



# TimeTrack™ - WEB Attendance & Leave Management System

**vertex**systems<sup>®</sup>

Company

ABC Private Ltd. ▼

User ID

Password

Remember me

[Log In](#)

[Forgot Password](#)

Version - 2.1.1

Product Updated : 16-Dec-2016 10:51  
AM

@ - 5000

# T&A - Overview

---



## ■ Current scenario : Manual

- Long Traditional Registers to maintain attendance
- Proxy Attendance
- Traditional Time Card System
- Different Attendance Norms for different category of employees
- Manual payroll calculations
- Delayed Salaries



## ■ Proposed process : Automation using TimeTrack-Web

- Complete Web based Software
- No Proxy Attendance
- Automatic Reports
- Easy Configuration of Attendance Norms
- Integrations with Payroll Systems
- Easy Leave Management

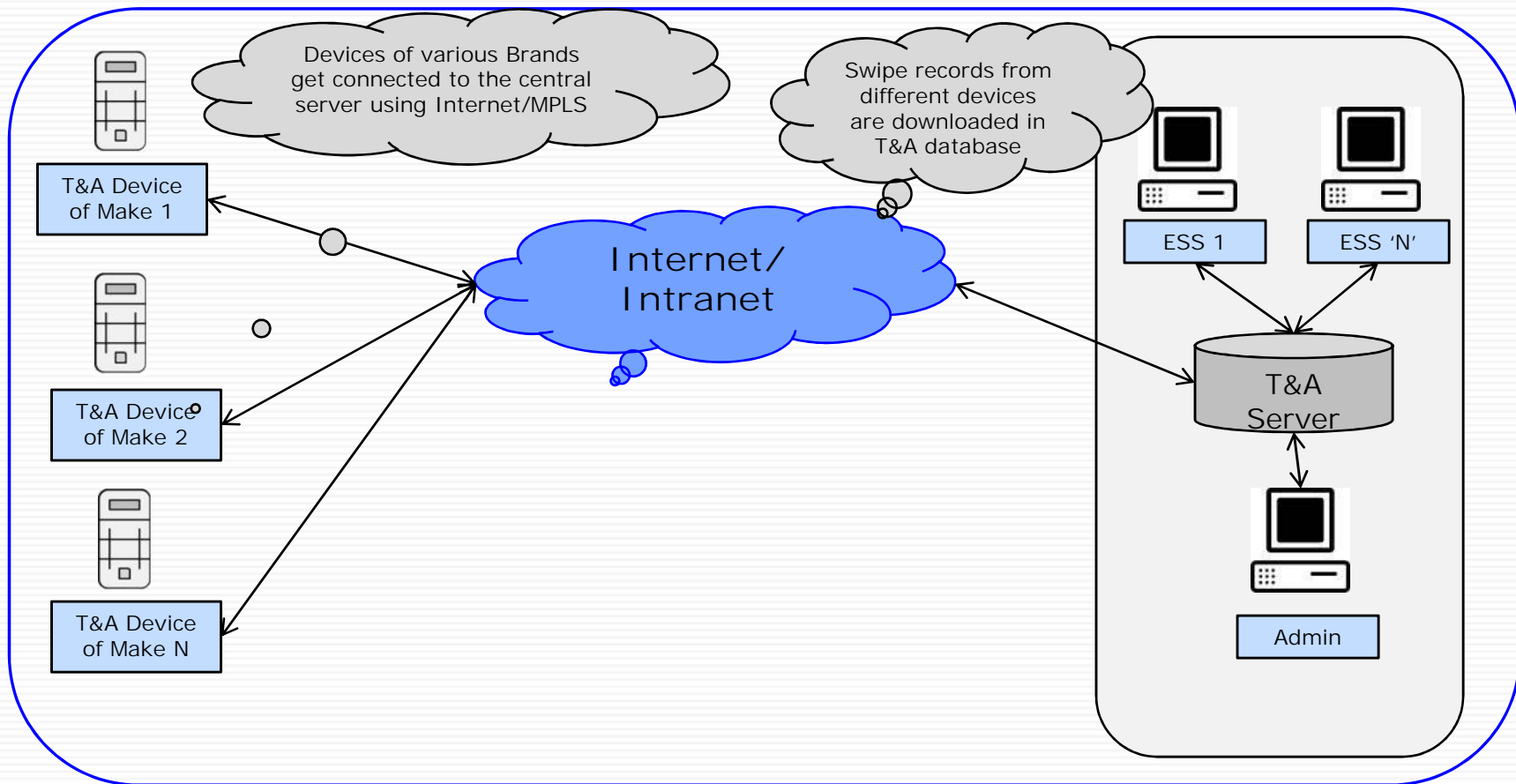
# Benefits



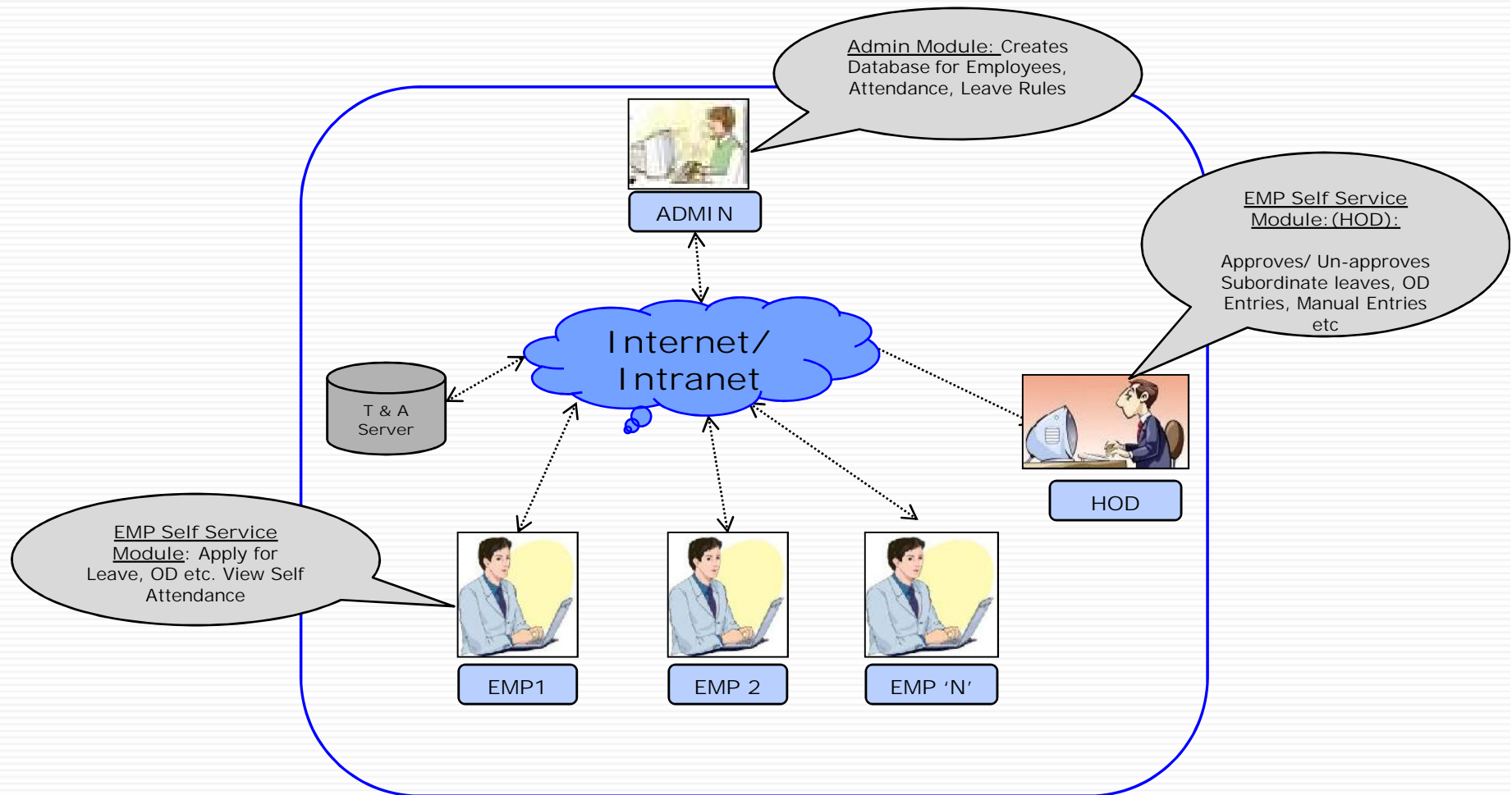
## ■ Functional Benefits

- Complete web based software
- Employee Self Service Module to apply for leaves to superiors, approve / un-approve leave of subordinates
- User defined dynamic Masters
- User defined Legends like CL,PL, Present, Absent
- Marking attendance using SMS
- Web based Reports, Alerts, Charts
- Online Attendance / Shift / Leave Management System
- Smart E-mail notifications for timely timesheet, Submission, Approvals
- Can be Integrated with HR / ERP / Payroll systems

