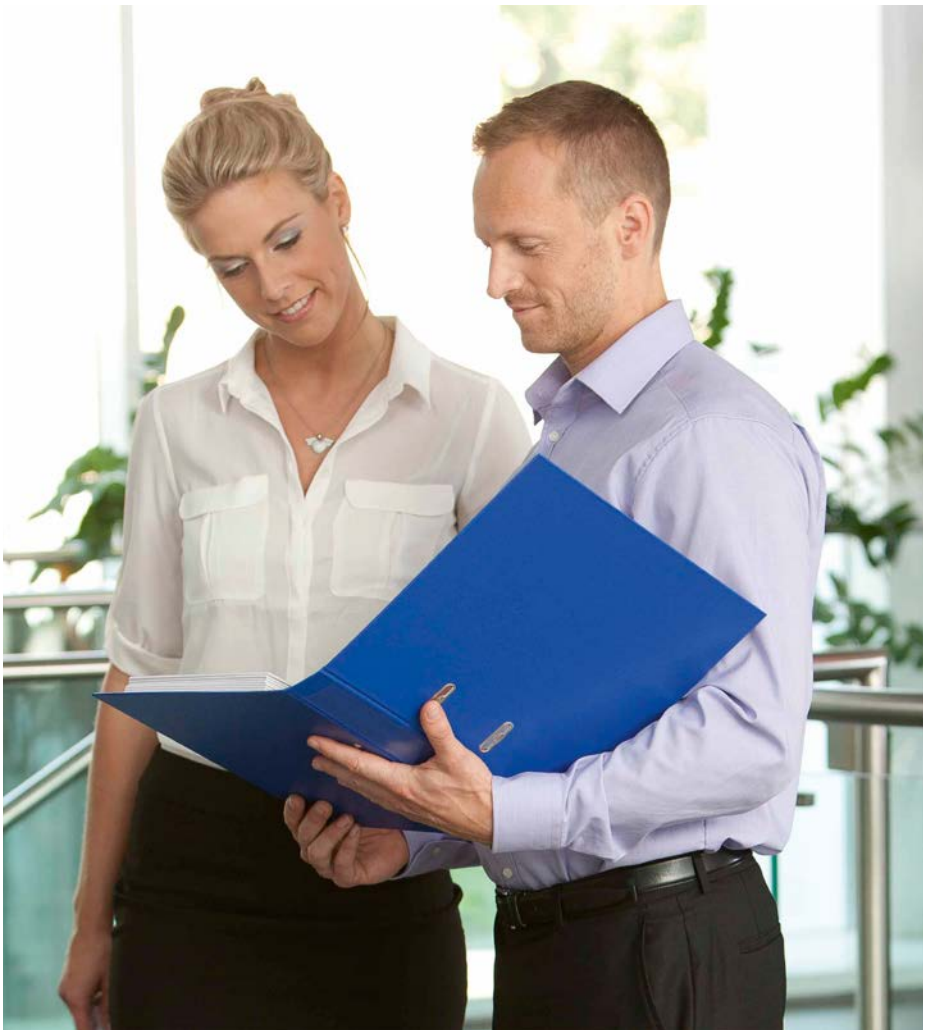
BEYOND SECURITY

Kaba b-comm ERP 5 – HR Access

Solutions for users of HR Access of Sopra HR Software



Time registration for HR Access applications

ERP systems

Time & attendance

Sopra HR Software and Kaba – a partnership with potential

We have been working successfully with Sopra HR Software for over ten years. Each of the partners focuses on its core competencies – Sopra HR Software on time registration management, and Kaba on the data registration needed for this purpose. Sopra HR Software currently manages more than 12 million employees for 850 large and medium-sized clients in over 50 countries worldwide. Kaba solutions are in use in more than 45,000 companies. The over 100,000 installed terminals also mean that more than 10 million people work with Kaba on a daily basis. As such, this represents a union of two strong partners with a wealth of experience in human resources solutions across all sectors, who would be happy to help you optimise your HR management process, too. Together, we can offer you flexible, comprehensive and scalable time registration solutions and services that are tailored to help you realise your objectives and visions.

