

# BIOSYN SELF HELP!

## EMPOWER YOUR EMPLOYEES WITH CONTROL OVER THEIR TIME, ATTENDANCE AND PAYSLIPS

Our Self Help feature allows employees to access and manage their own profiles within the Time and Attendance (T&A) solution, offering greater autonomy, efficiency, and transparency.

This solution extends beyond just time tracking and attendance management — it also integrates payroll features, making it easier for employees to access their payslips.

### KEY BENEFITS OF BIOSYN'S SELF HELP FEATURE WITH PAYSZIP FUNCTIONALITY

#### **Empowers Employees:**

Employees can access their own information, reducing the need for HR assistance.

#### **Streamlines Payroll Distribution:**

Secure digital delivery of payslips saves time and effort for payroll teams.

#### **Increases Transparency:**

Employees have full visibility of their attendance, leave, rosters, and now their payslips.

#### **Enhances Data Security:**

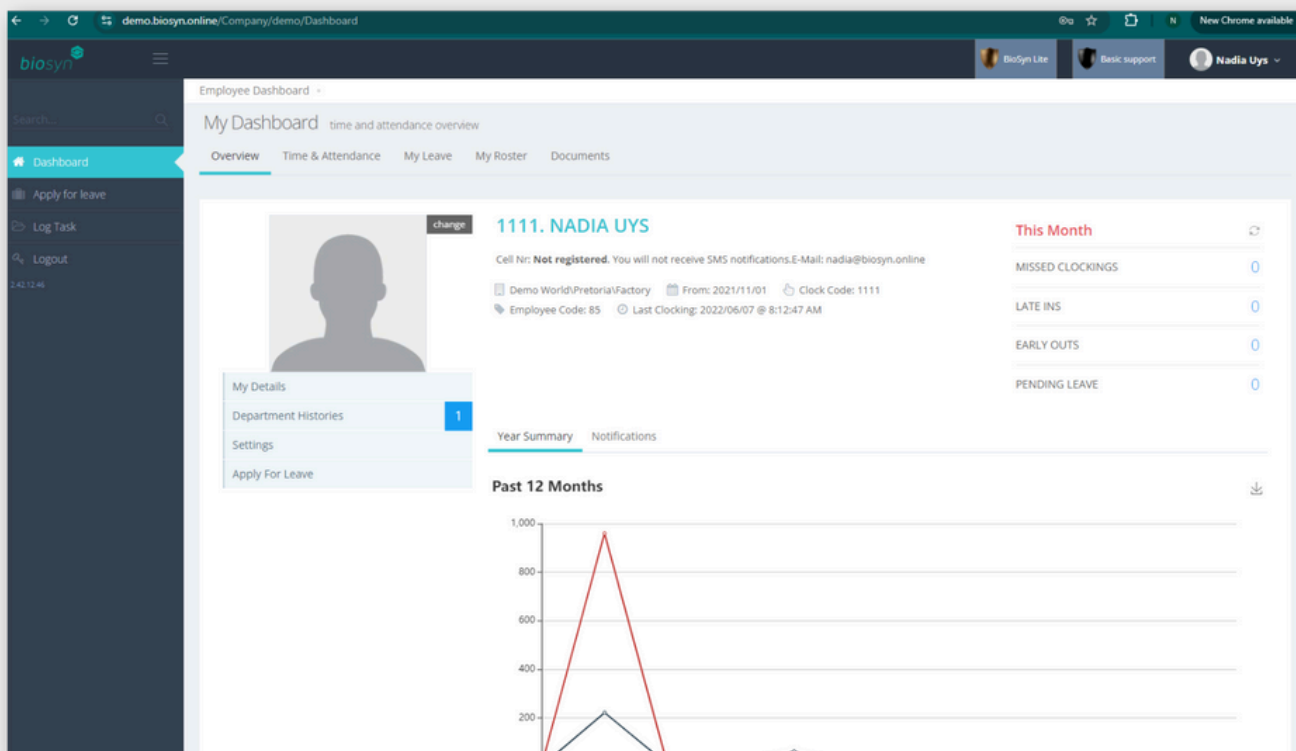
With the OTP feature, employees can securely access sensitive payroll information.

