



Integrated Human Resources Software



Let Unity ripple through your business

# Carval HR Unity

Carval HR Unity is a range of integrated HR and Payroll software solutions designed to simplify and unify every aspect of Human Resource Management for thousands of employees across multiple companies.

HR Unity combines ease-of-use and an attractive user interface with rich functionality, inherent flexibility and powerful tools to standardise and automate processes. Its use will help increase administration efficiencies, reduce operating costs and provide immediate access to accurate information for strategic analysis. The Carval HR Unity range comprises:

## Unistaff

HR Software

## Uniwage

Payroll Software

## Unitend

Time & Attendance Software

Our HR Software, Payroll Software and Time & Attendance Software modules are complete and highly-effective standalone systems. However they can be implemented in a combination to suit your needs and then additional modules added as your needs change. To complement our main modules we also offer:

## Unity Online

Web-based manager access and employee self-service

## Timesheet Module

For cost and project management

## Access Control

Entry control solutions

## Payroll Bureau Services

Our solutions are designed to operate on existing Windows platforms and can be installed on your own servers or hosted externally. They are suitable for organisations with fifty to five thousand plus employees.

Our customer retention rates are excellent, indeed a significant number of our clients have been with us for over 20 years. We put this down to the excellent ongoing service and support we offer along with our free upgrades.

*"I think that Carval delivers a completely integrated Human Resource solution at a reasonable price. With their fantastic back-up service I'd say they provide the best tailored solution at the best price....I'd definitely recommend Carval..."*

**RH, Venture Housing Association**

# Why Carval?

## Our Company

Carval Computing Limited has been providing software for HR and Payroll professionals since 1986. With well over 20 years experience and qualified professional staff Carval understands your business needs and will work with you to deliver a solution that's right for you. From initial consultancy to implementation and beyond we support you all the way.

Some key facts and figures:

- Providing HR Solutions since 1986
- Profitable & Stable
- Head Office in Plymouth
- Sales/Support Office and Training Centre in Bedford
- Over 250 Installations in the UK
- Chartered Institute of Personnel & Development
- Institute of Payroll and Pensions Management
- Investor in People

Carval's HR Unity software range is developed, distributed and supported only by Carval's own experienced and qualified professional staff. We do not "off-shore" or "sub-contract" your project. From initial consultancy, through implementation and beyond you will continue to receive support from our small friendly team.

Our consultancy team are IPP and CIPD qualified, with extensive practical HR and Payroll experience. They will work pro-actively with you to deliver a solution that meets your business objectives.

## Our Products

Carval HR Unity is truly integrated i.e. it operates from a single SQL database and is written by a single supplier. This means:

- You only enter data once
- Information added is immediately available throughout the whole system (subject to security permissions)
- Processes can be automated across functions
- Across-function reporting is readily achieved

Carval's solutions are designed to be inherently flexible so that they can meet the needs of a variety of different types of organisation without having to make bespoke changes. However our end to end process control gives us the flexibility to deliver bespoke amendments and additions with relative ease when required.

Carval's commitment to ongoing development and regular upgrades ensures you will continue to benefit from both legislative and functional updates as part of your annual licence agreement. This means that you will always be using the latest commercially available version of the software making the purchase a totally future-proof choice.

Carval HR Unity is relied upon by organisations throughout the UK in virtually every sector including retail, manufacturing, legal and financial services, the public sector, local authorities, housing associations and charities. Our solutions are suitable for medium sized or enterprise level organisations with 50 or more employees.



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# HR – Unistaff

Carval Unistaff is a functionality-rich HR software system that is packed with tools to standardise and automate processes, reduce administration and make information easily available. It combines detailed personnel records, recruitment software, training and development, absence management, in-depth analysis and much more in one flexible and easy-to-use package.

## Integration Options

Unistaff can be used alone, with or without Employee Self-Service or seamlessly integrated with our Payroll Software or Time and Attendance Software to form a complete Human Resource Information System. Output to Microsoft® Office is standard. Carval offers dynamic integration with Sage Payroll and can interface with many other third party payroll systems. A bureau interface is also available.