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Why you should choose us as your *HR Access partner*

Advice
Qualified application consultants work with you and your HR Access consultant to develop your individual solution. In addition, there is a highly motivated team specialising in interfaces, communication and the technology of our terminals at your disposal.

Internationality
We work internationally. This sets us apart from the rest. Our local branches and partner companies ensure comprehensive customer service in over 60 countries.

Software
Kaba b-comm ERP 5 – HR Access is constantly adjusted to new program developments from HR Access and is therefore kept up-to-date. In addition to this, with a variety of useful modules, we offer you a modular system of highly flexible software solutions to supplement and optimise your application.

Hardware
Thanks to new internet technologies, we have been able to integrate the terminal functions and data processing into one innovative overall system. The applications of our new terminals communicate with websites and databases. This means that you can be flexible in terms of the type of your installation (on premises or hosted).

Protection of investment
In the development of new terminal series, the compatibility of one terminal series with the next terminal family has top priority. In this way, we ensure that you can use a mixture of your existing and new terminals together and therefore protect your investment for many years to come.

Quality
Kaba develops and manufactures all components in accordance with a certified quality management system that complies with DIN EN ISO 9001:2008. With modern development methods and procedures, our committed employees have dedicated themselves to the aim of continuing to meet quality requirements in the future without compromise.

What you get from us

Support during the design of your solution thanks to competent advice and drafting.

Optimally aligned hardware and software components. This means that we guarantee lasting functional reliability for you.

High quality installation and skilled support at any time. This means that you minimise your implementation costs.

sopra hr SOFTWARE

Data registration integrated into *HR Access*

The HR Access Suite human resources management solution was developed for large companies across all sectors that are required to keep up with current global developments. It provides options ranging from accounting and talent management, right up to T&A functions that are precisely tailored to the user's working routine.

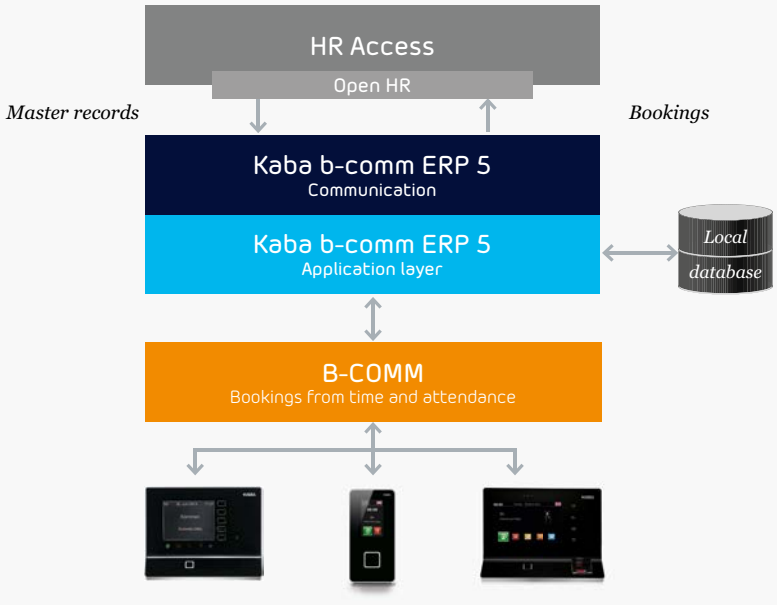
With Kaba b-comm ERP 5 – HR Access, Kaba is offering an integrated solution for seamless data exchange with HR Access Suite. The core of this software is an interface developed by Kaba and certified by Sopra HR Software. The Kaba system works autonomously in the background. Communication takes place via standard technologies that guarantee secure and stable data transmission. Kaba b-comm ERP 5 – HR Access supports current Microsoft Windows desktop and server operating systems. All data maintenance is performed within the HR Access system.

All working times can now be registered online via the Kaba terminals, seamlessly forwarded to the HR Access T&A module and stored in the central database. The T&A data can be accessed in real-time across the entire organisation. Not only the central human resources management team, but also managers and employees can access data relevant to them at any time.

