Others.

<p>Reports:</p> <ul style="list-style-type: none"> • Absent By Emp • Absent By Org • Absent for more than 30 days within a year Report • Annual Report • Attendance by employee • Attendance by Org • Employee Attendance Report • Audit Trail • Detailed Audit Trail • Employee leave by Emp • Employee leave by organization unit • Employees names list report • Grade • Job • Late & Early Report By employee • Late & Early Report By Org • Late more than 105 Mins • Leaves report • Monthly Late report for exceeded late by 6 hours. • Monthly Report • Not Signing Report • Official duty by Emp • Official duty by Org • Organization Unit • Overtime by employee • Overtime by Org • Permissions report • Transactions Report 	<p>Payroll Export:</p> <ul style="list-style-type: none"> • HRB Payroll • Others 	<p>IBA Server System Requirements:</p> <p>Processor: Dual Intel Xeon Processor 3.4 GHz/ 2MB L2 Cache 800MHz front-side bus with EM64T</p> <p>Memory:4 GB PC2-400 400MHz DDR2 Chip kill SDRAM / 16GB</p> <p>Free Hard-disk space: 10 GB where you install the application 20 GB in system drive</p> <p>Display: 2D ATI Rage XL With 8MB Video Memory</p> <p>Operating System: Microsoft Windows 2008 server, advanced server Microsoft Windows 2012 server</p> <p>Software: SQL server 2008. Dot Net Framework 4.5 Internet Explorer, Google Chrome, Mozilla Firefox ...etc IIS 7.0 and above Crystal Reports 2008 Adobe Acrobat reader 7.0 or higher</p> <p>IBA Client System Requirements:</p> <p>Processor: Intel Pentium III or higher</p> <p>Memory: 1 GB</p> <p>Display: VGA with 1024/768 resolution or higher</p> <p>Operating System: Microsoft Windows XP, Microsoft Windows Vista, Microsoft Windows 7,8,10</p>
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Products (Fingerprint/Face)

		
<p>Viridi AC-7000</p>	<p>Viridi AC-6000</p>	<p>Viridi AC-2200</p>
		
<p>Viridi AC-5000</p>	<p>Viridi AC-4000</p>	<p>ZKTeco Iface</p>
		
<p>ZKTeco iClock</p>	<p>TrustOne TSG-550</p>	<p>TrustOne TSG-750</p>
		
<p>CivinTec uTouch</p>	<p>Suprema BioStation T2</p>	<p>Suprema BioStation A2</p>

For demonstration and sales enquiry please contact.

شركة خدمات الكمبيوتر الكويتية
KUWAIT COMPUTER SERVICES



Musaad Al-Saleh Bldg.Soor Street,Al-Sharq,Kuwait
P.O.Box: 5113,Safat 13052,Kuwait.
TEL: (+965) 22417966/5/7
FAX: (+965) 22459019
WEB: www.kcs.com.kw
EMAIL: tasales@kcs.com.kw

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Appendix

IBA4.0 Full Features	
✔ Global System Support	<ol style="list-style-type: none"> 1. Web based application 2. Bilingual Application (GUI & content data) 3. Easy to use and simple solution 4. Unlimited number of user license 5. Database security 6. Ability to segregate System data for archiving purpose. 7. Brand system with Logo: Private label the system with your company logo.
✔ Organization Structure	<ol style="list-style-type: none"> 1. Easy and organized way to define Organization Departments, section, groups and units (Parent, child organization Unit and manager). 2. Easy to define different types of organization master data (Contract types, Grads, position titles, sites, locations, etc...) 3. Support unlimited levels of organization structure.
✔ Employee and personal Information	<ol style="list-style-type: none"> 1. Easy and centralized way to define Employees data which allow user to assign (contract, policies and shifts) from a single screen. 2. Supports personal Permissions and official Permissions. 3. Supports Paid & unpaid Leaves With custom configuration (allow overtime, allow intersection, etc...) 4. Ability to assign holidays like (Liberation day, New year, etc...) with custom configuration (Can be applied to all or specified shifts or employee groups). 5. Record all types of (Personal or Official Out Of Office, employee Leaves, etc...) 6. Leaves and permission balances (annual, sick leave , emergency leave , etc...) and configuration: <ol style="list-style-type: none"> (a) Custom balance (days or hours count). (b) Maximum number of hours per permission. (c) Maximum number of days per Leave. (d) Balance schedule repeat type (daily, monthly or yearly) (e) Employee Permission count per week or month (f) Employee Leave count per year. (g) Non continuous option (Emergency Leave) (h) Transferable balance option. (i) Grade option (can apply to specified grades)
✔ Time and Attendance	<ol style="list-style-type: none"> 1. Supports all types of duty shifts and configurations: <ol style="list-style-type: none"> a) Multi shifts duty b) 24 Hrs. based Shifts c) 48 Hrs. based Shifts d) Assign shift break times e) Ability to configure shift allowance (Late In ,Early out minutes) with multiple configuration flexibility f) Multiple duty schedule configuration (daily, weekly, etc...) g) Multiple duty period configurations (normal duty period, Ramadan duty period, etc...) h) Ability to export employee roster to Ms. Excel. 2. Signature Allowance Feature and configuration: <ol style="list-style-type: none"> a) Ability to define custom types of Signature allowance (ignore signature, allow coming late, allow going early, should sign in, should sign out, etc...) b) Ability to define signature allowance reasons. c) Multiple employee signature allowance schedule configuration. d) Ability to assign signature allowance to groups of employees through one screen 3. Time and attendance policies and rules: <ol style="list-style-type: none"> a) Sign in limit: allow user to sign in with limit before or after shift start time.

