

## “TimeTrack-WEB” software: (large scale companies)

Development Tools: ASP.Net, C#

Back-End database: SQL (2005/2008)

### Key Features:

- Complete web based software
- Web based Reports, Alerts, Charts
- Attendance Management System
- Online Attendance & Leave Management System
- Smart E-mail notifications for timely timesheet, Submission, Approvals
- Generate the Reports you need on Click
- Can be Integrated with HR / ERP / Payroll systems
- Cost -effective one point solution for multiple Locations
- Centralized Data repository with minimal data redundancy

### Deliverables:

#### ➤ Admin Module:

1. Browser based software
2. Multi company software
3. Can create unlimited users with restricted user rights
4. Software has a facility to create 9 more masters (Organization structure) apart from default Company Master.

*Example: suppose Company has presence across the region and has multiple locations in every region then they may create Region master, Location Master, Division Master, Dept Master etc.*

5. The software has facility to create unlimited groups for the following attendance parameters:

- Late coming & Early going parameters
- Working hours parameters
- Deduction of either leaves or attendance for late coming
- Overt time parameters
- Comp off parameters
- Holiday groups
- Leaves group
- Employee week of group
- Attendance reader group
- Bus group
- Multiple types of reader group

Note: The use of creating various groups is that any policy parameter can be assign on any Master level as well as to individual employee level.

6. Software can be worked on a shift scheduled mode, flexible time mode or auto shift mode

▫ Shift scheduled mode: in this mode employee is assigned a shift roster which he has to follow, if any changes in the shift for any day the authorized person has to edit the roster

▫ Flexi Shift mode: In this mode employee is assigned one default shift, he can come at any time and can leaves at any time, systems checks whether he has worked the expected number of hours and mark him present. No late or early remark

▫ Auto Shift Mode: In this mode employee is not assigned to any shift, as per his punches systems detect the nearest shift and assign to him.

Note: For flexi & auto shift separate in & out reader is required if the company is having night shift.

7. User can define legends (Masters) of their own as per the company policies or needs.

8. User can define abbreviations of their own as per the company policies or needs

For Example: for Present - P, absent - A, Casual Leave - C, Week off - W, Holiday - H etc.

### 9. Reports:

- Current day report

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- Daily attendance
- Late coming
- Early going
- Time card
- Muster
- Monthly summery
- Leave card report
- Leave balance report
- Man power report
- Overt time report
- Audit trail report ..... and may more

### 10. Email alerts:

- Absent emails to employee
- Absent list of employee to HOD
- Leave application alert to HOD

### ➤ Employee Self Service Module:

1. Every employee have access to software
2. Employee can view their attendance on line
3. HOD/Supervisor can view the attendance of the their down line employee's
4. Employee can do on-line leave application
5. Employee can do on-line OD/Tour application
6. HOD/Supervisor can approve/reject leave/OD application on line
7. Email intimation to employee/HOD/HR of every application
8. Email intimation to employee/HOD of absenteeism
9. Head count report to HOD
10. Future Head count to HOD
11. Leave Pending remainder to HOD
12. HOD can delegate the leave sanctioning authority to his collogue in his absence
13. HOD/Supervisor can approve overtime/ comp off on-line
14. HOD/Supervisor can do shift scheduling for the employee
15. Employee can see their leave card/Leave balance on-line
16. HOD/Supervisor can get indication while approving any leave that somebody from their dept is already on leave during that time span
17. Software in Intranet as well as internet enabled

### System Requirements for ‘Time-Track WEB’: Recommended SERVER Configuration

Processor	Intel Xeon server Processor
Memory	2 GB or higher
Hard drive	20 GB free hard disk space
Operating System	Windows server 2003 Higher (32 bit)
Database	SQL 2005 or higher (32 bit)
other Requirements	DOT NET version 3.5, IIS (6.0 or higher), windows installer 3.5