

Time Soft With Image Capturing

Introduction:

These readers are Contact less Smart Card Readers with Image capturing facility, which offer superb reliability & consistency. These readers have encrypted data exchange between card and reader. Read range - up to 8 cm.

Simplify the management of employee time and attendance activity data with a time and attendance system that uses your existing physical access control credential. 13.56 MHz contact less smart card technology can either be embedded or externally attached to time and attendance terminals or use a desktop reader connected to a PC to collect, stores, and tabulates the data.

Description of Time Soft:

Time Soft is a menu driven software, which has many forms and reports in it, which can be divided into different modules.



(View of Net Time Soft main window)

The Time Soft package contains the following Modules:

Sl.no	Name
1.	Master
2.	Employee
3.	In Out Details
4.	Pay Roll
5.	Reports
6.	Administrator
7.	Help
8.	Exit

1. Master:

First let us start with the Master module. This module acts as a master of the software, which acts as the base for the software, where in you can configure different details like:

- ❖ Institutional Details.
- ❖ Shift Configuration.
- ❖ Attendance Configurations.
- ❖ Department Configurations.
- ❖ Employee ID Setup.
- ❖ Pay Roll Parameters.
- ❖ Holiday Configuration.



(View of Master Module)

1. Institutional Details: -

This sub module contains the information of institute or the organization. It contains the information like Name, Address, Ph-no, Fax, E-mail and Website etc.

2. Shift Configuration: -

In this sub module we are configuring the shifts i.e. all the information about the shift is being assigned, here u will set the working schedule number (shift number), working schedule name (shift name), number of employees working in that shift, the start and end time of the shift etc... are set.

3. Attendance Configuration: -

In this sub module we are configuring the Attendance, here u will set the working schedule name, In time for that particular shift, Grace In time for that particular shift (if any), Out time for that particular shift, Grace out time for that particular shift (if any), and working days of the week.

4. Department Configuration: -

In Department configuration we are entering the department name, and also the number of workers working, to generate up to that number of ids in that particular department.

5. Employee ID Setup: -

In Employee ID Setup we are entering the department name, Employee Id, and Card Id so that the particular employee id is tied with the card id so that when an employee inserts the card the card id is matched with the employee id.

6. Payroll Parameters: -

This sub module consists of parameters like, Allowances - where u will add the extra allowances that are given to the employees, Deductions - where u will add the types of deductions used, Leaves - where u will set the types of leaves given to the employees. You can Add, Modify, or Delete the field and attributes as for your requirements.

7. Holiday Configurations: -

In this sub module we will select the month and set the holidays of that month including Sundays.

2. Employee:

This module contains sub module called Employee Details in which we are maintaining the employee records like Name, Department, salary, Date of join, Designation etc. with Photo of an employee.



(View of Employee Module)

3.In Out Details:

This module contains sub module called the Manual Entry in which we maintain the employees in out records, here we can manually enter the employee in out timings manually if necessary. This is password protected because only authorized persons can use it.



(View of In Out Details Module)

4.Pay Roll:

Pay Roll module we maintain the records about the pay of an employee, where in you can configure different details like:

- ❖ Allocate Allowances.
- ❖ Allocate Deductions.
- ❖ Allocate Leave.
- ❖ Enter Leave.
- ❖ Pay Slip Configure.
- ❖ Salary Preview.



(View of Pay Roll Module)

1. Allocate Allowances: -

In Allocate Allowances sub module we will enter the allowances of an employee depending on employee number, Cause of allowance and value of the allowance.

2. Allocate Deductions: -

In Allocate Deductions sub module we will enter the deductions of an employee depending on employee number, Cause of deductions and value of the deductions.

3. Allocate Leave: -

In Allocate Leave sub module we will enter the Leaves of an employee depending on employee number, Cause of Leave and number of Leaves.

4. Enter Leave: -

In Enter Leave sub module we will enter the Leaves of an employee depending on employee number, Cause of Leave and number of Leaves with the date and type of the leave.

5. Pay Slip Configure: -

In Pay Slip Configure sub module we will configure the pay slip of an employee depending on employee number along with employee details, allowances and deductions.

