



Kebrite

Features/Functionality

Version 1

KEBRITE		
CORE FOUNDATION	Time & Attendance	<ul style="list-style-type: none"> Track Employees clocking in and out for the day Auto clock out employees View both the original and altered attendance to verify issues Add attendance notes to record information relating to attendance issues View attendance exceptions: Late attendance, Left early, Did not turn up for work, Did not clock out You can allow attendance and payroll hours to be different to labor hours 100 Auditing: View all changes to an attendance record to ensure that the records have gone through the expected supervisor hierarchy.
	Real-time Data Client (RDC) For building access points and shop floor data collection	<ul style="list-style-type: none"> Use bar-codes, touch screens and Windows 8 tablet devices Track attendance, labor and payroll through the one interface Start Run/Setup jobs Allow Run/Setup jobs to overlap Automatically or manually prorate the overlapping labor hours Order Quantity, Completed Quantity, Remaining Quantity Estimated Runtime, Actual Runtime, Remaining Runtime Highlights the Remaining Runtime to warn employees that the operation is taking too long to complete Enter labor trace information View all employee reports Attendance Labor Payroll and Benefit Transactions Shift Details Scan work orders that do not include the operation in the barcode PAPERLESS: Search for indirect/direct jobs Disable employee keyboard access for better security (barcode access only) Based on each individual terminal control which employees can clock in/out on the terminal. Configure how each individual RDC looks and operates from a management screen accessible from any computer
	Office Time Client (OTC) For staff sitting at their desk wanting an interface to enter data manually and to be able to make changes before submitting.	<ul style="list-style-type: none"> Track attendance, labor and payroll through one interface Start Run/Setup jobs Allow Run/Setup jobs to overlap Automatically prorates the overlapping labor hours Order Quantity, Completed Quantity, Remaining Quantity Estimated Runtime, Actual Runtime, Remaining Runtime Highlight's the Remaining Runtime to warn employees that the operation is taking too long to complete View past information (Attendance, Labor, Payroll, Benefit/Bank, Shift) through a calendar selection Request time off Enter attendance notes for supervisors to see See whether the days data is approved, confirmed, saved or not entered Search for labor records Start Run/Setup jobs
	Tracking Company Holiday	<ul style="list-style-type: none"> Can have them set to work of a set number of hours or from the employee's shift duration on the day Can set rules that will calculate the average hours that an employee has worked over a given period to determine the amount of hours an employee will receive. Easy to use yearly calendar to view all holidays Automatically remove move hours from an employees bank/benefit account to a payroll account Highlight holidays with different colors to make them more meaningful
	Tracking Employee Vacations	<ul style="list-style-type: none"> Easy to use yearly calendar to view all holidays Automatically remove move hours from an employees bank/benefit account to a payroll account Assign attendance policies View all company holidays on the yearly calendar and see which company holidays the employee is and is not on

KEBRITE		
CORE FOUNDATION	Shift Management	<ul style="list-style-type: none"> • 4 shift modes: Auto shifts for office staff • Midnight: All transactions will appear on the day that the employee's shift started. Useful for say a 6pm - 6am shift • Push Base Date: All transaction will appear on the following day. Useful for say a 10pm - 8am shift • Flexible: The shift start/stop all changes to the time the employee clocked in. Useful for when you do not know when the employee may arrive. • Auto Shift: Used when you want the system to automatically clock in/out an employee. Useful for tracking salary staff attendance • Set a default shift job • Set a default shift break job • Define any shift rounding rules • Automatically insert indirect jobs during break hours • Tracking attendance violations: <ul style="list-style-type: none"> • Late Attendance, Attendance not with in expected time, Early clock out, No clock out • Automatic shifts for staff who do not need to clock-in and out • Add monetary amounts for special shifts that can be applied to both the cost of labor and payroll <ul style="list-style-type: none"> • Automated proactive email notifications
	Schedule Management	<ul style="list-style-type: none"> • Create a schedule for any day duration (7 day schedule, 6 week schedule) • Create rotating schedules • Easily move staff between different schedules
	Tracking Shift Attendance Exceptions	<ul style="list-style-type: none"> • Seeing all shift attendance issues on an annual calendar display • Yearly reports selecting all shift exceptions. • Easily see trends like staff taking a lot of Fridays off • Create user defined topics that you want to track against employees
	Department Management	<ul style="list-style-type: none"> • Create ERP departments directly from Kebrit • Assign departmental managers for reporting purposes • Track staff who are in specific departments
	Employee Management	<ul style="list-style-type: none"> • Create ERP employees directly from Kebrit • View all employees currently logged in • Over 100 individual fields used to record everything employee related • Store 4 addresses (personal, emergency, site and other) • Record supervisor authorities • Record access roles • Record payroll Id's and other payroll related information • General Notes: An encrypted field to store very private and confidential information • Drag & Drop functionality to store all employee related documentation. • Record default jobs on an employee-by-employee basis
	Reporting	<ul style="list-style-type: none"> • Ensure that the attendance, payroll and labors hours perfectly balance. • View all attendance and weekly attendance records (includes regular, overtime and double-time balances) <ul style="list-style-type: none"> • Many scheduling reports so that you know which of your staff have scheduled time off • Many HR reports to see staff birthdays, hire dates, primary supervisors etc. • Labor Efficiency; to know how much of the day each employee was working on either direct or indirect duties. • Report Management; this is an auto report scheduling tool that you can configure to automatically send various reports to any employee at set times.
	Centralized Terminal Management (shop floor)	<ul style="list-style-type: none"> • Control all of your shop floor terminals from a management screen that can be accessed from any computer <ul style="list-style-type: none"> • All shop floor terminals automatically update their settings every 15 minutes so there is no need to restart them all manually • You can configure all shop floor interfaces to look and behave differently as all settings are totally independent of each other • If you have a self focusing camera on a Windows 8 tablet, the RDC will be able to extract the barcode from a photo. • Control terminal access; set exactly which employees can clock-in, clock-out, start or stop labor records. • Control terminal resources; set exactly what labor tickets can be started based on the selected resource.

