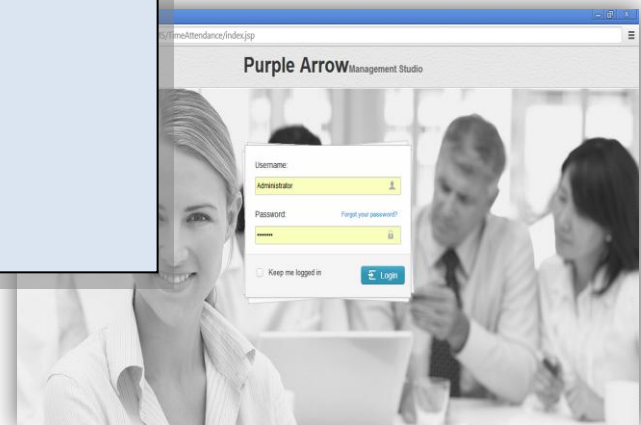




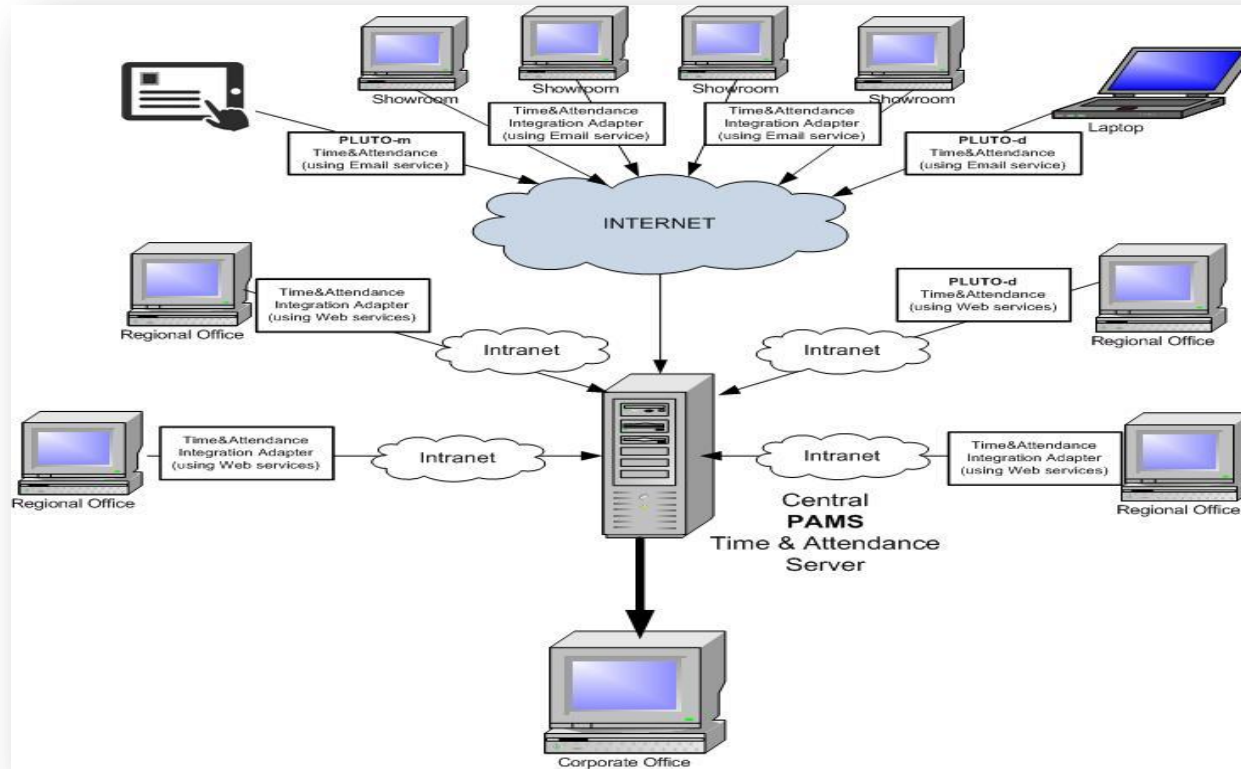
PAMS - Time and Attendance Features List

