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
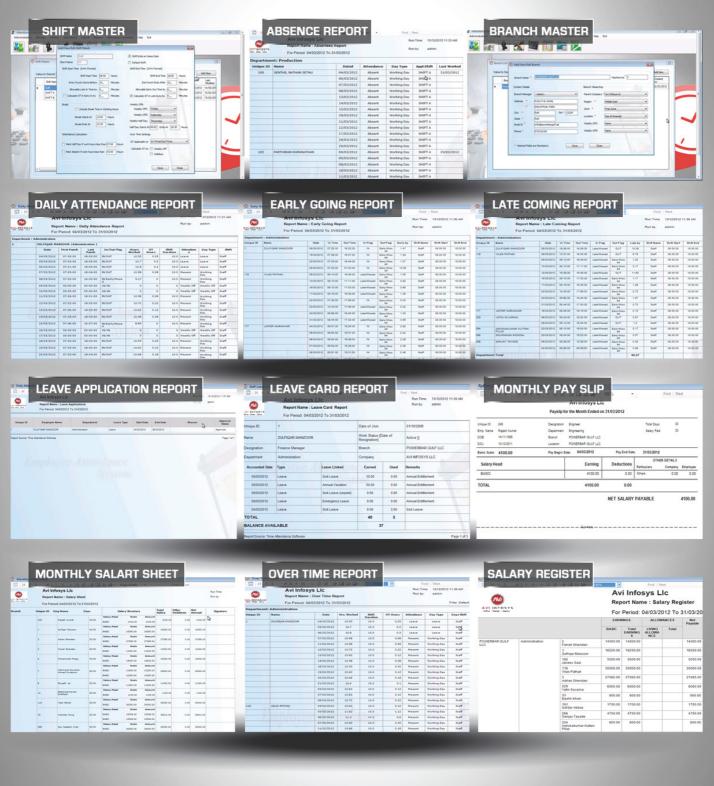- ✓ Allowances and Deductions Master

www.payrollsoftware.me

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REPORTS GENERATED BY SYSTEM SOFTWARE

SHIFT MASTER

ABSENCE REPORT

BRANCH MASTER

DAILY ATTENDANCE REPORT

EARLY GOING REPORT

LATE COMING REPORT

LEAVE APPLICATION REPORT

LEAVE CARD REPORT

MONTHLY PAY SLIP

MONTHLY SALART SHEET

OVER TIME REPORT

SALARY REGISTER

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