

IBIX*MSS uses the possibilities of the intranet and the Internet to allow the employees, to manage their time accounts and other affairs as a selfservice. More information and more own responsibility of the employee can cause an essential discharge of the personnel department and the time representative.

In the dialog with the managers approval of applications (e.g., holiday applications) can be done completely paperless. The manager looks at the applications of his employees and approves it electronically or refuses them. In the same manner, applications for access control and visitor advance notifications can be handled.

Selfservice for personnel time management

For employees it is possible:

- Register entries on a virtual terminal
- Display and print time account
- Postregister, correct and delete entries
- Absence applications for business trips, leave, flextime, overtime
- Display and printout annual absence overview
- Graphic group calendar for the absences of the colleagues
- Display and print personal operation plan

- Print time accounts for employees
- Plan overtime for the employees.
- Staff capacity planning by capture of exception-day specifications
- Definition of substitutes

Selfservice for access control

Certain access permissions can be released for application with IBIX*MSS. Therefor you get these functions:

- Display of all entered permissions
- Application of (timed) permissions
- Approval, authorisation or rejection of access applications

A room responsible person may be defined as „manager“ (for example the CC-manager) besides a staff manager (like with time management).

Selfservice for visitor management

Also the visitor management can be optimally supported. Employees can:

- Register visitors with visit period and assigned host
- Search and if required copy the data from former visits
- Update of visit data

Thus your reception is optimally prepared for the announced visits and can handle the checkin actually.

Selfservice for canteen billing

With this module, your employees may look at their canteen consumptions and save or print their monthly canteen slips.

Outlook / Notes Integration

IBIX*MSS supports an active workflow by the fact that by the available mailing system announcements are traded between employee and manager.

Besides, the appendices are also sent in the „iCalendar“ format which are entered as a planned date to the Outlook calendar.

- Application of overtime

For managers there are, in addition, the following functions:

- Approve or reject absence applications
- Cancellation of applications
- Approve or reject time account corrections

from	to	absence reason	created	substitute	state	since
25.08.2014	12.09.2014	Paid vacation	23.02.2014	Bertini, Sandro - 6015	applied	23.02.2014
11.08.2014	29.08.2014	Paid vacation	23.02.2014	Gogol, Stefan - 6005	applied	23.02.2014
26.09.2014	26.09.2014	Paid vacation	27.02.2014	Gogol, Stefan - 6005	applied	27.02.2014
06.10.2014	17.10.2014	Paid vacation	30.04.2014	Bertini, Sandro - 6015	applied	30.04.2014
04.08.2014	17.08.2014	Paid vacation	23.02.2014	Morfopoulos, Monika - 6004	applied	23.02.2014
14.07.2014	25.07.2014	Paid vacation	30.04.2014	Stirn, Judith - 6009	applied	30.04.2014
22.05.2014	22.05.2014	Flexitime compensation	28.03.2014	Boleslav, Emanuel - 6003	applied	28.03.2014