

roger

Intelligence for Building

RCP Master 4 Time and Attendance Analysis and Reporting Software



RCPM

RCP Master 4
Time and Attendance
Analysis and Reporting
Software

RCP Master 4 Application

Main Features

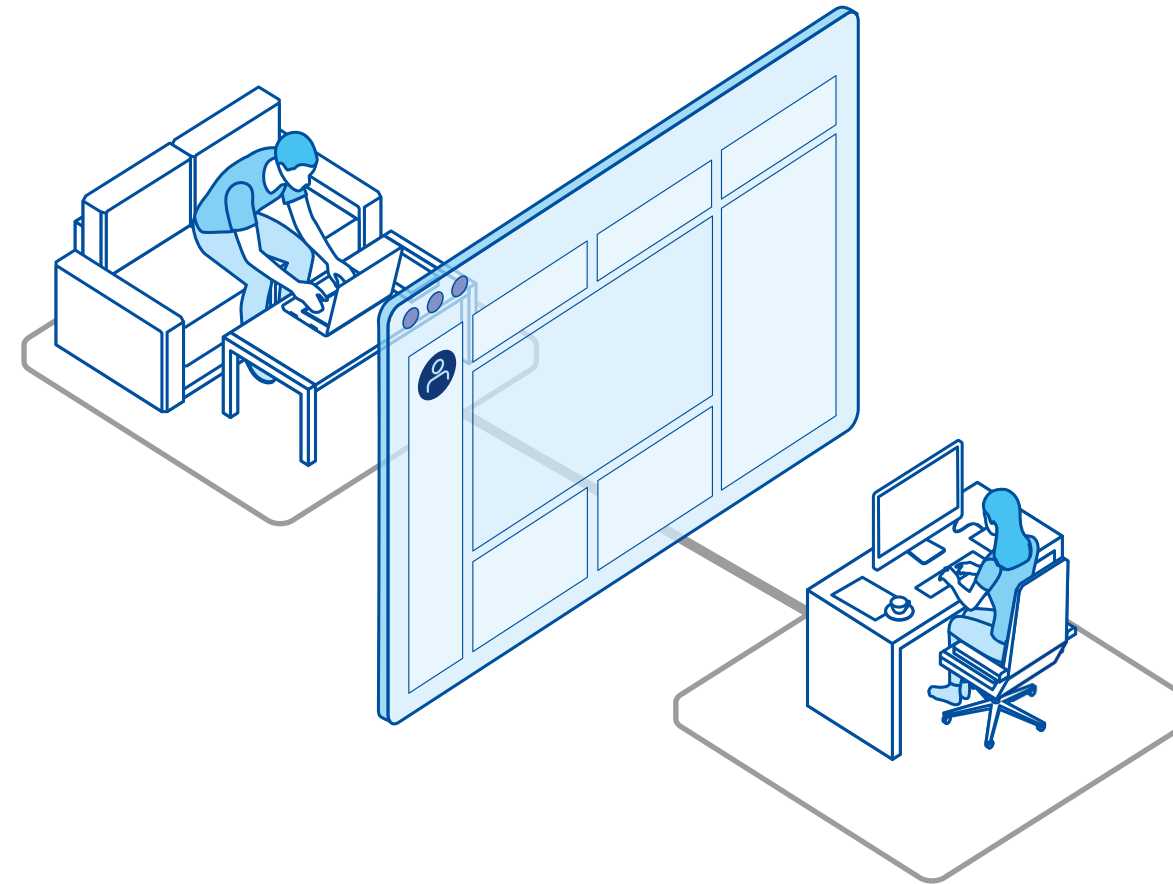
- Employee attendance analysis
- Calculation of total time worked
- Counting attendance time in nonworking areas, e.g., locker room, canteen, cigarette break.
- Specification of component periods such as overtime, night hours, breaks, business trips, holidays
- Creating attendance reports
- Access to T&A data from the desktop application or via a web browser (RCP Master 4 Web)

The program processes data on employees' entries and exits, and then, using the assigned Work Calendars, generates work time reports.



Time and Attendance System Key Advantages

- Improves and automates reporting and working time settlement
- Eliminates paper attendance list
- Reduces HR department costs
- Improves employee discipline
- Enables working time records required by law
- Increases the efficiency of the T&A system by providing more accurate data



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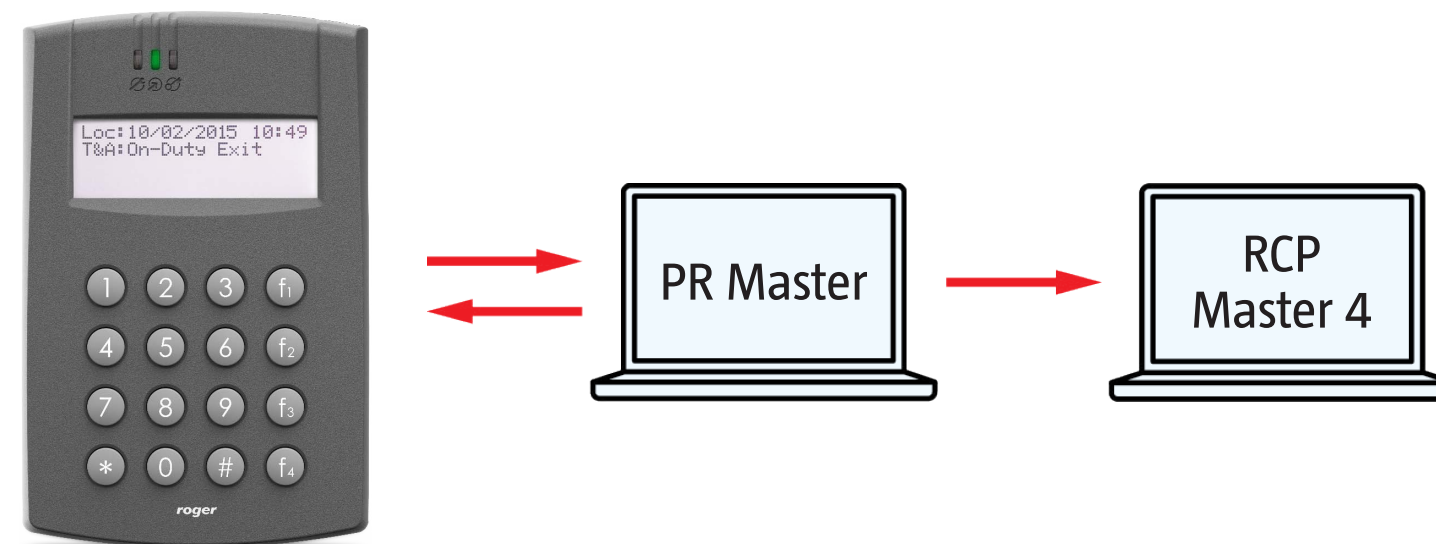
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Software