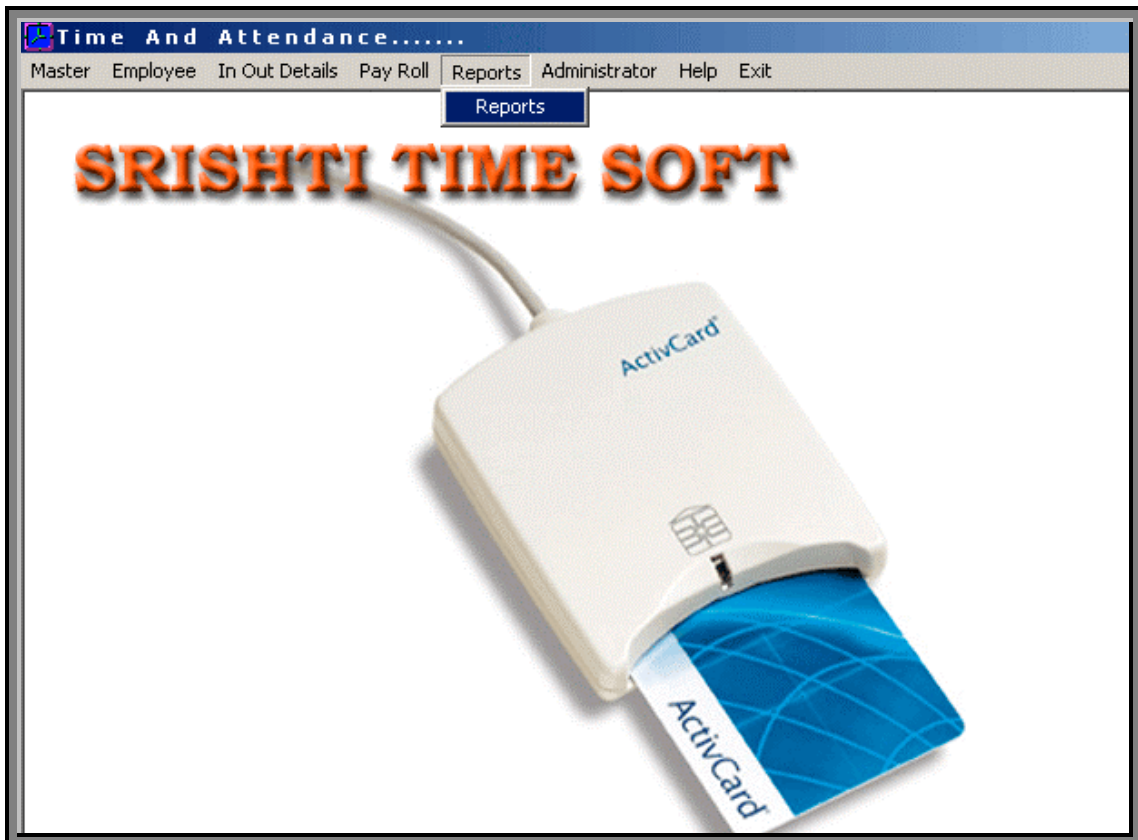
6. Pay Slip Preview: -

In Pay Slip Preview sub module we can view the pay slip of an employee depending on employee number and month selected. It contains the total salary of a selected employee by adding allowances and deducting deductions.

5. Reports:

Reports module has the summary of the employees. This module has the sub module called:

❖ Reports



(View of Report Module)

1. Reports: -

When we press on the report menu it will show the form with different types of reports like:

- ❖ Institutional Details
- ❖ Employee Details.
- ❖ Working Schedule Employees.
- ❖ Department Date wise.
- ❖ Department Month wise.
- ❖ Month Wise Employees.
- ❖ Month Wise Total Hours.
- ❖ Date Wise Photos.
- ❖ Verify Photos.
- ❖ Late Reports.
- ❖ Leave Reports
- ❖ Department Month Wise Attendance Details.

1. Institutional Reports: -

This report will show all the institutional data like Name Address, Ph-no, Fax, E-mail and Website etc.

2. Employee Details: -

This report will show all the Employees records like Name, Department, salary, Date of join, and Designation etc. with Photo of an employee.

3. Working Schedule Employees: -

This report will show the shift wise records of all or one employee depending on field chosen.

