



# MITREFINCH

# EXTENDED PROFILE



## OVERVIEW

Mitrefinch HRMS is a system based on time and attendance, designed to improve productivity and increase efficiencies through saving time and financial resources.

A series of customizable reports give HR departments the power to analyze any part of an HR process including pay and contract details, training and development qualifications on individuals as well as to schedule and store performance appraisals and reviews. Each appraisal can be customized and when one is due, both the supervisor and employee are notified. Mitrefinch users can also upload details of applicants through a single portal which allows organizations to compare applicants against each other.

Employees can use the system to clock in and out, note and explain absences, request holidays or other time off, and swap shifts with colleagues. Furthermore, employees can also view their remaining holiday entitlements. Managers are notified when the time and attendance process violates company policies or results in costs going over budget before these have a negative impact on the organization.

Mitrefinch is available as a cloud-based solution and can be accessed from smartphones and tablets. Mobile versions of Mitrefinch allow both supervisor and employee access to clocking in/out services as well as SMS clocking in. The GPS feature also allows employers to track employee movements and idle time.

## FEATURE OVERVIEW



## SOFTWARE SPECIFICATION

OVERVIEW	
PRODUCT NAME	Mitrefinch
SOFTWARE FEATURES	
ABSENCE MANAGEMENT	✓
BENEFITS ENROLLMENT	✓
COBRA	✗
COMPENSATION	✓
COMPLIANCE	✓
DISCIPLINARY ACTION	✓
EMPLOYEE SELF SERVICE	✓
FMLA	✓
HEALTH & SAFETY	✓
MANAGER SELF SERVICE	✓
ON & OFF BOARDING	✓
PAYROLL	✗
PERFORMANCE MANAGEMENT	✓

RECRUITMENT	✓
REVIEWS	✗
SOCIAL NETWORKING	✗
SUCCESSION MANAGEMENT	✓
TIME & ATTENDANCE	✓
TRAINING & SKILLS	✓
VACATION & SICK LEAVE	✓
WORKFLOW	✓
WORKFORCE ANALYTICS	✓
TRAVEL & EXPENSES	✗
<b>ORGANIZATION SIZE</b>	
ENTERPRISE (1000+ EMPLOYEES)	✓
MEDIUM (251-1000 EMPLOYEES)	✓
SMALL (1-250 EMPLOYEES)	✗
<b>PLATFORM</b>	
CLOUD	✓
INSTALLED	✓
<b>PRODUCT INFO</b>	
MODULAR	✓
MULTI LANGUAGE	✗

MULTI CURRENCY	✘
CUSTOMIZABLE	✔
<b>FURTHER INFORMATION</b>	
IMPLEMENTATION TIMEFRAME	1 month



Intelligent | Employee Management

# SOFTWARE SCREENSHOTS

TMS - Logged on as 000001: Mr Happy

### Absence profile April 2015

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>W1</b>	29 Mar Absence - CB - Company Absence - L - Lateness - Second Available 3	30 Available 3 Absence - BH - Basic & hours Absence - LUNCH - Lunch	31 Absence - U - Unauthorised abs. Available 3	1 Apr Absence - U - Unauthorised abs. Available 3	2 Available 3	3 Available 3	4 Available 3
<b>W2</b>	5 Available 3	6 Available 3	7 Available 3	8 Available 3	9 Available 3	10 Available 3	11 Available 3
<b>W3</b>	12 Absence - CB - Company Absence - L - Lateness - Second Available 3	13 Absence - H - Holiday - Full Shift Available 3	14 Absence - H - Holiday - Full Shift Available 3	15 Absence - H - Holiday - Full Shift Available 3	16 Absence - H - Holiday - Full Shift Available 3	17 Absence - H - Holiday - Extra Available 3 Absence - BH - Basic & hours	18 Available 3
<b>W4</b>	19 Available 3	20 Absence - U - Unauthorised abs. Available 3	21 Absence - U - Unauthorised abs. Available 3	22 Absence - U - Unauthorised abs. Available 3	23 Absence - U - Unauthorised abs. Available 3	24 Absence - U - Unauthorised abs. Available 3	25 Available 3
<b>W5</b>	26 Available 3	27 Absence - CB - Company Absence - U - Unauthorised abs. Available 3 Absence - BH - Basic & hours	28 Absence - U - Unauthorised abs. Available 3 Absence - BH - Basic & hours Absence - LUNCH - Lunch	29 Available 3	30 Available 3	1 May Available 3	2 Available 3
<b>W6</b>	3 Available 3	4 Available 3	5 Available 3	6 Available 3	7 Available 3	8 Available 3	9 Available 3

**Display options:**  
 Rostered day (25)  
 Leave Slot (42)  
 Pending request (0)  
 Absence (13)  
 Worked (11)  
 Items on non-rostered days

**Date Range:**  
From: Mon 30 Mar  
To: Tue 31 Mar

**Mon 30 Mar:**  
Leave Slot: Available: 3, Taken: 0, Remaining: 3  
Rostered day: Rostered day  
Worked: BH - Basic & hours, 30/03/2015, Hours = 07:28

**Tue 31 Mar:**  
Absence: U - Unauthorised abs., 31/03/2015, Full shift, Hours = 07:30, Days = 1  
Leave Slot: Available: 3, Taken: 0, Remaining: 3  
Rostered day: Rostered day

TMS - Logged on as 000001: Mr Happy

### Dashboard

Attendance [All](#) [Reporting](#)

**TMS dockings**

01	13:54
04	09:51
007	09:00
01	08:35

**Worked hours**

01	06:00	Accounts
04	01:00	Accounts
007	01:30	Accounts
01	01:00	Accounts

**Holiday entitlement**



Days	
Taken	5.5
Planned	4.0
Unallocated	14.5

**TAG dockings**

045	11:14	Warehouse
045	09:55	Admin

**Absence hours**

045	03:00	Accounts
045	04:30	Accounts
045	04:30	Accounts

**Sickness entitlement**



Days	
Taken	2.0
Planned	0.0
Unallocated	5.0

**Current job**

Department  
1 Accounts

**Flex balance**

-37:39

**Shortcuts**

- Employee details
- Attendance profile
- Change PIN
- Requests
- Clock
- Check in
- Check out
- Click TAG
- Contact and entitlements
- Documents
- Entitlements
- Event records
- Flex balance
- Group absence
- Inventory details

TMS - Logged on as 000001: Mr Happy

### Entitlements 01/01/2015 - 31/12/2015

Close

Book absence

Holiday	Business	Days
This year		24.0
Carried over		0.0
Credits		0.0
Total entitlement		24.0
Worked		0.0
Total available		24.0
Taken		5.5
Planned		4.0
Unallocated		14.5

