



# **iSecure Feature Document for Time Attendance**

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### Key Features:

- Web based or client server architecture option available
- Real time system, on the fly data processing for attendance calculation.
- Supports multiple companies and locations
- Multi-user System with various roles and rights to operate system
- Dynamic user hierarchy
- Multiple categories (attendance rules setting). Totally user defined settings.
- Auto shifts, rotational shifts, flexi shifts
- Intelligent and auto logic for night shift handling
- Supports more than 24 work hours using IN/OUT readers
- Overtime calculations, late/early time calculations
- Master data import/export
- Employee request module
- Auto emailing for various employee requests and actions
- Manual punches, Tour entry, Outdoor duty, Special entry
- Online leave module
- Comprehensive reporting
- Custom defined reports for integration with other system/ERP
- Attendance calculation analysis shown for support
- Audit log of the use of the system
- Active directory integration

### Benefits:

- Scalability
- Real Time Attendance
- Shift Management
- Intelligent Reporting
- Online Request Management
- Integration with Access Control & Other Systems

### Features List:

- Web based or client server architecture option available
- Add and manage multiple companies, locations, departments, designations.
- Real time system, on the fly data processing for attendance calculation.
- **Sections:** Group employees into different sections governed by Section Heads for better control.
- Multi-user System with various roles and rights to operate system
- Maintain Dynamic user hierarchy
- **Employee Management:** Admin or HR person can add employees. Various personal details like photograph, contact details etc. can be maintained.
- Multiple categories (attendance rules setting). Totally user defined settings.
- **Category:** A set of rules can be defined which consist of settings for full day hrs, half day hrs, punch, compensation off, overtime, late/early which can be applied to the employees.
- **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
- Intelligent and auto logic for night shift handling
- Supports more than 24 work hours using IN/OUT readers
- **Holidays:** Single or multi-day holidays can be added.

- **Leave Management:** Can maintain various leave codes as per organization policies like CL,SL,PL. Category-wise leave rules can be created which include settings like leave days allowed, accumulation days, treat in between holidays/weekly-off as leave etc.
- **Manual Punches:** Facility to add manual punches has been provided for attendance adjustment.
- **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
- **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.
- **Tour Entry:** Tour entry can be added if the employee is outside for single/multiple days for official work.
- **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.
- **Overtime Request & Approval:** Section head can request for bulk overtime approval of all employees under him which can be sanctioned by the authorized user.
- **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.
- **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.
- **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.
- Bulk import & export of employees provided.
- Bulk import of masters & shift rosters.
- Can be integrated with access control & payroll software.
- Audit log for all actions against each user.
- Attendance calculation analysis shown for support.

- Active directory integration
- **ERP report:** The user can configure the report settings & generate report in any required format.
- Wide range of Reports provided with various filtration options which can be exported to a number of formats like PDF, Excel etc.