System Properties

Operation with the RACS 4 Access Control System

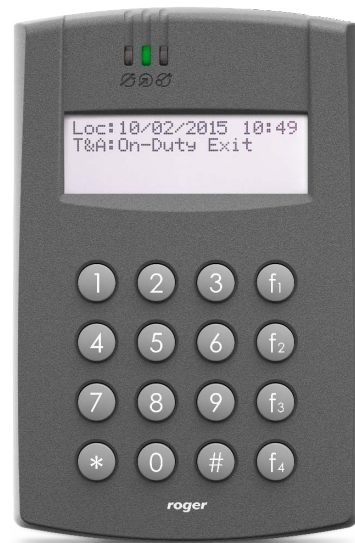
The T&A system can be integrated with the RACS 4 access control system. In this scenario, each access control terminal can also be a T&A terminal.

The type of time recorded by the access terminal is determined by T&A Mode. The use of an access control reader for T&A requires assigning the default T&A mode to it or using function keys for this purpose. T&A data recorded by the readers are sent to the RCP Master 4 program. Data exchange is based on file export/import of configuration and events.



RACS 4 System Devices Used for T&A

- PR602LCD-DT controllers
- PRTxx series readers



PR602LCD-DT Controllers



PRT12 Series Readers



PRT62 Series Readers



PRT66 Series Readers

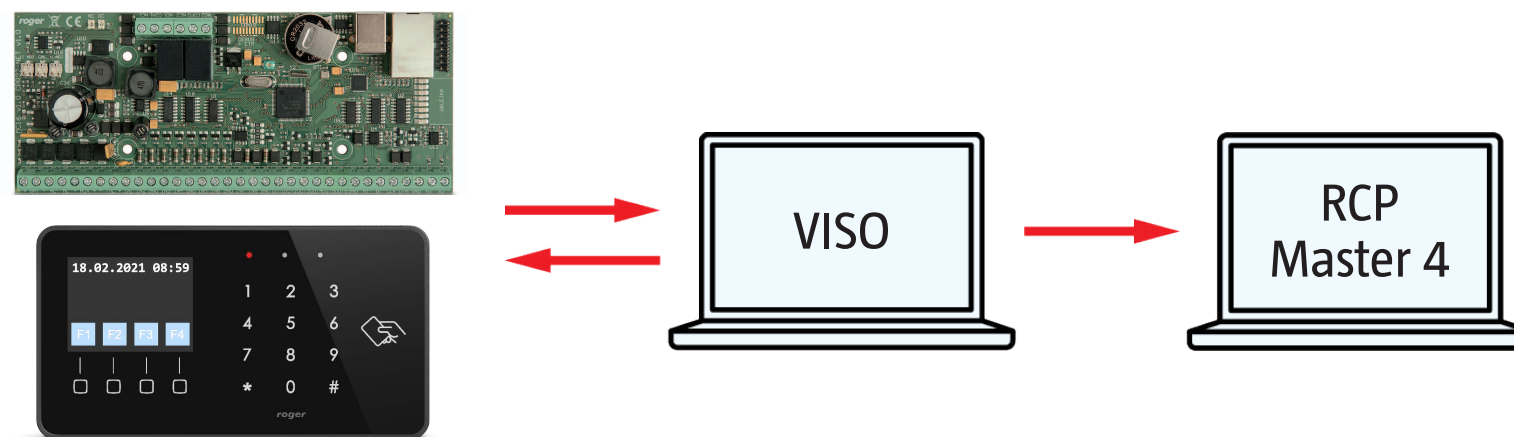
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Software

Operation with the RACS 5 Access Control System

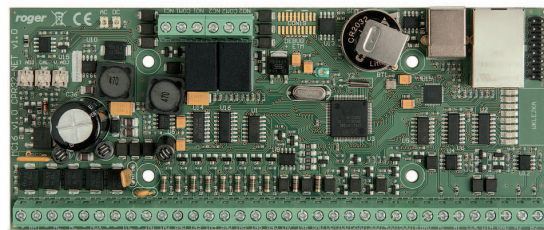
The T&A system can be integrated with the RACS 5 access control system on the basis of database data exchange (users, T&A modes, and events). In this scenario, any reader from the access control system can be used as a T&A terminal.

Using an access control reader for T&A requires assigning the default T&A mode or using function keys. Data recorded by the reader is stored in the VISO database, which works directly with the RCP Master 4 software.



RACS 5 System Devices Used for T&A

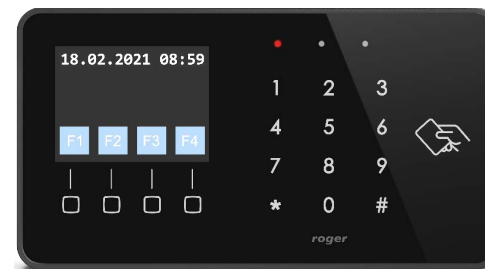
- MC16 controller
- MCTxx series readers



