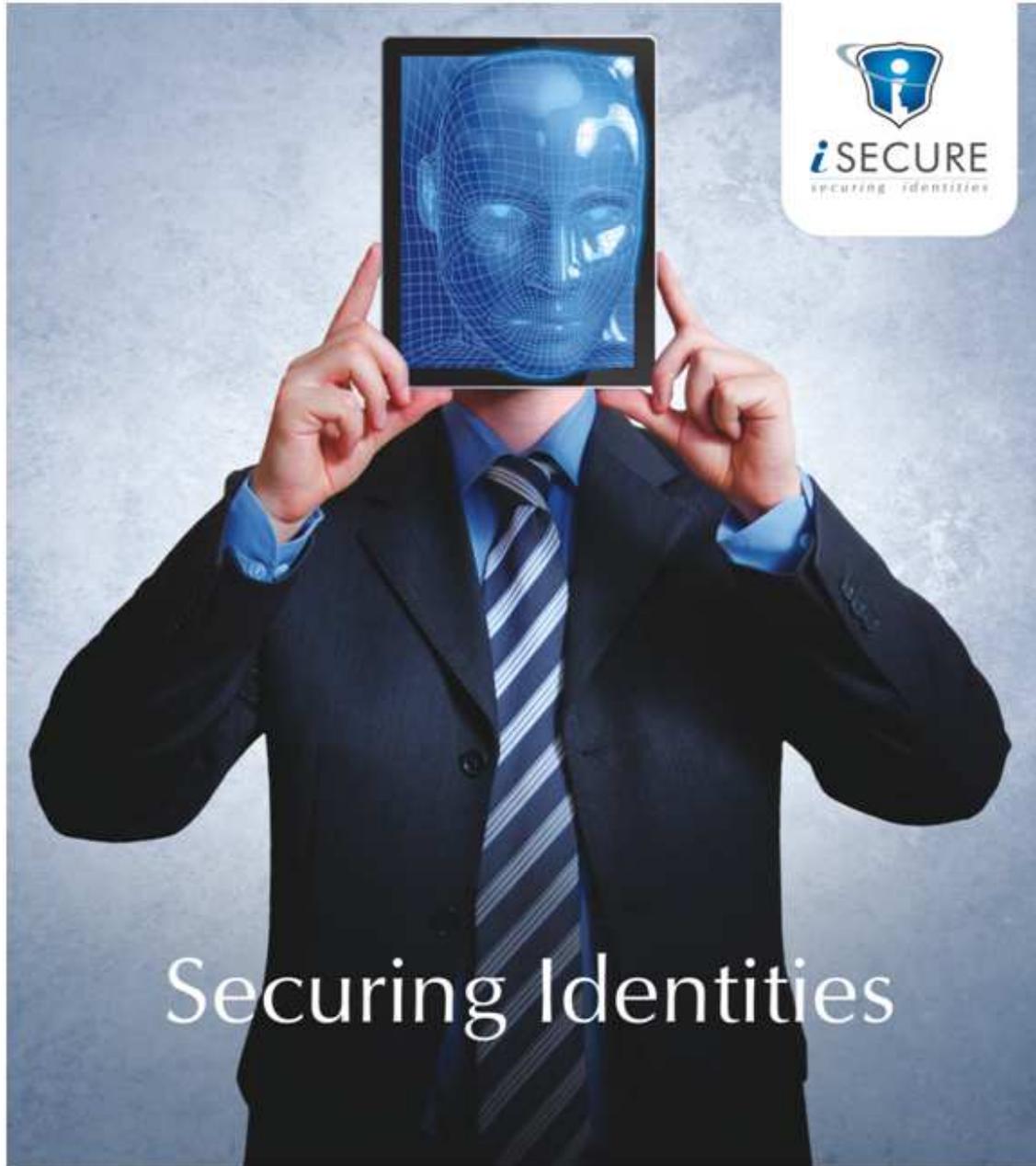


iSecure Time Attendance A&E Specification Document - Tender Specifications



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Application Version 1.0

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Security Shells Pvt. Ltd.
2nd Floor, 81/98, Bhusari Colony, Behind Café Coffee Day, Paud Road, Pune – 411038.