2015

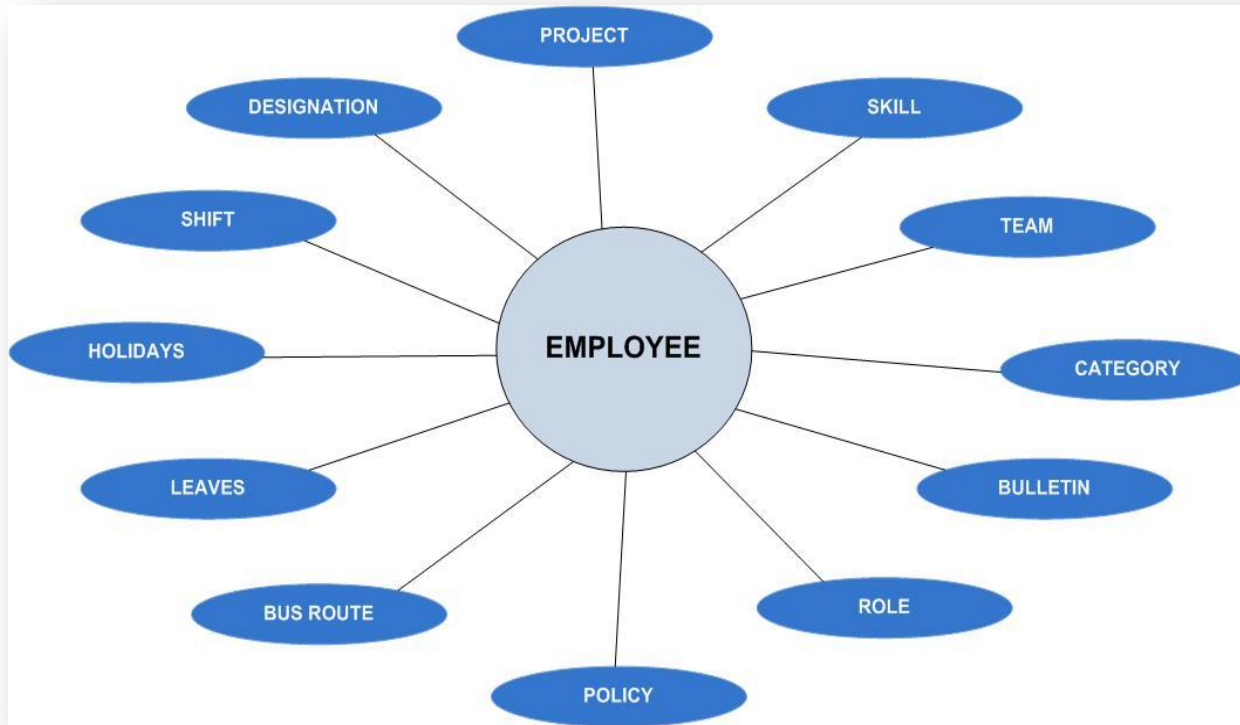


A Fully Integrated Web based Enterprise Time Attendance & Leave Management Application with Access Control Systems. The PAMS Time and Attendance system provides improved efficiency, accuracy and productivity to the resource management and pay-roll process of the organizations.

1. PAMS Enterprise Architecture



2. ENTITY RELATIONSHIP



3. Integrated PAMS Time and Attendance

The screenshot displays the PAMS Purple Arrow Management Studio dashboard. At the top, the header includes the PAMS logo, user information (SuperUser), and a Logout button. The main navigation menu on the left lists various modules: Administration, Human Resource, Project, Upload, Time and Attendance, Management, Employee, Canteen Manager, Visitor Manager, and Reports. The central dashboard area is divided into three main sections:

