



TIME TRACKER™

AVI TIME TRACKING SOLUTION

*An Enterprise Time Attendance
Payroll and HRMS Software*



POWERED BY



AVI INFOSYS L.L.C.
DEFINE ▶ DESIGN ▶ DEPLOY

TIME TRACKER – PRO

Significantly enhance office productivity in your company by installing the Time Tracker- PRO Time Attendance & Payroll Attendance System from AVI Infosys. Payroll management, in conjunction with time attendance, can be a complex activity in most organizations. In order to maintain an accurate record of employee attendance and their log in/log out time, the Payroll attendance System is a true and tested solution. The software not only manages the daily Time In and Time Out of employees but also facilitates payroll by producing various types of daily, weekly and monthly MIS reports. The software is fully integrated across the workforce management suite. It uses time clocks like proximity and biometrics to record the Time In of the employees. It then compares the actual Time-in with the schedule shift timing. At the end of a period, like a day, week, fortnight or a month, it runs a period end routine. This procedure helps to establish an accurate calculation of overtime and sickness value. The timing data evaluated is then presented to Payroll.

IT costing information is collected and automatically calculated as per your company's processes and policies. The data is then passed on to the Payroll System including the ex-gratia payment and commission wherever applicable.

AVI Infosys has many years of rich experience in designing, developing and successfully implementing end-to-end payroll solutions for organizations both large and small that are fully automated and literally run on auto-pilot. We will select the most appropriate hardware-software combination for your company and design a customized solution which we will refine and tweak when necessary.

TIME TRACKER- PRO SOFTWARE FEATURES

USER MANAGEMENT

- ✓ Make multiple users per company/branch/department/shift
- ✓ Access Rights Module to give different rights to different users

COMPANY / BRANCH / DIVISION/DEPARTMENT MANAGEMENT

Manage data of multiple companies, branches and departments

SHIFT MANAGEMENT

- ✓ Create multiple shifts per branch per day.
- ✓ Configure late arrival and overtime calculations
- ✓ Manage Lunch and Tea breaks timings.
- ✓ System can manage both day and night shifts.
- ✓ 24 Hours Shifts calculations also available

HOLIDAYS AND LEAVE MANAGEMENT

- ✓ Manage the information of all allowed HOLIDAYS per year.
- ✓ Manage Leave Applications given by employees, their approval or rejection status
- ✓ Assign allowed leaves to employees. Unpaid leaves will be deducted from salary.

EMPLOYEE MANAGEMENT

- ✓ Manage all details of each employee per department.
- ✓ Assign Shifts so created to employees.
- ✓ Manage Employee Transfer / Resignation
- ✓ Search Engine for all data of Employees.

PAYROLL CONFIGURATION

- ✓ Manage Allowances and Deductions
- ✓ Employee Salary Generation - Monthly / biweekly / weekly / daily / hourly
- ✓ Maintain required details of Transaction Year

MACHINE CONFIGURATION

- ✓ Active Monitoring - watch details of employee entering / exiting office directly on your screen
- ✓ Manage multiple machines in one software. TCP/IP and USB options also available

MANUAL ENTRY OF ATTENDANCE

- ✓ Manage attendance of employees who are out of office for office work by manual entry.
- ✓ Manage employee tour details





REPORTS GENERATED BY SYSTEM SOFTWARE

MASTER REPORTS

- Company / Branch / Department: Get list of all companies, branches and departments entered.
- Shift Master Report: Get list of all shifts generated per branch.
- Holiday and Leave Report: Get report of all holidays and leaves allowed.

DAILY ANALYTICAL REPORTS

These reports can be generated per company, per branch, per department, per shift, position or designation wise

- ✓ Daily Attendance Report of all employees of selected department and branch.
- ✓ Early Arrival Report: Lists all employees who come before shift starting time.
- ✓ Late Arrival Report: Lists all employees who come after shift starting time.
- ✓ Early Departure Report: Lists all employees who leave before shift ending time.
- ✓ Overtime Report: Lists all employees who leave after shift ending time.
- ✓ Daily Absence Report: List all absentees of the day.

MONTHLY ANALYTICAL REPORTS

These reports can be generated per company, per branch, per department, per shift, position or designation wise

- ✓ Monthly Attendance Summary
- ✓ Employee Summary Report
- ✓ Individual Employee Monthly Attendance Report
- ✓ Individual Department Monthly Attendance Report
- ✓ Detail Present Report with total overtime calculations

PAYROLL REPORTS

These reports can be generated per company, per branch, per department, per shift, position or designation wise

- ✓ Salary Package Report
- ✓ Permanent Employee Monthly Salary Report
- ✓ Monthly Salary Report of employees on Contract
- ✓ Bonus Details Report
- ✓ Bonus Summary Report
- ✓ Generation of Salary Slip in prescribed format
- ✓ Overtime Report
- ✓ Payable Summary
- ✓ Allowances and Deductions Master





REPORTS GENERATED BY SYSTEM SOFTWARE

SHIFT MASTER

ABSENCE REPORT

Emp. ID	Name	Date	Attendance	Day Type	Appl. Shift	Last Worked
000	SENTHIL NATHAN SETHU	04/03/2012	Absent	Working Day	SHIFT A	31/03/2012
		05/03/2012	Absent	Working Day	SHIFT A	
		07/03/2012	Absent	Working Day	SHIFT A	
		08/03/2012	Absent	Working Day	SHIFT A	
		13/03/2012	Absent	Working Day	SHIFT A	
		14/03/2012	Absent	Working Day	SHIFT A	
		15/03/2012	Absent	Working Day	SHIFT A	
		20/03/2012	Absent	Working Day	SHIFT A	
		21/03/2012	Absent	Working Day	SHIFT A	
		23/03/2012	Absent	Working Day	SHIFT A	
		27/03/2012	Absent	Working Day	SHIFT A	
		28/03/2012	Absent	Working Day	SHIFT A	
		29/03/2012	Absent	Working Day	SHIFT A	
003	RAJTHEJAN KANNAN CHAKR	04/03/2012	Absent	Working Day	SHIFT A	29/03/2012
		05/03/2012	Absent	Working Day	SHIFT A	
		08/03/2012	Absent	Working Day	SHIFT A	
		30/03/2012	Absent	Working Day	SHIFT A	
		31/03/2012	Absent	Working Day	SHIFT A	