	<ul style="list-style-type: none"> b) Sign out limit: allow user to sign out with limit before or after shift end time. c) Monthly late balance (Late In, Early Out). d) Should sign in or out policy (allow sign in or not, etc...). e) Calculate No sign in or No sign out as absent: Calculate Working Day as absent If not sign in or no sign out. f) Calculate No sign in or No sign out as deducted Late: Deduct specified Minutes in case of No Sign In or No Sign Out g) Calculate late after allowance rule. h) OFF Days Absent Rule: Calculate Weekend, Rest & Holiday Days as absent in case of occurrence between two absence days i) Exceed Late Balance Rule: Calculate working day as absent in case of exceeding monthly late balance. <ul style="list-style-type: none"> 4. Ability to assign employee policy with specified period. 5. Attendance approval: supervisor can approve employee's attendance in order to submit it to HR. 6. Ability to define time and attendance defaults: (shifts, policy and signature allowance) 7. Screens to shift groups of employees from one duty to another or from one policy to another.
<p>✔ Overtime Rules and Calculation</p>	<p>Supports all overtime rules including Daily rules, period rules.</p> <ul style="list-style-type: none"> 1. Ability to define and configure overtime rules: <ul style="list-style-type: none"> a) Define minimum overtime hours. b) Define maximum overtime hours. c) Define overtime rate value. d) Define overtime schedule start date and end date. 2. Ability to assign employee overtime rule (single employee, groups of employees with custom filters departments, shifts, grades, etc...). 3. Ability to configure the system to calculate overtime for all employees or specified employees. 4. Overtime approval :allow supervisor and managers to approve employee overtime <ul style="list-style-type: none"> a) Daily overtime approval. b) Monthly overtime approval. c) Overtime approval remarks. 5. Ability to calculate the overtime as : <ul style="list-style-type: none"> a) Should sign in and sign out. b) Single sign (sign in or sig out). c) After duty overtime calculation. d) Before duty overtime calculation. e) Weekend and rest days overtime calculation. f) Holiday overtime calculation.
<p>✔ Employee daily log and finger print readers</p>	<ul style="list-style-type: none"> 1. Ability to monitor employee daily log with the following: <ul style="list-style-type: none"> a) Showing event type(in, out or fail) b) Showing event date and time. c) Showing event source reader and location. d) Showing event entry (end user entry or finger print reader entry) 2. Ability to insert manual transaction to employees (system Administrators). 3. Ability to modify wrong transactions (transactions type) 4. Supports events photo. 5. Can specify the reader types (in reader, out reader, in out reader, overtime reader, etc...) 6. Variety of time clocks: biometric, proximity, badge swipe, PIN entry. Supports a variety of networked, wireless and IP addressable time clock devices. All time clocks provide real time attendance tracking. 7. Ability to filter employees who Punch in/out in wrong locations

