
TimePlan

Workforce Planning, Time Registration and
Human Resource Administration

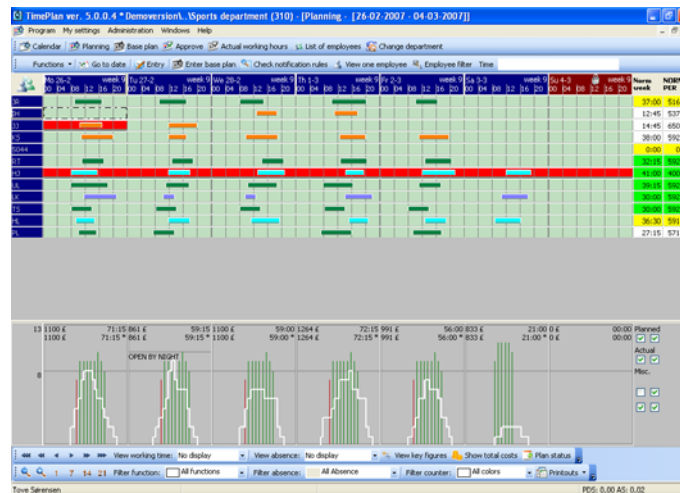




TimePlan

TimePlan is the leading software product for workforce planning, time registration and human resource administration.

TimePlan is user-friendly, module based and can be setup to match your precise needs and requirements.



Innovative software vendor

SIMPLEX A/S is an innovative software vendor focusing 100% on the marketing, development, implementation and support of TimePlan.

With TimePlan, we are setting international standards for software that efficiently handles workforce planning, time registration and HR administration.

It is our vision to build significant market share in European markets, principally through partnerships with dedicated and committed resellers.

SIMPLEX A/S was established in 1990. The first version of TimePlan was developed in 1995 in co-operation with the Danish Commerce & Services Organisation, the Danish Union of Commercial and Clerical Employees and leading Danish retail companies.

TimePlan was originally developed for use in the retail sector. Since then the program was implemented by several organisations from other market segments. Driven by continuous and innovative development, TimePlan today is the ultimate tool for planning, time registration and HR administration for a growing range of businesses.





Customers

INSTALLATIONS



TimePlan is installed in a number of European markets including United Kingdom, Denmark, Sweden, Finland, Norway, Germany, Poland, Czech Republic, Slovakia and Austria.

TimePlan is widely used within the service sector, including retail, hotels, catering, amusement parks, transportation, supply companies, etc. The greatest number of installations is within the retail sector.

The installations range from single shops with 20 employees to large international installations with more than 1,000 stores spread in many European countries.

EXAMPLES OF REFERENCES

TimePlan is used by more than 300 companies throughout Europe. Many of our customers are large international companies with multiple departments and thousands of employees.





Features & Benefits

OVERALL BENEFITS

- ✓ Flexible and efficient tool - easy to learn and fast to use.
- ✓ Wage savings and satisfied employees: Intelligent warning analyses ensure correct planning according to agreements and working time regulations.
- ✓ Reduces the time spent preparing the wages: Export of wage information from TimePlan to your company payroll system.
- ✓ Management overview and economic control.
- ✓ Efficient HR administration. Overview of the individual employees.
- ✓ Handling of agreements and warning rules. EWT compliant (European Working Time Directive).

MODULE BASED

With a TimePlan installation you always get the basic module, which includes all the necessary features for efficient and flexible workforce planning, time registration and HR administration according to agreements and working time regulations. Furthermore, you can expand your installation with a number of add-on modules to maximise the adaptation of TimePlan to your needs.

TimePlan is developed according to high standards of quality and is created as standard out of the box software.

The intuitive and graphical user-interface makes it easy and fast for the user to learn how to navigate and use TimePlan.



Base Plan



Basic Module



User-friendly staff rota planning



Save time reusing base weeks and templates



The base plan tool is used for staff rota planning (rosters) and shift patterns. Base plans are the foundation for the subsequent detailed and daily planning in the Planning tool.

The base plans are typically prepared for 2-4 weeks. Afterwards, the base plan weeks are copied into the Planning tool a number of times so it creates a long planning period of e.g. 16 weeks or 1 year.

Features:

- Easy insertion of working hours.
- Display counters with colour indicators ensure that the allocated hours per week of the employees are planned correctly according to agreements.
- Key figures.
- Graphical overview of the planned manning.
- Templates for days and weeks (e.g. for temporary workers).
- Preparation of basic plans for special weeks and days.





Planning



Basic Module

- ✓ Optimised workforce planning saves costs
- ✓ Avoid conflicts, get satisfied employees
- ✓ Intelligent warning systems
- ✓ Precise data for payroll
- ✓ Integrated absence management
- ✓ Central overview



Planning is the daily tool for the detailed planning of employees in terms of working hours and absence. The tool is also useful for the registration of the actual working hours.

