

Employee Time Attendance

Employee Time Attendance System

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1. INTRODUCTION

We understood that maintaining attendance of even 50 employees is a tedious job and could take hours to update employee's leave account, overtime and etc., so we worked on H.R.'s requirement of attendance and came up with ETS (Employee Time-Attendance System).

2. OBJECTIVE

Maintain employee's attendance and payroll without manual errors and effectively and efficiently.

3. AREA OF APPLICATION

- Large & Small scale Companies
- Bank
- Schools & Colleges
- Factories
- Hotels
- Hospitals
- Project Sites

4. FEATURES & Advantages

General System Features

- Multiple Companies and Multiple user facilities.
- Configure / establish user roles / permissions.
- Accurate/Instant/Automatic employee Attendance

Administration Features

- Define Designation (such as Manager, Supervisor, Engineer, Executive, Worker and etc.)
- Define Department (such as Software, Hardware, Manufacture, Sales, Repair and etc.)
- Define Grades (such as Senior, Junior, High Skilled and etc.)
- Define timesheet periods (Shift).
- Define Holidays.
- Define Leave details.
- Overtime Hours Calculation.
- Backup Database.

Entry Features

- Employees present by Fingerprint/Proximity/Barcode Scanner to save time, reducing employee presence management and safe to wrong present.
- If any cases scanner not working that time you can insert manual attendance.
- Eliminates manual data entry errors.

Management Feature

- Total control to Working Period such as Day, Week and Month wise Report.
- For Thumb Scanner, employee can use one/two finger for presence in case of finger damage.
- Eliminates need of dedicated attendance tracking person.
- Eliminates need of dedicated PC for attendance.

5. Modules

- **Masters**
 - Company Master
 - Employee Master
 - Department Master
 - Designation Master
 - Shift Master
 - Holiday Master
 - Leave type, Leave Group Master
 - Grade Master
 - User Master
 - User Rights
- Scheduler Generation
- Scheduler Deletion
- Scheduler Printing
- Edit Scheduler
- Download data from device
- Manual Punches, shift adjustment
- Add employee to reader
- Employee's Leave/Half Leave Entry
- Leave Adjustment – Balance 1.66 Leave on every month.
- Overtime Calculation
- Compensatory Off Calculation
- Data hiding for unregistered employees

6. Reporting

Daily Reports

	Reports	Date wise	Employee wise	Company wise	Dept wise
1.	Employee Late Coming	Yes	Yes	Yes(Must)	Yes
2.	Employee Early Departure	Yes	Yes	Yes(Must)	Yes
3.	Employee punches Error Report(Late coming, Early Departure, Wrong Shift, Single Punch)	Yes	Yes	Yes	Yes
4.	Department wise Employee Arrival(Punches) Report	Single Date		Yes	Yes
5.	Employee Detail Login Logout Report	Single Date		Yes	Yes
6.	Employee Absent detail Report	Yes	Yes	Yes	Yes
7.	Employee Leave Detail Report	Yes	Yes	Yes	Yes
8.	Employee Leave Balance Report	Single Date	Yes	Yes	Yes
9.	Employee Leave Status Report	Yes	Yes	Yes (Must)	Yes

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Masters Reports

	Reports	Date wise	Employee wise	Company wise	Dept wise
1.	Employee List		Yes	Yes(Must)	Yes
2.	Company List			Yes	
3.	Department List			Yes	Yes
4.	Designation List			Yes	Yes
5.	Shift List			Yes	Yes
6.	Grade List			Yes	Yes
7.	Holiday List	Yes			
8.	Machine List				
9.	Leave Group List				
10.	Leave Type List				
11.	Reason List (Retired, Fired, etc.)				
12.	Employee's department transfer List			Yes	

Monthly Reports

	Reports	Date wise	Employee wise	Company wise	Dept wise
1.	Employee Attendance Register	Yes	Yes	Yes(Must)	Yes
2.	Employee Working Hours	Yes	Yes	Yes(Must)	Yes

Summary Reports

	Reports	Date wise	Employee wise	Company wise	Dept wise
1.	Employee Attendance Summary	Yes		Yes(Must)	Yes
2.	Department wise Strength (%)	Single date		Yes(Must)	Yes
3.	Manual Adjustment Report	Yes	Yes	Yes	Yes

Overtime Reports

	Reports	Date wise	Employee wise	Company wise	Dept wise
1.	Overtime Summary report			Yes(Must)	Yes
2.	Overtime Detail Report	Yes	Yes	Yes(Must)	Yes