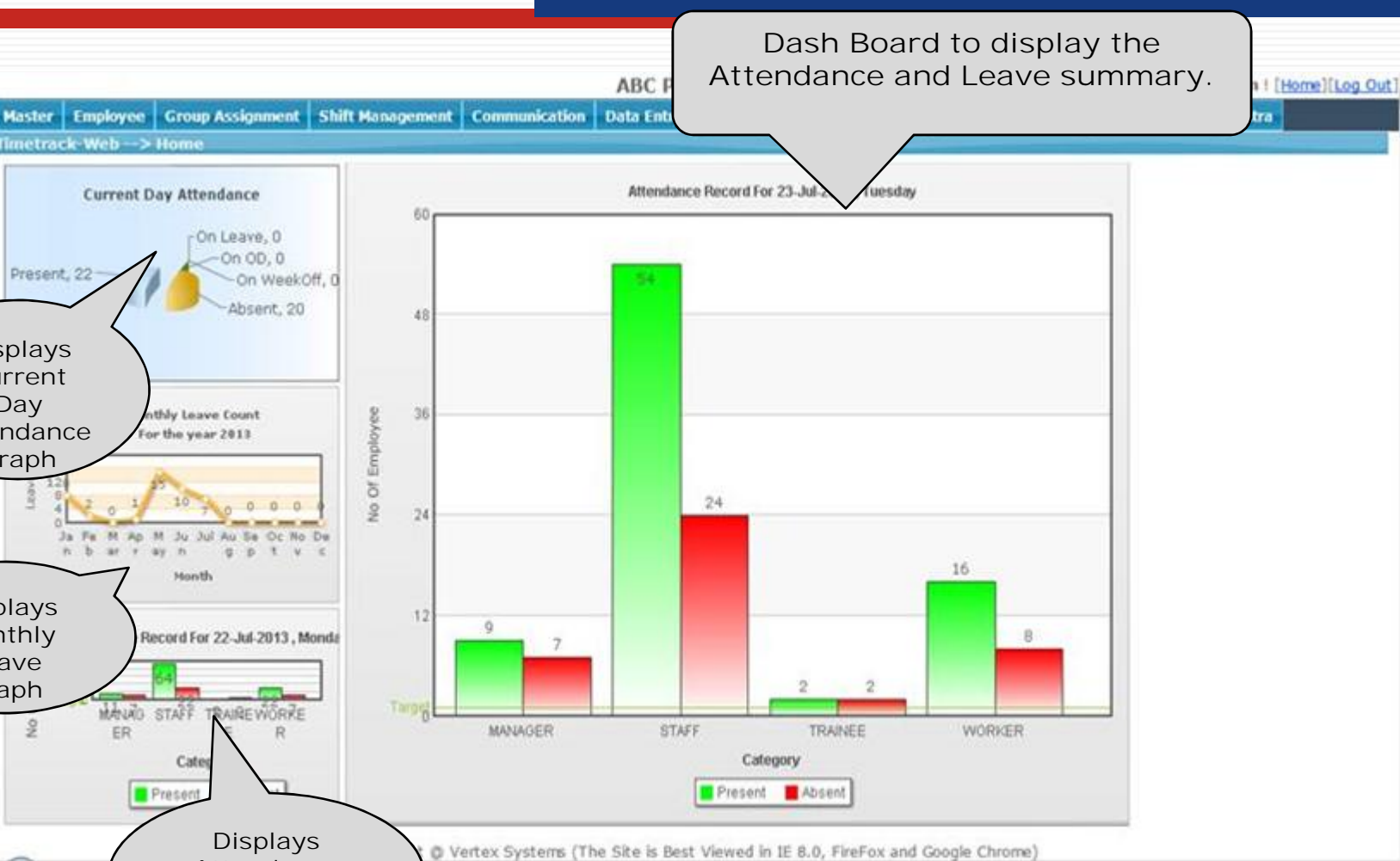
# Architecture



# T&A Modules



# Dashboard



Dash Board to display the Attendance and Leave summary.

Displays Current Day Attendance Graph

Displays Monthly Leave Graph

Displays Attendance Graph for previous day

# Employee Master

Employee Master to add details of Employees such as Emp Code, Name, Address, Joining date, Confirmation Date, Designation

The Employees to whom group parameters are not assigned are not displayed in 'Unassigned List'

'Separation List' gives List of employees who have left the company

Employees can be searched on the basis of Employee Name or Emp Id

Filters as per the Dynamic masters created to search the employee

The screenshot displays the 'Employee Master' application for 'ABC Private Ltd.'. The top navigation bar includes options like 'Employee Management', 'Shift Management', 'Communication', 'Data Entry', 'Report', 'System Management', 'Group Parameters', 'Import Masters', 'Extra', and 'Chart Report'. The main header shows 'Welcome Vrushali | [ Log Out ]' and 'COMPANY STRENGTH: ON ROLL EMPLOYEES: 100 LEFT EMPLOYEES: 50 TOTAL EMPLOYEES: 150'. Below this, there are buttons for 'Add', 'Edit', 'Delete', 'Unassigned List', and 'Separation'. A search bar is present with the text 'Employee Name or ID' and a 'Search' button. A list of employees is shown, with the second entry, 'Madhujit Shetty' (Code: 1003453456), highlighted in green. To the left of the list are filters for 'BUSINESS', 'LEVEL', 'DEPARTMENT', 'CATEGORY', and 'GROUP'. The 'EMPLOYEE DETAILS' form for the selected employee includes fields for Name, Code, Address, Joining Date, Birth Date, Confirmation Date, Gender (set to 'Female'), Designation (set to 'Operation Engineer'), and Religion (set to 'Hindu').

# Group Parameters- Late/Early Parameter

ABC Pri

Master Employee Group Assignment Shift Management Communication Data Entry

Group Parameters --> Late/Early Group

View Add Edit Delete

EDIT LATE/EARLY PRAMETERS ▾

Select Group Name LateEarly for ALL ▾

**Late Parameters**

Grace Late Coming Limit (HH:MM) 00 : 10

Late Allowed Limit 1st Half (HH:MM) 01 : 00

RoundOff Late Coming Minutes (MM) 0

Calculate Late Excluding Grace Time?

**Early Parameters**

Grace Early Going Limit (HH:MM) 00 : 00

Early Allowed Limit 2nd Half (HH:MM) 01 : 00

RoundOff Early Going Minutes (MM) 0

Calc Early Excluding Grace Time?  Show After allowed Late/Early Hours?

**Half Day Parameters**

Half Day Work Hours For Normal Day 04 : 00

Half Day Work Hours for Half Day 02 : 00

**Late/Early Deduction Parameters**

Late Deduction?

No. of Late Occasions Allowed? 0

After Every Interval For Late 0

Deduct No. Of Days For Late 0

Early Deduction?

No. of Early Occasions Allowed? 0

After Every Interval For Early 0

Deduct No. Of Days For Early

Attendance  Proportionate

Deduct From?  Attendance  Leave

Home | Log Out

Copyright © Vertex Systems (The Site is Best Viewed in IE 8.0, FireFox and Google Chrome)

Defines Late/Early Parameters for group of employees



# Group Parameters- Holiday Parameter

ABC Private Ltd. Welcome admin ! [Home](#) [Log Out](#)

Master Employee Group Assignment Shift Management Communication Data Entry Report System Management Group Parameters Import Masters Extra

Group Parameters --> Holiday Group

View Add Edit Delete

VIEW HOLIDAY GROUP ▾

Group Name	Holiday Application Needed?	No. of Optional Holidays Allowed
Holiday for All		

VIEW HOLIDAY PARAMETERS ▾

Select Group Name:  ▾

Total Holidays -: 8

Holiday Date	Holiday Name	Paid?	National Holiday?	Optional Holiday?
26/01/2013	Republic Day	1	1	0
01/05/2013	MAHARASHTRA DAY/ KAMGAR DIN	1	0	0
15/08/2013	INDEPENDENCE DAY	1	1	0
18/09/2013	ANANT CHTURTHI	1	0	0
01/11/2013	DIWALI	1	0	0
02/11/2013	DIWALI	1	0	0
03/11/2013	LAXMI POOJAN	1	0	0
04/11/2013	PADAWA	1	0	0

Defines Holiday Parameters for group of employees

Copyright © Vertex Systems (The Site is Best Viewed in IE 8.0, FireFox and Google Chrome)

# Reports- Filters

Welcome Vrushali | [Log Out](#)

