

## Time Recording with SAP®SuccessFactors Time Tracking Service



### Take full advantage of your SAP system

**SAP®SuccessFactors Time Tracking** is a newly developed, complete time management solution in the cloud.

With Time Tracking, SAP extends SuccessFactors Employee Central's time management with comprehensive attendance recording functions.

Times can be recorded anywhere, in the office or on the road, mobile or with the browser.

A highlight of SAP SuccessFactors Time Tracking: **Attendances can now also be recorded at time terminals.** For accurate, error-reduced, transparent time recording.



In cooperation with SAP, we have developed jay cloud, a **certified solution for connecting time and attendance terminals.**

Powered by the latest technology on the SAP Business Technology Platform, it offers the highest level of security and is the ideal complement to time management with SAP SuccessFactors. jay cloud is fully integrated with SAP SuccessFactors.

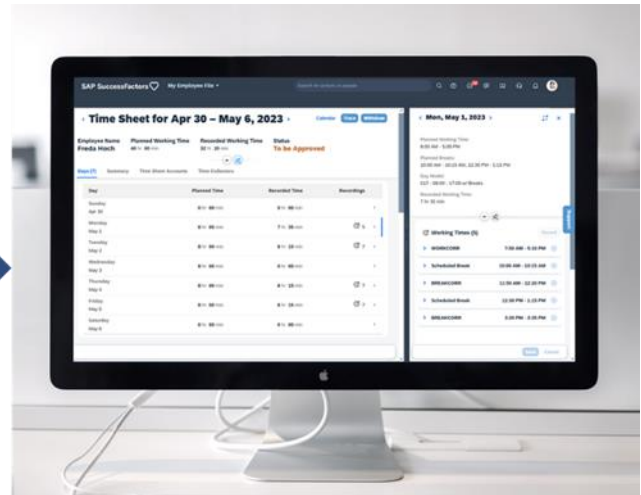
**SAP® Certified**  
Integration with Cloud Solutions

Co-Innovated with SAP®

# Time recording - accurate and secure with jay cloud

As soon as a time booking is made at a terminal, the data is transferred from jay cloud to SAP SuccessFactors Time Management in real time. The person master data from SAP SuccessFactors EC is transferred to the devices.

Through real-time data exchange, people at the terminals or on their smartphones receive immediate feedback on recorded attendances and absences.



## Advantages of terminal-based time recording

**Accuracy:** Terminal-based time recording systems enable precise recording of working hours. Employees can accurately document their attendance and absences.

**Easy to use:** Employees can record their working times simply by checking in and out at a terminal, without having to perform additional complicated steps. Working times can also be recorded at the same time as an access booking, for example at a turnstile - the simplest way to record time.

**Error reduction:** Interactive and individualized user dialogs at the terminal reduce incorrect entries. Bookings are checked for plausibility in real time - incorrect bookings such as a double clock-in booking are rejected. Missing bookings can be posted subsequently.

**Employees without access to a PC:** Terminal-based time recording is particularly suitable for employees who don't have access to a laptop, tablet or smartphone, e.g. in production departments (blue collar workers).

**Efficiency:** Terminal-based time recording - with interactive user dialogs to reduce errors - minimizes administrative effort and saves time and resources of employees and HR managers.

**Transparency for employees:** The terminal provides employees with information about their time accounts and shows an overview of all bookings made.

**Secure identification:** Identification at the terminal is quick and easy with unique identification methods such as fingerprint scanners, RFID cards or/and the smartphone.

All identification media can be maintained in the employee profile in SuccessFactors EC.