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iSecure Time Attendance System	
Sr. No.	Description
1	<p>Web based or client server architecture option available</p> <ul style="list-style-type: none"> - No limitation on employee login in case of time attendance system. - No need of client in case of web based architecture. - User can view his data/ can request for leave/OD/Tour simply by login in to application from provided URL itself. - In case of Client Server architecture user can request for leave/OD/Tour from any system in LAN where client application is installed.
2	<p>Add and manage multiple companies, locations, departments, designations.</p> <ul style="list-style-type: none"> - No limitation on adding companies and Locations
3	<p>Real time system, on the fly data processing for attendance calculation.</p>
4	<p>Sections: Group employees into different sections governed by Section Heads for better control.</p>
5	<p>Multi-user System with various roles and rights to operate system</p>
6	<p>Maintain Dynamic user hierarchy</p> <ul style="list-style-type: none"> - Super admin - Section admin - Hierarchy - Employee
7	<p>Employee Management: Admin or HR person can add employees. Each Employee master consists of following details.</p> <ul style="list-style-type: none"> - Company - Location - Department - Sub Department - Designation - Code & Name of Employee - Email ID - Address - DOB & DOL - Joining Date - Photograph - Gender

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8	<p>Multiple categories (attendance rules setting). Totally user defined settings.</p> <p>Punch Setting:</p> <ul style="list-style-type: none"> - User can define which punch should be consider for time calculation. - User can define maximum Hrs allowed for employee continuously. - Provides much flexibility in punch selection for time attendance calculation. <p>General Setting:</p> <ul style="list-style-type: none"> - Work Hrs settings: USer can define Min full day hrs and Min half day hrs. - Check IN time Setting: User can set punch time as a check in time User can set overwrite Shift In time as check In time - Application can Ignore punches with difference of less than specified time. (Time is user defined) - Application should round up work hrs to the nearest, Before and Next level. User can set the time slot. - User can set Compesation off setting as Min work hrs applicable for comp off and min extra hrs applicable for comp off. Also user can set no of comp off in a month. - User can set Weekly Off in between absent days set as Absent. - User can set Holiday in between absent days set as Absent. <p>Over time & Late/Early Setting:</p> <ul style="list-style-type: none"> - User can set Overtime Starts After time - User can define Min OT hrs after Shift and Min OT hrs before Shift - Based on setting User can Consider OT for work on Wkly Off and Consider OT for work on paid holiday. - User can set timing for late and early timing based upon company rules.
9	<p>Shift Management: Multiple shift structures can be created including night shift. Shift rosters i.e. rotational shift patterns can be created & assigned to the employees. Flexi Shifts</p>
10	<p>Intelligent and auto logic for night shift handling</p> <ul style="list-style-type: none"> - User can set IN-OUT mode in category so that the employee who continues shift till next day, the report should generate for shift start date.
11	<p>Supports more than 24 work hours using IN/OUT readers</p> <ul style="list-style-type: none"> - User can set two different reader for In and Out so that the entries from In reader should consider as IN and the entries from Out reader should consider as Out. - User can set the maximun hrs the employee can work continuously.
12	<p>Holidays: Single or multi-day holidays can be added.</p> <ul style="list-style-type: none"> - No limitation on adding holiday

