



 Microsoft  SharePoint  Office 365

# TIME AND ATTENDANCE

SIMPLIFY TIME TRACKING AND INCREASE PRODUCTIVITY

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# MODULE OVERVIEW

Set up the absence policies, track and approve employee leave records, and register the time spent on various activities.

- Define the company-wide leave policies and rules
- Set up comprehensive approval workflows
- Have a global absences calendar
- Increase productivity with project-based time tracking

The screenshot displays the LANTERIA My Absences web application interface. At the top, there is a navigation bar with tabs for MY DETAILS, MY TIME & ATTENDANCE, MY PERFORMANCE, MY LEARNING, and MY COMPANY. Below this, the user's profile for Tanya Coleman (Senior Manager, Middle Management) is shown. Key metrics are displayed: 18 Days Total Paid Leave (Accrued: 18, Extra Time Off: 0, Carried Over: 0, Expired: 0), 11 Days Booked (Taken: 4, Scheduled: 7, Pending: 0), and 7 Days Leave Balance. A 'Register Absence' button is visible. Below the metrics, there is a table of absence entries with columns for Type, Start Date, Return to Work, Duration, Status, and Notes. The table shows 17 entries, with the first few rows visible. The interface also includes a search bar and pagination controls at the bottom.

Type	Start Date	Return to Work	Duration	Status	Notes
SICKNESS	11/30/2017 AM	12/13/2017 AM	6 d 0 hrs	APPROVED	Approval/Comments History
VACATION	11/14/2017 AM	11/22/2017 AM	9 d 0 hrs	APPROVED	Approval/Comments History
VACATION	11/09/2017 AM	11/23/2017 AM	9 d 0 hrs	APPROVED	Approval/Comments History
SICKNESS	10/25/2017 AM	11/08/2017 AM	8 d 0 hrs	APPROVED	Approval/Comments History
SICKNESS	10/17/2017 AM	10/24/2017 AM	5 d 0 hrs	APPROVED	Approval/Comments History
SICKNESS	10/04/2017 AM	10/10/2017 AM	4 d 0 hrs	APPROVED	Approval/Comments History
VACATION	08/22/2017 AM	08/31/2017 AM	7 d 0 hrs	APPROVED	Approval/Comments History
VACATION	08/23/2017 AM	08/31/2017 AM	7 d 0 hrs	APPROVED	Approval/Comments History
SICKNESS	08/09/2017 AM	08/17/2017 AM	7 d 0 hrs	APPROVED	Approval/Comments History
SICKNESS	07/13/2017 AM	07/21/2017 AM	6 d 0 hrs	APPROVED	Approval/Comments History

# FEATURES



## INCREASE PRODUCTIVITY WITH TIME TRACKING

- Easy time registration from any device
- Analytics on the time spent on different projects and activities
- Clock In and Clock Out system

## MANAGE LEAVE POLICIES AND RULES

- Automated calculations of accruals and balances
- Flexible absence plans for different locations and employees
- Custom absence types and rules

## STREAMLINE APPROVAL WORKFLOWS

- Time off requests and approvals via Self Service
- Role-based approvals of absences and timesheets
- Notifications and reminders integrated with Outlook
- Mobile App to accelerate the approval process

## TRACK AND ANALYZE DATA

- Analytical reports and dashboards
- Global absence calendar
- Import and export your data



# USER ROLES IN LANTERIA HR

## HR PRO

Complete automation of HR tasks and access to full analytical reporting.

## MANAGER

Collaboration with teams and better management decisions supported by Manager Self Service.

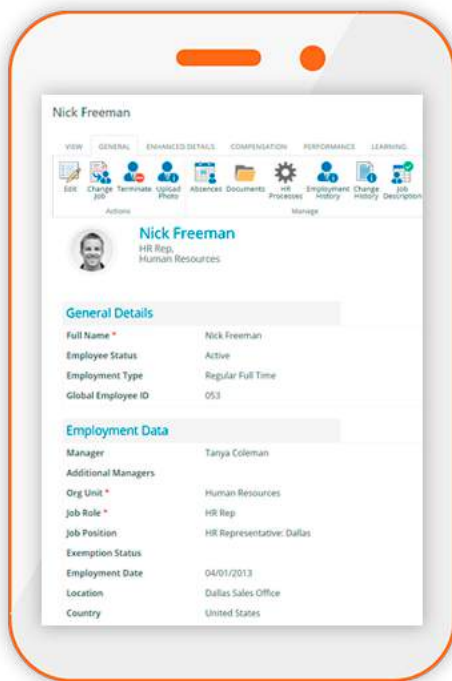
## EMPLOYEE

Employee engagement and access to personal data, records and documents with Employee Self Service.

## CUSTOM ROLE

Custom user roles and permissions, such as: training managers, recruiting managers, local HR managers and other.

# ANALYTICS AND REPORTS



Get the full analytical insights and make informed decisions. Use a library of out-of-the-box reports and dashboards available in the system or create your own custom reports using Lanteria Report Builder.

# LANTERIA HR SYSTEM



Lanteria HR is a SharePoint based Human Resource Management (HRM) solution that facilitates and automates the entire Human Resource (HR) cycle in a company. The solution creates a central storage location for all HR information, while supporting HR processes and increasing the performance of each employee and organization as a whole.

Lanteria was founded in 2006 and, since that time, have successfully completed over 150 projects for local and international clients. The Lanteria team includes both experienced HR and IT professionals. This allows us to integrate our extensive HR experience with all the cutting-edge Microsoft technologies that you are already using.

# OUR CUSTOMERS



- ✓ Customers in 40+ countries around the globe
- ✓ Exclusive focus on HR management and Microsoft technologies
- ✓ Professional implementation and support teams
- ✓ Microsoft Certified Partner
- ✓ 50+ partners worldwide
- ✓ Founded in 2006



# CONTACTS



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# AWARDS

