

<b>8. Time attendance add on, shifts, leaves, self-service, overtime management</b>		
<b>Sl. No</b>	<b>Item Description</b>	<b>Item Specification</b>
1.	Accurate Tracking	The software should track absent, late, early leave, OT and worked hours
2.	Shift management	Should be able to manage the different types of shifts and help the organization to plan and schedule employee shifts without any complication
3.	Application rights	Role based access to information in the application like Admin, Manager, Employee
4.	Holiday and weekly off management	Should able to manage the different types of holidays like PH, RH and also weekly off like rotational or fixed off as per the organization policy.
5.	Manual punch	Allow the employees to update attendance in software after punching which requires the approval from manager.
6.	OT and CO Management	Should help the organization to define and configure overtime and compensatory off
7.	Demography	Visual assessment of performance via strong data visualizations
8.	Notifications	Email notifications for leave requests, approvals and rejection.