

MATRIX Professional Time



MATRIX time management is a state-of-the-art software platform for registering and allocating all time bookings made by company employees.

MATRIX is fully browser based, meaning installation and maintenance couldn't be easier. Once installed, the system can be accessed by any computer with a browser on the network. Editing dialogues and data are multilingual. All functions are managed via an ergonomic user interface in line with a standard operating concept.

Time bookings can be registered via time terminals or a MATRIX web booking

function as well as with mobile devices. MATRIX also permits a mix here.

Duty rosters together with daily time programmes and break schedules offer a clear description of the employees' working time regulations. All allocation-relevant values are time-delimited. Changes can be entered at any time for the future and also for the past. The system is fully compatible with retroactive accounting.

Modifications to the time parameters for an individual employee, missing time bookings and absences or authorisations

can all be entered efficiently and quickly in MATRIX via a correction screen. Modifications are allocated automatically in the background. Manual time allocations can be initiated at any time. Time data evaluations can be shown in detail or selected in lists. The application is designed as a modular system.

This means it is possible to develop it to include additional function modules, such as access control, escape route security systems and so on, at any time. We continuously develop the system to ensure you are always future-proof and up-to-date.

System

System size

Value ranges up to 9999 possible for all essential system tables (limitations caused by peripherals must be taken into consideration)

Number of badges

Unlimited (depending on the licence level)

Management of people staff data set

- Staff number: up to 255 characters, numeric/alphanumeric
- Key personal data recorded clearly in a single screen
- Management of all allocation-related personal data
- Quick change between the various time data views
- Various holiday accounts

Departments/cost centres

Assignment of master records to departments and cost centres, for the grouping of persons by department name/cost centre name and number

Time

Booking authorisation

Individual definition of who is permitted to make which types of booking at which time terminals

Duty rosters

Assignment of a daily time programme to every day of the week

Daily time programmes

Definition of all allocation-related parameters for a given day: Skeleton time, core time, up to three fixed breaks and a break schedule, max. working time, daily target time, close of business regulation

Break schedules

Any interim breaks; definition of break times depending on the chargeable working time

Allocation rules

Free definition of transfer rules between time accounts

Completions

Free definition of completions by specifying a key date and the repetition rule

Time calendar

- The basis for allocating employees' time
- Can be defined differently for each employee

Day types and special days

- Definition of specific special days in the case of deviations from the normal calendar
- Holiday templates featuring the standard holidays for Germany and the surrounding European countries

Absences

Free definition of absences including definition of the allocation rules; option available to combine these into absence groups to establish the total number of different absences

Workflow

- Workflow for both time and access control
- As many approval steps per workflow as required can be defined
- Can be adjusted to suit a company's organisational structure by means of approval groups
- Stand-in regulation with definition of operational conditions
- Information regarding the applicants available at all times via the current approval status
- Automatic e-mail notification for applicants and approvers

Shift management

- Shift model for two, three and multi-shift operation up to full-account shift operation
- Straightforward shift allocation for each person via shift profiles and shift groups
- Grouping shift plans into shift profiles as a shift group to control shift changes
- Automatic shift change via the shift window depending on the booking
- Automatic return to the planned shift after close of business
- Shift overviews organised by day on an annual and weekly basis
- Corrections made directly in the shift overviews
- Straightforward definition of special shifts

Corrections

- Input of modifications to allocation-related data
- Addition of manual bookings, absences and authorisations

Listen

- Predefined lists to display time data
- Separate definition of lists for staff data
- Data issued in PDF format

Administration

User groups/management

- As many users with activity protocols as you like
- Access to all modules and functions can be defined as full or read access; menu adapts dynamically to the rights

Data backup

Automated data back-up and restore functions via the MATRIX user interface at the touch of a button

Staff data

Import or export via CSV files

Data retention time limits

Individual definition of data retention time limits

Assistants

Dialogue-based support for rapid definition of peripheral components

Service information

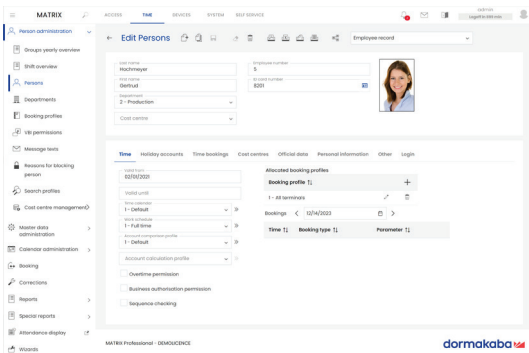
As a text file, optimised to be forwarded on to the manufacturer's support team for system support

