

TIME OFFICE MANAGEMENT SYSTEM



Features

- Multi Company
- Multi User
- Unlimited Security Levels
- Multi Shifts Handling
- Auto or Manual Duty Roster Preparation
- Employee Leave Maintenance
- Daily Voucher For Manual Punch Entry
- Roster Preparation in Advance
- Flexible Break Time Shift Wise
- Holiday / Week Off Adjustments
- Auto Marking Half Day For Late Comers (optional)
- On Screen Report Viewing
- Direct Reports Email
- Report Exporting Facility to Various Formats
- Database Optimization
- Backup & Restore
- Integration to Existing Payroll System
- Auto Data Downloading

Reports

Daily Reports

- ✓ Daily Performance
- ✓ Daily Attendance
- ✓ Daily Absenteeism
- ✓ Daily Late Attendance
- ✓ Daily Early Departures
- ✓ Daily Miss Punches
- ✓ Daily Over Time
- ✓ Late Memo
- ✓ Missed Punch Memo
- ✓ On Duty Outs
- ✓ Personal Outs
- ✓ Punch List

Monthly Reports

- ✓ Performance Register
- ✓ Late Register
- ✓ Early Departures Register
- ✓ Absenteeism Register
- ✓ Over Time Register
- ✓ Performance On Week Off/Holidays
- ✓ Summary For Payroll
- ✓ Overt Time Summary

Annual Reports

- ✓ Performance
- ✓ Summary Of Performance
- ✓ Annual Leave Summary

Leave Reports

- ✓ Unmarked Leave Entries
- ✓ Marked Leave Entries
- ✓ Leave Balances
- ✓ List Short Leaves and Balances

Roster

- ✓ Current Month s Duty Roster
- ✓ Next Month s Duty Roster

Master

- ✓ Employee Master
- ✓ Department Master
- ✓ Designation Master
- ✓ Category Master
- ✓ Shift Master
- ✓ Holiday Master
- ✓ Leave Master

Reports E mailing

Users Can Allocate Unlimited Security Levels

Reports Export To Various Data Formats

EASYTIME THE EASIEST SOLUTION FOR TRACKING EMPLOYEE TIME & ATTENDANCE

Data Backup Using Proven Windows® Backup System

EASYTIME is a Windows based generalized software for time office, developed by our Software Team and very well suited for institutions in Sri Lanka.

EASYTIME - FLEXIBLE and USER-FRIENDLY, for totally hassle free tracking and comprehensive reporting of employee time & attendance.

The software is suitable for factories where employees work in night shift as well as for straight forward general office applications. Its generalized leave module provides comprehensive information through leave register and reports.

As all the operations are fully automated, no specialized personnel are required to handle time and attendance operations anymore.

The system downloads recorded data from Attendance/Time Recorder automatically, on start up. Processing of data can be daily, periodic (user selectable) or monthly.

At the end of the month, the system generates the final summary for payroll system. This eliminates the need for any data entry for payroll purposes.

You can very easily generate more than 30 reports. The reports can be viewed on screen, printed, E mailed or the file can be generated in Ex, Word, Excel, Lotus, Text .etc. You also have the facility to Reports by Department, by Designation, by Category and by Employee wise.

System Requirement (Recommended)

Pentium III (500 MHz)
128 MB RAM
20 MB Free Space On HDD
Windows 98 SE, Windows XP (Home/Pro), Windows 2000, Windows 2003