



 Microsoft  SharePoint  Office 365

TIME AND ATTENDANCE

**SIMPLIFY TIME TRACKING AND INCREASE
PRODUCTIVITY**

**Automated time tracking and leave management system
based on SharePoint and Office 365.**

WWW.LANTERIA.COM

INFO@LANTERIA.COM

+1 (866) 568-2002

MODULE OVERVIEW

Set up the absence policies, track and approve employee leave records, and register the time spent on various activities.

- Define the company-wide leave policies and rules
- Set up comprehensive approval workflows
- Have a global absences calendar
- Increase productivity with project-based time tracking

The screenshot displays the LANTERIA My Absences dashboard for user Tanya Coleman. At the top, navigation tabs include My Details, My Time & Attendance, My Performance, My Learning, and My Company. The dashboard shows a summary of leave statistics: Total Paid Leave (18 Days), Booked (3 Days), and Leave Balance (15 Days). Below this, there are filters for Report Date (4/8/2021) and Type (Vacations). A table of absence entries is visible, with columns for Type, Start Date, Return to Work, Duration, Status, and Notes. The table contains four entries: Sick Leave, Absence, Vacation, and Sick Leave, all with a status of 'Approved'.

Type	Start Date	Return to Work	Duration	Status	Notes
Sick Leave	12/22/2021 AM	12/27/2021 AM	3 d / 0 hrs	Approved	Approval/Comments History
Absence	11/29/2021 AM	12/02/2021 AM	3 d / 0 hrs	Approved	Approval/Comments History
Vacation	10/07/2021 AM	10/11/2021 AM	2 d / 0 hrs	Approved	Approval/Comments History
Sick Leave	03/15/2021 AM	03/17/2021 AM	2 d / 0 hrs	Approved	Approval/Comments History

FEATURES



INCREASE PRODUCTIVITY WITH TIME TRACKING

- Easy time registration from any device
- Analytics on the time spent on different projects and activities
- Clock In and Clock Out system

MANAGE LEAVE POLICIES AND RULES

- Automated calculations of accruals and balances
- Flexible absence plans for different locations and employees
- Custom absence types and rules

STREAMLINE APPROVAL WORKFLOWS

- Time off requests and approvals via Self Service
- Role-based approvals of absences and timesheets
- Notifications and reminders integrated with Outlook
- Mobile App to accelerate the approval process

TRACK AND ANALYZE DATA

- Analytical reports and dashboards
- Global absence calendar
- Import and export your data



USER ROLES IN LANTERIA HR

HR PRO

Complete automation of HR tasks and access to full analytical reporting.

MANAGER

Collaboration with teams and better management decisions supported by Manager Self Service.

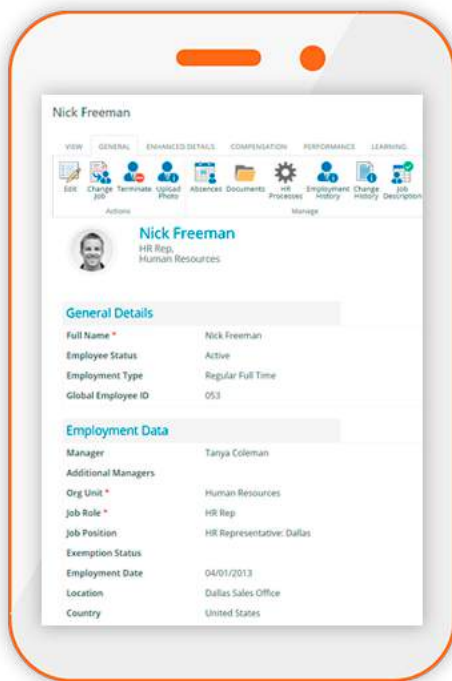
EMPLOYEE

Employee engagement and access to personal data, records and documents with Employee Self Service.

CUSTOM ROLE

Custom user roles and permissions, such as: training managers, recruiting managers, local HR managers and other.

ANALYTICS AND REPORTS



Get the full analytical insights and make informed decisions. Use a library of out-of-the-box reports and dashboards available in the system or create your own custom reports using Lanteria Report Builder.

LANTERIA HR SYSTEM



Lanteria HR is a SharePoint based Human Resource Management (HRM) solution that facilitates and automates the entire Human Resource (HR) cycle in a company. The solution creates a central storage location for all HR information, while supporting HR processes and increasing the performance of each employee and organization as a whole.

Lanteria was founded in 2006 and, since that time, have successfully completed over 150 projects for local and international clients. The Lanteria team includes both experienced HR and IT professionals. This allows us to integrate our extensive HR experience with all the cutting-edge Microsoft technologies that you are already using.

OUR CUSTOMERS



- ✓ Customers in 40+ countries around the globe
- ✓ Exclusive focus on HR management and Microsoft technologies
- ✓ Professional implementation and support teams
- ✓ Microsoft Certified Partner
- ✓ 50+ partners worldwide
- ✓ Founded in 2006