4. Department Date Wise: -

This report will show Department wise employees data depending on the date chosen.

5. Department Month Wise: -

This report will show Department wise employees data depending on the date chosen.

6. Month Wise Employees: -

This report will show one or all employees in and out timings of a month.

7. Month Wise Total Hours: -

This report will calculate the month wise total hours worked by all or one employees.

8. Date Wise Photos: -

This report will show the date wise photos of one or all employees depending on the date chosen.

9. Verify Photos: -

This report will show the actual photo of an employee and the photo, which is taken at the time of punching of a card with the Employee details, as shown below.



10. Late Reports: -

This report will show the records of one or all employees who are late according to assigned time for a particular day or month.

11. Leave Details: -

This report will show details of leave taken by the one or all employees.

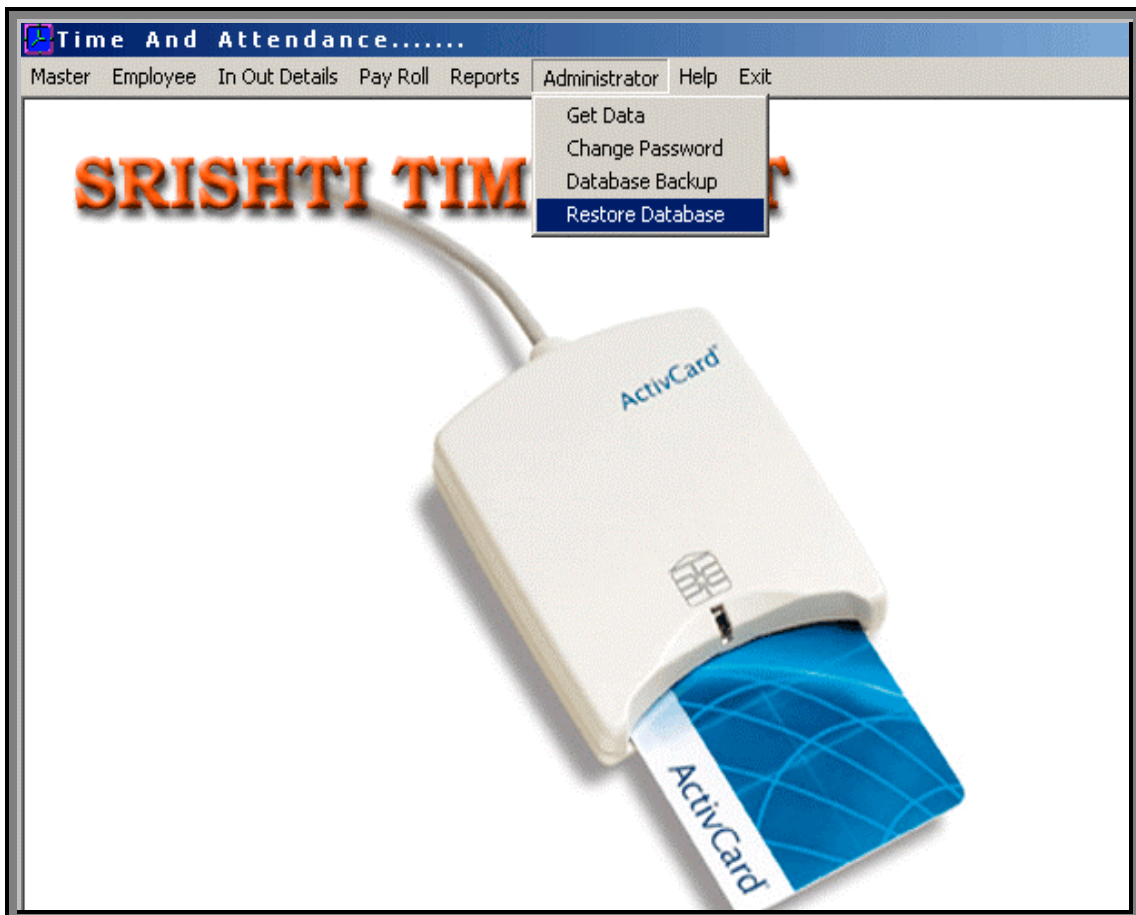
12. Department Month Wise Attendance Details: -

This report will show the attendance details of one or all employees depending on the month chosen.