MC16 Controller



MCT80M Reader



MCT88M-IO Reader

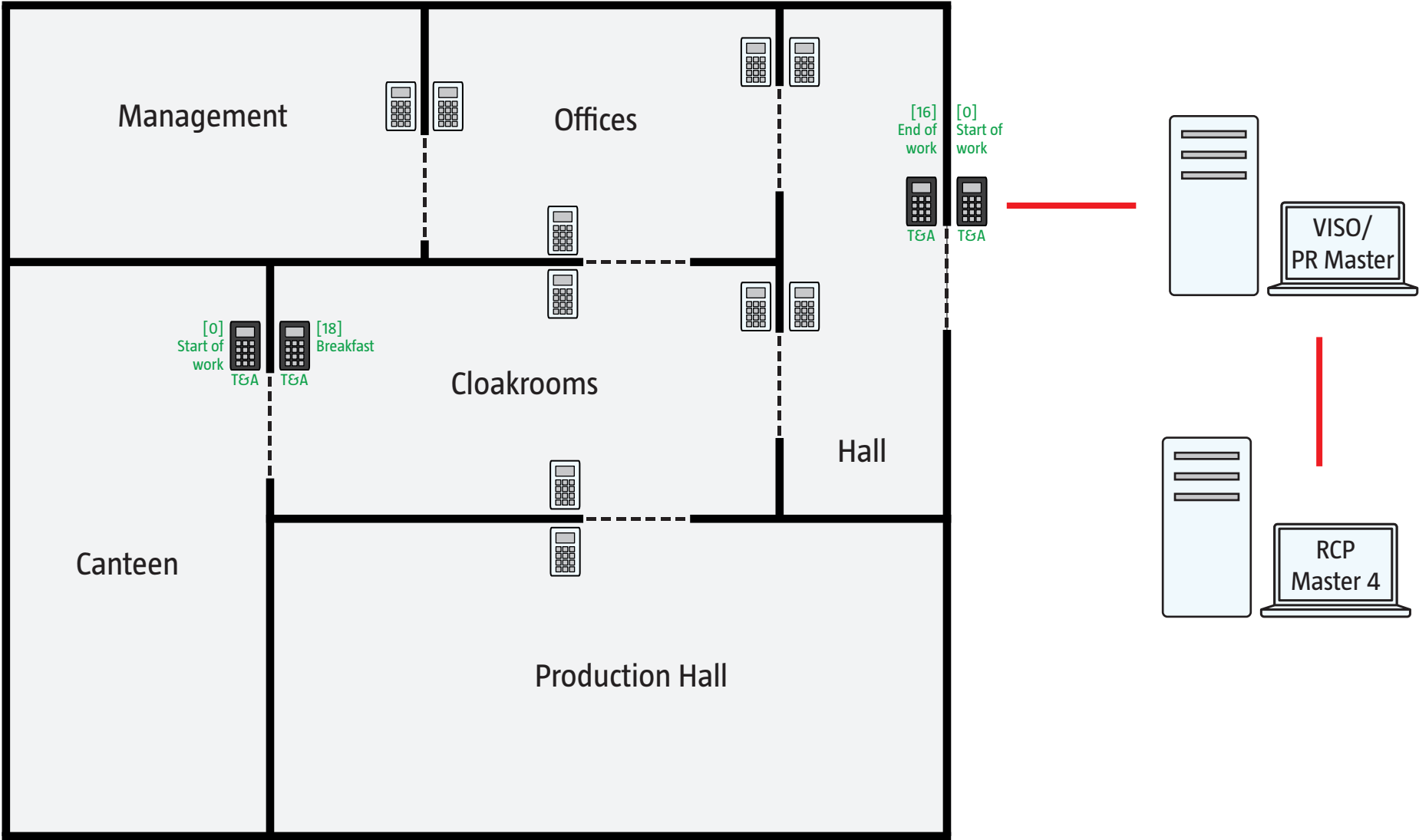





MCT68ME-IO-I Reader

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T&A System Based on Access Control



-  AC Terminal
-  T&A Mode
-  Door

The existing access control system can be used to record T&A by assigning to the selected terminals the default T&A mode.

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Analysis and Reporting
Software

Standalone Mode

The key feature of the RCP Master 4 software is the possibility of direct cooperation with PR602LCD access controllers and additional PRT readers without the need to install an access control system. Default T&A Modes and function keys should be defined in the system and then the configuration sent directly to the recorders.

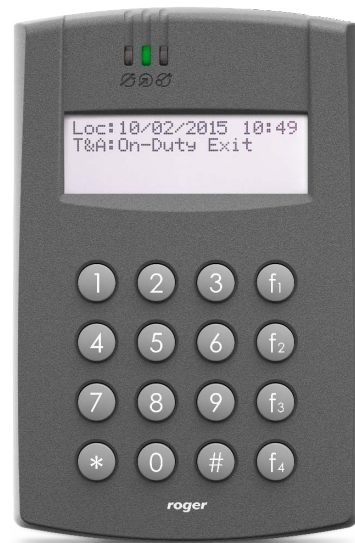


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Devices Used for the T&A in a Standalone Mode

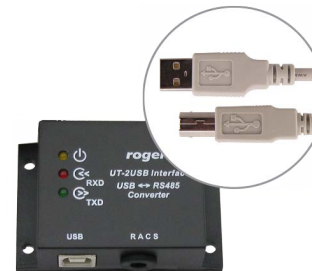
- PR602LCD-DT controller
- PRTxx series readers
- UT-4DR and UT-2USB communication interfaces



PR602LCD-DT Controller



PRTxx Series Readers



*UT-2USB
Communication Interface*



*UT-4DR
Communication Interface*

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Analysis and Reporting
Software

License Versions

- Licenses for up to 25, 50, 100, 250, 500, 1000, and 2000 employees
- Single and multi-workstation operation
- RUD-6-LKY hardware key
- Free updates within the same program version
- Free Trial license – allowing full testing of the application for 60 days – no dongle required, support for 3 workstations, support for 1,000 employees

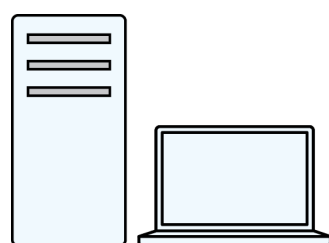
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Time and Attendance
Analysis and Reporting
Software

License Versions cont.

