



UNITY MYBE Time and Attendance

Service Definition

What is the Service?

Unity MYBE time and attendance is a module part of our MYBE (make your business easier) portal. It is an employee management system that provides an online portal for managing employee timesheets. Allows you to keep track of employee's work times which is becoming more difficult in today's world despite the fact that most businesses are required to keep employee timesheet records for a minimum of 2 years. We have built a straightforward, easy to use system that allows you to track and manage employee time. It's web-based so accessible anywhere, it's compatible with desktops, laptops, tablets, and mobile devices. It deals with Daily Time & attendance, Holiday management and Sickness/ absenteeism.

Features and Benefits

- Accessible anywhere - clock in / out from your web browser.
 - Compatible with desktop, laptops, tablets, and mobile devices.
 - No Infrastructure or hardware costs.
 - Web Based Portal
 - Holiday Request and management
 - Sickness and Absenteeism management
 - Fully Customisable
 - Holiday approval process integration
 - Return to Work management
 - Remote Access
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- Improved Accuracy; eliminating manual timesheet errors.
 - Reduced administrative burden
 - Employee and manager time savings.
 - Cost reduction
 - Reduced carbon footprint through reduction in paper and printing.

Onboarding and Off Boarding

As part of the onboarding process with Unity, we create an implementation and data migration plan that includes the collection and importing of data into the Mybe portal. We begin by understanding the business and its employee structure to ensure that the onboarding process runs smoothly. We create a list of all users, and their corresponding line managers and shift patterns. Using this information, we define shift patterns and rules around the system.

Through the onboarding process meetings and consultation, we discuss the need for remote training and documentation. All documentation is available on request via email. When additional training and documentation is required, this can be discussed along with additional charges that will be incurred as part of the contract.

The contract provides access to the system and the data managed within the system, at the end of the contract, users access to the system will be revoked. All data held within the system is not available for export.

System Requirements

The system is a web-based portal available on major internet applications including; Internet explorer 11, Microsoft Edge, Firefox and Chrome. The system is built to minimize any system requirement by having no application to install, this allows for ease of installation and access across businesses of all sizes.

Information Security

ITGL has an Information Security Management System (ISMS) in place certified to ISO 27001:2013. This includes policies, processes and procedures based on information security best practice. The ISMS and all IS-related issues are managed by our Information Security Management team headed up by the role of the Information Security Officer (ISO). The ISO is our Managing Director who sits on the Company Board of Directors.