

RCP Master 4

Time and Attendance
Analysis, Registration
and Reporting



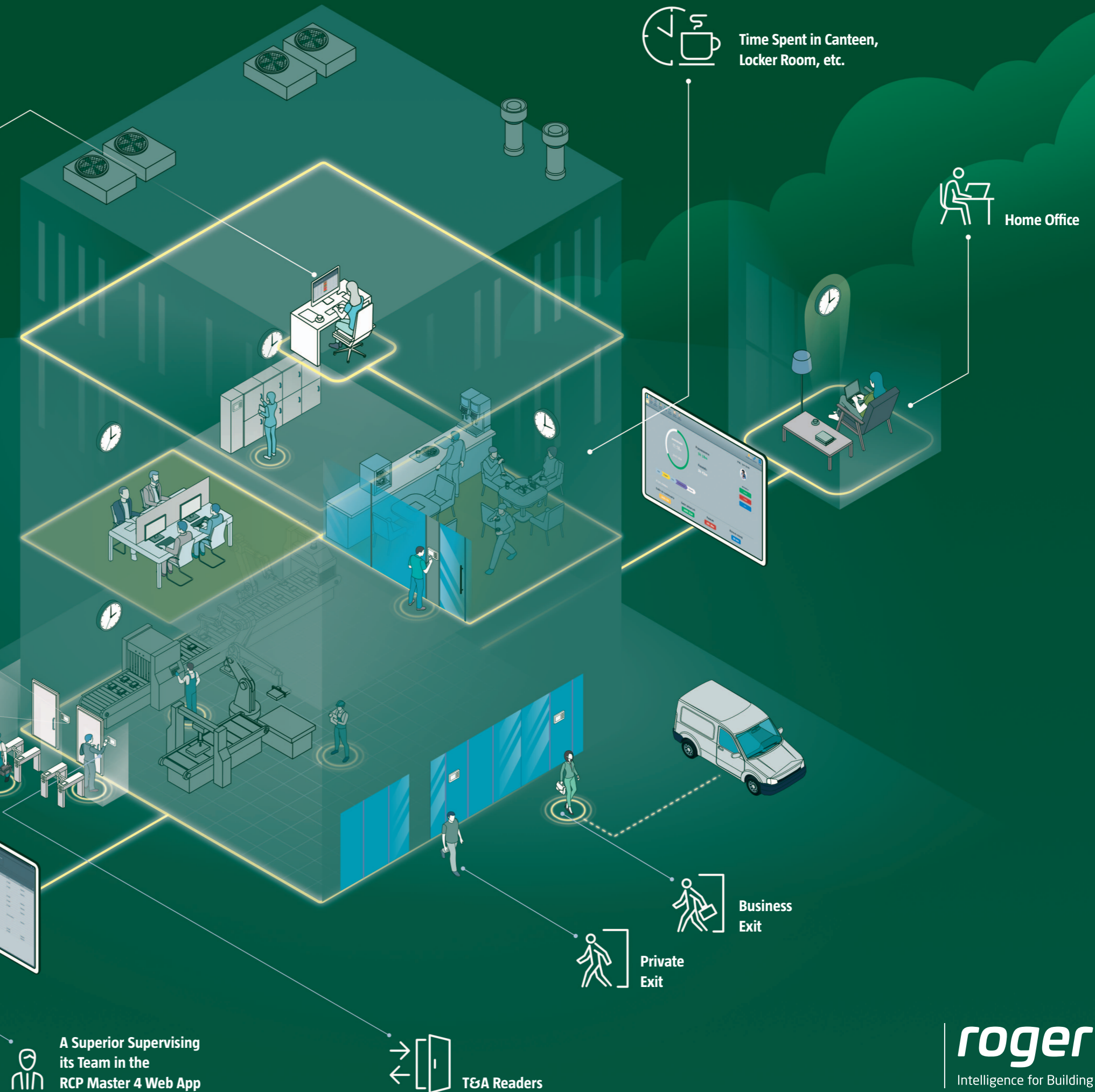
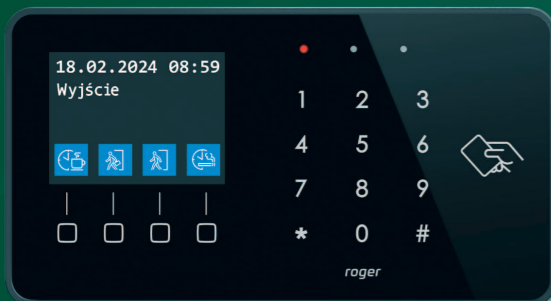
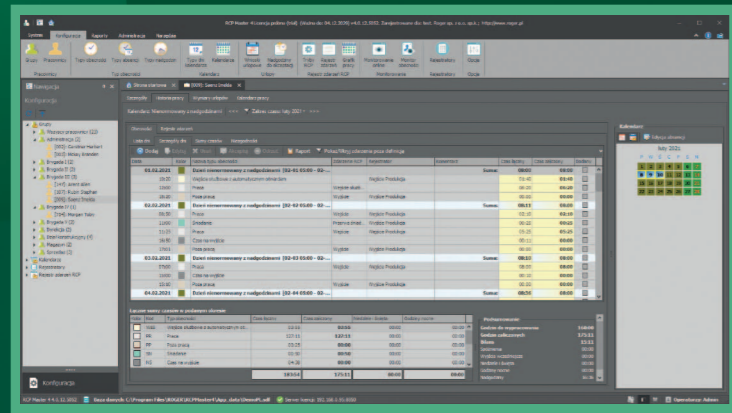
roger