Master Employee Group Assignment Shift Management Communicat Report Master

Employee Filter Reports --> Attendance Report

LOCATION

- Select All
- POWAI
- TALOJA

Available Masters

- Location
- Business
- Category
- Group

Selected Hierarchy

- Company
- Level
- Department

From Date: 01/08/2013 To Date: 01/24/2013 Select Shift: ALL

Present  All  Full  Half  Both  1st  2nd

Absent  All  Full  Half  Both  1st  2nd

Leave  All  Full  Half  Both  1st  2nd

OOD  All  Full  Half  Both  1st  2nd

Comp Off  All  Full  Half  Both  1st  2nd

Short Leave  All  Full  Half  Both  1st  2nd

Late Coming From: 00 : 10 To: 00 : 20

Early Going From: 01 : 00 To: 02 : 00

Work Hours From: 00 : 00 To: 00 : 00

Only Single Swipe

Report

- Select
- Emp Name
- Shift Code
- Shift Hours
- Log in
- Log out
- Late Coming
- Early Going
- Early Coming
- Late Going
- Shift Work Hours
- After Shift Extra Hours
- Total Working Hours
- Lost Hours
- Actual Extra Working Hours
- Status
- Description
- Remark
- Location
- Business
- Level
- Department
- Category

Show Report Export To Excel

Defines Filters for generating Reports

Selected Columns will be displayed in the Reports

# Reports – Attendance For All

## Attendance Report From 01-Jan-13 To 24-Jan-13

Page:1

Print Date:25/01/2013 06:49 PM

Employee Code	Employee Name	Attendance Date	Shift Code	Shift Hours	Login	Logout	Late Coming	Early Going	Total Working Hours	Extra Hours	Lost Hours	Attendance Status	Attendance Description	Remark
1002	Shridhar Shinde	01/01/2013	G	08:15	-	-	-	-	-	-	-	HH	Holiday	Holiday
1002	Shridhar Shinde	02/01/2013	G	08:15	09:31	17:44	-	00:01	08:13	-	00:02	PP-	Late Present	LateComing
1002	Shridhar Shinde	03/01/2013	G	08:15	09:31	17:46	-	-	08:15	-	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	04/01/2013	G	08:15	09:35	17:45	-	-	08:10	-	00:05	PP	Present	Full Day Pre
1002	Shridhar Shinde	05/01/2013	G	08:15	-	-	-	-	-	-	-	ZZ	Saturday	Saturday
1002	Shridhar Shinde	06/01/2013	G	08:15	-	-	-	-	-	-	-	WW	WeekOff	WeekOff
1002	Shridhar Shinde	07/01/2013	G	08:15	09:42	18:07	00:12	-	08:25	00:10	-	PP-	Late Present	LateComing
1002	Shridhar Shinde	08/01/2013	G	08:15	10:49	18:07	01:19	-	07:18	-	00:57	PP-	Late Present	LateComing
1002	Shridhar Shinde	09/01/2013	G	08:15	09:29	17:50	-	-	08:21	00:06	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	10/01/2013	G	08:15	09:27	17:50	-	-	08:23	00:08	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	11/01/2013	G	08:15	09:32	17:52	-	-	08:20	00:05	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	12/01/2013	G	08:15	-	-	-	-	-	-	-	ZZ	Saturday	Saturday
1002	Shridhar Shinde	13/01/2013	G	08:15	-	-	-	-	-	-	-	WW	WeekOff	WeekOff
1002	Shridhar Shinde	14/01/2013	G	08:15	09:32	17:54	-	-	08:22	00:07	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	15/01/2013	G	08:15	09:29	17:47	-	-	08:18	00:03	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	16/01/2013	G	08:15	09:31	17:49	-	-	08:18	00:03	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	17/01/2013	G	08:15	09:29	17:51	-	-	08:22	00:07	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	18/01/2013	G	08:15	09:31	17:50	-	-	08:19	00:04	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	19/01/2013	G	08:15	-	-	-	-	-	-	-	ZZ	Saturday	Saturday
1002	Shridhar Shinde	20/01/2013	G	08:15	-	-	-	-	-	-	-	WW	WeekOff	WeekOff
1002	Shridhar Shinde	21/01/2013	G	08:15	09:26	17:50	-	-	08:24	00:09	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	22/01/2013	G	08:15	10:17	17:59	00:47	-	07:42	-	00:33	PP-	Late Present	LateComing
1002	Shridhar Shinde	23/01/2013	G	08:15	09:31	17:52	-	-	08:21	00:06	-	PP	Present	Full Day Pre
1002	Shridhar Shinde	24/01/2013	S6	08:15	-	-	-	-	-	-	-	AA	Absent	Full Day Ab
1003	Varghese Kizhakkepurathu	01/01/2013	G	08:15	-	-	-	-	-	-	-	HH	Holiday	Holiday
1003	Varghese Kizhakkepurathu	02/01/2013	G	08:15	09:28	17:53	-	-	08:25	00:10	-	PP	Present	Full Day Pre