KEBRITE		
CORE FOUNDATION	Security Card Printing System	<ul style="list-style-type: none"> Control the manufacturing of security cards from your office Print bard codes on some proximity cards so that they can be used for your door entrance and Kebrit Set up 5 cards with different colors to easily distinguish employee's work areas Easily assign temporary cards to employees and visitors Display your employee's photo, company logo and return business address Set the barcode value to a different Id from your ERP employee Id for better security
	100% Auditing of all data entry and approval	<ul style="list-style-type: none"> We have an "Audit" table for every "Live" table in Kebrit. This means that every single change made to a record is kept so that we can determine at any time what was changed, who made the change and exactly to the second when the change occurred.
	Role Management to control screen access	<ul style="list-style-type: none"> We have an advanced role management screen so that you can control exactly which screen you want your staff to access
	Supervision Assignment	<ul style="list-style-type: none"> Set up supervision by department and/or employee As supervisor can back up other supervisors Kebrit will automatically keep the department supervision in sync with the employees as they move between departments in your ERP
	Stand-alone system	<p>Kebrit's data resides in its own a SQL Server database. Due to this it has the following advantages:</p> <ul style="list-style-type: none"> You can still collect data even if your ERP it not running As Kebrit holds all of the labor data, it can be used as a backup for the LABOR_TICKET table
	Auto updating components	<ul style="list-style-type: none"> Once the components are installed they will automatically detect the availability of a new version and auto upgrade themselves.

PAYROLL MODULE	Simple and complex payroll structures	<ul style="list-style-type: none"> Calculate overtime and double time based on any daily/weekly/bi-weekly limit configuration Set hours to overflow in other payroll accounts when limits have been reached Automatically cerate ERP indirect jobs to align with approved payroll hours Set some payroll accounts to share the limits with others
	Configured to your third-party payroll provider	<ul style="list-style-type: none"> We produce 25 different payroll files to suit most of the major payroll providers. Generate payroll file snap shots at any time and intervals.
	Payroll approval	<ul style="list-style-type: none"> Easily view payroll records See approval history/audit records View related payroll codes, pay rates and G/L accounts
	Automated Benefit/Bank Accrual	<ul style="list-style-type: none"> Set up as many accrual steps as you need; 1 week, 2 week, etc. Configure a maximum amount of available hours Force the hours to be either paid out or cancelled at the end of each hour Derive the amount of hours by a set value (80 hours per year) or calculated based on the number of hours worked.
	Track an unlimited number of payroll accounts	<ul style="list-style-type: none"> Overtime Annual Leave Sick Leave Personal Time Off (PTO) Shift Premiums
	Advanced and Instant Reporting	<ul style="list-style-type: none"> See how many hours have been placed against any one or group of payroll accounts instantly (How much OT for this week!)
	Records Employee Payroll Notes	<ul style="list-style-type: none"> Add daily or pay period notes to an employee
	Documentation Storage	<ul style="list-style-type: none"> Drag & Drop functionality to store all payroll related documentation.
	Schedule Employee Time Off	<ul style="list-style-type: none"> Schedule employee time off for PTO or vacation needs via our Event Management screen
	Payroll Lockdown	<ul style="list-style-type: none"> Lock down the payroll so that no changes can be made by supervisors while the payroll administrator is reviewing data.