Intelligence for Building

RCP Master 4

Time and Attendance Analysis,
Registration and Reporting

HR Department Managing
the RCP Master 4 App



A Superior Supervising
its Team in the
RCP Master 4 Web App

T&A Readers

The RCP Master 4 software is dedicated to time and attendance analysis and payroll processing. Its basic function is calculating component periods of work time (overtime, night work, business trips, holiday leaves, etc.). In addition, the software provides several additional useful features for companies to monitor attendance and work organisation. RCP Master 4 can operate independently or as an integral part of the RACS access control system. The flexible licensing system of RCP Master 4 allows for selecting licences depending on the size of the company that will use the solution. The application has a user-friendly interface, enables multi-station operation and management via web browser (RCP Master 4 Web module). The software is intended to support

the work of HR and accounting departments of companies operating in various business areas such as manufacturing, logistics, offices, universities, public sector, and many others.

Basic Functions:

- Analysing employee attendance
- Calculating total work time
- Recording of time spent in canteen, locker room, etc.
- Specifying component periods such as overtime, night work, breaks, business trips, and holiday leaves
- Creating attendance reports

Item	Functionality
Technical parameters	Microsoft Windows OS application
	MS SQL CE or MS SQL Server database
	Optional module for operation via web browser (RCP Master 4 Web)
	Support of up to 2000 employees
Integration/export	Integration with the RACS 4 or RACS 5 access control systems (Roger)
	Export of reports to Adobe Acrobat (.pdf), Microsoft Excel (.xls), and Rich Text Format (.rtf)
	Export to HR & payroll software (Enova, Optima, R2Płatnik, Streamsoft Prestiż, Symfonia, Teta HR, Xpertis, and others)
Configuration	Individual work calendars enabling possible adjustments for respective employees (making up for lost work, replacements, etc.)
	Defining fixed or non-standard working hours
	Defining custom types of attendance and absence
	Multi-shift work system support
	Rounding recorded work time
	Configuring work at night, on Sundays, and during holidays
Registering	Defining overtime counting method
	Recording work time, business exits, private leaves, and others
	Paid and unpaid break support
	Daily and hourly absences
Analysis	Accepting and rejecting overtime
	Manual entering of missing events
	Alerts on late arrivals, early departures, and exceeding break times
	Alerts on missing recorded events
Reporting	Creating individual and group reports
	Graphic attendance list
	Attendance status monitoring (present, absent, business exit)
	Overview of recorded work time
	Remote recording of T&A events
Web version	Employee work history
	Remote work recording
	Submitting requests for holiday leaves and other types of absences
	Overview of leaves taken
	Display of current presence status of employees (present, absent, business exit)
	Graphic visualisation of employee presence (attendance list)

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