Features:

- Online overview and access to all necessary tools in TimePlan.
- Easy insertion of base plan weeks (rosters) for your agreement planning period, no matter how many weeks your planning period consists of.
- Efficient tools for the editing and registration of working hours and absence (planned and actual).
- Control and automatic calculation of additions, overtime, etc. when you change approved plans.
- Intelligent warning systems and display counters ensure that the employees are planned according to the agreements.
- Display counters continuously sum up the working hours and other vital information.
- Overview of the actual planning compared with the planned manning needs for the days/hours.
- Overview of calendar information.
- Reports: Working schedules, absence, time specifications, deviation reports, etc.
- Locking of data (e.g. use the data for wage export to payroll).
- Historical review of previous planning periods.



Absence



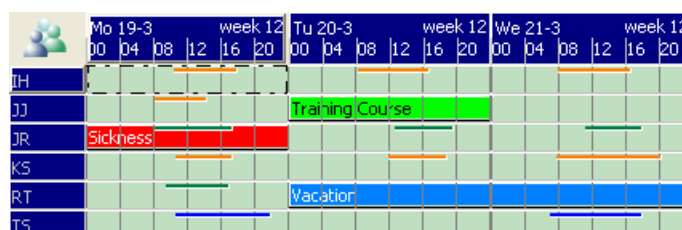
Basic Module

- ✓ Absence management
- ✓ Reports
- ✓ Graphical overview
- ✓ Auto absence

In the Planning tool, you can easily create and register absence for vacation, maternity leave, sickness, course/training, etc.

Features:

- Register absence for hours, days and periods.
- Use the automatic absence feature to easily start and stop the automatic insertion of absence (e.g. sickness).
- The registered absence is clearly shown with graphical bars with user-defined colours.
- With the counter display you can easily get an overview of the total absence for specific periods.
- Reporting – Printouts of employee absence.
- All absence types can be specified in percentage as to whether they should include wage or not.
- You can setup an unlimited number of absence types.

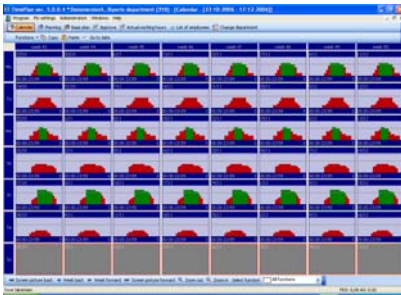




Calendar

Basic Module

- Efficient calendar features support the planning.
- Centralised & local calendar for individual departments



The Calendar supports the Planning tool with department specific data.

Features:

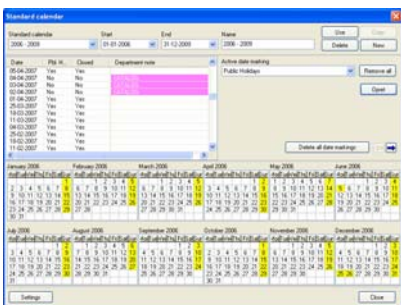
- Setup of manning needs per hour and day in the department. The manning needs are graphically shown in comparison with the actual planning in the Planning tool.
- Notes about the individual days in the department, e.g. Open-by-night (shown in the planning tool).
- Registration of bank holidays as closed or open days in the department (shown in the planning tool and used for the calculation of wage).
- Allows insertion of budgets and key figures for days or periods with the add-on module Wage Budget.
- Graphical highlights of closing days and birthdays in the Planning tool.



Calendar Management

Basic Module

- Centralised management of yearly calendars
- Easy distribution of calendars for departments
- Internal information



Calendar Management is used to create and maintain calendars for one or more departments. It contains all features from the Calendar, except the setup of manning profiles.

Calendar Management makes it easier and faster to work with calendars for multiple departments.

Features:

- Easy reuse and customisation of global or regional calendars for other departments
- Registration of bank holidays as open or closed days.
- Department notes about the individual days (open-by-night, sales, etc.), and internal messages for own use.
- Allows insertion of budgets and key figures for days or periods with the add-on module Wage Budget.
- All calendar information is visible online from the Planning tool



Employee Management



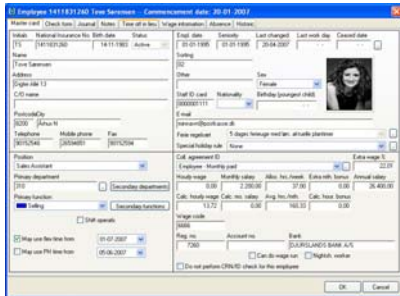
Basic Module



All employee data centrally accessible



Historical review of employee data



TimePlan effectively handles employee management. All management levels, e.g. the planner, the HR department and the controller have online access to all employee data and history.

