

WORKFORCE MANAGEMENT



IS IT REQUIRED !

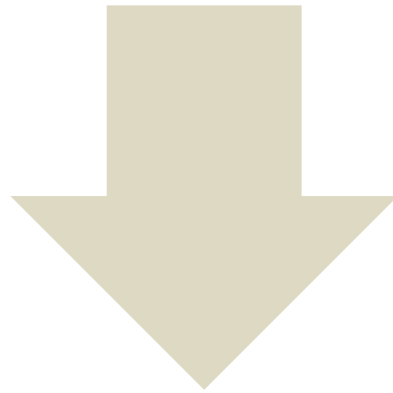


YES! WHY THE NEED..

- Control time abuse by employees (eliminates buddy punching)
- Centralize attendance rules across all locations
- Reduce daily hours spent in manual management of data
- Eliminates scope of manipulations during working hours
- Overtime hours calculation & management
- Manage leaves & weekly off working efficiently
- Can update information at a click of mouse
- Maintains transparency of records with employees
- Accurately calculates monthly payroll
- Accurate statutory deductions (PF, ESI, TDS, PT)
- Fast, efficient & accurate MIS reporting



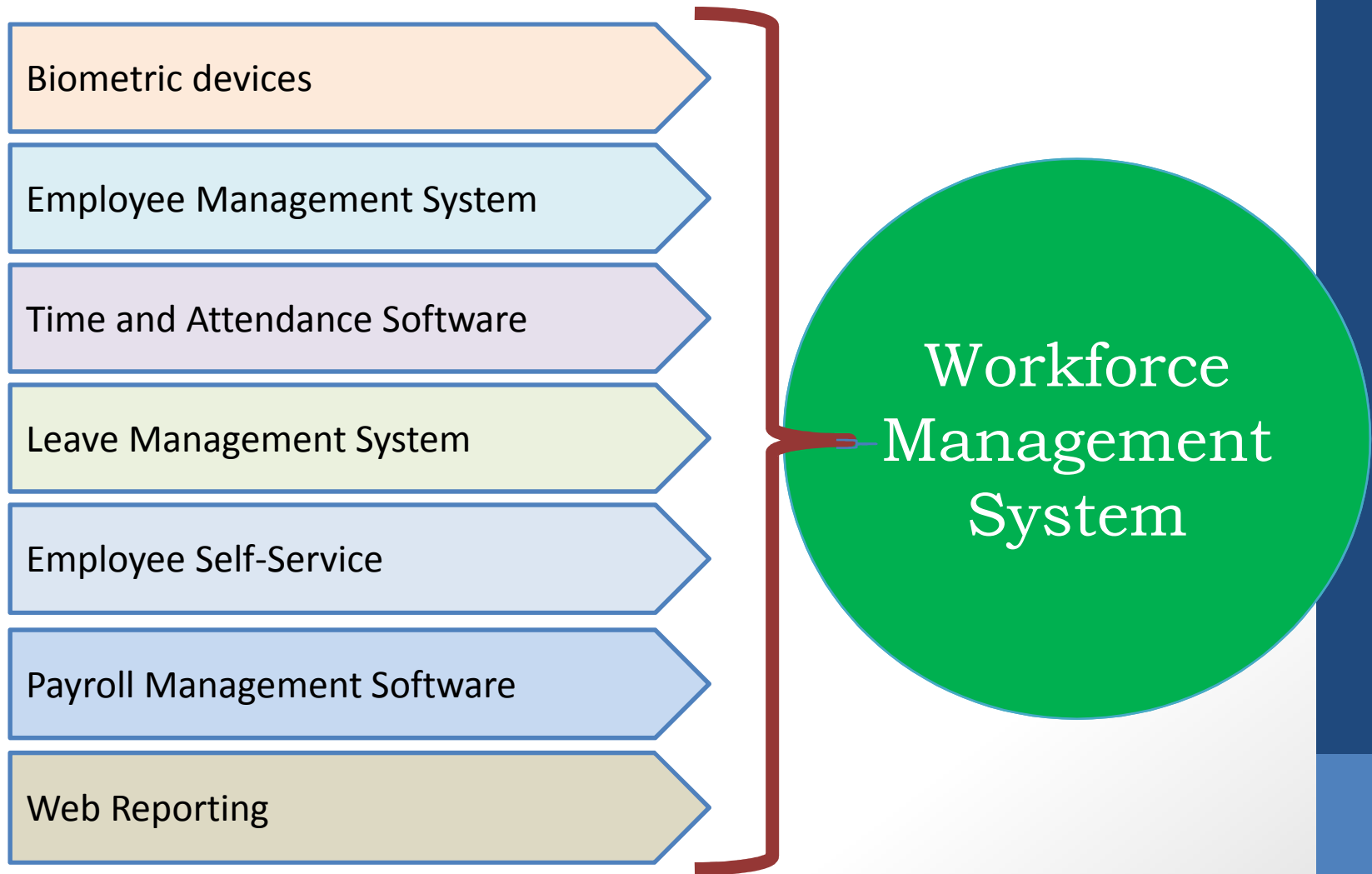
A GREAT SOLUTION



TIMElabs
PROFESSIONAL



SINGLE POINT - HR SOLUTION

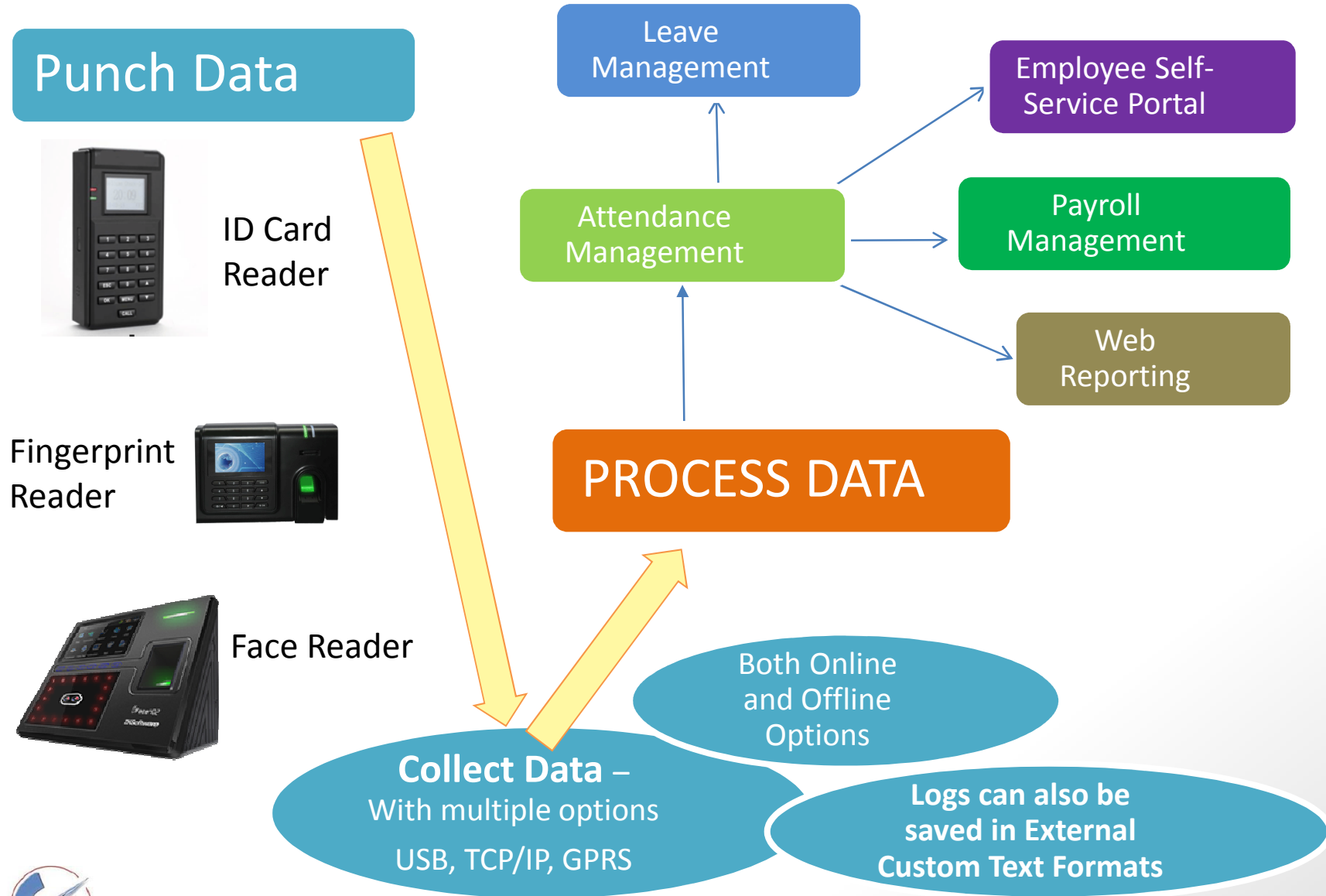


WHY TIMELABS !

- Web based solution – Anytime, anywhere access
- Comprehensive rules for time, OT, leave, weekly off working, compensatory off's etc.
- Multiple salary groups with definable formula's
- Auto calculation of Salary based on pay days along with statutory deductions (PF, ESI, TDS, PT)
- Customizable pay slip components. Email pay-slips
- Complete integration with employee & manager self service portal
- Completely secured and scalable solution
- Precise, accurate and extensive reporting
- Customization can be done (if required) to meet specific requirements



HOW IT WORKS !



MODULES AS REQUIRED

- Employee Management
- Time & Attendance
- Leave Management
- Payroll Management
- Employee Self Service
- Web Reporting
- Integrated SMS Gateway



EMPLOYEE MANAGEMENT

Allows HR to manage following employee information

