

biosyn 

Innovation. Passion. People.



Time & Attendance Solutions

www.biosyn.online

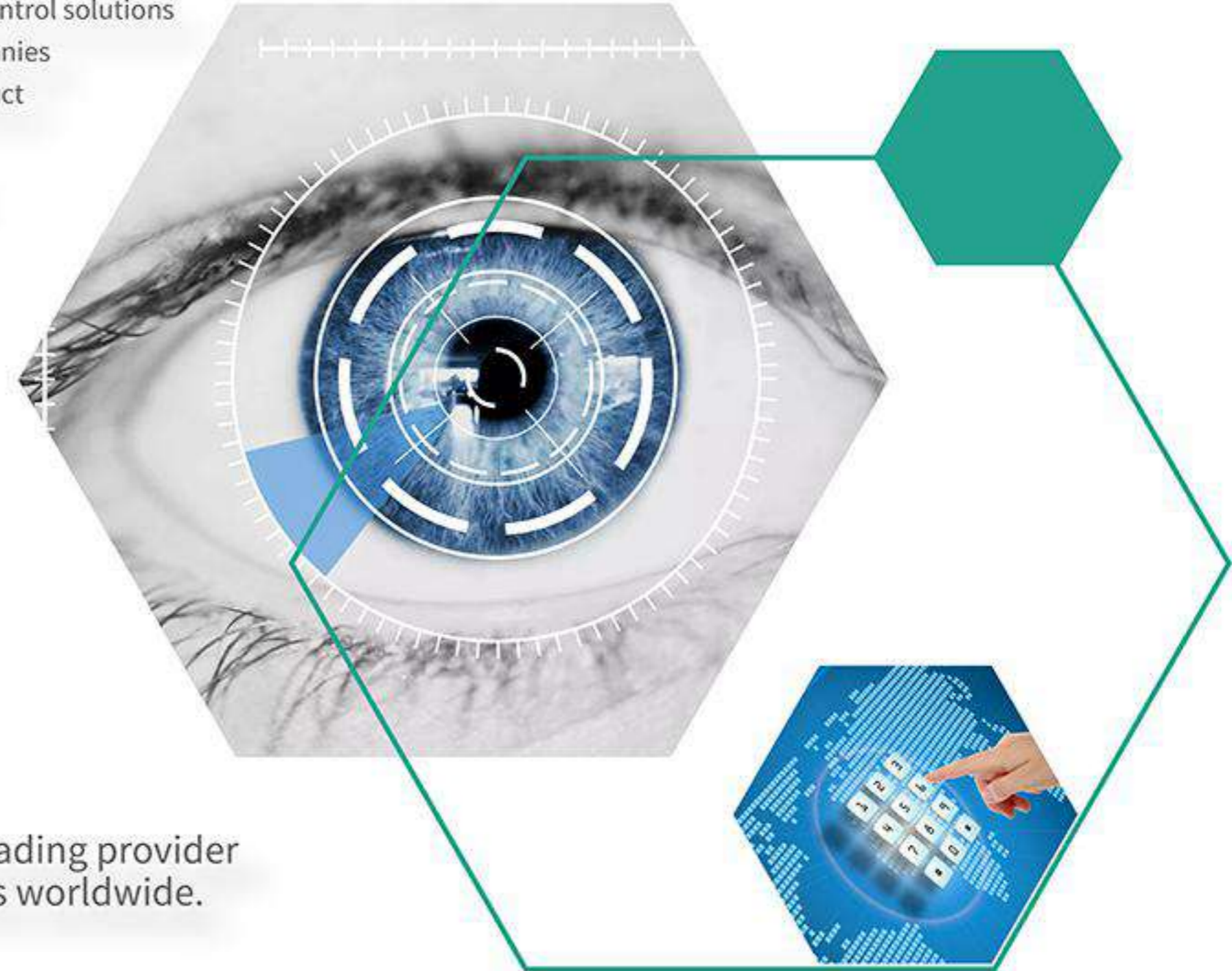
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About Us

BioSyn is a company based in South Africa that specializes in Time and Attendance and Access Control solutions for businesses of all sizes, regardless of their unique niche within the industry. While many companies prioritize the delivery of their product or service, we prefer to focus on the objectives of the product and service. We establish a clear strategic plan to accomplish those objectives.

