



**Complete Time & Attendance Solutions**

A Product of



**Accurate Monitoring &  
Real-time Processing of Employee Time**

## Agenda

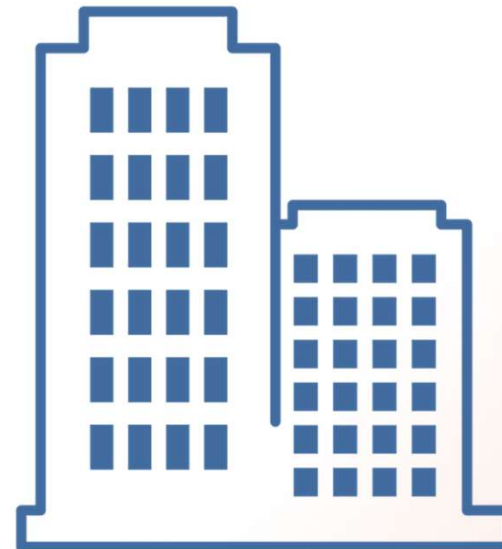
- ✓ Profile
- ✓ Overview
- ✓ Why TimeCheck & Value Added Features
- ✓ How it works
- ✓ TimeCheck – Key Objectives
- ✓ Modules & Features
- ✓ Reports
- ✓ Industry based solutions offered
- ✓ Product Benefits



## Profile

ANGLER – your IT Partner for all Software Outsourcing requirements, including Web Applications, Mobile Apps, Software Products, Web Design & Online Marketing solutions.

- ✓ 17+ Years in Business
- ✓ 200+ professionals
- ✓ 20,000 sq. ft. Global Delivery Centre
- ✓ 10+ Global Locations with Local Support
- ✓ Clients in 4 Continents and 14 Countries
- ✓ ISO 9001 Quality-Certified Company
- ✓ Flexible Methodologies like Waterfall, Agile/XP & RUP
- ✓ Access to Well-trained & Qualified Professionals
- ✓ Diverse Technology Skills, all under One Roof
- ✓ Well-defined Intellectual Property Protection



## TimeCheck Product :

- It is honored at [CeBIT Australia](#) as a finalist in [Business Advantage award](#) Category for the [Immediate & Outstanding business benefits](#).
- [Microsoft tested & Certified product](#)



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## TimeCheck Product Overview

- ✓ *TimeCheck is an enterprise grade web based software with robust features to simplify Time & Attendance process.*
- ✓ It adapts to any organization's Time & Attendance business needs & helps managers to track employee attendance accurately against the approved leaves & allocated shifts
- ✓ *It provides a comprehensive solution for improving business productivity and also ensures on-time payment of salaries*



## Why TimeCheck ?

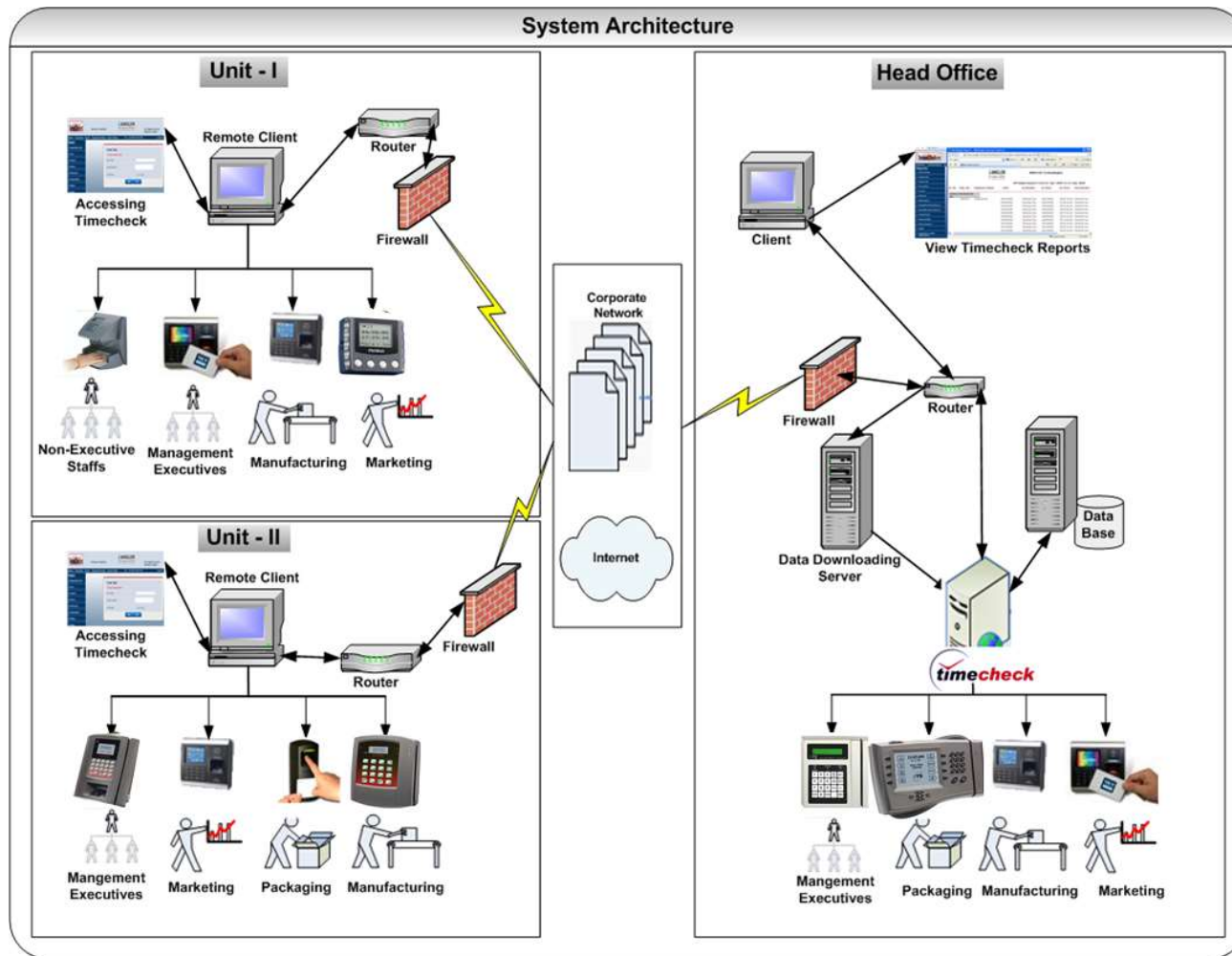
- ✓ Award Winning Product
- ✓ Implementations in Diverse Industries
- ✓ Processing data for 1,00,000+ Employees
- ✓ Domain Expertise
- ✓ Hardware Agnostic
- ✓ Simplifies HR & Timekeeping process
- ✓ Adapts to the organization's business rules