Features:

- Viewing and editing of employee contact data, employment data, wage data, bank account, personnel number, wage code, associated departments/work functions, etc.
- Access to data is managed by user rights.
- Work-flow control for managers to approve the changes made by other users.
- Editable, historical information about previous changes to employee data.
- Information about employee absence, absence remarks and work time remarks.
- User-defined reports - printouts.
- Additional information and functionality can be added with respective add-on modules, e.g. salary, Time Off in Lieu, HR documents, check forms and notes.



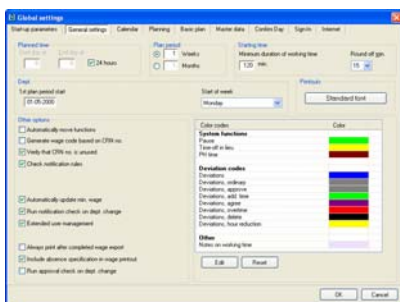
Administration & Setup



Basic Module



Customisation of TimePlan to your precise needs



With the Administration tool, TimePlan can be setup to fulfil the requirements of most companies.

- Multiple labour agreements
- Unlimited warning rules
- Global settings
- Customisation of tool bars
- Customised reports
- Unlimited absence types
- Job positions
- etc.

A wide range of settings regarding functionality and the user-interface can be adjusted to match your exact needs.

All settings are usually setup once to match the requirements of the company. Afterwards, the settings can easily and continuously be altered.



Agreements



Basic Module



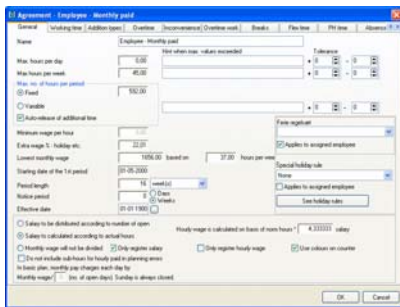
Precise setup of agreements



Avoid conflicts and extra costs



Multiple agreements



TimePlan handles multiple agreements. TimePlan can be setup to handle practically all agreements, collective agreements and company rules in many countries.

TimePlan monitors and automatically warns if agreements and warning rules are exceeded.

The basic module is as standard supplied with three agreements. TimePlan can be supplied with all the extra agreements that you may require.

In TimePlan, it is simple to setup and maintain the agreements: Maximum number of hours per period, wage additions, overtime additions, inconvenience time, tolerances, breaks, etc. The settings influence how work time can be planned and how time and additions will be calculated for the individual employees.

It is possible to set future dates for changes to agreements to be effected. TimePlan stores the agreements from previous periods, and keeps complete historical overview.



Warning Rules



Basic Module



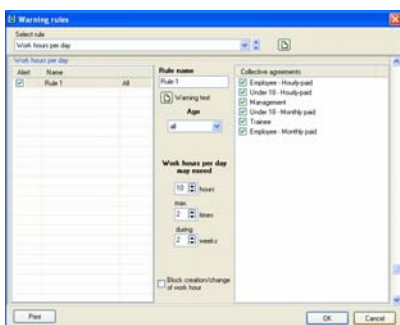
Avoid conflicts with your employees



Intelligent warning rules ensures correct planning



Unlimited number of rules



Warning rules helps you to avoid conflicts with your employees and saves you from unnecessary wage costs.

If working time regulations are exceeded, the tool warns you or even blocks the action.

It is possible to setup a great variety of user-defined working time rules and regulations which are linked to agreements:

- Time rules in EWT (European Working Time Directive)
- Absence hour warnings
- Daily/weekly/period rest
- Age warnings
- Working time limits
- Maximum shift hours
- Maximum working days in a row
- Maximum number of allowed working hours per year
- Non allowed working hours
- etc.

Warning Rules is a supplement to agreements. You can define an unlimited number of warning rules. You can define an almost unlimited number of variables on the existing templates. The number of warning rules is expanded concurrently with the market development and customer needs.



Users



Add-on Module



Multiple users at the same time



User-specific rights



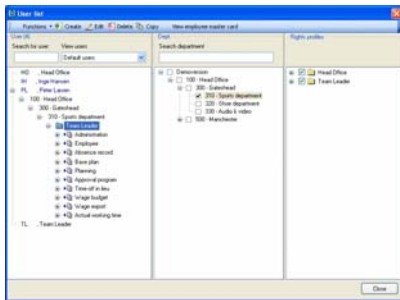
Easy user & rights profile management



The add-on module Users handles an unlimited number of users with different rights according to your organisational setup.

Features:

- Users are provided with a username and a password.
- The individual user is granted one or more rights profiles, which determine the viewing and editing rights.
- The users can work simultaneously in TimePlan.
- The same users can be granted different rights in different departments.



The add-on module makes it easy to administrate and manage rights profiles and users, including the association with job positions, creation of employees as users, etc.