Single Workstation

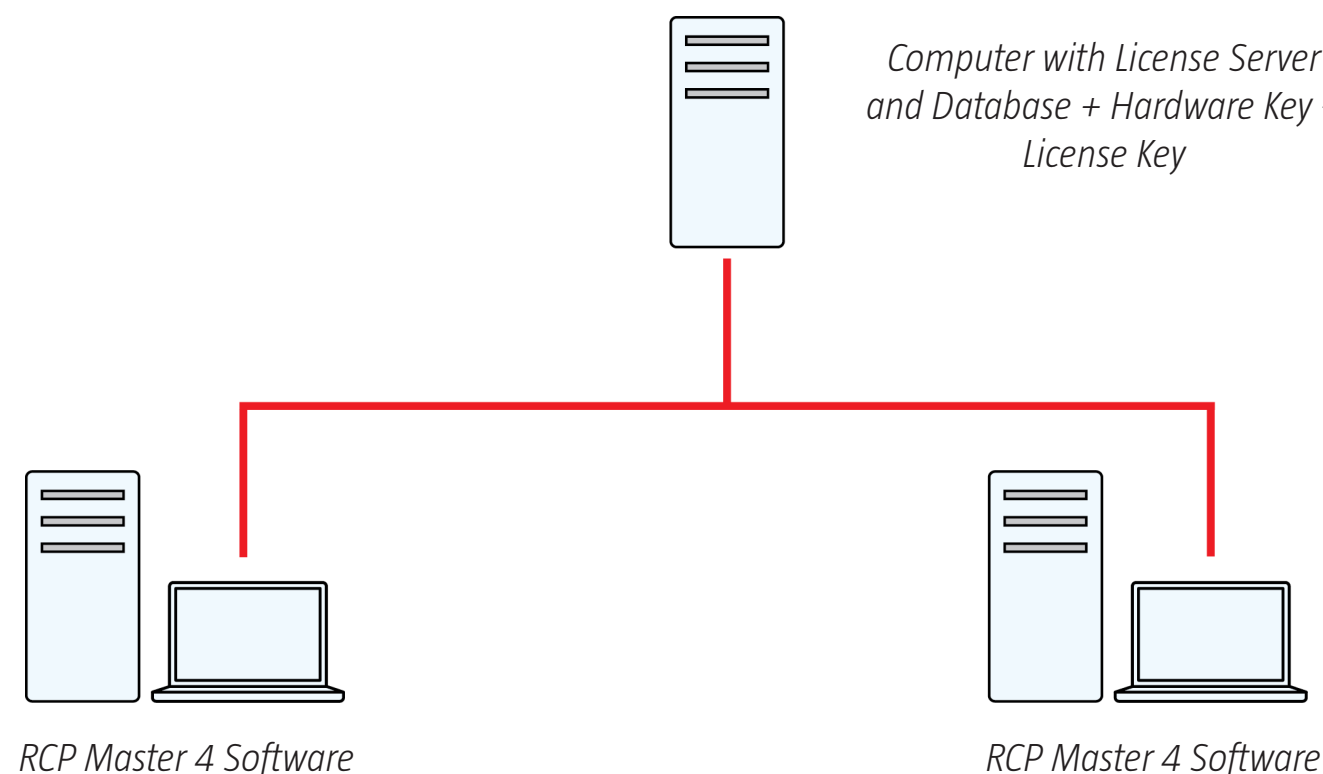
The license key assigned to the hardware key.



*Database + RCP Master 4 Software +
Hardware Key + License Key*

Multi-station Operation

The hardware key with the purchased license key is installed on any computer operating as a license server. The other computers connect to the license server during application startup.



After installing a single workstation license, it is possible to switch to a multi-station license without losing the database.

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Analysis and Reporting
Software

Main Functions

Attendance Monitor – Verification of the Attendance List of Employees

RCP Master 4 EX v4.0.6.4011. Registered for: Test T.Frydecki. Roger sp. z o.o. sp.k.; http://www.roger.pl

stemConfigurationReportsAdministrationTools

Attendance monitor

When:
Backward observation time: 8

Who:
☒ All employees ☐ Group
Group:

Summary informations:
EMPLOYEES: 16
PRESENT: 5
ABSENT: 8
EXIT ON-DUTY: 3

Last refresh: 2023-03-14 11:09:01

Generate results

Results

Drag a column header here to group by that column

Ord...	First name	Last name	Group	Status	Date	Time	Event type	Terminal
1	Muhannad	Arab	[3] Design Team	PRESENT	2023-03-14	09:34	[0] T&A - Entry	T&A Terminal Entry
2	Anastasio	Arispe	[5] Team I	EXIT ON-DUTY	2023-03-14	08:29	[17] Exit on duty	T&A Terminal Entry
3	Davis	Berkeley	[3] Design Team	EXIT ON-DUTY	2023-03-14	05:29	[17] Exit on duty	T&A Terminal Entry
4	Eliseo	Bonds	[4] Magazine	PRESENT	2023-03-14	10:29	[0] T&A - Entry	T&A Terminal Entry
5	Thorvald	Buckner	[5] Team I	ABSENT				
6	Rudi	Chambless	[6] Team II	ABSENT				
7	Lucinde	Chevere	[6] Team II	EXIT ON-DUTY	2023-03-14	08:29	[17] Exit on duty	T&A Terminal Entry
8	Demelza	Corpuz	[4] Magazine	ABSENT				
9	Herbert	Gerstner	[2] Administration	PRESENT	2023-03-14	06:31	[0] T&A - Entry	T&A Terminal Entry
10	Allison	Huffman	[7] Team III	ABSENT				
11	Branden	McKay	[2] Administration	PRESENT	2023-03-14	06:34	[0] T&A - Entry	T&A Terminal Entry
12	Cathryn	Middle	[3] Design Team	PRESENT	2023-03-14	09:29	[0] T&A - Entry	T&A Terminal Entry
13	Toby	Morgan	[8] Team IV	ABSENT				
14	Imelda	Saenz	[7] Team III	ABSENT				
15	Ken	Schulman	[4] Magazine	ABSENT				
16	Clark	Winland	[4] Magazine	ABSENT				

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Analysis and Reporting
Software

Attendance List – Verification of the Attendance List of Employees

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Time and Attendance
Analysis and Reporting
Software

