

HYDRA- Time & Attendance



- Recording of clock-in times and clock-out times
- Flexible time and compensation models
- Computation of wage types (time management)
- Current overviews and information
- Versatile evaluations and list functions
- Access control and personnel scheduling
- Interfaces with various payroll systems

HYDRA-Time & Attendance

HYDRA guarantees flexibility within the human resources function

Employees play a central role within every business enterprise. Depending on the work load, personnel resources must be planned and evaluated in as flexible a manner as possible in order to achieve maximum utilization. Today, variable work-time models based on annual or lifetime work-times and complex compensation models, are no longer uncommon. Consequently, by using time clocks and manual evaluations, the time and effort spent on data collection and management becomes prohibitive and can no longer be justified financially. As a result, modern and efficient systems such as HYDRA-PZE are now in great demand!

HYDRA supports the realization of modern work-time agreements and compensation or organization forms. HYDRA-PZE can be used as a simple sub-system as well as a complex time management system which includes personnel scheduling. The following functions are available depending on requirements:

Data collection

- Entry of clock-in / clock-out times via HR-terminals supplied by various manufacturers, PCs or internet
- Posting of absence times such as doctor's appointments, off-site work or business trips
- Retroactive entry and recording of project time
- Functions for the correction of missing or incorrect clock-in time
- Use of common identification procedures such as barcode, LEGIC, MIFARE, HITAG



Ideal support for your payroll accounting

Work time scheduling

- Daily and annual models for flexible work times and shift operation
- Deviating models for work times can be changed individually
- Recording of absence times for such things as vacation, illness or advanced training
- Approval of vacation, overtime or bonus based on a paperless application procedure with integrated workflow
- Functions for personnel scheduling

Time management

- Daily, weekly and annual models to illustrate compensation agreements and collective agreements
- Calculation formulas for flexible work times (e.g. weekly, annual or lifetime work time)
- Daily, monthly and annual evaluations of time accounts and wage types
- Transfer rules for wage types
- Calculation of overtime, flexitime and leave accounts

Information on employees

- Display of personal time accounts (overtime, flexitime, remaining leave, etc.) at terminals, PCs or via internet
- Shift plans and personnel work schedules
- Overviews of absent and attendant employees
- Freely definable evaluations, trends, print lists and reports
- Online overview of time accounts
- Lists with current account balances
- Display of personal messages at HR-terminals
- Birthday and anniversary lists
- Overview of absence times
- Clocking lists and archives
- Individually configurable time sheets and archives

HYDRA: one system for all your needs

Basic functions

HYDRA-PZE is a practice-proven modular system that offers a variety of powerful functions:

- Interfaces with payroll systems such as SAP HR, PAISY, Lohn XL/XXL, P&I, SAGE KHK, DATEV, Hansalog, VARIAL and many others
- Transfer, creation and maintenance of HR master data in different versions



- Extensive, secure authorization and user concept
- Extended personnel data for setting up an HR information system
- Configurable reporting list with correction and error notes
- Numerous functions for system administrators such as programs for data backup and archiving

Integration in HYDRA

HYDRA offers all the advantages of an integrated system using data derived from HYDRA-PZE, as well as in other modules such as production data collection, quality assurance, incentive pay and access control:

- HR master data need only be compiled and maintained once for all applications.
- Data are processed in a cross-subject manner, without complex interfaces. As a result, when an employee clocks out, HYDRA automatically logs off the order, in the integrated order data management, on which they previously worked. Reporting effort decreases and typing errors are prevented.

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