<p>✔ Work Flow</p>	<p>Automated approvals workflow that allows employees to submit detailed request to multiple approvers. System notifies approvers by email, System users can track the approval process at every stage.</p> <ol style="list-style-type: none"> 1. Configure work flow process: <ol style="list-style-type: none"> a) Create work flow process (personal permissions, Leaves, etc...) b) Assign to all departments or specified organization units. c) Define work flow levels. d) Define request lock period. e) Define manager type (organization unit manager or employee direct manager). f) Define final approvers' team like (HR Team). g) Select permissions or leaves to be assigned to this process. 2. Easy way to create new request. 3. One easy screen to approve or reject pending request. 4. Ability to attaché request documents. 5. Supports organization structure hierarchy. 6. Multiple approvals: The system allows many approval levels, and approval paths configured by employee. 7. Backup approvals: Each approval level has backup approvers who are notified to perform backup approvals when a primary approver misses an approval deadline. 8. HR approvals: HR can have a payroll approval that tags request as payroll exported or paid. 9. Rejection and comments: Approvers can reject any request with detailed rejection comments.
<p>✔ Mail Notification</p>	<p>Configure Mail notification schedule: sends emails to managers with employee's specified reports (daily or weekly attendance, late reports, absent reports, overtime, etc...)</p> <ol style="list-style-type: none"> a. Schedule for specific departments or all departments. b. Assigned Manager Type (organization unit manager or employee direct manager). c. Assigned list of employees. d. Define mail message subject, title and CC list. e. Schedule repeat type (daily, weekly or monthly) f. Define Notification language (Arabic or English). g. Select list of reports that will be send.
<p>✔ Integration</p>	<p>Support any payroll, accounting or ERP integration.</p> <ol style="list-style-type: none"> 1. Organization structure and employee master data interface that integrated with any system. 2. Employee leave and permission interface that integrated with any system. 3. Punch in/out, Clock in/out interface that capture punches real time. 4. Integrated with NUZUM Mutakamelah
<p>✔ Administration and Security</p>	<ol style="list-style-type: none"> 1. Easy and flexible way to define users and assign rights (Role based): <ol style="list-style-type: none"> a) Ability to define system groups containing (list of screens with read write permissions, list of reports). b) Ability to assign user to group. 2. Ability to assign organization unit to user (user can control specified departments or sections). 3. Supervisors and managers have the rights to manage and control their employees. 4. Reports permissions: Ability to assign specified list of reports to a user. 5. User audit: Ability to audit all users and actions on the system. 6. System Admin Auditing: Tracking of all system administrative changes. 7. audit details Filtering : <ol style="list-style-type: none"> a) User: filter by user name that did the action. b) Employee: filter by employee name or number.

	<p>c) Object type: filter by screen (employee leave, employee permission, etc...)</p> <p>d) Start date and end date.</p> <p>8. Time –Out: Ability to time-out users after certain configuration.</p> <p>9. Account security: Strong password support and account security ensure that only authorized users access the system.</p> <p>10. Permissions security: Roles-based security allows you to create custom permission levels to control access to various system areas.</p> <p>11. LDAP Support: Single sign on support using LDAP standards.</p> <p>12. Active Directory Support: Single sign on support using Active Directory.</p> <p>13. Single Sign On: Support for third party single sign on (SSO) such as Site Minder and Open ID.</p>
<p> Reporting</p>	<p>All reports are generated based on any set of criteria selection (employee, organization unit, location, designation, shifts, etc...).</p> <p>System administrator can add unlimited number of reports with specified parameters, criteria and filters.</p> <ol style="list-style-type: none"> 1. Employee Details Report: List report that can be customized, that shows detailed employee profile data. 2. Employee Work state Reports: List report that can be customized, that shows detailed <ol style="list-style-type: none"> a. Employee Leave. b. Employee Personal permissions. c. Employee official duty. 3. Attendance Report: <ol style="list-style-type: none"> a. Daily timesheet. b. Weekly summary report. c. Monthly detailed report. d. Yearly detailed report. e. Monthly summery report. f. Yearly summery report. g. Monthly chart attendance report. h. General Timesheet. i. Detailed Absent report j. Summery absent report k. Continuous absent 15 days. l. None continuous absent 30 days. m. Detailed late report (late in & Early out) n. Summery Late report (late in & Early out) o. Late in & early out exceed monthly limit. p. No sign in report q. No sign out report r. Employee signature allowance report. s. Overtime details reports t. Overtime rate reports 4. Transactions Log Reports: <ol style="list-style-type: none"> a. Daily transactions log b. Unknown employee transactions log c. Transactions log with photo d. During duty transactions log 5. Administration & Security: <ol style="list-style-type: none"> a. Audit trail report b. Detailed audit trail report c. User rights report. d. System user list