Taking our clients' feedback into consideration at all times, BioSyn has successfully developed and consistently improved our Time and Attendance solution, which we are immensely proud to offer to our clients today.

With the goal of global expansion in mind, our aim is to become the leading provider of industry-specific Time and Attendance and Access Control solutions worldwide.





Our Vision

To empower BioSyn users and stakeholders through the implementation of technology at the cutting edge, driven by passionate people dedicated to the greatest of experiences.

Our Mission

To expand and solidify our position as a top biometric solutions provider in South Africa and Africa. BioSyn aims to implement new and improved biometric and workforce management features consistently and effectively. Furthermore, constantly strive to improve the level of service delivery to all our clients.

Our Core Values

- To expand through innovation.
- To prioritize and focus on our client.
- To improve through working passionately together.
- To ask, and to learn.
- To maintain integrity through honesty.
- To work diligently daily, and have fun doing so.
- To respect and honour our peers.
- To believe that everything can be done better.
- That knowledge shared, is power gained.
- Our responsibility reaches much further than those closest to us.



BioSyn is specifically designed to cater to the needs of the Time and Attendance industry. The system offers a comprehensive range of over 180 rules that enable you to customize the Time and Attendance system according to your company's requirements. You can utilize our Export Module to efficiently handle multiple departments and export batches. Additionally, our Wellness Module allows you to closely monitor and track employees, identifying any potential behavioral changes before they escalate into issues.

The **BioSyn** Breakdown

BioSyn offers cross-device compatibility, allowing you to access your Time and Attendance data from anywhere in the world using various devices such as your mobile phone, tablet, or laptop. The data sent to your device is compressed, resulting in up to 90% less data usage compared to conventional websites. The system encompasses numerous advanced features, providing a wealth of functionalities.



You can save up to 15% on your monthly salaries

Let's take a look how



Total Production

9,000



Total Salaries

R300,000.00

/month



Savings in Rands

R45,000.00

/month



Savings in Time

1,350

This means that with 50 employees, working 180 hours a month, at an average salary of R6,000.00 - you are currently paying R300,000.00 for a total of 9,000 hours.

By implementing our time and attendance system, with a potential 15% saving, you can save R45,000.00 a month. Increase your most valuable resource - time - by up to 1,350 hours per month. Amazingly, that is an additional 7.5 employees per month for the company.

Time and Attendance

Covering your time and attendance needs

BioSyn offers a wide range of robust clock system capabilities, while also addressing all your fundamental clocking system requirements. Whether you have been using a clock system for a long time or are new to it, BioSyn ensures that you make the most of your clock system capabilities.

While our free version of the time and attendance software is designed to meet the needs of smaller companies, BioSyn Enterprise provides our corporate clients with the option to install a self-hosted version of BioSyn on their intranet. This allows them to maintain optimal control over the software within their own IT departments.



Successful implementation of a clock system directly influences the effectiveness of your payroll. It is crucial to ensure that your provider offers robust support and protection to safeguard your payroll operations.

The BioSyn Clock System Support Mentality

At BioSyn, we place equal importance on providing robust support and ensuring ease of use for our clients. We understand that your time is limited, which is why we offer comprehensive training tailored to your schedule. Our goal is to provide you with an intuitive and user-friendly interface, guaranteeing a seamless experience for all our users.

BioSyn goes above and beyond to offer you comprehensive support and guidance throughout your experience. Our system includes in-system help videos and articles, providing you with instant access to assistance whenever it is needed. Furthermore, we provide convenient in-system support tickets, making it easy for you to seek personalized help and support. From the beginning to the end, we are here to guide you through every step of the process.



