

PUNCTUALITY COUNTS

Manage your Employee's Key Ability at ease



Introduction:

The most challenging part in business administration is the time and workforce management and it's necessary as it forms the key element of an organization.

The Attendance Module has been intended to manage the employees and also record their time and attendance in a systematized way. The flexibility of the design is proven from its ability to be easily integrated into most of the environments and it also supports difficult time management and attendance requests. In real time the organizations can monitor the working hours, absence/leaves, unauthorised leaves and also export these exports for documentation of an employee.

It is time consuming task to manually keep track of attendance data sheets and answering to the leave requests. The Attendance Module has the capacity to do these tracking and answering tasks easily based on the organization's rules and workflow, allowing the Human Resources administration free to emphasis on other core tasks.

Features like In-Time, Out-time, Missed-Punch, Late Entry, Early Leavings, leave Management, Extra-time, Holidays, and more are also included which thereby reduces HR strains.

Time and Attendance Management Necessity and Framework:

The most annoying task to be handled by a HR Division is to manually keep posted or manage the time and attendance of all employees in the organization/business. The Module condenses this task as it routinely records the time and attendance details from the Biometric or Access Card or any other time tracking devices.

It's very simple for the employees to operate the module and it's also a powerful tool for the management to monitor the employees.

Attendance Analytics:

The Attendance Analytics showcases all the reports i.e. attendance, early-out, late-in, absence and more. A graphical chart representation is also displayed of the reports for the user.

The calendar has also been integrated for the employer/employee to know the monthly and daily attendance of an employee(s). It's even possible to view the daily or monthly attendance of a team or department in a single sheet. The facility to view and export a particular category report(s) to Microsoft Excel or PDF Reader is also available.

Work Scheduler:

The Work Scheduler is a tool which is aimed for the shift supervision of the employees. The shift timings are pre-set in the shift manager workflow. This tool allows automating, assigning, or self-scheduling shifts, allowing greater productivity for both management and employees. The employees' can request for a shift change but the approval depends on the assigned authority for the Shift Timings Scheduling.

Leave Management:

The Leave Management Tool is designed to monitor the taken and residual leave(s) of an employee. The dashboard provides graphical charts of all the reports available i.e. leave(s) request(s), approved leave(s), compensatory off(s) and leave utilization calendar. This helps a user to better monitor and plan for communication(s) in advance accordingly. The Leave Request Form allows the employee to request for a leave but the approval of it solely depends on the authorised authority.

The Permission Request Form enables an employee to ask for break permission in between working hours but approval depends solely upon the authorised official. If leaves given to an employee aren't completed utilized, organizations provide a facility to en-cash those leaves if they sufficient amount of leaves. This processing is provided through the Leave Encashment Tool. The facility to apply for a compensatory off is facilitated through the Compensatory Off tool, providing a tool for an employee to manage their compensatory off(s).

Attendance Management:

It's essential for authorities to keep a track of employees' activities, their in-time, out-time and breaks taken. When an employee misses out a clock action (in or out) through the Missed Punch a document is generated wherein the employee manually records the timings but approval of it depends on the supervisor.

Employees are allowed to regularize their attendance records on daily basis if they are on business travel, training, implementation, or client visits. The POD Request form permits the employees to attain this standardization. Manual Attendance Datasheet can also be imported and the module integrates the upload files with the operational settings. Once in a while manual attendance for a particular employee(s) is essential, the Manual Attendance Tool empowers this facility.

Management/Authorities have the power to send notifications to employees' for timesheet entry, wherein they have to fill in the required details about their work activities during the mentioned time interval approval of which depends on the supervisor. The Regularisation Report showcases the approved POD/Leave/Permission Requests of all employees.

Conclusion:

We at Exenta HRMS are providing businesses an innovativereal-time resolution, it delivers organized reports, statistics and information to help in handling and standardizing employee time in office. In a single click, all the events during the office time like working hours, leaves taken, permission, late-in,

early-out, overtime, POD and more of an employee on daily or monthly basis is obtainable through the Time and Attendance Module. The workflow is pre-set on the basis of the organization's policy and the attendance gets marked accordingly. The productivity and non-attendance of an employee is monitored and it sequentially also aids in accomplishing the organizations goals through the Time and Attendance Management Module.

Any business specific Time and Attendance Management specifications can be accomplished through the series of tools with added functionalities available in the Exenta HRMS Time and Attendance module.

About EXENTA HRMS:

EXENTA HRMS is a one stop solution for all your HRMS needs that combine ease of use, dynamic customizations, affordable pricing and flexible implementations. It comprises of hiring, onboarding, payroll, attendance, training, benefits and the entire gamut's of the HR application designed

specifically for the small and mid-sized organizations. The powerful workforce analytics and automated reports will keep you ahead of your competitors in every project you undertake. The comprehensive functionality offered at this unbeatable pricing also provides you options to handpick and create a tailored HRMS solution suiting all your organizational needs.

To learn more visit www.exentahrms.com



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