- Personal
- Official
- Address
- Education – Basic / Technical
- Family
- Account
- Identity Proofs – Passport / Driving License etc.
- Emergency Contacts
- Reference
- Confirmation
- Experience Details
- *E-Docs Module can be added to manage employee documents*



BASIC EMPLOYEE INFORMATION

General Details ^

Select Branch:* <input type="text" value="Demo_RO"/>	Select Department:* <input type="text" value="Accounts"/>
Select Employee Group:* <input type="text" value="Default Employee Group"/>	Select Shift:* <input type="text" value="Default Shift"/>
<input type="checkbox"/> Is Branch Head	<input type="checkbox"/> Is Department Head

Employee Code:*

Employee Name:*

Father/Husband Name:

Date Of Birth:*

PAN No:

Designation:*

Gender: Male Female

Address Details ^

<p>Present Address</p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>PinCode: <input type="text"/></p> <p>Country: <input type="text" value="Select"/></p> <p>State: <input type="text" value="Select"/></p>	<p>Permanent Address</p> <p>Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>PinCode: <input type="text"/></p> <p>Country: <input type="text" value="Select"/></p> <p>State: <input type="text" value="Select"/></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contact Details ^

<p>Phone :</p> <p>Home : <input type="text"/></p> <p>Mobile No : <input type="text"/></p> <p>Work Phone : <input type="text"/></p> <p>Work Ext : <input type="text"/></p>	<p>Email</p> <p>Official Email: <input type="text"/></p> <p>Personal Email: <input type="text"/></p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------