User Access Management

BioSyn enables you to effectively manage access at various levels, ensuring that users are limited to accessing only the appropriate pages (with a reduced menu) and the specific data they are authorized to view. This ensures strict control and security measures are in place to maintain data privacy and access restrictions.

Has Access

Department	Ellen Blue	Chris Palmer	Demo User	Imagien This	in Training	Philip Penning	Steve Rousseau	Tim Pitt
Demo World/Bloemfontein/Consultant	Access & Approval	Access & Approval	Access & Approval	Access & Approval	Access	Access & Approval	Access & Approval	Access & Approval
Demo World/Bloemfontein/HR	Access & Approval	Access & Approval	Access & Approval	Access & Approval	Access	Access & Approval	Access & Approval	Access & Approval
Demo World/Bloemfontein/IT	Access & Approval	Access & Approval	Access & Approval	Access & Approval	Access	Access & Approval	Access & Approval	Access & Approval
Demo World/Bloemfontein/Programming	Access & Approval	Access & Approval	Access & Approval	Access & Approval	Access	Access & Approval	Access & Approval	Access & Approval
Demo World/Bloemfontein/Reception	Access & Approval	Access & Approval	Access & Approval	Access & Approval	Access	Access & Approval	Access & Approval	Approval
Demo World/Bloemfontein/Sales	Access & Approval	Access & Approval	Access & Approval	Access & Approval	Access	Access & Approval	Access & Approval	No Access
Demo World/Bloemfontein/Workshop	Access & Approval	Access & Approval	Access & Approval	Access & Approval	Access	Access & Approval	Access & Approval	No Access
Demo World/Bloemfontein/Workshop/Cleaner	No Access	Access & Approval	Access & Approval	Access & Approval	Access	Access & Approval	Approval	No Access
Demo World/CEO	No Access	Access & Approval	Access & Approval	Access & Approval	No Access	Access & Approval	No Access	No Access
PRO	No Access	Access & Approval	Access & Approval	Access & Approval	No Access	Access & Approval	No Access	No Access

Our Export Module also allows you to set various levels of time approval levels. Allowing you to distribute accountability for the approval of monthly time values across multiple departments and users if you so desire.



Daily/Weekly Clock Entry Management

The Clock Management or Time Entry screen provides users with a convenient interface for efficiently managing daily entries. The implementation of color coding makes it effortless to distinguish between various types of entries. Users have the flexibility to override automatic shifts when needed or utilize rostering to allocate shifts accordingly.

163 - Tyson Kimak Department: Demo World/Comparisons/Rounding - 15 minutes/With Rounding - employed from 2015/01/01 to present (no termination date)

Date Selection: Custom 2019/11/01

Legend

- Matched IN entry
- Matched OUT entry
- Matched IN - Weekend
- Matched OUT - Weekend
- Edited IN entry
- Edited OUT entry
- Locked IN
- Locked OUT
- Holiday Custom IN
- Holiday Custom OUT
- Missing IN entry
- Missing OUT entry
- Access Only
- Problem identified
- No shift allocated
- Leave
- Roster
- Requires Recalculation
- Overtime Denied

2019/11/11 - MONDAY									
Date	Time	Type	Scanner						
2019/11/11 - Mon	17:03 pm	IN	F17						
Total (Running Total)									
2019/11/12 - TUESDAY									
Date	Time	Type	Scanner						
2019/11/12 - Tue	08:00 am	IN	F17						
2019/11/12 - Tue	17:00 pm	OUT	F17						
Total (Running Total)									
2019/11/13 - WEDNESDAY									
Date	Time	Type	Scanner						
2019/11/13 - Wed	08:00 am	IN	F17						
2019/11/13 - Wed	17:00 pm	OUT	F17						
Total (Running Total)									
2019/11/14 - THURSDAY									
Date	Time	Type	Scanner						
2019/11/14 - Thu	08:00 am	IN	APP -29 0722846984893						
2019/11/14 - Thu	17:00 pm	OUT	APP -29 0722846984893						
Total (Running Total)									
2019/11/15 - FRIDAY									
Date	Time	Type	Scanner	Status	Shift	Comments	T	N	OT
2019/11/15 - Fri	17:11 pm	IN	F17	Open	Missing end time				
2019/11/15	Standard Sick Leave								
Total (Running Total)							08:00	08:00	00:00

BioSyn also offers the capability of managing bulk entries. This feature allows users to add clock entries and leave transactions in large quantities, covering multiple departments/employees and multiple dates simultaneously.