## Multi-level Security

Security extends down to individual field level on a Full Access, Read Only and No Access basis giving you total control.

## Unlimited Companies

Carval HR Unity can accommodate unlimited companies. Locations, departments and cost centres can be set up for each. Both companies and employees can be flexibly sub-grouped within and across companies. A dynamic company organisation chart is available at the touch of a button.

## Policies & Rules

Flexible parameter setting allows you to customise the system to support your employment policies, e.g. retirement ages, grievance rules, capability and conduct rules and much more.

## Recruitment Module

Unistaff includes a comprehensive Recruitment Module as standard. Input candidate details manually or import data captured from website or intranet applications, then establish review panels, shortlist, record interview and assessment results and manage all communications easily using mail merge facilities. Finally transfer successful candidates and all their details to the main HR database at the touch of a button.

## Detailed Employee Records

Unistaff records comprehensive personal details for each employee, including name, address and contact details, DOB, marital status, previous name, NI number, bank details, next of kin and medical history.

A detailed history of an employee's employment with your company is maintained to be viewed and reported on as required, including:

- Career History
- Education History
- Medical History
- Flexible Working
- CRB, Security and ISA Checks and expiry dates.
- Previous Employment & References

Creating an employee record is incredibly simple with Carval's New Employee Wizard or by transferring a candidate straight through from our built-in Recruitment Module.

## Detailed Post Information

In Carval HR Unity users can set up and maintain a list of posts. Comprehensive details can be stored for each including a job description, skills and competencies, training plan, salary range and benefits and links to relevant documents. When an employee leaves, the system can automatically create a vacancy in the integrated Recruitment Module if required. Functionality to accommodate employees holding multiple posts is included.

## Shifts & Rotas

If Carval's Unistaff Time and Attendance software is not in use then you have the flexibility to set up shift patterns and rotas in both Carval Unistaff and Carval Uniwage. Functionality is included to define daily patterns, breaks, weekly shift patterns and annual rotas.

## Tools To Drive Workflow & Automate Processes

The Event Diary Manager is Carval's tool to automatically trigger processes and drive workflow to make sure things happen when they are supposed to. It can be configured to respond to any dates held within Unistaff, e.g. next appraisal date, end of probation date, disciplinary follow-up date, by:

- Sending emails to specified key personnel (with attachments)
- Making entries into the user's Carval Diary
- Making entries in a colleague's Outlook Calendar and Task List.

*"We are very happy with the relationship between Carval and ourselves. Their system is very user friendly and gives us direct and easy access to information. They have provided us with great service and excellent product support. A perfect software partner..."*

**MS, Stokes plc**

## Absence Management Module

Carval HR Unity gives users the flexibility to enter unlimited absence types and to set rules and parameters for each of them in line with company policy. Having adequate sickness absence policies in place is very important but it is ultimately the long-term monitoring and implementation of these policies that will pay dividends and this is where the technology in Carval can really help you by:

- Ensuring that policies are adhered to and documents returned.
- Automatically alerting the relevant people when an employee has reached a level or stage of absence that requires the provision of additional documentation, a back to work interview, further intervention or investigation.
- Providing the data required to identify absence trends for individual or groups of employees. A suite of comprehensive absence reports is available including Bradford Factor analysis.

Absences can be entered by a member of the HR Admin team or where Carval's Unity Online Self-Service module is used the responsibility for entering absences can be delegated to Line Managers if desired. In addition employees can make holiday requests via self-service for line managers to authorise.

Carval HR Unity includes facilities for automating the production of self-certification documents and doctor's certificates and supports The Statement of Fitness for Work, or 'fit note'.

Functionality for managing Time Off in Lieu (TOIL), Zero Hours contracts and Global Absences is also included.



## Maternity, Paternity & Adoption

In Unistaff you can enter maternity, paternity and adoptions details such as the expected date of child birth, the actual date of maternity leave, and the actual date of child birth. If Uniwave is also being used you can choose to transfer the details entered to the payroll.

