



Salient Features

- Multi Company Option
- Multi Location/Department/Designation/Grade Option
- Auto/Manual Download Punch from Machine/Pen Drive
- Multi Leave Type
- Group wise Master Configuration (e.g. Shift/Holiday/Leave/Category Rules/Attendance Rules/Deduction Rules)
- Attendance Process with Salary Calculation

Time Management System

- Manual Attendance
- Download Attendance from Machine
- Weekly Off Adjustment
- Over Time Calculation
- Shift Group/Shift/Shift Roster Management
- Shift Scheduling
- Leave/On-Duty Management
- Holiday Management
- Attendance Process with Salary Calculation

Employee's Management

- Employee General Information
- Family Background Details
- Qualification/Experience Details

All Report

- Note :
- All Reports are based on flexible Filtration (e.g. Company / Branch / Department / Designation / Grade / Shift Group / Shift / Employee)
 - In Each Report have some Selection Criteria as per Report Category

Salary Report

- Salary Slip
- Paid Salary Details
- Projected Salary Details

Punch Report

- Multiple Punch Reports (e.g. Missed/Complete/All Punch)
- Punch Details from Device / Manual
- Date / Month / Period wise Punch

Database Supported

- SQL Express 2005
- SQL Server 2005 or Above

Device Management

- Multiple Device Option
- Auto Download Punch from Machine
- Device Administration
 - Backup and Restore Fingers/Card Details
 - Upload Name into Machine
 - Set Device Time
 - Delete Punch and Finger/Card Details

Leave / Holiday Group Management

- User Defined Leave Types
- User Defined Holidays Configuration
- Leave Application
- Leave Balance Details
- Yearly Leave Carry-forward

Add on Module

- Employee self-service(Web-based application)
 - View Personal Details, Leave Details, Attendance Details
 - Apply For Leave
 - View Payslip
- Integration with 3rd party softwares i.e ERP, SAP etc.

Utility

- Import Employee Details from Excel/CSV File
- Import Punches from text file
- User Permission

Attendance Report

- Daily / Monthly Attendance Report
- Absentees / Present / Late Arrival / Late Departure / Early Arrival / Early Departure
- Employee wise Daily / Monthly Attendance
- Attendance with Shift time/In Time/Out Time
- Over Time Report
- Muster Roll / Form No -25
- Monthly Report with In/Out Time
- Shift Scheduling Report
- Monthly Performance Report

Miscellaneous Report

- Leave/On-Duty Report
- All Master Report

Sample Report

Daily Attendance Report

Date wise Daily Attendance Report(Detailed)
For Period : 01/07/2013 To 05/07/2013

Company Name : Demo Company Pvt. Ltd.
Location : Delhi
Date : 01/07/2013

S.No	EMP Code	Card No	Emp Name	Shift Start	Shift End	In Time	Out Time	Shift Hrs	Work Hrs	OT Hrs	Early Arr	Late Arr	Late Dep	Early Dep	Status
1	000075	3841	RAJ KUMAR SINGH	9:30	17:30	9:30	18:00	8:00	8:00	0:00	0	0	0	0	P
2	000076	1239	LALIT KUMAR SINGH	9:30	17:30	9:30	18:00	8:00	8:00	0:00	0	0	0	0	P

Date : 02/07/2013

S.No	EMP Code	Card No	Emp Name	Shift Start	Shift End	In Time	Out Time	Shift Hrs	Work Hrs	OT Hrs	Early Arr	Late Arr	Late Dep	Early Dep	Status
1	000075	3841	RAJ KUMAR SINGH	9:30	17:30	9:30	18:30	8:00	9:00	1:00	0	0	0	0	P
2	000076	1239	LALIT KUMAR SINGH	9:30	17:30	9:30	18:00	8:00	8:30	0:30	0	0	0	0	P

Date : 03/07/2013

S.No	EMP Code	Card No	Emp Name	Shift Start	Shift End	In Time	Out Time	Shift Hrs	Work Hrs	OT Hrs	Early Arr	Late Arr	Late Dep	Early Dep	Status
1	000075	3841	RAJ KUMAR SINGH	9:30	17:30	9:30	17:30	8:00	8:00	0:00	0	0	0	0	P
2	000076	1239	LALIT KUMAR SINGH	9:30	17:30	9:30	17:00	8:00	8:00	0:00	0	0	0	0	P

Date : 04/07/2013

S.No	EMP Code	Card No	Emp Name	Shift Start	Shift End	In Time	Out Time	Shift Hrs	Work Hrs	OT Hrs	Early Arr	Late Arr	Late Dep	Early Dep	Status
1	000075	3841	RAJ KUMAR SINGH	9:30	17:30	9:30	17:30	8:00	8:00	0:00	0	0	0	0	P
2	000076	1239	LALIT KUMAR SINGH	9:30	17:30	9:30	17:30	8:00	8:00	0:00	0	0	0	0	P

Date : 05/07/2013

S.No	EMP Code	Card No	Emp Name	Shift Start	Shift End	In Time	Out Time	Shift Hrs	Work Hrs	OT Hrs	Early Arr	Late Arr	Late Dep	Early Dep	Status
1	000075	3841	RAJ KUMAR SINGH	9:30	17:30	10:00	18:00	8:00	8:00	0:00	0	0	0	0	P
2	000076	1239	LALIT KUMAR SINGH	9:30	17:30	10:00	18:00	8:00	8:00	0:00	0	0	0	0	P