Warnings **587** Overtime **0** Recalc **63** No Shift **29** Missing **1**

SEARCHING DATA
OVERVIEW
ROOT SECTOR ADDRESS

CURRENT ENTRY current clockings

Entries before:

Type	Time
Clock In	2019/11/21 @ 12:32:00 PM
Clock Out	2019/11/21 @ 1:12:00 PM

CURRENT ENTRY entry with the warning currently

Shift	Mo-Fr: 08h-17h ; FL: 1h ; (8:00)
Type	Clock In
Date	2019/11/21
Time	5:04:00 PM
Comments	

Delete

Entries after:

No records.

Back

EDIT WARNING modify or remove a warning

Back

Comments

Ignore Warning

Please note:

When editing time entries a complete audit trail is kept. Entries modified by hand system and does not count as actual clockings. Entries will only be modified if you

OUT ENTRY edit Out entry

Date

Time

Candid Responses

Comments

Your Time and Attendance policy

Our Wellness Module allows you to become pro-active with the time and attendance of your employees. Monitor your company and department from a unique perspective and identify departments where potential problems can arise, before they become an issue.

Reports

Use our fast report engine to quickly view detailed or summarized employee reports.

Reports can be customized per user to ensure each type of user sees their data in the format they desire.

Set up automated e-mail reports directly to your inbox for fast data access on a regular basis.

Our Dashboard Central gives you a wide range of reports to choose from, including ourmask and temperature detection features.

Manage Warnings: edit or remove warnings

DATE SELECTION: Select a date from and to

Date From/To: 2022/10/02 11:48 - 2022/11/02 11:48

View PDF View Excel Print E-Mail

Warnings: Overtime Recall No Shift Missing

ACTIONS: Change Selection

SELECT DEPARTMENTS: Select Base Departments

All Entry Types

Show disabled: OFF

Select All Select None Expand All Collapse All

SELECT EMPLOYEE: Search for an employee

- 000079 - Braam Marais - 1820124557085 - E79 - Pending: 1335
- 000000 - Charlotte TestEmployee - 15214698753265 - E222 - Pending: 0
- 000004 - Chad Robinson - 1920115178000 - E0084 - Pending: 1070
- 000007 - Daniel Madimabe - 16904156031097 - E770013 - Pending: 196
- 000000 - Jessica TestEmployee - 16521409965236 - E111 - Pending: 0
- 000003 - John Kuyshans - 18200175014088 - E0003 - Pending: 134

ACTIONS: Change Selection

BRAAM MARAIS

	Date	Shift	IN	Current	Shift	OUT	Current	Normal	OVERTIME	Default
			Original			Original			Overtime	
<input type="checkbox"/>	2022/10/02	08:00	08:28	10:38	17:00	10:45	09:45	7	0	0
<input type="checkbox"/>	2022/10/04	08:00	11:01	11:01	17:00	11:11	12:41	10	0	0
<input type="checkbox"/>	2022/10/04	08:00	11:14	11:14	17:00	12:01	12:41	87	0	0
<input type="checkbox"/>	2022/10/05	08:00	12:44	12:44	17:00	13:02	13:32	48	0	0
<input type="checkbox"/>	2022/10/05	08:00	13:26	13:26	17:00	14:47	14:47	11	0	1

Warnings: Overtime Recall No Shift Missing

MISSING EMPLOYEES: Check all employees

OFFICE IN: No records

OFFICE OUT: Last Checking: 2022/10/18

OFFICE SCANNER TEST MB20: No records

Comprehensive Tracking

Comprehensive statistical data provides you with better control over your productivity hours. Greatly reduce overtime or decrease short time.

