

# SASPAC TIME & ATTENDANCE

Frustrated with keeping the attendance registers for personnel and learners up to date?

Implementing the **Saspac Time and Attendance** solution drastically reduces the administration of keeping the schools register up to date. Using finger-print technology, the exact date and time when a staff member or learner enters the staffroom, school or class is recorded. With a click of a button, this data is uploaded to **SASPAC** and is then able to print an attendance report for the day or per period.

**SASPAC** can be configured to automatically assign a misdemeanour record if the learner is late or an absentee record if the learner has not arrived at school. The attendance register for staff members can be printed per day, week, month or year and records may be maintained should they forget to clock in or out.

The solution replaces the necessity for having to manually record a daily or per period register thus freeing up the time of educators and administration staff.

Attendance			
Setup	Readers	Reader Settings	
Area	Area Readers	Times	People
Attendance Staff	Attendance Learners	Attendance Late Comers	Import
Learners Reports	Staff Reports	Time Slot Reports	

# SASPAC TA

Efficiency, Profitability, Simplicity



**TWO SOLUTIONS ARE OFFERED:**

## School Registration

Fingerprint readers are placed at strategic positions at the school and learners would then register when entering the school. Learners who register after schools starts are allocated a late misdemeanour record and learners who have not registered are allocated an absentee record.

## Period Registration

Period registration can either be entered manually or recorded using a fingerprint reader. The **SASPAC TA** program is installed on a PC in the classroom which connects to the **SASPAC** database. At the start of each period the learners who should be attending the class are displayed. The teacher can then manually tick who is present or the learners must register on the fingerprint reader (which is attached to the PC via USB). Learners who do not register the first period are re-corded as absent. Learners who register after the initial registration are recorded as late and the original absentee record is then removed.

**SASPAC** provides a number of reports about the attendance and absentees per grade, subject, educator etc.