#### **Promotes Accountability:**

By providing employees with access to their work and payment records, they are more accountable for their attendance and leave management.



# 1. OVERVIEW SCREEN



The Overview Screen acts as an employee's personal dashboard, providing:

- Profile Picture: Personalized display.
- Contact Information (Optional): Add a cell phone number to receive SMS notifications for updates such as payslip availability, roster updates, or alerts for late arrivals.
- Email: The employee's registered email address.
- Department Allocation: Displays which department the employee belongs to.
- Employment Details: Shows the employee's start date, clock code, and employee code.
- Last Clock-In Information: Provides the last clock-in date and time.
- Attendance Summary: Displays missed clock-ins, late arrivals, early departures, and any pending leave applications.

This screen provides a transparent view of the employee's work records and personal details.

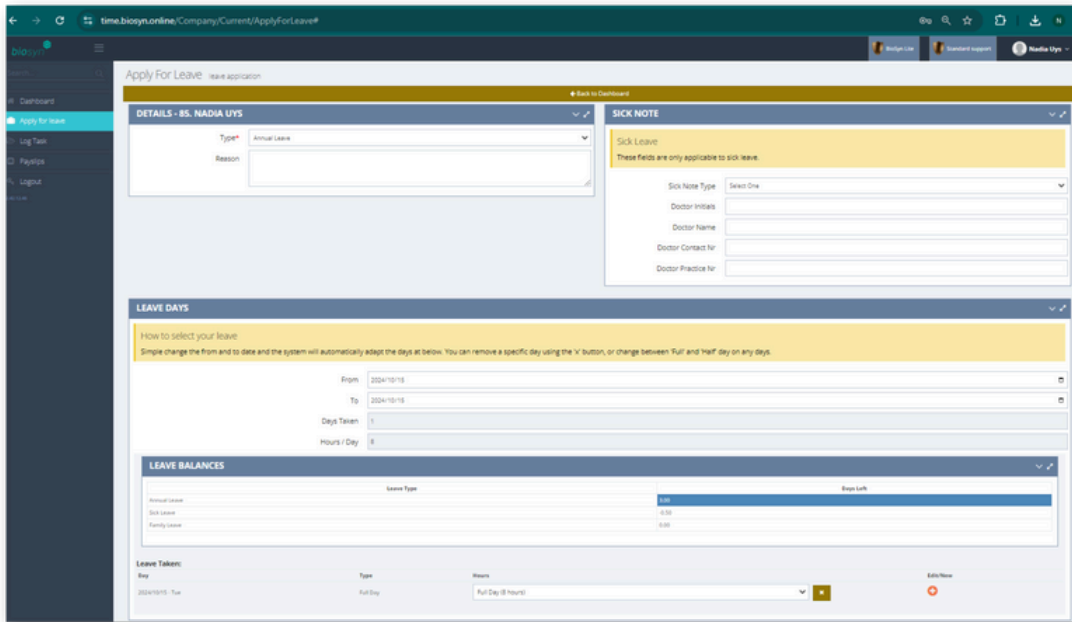
# 2. TIME AND ATTENDANCE SCREEN

Here, employees can view:

- Last 15 Clockings: The last 15 clock-ins and clock-outs with date and time.

This ensures employees have a clear and detailed record of their attendance history.