## Appraisals

Unistaff helps ensure appraisals are carried out objectively and on time through reminders, detailed analysis and process management. The results of an appraisal can be entered into the main HR database or by manager self-service with the facility for employee sign-off. Unistaff supports both ratings and objectives based marking schemes. If hand-written forms are used, they can be scanned and attached as an image. If Microsoft Word documents are used, they can be completed during the appraisal, agreed by the appraiser and the employee being appraised and then 'linked' to the employee's appraisal record thereby reducing paperwork. Links to Unistaff's Training Module enable any training or development needs identified to be recorded and the fulfillment of this need to be tracked from request to completion.

## Competencies & Objectives

Competencies & Objectives can be set up in Unistaff and made available to employees through Employee Self-Service. The affected employees will be notified via email and can then go online to view their current competencies & objectives to be marked, or rated, as well as a history of past competencies & objectives during their period of service with the company. Hard copies can also be printed if Self-Service is not used.

## Training & Development Module

Unistaff includes a comprehensive Training and Development Module which can be used not only to monitor the training requests from individual employees, but also to identify the training needs for that employee and so ensure that the training courses attended are relevant to their role. Unistaff not only records skills, but can attribute a level of competency or grading that should be achieved, in line with the training plan attached to an employee's post. CPD units can also be recorded and allocated post course. Where a training course has a limited period of validity and attendees are required to attend a refresher course every two years or so, e.g. a First Aid course, this can be recorded. Reminders can then be set up using Carval's Event Diary Manager to ensure that employees are retrained at the relevant time.

Unistaff also includes practical tools to help manage the administration of training courses and training budgets. Questionnaires can be set-up for post-course evaluation and where Unity Online Self-Service is used, employees can complete these online.

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## Qualifications & Languages

Unistaff enables you to record the qualifications and languages of your employees and the level that they have reached. Professional or Vocational qualifications are well catered for, with Unistaff allowing you to set up the units required to achieve a particular Accreditation and then monitor the progress of an employee through them.

## Health & Safety

Create comprehensive accident records and where the accident results in time off link these details with the Absence Record for that employee. Details of any resulting liability claims can also be recorded. Unistaff includes comprehensive Risk Assessment functionality linked to Employee Self-Service.

## Pay & Benefits

Unistaff can record full details of any company benefits that an employee may be entitled to and that will be included on their P11D, including company car details. Should you offer your employees the advantages of a flexible benefits programme then details can be recorded in Unistaff. Carval HR Unity includes a standard interface to Thomsons, the UK's leading flexible benefits provider. Where Carval's Employee Self-Service module is used employees can choose from an interactive menu of flexible benefits and their choices can be automatically fed through to this section.

## Disciplinary & Grievance

The penalties for offences such as Unfair Dismissal are quite significant as are awards being made by tribunals on other matters particularly for stress related incidences. The policy and parameter settings in Unistaff ensure you follow your own procedures within the agreed timescales as laid down in your own policy documents. It monitors not only the actions required but also your overall effectiveness in policing your own policies. Capability and Conduct functionality is included for use where an employee's capability and conduct need to be monitored but where this has not yet reached a requirement for a disciplinary.

## Powerful Reporting & Enquiries

A wide range of reporting and graphical functions is included as standard so meaningful results can be produced with a minimum of effort. In addition to this comprehensive suite of standard reports Carval HR Unity includes a Custom Report Writing Wizard. Therefore reports can be easily designed and customised to suit your own criteria and output can be text based or graphical. Numerous chart options ensure that even complex data can be easily understood.

## Custom Screens & Fields

In Unistaff you can create custom screens and fields according to your needs. These can be included in custom reports and made available via Self-Service but will not be affected by future upgrades. Many of the field names or labels in Carval can also be renamed to reflect common terminology employed in your company.

## Picture & Document Links

You can add links to any number of documents concerning an employee, such as Contracts of Employment, Job Description (this can also be linked to on the Post screen), Offer Letters, Disciplinary/Grievance documents etc. This means they are instantly available at the click of a button from within the personnel record. Picture links can be used to link photographs and scanned documents to an employee's personnel record. An obvious one is a picture of the employee that aids the personnel department in visual recognition of the employee. However other images such as signatures, appraisal documents etc. can be linked.

