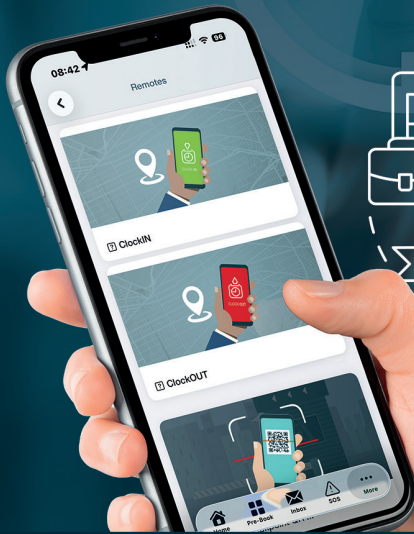




access



- * Digital clock-in and clock-out
- * Real-time attendance visibility
- * Staff and contractor verification
- * Shift and site access tracking
- * Reduced manual admin
- * Accurate audit logs and reporting
- * Better payroll and compliance support
- * Mobile GPS & Geofenced Attendance

Time & Attendance

Real-time workforce visibility

OpenItem's Time & Attendance solution provides organisations with a secure, intelligent platform for managing workforce attendance, shift accountability and site presence. Employees, contractors, guards and service providers can clock in and out digitally, with every attendance event linked to a verified identity, location, timestamp, device and access point. Supervisors gain real-time visibility of arrivals, departures, overtime, shift completion and workforce presence across multiple sites. Integrated with OpenItem Access Control and GPS services, the platform ensures attendance is only recorded by authorised personnel at approved locations, reducing fraud, eliminating manual registers and creating a complete, auditable record for payroll, compliance and operational reporting.

TYPICAL WORKFLOW



Registration



Check-In



Verification



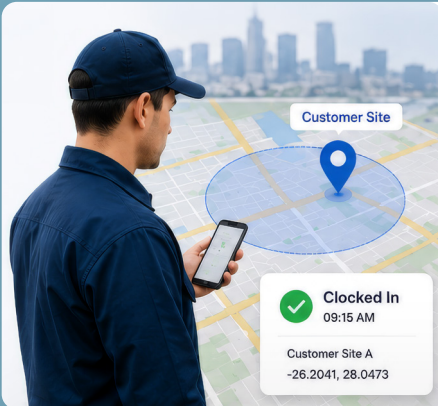
Clock-Out



Reporting

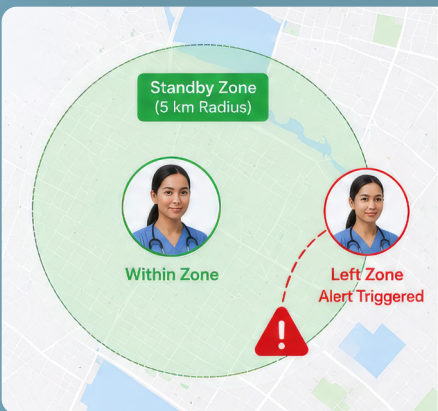
KEY FEATURES EXPLAINED

WORKFORCE SCENARIOS



Field Workforce Management

OpenItem enables mobile employees to clock in only when they arrive within approved GPS geofences at customer premises or designated work sites. Ideal for sales representatives, technicians, inspectors, contractors and maintenance teams, every attendance event is linked to the correct location, providing accurate records of visits, time on site and field productivity.



Proximity-Based Standby Management

OpenItem allows organisations to define standby zones for on-call personnel using GPS geofences. Ideal for healthcare, emergency response, security and critical maintenance teams, the platform continuously verifies personnel remain within the required response radius and can generate alerts if they leave, supporting compliance, readiness and service level commitments.

ATTENDANCE METHODS

Fixed Readers & Access Control

Employees clock in and out using facial recognition, QR codes, RFID cards or other authorised credentials at fixed access control readers. Every attendance event is linked to a verified identity, reader, location and timestamp, while integrated access control ensures attendance is only recorded at authorised entry points, preventing fraud and buddy punching.



Mobile GPS & Geofenced Attendance

Employees clock in and out using the OpenItem mobile app when they arrive within approved GPS geofences. Every attendance event captures the employee's verified identity, location, timestamp and device, providing accurate records of attendance, customer visits and field activity while ensuring attendance can only be recorded from authorised work locations.

