



Salient Features

- Multi Company Option
- Multi Location/Department/Designation/Grade 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

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

Time Management System

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

Leave / Holiday Group Management

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

Employee's Management

- Employee General Information
- Family Background DetailsQualification/Experience Details

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.

All Report

- · 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

Utility

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

Salary Report

- Salary Slip
 Paid Salary Details
- Projected Salary Details

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

Punch Report

- Multiple Punch Reports
- (e.g. Missed/Complete/All Punch)

 Punch Details from Device / Manual
- · Date / Month / Period wise Punch

Miscellaneous Report

- · Leave/On-Duty Report
- · All Master Report

Database Supported

• SQL Express 2005

• SQL Server 2005 or Above





Time & Attendance Software

Sample Report

Daily Attendance Report

					Date wise	Daily At	tendance	Report(De	etailed)						
					For Peri	od : 01/	07/2013	To 05/07/	2013						
Comp	any Nam	e : Dem	o Company Pvt. Lt	d.											
ocati	on : Delhi														
Date :	01/07/201	3													
5 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	Statu
1	000075	3841	RAJ KUNAR SINGH	9:30	17:30	9:00	18:00	8:00	9:00	1:00	30	0	3.0	0	p
2	000076	1239	LALIT KUMAR SINGH	9130	17:30	9:00	18:00	8:00	9:00	1:00	30	0	30	0	p.
Date (02/07/201	3							_						_
5 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	Statu
1	000075	3841	RAJ KUHAR SINGH	9:30	17:30	9:30	18:30	8:00	9:00	1:00	0	0	60	0	P
2	000076	1239	LALIT KUMAR SINGH	9:30	17:30	9:30	18:00	8:00	8:30	0:30	0	0	30	0	p
Date :	03/07/201														_
S No	FMP Code	Card No	Emp Name	Shift Start	Shift End	to Time	O-A Time	Shift Hrs	Work Hrs	LOTUS	Early Arr	Late Arr	Late Dep	Early Dep	Statu
7777	000075	2841	RAJ KUNAR SINGH	9130	17:30	9:00	17:30	8:00	8:30	0:30	20		2000	12477	P
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Date :	04/07/201	3													
S No	EMP Code	Card No	Emp Name	Shift Start	Shift End	In Time	Out Time	Shift Hrs	Work Hrs	OT Hrs	Early Are	Late Arr	Late Dep	Early Dep	Statu
- 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		P
Date :	05/07/201	1													•
5 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	Statu
-1	000075	3841	RAJ KUMAR SINGH	9:30	17:30	10:00	18:00	8:00	8:00	0:30	0	30	30	0	p
	000076	1239	LAUT KUMAR SINGH	9130	17:30	10:00	18/00	8:00	8:00	0:30	0	30	30	0	p

Employee's Performance Register

	2.000	emo Company	Pvt. Ltd.			
ocatio	n : Delhi					
	ee Code : 00007	A CONTRACTOR OF STREET	Name: RAJ Kl	THE RESERVE AND ADDRESS OF THE PARTY OF THE	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		
mploy	ee Code : 00007	6 Employe	Name : LALIT	KUMAR SINGH	Card No : 1239	Shift: General (09:30 To 17:30
Sr.No	Punch Date	PunchTime	PunchFrom	Punch Status	Remarks	
.1	01/07/2013	9:00.00	Manual	Added		
2	01/07/2013	18:00.00	Manual	Added		

All Employee's Punch List

												Em	ploye or the	e's Pe	th of	nance : July	Regis /201	ster 3													
Compa Locatio Emp Code	n : D	elhi								nt : 20	.00 00	10,00	Ab	sent :	5.00	Holida	ys : 0.1	10 W	eekly (Off 15.	00 1	eave :	1.00	OT Hrs	1 6:41	Wo.	rk Hrs	1 140:	17		
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	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We
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Early Dep	0	0	0	0	0	0	0	0	0	0	54	257	0	0	415	29	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OT Hrs	1:00			0100	0:30	0100	0;00		0:00	0:00	0:00	0:00		0:00	0:00	0:13	0:20	0:00	0:30	0:30		0:00	0:30			0100	0:30	0:00	0:30	0:00	
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Late Mins	0	0	0	0	30	0	0	0	0	0	423 54	37 257	0	0	65	30	499	0	0	30	0	0	0	0	0	0	30	0	15	0	0
	1:00			0.00	0:30	0:00	0:00		0:00	0:00	0:00	0:00		0:00	0:00	0:13	0:19	0:00	0:30	0:30	0.00	0:00	0:30	0:15	0:00	0:00	0:30	0:00	0:30	0:00	0:0
Early Dep OT Hrs																															

Salary Slip

Basic 15000 12581 Advance 1500 1500 Working 2/ Hr 7500 6290 OnDuty OnDuty Holidays Holidays Holidays Weekly Off Leave Leave Absert 4 Absert <th>& Secureye</th> <th>Ph : 011-</th> <th></th> <th>12, 2ndFloo</th> <th>Company Pvt. L r, Nehru Place, Delhi- c example@gmail.com</th> <th>110019, Ind</th> <th></th> <th></th>	& Secureye	Ph : 011-		12, 2ndFloo	Company Pvt. L r, Nehru Place, Delhi- c example@gmail.com	110019, Ind				
Default		_	Fort							
Department	EmployeeCode	000075			EmployeeName	RAJKUMA	RSINGH			
Doining Date 11/05/2013	Card No	3841			Location	Delhi				
WorkHours	Department	WORKS			Designation	DefaultDe	esig.			
Earning Info Deduction Info Attendance Info	Joining Date	11/05/2013			BankA/c No	98798798	16546			
Earning Head Rate Paid Deduction Head Rate Deducted Days Status Da	WorkHours	140:17								
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Hra	Earning Head	Rate	Paid	Deduction	Head Rate	Deducted	Days Status	Days		
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Father's Name Address AA-48145, Street No-5 Nehru Place, Nehru Place, DELHS-110019, INDIA	Total	25500	21387	Total	1500	1500				
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