### 3. MY LEAVE SCREEN

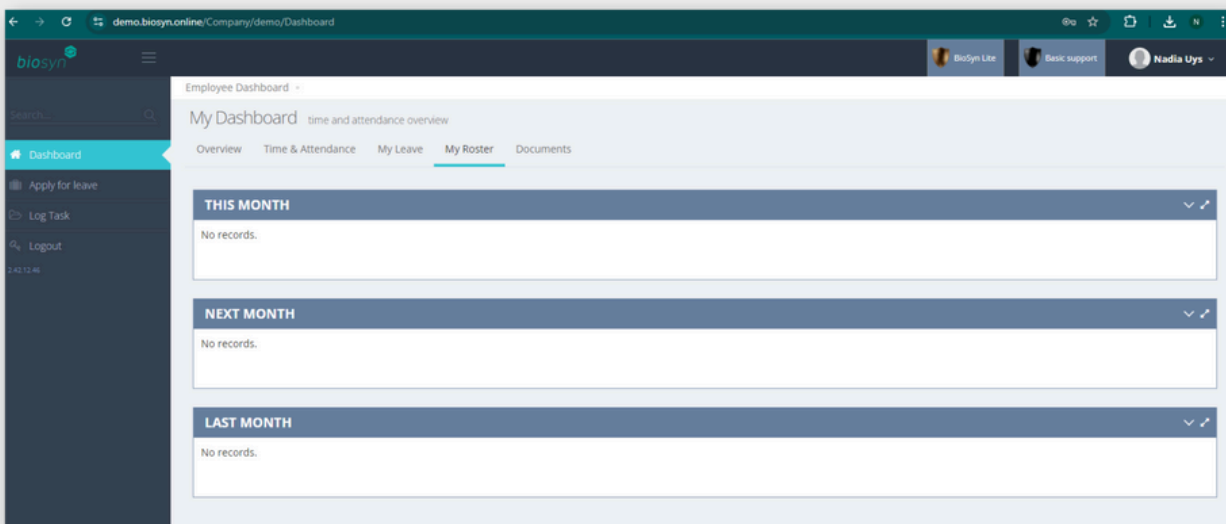


Managing leave requests is easy:

- **Leave Trends Overview:** Visualizes leave trends by day and month.
- **Pending Leave Summary:** Displays any pending leave applications.
- **Annual Leave Summary:** Provides a summary of annual leave taken.
- **Leave Application:** Employees can apply for leave directly from the dashboard, and requests are sent to their Primary or Secondary Manager for approval.

This streamlined process eliminates paperwork and accelerates leave approvals.

