Infor Time Track

Sync workforce and plant activities

Your employees are your most important—and often your most expensive—assets. In an increasingly competitive, on-demand business environment, it is no longer practical for your employees to use manual systems to "punch in" and "punch out" of work throughout the day. Disconnected, manual systems increase overhead, errors, and operational costs. Syncing attendance and labor cost information to your manufacturing activities not only increases your operational visibility, it also increases productivity.

You need a single solution to collect, review, edit, approve, and process data for payroll and labor costs. With the right software solution, you can manage your workforce using advanced optimization technology.

Meet your specific needs

Enterprising companies like yours have to respond to staffing challenges in real-time. Infor® brings decades of experience in workforce management software to give you complete control and total visibility over every aspect of your business. With Infor Time Track, your employees can use a single user interface (UI) to report their work statuses, while your line managers can visit dashboards to review employee data from the entire organization. Integration is no problem because Infor Time Track has been designed specifically for manufacturing companies running Infor LN and Infor SyteLine®.

Infor Time Track is parameter-driven, allowing you to configure the solution to meet your specific business requirements. It is built on Infor™ Mongoose, our most flexible framework, which allows you to implement and customize the solution to your needs. You don't need to know complex source codes or programming languages. You'll be able to create enhancements in a fraction of the time and with far less effort than is required with traditional development approaches.

Manage your whole organization

With Infor Time Track, your line managers get a comprehensive solution that collects attendance data, manages labor transactions, and organizes data for processing by your payroll and ERP applications. Your line managers will be able to oversee employee clock-ins and clock-outs for shifts, lunches, and breaks, as well as planned and unplanned absences. They'll also be able to see when jobs start and stop, in addition to the quantities of items your employees produce.

With Infor Time Track, you get tools for:

- **Absence approval**—Employees can create absence requests for approval by supervisors. Employees and supervisors can view a history of these requests and their statuses.

- **Absence tracking**—Designate absence codes to be tracked, allowing you to compare the absence time taken by employees with the time allocated to them for each absence code.

- **Automatic gap record filling**—Eliminate time gaps that occur between transactions by automatically adjusting transaction time records to fill them.

- **Elapsed time functionality**—Report, view, and process elapsed time hours on a daily or weekly basis. You can also use attendance hours in conjunction with elapsed hours and categorize elapsed time hours using your overtime method configuration.

- **Employee home page**—Use the employee home page as a general access form that allows multiple employees to perform activities using a single, shared user login on a touchscreen device or with a mouse.

- **Jobs download notifications**—Receive email notifications when jobs are downloaded from your ERP system.

- **Machine time**—Report machine time automatically as a ratio of labor time, or you can report it manually.

- **New order types**—Take advantage of the dashboard transactions form, employee home page form, or a remote device to complete new order types.

- **Operation completion**—Indicate when an operation has been completed to have real-time information on work order status.

- **Payroll extract configuration enhancements**—Specify how to organize information in the payroll extract and configure the extraction process to only process data that has changed since the last extraction.

- **Post-processing payroll modification**—Modify payroll detail records after payroll has been processed.

- **Set-up time**—Start jobs using set-up as the order type to account for set-up time that precedes direct production.

- **Stop only transactions**—Avoid human error caused by employees forgetting to clock out for breaks or start new jobs. This function eliminates the need for users to perform a start transaction to log the start time for an activity. When an activity is stopped, the application assumes that activity started immediately after the most recent activity ended, so it automatically generates a start transaction at that time.

- **Teams**—Designate teams to streamline employee activities, such as starting and stopping jobs.

- **Time-off groups**—Create groups with defined parameters for absence tracking and absence approvals, and assign employees to those groups.

Improve productivity

You can't afford to lose time and employee productivity, especially when staffing outages can be avoided. Your line managers need to be able to review, change, and approve employee hours from one convenient interface to reduce lost hours. They need real-time control. With Infor Time Track, your line managers can approve warnings and modify shifts, making it quick and easy to address coverage issues. They'll be able to collect time and attendance information, including when your employees clock in or clock out for the day, as well as when they punch out for breaks.

Additionally, your line managers will be able to track the start and end times of jobs, projects, service orders, and indirect tasks. And, your employees will benefit from using a single UI to request time off, print their schedules, and update their availability from a desk, kiosk, or mobile device.

Make better decisions—faster

Your workforce's time is a valuable commodity. Once lost, you can't get it back. With Infor Time Track, you get instant visibility into your workforce, so you can see who is working, who should be clocked in but isn't, and who is available but isn't clocked in. You'll have a comprehensive, real-time overview of your entire team's status through a single user interface. Your employees will have more fulfilling and productive workdays, while you'll be free to make better decisions—faster.

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About Infor

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