Dig deeper into departments and identify problematic areas, employees or departments.

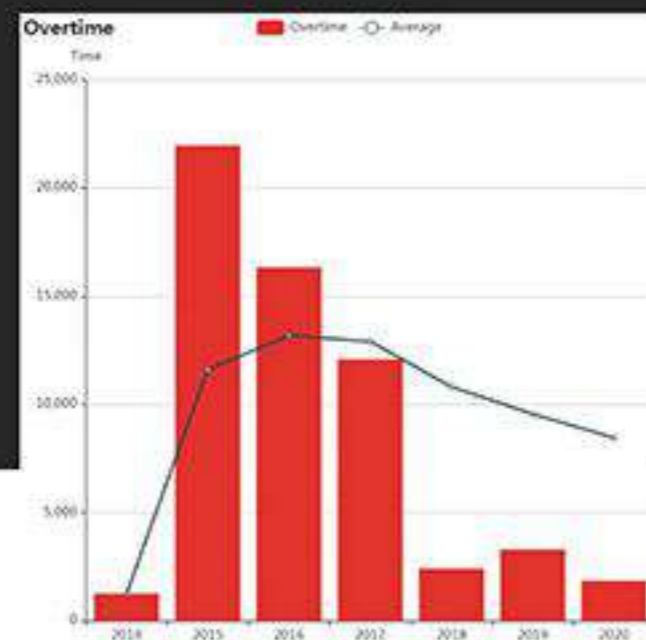
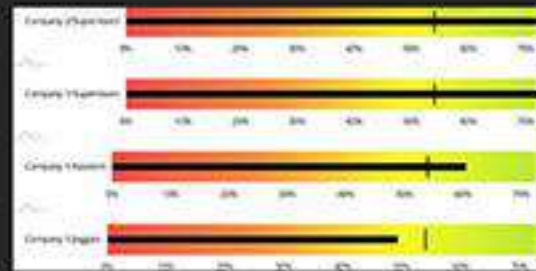
Use our performance indicators to compare companies or departments across multiple levels and multiple criteria.

Utilize our state-of-the-art Wellness Module to become pro-active with your approach towards your employees and their productivity.



37 - 37. Lawrence Saltus

Description	2020/04/25 - 2020/05/01	2020/05/02 - 2020/05/08	2020/05/09 - 2020/05/15	2020/05/16 - 2020/05/22	2020/05/23 - 2020/05/29	2020/05/30 - 2020/06/05	2020/06/06 - 2020/06/12	2020/06/13 - 2020/06/19
Normal Time	N/A	Yellow (44,75/98,34)	Purple (43/95,34)	Green (40/192)	Neutral (44,75/99,44)	N/A	N/A	N/A
Overtime	Yellow (20/24,37)	Yellow (24,20/47,37)	Yellow (20/143,8)	Red (23/194)	Yellow (14,75/43,17)	Green (1,5/6)	Green (0/0)	Yellow (1)
Late Arrivals	Red (1/100)	Yellow (0/0)	Red (1/100)	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0)
Early Departures	Yellow (0/0)	Green (0/0)	Neutral (1/100)	Neutral (1/100)	Neutral (1/100)	Neutral (1/100)	Green (0/0)	Green (0)
Short Time	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Upper	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0)
Early Arrivals	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Late Departures	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
DK Leave	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0/0)	Yellow (0)
Sunday Time	Green (0/0)	Green (0/0)	Green (0/0)	Green (0/0)	Green (0/0)	Green (0/0)	Green (0/0)	Green (0)
Sunday Overtime	Green (0/0)	Green (0/0)	Green (0/0)	Green (0/0)	Green (0/0)	Green (0/0)	Green (0/0)	Green (0)



General

Select between various service contracts that best suit your needs. Tailor made to ensure a seamless payroll run for you.

Our advanced service contracts include daily monitoring of your devices. Never be caught offguard close to your payroll run dates.

Integrated help articles that are customized per screen ensures your users have easy-access help files for when the need arises.