Official Details ^

Date Of joining:* <input type="text" value="05/08/2015"/>	Date Of Retirement:* <input type="text"/>
Job Type:* <input type="text" value="FullTime"/>	Employment Type:* <input type="text" value="Permanent"/>
Calculate Salary From:* <input type="text"/> <input type="text"/> <small>(Once Time sheet data entered, this field can not be changed)</small>	
<input type="checkbox"/> Reporting Head 1 : <input type="text"/>	<input type="checkbox"/> Reporting Head 2 : <input type="text"/>



Employee's HR Details

Employee -> HR Details Set Default

HR Details Save Cancel

General Information

Employee Name*: Birender Singh Negi
 Blood Group: Marital Status:
 Anniversary Date: Spouse Name:
 Language Known: Nationality:

Confirmation Information

Confirmation Date: 01/11/2013 Confirm: YES NO
 Confirmation Remark:

Driving/Passport Information

Passport No: Passport Issue Date:
 Passport Expiry Date: Passport Issue Place:
 Driving Lic. No:

References

Reference 1:
 Reference 2:

Emergency Contact Details

Emergency Details 1 **Emergency Details 2**

Name: Name:
 Contact No: Contact No:
 Address: Address:

Qualification Details

Basic Qualification:
 Technical Qualification:

Experience Details

Update	Organization	Location	From-To Date	Experience	Designation	Last Salary Drawn	Remarks
No records to display.							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total experience : No Experience

Family Details

Update	Name	DOB	Relation
No records to display.			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Details

Update	Bank Name	Account Name	Account No	IFSC Code	Location/Branch	Active	Salary Account
No records to display.							

Custom Fields

Custom Field 1: Custom Field 6:
 Custom Field 2: Custom Field 7:
 Custom Field 3: Custom Field 8:
 Custom Field 4: Custom Field 9:
 Custom Field 5: Custom Field 10:

Save Cancel



Employee Details from ESS Portal

Dashboard
Self Service Menu
Quick Menu ▾
2014-15

Self Service Menu ▾

Personal Details
Official Details
Contact Details
Family Details
Account Details
Other Details
Experience Details

Existing Details

First Name : Ajay	DOB : 03/01/1979
Last Name : Naruka	PAN No. :
Father/Husband Name : Nitin Naruka	Official Email ID : ajay@gmail.com
Gender : Male	Personal Email ID : ajay@gmail.com

Personal Detail (Changes Requested)

First Name : <input type="text" value="Ajay"/>	DOB : <input type="text" value="03/01/1979"/> <small>(dd/MM/yyyy)</small>
Last Name : <input type="text" value="Naruka"/>	PAN NO. : <input type="text"/>
Father/Husband Name : <input type="text" value="Nitin Naruka"/>	Official Email : <input type="text" value="ajay@gmail.com"/>
Gender : <input type="text" value="Male"/>	Personal Email : <input type="text" value="ajay@gmail.com"/>
Remarks : <input style="width: 100%;" type="text"/>	

Note : Changes are submitted to HR department. subject to submission of documents and subsequent approval.

Payroll Details ▾

- > Salary Details
- > Advances & Loan
- > Salary Register
- > IT Declaration
- > Reimbursement
- > Asset List



TIME & ATTENDANCE

This is the CORE module of Timelabs integrated with Employee information & devices added in the system. This module allows you to,

1. Create and manage time policy – Rules for IN/OUT time
2. Late arrival rules
3. Grace time rules
4. Early and late by rules
5. Week rules – Define weekly off's
6. Overtime rules – specify rules for overtime
7. Shift management – Shift rosters & Shift scheduling
8. Annual company's holiday calendar



Attendance Policies

TIMElabs Home Setup Employee Shifts Leaves TimeSheet E-Docs Tools Report

Day Summary : 18/06/2014

Branch : AASA

Department : Accounts

Late Arrivals

Department	Code	OverTime Policy	ignation	Shift Start Time	In Time	Late By (Min)
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					

Absents

Department	Code	Name	Designation
No records to display.			

Early Departure of Previous Day

Department	Code	Name	Designation	Shift End Time	OutTime	Early By (Min)
No records to display.						

Upcoming Birthdays

Employee Name	DOB
No records to display.	

Setup -> Shift

Add New Shift

Shift Details

Shift Name: [] Short Name: []

Punch Start Time: 00:00 (In 24 Hours Format)

Timing Details

Shift Begin Time: 00:00 (In 24 Hours Format)

Shift End Time: 00:00 (In 24 Hours Format)

Shift Duration: 0 (In Minutes) 0 (In Hours)

Work Duration: 0 (In Minutes) 0 (In Hours)

Break Applicable

Break Begin Time: 00:00 (In 24 Hours Format)

Break End Time: 00:00 (In 24 Hours Format)

Break Duration: 0 (Minutes)

Minimum Working Hours to deduct break: 0 (Minutes)

Remarks

Setup -> Time Policy

Add New Time Policy

Time Policy Details

Policy Name: [] Short Name: []

Working hours per day calculation: Last OutTime - First InTime Sum of All (OutTime - InTime)

Time allowed for late entry (Grace Time)

Grace Time Applicable

Grace Time: 0 (Minutes)

Late Arrival Options

If Late Arrival > Grace Time, Mark as holiday.