- Time and Attendance:** This section provides a summary of key metrics:
 - Number of Leaves pending with your Manager: 0
 - Number of Missing Punches this month: 0
 - Number of Absent this month: 0
 - Number of Hours clocked this week: 0.00
 - Number of Total Leaves Available: 0
 - Number of Approval Request Pending - for Leaves: 0
 - Number of Team members on Leave Today: 0
- Visitor Manager:** This section tracks visitor-related activities:
 - Number of Visit Approval Pending: 0
 - Number of Visits Planned in Future: 0
 - APPOINTMENTS TODAY: 0
- Canteen Manager:** This section monitors canteen usage:
 - Total Breakfast this month: 0
 - Total Lunch this month: 0
 - Total Snacks this month: 0
 - Total Dinner this month: 0

On the right side of the dashboard, there is a **Bulletin board** section with two entries dated 01 Jul 2015: "Hello, Welcome to PAMS Bulletin Board" and "Look forward to Bulletin by HR and Admin". The top right of the dashboard shows the current date (Fri Aug 07 2015), time (20:12:00), and the user's role (Employee). A zoom level of 85% is visible in the bottom right corner.

4. PAMS Attendance Management System software supports the following features:

- Web based Enterprise Attendance software with Leave Management.
- Multilingual Application
- Centralized system with 3-tier architecture. Can easily manage Multiple Units.
- Login and authority rights to the software can be set for each user.
- Active Directory integration
- Role based access and management
- Central on-line data storage of historical transactions, expandable as system resource allow
- History/Audit trial of Employee updates
- Email integration and Notifications
- Integration with existing/future ERP , Payroll, HRMS, and legacy systems
- Company , Location, division / project , department , designation, grade, category wise policy definition
- 'Reporting to' hierarchy configuration
- Access your own Project team Attendance and Leave details.
- Access your team Attendance and Leave details based on Hierarchy set.
- Supports day and overnight shifts, Auto Shifts & Shift Scheduling. Roster Management.
- Out of all available access readers, provision to select specific Reader/s for Attendance for In and Out.
- Closing of Financial year should possible such that at the end of current financial year, leaves current financial is carry forwarded to new financial year
- Holidays are configurable. Can create multiple Holidays Groups. Holiday Groups are assigned to Employees.
- Flexible Holidays, which allows to choose from select holiday group
- Various attendance rules is configurable Companywide, Location wise , department wise, Category wise & employee GroupWise etc. like after three consecutive late entries mark half day absent
- Automatic/Manual Attendance Process
- Auto Report forwarding to folder or to an email address/group
- Integration with Multiple Access Controller including RBH Access Controller

- PAMS Attendance Management System software is a dedicated software which is responsible for actual rules definition, configuration, operations, monitoring and administration of following mention features:
 - I. Login and authority rights to the software for each operator
 - II. Overtime calculation
 - III. Leave register maintain Casual Leave , Earned Leave, Sick Leave, Business Travel and other leaves.
 - IV. Leaves and Leave Policy are customizable
 - V. Maternity and Paternity leave
 - VI. Carry forward of previous years leave
 - VII. Monthly engine to increment Leaves
 - VIII. Leave encashment.
 - IX. Employee Leaves status.
 - X. Employee wise Leave credit configuration possible. For current financial year, user can select employee/s/all employees wise ; credit date, credit type of leave
 - XI. Leave system set on calendar or financial year or any month of the year
 - XII. Various leave type is definable in the system that includes standard & accounting, unpaid without accounting, compensatory & accounting.
 - XIII. Provision to enter no. of leaves days with from & to date details
 - XIV. Option to either accept , reject or approved entered leave application as required
 - XV. Pro-rata calculation of leaves , Compensatory Off
 - XVI. Configuration for special travel route related privileges
 - XVII. Employee group definition , assignment , activation deactivation
 - XVIII. Photographs and Signature can be stored for each employee
 - XIX. Add two Supervisors to each Employee
 - XX. User-defined employee fields
 - XXI. Updating already entered employee group details
 - XXII. Bulk employee upload
 - XXIII. Bulk employee Supervisor Change upload
 - XXIV. Detailed data entry fields in employee master
 - XXV. Employee master maintained for various locations/branches.
 - XXVI. Manual Entries , Outdoor duty entries, Business Tour entries