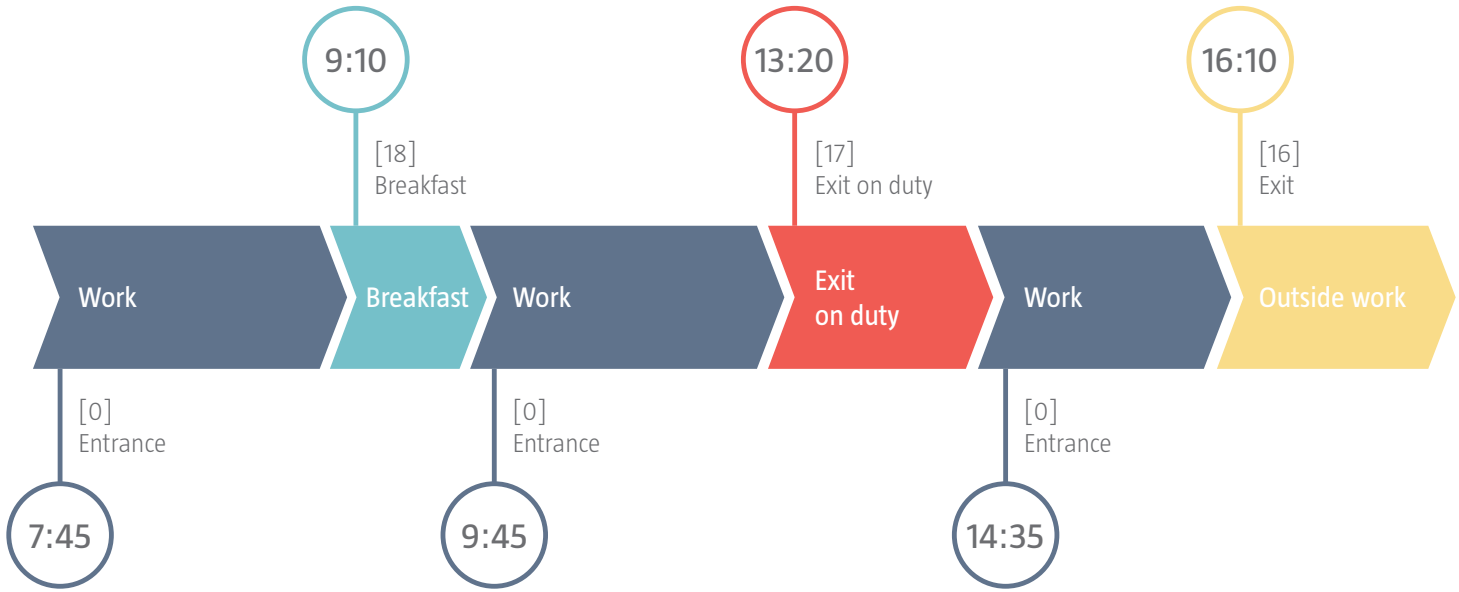
Attendance list (1/1/2020 - 1/31/2020)								
Date	Day of the week	Corpuz Demelza	Gerstner Herbert	Huffman Allison	Mckay Branden	Morgan Toby	Saenz Imelda	Schulman Ken
01.01.2020	Wednesday							
02.01.2020	Thursday	07:55-16:02	06:55-15:02	06:55-14:00	06:58-15:01	21:55-06:02	07:00-15:30	07:58-16:02
03.01.2020	Friday	08:02-16:02	06:57-15:02	07:02-14:02	07:02-15:02	22:00-06:03	07:55-16:00	Regular Vacation
04.01.2020	Saturday	07:54-16:03	08:00-16:00					
05.01.2020	Sunday							
06.01.2020	Monday							
07.01.2020	Tuesday	07:55-16:05	07:05-15:02	06:50-14:03	06:55-15:03	13:58-22:02	07:00-15:05	07:55-16:01
08.01.2020	Wednesday	07:58-16:05	07:00-15:00	06:58-14:05	07:00-12:30	13:55-22:02	07:00-16:00	07:58-16:05
09.01.2020	Thursday	Business trip	06:57-none	06:54-14:50	06:56-14:55	Vacation on request	06:30-16:30	07:50-16:02
10.01.2020	Friday	07:50-16:03	06:58-16:01	07:00-14:03	06:58-15:06	13:55-22:03	08:00-18:02	07:55-15:55
11.01.2020	Saturday							
12.01.2020	Sunday							
13.01.2020	Monday	08:00-12:00	06:58-14:00	06:50-14:10	06:59-15:01	05:50-14:00		08:00-16:10
14.01.2020	Tuesday	07:59-16:02	07:00-15:02	06:59-14:01	06:59-15:03	05:55-14:02	07:00-13:00	07:58-14:00
15.01.2020	Wednesday	07:55-16:00	06:57-15:01	Occasional leave - famil	07:03-15:05	06:00-14:03	08:00-16:10	07:45-16:02
16.01.2020	Thursday	07:54-16:03	06:55-15:06	Occasional leave - famil	06:56-15:03	05:50-14:03	08:00-16:00	07:56-16:03
17.01.2020	Friday	07:43-16:00	07:00-15:02	06:40-14:01	Absence (approved)	06:02-14:03	07:00-15:40	08:05-16:06
18.01.2020	Saturday	07:59-16:05						
19.01.2020	Sunday							
20.01.2020	Monday	07:56-16:06	07:05-15:02	06:58-14:01	Vacation on request	22:00-06:02	07:00-15:00	07:57-16:02
21.01.2020	Tuesday	07:47-16:04	06:50-15:03	06:55-14:05	06:55-15:02	21:50-06:03	07:30-16:00	07:55-16:03
22.01.2020	Wednesday	07:57-16:05	06:58-14:45	07:00-15:00	06:55-15:04	21:57-06:02	08:00-16:00	Vacation on request
23.01.2020	Thursday	07:58-16:00	06:57-15:01	06:58-14:02	06:59-15:00	Regular Vacation	08:00-16:10	07:56-16:05
24.01.2020	Friday	07:50-16:02	Occasional leave	06:57-14:02	06:58-15:02	Regular Vacation	Training	08:00-16:03
25.01.2020	Saturday							
26.01.2020	Sunday							
27.01.2020	Monday	Sickness allowance	07:00-15:01	06:59-15:00	06:50-13:00	13:58-22:03	Absence (approved) un	07:40-16:01
28.01.2020	Tuesday	Sickness allowance	06:57-15:02	06:58-14:02		14:00-22:03	07:00-15:03	07:58-16:00
29.01.2020	Wednesday	Sickness allowance	06:55-15:02	07:05-14:02	06:58-15:05	13:50-22:05	08:54-17:05	08:02-16:05
30.01.2020	Thursday	08:00-15:52	07:00-16:00	06:57-14:03	none-15:00	13:58-22:03	07:50-15:35	07:59-16:07
31.01.2020	Friday	07:58-16:02	06:57-15:02	07:00-14:03	06:57-15:02	13:58-22:00	06:45-15:04	07:56-16:03

Employee T&A Analysis

Each RCP event initiates a specific type of attendance. Most often it is simply being at work, but it can also be being on a break, at breakfast, on a business trip, or in a specific area (hall, cloakroom, canteen, etc.)