Only Mark Late Arrival

If New Limit of Late Arrival exceed, Mark leave for [] (Days)

New Limit of Late Arrival: 0 (Days) (0 means no limit)

Remarks

Setup -> OverTime Policy

Add New OT Policy

OverTime Policy Details

Policy Name: [] Short Name: []

Over Time Applicable

OT Calculation: OUPunch - Shift EndTime Total Duration - Shift Working Hours Early Coming + Late Going

Time before OT Starts: [] (In Minutes)

OT Standard: [] (In Minutes) 0 (In Hours)

Remarks

Add New Week Policy

Week Policy Details

Policy Name * [] Short Name * []

Week Days 5 [] Week Starts On Monday

Week Off Details

Weekly Off1 Sunday []

Weekly Off2 Select []

Week Off BG []

Partial Day Details

Partial Day Select []

PD BeginTime 00:00 PD EndTime 00:00

PD Duration 0 (In Minutes) 0 (In Hours) Partial Day BG []

Weekly Off - Working Applicable

Minimum Hours for Weekly Off Working 0 (In Minutes) 0 (In Hours)

Mark Half Day if Working Hours Upto 0 (In Minutes) 0 (In Hours)

Mark Full Day if Working Hours > 0 (In Minutes) 0 (In Hours)



LEAVE MANAGEMENT

Leave management module provides options to manage leave structure / policy as applicable in organisation

Define Leave Structure

Allotment of Leaves

Managing Leaves

Monthly Leave Adjustments



TimelabsPro

fileserv:8585/tp/Main/Home.aspx

Support | Send Mail | Help | License | User Page | Change Password | Logout

KIM FUTURE VISION SERVICES LIMITED
Financial Year : 201415
Current User : kd

Home Setup Employee Shifts Leaves TimeSheet E-Docs Tools Report

Home

Day Summary : 10/06/2014

Branch : AARA

Department : Accounts

Leave Allotment
Manage Leaves
Leave Adjustment

Set Default

June 2014

S	M	T	W	T	F	S
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

Late Arrivals

Department	Code	Name	Designation	Shift Start Time	In Time	Late By (Mins)
No records to display.						

Absents

Department	Code	Name
No records to display.		

Early Departure of Previous Day

Department	Code	Name	Designation	Shift
No records to display.				

Leave Applications - Mozilla Firefox

fileserv:8585/tp/Employee/LeaveDetails.aspx?id=10&id=516

Leave Approval :

Employee Details

Name : Aaridhyan
Branch : JASPUR
Designation : PEON

Code : 10218
Department : Housekeeping
DOB : 01/04/2013

Leave Details

Category : General Leave
For : Full Day

Date Range

From : 10/06/2014 To : 10/06/2014 Duration : 1 day(s) Shift : 09:30-17:30

Date	Day	TimeEntry	Desc	Granted
10/06/2014	Tuesday		WorkDay	

Leave Adjustment

Adjust with Paid leaves
 Restrict adjusted leaves on monthly limit

Leave Type	Month Limit	Already Adjusted in Month	Available	Adjust
COMPENSATORY OFF -FD	0.00	0.00	1.00	0.0
Temp Leave -FD	1.00	0.00	7.40	0.0

Remarks

Updated On : 10/06/2014

Comments :

Save Close

TimelabsPro

fileserv:8585/tp/Employee/AllotCO.aspx

Home Setup Employee Shifts Leaves TimeSheet E-Docs

Leaves -> Employee Leave Allotment

Filter Employee List

Select Branch: AARA

Employee Group: ALL

Leave Allotment

Leave Category : Paid Leave Compensatory Off

Export Excel Import Excel

New Allotment Already Alloted

Paid Leave Type
CASUAL LEAVE

Default WEF Date
10/06/2014 Set

Default Open Balance
0.00 Set

(Default wef date and Opening balance will be set only for selected employees)

Employee Name - ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SELECT ALL Allot CASUAL LEAVE

S.No.	Select	Employee Code	Employee Name	Designation	Calc Salary From Date	TS Locked Upto	WEF Date (dd/MM/yyyy)	Open Balance
No Records found.								



Paid Leave Rules

Add New Leave Policy

Leave Details

Leave Name:* Leave Code:*

Leave Type:* Allow Users to Apply Leaves
 ** 1 Pay Leave Consume For 1 day Leave Available For HalfDay Leave

Rules for Accrued Leave: None
 Fixed Days
 Attendance/Performance Basis, 1 PL:-

Max Leave Can be availed:* in a Month (0 means no limit)

Leaves can be availed from: Auto Allot Leave on pro-rata basis

Leave Encash/Reimburse Allow MinLimit : MaxLimit :

Carry Forward Options

CF Options Available:

- Carry Forward Balance to next year
- Carry Forward Max Limit given below & Lapse Remaining
- Carry Forward Max Limit given below & Reimburse Remaining
- Reimburse all at the end of Year
- Reimburse Max Limit given below & Lapse Remaining
- Reimburse Max Limit given below & Carry Forward Remaining
- Lapse at the end of Year

Maximum Limit:* Days

Comp Off Leave Rules

Add New CO Policy

Policy Name:* Policy Code:*

Compensatory Off Type:* Weekly Off Type:*

Day Limit:* (0 means no limit) Max Limit:* In a Month (0 means no limit)

Max CO Accumulation Limit:

Full Day Min. Working: * In Minutes * In Hours Half Day Min. Working: * In Minutes * In Hours

Grace Time: * In Minutes If intime > Shift Start Time, Count as late


Remarks:



PAYROLL MANAGEMENT

- User defined salary heads
- Flexible salary structure (with formula editor)
- Statutory deductions (PF, ESI, PT, TDS)
- Leave encashment & overtime rules as per salary structure
- Provision for Ad-hoc monthly earnings / deductions
- Import / Export from Excel
- Manage monthly advances & loans with auto debit
- Auto calculation of salary based on pay days input
- Assets & reimbursements management
- IT declaration management
- Salary Register – Monthly / Pay period based
- Bank Transfer / NEFT statements can be prepared
- Full and Final settlement (F&F)
- Pay slip generation – Print / Email (integrated with ESS)
- Charts & reports



Customer id:

Username:

Password:

[Forgot Password ?](#)

Payroll data is automatically calculated with 100% accuracy- taking into account breaks, overtime, lateness and absence within contract hours.