## Value Added Features

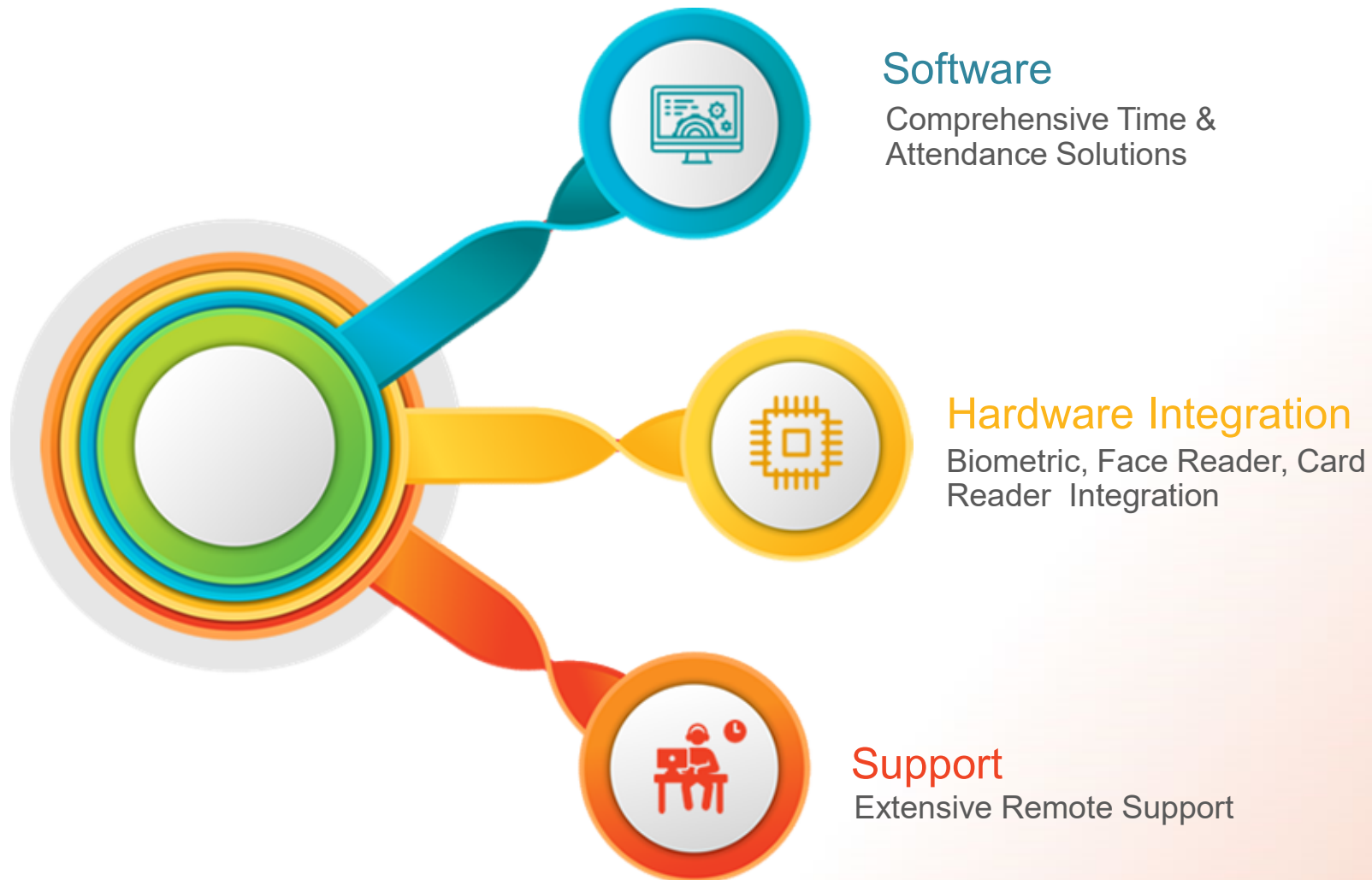
- ✓ TimeCheck application can be integrated with Payroll Software
- ✓ TimeCheck application can be integrated with Canteen Module
- ✓ TimeCheck application can be integrated with Visitors Pass application
- ✓ Bi-Lingual Support (English & Arabic)

