

**officeware** **tas**  
TIME ATTENDANCE SYSTEM

# Define the rules in Workforce Management

Card No	Name	Address	Tel	Sex	Department
001526	PANAYIOTA GEO				LAUNDRY (NAPA M
001527	COSTAS KYRATZ	AYIOS GEORGIO		M	MAINTENANCE (SE
001528	ANDREAS PROD	KYRIACOU KOLO		M	FRONT OFFICE (SE
001529	PANAYIOTIS VIAL	STAVROU ANDR	24725696	M	MAINTENANCE (SE
001530	GEORGIOS SOP	11 STAVROU AN		M	FRONT OFFICE (SE
001531	Isaac Sheka Bang	1.9th of July Street	99078210	M	FRONT OFFICE (SE
001532	AGATHI PITSILI	ANDARTISIAS 4	4721888	F	FRONT OFFICE (SE
001533	ANDROULLA EC	PARALIMNI REF.		F	FRONT OFFICE (SE
001534	STYLIANI GEORG	DIONISIOU SOLO		F	HOUSEKEEPING (S
001535	LYNDA SKOURO	36 EVAGORA		F	FRONT OFFICE (SE
001536	ANDROULLA TRI	Refuge camp N/A	24729642	F	HOUSEKEEPING (S
001537	MARIA SAVVA	28th October No.	24722041	F	HOUSEKEEPING (S
001538	KOULLA CONSTA	8,Kawidon Oms		F	FRONT OFFICE (SE
001539	MARKELLA TYRI	2,Arhep Kypriano	23922495	F	HOUSEKEEPING (S
001540	Vasos Phanou	14E,Visoules Fa		M	MAINTENANCE (SE
001549	MICHALES KYRGA	SOTIRA		M	MAINTENANCE (SE
001567	CHRYSOULA CH	2INONOS 2 SOTI		F	ACCOUNTS (H & C
001568	Maria Charalambo	Demokratia No.6.	24645936	F	ACCOUNTS (H & C
001569	DESPO CONSTA	ARGYROKASTRO	99816540	F	ACCOUNTS (H & C
001570	MICHALES NICOL	CHRIST. SAMARA		M	FRONT OFFICE (NA
001571	IDANNA CHARAL	AVGOROU REF.C	922206	F	FRONT OFFICE (NA
001572	ELENI VATI	SOTIRA	22785488	M	HOUSEKEEPING (S
001573	MARIA ZAMBA	ACROPOLEOS 5	827416	F	HOUSEKEEPING (S
001574	KOULLA KLASHI	ANASTAS MANOL	4725161	F	HOUSEKEEPING (S
001575	SANDRA GEORGI	AY ANARGYRON	922961	F	HOUSEKEEPING (S
001576	CHRISTINA PAPA	VRSIOULLES RE	962030	F	HOUSEKEEPING (S
001577	MARIA ALEXAND	25TH MARCH 13	3820361	F	HOUSEKEEPING (S
001578	Mario Flavetti	18, Pizanosu V'gip	99459651	M	MAINTENANCE (NA

officeware TAS automates the management, collection, and distribution of employee attendance in real time mode and provides robust and highly flexible configuration abilities to accommodate different business rules.

It can be integrated with officeware work providing a complete tool for today's demanding labor management.

### Department / Groups Administration

Code	Description
0001	ACCOUNTS (NAPA
0002	FRONT OFFICE (N
0003	HOUSEKEEPING (S

**Employees Leave Absence**

Employee Card No  
 PANAYIOTA GEORGIU

officeware TAS is a sophisticated workflow and calculation engine that routes information between employees and supervisors and automatically implements attendance rules. Comprehensive system security facilities protect sensitive employee information from unauthorized access. Scheduling, Holiday Management, Multi-Company support and many other sophisticated functions are provided to meet the needs of today's workforce management.

Management can enforce work rules thus increasing timekeeping accuracy and reducing significantly payroll inflation errors. Automatic collection and calculation of employee attendance frees payroll department staff from time consuming attendance reconciliation tasks. Distribution of employee time allows correct labor cost allocation enabling effective cost assessment.

**Declare Months Working Hours**

Declare Months

	JAN	FEB	MAR	APR
▶	100	100	100	100
*				

- officeware tas highlights**
- ✓ • Capture employee attendance automatically
  - ✓ • System enforced attendance rules
  - ✓ • Allocation of labour cost
  - ✓ • Flexible scheduling
  - ✓ • Holiday management
  - ✓ • Multi-Company support

**Schedule Office Hours**

Description	Type
ACCOUNTS (NAPA MERMAID)	Department
FRONT OFFICE (NAPA MERMAID)	Department
HOUSEKEEPING (NAPA MERMAID)	Department
MAINTENANCE (NAPA MERMAID)	Department
KITCHEN (NAPA MERMAID)	Department
RESTAURANT (NAPA MERMAID)	Department
BAR (NAPA MERMAID)	Department
HEATH CLUB (NAPA MERMAID)	Department
LAUNDRY (NAPA MERMAID)	Department
ANIMATOR (NAPA MERMAID)	Department
FRONT OFFICE (SENATOR )	Department
HOUSEKEEPING (SENATOR)	Department
MAINTENANCE (SENATOR)	Department
ACCOUNTS ( H & C HOTELS)	Department



## Employee Attendance Management made easy

Employee overtime and other time-based employee benefits are calculated automatically by comparing the attendance collected against predefined schedules.

