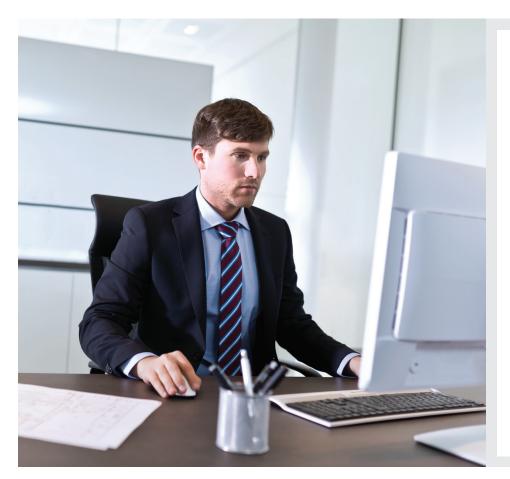# dormakaba

Support in HR – HR Cockpit
B-COMM for SAP

Benefits at a glance:

- Quick overview of all time bookings for the current and previous month
- Provides reception functions such as visitor management, external company management, colour-coded employee atten-dance/absence overview and replacement RFID card allocation
- Helps HR managers make decisions about planning absences of assigned employees, provides an overview of all planned team absences
- Web-based applications
- Intuitive user interface
- Flexibly expandable

The optional HR Employees, HR Reception and HR Manager software modules for time recording and access control are run directly in the web browser. No further software has to be installed on your PC or server. The design of the recording screens is modern, clear and very user-friendly. The user can run the application very quickly and intuitively. All the modules are avail-able in several languages, which is a big advantage for companies with interna-tional operations.

HR Employees
An HR Employees licence authorises the user to access the modules WebTerminal, Personalised Posting Overview and HTML Time Sheet. The precondition is that the number of users of the module "Attendance Recording" must at least equal the number of HR employees. In this manner, every employee always has a view of his times.

HR Reception
An HR Reception licence includes visitor and external company administration, an attendance and absence overview and replacement RFID card allocation functions. This package gives reception employees all the tools they need to be ready to provide information and to receive visitors.

HR Managers
An HR Managers licence provides all HR Employees and HR Reception functions. With the function "Supervisor HR", your HR supervisors can effectively administer the resource Time in your teams. This is because the HR Manager has access to the booking overview and the master data of the employees under him.

Factsheet

SAP Silver Partner

Features

Module WebTerminal: Recording times on the computer

The WebTerminal lets you record attendance and absence times quickly, easily and intuitively directly on computer. In the standard configuration, the same coloured function keys are available to you as with the stationary recording terminals. In addition, the WebTerminal can be configured at will. You can create your own functions and symbols as well as your own wallpapers. The employee is shown his own time postings and personal time accounts.

Booking Viewer: Bookings at a glance

In this module, you can see, at a glance, all your bookings from attendance recording and operational data recording to access control.

HTML Time Sheet: Times at the press of a button

Any employee of your company can get a personal time sheet displayed and printed on a computer or an information terminal and if required, consult the HR department about it. In this manner, you can clarify problems early through a dialogue with the employee. This also eliminates the tedious distribution of the time sheets. Furthermore, the HTML Time Sheet for Terminals module can be used to display time sheets on a dormakaba time recording terminal.

Visitor Management: Visitors most welcome

Visitor Management is a module for visitor- and external company management. It facilitates, independently of SAP, the management of ID cards and printing of visitor passes. Thus, an external person can participate in the existing attendance recording and/or access control in the company without his data entering the SAP system. Clearly constructed screens allow easy and time-saving recording. Data stored once can be used for subsequent visits. Individual reports, for example, the number of visitors, can be invoked at any time.

The Visitor Management offers:

- pre-registration of visitors by your employees
- recording visitor data as soon as the visitors enter the company
- management of visitor ID cards and generating visitor passes
- an overview of the attendance status of the visitors
- RFID card management for external companies, such as cleaners and service providers

Attendance Board: Attendance at a glance

The colour-coded attendance overview shows at a glance which employees are present or absent. With this information, the telephone switchboard, for example, can always give out the correct information. It makes it possible to react quickly to unexpected absences. The Attendance Board forms the basis of the evacuation list (roll call). In an emergency, the system provides the rescue teams with names and information on the last location of the missing persons.

Supervisor HR: Bookings under control

This module enables the manager to record, correct and approve HR bookings of his staff before they are transferred to the SAP system. The bookings are only uploaded after approval of the data. In this manner, errors don't get into the SAP system at all in the first place, which makes tedious reworking superfluous. In addition, the superior always has an exact oversight over the attendance of his employees.

Leave of absence: Comfortably make and administer applications

In this Web-based application, employees can conveniently generate, display or change their own attendance or absence, or start approval processes on their own computer. It is easy to make and manage applications for holidays, flexitime, business trips or seminars. This paperless procedure accelerates the processes for approval of applications and ensures time and cost savings. The "Application for Leave of Absence" module consists of the three licences Application for Leave of Absence Employee, Application for Leave of Absence Manager, Application for Leave of Absence for Terminals (dormakaba Terminal 97 00 / 98 00).

Application for Leave of Absence Employee:

This licence authorises users to plan, generate and edit their own applications for leave of absence or attendance and to call up absence quotas from SAP ERP infotypes 5 (limited functionality) or 2006. Moreover, the depiction of SAP information fields for flexitime information, for example, is included, as well as invoking the team calendar. In this web-based application, employees can record, correct or cancel their time events, such as In bookings.

Application for Leave of Absence Manager

With the "Application for Leave of Absence Manager" module, the manager is able to view, approve or reject the applications for leave of absence from the employees reporting to him. He thus has a clear view of the absences of his team.

Application for Leave of Absence for Terminals

Application for Leave of Absence for Terminals lets users record attendance or absence events on dormakaba terminals. It requires the B-COMM for SAP software package and an Application for Leave of Absence Employee user licence for every user. Virtually any employee can use it to file digital applications for leave of absence easily and quickly.

Any questions? We will be happy to assist you.