Work date	Color	Attendance type name	Event	Attendance terminal	...	Total time	Calculated time	Is added
4/1/2020		Fixed working day 8-16 [04-01 05:00 - 04...			...	08:25	08:00	
7:45 AM		Work	T&A - E...	T&A Terminal Entry		01:25	01:10	☑
9:10 AM		Breakfast break	Breakfa...	T&A Terminal Entry		00:35	00:35	☑
9:45 AM		Work	T&A - E...	T&A Terminal Entry		03:35	03:35	☑
1:20 PM		Exit on duty	Exit on ...	T&A Terminal Entry		01:15	01:15	☑
2:35 PM		Work	T&A - E...	T&A Terminal Entry		01:35	01:25	☑
4:10 PM		Outside work	T&A - L...	T&A Terminal Entry		00:00	00:00	☑

Types of Attendance



Types of Attendance

Work Calendar

The work calendar is a set of T&A rules on particular days of the year.



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Time and Attendance
Analysis and Reporting
Software

Work Calendar Features

- Continuous calendars (covering a period of up to 30 years)
- Defining collective calendars for the entire group and individual calendars for individual employees
- All created calendars can be corrected for individual employees (working off, replacing, etc.)
- Selection of the type of working time: fixed, flexible, shift
- Informing about non-compliance with the work schedule (lateness, early exits)
- Defining the range of the night shift
- Calculation of overtime on the night shift
- Defining mandatory breaks
- Defining a list of restrictions on the time spent in selected attendance areas, e.g., maximum time of stay during a break
- Overtime during fixed hours or after working a certain period of time
- Calculation of break duration based on actual readings
- Rounding of work start and end times, or times completed
- Entry and exit delay
- The function of temporary private and on-duty exits, etc.
- The function of automatic calculation of the daily norm of hours in the case of on-duty exits and entrances

Data Completeness Analysis

Check data completeness – the function allows you to analyse the completeness of:

- Registration of the start and/or end of work
- Delays
- Early exits
- Registration on a non-working day
- Exceeded residence times in selected areas (exceeded break time)
- Failure to meet the daily norm
- Registration of events outside the working day
- Events pending approval
- Absences pending approval
- No calendar assigned

T&A data verification

Results

Time range

Month: 2020 February

Time period: Date from: 3/14/2023 Date to: 3/14/2023

Who

Employees Groups

Administration, Default, Design Team, Magazine, Team I, T...

Discrepancy type

☒ Missing entry or exit
☒ Late
☒ Early exit
☐ Registration on day off
☐ Constraints

Check all Uncheck all

Report Search

Drag a column header here to group by that column

Type	Date	Information	Last Name	Work day name
✖	2/24/2020	Work end registration missing	[001]: Arab Muhannad	Flexible working day 8h
✖	2/5/2020	Work start and end registration missing	[004]: Arispe Anastatio	2-Shifts
✖	2/6/2020	Work start and end registration missing	[004]: Arispe Anastatio	2-Shifts
✖	2/10/2020	Work start and end registration missing	[004]: Arispe Anastatio	2-Shifts

Holiday and Absence Module

The application allows the adding daily and hourly absences and declaring the duration of the holiday. Entering absences and holiday requests can be performed for groups of employees or individually for each of them.

Details Work history Leave entitlements Work calendar													
Year: 2020 + Add Edit Delete Select All Add limit from previous year Refresh Report [Icons]													
			Previous years		Current year		Used daily leaves		Used hourly leaves		Reaming leave		
	Co...	Code	Leave name	Left from previous	Hours from previous years	Day count in year	Hour count in year	Used	Used Leave hours by days	Used leave hours	Converted hours to days	Remaining	Remaining leave hours
▶	ONC		Occasional leave - family mem...	0	00:00	2	16:00	0	00:00	00:00	0	2	16:00
	UW		Regular Vacation	2	16:00	26	208:00	8	64:00	00:00	0	20	160:00
	UWZ		Vacation on request	0	00:00	4	32:00	0	00:00	00:00	0	4	32:00
	UM		Maternity leave	0	00:00	0	00:00	0	00:00	00:00	0	0	00:00
	UT		Paternity leave	0	00:00	0	00:00	0	00:00	00:00	0	0	00:00
	UWY		Parental leave - child care	0	00:00	0	00:00	0	00:00	00:00	0	0	00:00
	UB		Unpaid leave	0	00:00	0	00:00	0	00:00	00:00	0	0	00:00
	UO		Occasional leave	0	00:00	0	00:00	1	08:00	00:00	0	-1	-08:00

Reports Center

- Group reports
- Employee reports
- Creating own report template
- Defining reports components

Employee name ▲

Work date	Date of week	Time of first entry	Time of last entry	Work hours total sum	Work hours calculated sum	Exit on duty Together	On-demand leave Allowed	Absence name
Employee name: Arispe Anastasio								
3/1/2020	Sunday							
3/2/2020	Monday			12:00	12:00			Regular Vacati..
3/3/2020	Tuesday			12:00	12:00			Regular Vacati..
3/4/2020	Wednesday			12:00	12:00			Regular Vacati..
3/5/2020	Thursday			12:00	12:00			Regular Vacati..
3/6/2020	Friday			12:00	12:00			Regular Vacati..
3/7/2020	Saturday							
3/8/2020	Sunday							
3/9/2020	Monday	05:54	18:05	12:11	12:00			
3/10/2020	Tuesday	17:55	06:07	12:12	12:00			
3/11/2020	Wednesday							
3/12/2020	Thursday	06:00	18:04	12:04	12:00			
3/13/2020	Friday	18:00	06:08	12:08	12:00			
3/14/2020	Saturday							
3/15/2020	Sunday							
3/16/2020	Monday	05:50	18:09	12:19	12:00			
3/17/2020	Tuesday	18:06	06:05	11:59	11:30			
3/18/2020	Wednesday							
3/19/2020	Thursday							
3/20/2020	Friday	05:58	18:03	12:05	12:00			
3/21/2020	Saturday							
3/22/2020	Sunday							
3/23/2020	Monday							
3/24/2020	Tuesday	05:50	18:02	12:12	12:00			
3/25/2020	Wednesday	18:05	05:57	12:00	12:00			
3/26/2020	Thursday							
3/27/2020	Friday	05:58	17:55	12:02	12:00			
3/28/2020	Saturday							
3/29/2020	Sunday							
3/30/2020	Monday	18:01	05:57	12:00	12:00			
3/31/2020	Tuesday			12:00				Absence (aban..
				205:12	191:30			

Available columns

Absence (abandoned work)

Absence (abandoned work) [Days]

Absence (approved)

Absence (approved) [Days]

Absence (approved) unpaid

Absence (approved) unpaid [Days]

Absence code

Balance

Begin work time calculated

Breakfast break Allowed

Breakfast break Exceeded

Breakfast break Together

Business trip

Business trip [Days]