Departments



Add-on Module



Multiple departments



Planning and statistics departments



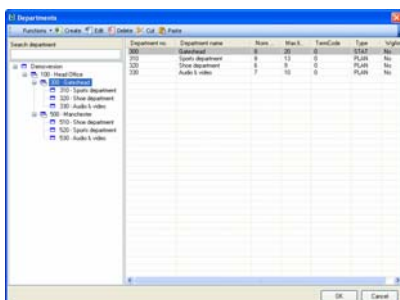
Setup of your organisation profile



TimePlan handles multiple departments. The organisation structure of your company is easily created in TimePlan, including headquarters, regional departments, company departments, internal departments, etc.

TimePlan operates with two types of departments:

- Planning departments are used for the actual planning of employees. Departments can loan employees to each other with a few clicks. The departments are created with their own calendar, absence management, base plan (staff rota) and planning tool.
- Statistics departments are typically used at various control and management levels, for instance at the head quarters or at district offices. These departments have overview of the performance of the planning departments, including key figures, employee data, absence data, etc.





Functions & Tasks



Add-on Module



Unlimited functions/tasks



Management of job rotation



Graphical overview of manned tasks

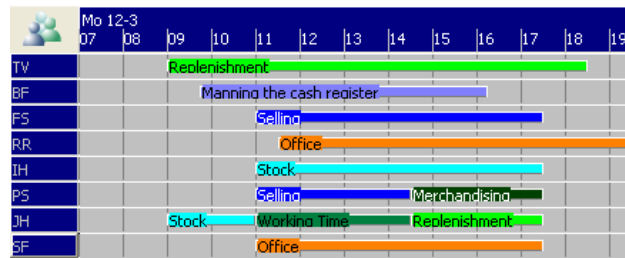


With the add-on module Functions & Tasks, you can easily and quickly assign a function or task to your employees in the Planning tool. Functions can be physical placements, employee competencies and job functions.

Features:

- An employee can be assigned a primary function/task and several secondary functions.
- The functions of the employee and the related working time are easily altered with a few clicks in the Base plan and the Planning tool.
- During a working day, an employee can be assigned different functions.
- The functions are visualised with user-defined colours and names in the Base plan and Planning tool.
- Unlimited number of user-defined functions/tasks in TimePlan.
- Sort and view employees with specific functions/tasks.

With the add-on module, you can easily plan to have the right functions and tasks at the right place and time.



Wage Budget



Add-on Module



Online overview of costs and key figures



Spot and avoid planning mistakes



Budget control & forecasting



The add-on module Wage Budget is a strong tool for the planners and for management at the head quarters / district offices:

- Overview of planning errors and the related wage costs per day, week, month or any optional period. With one click, this tool gives you a current overview of what you can save by planning to the optimum.
- Overview of wage costs and hours for planned, approved and actual/registered working hours.
- Key-in/import budgeted and actual turnover values.
- Online overview of wage cost and turnover comparison per day/period.
- Overview of absence costs in the period.
- Specification of total wage costs for various periods, split up into monthly salary, overtime additions, etc.
- Key figures including wage percentage
- You can set-up your own key figures based on wage costs, turnover and hours; e.g. turnover per working hour, efficiency percentage and wage index.

Calculations	Total budget	Total plan	Actual total
Turnover	0	0	0
Hours consumed	00.00	328.45	328.60
Wage amount	0	6.149	6.149
Wage %	0,0000	0,0000	0,0000
Specifications	Hours	% of total hours	amount
Total time off in hrs	-37.30	10,50	-400.49
Sickness hrs	47.30	14,52	588.23
Planning error in OK planning period	Hours	% of total hours	amount
Sub hours for the period (before courses)	83.36		1.852.93
Hours (without lost courses)	16.30		217.54
50% TIMEB	13.30		88.36
100% TIMEB	03.00		38.81
Costs for planning error			2.238.64



Terminal Time Approval



Add-on Module



Real-time overview of terminal clock in/out



Terminal hardware independent



Easy and efficient approval of worked hours



Terminal Time Approval is used for approving and editing the registered working hours from terminals.

The tool can approve actual working hours from different terminals:

- Hardware terminals: TimePlan is hardware independent and can be setup to import data about clock in/out and breaks directly into Terminal Time Registration from external terminals, e.g. card readers/swipes, scanners and Windows server logon.
- TimePlan SignIn Touch Screen (integrated setup).
- TimePlan SignIn (integrated setup),
- Registration of working hours (clock in/out and breaks) with the add-on module Internet (integrated setup).

Any deviations between the planned working hours from the Planning tool and the registered working hours from the terminals are easily edited and approved. The working hours can be approved for several employees at once.

Other features:

- Absence can be registered and edited directly from the approval screen.
- The module can approve-lock the registered worked hours for payroll.
- Graphical overview of revised time, terminal time (clock) and the time registered for payroll.