## The highlights at a glance:



### Seamless integration with SAP® SuccessFactors Employee Central

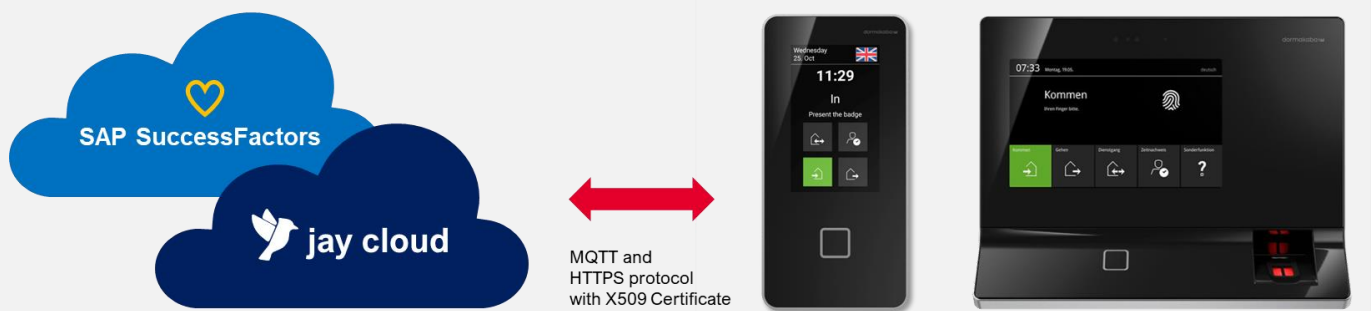
- All jay cloud apps are accessed directly from the SAP SuccessFactors home screen.
- All bookings are transferred to the SuccessFactors Time Sheet in real time and are available there for all further evaluations and SuccessFactors apps (shift plan reconciliation, accounts, balances, payroll).
- Media such as RFID cards and mobile badges as well as terminal authorizations can be assigned to employees directly in SuccessFactors.
- The role-based authorization concept of SAP SuccessFactors is adopted.

### Everything under control

- **Device management and monitoring:** All terminals and all bookings can be monitored directly in SuccessFactors. This forms the basis for monitoring, reporting and data evaluations (device messages, device status, proactive maintenance, predictive maintenance).
- **Reporting and analysis:** Terminal-based time and attendance systems enable the creation of detailed reports and analysis of working hours. This can help companies track and analyze hours worked, overtime, and other relevant metrics to develop more effective workflows.
- **Plausibility checks:** Plausibility checks are performed across all terminals: If a person has made a clock-in booking at one terminal, this information is available in real time at all other terminals. If configured accordingly, only the logically possible functions (leave, pause, other project) are now available to this person at all terminals.

## Terminal integration via SAP® Business Technology Platform

- jay cloud is the only system truly based on the SAP Business Technology Platform for time and attendance, access control and visitor management. It is optimized for the SAP IT structure and the SAP strategy of the company.
- All devices are integrated via one common interface and can be managed and monitored together.
- The SAP Business Technology Platform ensures high security and fast data transfer between the devices and SAP SuccessFactors.
- The interface to the SAP Time Tracking Service is certified (*Click here to visit to the SAP Certified Solutions Center*).



## Supports the migration of your entire time management to the cloud - step by step

- jay cloud supports the migration of your HR processes to the cloud. All hybrid scenarios of On Premise / On Demand are possible:
  - Master data is maintained in SAP HCM S4/HANA or/and in SuccessFactors EC.
  - Time management is done in SuccessFactors EC, either with or without the Time Tracking Service, or in SAP HCM S/4 HANA (HR-PDC interface)
- Combined operation with other time management systems such as Microsoft Dynamics Hubdrive 365 is possible.
- jay cloud is constantly being further developed in close coordination with HXM Strategy of SAP and annually certified "Co-Innovated with SAP".

## Focus on employees - Employee Self Service at the time terminal

- **Transparency and efficiency:** Employees can query all time and booking information themselves, catch up on forgotten bookings and correct incorrect bookings. This creates a high level of transparency for employees and reduces the workload for the HR department.
- **Time Sheet display on the terminal:** The employee's SuccessFactors Time Sheet can be displayed on the time terminal. This way, all employees (also from production and warehouse management) have access to their SuccessFactors time data.
- **Online display of balances / shift schedule deviations:** Bookings are reconciled in real time with employees' time accounts or shift schedule. They immediately receive corresponding terminal feedback ("You are booking outside your shift time. Do you still want to book?", "You already have 5 hours of overtime this week").
- **Notifications:** Employees and HR managers can be informed by e-mail, e.g. in case of incorrect bookings or if employees make additional bookings, or in case of shift violations and in many other cases (freely configurable).
- **No cumbersome login** - Employees are authorized via badge, smartphone or biometrics.
- **Individualized user dialogs:** Should the user first select a function key on the terminal or identify himself first (function or batch first)? User dialogs can be configured differently for both cases and for online or offline operation and depending on the location, device and user. The dialogs are in the language of the respective employee.
- **Time recording via PC, smartphone or terminal:** Employees can view and edit their time data both in SuccessFactors (desktop or mobile) and on the terminal. All data is always in sync. Example: Break start can be booked on the PC and break end on the terminal.
- **Ideal adaptation to any working environment and company organization.** Times and activities are recorded where they occur - on the road or in the office, at the time recording terminal, with the smartphone, in the browser or automatically when the door is opened. Everything that an employee can do in SuccessFactors can also be done at the terminal.