Employee's Performance Register

All Punch Employee List, On Dated : 01/07/2013

Company Name : Demo Company Pvt. Ltd.
Location : Delhi

Employee Code : 000075 Employee Name : RAJ KUMAR SINGH Card No : 3841 Shift : General (09:30 To 17:30)

Sr.No	PunchDate	PunchTime	PunchFrom	PunchStatus	Remarks
1	01/07/2013	9:00:00		Manual	Updated
2	01/07/2013	9:30:00		Manual	Updated
3	01/07/2013	17:30:00		Manual	Updated
4	01/07/2013	18:00:00		Manual	Updated

Employee Code : 000076 Employee Name : LALIT KUMAR SINGH Card No : 1239 Shift : General (09:30 To 17:30)

Sr.No	PunchDate	PunchTime	PunchFrom	PunchStatus	Remarks
1	01/07/2013	9:00:00		Manual	Added
2	01/07/2013	18:00:00		Manual	Added

All Employee's Punch List

1	01/07/2013	18:00:00	WORLD	WORLD
2	01/07/2013	9:00:00	WORLD	WORLD

Employee's Performance Register For the Month of : July/2013

Company Name : Demo Company Pvt. Ltd.
Location : Delhi

Emp Code : 000075 Emp Name : RAJ KUMAR SINGH Present : 20.00 OD : 0.00 Absent : 5.00 Holidays : 5.00 Weekly Off : 5.00 Leave : 1.00 OT Hrs : 6.48 Work Hrs : 140.17

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	
Shift	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene		
In Time	09:00	09:30	09:00	09:30	10:00	09:00	09:00	09:00	16:30	11:13	10:35	09:17	09:10	09:30	09:15	10:00	09:30	09:15	09:30	09:30	09:15	09:30	09:30	09:45	09:45	09:45	09:45	09:45	09:45	09:45		
Out Time	18:00	18:30	17:30	17:30	18:00	17:00	18:00	18:00	16:36	13:13	17:01	17:30	17:45	18:00	17:30	17:45	17:45	17:30	17:45	17:45	17:30	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00		
Late Hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Early Dep	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
OT Hrs	1:00	1:00	0:30	0:00	0:30	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:13	0:20	0:00	0:00	0:00	0:00	0:00	0:00	0:15	0:00	0:00	0:00	0:00	0:30	0:00	0:00		
Work Hrs	9:00	9:00	8:30	8:00	8:00	8:00	8:00	8:30	0:00	0:00	0:00	0:00	0:00	0:00	7:44	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:15	0:00	8:00	8:00	8:15	8:15	8:00	8:00		
Status	P	P	P	P	P	P	P	P	A	A	A	P	MES	A	WO-1	MES	P	MES	P	P	P	WO-1	P	P	P	CL	P	P	WO-1	P	A	A

Emp Code : 000076 Emp Name : LALIT KUMAR SINGH Present : 20.00 OD : 0.00 Absent : 6.00 Holidays : 5.00 Weekly Off : 5.00 Leave : 1.00 OT Hrs : 6.17 Work Hrs : 142.22

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	
Shift	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene		
In Time	09:00	09:30	09:00	09:30	10:00	09:00	09:00	09:00	16:30	11:07	10:35	09:17	09:11	09:30	09:15	10:00	09:30	09:15	09:30	09:30	09:15	09:30	09:30	09:45	09:45	09:45	09:45	09:45	09:45	09:45		
Out Time	18:00	18:00	17:00	17:30	18:00	17:00	18:00	18:00	16:36	13:13	17:01	17:30	17:45	18:00	17:30	17:45	17:45	17:30	17:45	17:45	17:30	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00		
Late Hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Early Dep	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
OT Hrs	1:00	1:30	0:30	0:00	0:30	0:00	0:00	0:30	0:00	0:00	0:00	0:00	0:00	0:00	0:13	0:19	0:00	0:00	0:00	0:00	0:00	0:00	0:15	0:00	0:00	0:00	0:00	0:30	0:00	0:00		
Work Hrs	9:00	8:30	8:00	8:00	8:00	8:00	8:00	8:30	0:00	0:00	0:00	0:00	0:00	0:00	7:43	8:00	8:00	8:00	8:00	8:00	8:00	8:00	8:15	0:00	8:00	8:00	8:15	8:15	8:00	8:00		
Status	P	P	P	P	P	P	P	P	A	A	A	P	MES	P	A	WO-1	MES	P	MES	P	P	P	WO-1	P	P	P	P	P	WO-1	P	A	A

Salary Slip

Salary Slip For the Month of : July/2013

Employee Code : 000075 Employee Name : RAJKUMAR SINGH
Card No : 3841 Location : Delhi
Department : WORKS Designation : Default Desig.
Joining Date : 11/05/2013 Bank A/c No : 98798798456456456456456456456456
Work Hours : 140:17

Earning Info		Deduction Info		Attendance Info	
Basic	Rate	Rate	Paid	Days Status	Days
Basic	15000	12581	1500	Working	20.00
Hra	7500	6290		OnDuty	0.00
Conveyance	3000	2516		Holidays	0.00
				Weekly Off	5.00
				Leave	1.00
				Absent	5.00
				Total Attendance	26.00
Total	25500	21387	1500		1500

Net Payable : Rs. 19887 (Nineteen Thousand Eight Hundred Eighty-Seven Only)

Father's Name : 01/01/1900 Address : AA-48145, Street No-5 Nehru Place, Nehru Place, DELHI-110019, INDIA
DOB : 01/01/1900 Email : example@gmail.com
Mobile No : 987987987979798798