Employee	Appr. working hours	Rev. working hours	Time from terminal	Manual time	Appr. by	Absence	Time for settlement
Hanne Lassen	0800 - 1815 0A	0800 - 1815 0A	0812 - 1827 0	X		Tove	0812 - 1827 0A
Inge Hansen	0745 - 1645 30A	0745 - 1645 30A	0812 - 1630 0	X		Tove	0812 - 1630 30A
Jane Rasmussen	1100 - 1800 30A	1100 - 1800 30A	0817 - 1630 0	X		Tove	0817 - 1630 30A
Jens Jakobsen	0800 - 1745 30A	0800 - 1745 30A	0813 - 1620 0	X		Tove	0813 - 1632 30A
Kim Stausholm	0915 - 1800 00	0915 - 1800 00	0813 - 1828 0			All day	
Louise Krogh	1200 - 2130 30A	1200 - 2130 30A	0813 - 1631 0	X		Tove	0813 - 1631 30A
Peter Larsen	0845 - 1930 30G	0845 - 1930 30G	0813 - 1631 0				
Rasmus Thomsen	0915 - 1645 30G	0915 - 1645 30G	0813 - 1631 0				
Tove Sørensen	0945 - 1600 30G	0945 - 1600 30G	0813 - 1631 0				
Ulla Larsen	1200 - 1800 00	1200 - 1800 00	0814 - 1829 0				



Actual Time Approval



Add-on Module



Easy and efficient approval of worked hours and absence



Actual Time Approval is used to register, approve and edit the actual worked hours and absence - a fast and time-saving alternative to registration of actual hours in the Planning tool.

Any deviations between the planned and registered working time from the Planning tool can be edited and the actual working and absence hours can be approved for the single employee and day-basis in a single-action process.

The module can approve-lock the registered actual hours for payroll.

Employee	Confirmed working time	Revised working time	Actual working time	Absence
Inge Hansen	07:45 - 16:45 - 30	07:45 - 16:45 - 30	08:12 - 16:30 - 30	
Jens Jakobsen	08:00 - 17:45 - 30	08:00 - 17:45 - 30	08:13 - 16:32 - 30	
Jane Rasmussen	11:00 - 18:00 - 30	11:00 - 18:00 - 30	08:17 - 16:30 - 30	
Kim Stausholm	09:15 - 18:00 - 0	09:15 - 18:00 - 0	-	all day Sickness
Rasmus Thomsen	09:15 - 15:45 - 30	09:15 - 15:45 - 30	-	
Tove Sørensen	09:45 - 16:00 - 30	09:45 - 16:00 30G	-	
Ulla Larsen	12:00 - 18:00 - 0	12:00 - 18:00 - 0	-	
Louise Krogh	12:00 - 21:30 - 30	12:00 - 21:30 - 30	08:13 - 16:31 - 30	
Hanne Lassen	08:00 - 18:15 - 0	08:00 - 18:15 - 0	08:12 - 18:27 - 0	
Peter Larsen	08:45 - 19:30 - 30	08:45 - 19:30 - 30	-	



SignIn & SignIn Touch Screen



Add-on Modules



Employee registration of clock in/out and breaks



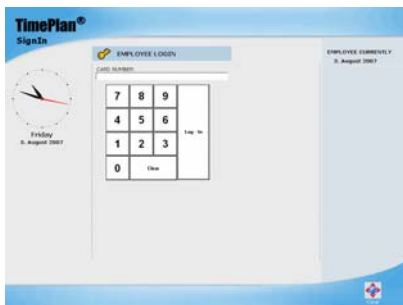
Online access to vital information



Interactive



High user-acceptance



SignIn is a TimePlan add-on software solution for registration of working hours, absence and more with interactive user interface.

- TimePlan SignIn Touch Screen: Software application to register the actual working hours (clock in/out and breaks) for use with touch screens.
- TimePlan SignIn: Software application to register the actual working hours (clock in/out and breaks) with standard screens.

Information to the employees, such as calendar messages, can be communicated with TimePlan SignIn and TimePlan SignIn Touch Screen.

Also the employees are provided with interactive features, e.g. to inform how deviations to the working hours should be handled.

The user-friendly interface with online access to valuable employee tools, user-defined setup of tolerances and employee information ensures a great amount of user acceptance.



Internet



Add-on Module



Working time and absence registration



Employee self-service reduces administration



Employees are updated and well-informed



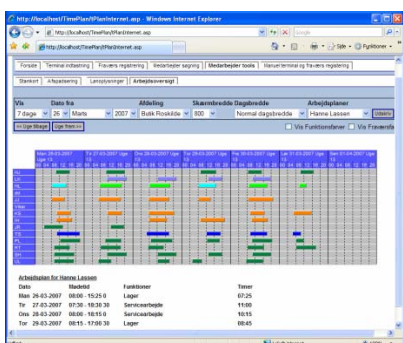
With the add-on module Internet, the individual employee has access to viewing and registration of various data using an internet browser.