Users can log their tickets directly onto the system with replies being received directly on the system itself.

Tickets - Open

12 records

Ticket #	Last Update	Subject	Consultant	Priority	Status
		Open Date			New
		???			New

Showing 1 to 2 of 2 entries

Help/Support

0 / 10 ON LEAVE

COMPLETED

- Dashboard Introduction
- Menu Search
- Time Calculators
- How to View Package and Support Information
- How to send a ticket to Support

Compose

- In Progress 2
- New 2
- Closed 0
- ARCHIVED 0



The BioSyn Mobile App.



Fast.
Simple.
Efficient.



BioSyn SOFTWARE Packages



BioSyn **FREE** Package

Great news! BioSyn is now FREE for companies with 10 or less employees.

Employee Count: 1-10*

Standard Time & Attendance Features.
Mobile App for up to 1 employees.
Employee Report & Summary Report.
Leave Transactions & Balances.
Software Setup & Training.



BioSyn **LITE** Package

LITE is our entry level package that grants you access to the majority of the features available in BioSyn.

Employee Count: 1-300*

All FREE Features.
Additional Shift Capabilities.
Export to Payroll Capabilities.
Additional Reports & Statistics.
A Monthly Support Contract.



BioSyn **PRO** Package

BioSyn PRO boasts exceptionally powerful shift and departmental rule capabilities.

Employee Count: 1-1000*

All LITE Features.
Advanced to Export Shift Capabilities.
Company, Department and Employee Drill-Down.
In-Depth Analysis.
Limited Statistics.
A Premium Monthly Support Contract.



BioSyn **ENTERPRISE** Package

Enjoy our top-of-the-range system capabilities, wellness, statistics and reports

Employee Count: 300+*

ALL Pro Features.
Advanced to Export Shift Capabilities.
Company, Department and Employee Drill-Down.
In-Depth Departmental Analysis.
Advanced Statistics.
Employee Wellness.
A Premium Monthly Support Contract.

T.A.C.

What is a T.A.C.?



A Time and Attendance Champion (TAC) is someone who plays a pivotal role in the management and roll-out of your time and attendance (T&A) system.

Due to the sensitive and important nature of a time and attendance system, control and management is essential.

A TAC is the person who is centrally responsible for your time and attendance system and the knowledge surrounding it. While the TAC is commonly used at corporate companies, some of the concepts are applicable across companies of all sizes and should not be neglected.

The TAC facilitates the communication flow between departments, the human resources department, legal, and other entities that are also relevant. The TAC ensures corporate governance when it comes to the time and attendance system of your company.

The TAC is also the primary contact point for BioSyn and should be involved to a reasonable extent with the export batches and shift rules of all departments. This helps to ensure a quick response time for internal queries with regards to T&A. Your company then also has a contact point handy that is knowledgeable on your time and attendance system across all sections and areas of your T&A system.

Role of the T.A.C.

The T.A.C. Should:

Ensure proper implementation of T&A policies of the company, such as: Employee registration, Time and attendance policy, Departmental policies.

Ensures all changes to T&A rules are properly communicated through, reflected in, or has been updated in, the employment contracts of applicable departments.

Systematically learns more about the shift and export rules of each department.

Is the primary contact point for help on the time and attendance system from within your company and will be very knowledgeable in the time and attendance system.

Supports various HODs and departments with their T&A solution and filters necessary support queries through to the T&A provider.

Can monitor, communicate and report on problems he or she sees at various departments or points within the company

Is the primary contact point for BioSyn with regards to major or influential T&A queries.

The T.A.C. Should not:

Make shift changes directly on the T&A system, unless specifically agreed upon.

Manage the time entries of various departments unless the size of the company justifies it.

Do the final approval of payroll exports (reserved for Payroll).

Make changes to employment contracts unless the size of the company justifies it.





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Thank You

For your time and consideration.

We look forward to a successful working relationship in the future.
Please feel free to contact us if you require further information.

Innovation. Passion. People.