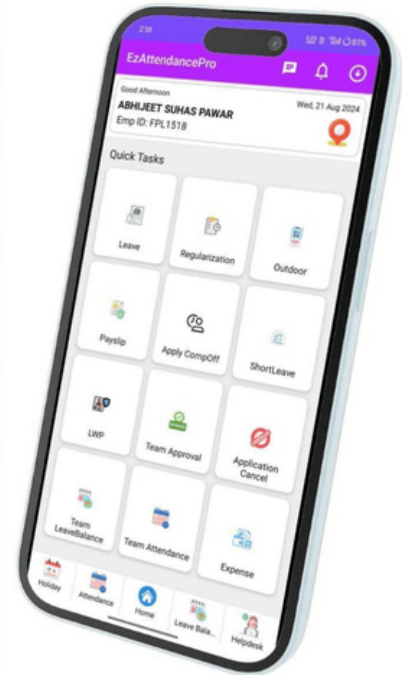


KEY-BENEFITS

Multi-Location & Multi-Company Support
Automated Attendance Processing
Seamless Integration with Biometric
Customizable Attendance Policies
Flexible Shift (Auto/Break/Flexi/Night)
Configurable Late/Early/Sandwich Rules
Overtime & Compensatory OffPolicy Configuration
Live Employee Headcount Monitoring
Women Safety Feature (Real-Time Premises Tracking)
Automated Email Alerts & Notifications
Comprehensive MIS Reports (Excel/PDF)



REPORTS

- ✓ Daily/Weekly/Monthly Attendance
- ✓ Attendance Summary Report
- ✓ Muster IN/OUT Report
- ✓ Location/Department-Based Attendance
- ✓ Shift Attendance Report
- ✓ Late Arrival Report
- ✓ Early Departure Report
- ✓ Overtime Report
- ✓ Today's Punch Report
- ✓ Employee Headcount Report
- ✓ Absent/Present Report
- ✓ Leave Balance Report
- ✓ Leave Register Report
- ✓ WFH/LWP/COFF Report
- ✓ Holiday Report
- ✓ Reporting Structure Report
- ✓ Biometric Log Report
- ✓ Custom Report Builder & More...



AttendanceandLeaveManagement Software is an advanced tool designed to streamline workforcemanagementbyautomating the tracking of employee attendance, leave requests, and approvals. This software integrates seamlessly with payroll systems, providing accurate and efficientprocessing,improvingproductivity, and enhancing employee satisfaction.

Real-Time Attendance Tracking

- Integration with biometric devices, RFID cards, and mobile apps.
- Real-time tracking of employee in-and-out times.
- Geo-fencing for remote workers or on-site employees.
- Support for flexible shifts, overtime, and break hours.

Employee Self-Service Portal

- Automated leave request and approval workflows.
- Customizable leave policies and accruals.
- Real-time leave balance updates.
- Notifications for pending approvals and upcoming leaves

Comprehensive Leave Management

- Employees can view attendance, apply for leave, and check approval status.
- Transparent leave balance and history display.
- Centralized communication for policy updates or changes.

Reporting and Analytics

- Detailed attendance reports for departments or individuals.
- Insights into absenteeism trends and leave patterns.
- Customizable dashboards for Advanced HR and management.
- Integration with payroll to ensure accurate salary processing.

PRE-REQUISITES

Server & Workstation Requirements

- ✓ Operating System: Windows 10 or Server 2016 & above
- ✓ Processor: Intel Core i5 or higher
- ✓ RAM: Minimum 8 GB & above
- ✓ Storage: 500 GB HDD
- ✓ Browser Compatibility: Chrome, Firefox, Safari
- ✓ Backend Database: MS SQL 2016 or above
- ✓ IIS Support: 7.0 & above

Mobile App Compatibility

- ✓ Platforms Supported: iOS, Android
- ✓ Cloud & On-Premises Options: Available