6. Administrator:

In Administrator module, the administrator has given some special features to maintain the security and accuracy. This module has the sub modules like:

- ❖ Get Data.
- ❖ Change Password.
- ❖ Database Backup.
- ❖ Restore Database



(View of Administrator Module)

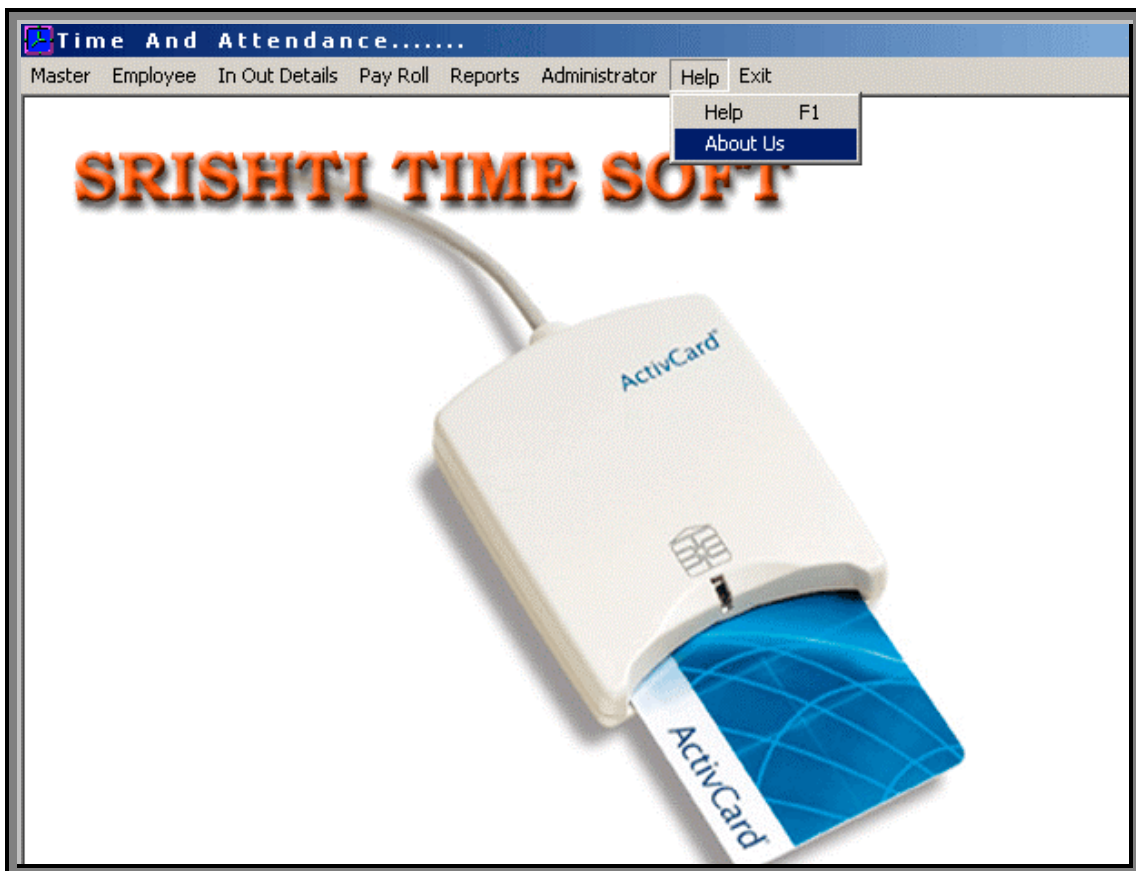
1. Change Password: -

In Change Password sub module we will Change or modify the password to protect from the hackers and depending upon the requirements.

4. Help:

In Help module we have the help option for the users. The Help module consists of the sub modules like

- ❖ Help.
- ❖ About Us.



(View of Help Module)

1. Help: -

In Help sub module we have the help topics about the Time Soft software so that any user can take the advantage whenever they are facing any problems during operations.

2. About Us: -

In About Us sub module contains the information about the manufacturer.

4. Exit:

This module contains one Exit sub module upon pressing Exit on the menu the application is closed.



(View of Exit Module)