## Leavers

Unistaff includes a range of tools to simplify the leaver process and to help identify trends as to why employees are leaving the company and whether some form of review would need to be taken. Upon making an employee a leaver the Carval system will:

- Calculate the pro-rated leaving salary
- Calculate pro-rated holiday salary
- Alert you to any training investment repayable by the employee
- Alert you to any company equipment requiring return.
- Give you the option to create a vacancy for the post that the employee is leaving.

When an employee is set as a leaver, their employee records are not removed from the system. Instead that employee is marked as an ex-employee. If the employee returns to work for the company, you can simply reinstate them maintaining a full career history.



*"The support I have received has been excellent."*

**LD, Eaton Williams Group**

# Employee Self-Service – Unity Online

Unity Online uses browser technology to deliver an accurate, easy and cost-effective way for keeping employee records up to date, managing HR processes and dealing with employee requests for information.

Installed with one of our three main modules, Unity Online drastically reduces the administrative burden on your HR department by giving employees and managers instant access to information as they need it. It's also a winner environmentally helping your company reduce or even eliminate the HR paper trail.

The exact functionality available will depend on the modules with which Unity Online is installed, but typically includes:

## Secure Access

The data that can be accessed by employees and line managers can be closely controlled to prevent unauthorised access. Detailed auditing is included.

## Easy-to-use Dashboard Interface

When logging on Employees and Managers are presented with a simple to read dashboard highlighting outstanding tasks and events. This easy-to-use and navigate feature helps them keep on top of all their HR-related activity. This could be carrying out appraisals, conducting back to work interviews or assessing a candidate's job application. Should a manager be absent a temporary substitute can be allocated. The interface can incorporate your company name and logo.

## Email Distribution

Links with your email system ensures that managers will know about changes or requests made in Unity Online as soon as they are made and employees know as soon as their requests have been authorised or declined.

## Changing Employee Details At Employee & Manager Levels

Depending on your choices, employee details such as name, address, bank account and next of kin can all be managed and changed on line reducing administration and ensuring accuracy.

## Starter & Leaver Processes

Unity Online offers the option of managing starter and leaver processes online. This solution is popular with retail operations or other organisations with national infrastructure and shared HR services.

## Holiday Bookings & Authorisation

Employees can request holidays or changes to their existing holiday bookings for managers to approve or decline as appropriate.

## Absence Management

Responsibility for entering absences can be delegated to Line Managers if desired greatly reducing the administrative burden on HR. An absence map facility for individuals and teams allows employees to look at what holidays and other types of absence have been booked and taken.

## Training Requests & Post-Course Evaluation

Training requests and training course evaluations can be entered via Unity Online and once authorised will be written to the training database. Post-course evaluation questionnaires can also be completed online.

## E-Recruitment

Candidates can view and apply for jobs online and their data will feed into Unistaff's recruitment module saving you considerable data entry time. Anyone involved in the recruitment process for a particular role can then view the candidate data along with supporting documents such as CVs and manage the shortlist online.

## Clocking For Attendance Purposes

Employees can clock on using Employee Self-Service which is particularly useful for environments such as call centres.

## Viewing Payslips, P60 & P11d Information

Where the Uniwave payroll module is used, both current and previous payslips, P11D and P60 information can be viewed and printed online.

## Flexible Benefits Selection

Carval HR Unity includes a standard interface to Thomsons, the UK's leading flexible benefits provider where employees can choose from an interactive menu of flexible benefits.

Plus much more, including:

- Internal Telephone Directory
- Expense & Mileage Claims
- Competencies & Objectives
- Employee Surveys
- Access to Policy Documents
- Appraisals
- Web-based Reports
- Risk Assessments
- Timesheet Input



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# Payroll – Uniwage

Carval Uniwage is an easy-to-use and incredibly flexible net-to-gross and gross-to-net multi-company payroll software system. It offers the assurance of HMRC Payroll Standard and Pensioner Standard Accreditation. This payroll system is packed with tools to help you make light work of the most complex private and public sector payrolls and is a proven solution for a bureau environment. Carval's commitment to ongoing development and regular upgrades ensure you not only stay current with changing legislation, but with new technology as well.