### 4. MY ROSTER SCREEN

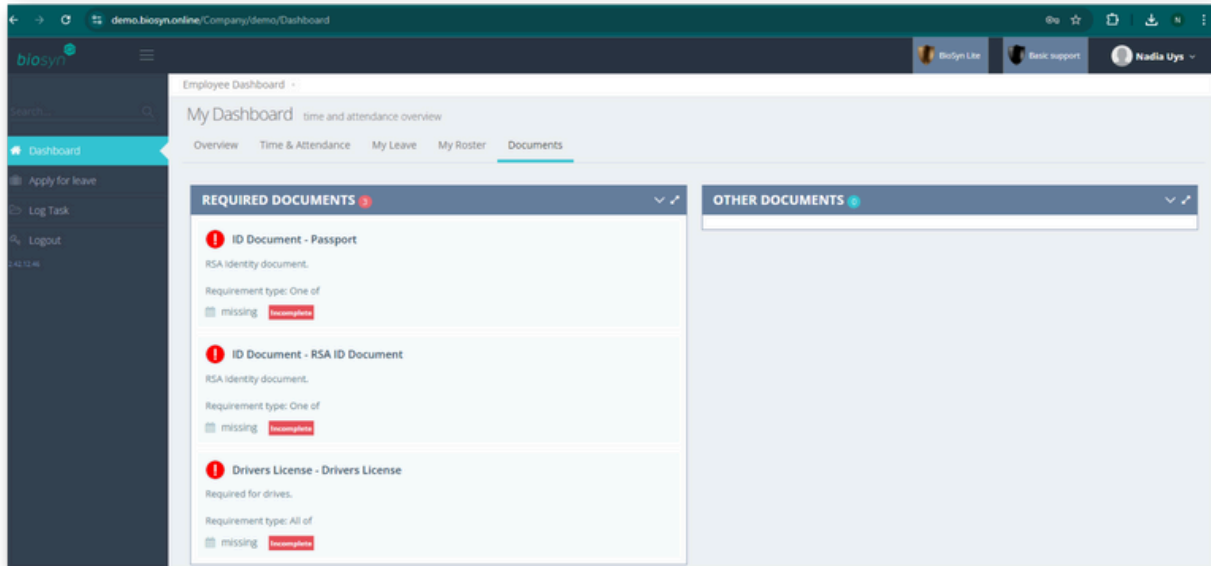


Employees can access:

- **Current, Upcoming, and Previous Rosters:** View schedules for the current month, upcoming month, and previous month.

This helps employees plan their workdays in advance.

## 5. DOCUMENTS SCREEN

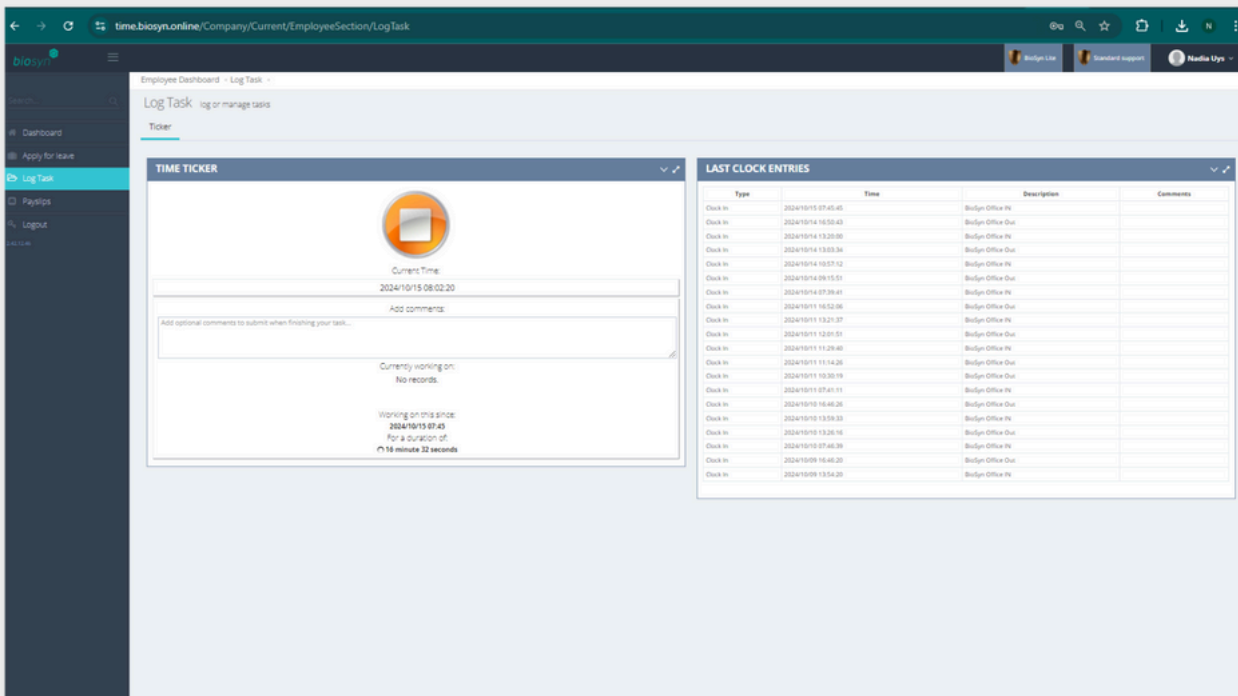


Employees can store and access:

**Uploaded Documents:** View and download important documents like ID, driver's license, passport, and more.

This feature simplifies document management, ensuring that important files are always at hand.