## How it works

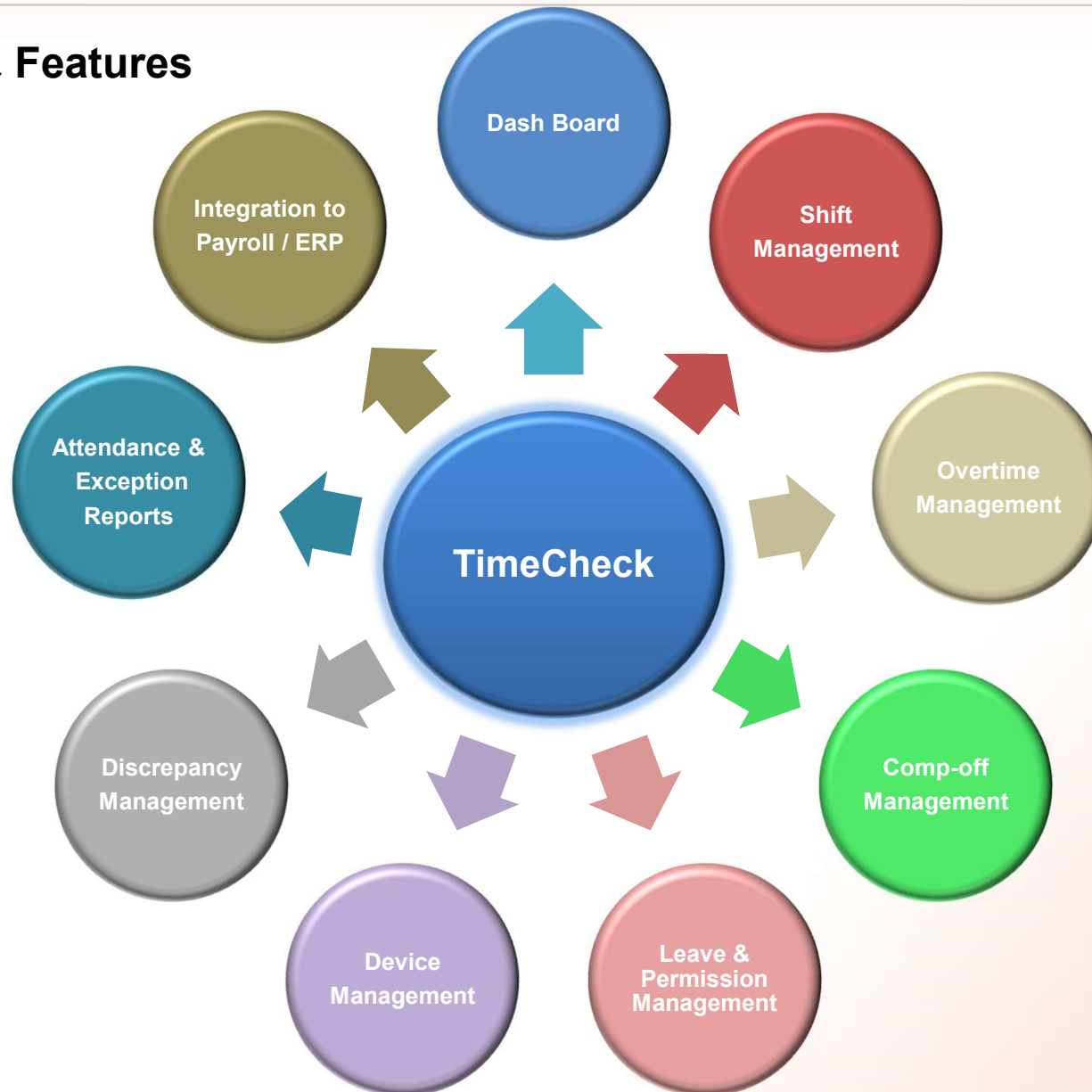




## TimeCheck Key Objectives



## Modules & Features





## Shift Management - *Seamlessly plan and schedule the shifts of any workforce management*



### Shift Management

- Define all possible shifts which are all applicable to the whole Organization
- Facilitates Shift Pattern and Shift Roster features to manage complex shifts for large set of employees with a single click.
- Allocates shifts, temporary shifts and implements shift exchange for an employee or between two employees in a simpler way
- Provided Shift Allocation Import & Export to increase the user-friendliness & it reduces the huge amount of time spent for Shift Allocation
- 24 Hours shift facilitates HR / Authorized user to manage the irregular shift timing employees shift allocation in a user friendly manner



## Shift Management

Shift Master

Home > Shift Management > Masters > Shift Master > Modify

Mandatory (9 No.)

**General**

Company

ABN Castings and Products

Default Shift

☐ Yes ☒ No

24 Hrs Shift

☐ Yes ☒ No

Shift Name

General

Shift Short Name

Gen

Shift Description

Shift Type

☐ Free Scan ☒ Function Key

**Shift Timings**

Shift In (hh:mm)

09:00 AM

Shift Out (hh:mm)

06:00 PM

Grace Shift In (hh:mm)

00:05

Grace Shift Out (hh:mm)

00:05

First Half Start Time

09:00 AM

First Half End Time

01:00 PM

Second Half Start Time

02:00 PM

Second Half End Time

06:00 PM

First Half Work Hrs

04:00

Hrs

Second Half Work Hrs

04:00

Hrs

**Break Timings (hh:mm)**

Start Time

End Time

Lunch/Dinner Start Time

01:00 PM

End Time

02:00 PM

Start Time

End Time

**Over Time**

Minimum Extra Time For OT (hh:mm)

02:00

Maximum Extra Time For OT (hh:mm)

08:00

Over Time On Working Days

1

Total Working Hours (hh:mm)

08:00

Hrs




Calculate Hours

Save

< Back

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## Shift Management

 Administrator  
An ISO 9001 Company

Shift AllocationHome > Shift Management > Transaction > Shift Allocation > Add

Mandatory (3 No.)

Select Employees

+ Add

View Allocated

☒ Shift

☐ Shift Pattern

☐ Shift Roster

Shift

Gen ( 09:00 AM - 06:00 PM )

Weekly Off Days

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

☒ Sunday

Schedule From

01-Apr-2016

Schedule To

31-Oct-2016

Save

< Back

	Employee ID	Employee Name
Delete	2000	Sachin Tendulkar
Delete	2001	Ashok Bharanidharan
Delete	2002	Aravind Vignesh
Delete	2003	Ajay Devadarsh
Delete	2004	Bala Kumaran

## Overtime Management – *Configure Overtime*

*Settings & track overtime efficiently*

### Overtime Management



- Overtime Management feature helps to define and configure overtime settings like minimum & maximum overtime hours, calculation factor for weekly off overtime and holiday overtime hours, Before Shift time, After Shift time & Considered defined work hours (Yes / No ) option effortlessly.
- TimeCheck provided the option for Approval Authorities to approve/ reject or forward the overtime hours of an employee, based on the company's rules and regulations.
- With the help of the Overtime Report the authorized person can view Worked Hours, Week day - OT hours, Weekly off - OT hours, Holiday - OT hours for each employee & each date between the selected periods.



## Overtime Management

General Over Time			
Flexible Over Time Settings	<input checked="" type="checkbox"/> After Shift Time	<input checked="" type="checkbox"/> Before Shift Time	
Non Flexible Over Time Settings	<input checked="" type="checkbox"/> After Shift Time	<input checked="" type="checkbox"/> Before Shift Time	
Consider Defined Work Hours	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Over Time On Holidays	<input type="text" value="1.0"/>	Over Time On Weekly Off	<input type="text" value="1.0"/>
Holiday on WeeklyOff	<input checked="" type="radio"/> Holiday	<input type="radio"/> WeeklyOff	
OT Roundoff	<input type="radio"/> Enable	<input checked="" type="radio"/> Disable	



