Mitrefinch
Mitrefinch TMS 8
Some Mitrefinch Customers…
Employee Self-Service

- Accessible on smartphone, tablet or PC.
- Book Holiday & Absence, Clock In/Out and check entitlement and hours worked.
- Ability to track clocking location for remote/lone workers
Self-Service Employee Dashboard – Ability to clock in via PC
Request time off for any duration of days, half days or specific hours
Group Absence Profile

Spot trends in absence over your company, department or individual employees.
Group Planner - For Shift Planning
### Anomalies and Clock Card

- **Anomalies are grouped to allow administrators to quickly check through overtime, lateness, and approvals for payroll**

- **On the clock care daily anomalies are highlighted in red for your attention**

<table>
<thead>
<tr>
<th>Select</th>
<th>Employee</th>
<th>Day</th>
<th>Anomalies</th>
<th>Shift</th>
<th>Clockings</th>
<th>BM</th>
<th>OT1</th>
<th>OU</th>
<th>Reason</th>
<th>Abs code</th>
<th>Abs hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>00323 K Hayton</td>
<td>Thu 28-03</td>
<td>Early leavers</td>
<td>0900-1000</td>
<td>08:00</td>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
<td>00:28</td>
</tr>
<tr>
<td></td>
<td>00333 PCook</td>
<td>Thu 30-03</td>
<td>Lateness</td>
<td>0900-1000</td>
<td>08:00</td>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td>L</td>
<td>00:30</td>
</tr>
<tr>
<td></td>
<td>00441 J Austin</td>
<td>Fri 01-03</td>
<td>Early leavers</td>
<td>0900-1000</td>
<td>08:00</td>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
<td>00:15</td>
</tr>
<tr>
<td></td>
<td>00441 J Austin</td>
<td>Mon 27-03</td>
<td>Miscl clocking, Absence</td>
<td>0900-1000</td>
<td>08:00</td>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td>P</td>
<td>07:30</td>
</tr>
<tr>
<td></td>
<td>00349 E Thorpe</td>
<td>Thu 23-03</td>
<td>Early leavers</td>
<td>0900-1000</td>
<td>08:00</td>
<td>10:00</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
<td>00:15</td>
</tr>
</tbody>
</table>

|        | 00349 R Butcher | Thu 30-03 |                  | 0900-1000   | 09:00     | 10:00|     |    |        |          |         |
|        | 00349 R Butcher | Thu 30-03 |                  | 0900-1000   | 09:00     | 10:00|     |    |        |          |         |
|        | 00349 R Butcher | Thu 30-03 |                  | 0900-1000   | 09:00     | 10:00|     |    |        |          |         |
|        | 00349 R Butcher | Thu 30-03 |                  | 0900-1000   | 09:00     | 10:00|     |    |        |          |         |
Onsite/Offsite List

- Ability to create a custom view for a real-time list of employees on site.
- Can be split by department or individuals
- Can be sent to printers or emailed in the event of the fire alarm triggering
Reporting Facility

- Ability to create custom reports to email, print, export as pdf/csv
- Schedule reports to be sent at designated dates, times, days of the week
- Using the dashboard, multiple real-time reports are accessible with one click
Report Generator

- Create and customize your own reports.
- You can create adhoc, or in advance and schedule them to print, email, or export as pdf/csv.
- Once created they can be added to your dashboard.
• Report Wizard guides users through the reporting functionality asking a series of questions about what their reporting objectives are and how they would like this displayed.
Document Storage

- Store documents against records and make them available to employees
- Store public documents for all employees
Group Skills

- Group skills allows supervisors to view gaps in training across departments, individuals, or the entire company
- Supervisors can filter through which skills they would like to view
- Supervisors can instantly spot training needs in their company
ISO Accreditations

• **ISO9001 Quality System Management – Accredited**
  
  ISO9001 is an internationally recognised standard for quality management systems, scrutinising all areas of business life. Our accreditation is testament to Mitrefinch’s commitment to quality customer service. Mitrefinch have been ISO9001 accredited since 2009.

• **ISO14001 Environmental Management – Accredited**
  
  ISO14001 is an internationally recognised standard for the development of an effective Environmental Management System and it exists as a framework to assist organisations in developing their own environmental management system. Under 14001, Mitrefinch’s environmental management is standardised and officially approved. Mitrefinch gained ISO14001 accreditation in 2011.

• **ISO27001 Information Security Management - Accredited**
  
  ISO27001 is an internationally recognised standard for information security management. This accreditation covers all formats of information and provides a structured framework for reducing or eliminating the possibility of an information security breach. Mitrefinch gained ISO27001 accreditation in 2015.