- XXVII. Department types , employee types , grades, locations maintained
- XXVIII. Grace time for different grade types based on Policy definition.
- XXIX. Employee group definition
- XXX. Multi shifts can be configured with details like min & max working hours, allowable time before shift & allowable time after shift
- XXXI. Bulk employee Shifts upload
- XXXII. For companies having rotating shift pattern, Shift Master should be available with the application
- XXXIII. Once employee is configured in shift rotation , user shall not be allowed to alter his any of shift from Assign Shift Master
- XXXIV. Provision to update, delete or modify already applied shift rotation / Shift Assigned. Weekly Off option
- XXXV. Approval Process for Shift
- XXXVI. Approval Process for Leaves
- XXXVII. Import facility for
 - I. Adding Employee details bulk entries at a time such as Employee Code, Employee Name and Employee from Template Excel Sheet
 - II. Updating Managers/Supervisors in bulk from Template Excel Sheet
 - III. Shift of Employees with Auto Approval
 - IV. Bulk applying of Flexible Holidays Leaves can be uploaded.
 - V. Bulk update Employee Leave Balance
 - VI. Holidays
- XXXVIII. Auto Export facility for
 - I. User with all configured masters in Excel
 - a) Daily Attendance extraction
 - b) Daily 3 Consecutive leaves alert
 - c) Daily Exception extraction
- XXXIX. Email notification for
 - I. Leave Request
 - II. Leave Approval/Decline
 - III. Leave Cancellation
 - IV. If leave not approved in 3 days then escalate to Manager's Manager
 - V. If leave not approved for 6 days then it is escalated to HR
 - VI. If more than 15 days leave then it should be escalated to Department head

- VII. When new Employee is added.
- VIII. Daily Attendance process result intimation Pass/Fail

XL. Roles definition

- I. Super User
- II. Administration
- III. Human Resource
- IV. Manager
- V. Team Leader
- VI. Employee
- VII. Custom Roles can be defined

5. Attendance Management Report – Web based MIS reporting

Human Resource

1. Employee Personal Info
2. Employee Details
3. Employee Headcount
4. Employee Attrition Report
5. Card Maintenance
6. New Employee Report
7. Employee Shift Roster
8. Bus Route Report
9. Shift-wise Bus Route Report
10. Feedback Summary
11. Feedback Remarks

Management

12. Team Monthly Hour
13. Team Monthly Report
14. Team Early Departure
15. Team Late Arrival
16. Team Leave Report
17. Team Monthly Absent
18. Team Consecutive Leave
19. Anticipated Attendance

Project

20. Project Allocation Report
21. Under Allocation Report
22. Project Attendance
23. Project Team Attendance
24. Project Monthly
25. Project Monthly Hour
26. Project Early Departure
27. Project Late Arrival
28. Project Leave Report
29. Project Monthly Absence
30. Project Consecutive Leave

Time and Attendance

31. Attendance Summary
32. Attendance Report
33. Monthly Report
34. Employee Monthly Hours
35. Attendance Override
36. Exception Report

37. Early Departure
38. Late Arrival
39. Daily Absent Report
40. Daily Present Report
41. Shift-wise Attendance
42. Department wise Absent
43. Department wise Present
44. Department wise Work
45. Designation wise Absent
46. Designation wise Present
47. Over Time Report
48. Under Time Report
49. Work Analysis Report
50. Attendance Analysis
51. Attendance Status
52. Leave Balance Report
53. Leave Report
54. Encashable Leave Report
55. Employee Swipe Detail
56. Monthly Absence
57. Consecutive Leave
58. Leave Monthly Consumption

Employee

59. Individual Leave Report
60. Individual Attendance Report
61. Individual Leave Balance
62. Individual Monthly Hours
63. Individual Shift Roster