## Overtime Management

Over Time Approval

Red - OT Hours Got Modified

<input type="checkbox"/>	Date	Employee Id	Employee Name	Level Name	Actual Week day OT	Modified Week Day OT	Actual Week Off OT	Modified Week Off Day OT	Actual Holiday OT	Modified Holiday OT	Status	Edit
<input type="checkbox"/>	01-Apr-2016	2000	Sachin Tendulkar	Production Department	04:00	04:00	00:00	00:00	00:00	00:00	Approved	<a href="#">Edit</a>
<input type="checkbox"/>	04-Apr-2016	2000	Sachin Tendulkar	Production Department	00:00	00:00	00:00	00:00	08:55	08:55	Pending	<a href="#">Edit</a>
<input type="checkbox"/>	07-Apr-2016	2000	Sachin Tendulkar	Production Department	05:15	05:15	00:00	00:00	00:00	00:00	Approved	<a href="#">Edit</a>
<input type="checkbox"/>	10-Apr-2016	2000	Sachin Tendulkar	Production Department	00:00	00:00	09:30	09:30	00:00	00:00	Pending	<a href="#">Edit</a>
<input type="checkbox"/>	04-Apr-2016	2001	Ashok Bharanidharan	Production Department	00:00	00:00	00:00	00:00	08:55	08:55	Pending	<a href="#">Edit</a>

Approved

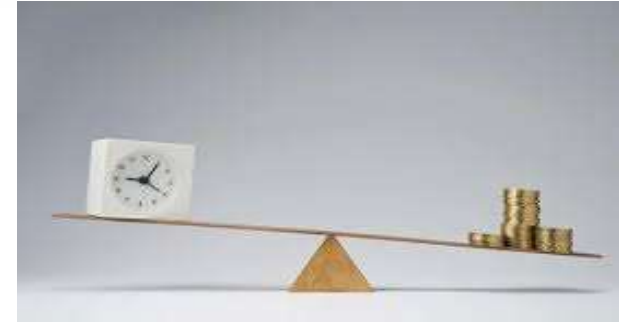
Forwarded

Rejected



## Comp Off Management – *Configure Comp-Off*

*Settings & track overtime efficiently*



### **Comp-Off management**

- Using Comp off management, Authorized user can configure the minimum employee work hours for availing half day & full day Comp off in the leave master
- It is also provided with a provision to configure the expiry / validity days to avail the comp off. This enables to manage comp off features in a easy and organization approved manner.

### **Overtime - Comp off Management**

- TimeCheck's Overtime – Comp off management feature facilitates approval authority to decide whether the extra hours spent is Overtime or Comp off.
- Based on the selection the system calculates the Overtime or Comp off and the appropriate values are updated in the respective reports.



## Comp Off Management

### ✓ Comp Off Configuration

☐ Hour Wise

☒ Day Wise

Comp Off Validity Days

200

Min Extra Hrs for Half  
Day Comp Off

04:00

Min Extra Hrs for Full  
Day Comp Off

08:00

Save

Back

### Comp Off Approval

Red - OT Hours Got Modified

<input type="checkbox"/>	Date	Employee Id	Employee Name	Level Name	Extra Worked Hrs	Approved Extra Working Hrs	WeeklyOff Worked Hrs	Approved WeeklyOff Worked Hrs	Holiday Worked Hrs	Approved Worked Hrs	Status	Edit
<input type="checkbox"/>	04-Apr-2016	2011	Brindha Navaneethan	Marketing n Sales	00:00	00:00	00:00	00:00	10:00	10:00	Pending	<a href="#">Edit</a>

Approved

Forwarded

Rejected



## OT-Comp Off Management

### OT and CompOff Eligible Employees

Min Extra Hrs for Half Day Comp Off

Min Extra Hrs for Full Day Comp Off

Comp Off Validity Days

 Save

### OT-Comp Off Approval

	Date	Employee Id	Employee Name	Level Name	Actual Extra Hours Worked	Modified Extra Hours Worked	OT Selection	Comp Off Selection	Status	
<input type="checkbox"/>	02-Apr-2016	2007	Girish Narendar	Painting Department	05:43	05:43	<input type="checkbox"/>	<input type="checkbox"/>	Forwarded	<a href="#">Edit</a>
<input type="checkbox"/>	05-Apr-2016	2007	Girish Narendar	Painting Department	05:05	05:05	<input type="checkbox"/>	<input type="checkbox"/>	Forwarded	<a href="#">Edit</a>

 Approved/Forwarded

 Rejected

## Leave & Permission Workflow Management -

*Streamline your employee leave and permission management efficiently*



**LEAVE**

### Leave & Permission Workflow Management

- User can define leave types such as Casual Leave, Sick Leave, Earned Leave, Medical Leave, etc. whichever is applicable to all levels in the organization
- Allows to create different leave policies for different grade of employees & assign leave policies to employee or Group of employees.
- User can submit their own leave or permission request
- Any authorized personnel can view an Employee's leave or permission request, eligibility details & either approve or reject his leave or Permission application.
- An e-mail automatically triggered with the appropriate status like Pending, Forwarded, Approved, and Rejected to all stakeholders
- This feature also gives insight details on the number of leaves taken by a particular employee on the selected duration



## Leave & Permission Workflow Management

Leave Application

Home > Leave & Permission > Leave - Transaction > Leave Application > Add

| Mandatory (10 No.)

Employee ID

Employee Name

Leave Application Year ☒ Current Year ☐ Successive Year

Application Date **12-Oct-2016**

Leave

Leave / Restricted Holiday

Leave Type

Session

Reason

Number Of Days Applied

Available Leaves

Save

< Back

### Balance Leave Details

Leave Type	Number Of Days
CL	23.0
EL	0.0
ML	0.0
SL	8.0

### LOP Leave Days

Leave Type	Number Of Days
CL	5.0
SL	2.0

### Other Details

Restricted Holiday	5
Comp Off Days	0



## Leave & Permission Workflow Management

 Leave Sanction

Home > Leave & Permission > Leave - Transaction > Leave Sanction > View > Approval

Employee ID

2004

Employee Name

Bala Kumaran

From

01-Apr-2016 - First half

To

01-Apr-2016 - Second half

Number Of Days

1.0

Leave Type

CL / Leave

Reason

Leave

Remarks

Status



Approved



Forwarded



Pending



Rejected

 Save

< Back





## Leave & Permission Workflow Management



### Permission Application

Home > Leave & Permission > Permission - Transaction > Permission Application > Modify

| Mandatory (6 No.)

Employee ID

Employee Name

Application Date

Shift Date

From Time

To Time

Available Hours

Number of Hours Applied  

Reason

 Save

 Delete

< Back



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## Leave & Permission Workflow Management

Permission Sanction

Home > Leave & Permission > Permission - Transaction > Permission Sanction > View > Approval

Employee ID

Employee Name

Permission Date

Permission From Time

Permission To Time

Reason

Remarks

Status ☒ Approved ☐ Forwarded ☐ Pending ☐ Rejected

Save

< Back




***On duty Management –Facilitates to post on duty on a particular day / Multiple days in a user friendly manner***



- TimeCheck's On Duty Management feature facilitates the employee to login & submit their On Duty request and the authorized HR manager / project leader can view the request & approve or reject the request based on the eligibility.
- User can also decide & select whether to include Holiday & Weekly off for On duty availing.
- On Duty report can be exported in to payroll software thus simplifying salary calculation process..