Calendar name

Calendar type of day

Cigarette break Allowed

Cigarette break Exceeded

Cigarette break Together

Comment

Completeness of events

Delay

Delay [Days]

Description line 1

Description line 2

Duty Allowed

Duty Exceeded

Duty Together

Early exit

Early exit [Days]

Employee group

Employee TAID

End work time calculated

Exit on duty Allowed

Exit on duty Exceeded

Exit on duty with automatic day close Allowed

Exit on duty with automatic day close Exceeded

Visible all

Unvisible all

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RCP Master 4
Time and Attendance
Analysis and Reporting
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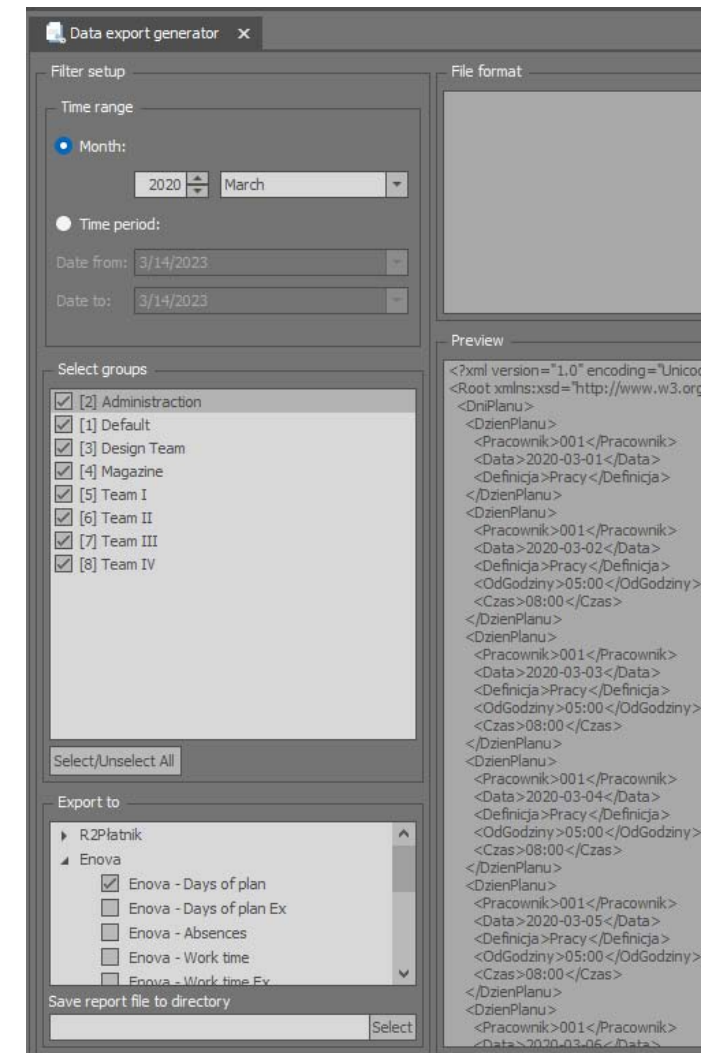
Cooperation with HR and Payroll Applications

T&A data export to payroll applications:

- R2Płatnik
- Enova
- Symfonia
- Optima
- Teta
- Streamsoft Prestiż
- Gratyfikant
- Simple
- IFS
- Xpertis

Absence data import from:

- ZUS PUE
- a file in .xls format



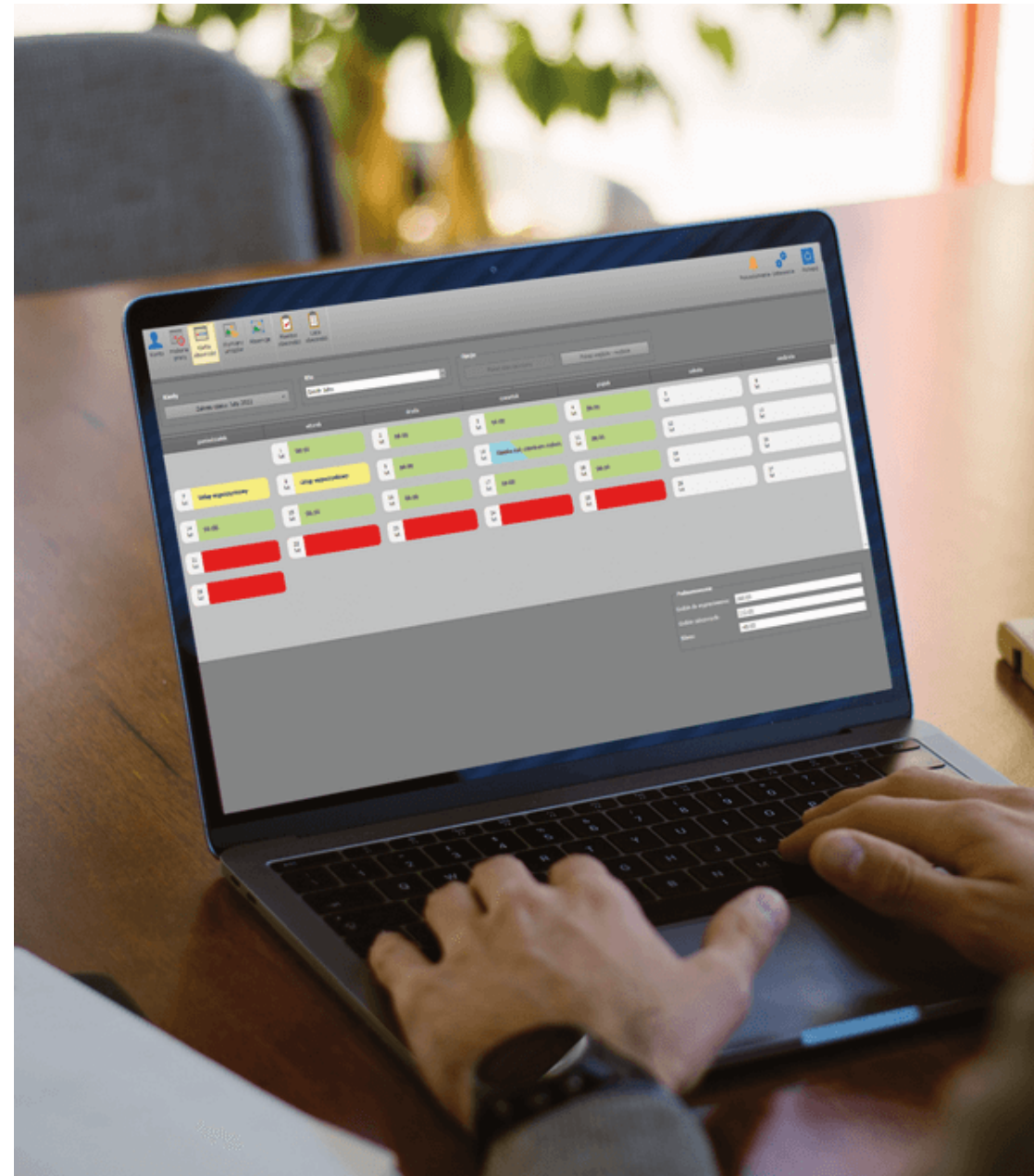
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RCP Master 4
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Analysis and Reporting
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Operators