Features:

- Employee registration of clock in/out, breaks and absence.
- Employees can view own work schedules and also the schedules of their colleagues.
- Employees can access information about their attendance, absence, employment contract, wage, flex-time balances, time off in lieu, etc.
- Employees can partly edit their basic employee information, including their address, phone number, bank account, etc.

The internet module offers a great amount of user-defined settings.

The Internet add-on module ensures easy communications of information to the employees along with resource saving features because the employees have online access to data and because the employees partly can edit their basic information.





Planning Across Days



Add-on Module



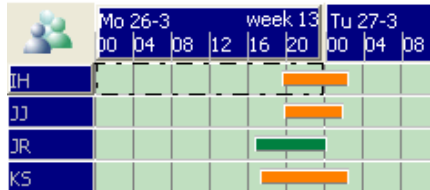
Planning and handling of calculations before and after midnight



Planning Across Days is an expansion of the Basic module to make it possible to plan employees and record hours across midnight.

Planning Across Days is used by hotels & restaurants, airports, ferry operators, cleaning companies, etc.

TimePlan automatically calculates the correct inconvenience additions, even if there may be different additions before and after midnight.





Time Off in Lieu (TOIL)



Add-on Module



Save overtime payment



Real-time TOIL account

Entered date	Start	Date	Used	Added	Paid Rate	Status
16-05-2006 11:15:00	23:05	16-05-2006	00:00	00:00	00:00	Not approved
24-05-2006 12:55:00	13:05	24-05-2006	04:30	00:00	00:00	Registered
04-10-2005 14:10:00	08:45	09-10-2005	08:45	00:00	00:00	Registered



Time Off in Lieu Management (TOIL) is used to manage earned, held and paid-out overtime. Save overtime payments sending necessary overtime to the TOIL account and utilize the days with low manning needs for time off in lieu.

- It is possible to choose between setting the hours as time-off or having the overtime paid out.
- The hours added to the time-off are calculated according to the agreements of the employees.
- Automatic balance updates of the employee TOIL account when time off in lieu hours are generated or held.
- Remarks on the account entries
- Manual regulations.



Flex Time



Add-on Module



Automatic alignment of hours



Real-time balance



User-defined tolerances

Date	Number	Flex hours	Movement	Balance	Described	Paid out	Plan status
Week 22 2007	27:24	00:30	00:04	00:00	00:00	00:00	Not approved
Week 23 2007	27:00	48:45	00:00	00:00	00:00	00:00	Not approved
Week 24 2007	27:00	42:30	00:30	14:21	00:00	00:00	Not approved
Week 25 2007	27:00	48:45	00:00	24:06	00:00	00:00	Not approved
Week 26 2007	27:00	37:00	00:00	24:06	00:00	00:00	Not approved



Flex Time is used to manage an account for the employees with excess and less hours in relation to the allocated hours of the employment contract.

Flex Time is used to even out the working hours over a defined period.

Flex Time can be setup for single week days, periods during days and whole days. The tool automatically handles user-defined tolerances.

Flex Time can be assigned to agreements and single employees.

A real-time flex time account on the employee's record is continuously updated according to the registered working hours.

The tool also maintains an account on the employee record for PH days (public holidays). PH time can be assigned to agreements and employees. PH days are marked as full days or half days on the calendar. The PH account on the employee's record is updated according to the registered working time on PH days.



Vacation & Entitlements



Add-on Module



Precise vacation and PTO data for payroll



Entitlements management



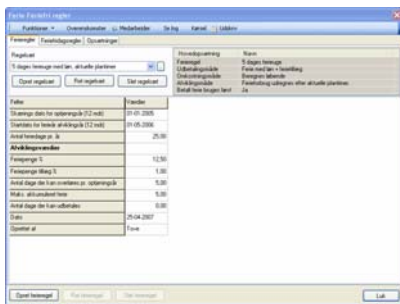
Automatic balance for earned and held vacation



The add-on module Vacation & Entitlements is used to manage vacations and paid time off (PTO).

Features:

- Keep track of employee vacation and PTO
- Associate the employees with the vacation and PTO rules that you apply.
- Enter entitlements and assign a vacation rule when a new employee starts working
- Vacation and entitlements earned according to agreement and seniority will be automatically updated for employees.
- Earned and held vacation will be balanced in employee accounts
- Precise foundation for export to your payroll system.



Manning Simulation



Add-on Module



Simulation of your manning needs



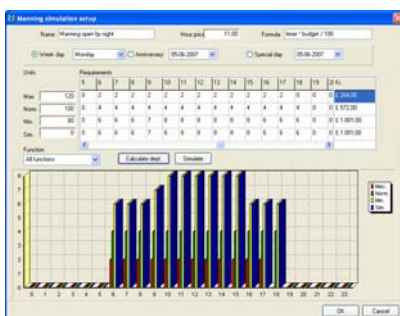
Supports correct planning



With the add-on module Manning Simulation, it is possible to simulate the needs for manpower per day/hour. The basis for the simulations is key values such as budgeted turnover.