## On duty Management

 Administrator

### OnDuty Entry

Mandatory (5 No.)

Employee ID	<input type="text" value="2000"/>		
SachinTendulkar	<input type="text" value="Sachin Tendulkar"/>		
OnDuty Type	<input type="radio"/> Single Day <input checked="" type="radio"/> Multiple Days		
Include WeekOff/Holiday	<input type="radio"/> Yes <input checked="" type="radio"/> No		
OnDuty Entry Date	<input type="text" value="22-Sep-2016"/>		
From Date	<input type="text" value="03-May-2016"/>	From Session	<input type="text" value="Second half"/>
To Date	<input type="text" value="04-May-2016"/>	To Session	<input type="text" value="First half"/>
Reason	<input type="text" value="Onduty"/>		
Status	<input type="text" value="Pending"/>		

 Save  Back



## On duty Management

### OnDuty Entry Approval

Home > OnDuty Management > OnDuty Entry Approval > View > Approval

 Mandatory (1 No.)

Employee ID

Employee Name

OnDuty Type

OnDuty Entry Date

Shift Short Name

In Date

In Time (hh:mm)

Out Date


Out Time (hh:mm)

Reason

Status

Remarks

Status ☒ Approved ☐ Forwarded ☐ Pending ☐ Rejected

 Save

< Back

## Terminal Configuration Management

- *Hardware Agnostic “ Configurable data collection mechanism from various databases for processing real time data “*



### Terminal Configuration Management

- Ability to fit your organizations business rules such as Configurable data collection mechanism from various databases, an option for processing real-time data from terminals across the organization including remote locations.
- Can configure any kind of Biometric, Face recognition and Smartcard devices with related information.
- Using Entrance master the user can configure appropriate In & out Terminals.
- Using Punch type master the user can map & track appropriate punch types for the assigned function. Key T&A Events are Shift In , Shift Out, Lunch Out, Lunch In, On Duty Out, On Duty In



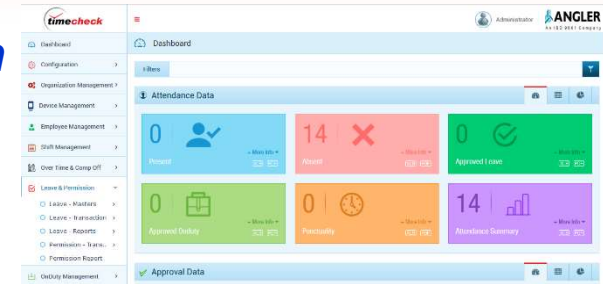


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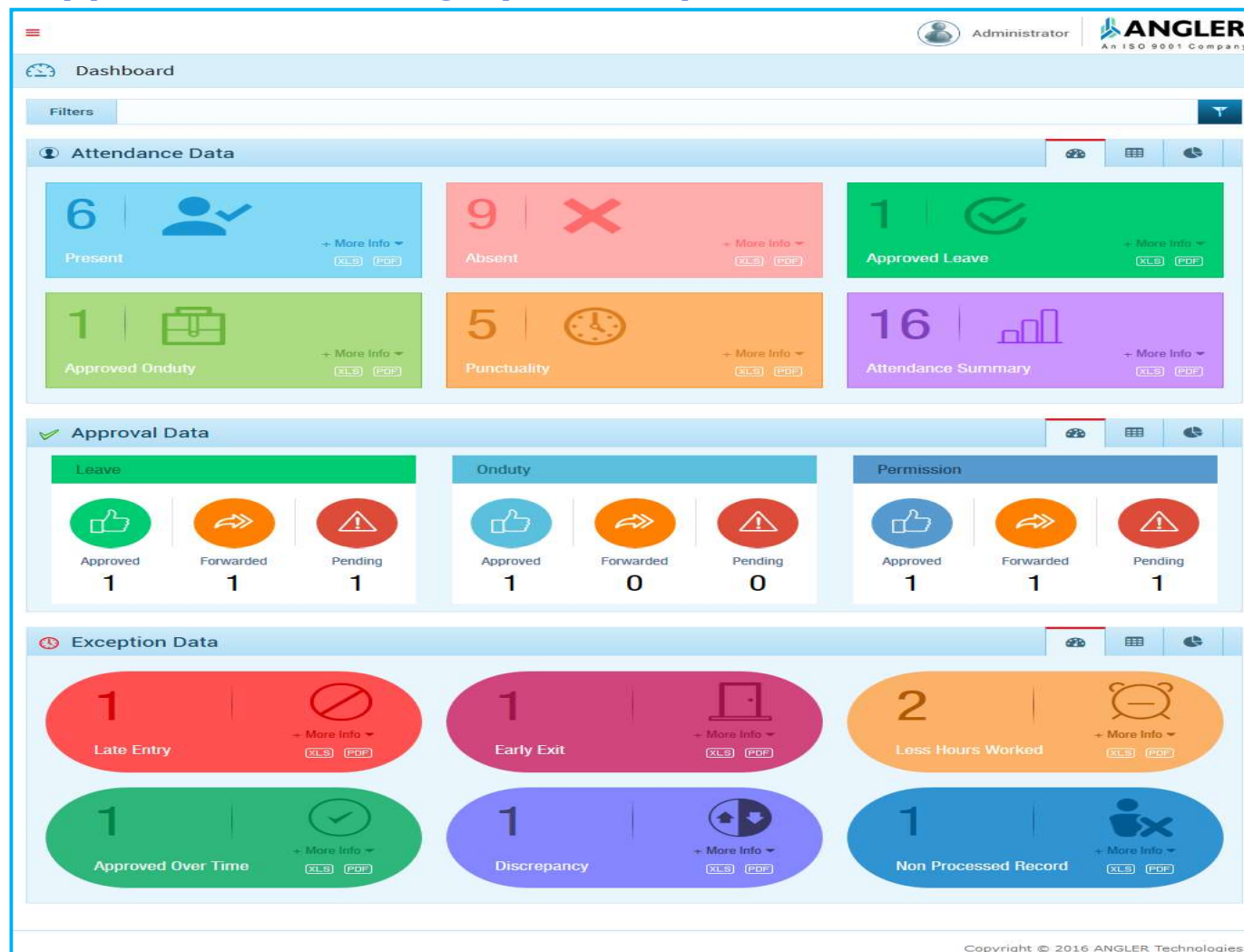
## Dash board - *To know in-depth Attendance, Exception & Approval details in graphical representation*



