



## AutoATTENDANCE

AutoATTENDANCE is a biometric attendance tracking system that replaces the typical time clock used to track employee's attendance.

The system provides time and employee management capabilities in easy-to-understand, integrated options so employees, managers and administrators can interact with the system in a way that best suits their duties and work style. In doing so, it reduces the administrative burden on your staff while increasing employee productivity and morale through enhanced and transparent visibility. AutoATTENDANCE is also fully integrated with our AutoHRM system for processing of overtime payroll, leave monitoring and reviewing adherence to company policies during performance appraisals.

### The Incorporated Functionality Includes

#### 1. Attendance Capturing

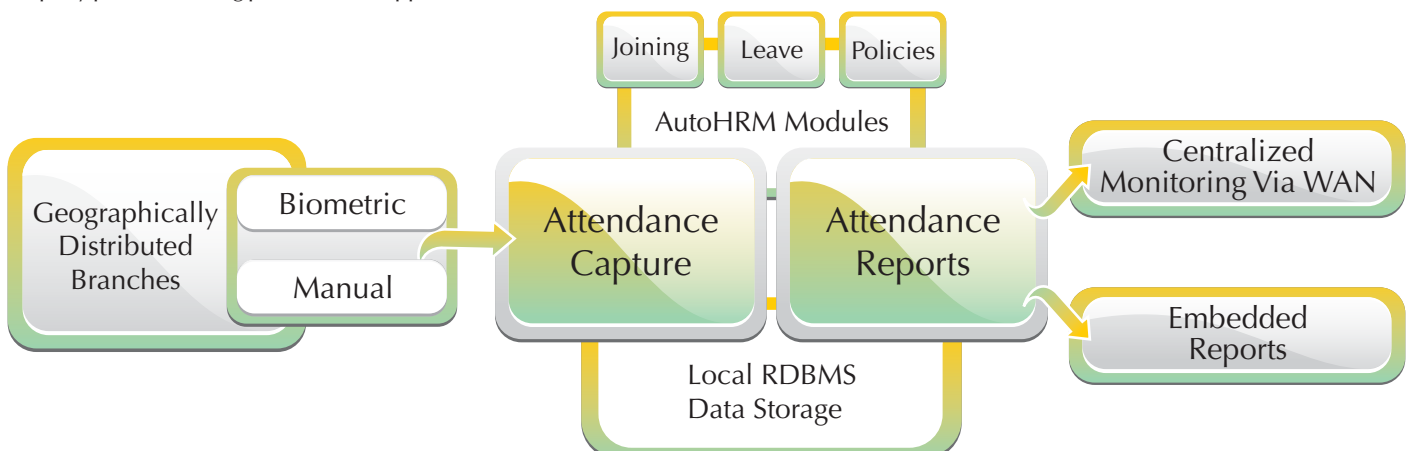
- Employees can clock in and out of the system using biometric secure sign-in or a simple user ID and password multiple times during a shift

#### 2. Flexible Shift Management

- The system facilitates mapping multiple shifts with a single unit or employee including shift start and end times and any relaxation as per the organization's policies

#### 3. Unit Holiday Capturing

- The system facilitates maintenance of holidays for the company as well as individual units



## 4. Employee Off-Day Policy

- The system tracks off day policies which can be created unit wise and overridden at individual employee levels in case of variations

## 5. Remote Attendance Marking

- Employees visiting or performing temporary assignments in other units within the company can clock into the system from the remote site for accurate attendance monitoring

## 6. Monitoring of Individual Employees

- The system has the ability to send prompts on the check in/check out of any employee for enhanced tracking

## 7. Official Visit Capturing for Time Calculation

- Off-site visits made for official work can be captured and time calculations will be made taking these into account

## 8. Tracking of all Administrative Activities with Reasons

- Complete audit track of manual entered / updated records in the system by the system administrator

## 9. Centralised Attendance Tracking

- The system provides managers with the facility to view real time attendance status of employees across individual units or the whole organization

## 10. Data Level Security

- This feature ensures that managers are only able to view the data of employees/units/regions as per the rights allocated to them by the system administrator

## 11. Comprehensive Reporting

- Facility to email required reports to managers for review of attendance records of employees
- Graphical analysis of attendance data (e.g. employee/department actual time spent in the office verses total shift time of department according to company policy)
- Late sitting reports for efficient utilization and monitoring of resources
- Audit reports for each and every entry made/modified by the system administrator for complete transparency
- Ability to save reports in multiple output formats including ASCII text, Excel, CSV, PDF, etc.

## 12. Integration with AutoHRM

- The system maintains up-to-date data through automatic synchronization with AutoHRM
- Automatic creation of employee's attendance profile upon joining in the AutoHRM system
- Automatic removal of employee's attendance profile upon resigning in the AutoHRM system
- Automatic routing of employee's attendance information in case of transfers (unit, department, sub department, etc.)
- Synchronization with the leave module and leave calendar to give a one window view of an employee's attendance statuses (including absent days, days in office, days off, late comings, etc.)
- Processing of overtime / short time payroll
- Leave monitoring and reviewing
- Reviewing adherence to company policies during performance appraisals