# Reports – Muster Report

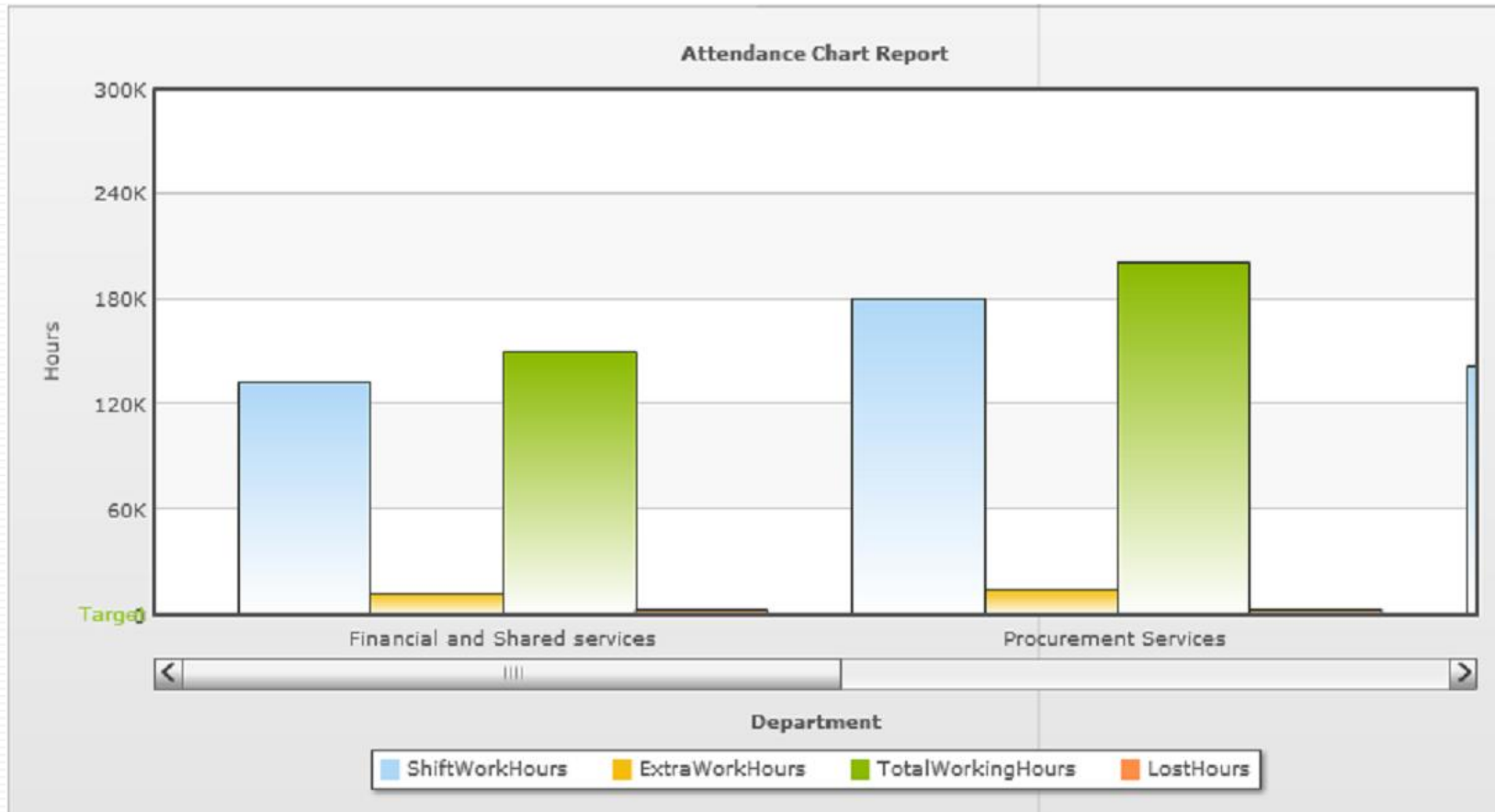
Muster Report From 01-Jan-13 To 24-Jan-13