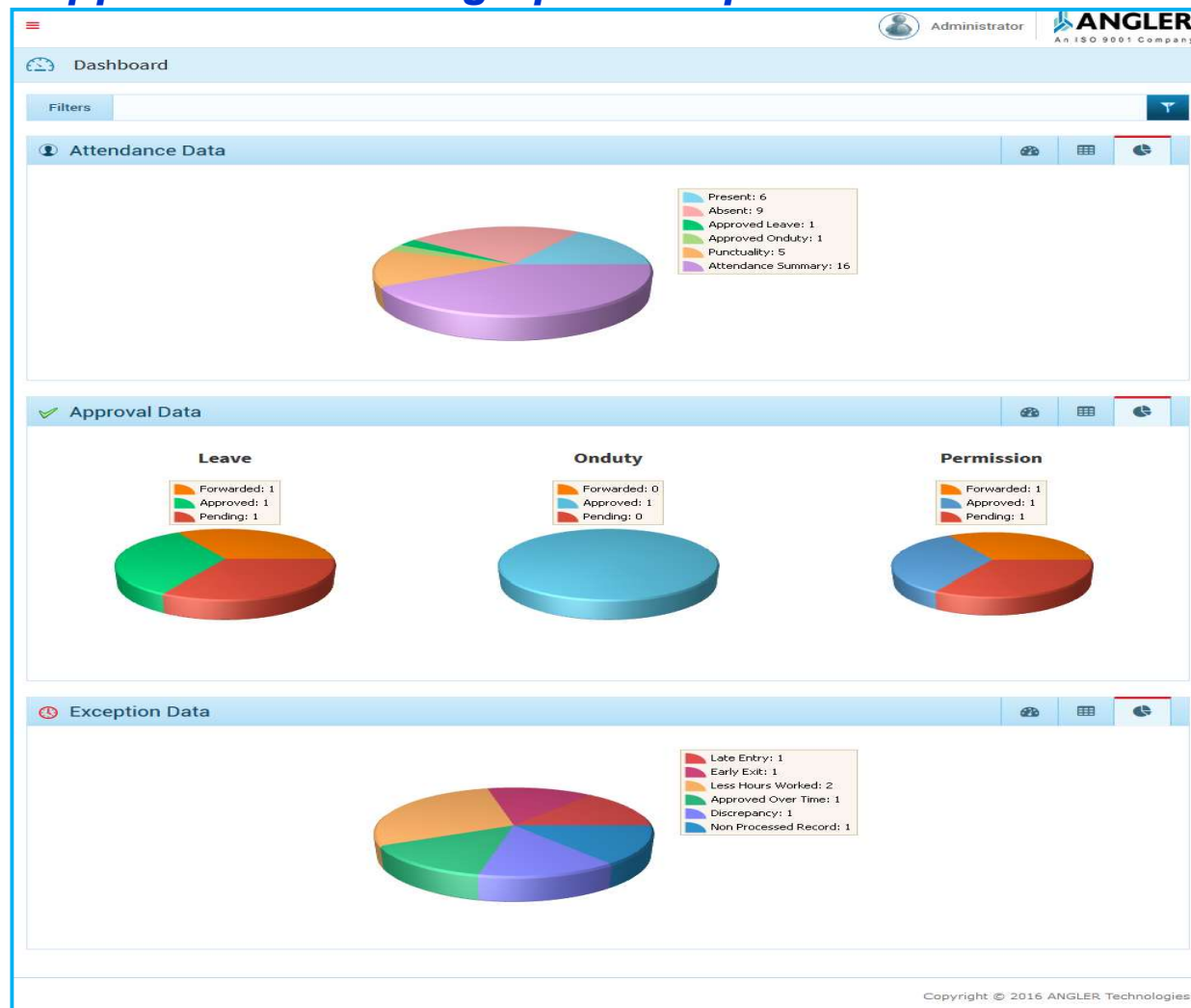
### Dash board

- Timecheck application comes with new enhanced, user-friendly dash board with responsive design & Grid view with graphical representation
- Authorized user can easily view Leave, on duty & permission with appropriate status pending, forwarded & approved
- Using Attendance Board user can view Present, Absent, Approved leave, Approved On duty, Approved Permission & Punctual details in a user friendly manner.
- Using Exception Board user can view Late entry, Early exit, Less hours worked, Overtime, Discrepancy & Non processed records details in a user friendly manner.
- Export to Excel & PDF options are provided for better tracking.

## Dash board - *To know in-depth Attendance, Exception & Approval details in graphical representation*



## Dash board - *To know in-depth Attendance, Exception & Approval details in graphical representation*



***Discrepancy management – To know the missing punches  
(In & Out) & Closing those discrepancy entries in a user friendly  
manner***



**Discrepancy Management**

- Helps the authorized personnel to know the missing punches(In & Out) in case an Employee forgets to bring his swipe card, missed out to mark either his IN or OUT of an employee for a particular day
- Provided option to view & close all the discrepancy entries in single click
- Swipes handling feature in TimeCheck lets you to neglect the un-wanted punches or include the required punches to avoid discrepancies
- Allow authorized user to import the manual time entry details using CSV import to increase the user-friendliness.
- Facilitated to know the non-processed records and root cause for it in detail & It reduces the application downtime & facilitates the responsible person to act up on.



## Discrepancy management

Discrepancy Entry

Home > Manual Time Entries > Transaction > Discrepancy Entry

Filters

Mandatory (3 No.)

Shift

All

Employee Name

Employee Category

-Select-

Time Period From

01-Apr-2016

Employee Id

Employee Type

-Select-

To

12-Oct-2016

☒ With PunchType

☐ Without PunchType

☒ Discrepancy

☐ Absent

Company

-Select-

Region

-Select-

Branch

-Select-

Department

-Select-

View

Save

**Multiple Organization Attendance – Group Multiple Companies**  
**manage their organization level hierarchy in a user-friendly manner.**



- With TimeCheck's Organization Management, you can easily define organization level hierarchy like Company, Region, Branch, Department and so on.
- Besides you can group multiple companies and manage their organization level hierarchy in a user-friendly manner.
- TimeCheck gives you an excellent opportunity to customize your organization needs.