The built-in smart analysis tool in the HR Access Suite can then be used to check all T&A data for irregularities or missing bookings, for example. Analyses covering all locations or all countries can also be easily performed and processed at any time.

The T&A module built into the HR Access Suite can be adapted to suit individual, international company requirements. With Kaba b-comm ERP 5 – HR Access, you have an easily configurable and reliable solution for dealing with the increasing complexity of T&A.

The system structure



Mobile devices and terminals

Communication with Kaba

The implementation of data registration systems requires integration into IT structures. Your data must be recorded, transferred and processed securely. Our terminals and components with modern communication technologies are ideally suited for this purpose.

For the configuration of a registration system, you can use new or existing networking and cabling, modern interfaces and uniform parameter setting and programming of the products. For the integration into your IT structures under various operating systems, connection to all popular computer systems and integration into networks, we provide a high-performance communication solution in the form of Kaba b-comm ERP 5.

What the solution can do for *you*

Tailored sub-system especially for you:

- The solution enables optimal integration into your system environment.
- Your customer requirements can be taken account of and implemented quickly and easily.
- You have a responsible contact at Kaba who deals with hardware, software and installation.
- Kaba b-comm ERP 5 makes previously required external time and data registration systems superfluous. This means that you avoid double provision of data.

Automated system operation:

- You do not have to get involved with on-going operation and can concentrate on your core tasks.
- Kaba b-comm ERP 5 works in the background once the system is launched.

Other benefits:

- The web-based interface, with authorisation management integrated into Kaba b-comm ERP 5, allows access to important information any time, anywhere.
- Registered data is saved in a database and is secure against third party access.
- You can expand the system individually with additional Kaba modules.
- With a Kaba b-comm ERP 5 system, you can receive master data from several independent HR Access systems and report the relevant recording data.

You reduce your costs for

→ software maintenance
→ release changes for third-party software and
→ training the system manager on the database version

»The Kaba solution provides us with a good connection to our HR Access system. The Kaba terminals are very user-friendly, and have been working perfectly for years. Overall, we are very satisfied with our cooperation with Kaba and the quick and seamless project implementation.«

Kai Gebhardt,
Head of HR at ebm-papst Landshut

Time registration – time is money

Time is money – this expression still holds true, now more than ever. Effective time registration is therefore an absolute necessity in any company. Register operational presence times easily, quickly and conveniently on ergonomically designed terminals and make them available for further processing, all with our time registration solution.

Employees book their working time and at the end of the month they get a correct pay slip. Kaba works with Sopra HR Software to ensure this. You select the right device for you from our wide range of time and attendance terminals, and then you can forget about time registration for the foreseeable future. This is because our terminals have a long service life and do their work reliably for many years.

The solution is suitable for all HR Access users who want to record working times and process them in HR Access. Kaba b-comm ERP 5 – time registration includes device management, alarm management and the booking and master data overview. Booking validation takes place according to standard requirements.

Additional modules expand the possibilities in terms of time registration according to the employee, reception and manager roles.

HR *employee*

HR *reception*

HR *manager*

11:19
Thursday June 11, 2015
Apps
KABA
In
Out
Break
Time sheet
Browser

Kaba Workforce Center
HR cockpit

Our optional software modules are combined together under Kaba Workforce Center. They are run directly in the web browser and do not need to be installed on your computer. The Kaba b-comm ERP 5 registration screens are designed to be modern, clear and very user-friendly. The user is able to use the application very quickly and intuitively. All modules are available in multiple languages, which is a huge advantage for companies operating internationally.

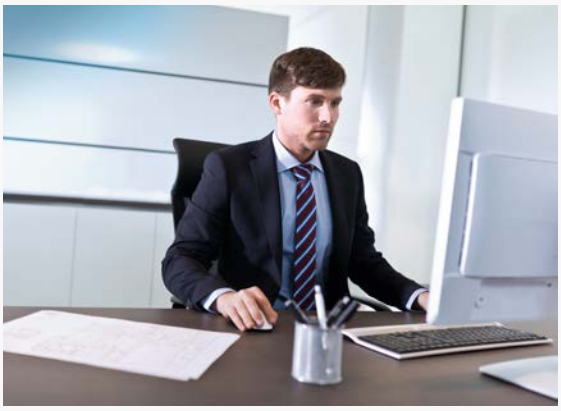
The Kaba Workforce Center – HR cockpit consists of the three licences HR employee, HR reception and HR manager.