Page:1

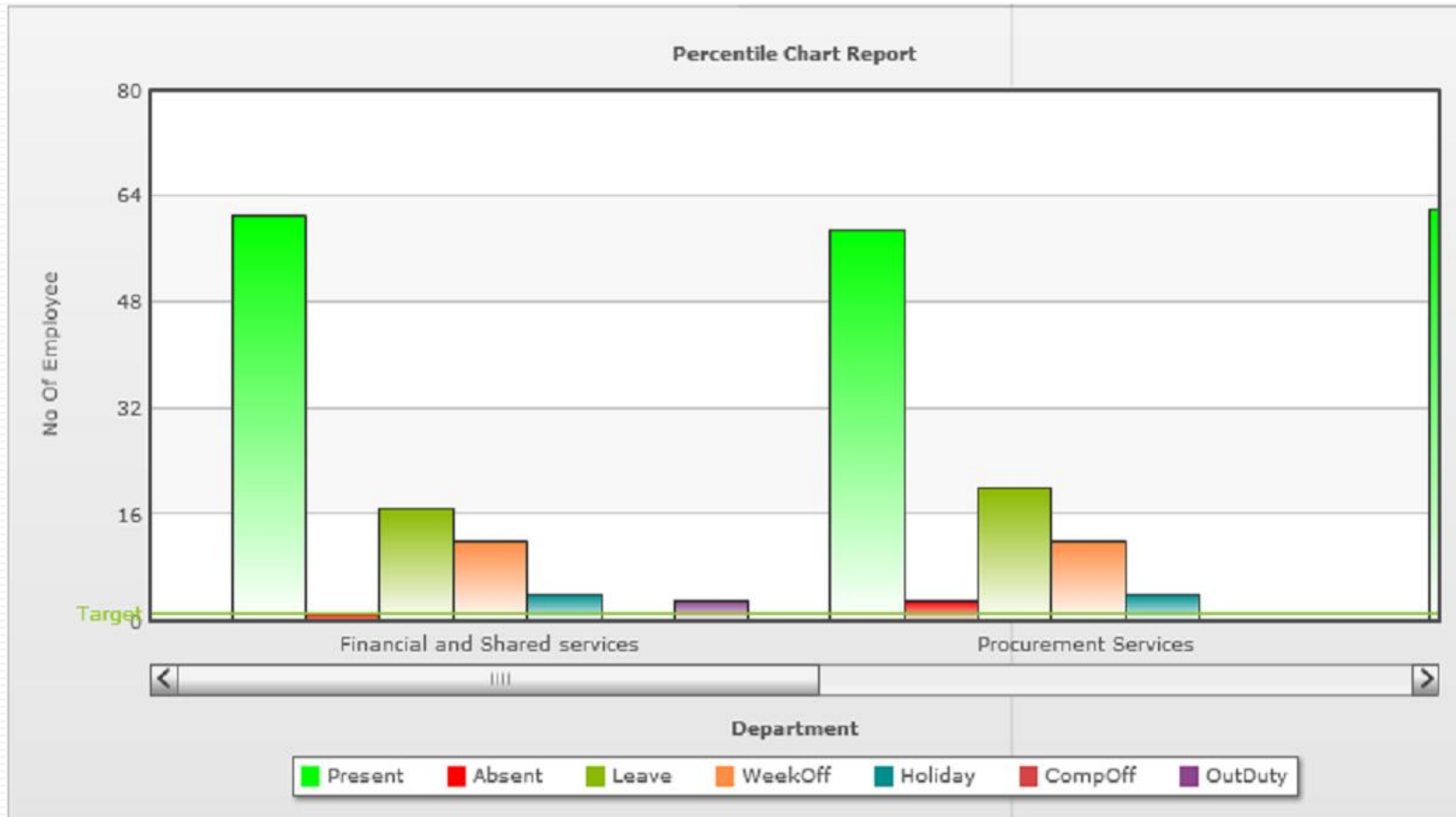
Print Date:25/01/2013 06:50 PM

Employee Code	Employee Name	Start Date	End Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1002	Shridhar Shinde	01/01/2013	24/01/2013	HH	PP-	PP	PP	ZZ	WW	PP-	PP-	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP
1003	Varghese Kizhakkepurathu	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP-	ZZ	WW	PP	PP	PP	AP	PP
1004	Vicky Alone	01/01/2013	24/01/2013	HH	AA	PP-	PP	ZZ	WW	PP	PP-	PP	PP	PP-	ZZ	WW	PP	PP	PP-	PP	PP-
1005	Christopher Dsouza	01/01/2013	24/01/2013	HH	EE	PP	PP	ZZ	WW	EE	PP	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP-
1006	Lynette Pandit	01/01/2013	24/01/2013	HH	EE	EE	PP	ZZ	WW	PP	PP	PP-	PP-	PP	ZZ	WW	PP	PP	PP	PP-	PP
1008	Subramanian Srinivasan	01/01/2013	24/01/2013	HH	PP-	EE	PP-	ZZ	WW	PP	PP	PP-	PP	PP-	ZZ	WW	EE	PP-	PP	AP	PP
1012	Villothe Thomas	01/01/2013	24/01/2013	HH	PP-	PP	PP-	ZZ	WW	PP	PP-	PP	PP	PP	ZZ	WW	PP	PP-	PP-	PP	PP-
1022	Darshana Bhagat	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	EE	PP	PP*	EE	PP	ZZ	WW	PP	PP	PP	PP	PP
1027	Rakesh Kumar	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP
1033	Gopal Poojary	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP
1034	Prabhakar More	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	PP	EE	PP	PP	ZZ	WW	EE	PP	PP	PP	PP
1035	Shankar Ziman	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP
1036	Rajendra Jadhav	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP-
1037	Ravindra Dhuri	01/01/2013	24/01/2013	HH	CC	PP	EE	ZZ	WW	PP	PP	PP	PP	AA	ZZ	WW	PP	PP	PP	PP	PP
1038	Deepa Mukherjee	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	EE	ZZ	WW	PP	PP	PP	PP	PP
1040	Mukesh Padia	01/01/2013	24/01/2013	HH	EE	EE	EE	ZZ	WW	OO	OO	OO	OO	OO	ZZ	WW	PP	PP	PP	PP	PP
1041	Ashwin Sthalekar	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP
1046	Nilesh Dalvi	01/01/2013	24/01/2013	HH	PP	PO	PP	ZZ	WW	PP	EP*	PE	PP	PP	ZZ	WW	PP	PP	PP	PP	PP
1048	Anita Thakur	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	PP	PP	EE	PP	ZZ	WW	PP	PP	PP-	PP	PP-
1056	Girish Tamane	01/01/2013	24/01/2013	HH	PP	PP-	PP	ZZ	WW	PP	PP-	PP	PP	PP	ZZ	WW	PP-	PP	PP-	EE	PP
1061	Jijo Kuriakose	01/01/2013	24/01/2013	HH	EE	EE	EE	ZZ	WW	PP	PP	PP	PP-	PP	ZZ	WW	PP	PP-	PP	PP-	PP-
1080	Rizwan Shabbag	01/01/2013	24/01/2013	HH	PP-	PP-	PP-	ZZ	WW	PP	PP	PP	EE	PP	ZZ	WW	PP-	PP-	PP	PP	PP-
1082	Shirish Naik	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP-	PP-	CP	PP-	PP	ZZ	WW	PP	PP-	PP-	PP	PP
1087	Sunil Kamble	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	EE	PP-	PP	EP	ZZ	WW	PP	PP	PP	PP	PP
1097	Hemant Sukalikar	01/01/2013	24/01/2013	HH	CC	PP	PP	ZZ	WW	PP	PP	PP	PP	PP	ZZ	WW	PP	PP	PP	OP	PP
1098	Arun Srivastava	01/01/2013	24/01/2013	HH	PP*	PP*	PP*	ZZ	WW	PP	PP	EE	PP	PP*	ZZ	WW	PP	PP	PP	PP	PP
1099	Inam Khan	01/01/2013	24/01/2013	HH	PP	PP	PP	ZZ	WW	PP	PP	PP	PP	PP-	ZZ	WW	PP	PP	PP	PP	PP