		KEBRITE
LABOR MODULE	Shop Floor and Office Tracking	<ul style="list-style-type: none"> • Easily change the work order, operation, start time, stop time and many other fields with a 1 step process
	Employee daily recording	<ul style="list-style-type: none"> • Record daily employee specific notes that can be also viewed on the attendance/payroll screen
	Automatic or manual labor proration for overlapping labor records	<ul style="list-style-type: none"> • We will automatically update all overlapping labor records when just one of those records has a time change
	Labor Rate Scaling Management	<ul style="list-style-type: none"> • Control, add and modify employee labor rates.
	Project Management	<ul style="list-style-type: none"> • You can create your own projects with operations and assign the operations to be based on time rather than quantity
	Real-Time Information	<ul style="list-style-type: none"> • Instantly know exactly what your workforce is worked on at any given time
	Progress Tracker	<ul style="list-style-type: none"> • View how your work orders are progressing. You can compare the quantity completed to date against the time spent to clearly see if your work orders will be completed on time
	Work areas	<ul style="list-style-type: none"> • Set up a work area with related employees to prevent employees starting work orders that are not in their designated work area. This prevents accidental scanning of the incorrect operation on the shop floor
	ERP Audit Reporting	<ul style="list-style-type: none"> • Use the ERP Audit Report to ensure that both Kebritite and your ERP have the exact same values • It will detect if your employees are modifying previously exported records directly on the ERP interface
	Performing In-process Inspections	<ul style="list-style-type: none"> • Create inspection template automatically from engineering master records • Inspection items can be controlled through either accepting decimal or degree values • View how all of the inspections are going for an individual work order. This will color each individual inspection so that you can easily distinguish pass, fail and incomplete records.
	Departmental productivity monitoring	<ul style="list-style-type: none"> • Control productivity by monitoring progress of work orders by departments
	Labor Ticket Tracing	<ul style="list-style-type: none"> • Trace the parts used for every labor ticket and see those entries on the labor approval screen
Indirect jobs Restriction	<ul style="list-style-type: none"> • Control exactly what indirect jobs you want visible in the product, then also control exactly which staff can log time against the indirect jobs 	
QUALITY	Inplace Inspections	<ul style="list-style-type: none"> • Create inspection templates during the manufacturing process for Parts. Once a template has been created for a part Id, then the templates are applied automatically against a work order that has the same part Id reference. An individual template will have one or more inspection items which are steps that need to be taken to ensure that the part being produced has passed all inspection points during its manufacturing process.
	Manufacturing Engineering	<ul style="list-style-type: none"> • Create inspection templates for Work Orders related to inventory transactions from engineering master records.

ADVANCED HR	Skills & Training Module	<ul style="list-style-type: none"> • Define all types of skills required to satisfy company positions or to operate machinery • Define skill prerequisites • Set up the skill providers/trainers • Receive training request from the system based on the need to fill a company position or to operate a machine • Schedule training on a calendar control • Collect training attendance automatically through scanning employee badges in the training room • Set if skills expire and how many days prior notice are required and who receives the related emails • Auto reschedule soon to be expiring skills • Keep control of skills training status per employee (absent, passed, failed) • Track skill costs • Access controlled by: Administrator, Supervisor & Trainer
--------------------	-------------------------------------	--