HR employee

The »HR employee« licence authorises the user to access the WebTerminal and personalised booking overview modules. The »Time registration« module is required, and its number of users must at least match the number of HR employees. This means that each employee can always keep an eye on their times.

HR reception

The »HR reception« licence covers visitor and contractor management, the presence and absence overview and the allocation of replacement badges.
With the »HR reception« package, your reception employees have all the tools necessary to be able to provide information and greet visitors.



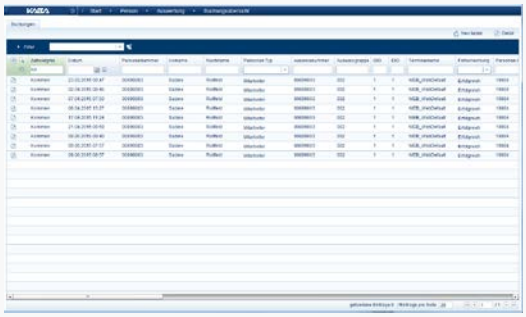
HR manager

The »HR manager« licence includes the functions for »HR employee« and »HR reception«. With the »Supervisor HR« function, your HR officers can manage time resources effectively in your teams, as the HR manager has access to the booking overview and the master data of the employees assigned to them.

Kaba Workforce Center
HR employee

WebTerminal: time recording on the computer

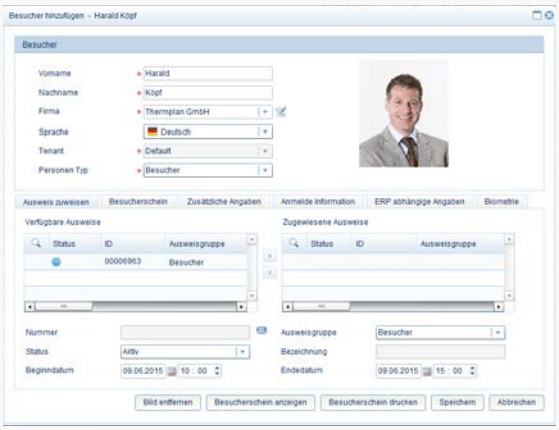
With the WebTerminal, you can register your presence and absence times quickly, easily and intuitively directly on the computer. As standard, the same coloured function keys are available as for the stationary recording terminals. In addition, the WebTerminal can be configured as desired. It is possible to set up both your own functions and symbols, and also your own background images. The employee is shown their time bookings and personal time accounts. In combination with »Kaba absence application«, supervisors are informed of additional bookings by e-mail. There is therefore no need for manual registration of additional bookings in your HR Access system, thus reducing your workload.



Booking Viewer: bookings at a glance

In this module you get an overview of all your bookings from time registration, to shop floor data collection, right through to access control.

Kaba Workforce Center
HR reception



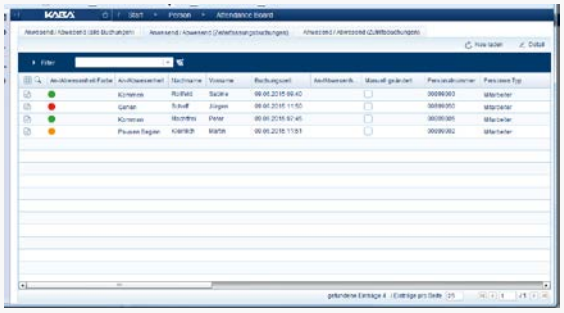
Visitor Management: a warm welcome for visitors

Visitor Management is a module for visitor and contractor management. It allows you to manage badges and print visitor passes independently of HR Access. This means that someone who is not a company employee can participate in the existing time registration and/or access control systems in the company without their data ending up in the HR Access system.