BRANCH MASTER

DAILY ATTENDANCE REPORT

Date	Emp. ID	Name	In Time	Out Time	In Flag	Out Flag	Attendance	Day Type	Shift
04/03/2012	000	SENTHIL NATHAN SETHU	08:00	18:00	Y	N	Present	Working Day	Shift
05/03/2012	000	SENTHIL NATHAN SETHU	08:00	18:00	Y	N	Present	Working Day	Shift
07/03/2012	000	SENTHIL NATHAN SETHU	08:00	18:00	Y	N	Present	Working Day	Shift

EARLY GOING REPORT

Emp. ID	Name	Date	In Time	Out Time	In Flag	Out Flag	Early In	Shift
000	SENTHIL NATHAN SETHU	04/03/2012	07:45:00	18:00:00	Y	N	15	Shift
000	SENTHIL NATHAN SETHU	05/03/2012	07:45:00	18:00:00	Y	N	15	Shift
000	SENTHIL NATHAN SETHU	07/03/2012	07:45:00	18:00:00	Y	N	15	Shift

LATE COMING REPORT

Emp. ID	Name	Date	In Time	Out Time	In Flag	Out Flag	Late In	Shift
000	SENTHIL NATHAN SETHU	04/03/2012	08:15:00	18:00:00	Y	N	15	Shift
000	SENTHIL NATHAN SETHU	05/03/2012	08:15:00	18:00:00	Y	N	15	Shift
000	SENTHIL NATHAN SETHU	07/03/2012	08:15:00	18:00:00	Y	N	15	Shift

LEAVE APPLICATION REPORT

Emp. ID	Emp. Name	Department	Leave Type	Start Date	End Date	Reason	Approved
000	ZULFIYAR MAZDOOR	Administration	Leave	04/03/2012	08/03/2012		

LEAVE CARD REPORT

Emp. ID	Name	Department	Branch	Company
000	ZULFIYAR MAZDOOR	Administration	POWERBAR GULF LLC	AVI INFOSYS LLC

Accounted Date	Type	Leave Linked	Earned	Used	Remarks
05/03/2012	Sick Leave		10.00	0.00	Annual Entitlement
05/03/2012	Leave	Annual Vacation	30.00	0.00	Annual Entitlement
05/03/2012	Leave	Sick Leave (unpaid)	0.00	0.00	Annual Entitlement
05/03/2012	Leave	Emergency Leave	0.00	0.00	Annual Entitlement
04/03/2012	Leave	Sick Leave	0.00	3.00	Sick Leave

MONTHLY PAY SLIP

Avi Infosys LLC
Report Name: Leave Card Report
For Period: 04/03/2012 To 31/03/2012

Emp. ID	Emp. Name	Department	Branch	Company	Pay Date
000	ZULFIYAR MAZDOOR	Administration	POWERBAR GULF LLC	AVI INFOSYS LLC	31/03/2012

Salary Head	Earning	Deductions	Particulars	Company	Employee
BASIC	4100.00	0.00	Divrs	0.00	0.00
TOTAL	4100.00	0.00			

NET SALARY PAYABLE: 4100.00

MONTHLY SALARY SHEET

Emp. ID	Emp. Name	Days	Salary	Other	Total
000	ZULFIYAR MAZDOOR	30	4100.00	0.00	4100.00

OVER TIME REPORT

Emp. ID	Name	Date	Wk. Worked	Shift	OT Hours	Attendance	Day Type	Days Worked
000	ZULFIYAR MAZDOOR	04/03/2012	16.50	16.0	0.50	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	05/03/2012	16.70	16.0	0.70	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	07/03/2012	16.90	16.0	0.90	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	08/03/2012	17.10	16.0	1.10	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	13/03/2012	17.30	16.0	1.30	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	14/03/2012	17.50	16.0	1.50	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	15/03/2012	17.70	16.0	1.70	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	20/03/2012	17.90	16.0	1.90	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	21/03/2012	18.10	16.0	2.10	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	27/03/2012	18.30	16.0	2.30	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	28/03/2012	18.50	16.0	2.50	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	29/03/2012	18.70	16.0	2.70	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	30/03/2012	18.90	16.0	2.90	Present	Working Day	Shift
000	ZULFIYAR MAZDOOR	31/03/2012	19.10	16.0	3.10	Present	Working Day	Shift

SALARY REGISTER

Emp. ID	Name	Earnings	Allowances	Total
000	Zulfiyar Mazdoor	16250.00	16250.00	16250.00
116	Jahid Saeed	5500.00	5500.00	5500.00
116	Mehar Pasha	30000.00	30000.00	30000.00
3	Ahmed Shehania	27085.00	27085.00	27085.00
229	Valeh Sovatva	6000.00	6000.00	6000.00
33	Bashir Khan	900.00	900.00	900.00
155	Sudhar Abbas	1700.00	1700.00	1700.00
155	Sudhar Abbas	4750.00	4750.00	4750.00
224	Sanjay Tayade	800.00	800.00	800.00
214	Zubair Akram Kuttan Pillai	800.00	800.00	800.00

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