



# INFORMACIJSKA PODPORA ZA KONTROLO PRISTOPA IN EVIDENTIRANJE DELOVNEGA ČASA ZAPOSLENIH V ŠOLSTVU

## INFORMATION TECHNOLOGY SUPPORT IN MONITORING ACCESS AND WORK ATTENDANCE OF ACADEMIC EMPLOYEES

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### Povzetek

Uvedba integralne informacijske podpore v poslovne procese prinaša številne prednosti v smislu optimiziranja dela zaposlenih, razpoložljivosti pravih informacij ob pravem času na pravem mestu in s tem zniževanja stroškov ob povečanju učinkov dela. Izhodišče za predlog izboljšave procesa je kratka analiza trenutnega stanja pri ročnem evidentiranju teh dogodkov. V prispevku so v nadaljevanju opredeljeni bistveni pozitivni učinki, ki jih lahko dosežemo z informacijsko podprto kontrolo pristopa v smislu zagotavljanja fizične in vsebinske varnosti pred nepooblaščenim dostopom do podatkov ali prostorov in informacijsko podprtim evidentiranjem delovnega časa ne samo v podjetjih v gospodarstvu, pač pa tudi v izobraževalnih inštitucijah in zavodih. Avtomatizacija ročnega dela, enkratno vnašanje podatkov na mestu nastanka, integralnost in povezljivost sistema nam omogočajo vso potrebno osnovo za nadgradnjo informacijskega sistema za podporo odločanju, ki ga potrebuje tudi management v šolstvu kot pomoč pri sprejemanju pravih in pravočasnih odločitev.

### Abstract

The introduction of integral information technology support into business processes heralds several advantages, mainly relating to optimizing employees' work, the availability of the right data at the right time in the right place, and the consequent reduction in labour costs along with increased work efficiency. The starting point for our proposal to improve this process is a short analysis of the current situation concerning manual recording of such



events. In the continuation of the article, the main positive effects that can be achieved with information technology support in monitoring access - mainly with a view of providing physical and substantive protection from unauthorised access to data or rooms - and the information technology supported recording of work attendance, not only in the commercial sector but also in educational institutions, are defined. The automation of otherwise manual tasks, promptly recording the data at the time of its occurrence, as well as the integrity and connectivity of the system provide all the necessary bases for upgrading the information system to provide support in decision making, which is used also by academic management to facilitate the process of making correct and timely decisions.