KEBRITE		
ADVANCED HR	Company Position & Salary Module	<ul style="list-style-type: none"> Records all positions and/or machinery (anything that requires a skill) List all employees that are in the positions and set the salary ranges Set the default roles for the position View the order of staff who are most qualified to hold positions or operate machinery in your company instantly. Request training for one or more staff members so that they will have the skills for the position or machinery
	Document Management System	<ul style="list-style-type: none"> Store scanned (examples and not limited to): <ul style="list-style-type: none"> Medical records Performance reviews Training documents Qualification Drag & Drop functionality Access rights to view, upload and delete documents Available in out Staff Management, Skills & Training, Injury & Illness and Accounts modules
	Miscellaneous Staff Management Tabs/Screens	<ul style="list-style-type: none"> Education & Awards: Store all of the education results Medical: Store brief medical information like allergies Banking: Record all of the private banking information Performance Reviews: Store the results of all performance reviews Position & Salary: Keep a historical list of all salaries and bonuses and track historically of the wages and bonuses that an employee has. Benefits: Store all of the employee benefit entitlement Notes: Associate any type of record note to each employee Keep accurate records of the costs associated to the employee Keep all of the employee related documents in our Document Control system through a simple Drag & Drop action
	Attendance Policy Points System	<ul style="list-style-type: none"> Set up attendance policies to track attendance tardiness and have emails sent off automatically to supervisors Have emails sent if an employee was on lunch for more than 30 minutes At predefined point levels, alert HR staff that action needs to be taken Configure an unlimited number for policy systems. Some for hourly staff, some to track time spent on work orders and even for salary staff View all points transactions on an approval screen with details about the employee and a history of all changes
	Injury & Illness	<ul style="list-style-type: none"> Track every injury that occurs at your workplace Track all of the hours/days missed due to the injury Track what caused the injury and who is responsible to ensure the corrective action is taken. Store all of the related documentation and pictures of the injury in our document control system. For our American clients we have detailed OSHA tracking & reporting
	Benefit Management	<ul style="list-style-type: none"> Define all of the benefits that your company offers their employees Set whether the benefits expire and have emails automatically sent to HR staff to notify them
	Global Messaging System	<ul style="list-style-type: none"> Create marquee scrolling messages to appear on the shop floor interface to notice staff of upcoming events Create messages for an individual or all employees to see at the time of their clock-in or clock out for the day You employees will have the ability to send messages to their supervisors, HR staff and then see when a reply has been received
	Employee Time-Off Request System	<ul style="list-style-type: none"> You will be able to define any number of request types; Vacation, PTO, Special Leave... Set which emails can request vacation and how much time and in what time blocks the requests can be made in Supervisors can approve or deny employee requests Emails sent off with supervisor responses Vacation approvals are automatically added to the vacation scheduling system

		KEBRITE
MISC.	Backup for lost Visual Labor Data	<ul style="list-style-type: none"> If your ERP hard drive is damaged and you need some labor records re-exported to it then Kebritite only needs to know which ones and we can export them again. This saves a great deal of your time re-entering those records again.
	System Available when Visual is not running	<ul style="list-style-type: none"> As we are a standalone system, we do not need Visual to be running for Kebritite to be running. Due to this, your staff will be unaware of you bringing down your ERP for general maintenance or even when you're upgrading it.
	Daily / Weekly Updates	<ul style="list-style-type: none"> We release updates as they are needed, whether this is to fix a known issue or to provide new functionality.
	Maximum 10 minute support response time	<ul style="list-style-type: none"> We encourage all of our clients to call our support team as we prefer to answer your questions the instant you need us. Emailing to our online support system is a back-up in case you cannot reach us and many staff receive an email when all new support cases are added.
	100% Tracking Of All Changes	<ul style="list-style-type: none"> Every main table in our database has a history table so that we can track every single data change, tell who did the change and to the second when it was done.
	Unlimited Interface Licenses	<ul style="list-style-type: none"> You can install our client-side software on as many PCs as you need, as our licensing is based on employees and not client-side software installs.
	Standalone System	<ul style="list-style-type: none"> Engineering Staff can record their hours and the time can be sub-categorized to provide much better information and reporting.

SECURITY	Zebra Card Printer (P120i or ZXP Series 3)	<ul style="list-style-type: none"> The security cards will have your logo, the employee's photo and ID number as well as the barcode for security
		<ul style="list-style-type: none"> You can set the card colors based on the area where your staff is located
		<ul style="list-style-type: none"> Set up cards for Visitors or Temporary Workers
	Schlage Biometric Hand Punch 3000E	<ul style="list-style-type: none"> For ultimate security you can use the hand punch device to clock your staff in and out for the day.
		<ul style="list-style-type: none"> This will perform all the shift rounding and send out attendance related emails
		<ul style="list-style-type: none"> A tight compact unit that can be wall mounted and work wireless
	Proximity Card Reader	<ul style="list-style-type: none"> Stops 'Buddy Punching' to ensure you are 100% certain that the employee clocked in or out
		<ul style="list-style-type: none"> You can set the employee ID into the proximity card to have Kebritite read the clock in and Clock out
	Real-Time Data Client (Shop Floor Interface)	<ul style="list-style-type: none"> The RDC shop floor interface has the ability to only accept the security cards bard-code when entering the employee Id.
		<ul style="list-style-type: none"> Set up which employee can use specific RDC terminals to keep staff in their designated work areas
<ul style="list-style-type: none"> Set up the type of work based on shop resources that can be started on any shop floor terminal 		
	<ul style="list-style-type: none"> Set the RDC terminal type; The front door may only accept clock in/out transactions, where as all labor transactions can be started/stopped only on the shop floor 	