

## TIME AND ATTENDANCE DATA SHEET

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### FEATURES

#### **Employee Timesheets**

Maintain detailed attendance history for employees and recognize the individual or group patterns and report to the managers. Monthly consolidated data of the employee's timesheets that are generated are integrated with the payroll system.

#### **Employee Shift Planning**

Planning of employee's shifts, setting the shift rosters and sending it to the employees and their managers for approval are all automated.

#### **Configure Attendance Rules**

Configure the attendance rules based on the organizations norms and policies. Set the minimum and maximum number of productive hours after which the employee is entitled for overtime.

#### **Multi-location Holiday List (Optional Holiday Lists)**

Create holiday lists for employee's working in all the branches of the organization irrespective of the location entitling all the employees to all the local and national holidays.

#### **Leave Management**

Determine leave types and their specification for different employee's based on their designation and years of service. Automatically allocate leaves to the individuals based on the organizations policies and underlying rules. Leaves can be custom created depending on the employees like personal, maternity or paternity leaves and sole requirement of the organization like POD, onsite etc.

#### **Custom Attendance Capture**

Clients may use different type of attendance management system like biometric, access cards, or manual attendance. Capture all the leave and attendance data from the clients system and integrate with Exenta. Manually stored attendance data can also be bulk uploaded into Exenta which helps to reduce the work load of the HR.

#### **Attendance Maintenance & Monitoring**

Monitor productivity of the employees and check chronic absenteeism which hampers the organizational goals. Keeping a track of the employee's attendance based on shifts, late comings, overtime, permissions, holiday working and on duty.

### Leave Encashment

Leaves of the employees that are to be encashed depending on their eligibility can be tracked and a detailed trail maintained as the employees may encash the leave immediately or at the time of exit.

### Regularization

Employees can regularize their attendance records based on the day to day activities in case of out of office duty conditions and that has to be approved by the concerned authority set up in the automated workflow. This reduces the time spent in tracking and documentation and facilitates the easy submission of payroll data.

### Reports

Real time insights and pre delivered reports help to gain an understanding on the leave trends in each and every department. Reports can be exported in various formats for easy viewing and further use.