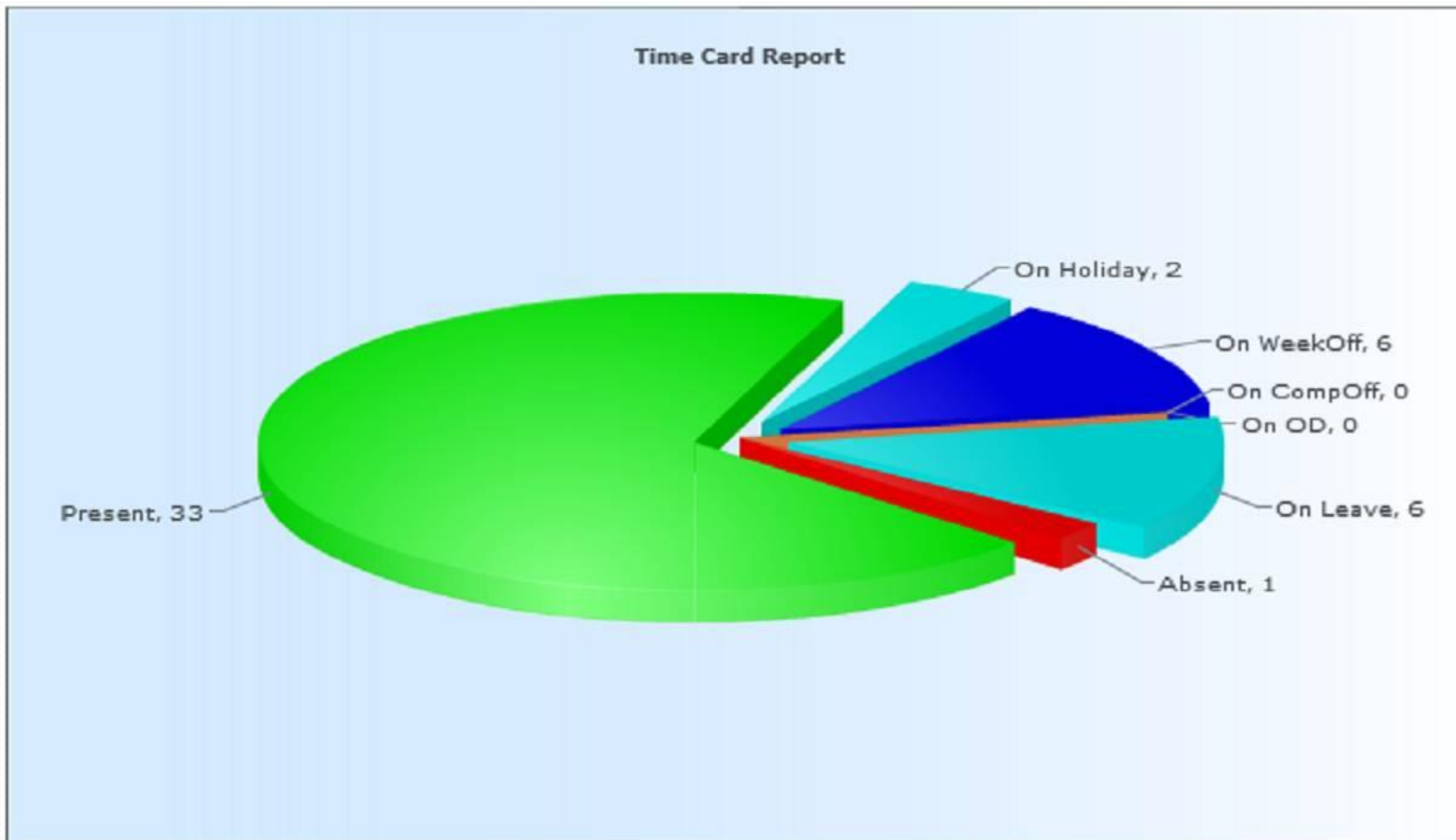
# Reports – Working Hours Bar Chart



# Reports – Department wise Attendance Chart



# Reports – Attendance Pie Chart



# Employee Self Service Module – For Employees

Attendance Reports

- Self
- Leave
- Manual Attendance
- Out Door
- Others

Attendance -> Time Card For Self

From Date: 01/07/2013

To Date: 23/07/2013

Late Coming   
  Early Going   
  Absent

Work Hours   
 From: 00 : 00   
 To: 00 : 00

VS1108 - Vaibhav Surve

1.5 WeekOff - 4    Holiday - 0

0 Casual Leave - 1

Total Working Hours :- 57:21

Date	Week Day	Shift	Shift Hours	Login	Logout	Late by	Early By	Working Hours	Status	Description	Remark
01/07/2013	Monday	G	08:30	10:03	10:32	-	-	00:29	OO	Out Door	Kasyap Sweetners Ltd.
02/07/2013	Tuesday	G	08:30	09:43	18:05	-	-	08:22	PP	Present	Full Day Present
03/07/2013	Wednesday	G	08:30	12:25	18:04	-	-	05:39	OO	Out Door	Cactus Communication Pvt Ltd
04/07/2013	Thursday	G	08:30	10:11	18:08	00:41	-	07:57	PP	Late/Early Present	LateComing/EarlyGoing
05/07/2013	Friday	G	08:30	12:09	14:08	-	-	01:59	OO	Out Door	Belapur
06/07/2013	Saturday	G	08:30	00:00	00:00	-	-	-	WW	WeekOff	WeekOff
07/07/2013	Sunday	G	08:30	00:00	00:00	-	-	-	WW	WeekOff	WeekOff
08/07/2013	Monday	G	08:30	14:28	18:02	-	-	03:34	OO	Out Door	NPCI
09/07/2013	Tuesday	G	08:30	09:40	17:53	-	-	08:13	PP	Present	Full Day Present
10/07/2013	Wednesday	G	08:30	13:39	18:01	-	-	04:22	AP	Absent Present	1st Half Absent 2nd Half Present
11/07/2013	Thursday	G	08:30	09:44	18:02	-	-	08:18	PP	Present	Full Day Present
12/07/2013	Friday	G	08:30	00:00	00:00	-	-	-	CC	Casual Leave	Personal
13/07/2013	Saturday	G	08:30	00:00	00:00	-	-	-	WW	WeekOff	WeekOff
14/07/2013	Sunday	G	08:30	00:00	00:00	-	-	-	WW	WeekOff	WeekOff
15/07/2013	Monday	G	08:30	09:33	18:01	-	-	08:28	PP	Present	Full Day Present
16/07/2013	Tuesday	G	08:30	00:00	00:00	-	-	-	AA	Absent	Full Day Absent

Copyright © Vertex Systems (The Site is Best Viewed in IE 8.0, FireFox and Google Chrome)

ESS Module for employees gives facility to apply for Manual Entry, OD Entry, Leaves etc.