## Integration Options

Uniwage can be used alone, with or without Employee Self-Service or seamlessly integrated with our HR Software or Time and Attendance Software to form a complete Human Resource Information System. Export to Microsoft® Excel is standard. Uniwage links to Microsoft® Office and can interface with most third party finance systems and software solutions.

## Unlimited Flexibility

Uniwage can handle unlimited companies, pay groups, input elements and deduction types for an unlimited number of employees paid weekly, fortnightly, four-weekly and monthly. Employees in multiple posts are catered for with split costing and aggregation of earnings.

## Electronic Filing

Uniwage supports multiple online filing forms, including statutory Year End employee documentation and In Year input and output. Carval have received recognition from HMRC for having one of the lowest rejection rates of all software suppliers, achieved through a unique range of error capture methods.

## Comprehensive Employee Details

Uniwage records comprehensive personal details for each employee, including name, address and contact details, DOB, marital status, previous name, NI number, bank details, next of kin, medical history and driving license details.

## Absence Management

Uniwage naturally includes Statutory Sick, Adoption, Paternity and Maternity pay systems and can accommodate multiple Company Sickness and Maternity Schemes. However absence management functionality goes way beyond what you would expect from a payroll system. Uniwage users benefit from the comprehensive Absence Management Module available with all Carval HR Unity solutions, giving you the flexibility to enter unlimited different absence types, both authorised and unauthorised, and to set rules and parameters for each of them in line with company policy. Entering sickness via the Absence Management Module enables the automatic entries for SSP and Company sick pay calculation.

## Zero Hours

Uniwage handles zero-hours contracted employees, and the way their holiday pay is accrued.

## Expenses & Benefits

Uniwage gives you the flexibility to allow employees to benefit from multiple salary sacrifice schemes at any one time and enables a gross pay scheme for pension contributions made through salary sacrifice automatically calculating the NI saving and allowing you to choose whether this should be paid into the employee's pension scheme.

Carval HR Unity includes a standard interface to Thomsons, the UK's leading flexible benefits provider. Where Carval's Employee Self-Service module is used employees can choose from an interactive menu of flexible benefits and their choices can be automatically fed through to this section.

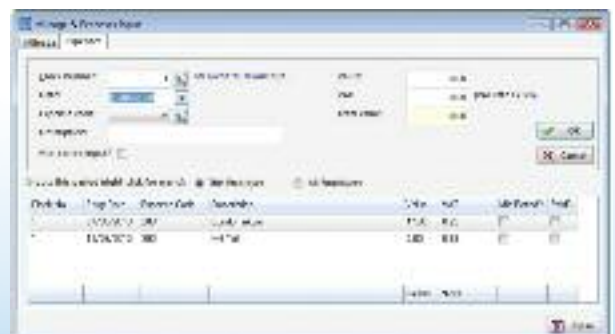
An integrated P11D Software module is included as standard making Company Car and Benefit details easy to maintain.

## Multiple Pension Schemes

Multiple Pension schemes per employee are catered for including Occupational Final Salary, Stakeholder Schemes, Personal Schemes, Group Personal Pensions and Local Government Pension Schemes. A standard interface to Penser is also available for civil service pension administration.

## Spinal Column Points & Grades

Spinal Column Points (SCP) and grade systems are supported. Grades can be used without SCPs so that the grade contains just a salary range. Functionality is included for Annual SCP Uplift, with exception reporting to notify of individuals that have reached the maximum for their post and may be required to go through an interview process before promotion. Holiday entitlement for grades can also be defined.



*"I can thoroughly recommend this supplier, no problem is too big for them to solve in a quick and professional manner."*

**SR, Riegens Lighting Ltd**

## Flexible Input Options

Uniwave gives you the flexibility to enter information in the way that suits you.

**Simple Input:** Perhaps the most straightforward option, this feature allows you to specify up to 20 Build-to-Gross elements and creates an input screen containing your chosen elements, together with standard boxes for all statutory payments.

**Flexible Input:** Allows you to select from unlimited input codes and then enter appropriate hours or values against each. This gives you unlimited entry flexibility and if an Open Format Payslip is used, employees will receive a full break down on what is being paid.