The more business a man has to do, the more he is able to accomplish, for he learns to economize his time

Select Financial Year

List of Companies		
Company Name	Payroll Apply From	Action
Demo Company P Ltd	Not Applied	<input type="button" value="Apply"/>



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Ltd

TimelabsPro - Mozilla Firefox

localhost/TimelabsPro/Payroll/Setup/PRSettings.aspx?mstpop=1&id=3

Save Cancel

Payroll Configuration

Payroll Applicable From

Month/Year: Jun/2013

General Settings

Salary is paid on every month: 7

Last Month of submitting investment proofs: January

Appraisal Duration (in months): 12

Net Salary Options

Round off: None

Nearest Rupee

Nearest Ten Rupees

Higher Rupee

Higher Ten Rupees

Statutory Settings

PF Apply From:

PF No:

ESI Apply From:

ESI No:

PT Apply From:

TDS Apply From:

Bonus Applicable: Yes No

Gratuity Applicable: Yes No

The more business a man has to do, the more he is able to accomplish, for he learns to economize his time

Select Financial Year

2013-14

List of Companies

Company Name	Payroll Apply From	Action
Demo Company P Ltd	01/06/2013	Select >

Payroll Applicable From

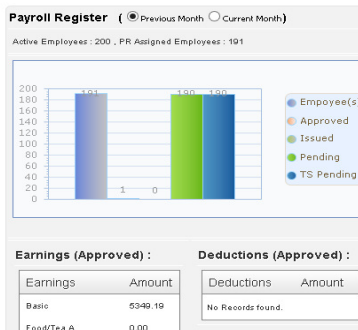
April, 2015

Upcoming Birthdays

Employee	Branch	DOB
Viplav Singh	SDA	6 Aug
Akanksha Grover	Cluster	6 Aug
Jeetu Singh	CAG	8 Aug
Rampal Singh	Central Demo-2	10 Aug
Yadav	Floor	
Ludky Mehra	Meera Bagh	11 Aug
Jyoti Chand	Dwarka	15 Aug
Mohd Imran	Indrapuram	16 Aug
Rachna	DLF Phase 1	17 Aug
Goxwami		

Appraisal Due

Name	Code	Branch	Due On
No Records found.			



Employee Payroll Settings

Salary Group : Assistant - Full time

PF

PF Apply : Yes No PF Type : Slab Rates 0.00
 PF No : 54657565 Include Employer Share in PF Deduction

ESI

ESI Apply : Yes No
 ESI No : 5875525 Include Employer Share in ESI Deduction

TDS

TDS Apply : Yes No PAN No : CYIPK1250Q

General Settings

Salary Payment Mode : Cash Cheque Bank Transfer NEFT
 Appraisal Duration : 12 (in months)

Remarks :

Save Close

Calculate TDS

Save Close

Month : July

SELECT ALL

Select	Employee	Total Income	Declarations / Exemptions	TDS Calculations	TDS
<input checked="" type="checkbox"/>	Code: ADPL237 Name: Amit Shama CalcSal From: 23/11/2013 DOB: 25/07/1982 DOJ: 23/11/2013 Category: Other PAN:	Earned: 61830.00 Current: 20610.00 Projected: 164880 Other Income: 0.00	Chapte6A-80C: 0.00 Chapte6A-Other: 0.00 HRA Exemption: 0.00 Section16: 0.00 Exemptions: 0.00 Others: 0.00	Taxable Income: 247320.00 Tax Payable: 0.00 Already Paid: 0.00 TDS Bal: 0.00	Months: 9 TDS/Month EMI: 0.00 TDS: 0.00
<input type="checkbox"/>	Code: ADPL313 Name: Harshul Thareja CalcSal From: 01/07/2014 DOB: 26/11/1991	Earned: 46000.00 Current: 15000.00 Projected: 120000 Other Income: 0.00	Chapte6A-80C: 0.00 Chapte6A-Other: 0.00 HRA Exemption: 0.00	Taxable Income: 180000.00 Tax Payable: 0.00 Already Paid: 0.00 TDS Bal: 0.00	Months: 9 TDS/Month EMI: 0.00 TDS: 0.00

Process -> Issue PaySlip

Filter List On

Branch: ALL Select Department: ALL
 Salary Group: ALL Month: Jun-2015
 Employee Code: Search Refresh

Issue Mode : Cash Cheque Bank Transfer NEFT

Total Records : 2

Approved (Not Issued)

Issued Salary Slips

SELECT ALL Show Employees with all Payment Mode

Cash Issue

Select	Code	Name	Amount	Issue Date	Remarks
<input type="checkbox"/>	ADPL336	Kishore Pandit	1594.00		
<input type="checkbox"/>	ADPL425	Rishabh	1711.00		



Export To Excel Bulk Update Increment Mode Change Salary Group Statutory Deductions

- Select Employee
- Abhishek Kumar
 - Aditi Vijay
 - Aikta Singh
 - Akanksha Grover
 - Amit Chand
 - Amit Kumar Jha
 - Amit Sharma
 - Anil Kumar
 - Anjubala Joshi
 - Ankit
 - Ankush Kashyap
 - Arijun
 - Arvind Kamti
 - Ayan Ranjan
 - Ashok Kumar Mehta
 - Avinash Kumar
 - Ayushi Sugandhi
 - Babita Kumari
 - Balbir Singh
 - Bijay Kumar Maithi
 - Birender Singh Negi
 - Charanjit Grewal
 - Chamjeet Singh
 - Chetna Mehta
 - Omnu Sharma
 - Deepak Sharma
 - Deepika Charan
 - Deepika Goel
 - Dhan Prakash Singh
 - Dhara Mehta

Code : ADPL027 Name : Abhishek Kumar
 Designation : Senior Dental Assistant Calc Salary From : 01/02/2014

Previous Salary Details

WEF Date	To Date	Gross Salary	Total Earnings	Total Deductions	Remarks	View
No Records found.						

