

10. Attendance Admin configurator		
Sl. No	Item Description	Item Specification
1.	Attendance tracking	Keeps track of attendance of the employees based on various events, such as shifts, late coming, early going, over time, permissions, holiday, weekly off's and on duty
2.	Attendance rules	Configures attendance to exactly fit your company requirements with a variety of rules for presence, absence, worked hours, overtime, compensatory off, late coming, early going, leave credits and leave debits and so on.
3.	Manual Entry of Attendance	In the event of the failure of the Employee to punch/swipe manually mark attendance. Manual punch approvals with privileges to cancel a pending request, reject approved requests and re-apply rejected requests.
4.	Attendance Authorization	<ol style="list-style-type: none"> 1. Post and Pre-Authorization of Attendance, such as Late coming and early going. 2. Late coming and early going approvals with privileges to cancel the pending request, reject approved requests and reapply rejected requests. 3. Approvals for Leaves debits, credits, encashment, manual punch, shift swap, late coming and early going
5.	Shift Management	Defines and manages flexible Shifts, rotational shifts, Calendar Shifts, Shift scheduling; also allow Employees to schedule their shifts using Shift swap and approve or deny it from any place and anytime
6.	Leave Management	<ol style="list-style-type: none"> 1. Defines the Leaves; configures the leave policy & rules for Leave types 2. Leave usage monitoring and balance enforcement 3. Leave credits requests and approvals 4. Leave approvals and notifications 5. Leave cancellation after submission, approval, reapply rejected leaves, and revoke cancelled leave 6. Advance Leave Credit requests and approvals
7.	Holiday & Weekly off Management	Defines the Holidays & Weekly Off's as per the Organization requirements and assign to Employees
8.	Overtime Management	<ol style="list-style-type: none"> 1. Calculates the extra worked hours of Employees based on the various business rules for OT Eligibility. Through an authorization screen accept/reject/change overtime worked hours. 2. Accumulate overtime worked hours of multiple days to create a compensatory off leave. 3. Compensatory Off/OT credit requests and approvals. 4. Leave encashment requests and approvals.
9.	Payroll Management	<ol style="list-style-type: none"> 1. Payroll configurations. 2. Automatic and manual Payroll Lock for every month. 3. Payroll Reporting.

10.	Extensive Reporting	<p>Extensive reports for analysis and decision making. Real-time customizable reports can be critical to the operation of any company, so when it comes to making important HR decisions, never is in the dark again.</p> <ol style="list-style-type: none"> 1. Multi-level filtering of report results, such as sorting, searching, group by column and conditional filtering. 2. Export reports to different file formats like PDF, CSV, excel and text. 3. Email reports to authorized personnel. 4. Hide/unhide report columns. 5. Print reports.
11.	Rich Informative Dashboard	<ol style="list-style-type: none"> 1. Summarizes the collections of relevant data on a single computer screen. 2 Easy monitor performance and is based on the latest information. 3. View dashboard data tied to a specified User. Display dashboard data dependent on the logged-in user. 4. Statistics of Attendance data based on various parameters. 5. Visual assessment of performance via strong data visualizations. 6. View Employee Attendance related parameters, such as presence, absence plotted in the calendar with colour indications. 7 Create Dynamic sections.
12.	Importing Attendance Details	<ol style="list-style-type: none"> 1. Bulk import Attendance data into the database, such as 2. Manual shift import. 3. Leave credit import
13.	Simple Querying via Drag & Drop interface	With simplistic drag and drop interface, filtering, sorting, adding, removing columns and conditional formatting reports can be generated
14.	Automate your reports	Automatically generate reports you need, as you need – Daily, Weekly, monthly, once in ‘N’ Days, Weeks, Months and deliver to your inbox in required formats like pdf, CSV, excel and text file
15.	Share the Reports	Report sharing for better decision making.
16.	Quick Access to Required Reports	Addition of reports as menu items for quick access.
17.	Folder Arrangements and Tree View Display	Group related reports can be grouped and placed under a folder. These folders will be displayed in a tree view format for easy searching and viewing.
18.	Multilevel Filtering	<ol style="list-style-type: none"> 1. Search Fields by filtering fields based on their Data types, such as text, number, date, time and summation. 2. Filtering the records by including condition, such as count filter and sorting the records.
19.	Dynamic Dashboard	Add the reports to the Dashboards and always see the latest metrics. Use a wide variety of charts to build insightful Dashboard.

20.	Delegation of Approval Rights	In case of absence/on leave of Manager, the manager can assign approval authorities to another authorized person using the Leave and manual punch approval parking feature. The selected person can be of a higher level or the same level.
21.	Multilevel Approvals	Set multilevel approval levels in the application for approval of a request. Multilevel approval is a chain of the approval process of a particular approval request. An approval request will be first sent to the first level approver for some configured number for days, if it is not acknowledged within those number of days it will be moved to the next level for approval and this process will be further continued till the request is acknowledged.
22.	Managing Users	<ol style="list-style-type: none"> 1. User type creation is defined to restrict access to information. Users are limited to access permissions depending upon User type. 2. With Attendance Management application, Employees can view and track their Attendance, regularize their attendance even from remote Location. 3. Managers can effectively manage and track their team attendance, thus minimize loss due to employee downtime. 4. HR can also effectively manage and track their Location / Department Employee's attendance.
23.	Attendance History	Have in-depth attendance history of all Employees.
24.	Notifications and Online Chatting	<ol style="list-style-type: none"> 1. Receive alerts/notifications on leaves approvals, leave status, manual punch approvals, and manual punch status. 2. Birthday and anniversary notifications of the day. 3. Send Birthday and anniversary wishes 4. Automated Birthday and anniversary video and greeting card sent to the celebrant. 5. Send and receive messages. 6. Instant chatting based on the Employees availability using the online chatting facility.
25.	Attendance Configurations	<p>Enable/ disable Attendance parameters like:</p> <ol style="list-style-type: none"> 1. Attendance data displayed on the Dashboard. 2. Enable/ disable tabs displayed for individual Employee type. 3. Enable/ disable filters to be displayed in the reports. 4. Enable/disable Leave applications to be rejected after approval, cancellation of approved leaves, request cancellation, approve rejected leaves, and reapply rejected leaves. 5. Enable/disable manual punch applications to be rejected after approval, cancellation of approved leaves, and request cancellation, approve rejected leaves, reapply rejected leaves. 6. Enable/disable request for cancellation of approved leave encashment application, leave credit requests, late coming and early going requests, Compensatory off / OT credit

		<p>requests and accumulation of OT hours for Compensatory off.</p> <p>7. And other configurations like email configurations, setting multilevel codes for escalation of approvals, approval parking settings, restricted holiday applicable dates, shift swap approval settings and more.</p> <p>8. Payroll configurations</p>
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