

Cogito Time & Attendance TM



Identify, Manage and Track Employees

- 100% browser-based solution
- Secure employee sign-in and sign-out
- High-quality badge printing
- Scale from one to many locations
- Affordable, intuitive and easy to use



Key Features

Cogito Time & Attendance module allows organizations to automate the entire process of work force management, printing a badge and capturing detailed information in seconds.

- Shows employee attendance status in a pay period
- Ability to select In/Out Readers
- Ability to define normal shift hours
- Ability to define forgiveness windows by grace periods.
- Interactive time & attendance reports
- Ability to save reports to configure once and run later
- Ability to schedule e-mailing of time & attendance reports
- Summary charts show various attendance status such as late in, early out, absent etc.
- In/Out events may be set to capture an employee's picture
- Video may be associated with In/Out events
- Admin may override In/Out times and write comments.

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