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13	<p>Leave Management: Can maintain various leave rules as per organization policies.</p> <ul style="list-style-type: none"> - User can set the leave year - User can define leave code as per company policy like CI, SL, PL etc <p>Leave rule: User can set various rules as</p> <ul style="list-style-type: none"> - Max no of days allowed - Max days allowed at a time - Max no of times allowed - Min days allowed at a time/ half day allowed - Weekly Off in between leave days set as leave - Holiday in between leave days set as leave - User can set leave opening balance - User can send request to section head for leave sanction. <p>Leave Carry forwarded: Leaves will be carried forward from previous year balance. Leave Opening balance: User can difine leave opening balance.</p>
14	<p>Manual Punches: Facility to add manual punches has been provided for attendance adjustment.</p>
15	<p>Compensation Off: Comp-off can be given to an employee if he has worked on holiday/weekly-off day or on the basis of his extra working hours.</p> <ul style="list-style-type: none"> - User can set Compensation off setting as Min work hrs applicable for comp off and min extra hrs applicable for comp off. Also user can set no of comp off in a month.
16	<p>OD(Outdoor Entry): No of hrs can be defined to mark outdoor entry which means time utilized for official work outside office which gets added into the work hours.</p>
17	<p>Tour Entry: Tour entry can be added if the employee is outside for single/multiple days for official work.</p>
18	<p>Special Entry: This is a special feature provided where-in the admin can over-write the day status of an employee as present or half-day.</p>
19	<p>Overtime Request & Approval: Section head can request for bulk overtime approval of all employees under him which can be sanctioned by the authorized user.</p>
20	<p>User Hierarchy: There are 4 different user profiles in the system i.e. Admin,Section head, Hierarchy admin(Company,location,department or sub-department admin) and Employee.</p>
21	<p>Employee Login: Employee can log into the system & track his attendance & also apply & track status of various requests like manual punches, leave, tour, outdoor entry etc.</p>
22	<p>Online Request Management: E-mail can be configured to be sent for various requests like manual punches, leave etc. The authorized admin can also handle these requests online without logging in to the software & the employee is notified back by an e-mail about the request status.</p>
23	<p>Bulk import & export of employees provided. Application has facility of bulk import & export of data for following:</p> <ul style="list-style-type: none"> - Import master data - Import shift roaster - Import export employee data - Import leave opening balance <p>Application has standared format to import the data in a specific format.</p>

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24	<p>Can be integrated with access control & payroll software.</p> <ul style="list-style-type: none"> - Application has the open architecture and centralised data base so that other application like access control and payroll software can be integrated with Time attendance software. - With Access control software we can define specific reader for IN-OUT for attendance purpose. - The data received from Access control application should be processed in time attendance software and the processed the data can be use for payroll.
25	<p>Audit log for all actions against each user.</p> <ul style="list-style-type: none"> - Application has facility for audit log report this gives user details with company, date, time and location of login
26	<p>Attendance calculation analysis shown for support</p> <ul style="list-style-type: none"> - Attendance analysis gives punch details about previous day, current day and next day. - Report shows shift applied and category applied for the employee - Based upon settings anlysis report gives summary for day status, total work hrs, extra hrs,break time, late time and early time.
27	<p>Active directory integration</p>
28	<p>ERP report: The user can configure the report settings & generate report in any required format.</p> <ul style="list-style-type: none"> - User can set report for ERP as report header, date format, date seperator, field seperator and row terminator. - User can select the field required for ERP report just by drag-drop option. - User can add custom text field and can add column header

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29	<p>Wide range of Reports provided with various filtration options which can be exported to a number of formats like PDF, Excel etc.</p> <p>Following reports are available with Time attendance software:</p> <p>Monthly:</p> <ul style="list-style-type: none">- Employee attendance- Muster- Employee shift details <p>Graphical report:</p> <ul style="list-style-type: none">- Working hrs histogram- Attendance summary <p>Other reports:</p> <ul style="list-style-type: none">- Time card- IN OUT- Late Coming- Early Going- Continuous absentee- Continuous late coming- Continuous early going- Daily attendance- Tour- Special Entry- OD entry- Punch- Present in premises- Absent- Audit log- Leave register- Leave Balance- Leave request- Daily attendance analysis- Approved Overtime- Shift deviation- Comp off- Summary- Department wise summary- Attendance summary- Attendance report- Punch time- Monthly muster- ERP report
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