

HUMAN RESOURCES | COURSE BROCHURE

Time and Attendance Systems Management

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Accurate time and attendance data underpins payroll, compliance and workforce planning. This course covers time and attendance policies, systems and controls: clocking methods, shift and overtime rules, leave and absence recording, integration with payroll, analysing patterns and handling abuse.

Weak attendance processes lead to overpayments, disputes and compliance risk. You will learn to run attendance systems that are accurate and fair.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

System walkthroughs, rule configuration exercises, data analysis and case studies.

Course objectives

By the end of this course, participants will be able to:
• Explain time and attendance requirements
• Design attendance and overtime rules
• Configure and manage attendance systems
• Integrate attendance with payroll
• Analyse attendance patterns
• Address attendance abuse fairly

Target audience

This course is suitable for:
• HR administrators
• Payroll staff
• Workforce and operations managers
• HRIS specialists
• Shift supervisors



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Target competencies

Participants will develop competencies in:

- Policy design
- System administration
- Data integration
- Pattern analysis
- Fair enforcement

Course outline

Day 1: Attendance Fundamentals

09:00–10:08	Purpose and risks
10:08–11:00	Legal working time rules
11:00–11:30	**Coffee break**
11:30–11:45	Legal working time rules (continued)
11:45–12:53	Policies
12:53–14:00	Exercise

Day 2: Rules and Configuration

09:00–10:08	Shifts and schedules
10:08–11:00	Overtime and allowances
11:00–11:30	**Coffee break**
11:30–11:45	Overtime and allowances (continued)
11:45–12:53	Exceptions
12:53–14:00	Workshop

Day 3: Systems

09:00–10:08	Clocking technologies
10:08–11:00	Mobile and remote workers
11:00–11:30	**Coffee break**



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11:30–11:45	Mobile and remote workers (continued)
11:45–12:53	Data accuracy
12:53–14:00	Demonstration

Day 4: Payroll Integration

09:00–10:08	Interfaces
10:08–11:00	Approvals
11:00–11:30	**Coffee break**
11:30–11:45	Approvals (continued)
11:45–12:53	Reconciliation
12:53–14:00	Exercise

Day 5: Analysis and Action

09:00–10:08	Absence patterns
10:08–11:00	Abuse and fraud
11:00–11:30	**Coffee break**
11:30–11:45	Abuse and fraud (continued)
11:45–12:53	Reporting
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,450.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.-**
Vienna Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,940.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Paris Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,860.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**
Dubai Confirmed dates	1 Feb 2027	5 Feb 2027	**€3,150.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
London Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
Cape Town Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,890.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,450.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.–**
Cape Town Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,890.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**
Dubai Confirmed dates	10 May 2027	14 May 2027	**€3,150.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	31 May 2027	4 Jun 2027	**€2,840.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.-**
Vienna Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,940.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Rome Confirmed dates	12 Jul 2027	16 Jul 2027	**€2,450.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
Dubai Confirmed dates	2 Aug 2027	6 Aug 2027	**€3,150.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
Amsterdam Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,540.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Cape Town Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,890.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
London Confirmed dates	27 Sept 2027	1 Oct 2027	**€2,450.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Barcelona Confirmed dates	18 Oct 2027	22 Oct 2027	**€2,840.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**
Frankfurt Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,650.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,450.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Istanbul Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,650.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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