<input type="checkbox"/>	Level Name	Description			
	<input type="text"/>	<input type="text"/>			
<input type="checkbox"/>	ABN Castings and Products				
<input type="checkbox"/>	Kousik Enterprise	Kousik Enterprise			
<input type="checkbox"/>	Sharp Tech Industries	Sharp Tech Industries			
<input type="checkbox"/>	Vaibhav Machinaries	Vaibhav Machinaries			



## ***Holiday Management – Flexibility to define Global & Restricted Holidays to manage holiday management needs***



- TimeCheck gives you a wide range of flexibility to define Global Holidays and Restricted Holidays that can be availed on approval against the quota defined.
- One of the unique attribute in TimeCheck's Holiday Management feature is that you can categorize the Global and Restricted Holidays, which gives flexibility to the employees and management to selectively choose the region specific holidays for each and every employee and also level wise (Company / Branch / Department).



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## ***Holiday Management – Flexibility to define Global & Restricted Holidays to manage holiday management needs***



**Holiday**

Administrator An ISO 9001 Company

Home > Configuration > Holiday > Modify

**April 2016 - March 2017** Mandatory (4 No.)

☒ ABN Castings and Products

- ☒ South Region
  - ☒ Madurai Branch
    - ☒ Human Resource
    - ☒ Marketing n Sales
    - ☒ Painting Department
    - ☒ Production Department
    - ☒ Purchase Department
  - ☐ Vaibhav Machinaries

Holiday Type

Global Holiday

From

Holiday Description

-Select-  
Global Holiday  
Restricted Holiday

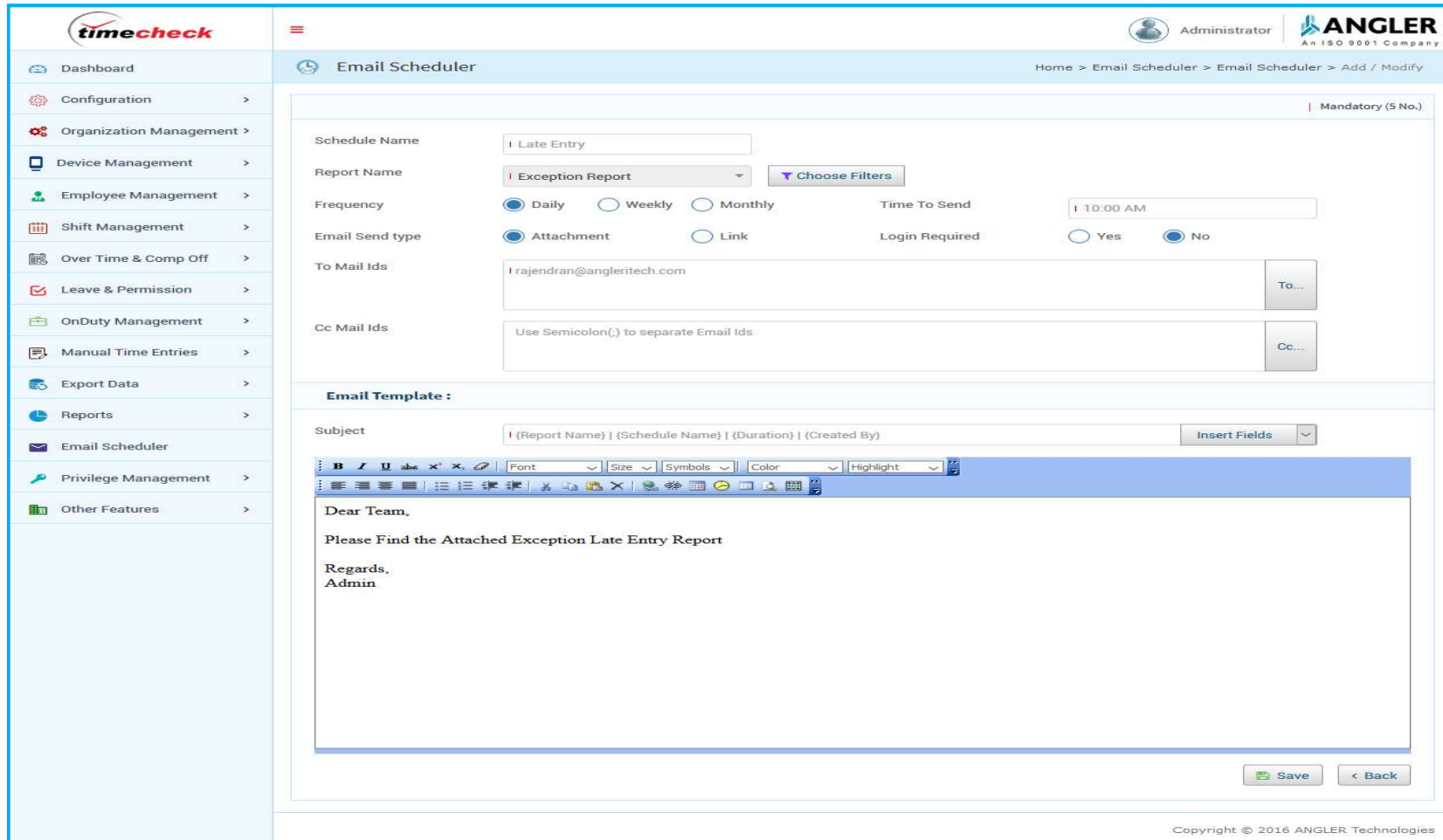
To

04-Apr-2016

Save

Back

**Email Scheduler –Facilitates to configure Auto Email Trigger of reports on various frequencies in a user friendly manner**



The screenshot displays the 'Email Scheduler' configuration interface. On the left is a sidebar menu with options like Dashboard, Configuration, Organization Management, Device Management, Employee Management, Shift Management, Over Time & Comp Off, Leave & Permission, OnDuty Management, Manual Time Entries, Export Data, Reports, Email Scheduler, Privilege Management, and Other Features. The main area is titled 'Email Scheduler' and includes a breadcrumb trail: Home > Email Scheduler > Email Scheduler > Add / Modify. The configuration fields are as follows:

- Schedule Name:** Late Entry
- Report Name:** Exception Report (with a 'Choose Filters' button)
- Frequency:** Daily (selected), Weekly, Monthly
- Time To Send:** 10:00 AM
- Email Send type:** Attachment (selected), Link
- Login Required:** Yes, No (selected)
- To Mail Ids:** rajendran@anglertech.com (with a 'To...' button)
- Cc Mail Ids:** Use Semicolon(;) to separate Email Ids (with a 'Cc...' button)

The 'Email Template' section shows a subject line: {Report Name} | {Schedule Name} | {Duration} | {Created By} (with an 'Insert Fields' button). The email body contains the text: 'Dear Team, Please Find the Attached Exception Late Entry Report Regards, Admin'. At the bottom right are 'Save' and 'Back' buttons. The footer indicates 'Copyright © 2016 ANGLER Technologies'.