Clearly structured screens ensure simple, time-saving registration. Once saved, data can be used for further visits. Individual reports, e.g. the number of visitors, can be called up at any time.

The Visitor Management module offers:

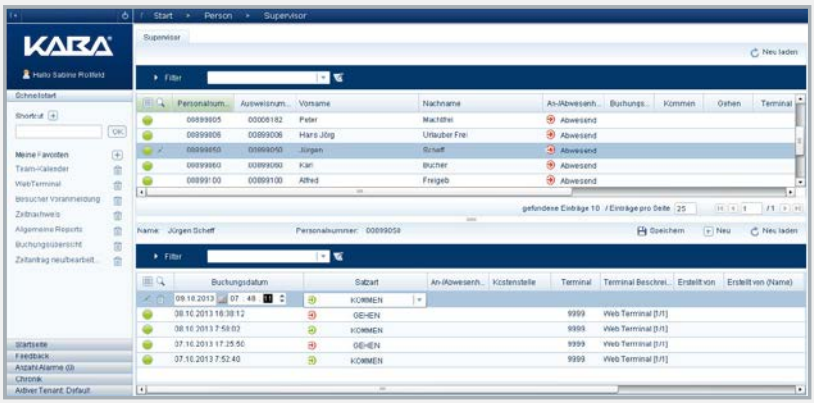
- pre-registration of visitors by your employees
- recording of visitor data as soon as the visitor enters the company premises
- management of visitor badges and issuing of visitor passes
- an overview of visitors' presence status
- badge management for contractors, such as cleaning companies or service providers



Attendance Board: presence at a glance

The colour-coded presence overview allows you to see which employees are present or absent at a glance. Using this overview, the telephone switchboard can always provide correct information, for example. It is possible to respond to unexpected absences quickly. The Attendance Board forms the basis for the evacuation list (roll call). In the event of an emergency, the system provides the rescue teams with emergency lists containing the names and information on the last known whereabouts of missing persons.

Kaba Workforce Center
HR manager



The HR manager licence contains all modules from HR reception and HR employee, as well as the HR supervisor function with access to the booking overview and master data.

HR Supervisor: bookings under control

This module allows supervisors to register, correct and release the HR bookings of their employees before they are transferred to the HR Access system. The bookings are only loaded once the data has been released. This prevents errors from entering the HR Access system in the first place, thus avoiding any complex reworking. In addition, supervisors always have a precise overview of the presence of their employees.

»The partnership between HR Access and Kaba was the key factor in our decision to redesign our human resources information system.«

Christophe Rodde, HRIS Manager (Human Resources Information System), Gras Savoye Insurance Group

Our services – *the basis for a good partnership*

Our aim is to support you with a comprehensive range of services over the course of a long-term partnership, from the initial contact to advice, right through to the planning and timely implementation of your project.

Organisational consultancy
When designing a complete solution, we provide you with advice in line with your individual requirements.

Project planning
We provide you with the know-how required to implement a comprehensive, and perhaps even international project. We're with you through the whole process, from the on-site inspection and the recommendation of organisational structures, right up to the planning of the steps necessary for timely project implementation.

Installation and putting into operation
Our technicians install your terminals, implement the interface, carry out customising and put the system into operation. Your employees will be informed about and acquainted with the circumstances. Once successful test runs have been completed, the entire system is handed over.

Training
We offer you a comprehensive range of training sessions on the technology and use of terminals, the communication software Kaba b-comm ERP 5 – HR Access, and the additional modules. We would be happy to draw up an individual training plan for you.

Our services

- → Organisational consultancy
- → Project planning
- → Installation and putting into operation
- → Training
- → Maintenance
- → Hotline service

Maintenance
We have an extensive servicing organisation available for carrying out maintenance of the installations. Highly qualified technicians will be available on site within a guaranteed response time. Around the world, we guarantee customer support via our own companies and service partners in the area. The spare part express service and repairs service minimise downtime.

Hotline service
Our hotline employees will be happy to respond to any questions you may have about our products and the interface. A rapid and professional response will ensure your system remains stable and highly available.

11:19
Thursday June 11, 2015
Leave request
Your badge please
KABA

BEYOND SECURITY

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