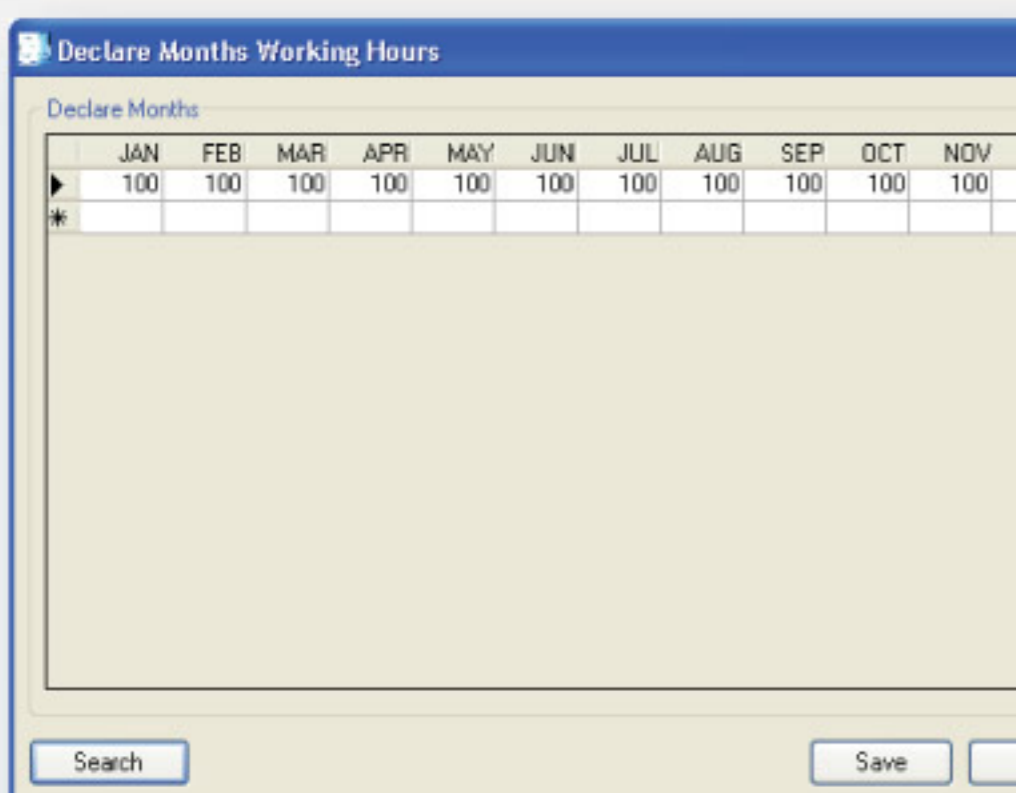
**Stay current with your most valuable asset! Your Employees**

Automatic collection and processing of employee attendance result in electronic timesheets and dispute-free payroll calculation thus streamlining payroll and HR department responsibilities. officeware TAS extended reporting enables evaluation of individual, departmental or even seasonal attendance trends which are very important for vacation scheduling avoiding conflicts.

TIME REPORT For The Period From: 08/03/2008 To: 08/04/2008

DEPARTMENT: 0002 FRONT OFFICE (NAPA MERMAID)  
 EMPLOYEE: 001570 MICHALES NICOLA 112 Schedule C PAYROLL: 13

Date	Leave	IN	OUT	IN	OUT	IN	OUT	IN	OUT	Attend	OFF	Night	Spli	SUN	Ovt	O/T Hr	Not	In
08/03/2008											Of					00:00		Out
09/03/2008											Of					00:00		Out
10/03/2008											Of					00:00		Out
11/03/2008											Of					00:00		Out
12/03/2008											Of					00:00		Out
13/03/2008											Of					00:00		Out
14/03/2008											Of					00:00		Out
15/03/2008											Of					00:00		Out
16/03/2008											Of					00:00		Out
17/03/2008											Of					00:00		Out
18/03/2008											Of					00:00		Out
19/03/2008											Of					00:00		Out
20/03/2008											Of					00:00		Out
21/03/2008											Of					00:00		Out
22/03/2008											Of					00:00		Out
23/03/2008											Of					00:00		Out
24/03/2008											Of					00:00		Out
25/03/2008											Of					00:00		Out
26/03/2008											Of					00:00		Out
27/03/2008											Of					00:00		Out
28/03/2008											Of					00:00		Out
29/03/2008											Of					00:00		Out
30/03/2008											Of					00:00		Out



**Theova UHS Enterprise Solutions Ltd** is a continuation of **Theova Computer Consultants Ltd** one of the first IT companies in Cyprus and neighboring countries. Since 1983 Theova provides innovative software solutions both for the **General business** as well as for the **Hospitality sector**.

**Theova UHS** offers today two main line of products and services. Firstly the well known **hotelware** suite addressing the Hospitality industry and secondly the **officeware** suite addressing the business community.

Today and for more than 25 years **Theova UHS** continues to be one of the largest Information technology Company in Cyprus as well as one of the most prominent in the region, managing some of the largest Hotel Group Enterprises as well as other esteemed business organizations.

Reseller Info:

**Theova House**  
 9 Ammochostou str.  
 CY 3021 P.O. Box 56970, CY 3311  
 Limassol Cyprus  
 Tel: + 357 7777 7111  
 Tel: + 357 2585 9400  
 Fax: + 357 2538 5916

**Vassilia House**  
 Michalaki Nikolaidi & Kifisias str.  
 Office 101 CY 6017  
 Lamaca Cyprus  
 Tel: + 357 7777 7111