

Time Attendance System Buying Checklist

A free guide from Alburooq Smart Solutions — Abu Dhabi

Before You Buy

- Count your employees, including any planned growth over 1-2 years
- Decide: fingerprint only, face only, or both (recommended for reliability)
- Confirm a backup method is included (PIN or card) for misreads
- Check your mounting location has good lighting if using face recognition
- Confirm network availability (Ethernet or WiFi) at the install location

Payroll & Compliance Checklist

- Confirm which payroll/HR platform you use (Bayzat, ZenHR, Tally, SAP, other)
- Verify the device/software supports integration with that platform
- Confirm reporting is detailed enough to support UAE labour-law recordkeeping
- Set up overtime and late-arrival rules before going live, not after
- Decide who has admin access to edit attendance records, and audit this periodically

Setup Checklist

- Mount the device at standing height at the main entrance
- Enroll every employee's fingerprint/face plus a backup PIN or card
- Configure shift patterns if staff have staggered start times
- Connect payroll integration and confirm data flows correctly
- Run a full test week in parallel with the old system before switching over
- Train staff on clock-in/out once, before fully retiring the manual sheet

Ongoing Maintenance

- Re-enroll any employee whose fingerprint/face consistently misreads
- Review and remove access for employees who have left the company
- Audit attendance reports monthly for anomalies before payroll runs
- Clean the sensor/camera periodically to maintain accuracy

Need it installed and configured professionally?

Alburooq Smart Solutions installs and configures biometric time attendance systems across Abu Dhabi — free site assessment, same-day quote. WhatsApp +971 54 438 9066 or visit burooq.net/services/time-attendance/