The program enables the creation of Application Operators with the following capabilities:

- Defining the role – specifying the scope of functions to which the system user is entitled
- Assigning individual employee groups to a selected operator
- Insight into the history of the selected Operator's activities

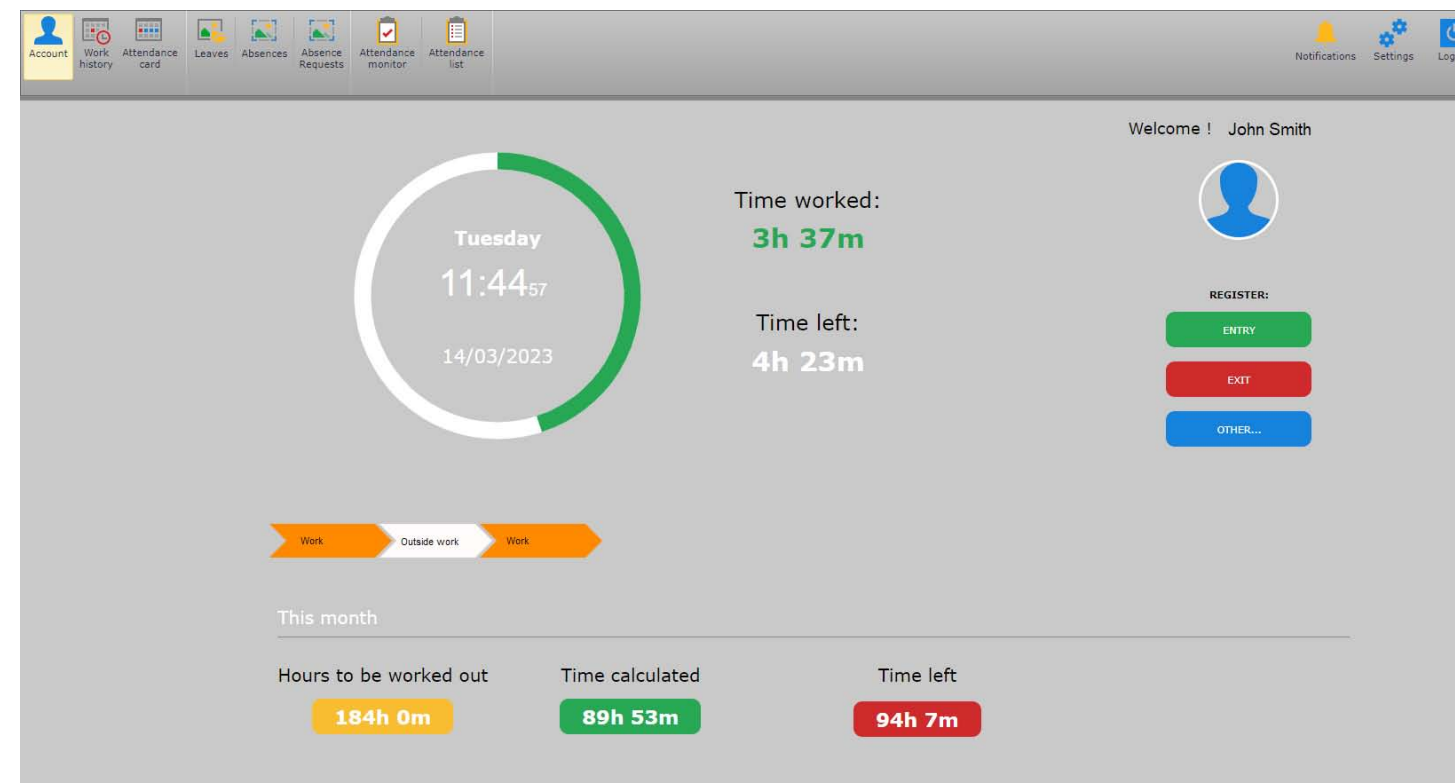


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Time and Attendance
Analysis and Reporting
Software

RCP Master 4 Web Application

- Access to T&A data from a web browser
- Overview of the working time on a given day/month
- Remote registration of T&A events (entry, exit, remote work, etc.)
- Submitting holiday requests and other types of absence
- Verifying the holiday usage
- Notifications about pending requests via the web application and by e-mail
- Preview of the Presence Monitor
- Preview of the Presence List



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RCP Master 4
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Analysis and Reporting
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Hardware and Software Requirements

System required:

- Windows 7 (x86 and x64) and higher

Packages required:

- MS .NET Framework 4.0 Extended
- MS Visual C++ 2010 Redistributable (x86 or x64)
- Microsoft® SQL Server® 2008 R2 SP2 - Express Edition

Database requirements are specified by Microsoft and available at:

[https://learn.microsoft.com/en-us/previous-versions/sql/sql-server-2008-r2/ms143506\(v=sql.105\)](https://learn.microsoft.com/en-us/previous-versions/sql/sql-server-2008-r2/ms143506(v=sql.105))

Recommended hardware requirements:

- RAM: 4 GB
- Processor: 3 GHz (number of cores: 4)
- Disk space: 1 GB (in the case of working with a SQL Server CE database, an SSD disk is recommended)

Support

We offer technical documentation on our website, support via phone as well as remote connection of our technical support specialists with the customer system.

We offer training and workshops for our distributors also promotional materials for marketing purposes.

More details about the possible support can be found at:
<https://www.roger.pl/en/support>



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RCPM

RCP Master 4
Time and Attendance
Analysis and Reporting
Software

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