Current Salary Details

Salary Group : Assistant - Full time Group Type : Open Gross Salary/Components

Gross Salary = Sum of Earning Heads

WEF Date: 01/04/2015 Next Appraisal Date: 01/04/2016

Gross Salary: 13,500.00 Salary Slip Up To: 30/06/2015

Earnings :

Component	Calc Basis	Calc As	Amount
Basic	Pay Days - Monthly	50.00% of Gross	6,750.00
Washing AL	Pay Days - Monthly	Open	500.00
Food/Tea A	Pay Days - Monthly	Open	750.00
Other All	Pay Days - Monthly	Formula - (GROSS) * ((Basic) + (Food/Tea A) + (Travelling Allowance) + (Washing AL))	
Travelling Allowance	Pay Days - Monthly	Open	

Process -> Monthly Salary Register

Filter Employee List

Total E

Select Branch: Central Demo- 1Floor Select Department: Marketing

Salary Group: ALL Employee Code:

Select Month: Jul-2015 Select Status: Pending

View Mode: Summary Detailed

Search Refresh

Advances EMIs Leave Encashment Calculate TDS Selected Re-Calculate Selected Approve Selected

SELECT ALL Total Records : 6 Pay Period - 01/07/2015 to 31/07/2015 Show Employee with negative net payable amount

Select	Status	Code	Name	Month Days	Pay Days	Gross Salary	Gross Earnings	Gross Deductions	Net Payable	Access Amount	Action
<input type="checkbox"/>	Pending	ADPL237	Amit Sharma	31	31.00	20610.00	20,610.00	1,237.00	19,373.00	0	
<input type="checkbox"/>	Pending	ADPL313	Harshul Thareja	31	31.00	16000.00	15,000.00	1,163.00	13,837.00	0	
<input type="checkbox"/>	Pending	ADPL022	Neha Bahukhandi	31	31.00	21900.00	21,900.00	1,314.00	20,586.00	0	
<input type="checkbox"/>	Pending	ADPL087	Pankaj Khurana	31	31.00	76317.00	76,317.00	0.00	76,317.00	0	
<input type="checkbox"/>	Pending	ADPL132	Priyanka Sharma	31	31.00	16000.00	15,000.00	1,163.00	13,837.00	0	
<input type="checkbox"/>	Pending	ADPL428	Sharad Kumar Srivastava	31	31.00	32000.00	32,000.00	0.00	32,000.00	0	

TIMElabs Demo Company
 66 Ajmera Garden, Kings Road, Nirman Nagar, Jaipur-302019
 Pay Slip for the Month of April - 2014
 Print Date : 13/07/2015
 Fin Year : 2014-15

Employee Code	1548	Employee Name	Emp 2	Designation	Software Developer
Father Name	Kumar Malhotra	Department	HR Department	Branch	Demo Company_RO
	25071989				

Earning Heads	Amount (Rs.)	Deduction Heads	Amount (Rs.)	Attendance/Leaves
Basic	11666.67	Security	280.00	Month Days 30
Dearness Allowance	4666.67	Advance	2000.00	Salary Days 28.00
House Rent Allowance	3500.00	Loan	1500.00	Presents Days 23.00
Other	2566.67	PF	1638.00	OT Hours 10.00
Transport Allowance	930.00	ESI	443.00	
OverTime	520.00	PT	80.00	
OverTime	260.42			
Leave Encash	420.00			
Arrear	1200.00			
Total (A)	25730.43	Total (B)	5941.00	

Net Earnings (A-B) Rs. 19789.43
 Net Earnings (In Words) Rupees Nineteen Thousand Seven Hundred Eighty Nine and Forty Three Paise Only