## Month Closure & Export data - *Process the whole Month*

### *Attendance data by closing discrepancies*



- Helps to process the attendance data of an employee by proper verification of discrepancies and also it facilitates the process the data like worked, overtime details, leave details, late in or early out hours.
- Re-process the data based on the changes
- Automatic or Batch process that synchronizes with Payroll & HR Applications
- The processed data can be exported in a format (CSV, XLS & XML) with the user defined columns required by the Payroll Software and other third party software.



## Reports

- Detailed Attendance
- Monthly Attendance
- All Swipes
- Mustor roll
- Head Count
- Manual Time Entry
- Punctuality
- On duty report
- Leave
- Permission
- Overtime Report
- Comp Off report

### Attendance Reports



- Late Entry
- Early Exit
- Late Exit
- Early Entry
- Discrepancy
- Absent
- Less Hours Worked

### Exception Reports



- Emp.Shift Allocation
- Shift report
- Shift not allocated report
- Employee Details
- Month Closure
- Year Closure
- Leave policy not allocated
- Cumulative Minimum Work Week Hrs. report

### Other Useful Reports



## Automatic Scheduling & Email triggering of reports -

### *Facilitates for better user friendliness & tracking*



- This module facilitates the Authorized user to select the reports from reports module which have to be sent through email and also the schedule basis (daily, weekly, monthly) of sending the individual report.
- In addition to that authorized user can add email templates for each user group & In this template they can select the employees under the specific user group for whom the email (To, CC & Subject) has to be sent can be configured.

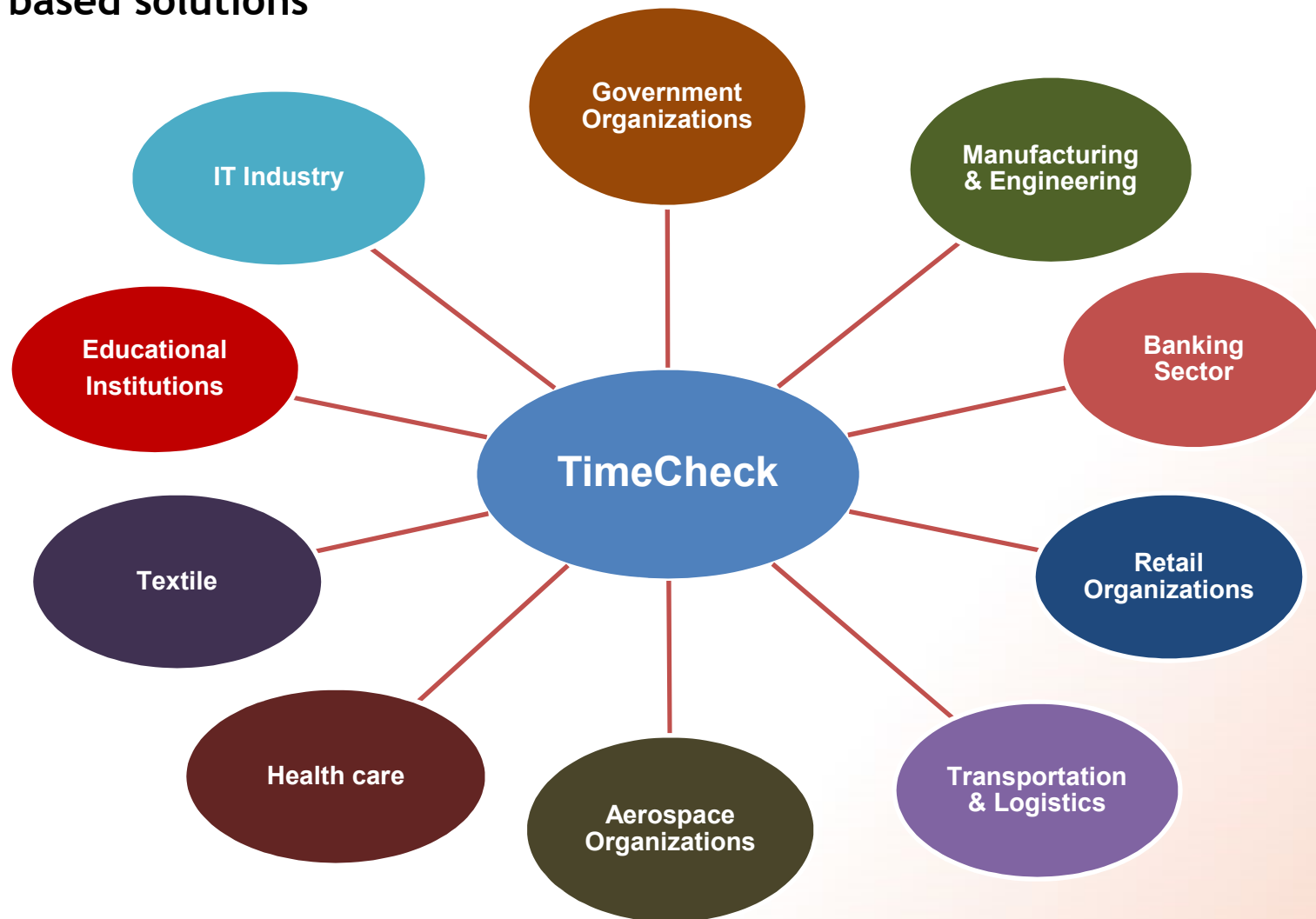


## Other Useful features

- Bilingual feature – Supports (Arabic & English)
- Flexible and Non-Flexible Shift handling for Various Industries Time & Attendance needs
- Flexible to handle the Additional Weekly Off
- Facilitates the Company Closing time during Inevitable & unpredictable situations like Strike, Call off, etc
- Master Data Import feature helps to import the master data including organization levels, employee profile and designation, etc. in one single click.
- Provides flexibility to define Organization Level Hierarchy, allow you to classify different user groups and assign privileges to each user for accessing the respective module in organization level.
- Facilitates the organization's hierarchical reporting structure and protects sensitive employee information with comprehensive security layers and limits supervisors or managers with only their relevant information.



## Industry based solutions



## Benefits





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