Log files

- Option to access the protocols created in the components
- Retrieval of older entries via the history function
- Size of log files and log level freely configurable

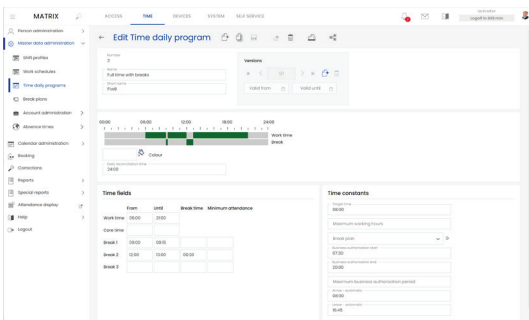
Device management

Set-up of all time terminals via the MATRIX dialogue interface and 96/97xx.



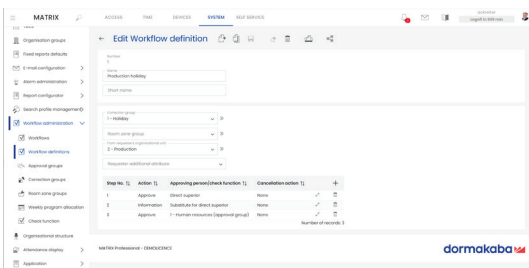
Management of people

Management of people is the central dialogue in the T&A for administration of all time-related data for an employee. The process of switching between different views takes no time at all. Time administrators have an overview of employee data at all times. Modifications can be seen immediately after successful allocation in the background.



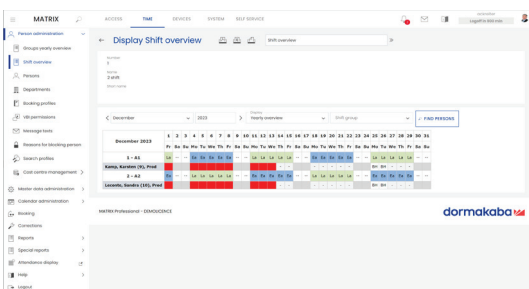
Daily time programmes

Daily time programmes define the working time regulations for a given day and are summarised into weekly programmes in the duty rosters. They can be changed at any time and subjected to a time limit compared to previous versions. Daily time programmes can be used in various working time models.



Workflow definition

The MATRIX workflow offers improved operating sequences by including both employees and supervisors in the approval process. Stand-in regulations and overview lists ensure that operations always run smoothly.



Shift overview

MATRIX supports users through lists and dialogues designed with solving problems in mind, even for demanding tasks such as the management of shift plans.

The MATRIX system family is available in various licence packages complete with the appropriate functions and extra options depending on the area of application.

Overview of MATRIX Professional licences

MATRIX Professional Time

- List configurator 1
- Multi-tenant capability 1
- Workflow
- Shift management
- Presence display
- Cost centre recording
- Import/export programming interface 1
- General interface (import/export GUI) 1
- Predefined payroll interfaces (Loga 2001, PAISY P1/P3 CSV, SAP, DATEV payroll and other interfaces) can be configured
- MATRIX Professional Connect for SAP-HR-PDC, and CSV interfaces 2

The licence model of MATRIX Professional Time is based on the number of employees on the system, with the entry-level solution starting at 25 employees

- MATRIX Professional allows for a combination of T&A and access control. The license levels are evaluated separately in terms of time and access. This allows the licenses to match the operational requirements as closely as possible.

Functions that can be integrated with MATRIX Professional Time Access control with Professional Access:

- Access functions according to DIN EN 60839-11-1 (VDE 0830)
- Connection of evolo stand-alone Offline (whitelist), Access on Card and Wireless components
- Lift control
- Interlocks
- Barriers, turnstiles, long-range antennas

The following options are available:

- Visitor management with access via QR code
- Alarm management with site plan and cameras
- Access workflow
- Contractor employee management
- Security guard patrol
- Room management
- Escape route control
- Enabling/disabling of the IDS
- Simple booking entry
- Miscellaneous interfaces (e.g. REST)

Escape route control with dormakaba TMS system – coupling to building management system:

- BIS by Bosch
- WinGuard by Advancis

Technical specifications

The MATRIX software can be installed on any up-to-date Windows computer. The scope of delivery includes the H2 databases and SQL Server Express.

An SQL server or Oracle is purchased and installed by the customer.

Further details can be found in the system requirements.

Subject to change without notice.
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1 Collective licence, i.e. the licence only has to be purchased once for MATRIX Professional.

2 Request required.

Any questions?

We would be happy to answer any questions you may have.