## 6. JOB COSTING LOG TASK FEATURE

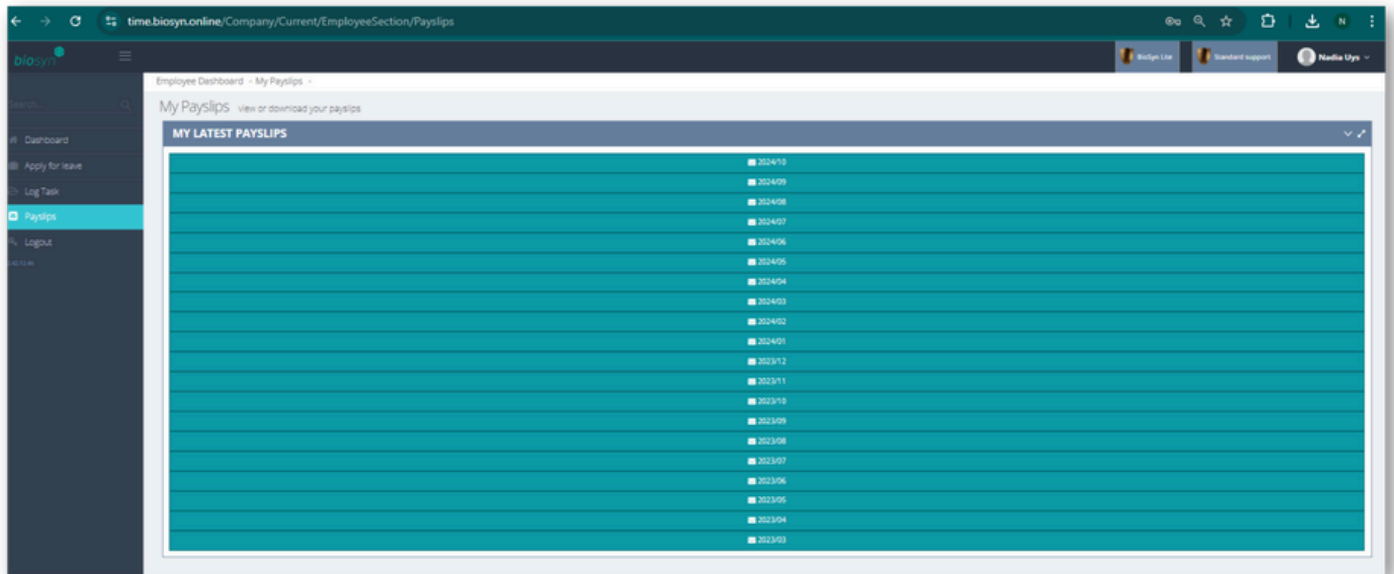


This feature, similar to the Desktop version of TimeTicker, allows employees to:

**Log Time Against Tasks:** Track working hours by assigning them to specific jobs or tasks.

This is particularly useful for businesses with project-based work, helping improve job costing and productivity.

## 7. PAYSLIP FEATURE (NEW ADDITION)



Companies that integrate their payroll systems with BioSyn can enable the Payslip Feature:

**Payslip Availability:** Employees will be able to view and download their payslips directly from their dashboard.

**Unique OTP:** For security, employees will receive a One-Time Password (OTP) via SMS or email to download their payslip.

**Historic Payslips:** Employees can access and download past payslips, allowing them to manage and view their payment history.

This feature eliminates the need for physical payslip distribution, providing a secure and efficient way to handle payroll documentation.



**BioSyn Self Help:  
Empower Your Workforce with  
Seamless Profile Management,  
Time Tracking and Payroll Access!**

BioSyn Self Help enhances workforce management by integrating critical payroll features, reducing administrative workload, improving transparency, and ensuring accurate attendance tracking. Empower your team with BioSyn and streamline your time, attendance, and payroll processes!