The purpose of the module is to provide a realistic manning proposal based on the customer flow during the day, number of production units, etc.

When you key-in or import values such as turnover budgets, TimePlan will calculate a manning proposal that can be added to the manning needs in the Calendar and consequently graphically shown in the Planning tool.





Import



Add-on Module



Save time using import



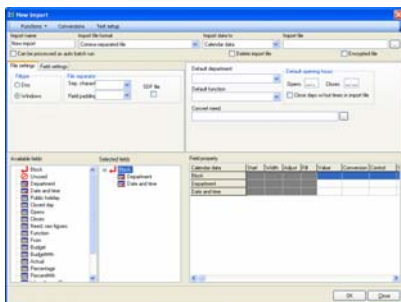
Reduce manual processes



Avoid data errors



Integration with other IT systems



The purpose of the add-on module Import is to insert, alter and delete data in TimePlan via import of external data.

It is possible to import data to records in the following TimePlan areas:

- Employee data in Employee Management.
- Calendar (e.g. budgeted turnover and wage percentage, actual turnover and manning needs per department/per day).
- Users.
- Departments.
- Terminal Time Registration (data from third party terminals).

The highly flexible import setup makes it possible to integrate with most IT systems. TimePlan has many settings for the definition of formats, fields, file systems (FTP/WWW/standard), etc. With the possibility for setup of conversion tables, it is easy to create exact import data to TimePlan from other IT systems in your company.



Export



Add-on Module



Save time using export



Reduce manual processes



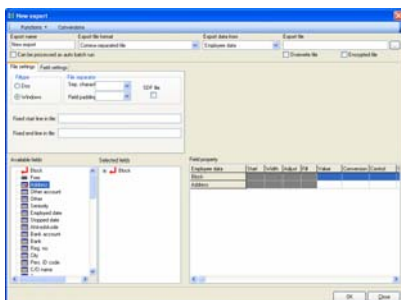
Avoid data errors



Fast and easy re-use of established data



Integration with other IT systems



The purpose of the add-on module Export is to export data from the TimePlan database to other databases and IT systems.

It is possible to export practically all data from TimePlan:

- Planning data
- Approved working hours
- Manning data
- Wage export
- Employee data
- Employee historical data
- User data
- Department data
- Department budget
- Log files
- Absence data

The flexible export setup makes it possible to integrate with most IT systems, e.g. payroll systems, ERP systems and Business Intelligence systems. TimePlan has many settings for the definition of formats, fields, file systems (FTP/WWW/standard), etc. With the possibility for setup of conversion tables, it is easy to create exact export data to TimePlan from other IT systems in your company.



Wage Export



Add-on Module

- ✔ Automate the payroll procedure
- ✔ Reduce manual processes
- ✔ Avoid data errors
- ✔ Ensure correct payroll
- ✔ Export file to payroll systems
- ✔ User-defined presentation of data



Wage Export is used to export data about the employee wage from TimePlan to the payroll system in your company. The process is easily handled with a few clicks.

Before the wage export is conducted, TimePlan calculates the employee working hours, additions, overtime, vacation, absence, etc. based on the planned and approved data. The wage is associated with wage codes and agreement codes for fast and precise integration to the payroll system. Additional personal payments can be set up and included in the export.

The setup of different wage periods offers the possibility of carrying out wage export across weeks, planning periods and calendar periods. The option also includes the opportunity to simulate future wage exports.

User defined access to wage exports/periods allows the differentiation of the extent of action for users.

User-defined, differentiated, setup of screen viewing and export data is possible. You get a complete overview of wage data, total costs and costs for individual employees.

With the export set-up, it is possible to integrate with most payroll systems available.

Period indicators	Addition indicators	Approval		110	200	210	150	160	170	145	800
Pres. ID	Employee name	Total Hours	Overtime 50%	Overtime 100%	Normal Days Addition	Saturday Addition	Sunday Addition	TOIL Status	Sickness Hours		
5026762454	Hanne Larsen	179.95	05.00	02.00	16.45	02.00	--	--	--	74.25	--
1002591333	Jens Jakobsen	169.45	--	05.00	25.15	--	--	07.00	--	--	--
1003234335	Jane Rasmussen	--	--	--	--	--	--	--	--	--	--
1202264234	Rasmus Thomsen	158.30	--	--	24.00	06.00	--	06.00	--	--	--
1212629245	Kim Steinholt	172.00	--	02.00	19.15	14.30	03.30	--	--	--	--
1407821400	Inge Hansen	172.00	--	04.00	16.15	--	--	--	--	--	--
14118291350	Tove Saransen	158.30	--	--	14.15	--	--	06.45	--	--	--
1802764544	Louise Knight	143.30	--	--	34.15	06.30	--	--	--	--	--
2304825544	Hanne Just	162.00	--	--	17.15	12.00	--	03.00	--	--	--
2304845454	Ulla Larsen	170.45	--	14.30	03.45	--	--	-23.15	--	--	--
3004871863	Peter Larsen	164.15	--	05.30	13.45	07.00	--	-11.00	--	--	--
Total		1671.50	12.00	37.00	148.45	48.00	03.30	-37.00	74.25		