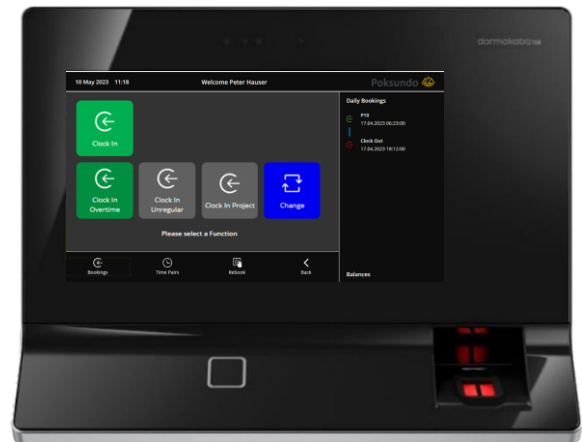


Fig: dormakaba time terminal 9700 with individual user dialog

## Advanced functions for time recording

- **Time recording for external employees** who are administered outside SuccessFactors (service providers, contractors).
- **Direct feedback of working times into the SuccessFactors Time Sheet**  
jay cloud offers terminal integration also for SAP SuccessFactors customers who have not (yet) purchased the Time Tracking license. For these users, terminal integration was not possible until now.
- **Absences** can be recorded on the terminal.
- **Entering time durations**  
In the event that the Time Sheet is operated in duration mode, time durations (attendances and absences) can either be entered and transferred directly at the terminal or clock-in and clock-out bookings can be converted into a time duration before being transferred.

## Other apps complement and extend SAP SuccessFactors

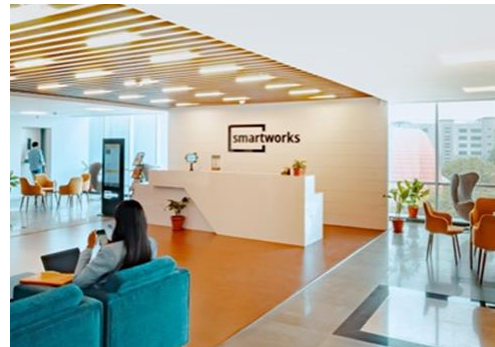
By integrating other sensitive core business functions, you can realise the full potential of your SAP system and increase your return on investment.



**Access management** - employee access authorizations are controlled directly and in real time from SuccessFactors. They are based on the position and role employees have in the company. If their roles change, the corresponding access rights change automatically and immediately. Access rights are defined and assigned easily and conveniently in jay cloud by the HR department or security managers. Flexible access management also for co-working spaces.



Digital **Visitor Management** provides comprehensive functions for visit planning, check-in and check-out, and for managing and analyzing visitor data. Visitors are issued with personal badges upon arrival, which already contain all necessary access authorizations. Precise access control allows free and secure visitor traffic with restriction to specific times and room zones.



**Integration of third-party systems** jay cloud is an open modular system. Third-party systems such as life & safety and alarm systems, video management and building information systems can be easily integrated and orchestrated via the SAP Business Technology Platform.



## Would you like to make an appointment?

Then give us a call, send us an e-mail or use this link:

Let's meet

### Poksundo GmbH

Ein Spin-off of the dormakaba group

Kanzleigasse 18

78050 Villingen-Schwenningen

[www.poksundo.com](http://www.poksundo.com)

[info@poksundo.com](mailto:info@poksundo.com)

Tel: +49 7721 8070723

[LinkedIn](#)

dormakaba 

Executive Solution Partner

Zeit- und Datenmanagement