**Flexible Entry by Department/Cost Centre:** Lets you allocate the hours worked or the monetary values being paid to different departments.

**Mass Entry:** Unlimited file uploads can be accommodated whether it be from a simple spreadsheet or output from a Time and Attendance system.

**Fixed Entries:** Where the same build to gross elements are presented each period.

**Flexible Entries:** Where the user is able to choose the elements of pay for each employee for each period

## Quick Calculations

Uniwave enables you to perform a quick calculation of an individual's gross-to-net pay and even see their full payslip.

## E-Payslips

Schedule the automatic distribution of password-protected free-format payslips to all or selected employees via email, subject to the relevant permissions, ending the need to produce and send costly paper payslips.

## Powerful Reporting & Enquiries

Carval Uniwave maintains a complete audit trail of all data entry for analysis. Uniwave also provides a comprehensive suite of standard reports, all of which may be viewed, printed or saved to a file. These include:

- Input Audit Report
- Departmental, Group and Cost Centre totals
- User definable payslips in various formats
- P60, P35 and P32 production
- Cheques, Credit Transfers
- Cheque Listing, Credit transfer Listing
- Autopay Listing, BACS Listing
- History Enquiry/Report
- NI Deduction Report
- P45 Enquiry
- Working Hours Report
- Nominal Analysis Report

If the exact report you require is not available in our comprehensive list of reports then our Custom Report Writer will enable you to extract the information you require with ease.

## Payslips & Sealing Machines

Carval can supply a range of payslips and sealing machines.



Optional Features	2 weekly 4 weekly pay frequencies	Yes
	Directors National Insurance	Yes
	Contracted-out Pension Deductions	Yes

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# Time & Attendance – Unitend

Carval's Time and Attendance Software, Unitend, is for tracking and recording working times for unlimited employees across unlimited companies. It is the perfect solution for companies operating complex shift patterns or for the increasing number of organisations that offer their employees the benefit of flexible working practices.

Carval use a wide range of modern data capture methods to provide accurate real time information on your employees and their movements, enabling you to manage your business more effectively and ensure compliance with Working Time Directive rules. The information captured can be automatically converted to payroll data without the labour intensive and error-prone manual analysis associated with traditional clocking systems.

## Integration Options

Carval's Time & Attendance Software can be used alone, with or without Employee Self-Service or integrated with our HR Software or Payroll Software to form a complete Human Resource Information System. It also links seamlessly with Sage's payroll packages and Microsoft® Office. Unitend can import and export data using CSV and Excel files.

## Capturing Data

Carval offers a variety of modern data capture methods according to your budget and your business needs. This includes solutions for field-based staff, home workers and challenging environments. Our experienced consultants will discuss your requirements in detail and help you decide the best method for the way in which your employees work. Popular methods include:

- Bar Code Readers
- Magnetic Stripe Readers
- Proximity Readers
- Biometric Readers
- Hand Readers
- Vein Technology
- Mobiles and PDA's
- Web Browser

## Comprehensive Employee Details

Unitend records comprehensive personal details for each employee, including name, address and contact details, DOB, marital status, previous name, NI number, bank details, next of kin and medical history. It also holds details of each employee's shift patterns.

## Detailed Post Information

In Carval HR Unity users can set up and maintain a list of posts. Comprehensive details can be stored for each including a job description, skills and competencies. Functionality for employees holding multiple posts is included.

## Holiday & Absence Management

Carval's hugely flexible absence control module allows you to enter unlimited absence types and to set rules and parameters for each of them. It caters for global and team absence (e.g. Factory Shutdown) and shift changes allowing forward labour planning.

## Comprehensive Shift Database & Rostering

Unitend is packed with features to help make light of planning the most complex working patterns. The virtually unlimited shift database enables you to create daily and weekly shift patterns and build annual rotas. Multiple starts of week, flexible rotas, flexi-time and rotating shifts are all catered for as are daily and weekly overrides. Monitoring of Working Time Directive compliance for both shift set-up and analysis is standard.

## Flexible Policy & Parameter Setting

Flexible parameter setting allows you to customise the system to support the employment policies that are in place for each of your companies. For example: variable rules for overtime, breaks, handover allowances and much more.