Auto Runs



Add-on Module

- ✔ Save time and let TimePlan handle processes at defined hours



The purpose of the add-on module Auto runs is to automatically carry out import and export of data in order to update internal/external information at predefined hours.

Auto runs is installed as an NT service and conducts the auto runs at defined times.

Auto runs can automatically be executed without running the TimePlan application, e.g. during the night.

Automatic batch run time for Employee future val...

Enabled

Daily 03:29:00

Weekly Sunday

Monthly First weekday above

One run 22-03-2007



Statistics



Add-on Module

- ✓ Easy data extraction for statistical information
- ✓ Pre-defined calculations
- ✓ Real-time data on demand
- ✓ Global and user-defined setup



With the add-on module Statistics, it is possible to prepare analyses and a number of reports with data from TimePlan.

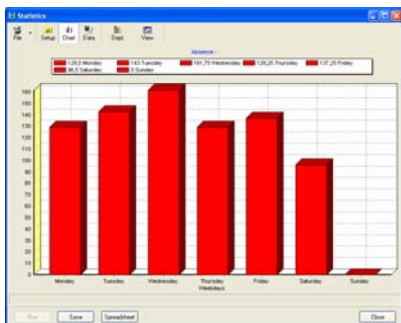
Examples of statistics and pre-defined calculations:

- Conditions of employment and dismissal
- Coherence between working hours and absence
- General employee data
- Turnover and wage costs

Also, it is possible to create your own statistics, including the analyses of employee turnover per department and much more!

Statistics can be presented as graphs or as tables. Statistics can be setup and saved globally and for single users.

All statistics and calculation data can be viewed on-screen, printed or exported to calculation sheets.



Electronic Forms



Add-on Module

- ✓ Efficient employee and HR administration
- ✓ All data on demand
- ✓ Automatic fill in document fields
- ✓ Central maintenance
- ✓ Storage in employee record



With the add-on module Electronic Forms, the HR administration is supported with features to manage HR documents, notes and check lists concerning the individual employees.

Check Lists

Set-up your own check lists with tick off fields and text fields to register information for new employment, for retirement, etc.

An unlimited number of check fields can be set up and used in all the check lists that you want to create, e.g. reception of tax rate deductions card and delivery of working clothes, keys, access code, etc.

Documents

Creation and storage of documents with merge fields from the employee administration data such as name, address, wage, agreement, department, etc. The document templates are stored and maintained centrally. All changes to one basic document take effect in all the created documents with that template. Examples of documents: Employment contracts, welcome letters, company policies, notice letters, job interview invitations, etc.

Notes

Create and store notes about the career of the employee, including training, courses, agreements, career wishes, job interviews, competencies, etc.

All established data can be saved to the employee record.



Implementation & Support

IMPLEMENTATION & TRAINING

It is easy and fast to get started using TimePlan.

You can setup TimePlan yourself or you can apply for a TimePlan consultant to help you with the installation and the setup.

Medium and large installations are typically setup by a TimePlan consultant.

The TimePlan consultant typically trains your super users and if necessary also your users.



SUPPORT

- **Support Update Subscription**

To secure your investment in TimePlan, we recommend that you take out an update subscription. With an update subscription, you always have access to the latest version of TimePlan, and you have the opportunity to upgrade your license in terms of modules, users, etc.

With the update subscription, you also get free phone support covering the daily use of TimePlan, during normal office hours from Monday to Friday.

- **Support Agreement for large companies**

It is advantageous for large companies to take out a support agreement. We offer various agreements according to needs and requirements.



LICENSE

The minimum TimePlan package contains the Basic module with a single user installation for one department including 20 employees. You can expand the installation with extra departments, employees, agreements, automatic processes and a range of powerful add-on modules whenever necessary.

SIMPLEX offers two alternatives to obtain a license for TimePlan:

- **Permanent License**

With a permanent license to TimePlan, you get an unlimited user-right to the software. The price is determined from your choice of modules, number of employees in your company that need to be planned, number of users, departments and labour agreements.

- **Rental License**

A rental license is available for your company for an agreed period of time. It is automatically extended for one year at a time. A rental license includes the Support Update Subscription with updates to the software and free phone support.



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