Displays self Attendance



# Employee Self Service Module – For HODs

ESS Module for HOD displays summary of Attendance, Approve/Un-approve Subordinate leaves, OD Entries, Manual Entries etc

Message Board to display group message. Also known as 'Notice Board'

Attendance Graph for Self

Today's Birthdays July

Attendance Reports

- Self
- Immediate Reportees
- All Reportees
- Attendance Report
- Leave
- Manual Attendance
- Out Door
- Others

TimeTrack-Web (ESS)

Pending Applications

Leave	1
Out Door	0
Manual Entry	1
Over Time	0
Comp Off	0
LWP	0
SMS Attendance	0

Pending Applications

Leave	0
Out Door	0
Manual Entry	0
Over Time	0
Comp Off	0
LWP	0

Today's Head Count

Present	1
Late (Present)	1
Absent	1
On Leave	0
On Out Door	0
On CompOff	0
<b>Total</b>	<b>3</b>

Future Head Count

Select Date: 24/07/2013

Present (approx)	4
On Leave	0
On Out Door	0
On CompOff	0
<b>Total</b>	<b>4</b>

Message Board

- Mandatory Computers Shutdown on Weekends as maintenance activity will be carried out.
- Last date for submitting Tax Declaration proofs is on 31st March 2013.
- New Employees Company Orientation Program will be held on first week of every month. Employees are requested to attend the same.

Monthly Attendance Count

rd In Days

Month

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Legend: Absent (Red), Present (Green), WeekOff (Dark Green), Holiday (Orange), OutDoor (Blue), Leave (Purple)

Copyright © Vertex Systems (The Site is Best Viewed in IE 8.0, FireFox and Google Chrome)

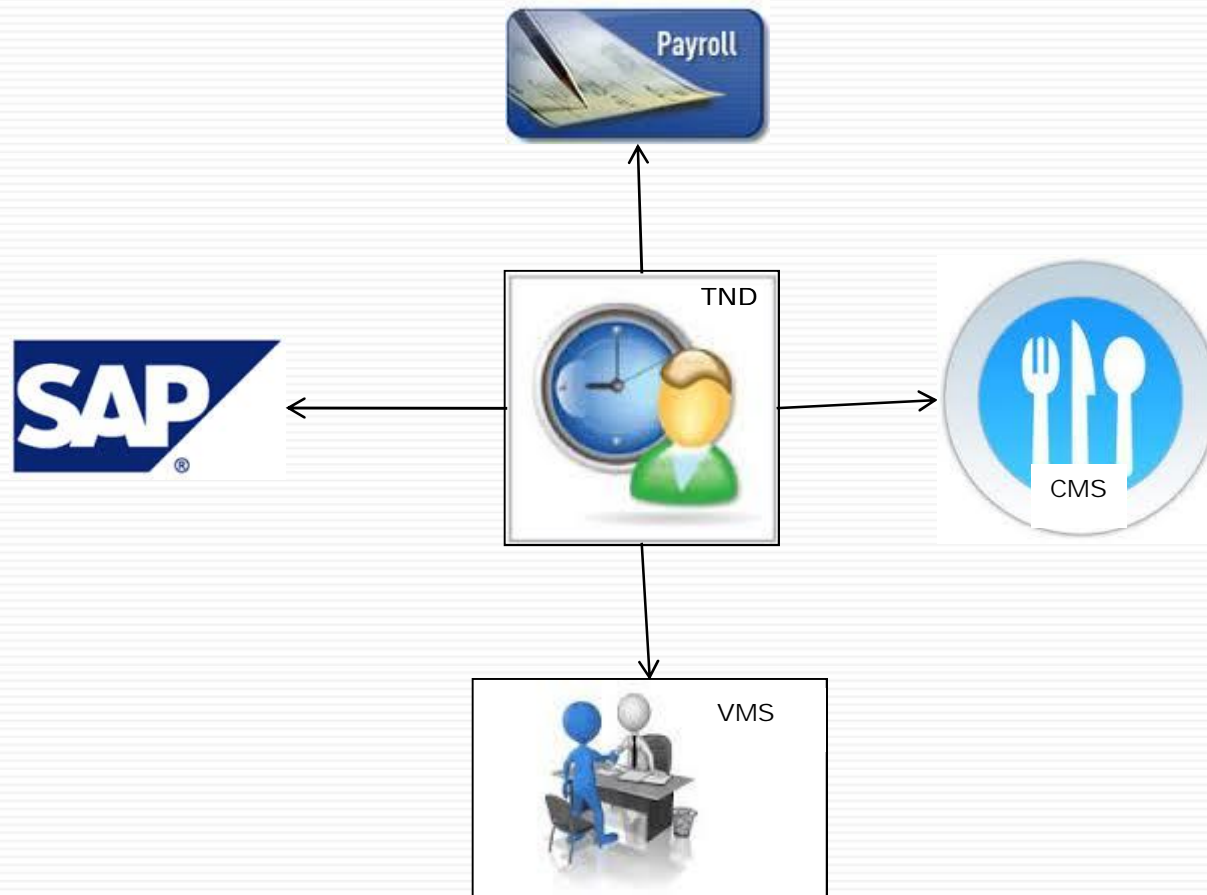
# Technical Features

---

## ■ Pre Requisites

- Processor : Intel Xeon server Processor
- Memory : 4 GB or higher
- Hard drive : 20 GB free hard disk space
- Operating System : Windows server 2003 or Higher (32/64 bit)
- Database : SQL 2005 or higher (32/64 bit)
- Other Requirements : DOT NET version 3.5, IIS (6.0 or higher), windows installer 3.5

# Integrations



# Verticals



- Banking
- Government
- Retail
- Manufacturing
- Pharmaceuticals
- Oil Industry
- Hotel Industry
- IT

# Clients