## Solutions For Flexible Working

A variety of tools and data capture methods are available to help you manage flexitime and time off in lieu, annualised hours, compressed hours, job shares, working from home and much more. Banked Hours / Demand Scheduling is fully supported enabling you to match your employees' availability to the demands of your business.

## Information For Management

Powerful reporting tools allow you to make decisions based on exact knowledge of your workforce, no matter what type of business you operate. With almost 100 standard reports plus a Custom Report Writer, enquiries are quick and easy. The handy Supervisor Enquiry facility enables supervisors and line managers to see instantly, for example, who has not yet clocked in for the start of the shift, while comprehensive overtime, lateness and presence analysis will help them identify trends and take appropriate action. Security features allow supervisors to enter, view and update information for their own team without being granted global access.

*"It is not just the reliable and easy to use HR, Attendance and Payroll software that we are delighted with, it is also the first class personal support and service. We have built up an excellent relationship with Carval. It is reassuring to know that their help is only a phone call away....I recommend them without hesitation..."*

**JW, Lear Corporation**

## Information For Employees

Carval can provide a number of options for helping you reduce employee enquiries and the associated administrative burden. The most effective solution is to add our optional web-based Employee Self-Service module, Unity Online, which will enable your employees to clock in, submit time sheets, book and view holidays, view their flexitime balances and update their personal details.

For those employees that do not use a PC at work every day, Employee Self-Service access can be provided via kiosks in the work place or, as Unity Online is web-based, from the comfort of their own homes. Alternatively we can provide clocking terminals that allow employees to view holiday, flexitime balances and clock details.

## Health & Safety

The system includes both safety-only clock-in and a visitor module to provide an accurate picture of who is on the premises for security or in the event of a fire alarm or other emergency. Automatic fire alarm register print-out is available. A useful "Skill Search" enables users to quickly locate employees who are on site and have a particular skill, e.g. first-aiders.

## Time & Attendance Supplies

In addition to hardware Carval also supply a wide range of Time and Attendance consumables including cards, pouches, laminates, proximity fobs and printers.

## Access Control

Carval also offers access control systems that are easy to use and configure and integrate with Carval HR Unity Software modules.

Implementing an access control system improves site security and restricts access to sensitive areas. Readers that are capable of opening a locked door or other physical barrier are installed on entry points and only specified people will be allowed through. This can be determined by bar code badges, magnetic strip cards, proximity tags, pin pads or biometric identification. Entry times can be set to correspond with an individual's shift times as specified in Carval Unitend.

Carval's Access Control System is easy to use and configure and additional access points can be easily added allowing the system to grow with your requirements.

Please call us to discuss your requirements in further details and to arrange a site survey.

## Timesheet Module

Carval's Timesheet Module enables you to record and track the hours of employees across multiple projects and activities. Its interfaces are simple, yet powerful. It is an ideal solution for those companies wishing to move beyond their existing and outmoded paper-based timesheet system.

### Integration Options

Carval's Timesheet Module is available for use with any of the three main Carval modules, i.e. HR Software, Payroll Software or Time and Attendance Software. It also integrates with Employee Self-Service.

### Product Features:

- Easy to use
- Client, Employee, Project and Activity management
- Calendar view of work, grouped by project or all projects
- Monthly, weekly or daily views of work
- Easily customizable look and feel
- Work periods spanning multiple days
- Automatic calculation of invoices and reports
- Manual clock-on/clock-off maintenance
- Administrator views and reports

### Accessible From Anywhere

The application can be either web-based or desktop based which makes it accessible from anywhere.

### Flexible & Easy To Use

Carval's Timesheet Module allows extensive customisation from within the administration interface itself; its administration features can automatically calculate reports and invoices from time sheet information entered by multiple employees for multiple projects and multiple tasks.

Users can clock-on and clock-off at the click of a button, or manually manage and update time and tasks. The calendar view allows the user to easily view weekly and monthly totals for particular projects, and show overall work patterns for all projects.



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For a chat about your requirements or to arrange a no obligation demonstration please contact us:

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