Authorized Signatory

Receiver's Signature



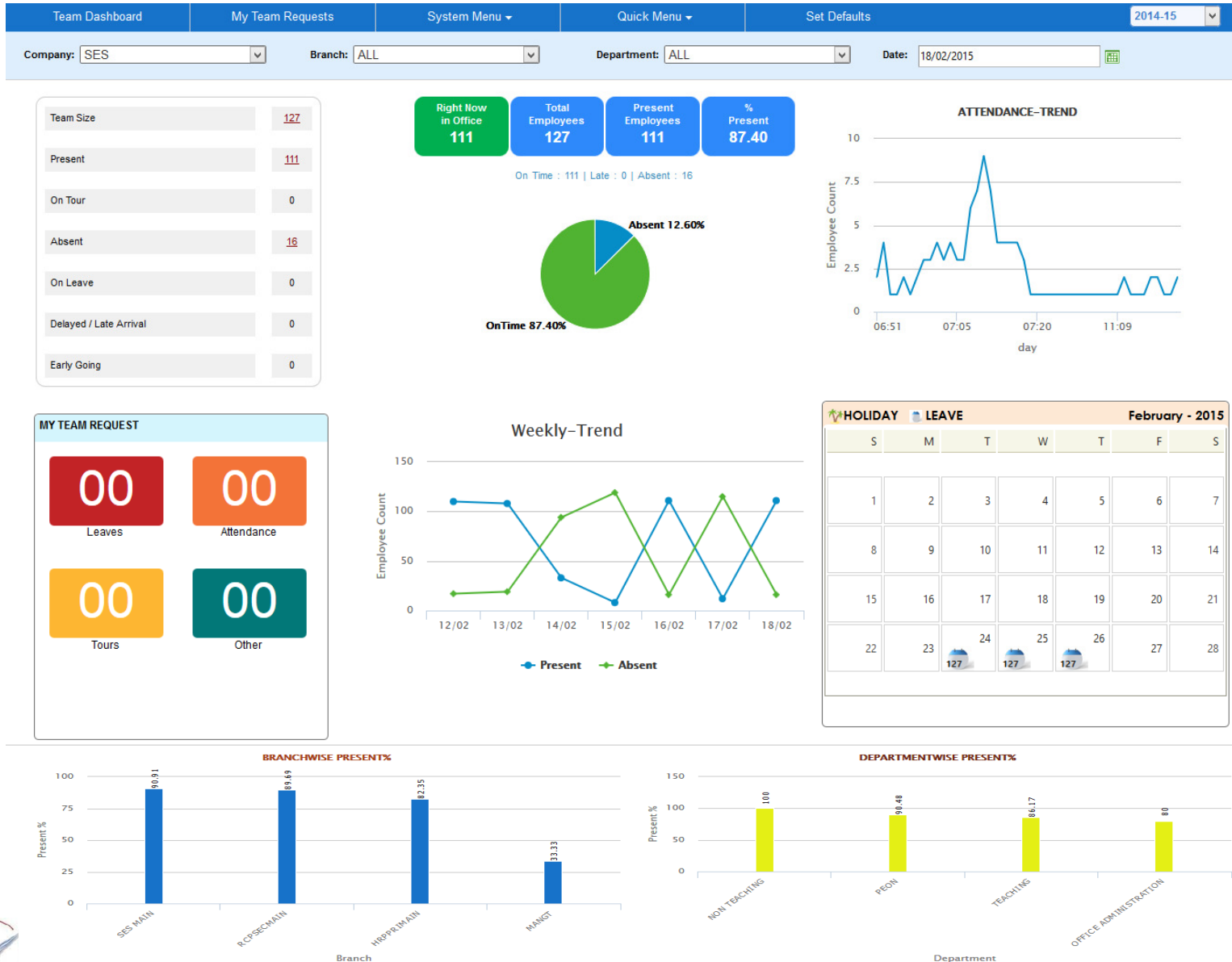
EMPLOYEE SELF SERVICE

Employee Self Service Portal or ESS is an online tool that integrates with Timelabs to provide employees a complete view about their attendance, leaves, salary details and payslips.

- Employee can view their Attendance / Leave / Payslips
- Employee can view /apply leaves, send tour requests & submit IT declarations online
- Reporting Managers can review the requests from their teams & update the system by approving / rejecting a request
- Reduces load on HR team
- Creates transparency of records in HR with employees
- Make Employee accountable for their attendance & leaves



SYSTEM USER DASHBOARD

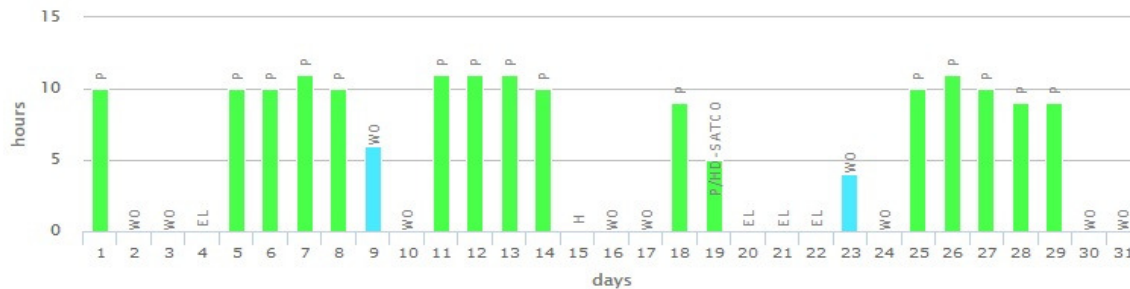


EMPLOYEE DASHBOARD



My Performance

Aug-2014



Working Days	20.00
Weekly Off / Holidays	11
Present	15.50
Absents	0.00
Leaves	4
Comp Off	0.50
Late By (mins)	41
Early By (mins)	171

Leave Balance

CL	12.00
PL	24.00
Other Leave	1.00

Planned Leaves / Holidays

Date	Type	Duration
26/01/2015 (H)	Republic Day	1.00

My Pending Requests

03	Leaves
01	Attendance
02	Tour / BT
06	Others

Recent Updates

- 15/01/2015 15:54:00 **Leave**
Ajay Naruka
SL-Jan 14 2015 9:50:00-Jan 14 2015 10:50:00
Ram Charan Sharma
- 15/01/2015 15:53:00 **Leave Cancellation**
Ajay Naruka
Jan 16 2015 9:50:00-Jan 16 2015 10:50:00
Ram Charan Sharma
- 15/01/2015 15:51:00 **Leave**

News Updates

- 31/12/2014 **New!**
Testing of new ESS dashboard
- 12/07/2014
Time schedule Policy is Changed from 01/08/2014 to 31/12/2014.
- 12/07/2014
Define New Holiday Calendar for Company employee's. About More Details Please Contact HR Manager.
- 01/01/2014

Upcoming B'day / Work Anniversary

- 23 Jan **Birthday**
Rahul Patel (1413)
IT Department
Ajmer Branch
- 24 Jan **Anniversary**
Vardaram (1428)
2 Yrs



