

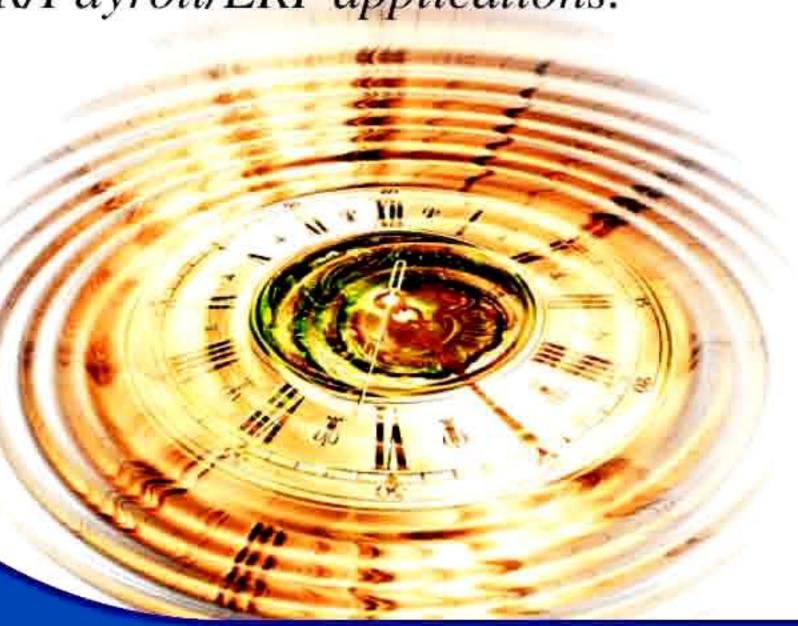


# Time and Attendance Management Application

TimeTOP is a proven time and attendance management application. TimeTOP application is integrated with Attendance Recorder to track employee attendance with ease and accuracy. The user attendance data can be collected using ID Card Reader, Finger Print Reader, Face Recognition and Hand Geometry Reader. These readers collect user attendance data and transfer to the server. The application processes attendance data based on configuration of shift assignments of the users. TimeTOP application allows configuration of company parameters, departments, employees, leave types, holidays and shifts. These work shifts can be scheduled for users as per configuration in master template. The scheduling can be assigned for the whole company; on department or individual basis. TimeTOP application has provision for vacation and manual data entries. The manual entry option allows user to enter attendance data that were missed. The manually entered data can be tracked by user identity to calculate work time. The tracking down option also prevents misuse. TimeTOP application generates various types of reports based on user data entry, vacation and time off, absentee list, delayed reporting to work, users leaving before scheduled shift time, missed time entry, manual time entry, overtime and monthly summary. The reports can be generated for specified date range. The application is designed to fit unique requirements of different industries. The application can be customized to generate new report formats and existing report formats can be modified.

### SALIENT FEATURES

- Simple user friendly installation
- 2. SQL Server database
- Allows Human Resource personnel to easily review in-and-out punches by week or entire pay period
- Automatically captures and processes employee time
- Several options for data filtering (sorting, grouping)
- Support for Night shifts and Flexible hours
- Support for multiple models of Time Attendance Machines
- Export option is available to export data to other HR/Payroll Applications with options to export to Text, Excel, or direct linking.
- TimeTOP application can be integrated with third party applications.
- Time and attendance system that is scalable to grow with business needs
- Supports large number of employee time clocks
- Supports large number of employee punches per day
- Supports multiple locations (within the same network/VPN)
- Option to add/edit/delete login users/privileges
- Optional feature to send email alerts
- 16. TimeTOP application can be integrated with third party HR/Payroll/ERP applications.



## BENEFITS OF TIMETOP APPLICATION

No restriction on number of users

Electronically record and track data & Timing control.

Holiday Management

Sick, Emergency

Vacation and off-duty time Management – Annual,

User defined Designations, Departments, Employee groups, Locations Cost effective solution



### **MODULES OF TIMETOP** APPLICATION

Company

Department

Employee Category

Employee

Device Master

Device Management

General Settings for Flexi-hours

Shifts (Timing Controls)

Shift Schedule for Rotating Shifts

Holidays

Attendance Updates

Leave Details

Manual Attendance entry

#### REPORTS FROM TIMETOP APPLICATION

Employee listing

Daily, Weekly & Monthly Attendance of Employees

Absents Report

Less Hours & OverTime

Late to work Time Shortage

Leaving before scheduled time Attendance Summary - Monthly

Report (In Vacation days \_Vacation Details.

Time sheets

Missed log entry

Manual user entries

\*\* All the reports can be generated date wise or employee wise

### OPTIONAL FEATURES OF TIMETOP APPLICATION

Job Costing

Additional Client licenses

Additional Modifications based on customer requirements

Usage of different types of Attendance Machines

WebTool monitoring of reports for manual user entry, shifts schedule, vacation entry this is a tool for

TimeTOP desktop application

Complete web based application for the projects

Vacation request->Approve/Reject Modules in web based TimeTOP application

Manual Attendance Entry->

Approve / Reject

Modules in web based TimeTOP Software

# MODULAR DETAILS

Leave Report

Missing Logs Report

TimeTOP application is a comprehensive solution designed to handle user time and attendance management across multiple office locations,

# TimeTOP Application is available in 3 versions.

TimeTOP features	PREMIUM	PLATINUM	WEB
Employees	500	Unlimited	Unlimited
Shift	3 Shift	Unlimited	Unlimited
Leave / Holiday / Department Mgnt.			
SQL Server	✓		<b>√</b>
Upload / Download Employee from Device			✓
Import / Export Employees from Excel	<b>√</b>		<b>√</b>
Compute Overtime / Monthly Summary			
Shift Schedule Option	<b>✓</b>		
Manual Log Entry			
Assign User Previleges			<b>✓</b>
Online Features			
REPORTS			
Daily Report			
Late Comers Report			
Early Leavers Report			
Manual Log Report			
Overtime Report			
Absentee Report			
Monthly Report			<b>√</b>