MANAGER'S DASHBOARD

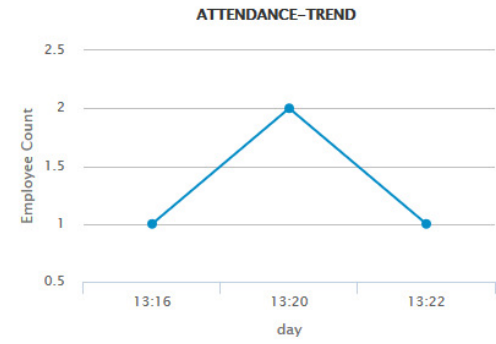
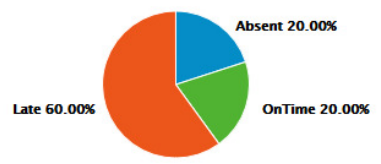
[Team Dashboard](#) |
 [Self Service Menu](#) |
 [My Team Requests](#) |
 [Quick Menu](#) |
 [Set Defaults](#) |
 2014-15

Company: |
 Branch: |
 Department: |
 Date:

Team Size	5
Present	4
On Tour	0
Absent	1
On Leave	0
Delayed / Late Arrival	3
Early Going	0

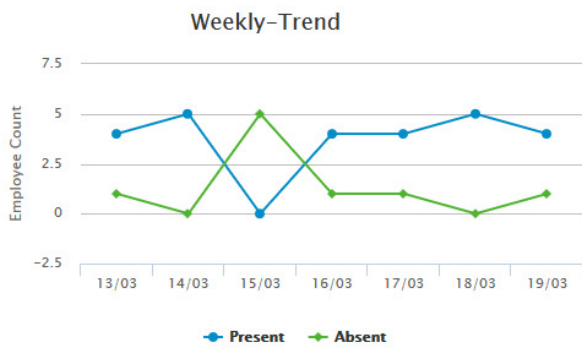
Right Now in Office: 4 |
 Total Employees: 5 |
 Present Employees: 4 |
 % Present: 80.0

On Time : 1 | Late : 3 | Absent : 1



MY TEAM REQUEST

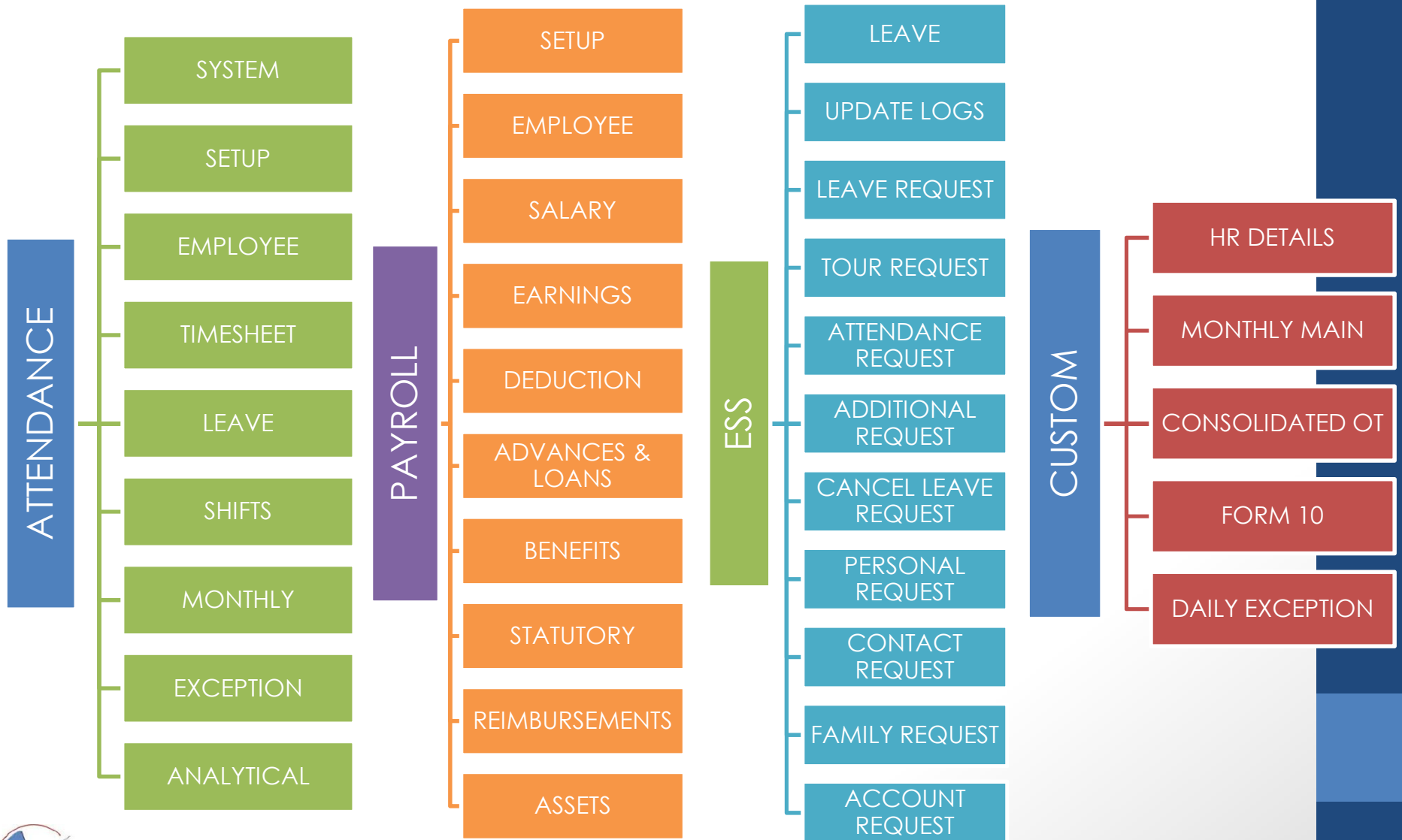
Leaves: 00	Attendance: 00
Tours: 01	Other: 00



HOLIDAY		LEAVE		March - 2015									
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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											



WEB REPORTING



CUSTOMIZE TO NEEDS

We value the needs
of our customers basis
which we customize
modules / add-on
features.



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