

EMPLOYEE DASHBOARD

- o Employee Login
- o Send leave application
- o TA Management
- o View and download Payslip
- o View leave application status
- o View attendance
- o View leave balance
- o Notice Board

HR DASHBOARD

- o Manage employee master
- o Leave & Attendance Management
- o Manage KRA & KPI
- o Payroll Management
- o View , Print and download reports

Basic Canteen Management Solution

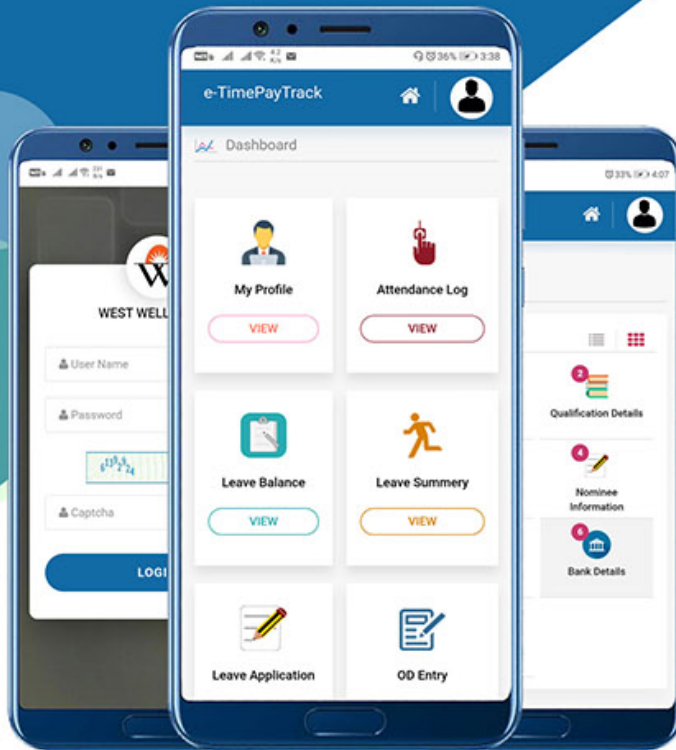
- ✓ Fetch Canteen data by using employee bio-punch
- ✓ Food Calculation (direct attach with payroll)
- ✓ Employee wise no. of Tea , breakfast , lunch and dinner history
- ✓ Customize report as needed

VISITOR MONITORING SYSTEM

- ✓ Visitor registration with picture
- ✓ Generate gate pass.
- ✓ Departmental alert for upcoming visitors
- ✓ Date wise visitor log.
- ✓ Customize report as demand.

EXTRA FACILITIES

- ✓ Employee with multi shift setup (Shift group management).
- ✓ Blocking / Unblocking Module:
- ✓ Employee and device wise attendance blocking and unblocking management.
- ✓ Miss punch report generation by following shift roster.
- ✓ Cron job setup for sending daily attendance (auto mailing) to HOD
- ✓ Employee wise promotion and gradation logs for last three years.
- ✓ OD management module. (HR and Employee both)
- ✓ Gate pass management module.
- ✓ Probation for Implementation of SMS gateway
- ✓ Probation for Implementation of mailing gateway



**DILIGENT ITECH
PRIVATE LIMITED**

Diligent Itech Private Limited

IT SERVICE PROVIDER

Shyma Bhaban ,2 no. D.B. Nagar ,Kol-700110 (Near SBI - Sodepur Branch)

9903198334 / 8100666333

www.diligenttech.in



ETPT

E-Time Pay Track

Our Valuable Client





EMPLOYEE MASTER

- Employee Login creation, Employee ID Allotment
- Joining Information, Profile with images
- Present & Permanent Address
- Emergency address and contact person details
- Dependents information : Contact details , Name ,Relation & more
- Professional Information : Branch, Grade , Designation , Reporting Manager , History
- Statutory Details: PF, ESI, PAN, P-TAX, TDS etc.
- Document Attachment Facilities Like: Bio-data , PAN , Voter Card , Bank Pass Book Details Etc.



LEAVE & ATTENDANCE MANAGEMENT

- Leave Rule (Sick Leave, Casual leave, Earn Leave, Privilege Leave , Consolidated Leave Etc.) – To be defined by subscribed users
- Approval Hierarchy – As defined by subscribed users
- Leave requisition , Approvals and rejection through system
- E-Mail Notifications, Leave Balance Details
- Holiday and off days – As defined by subscribed users
- Comp off Leave Management
- Attendance management with miss punch setup according to shift roster.
- Flexible Attendance input (Only For HR)
- Late coming, early going, absence due to travel on duty etc.
- Monthly /Yearly leave carry forward & encashment
- Comp-Off Leave Management



PAYROLL MANAGEMENT

- Flexible Pay Structure
- User defined salary heads (Allowance and deduction)
- Maintaining payroll history for each employees
- Salary revision & increment management
- Loans and advance management
- TDS, Leave, LWP Calculation
- Pay slip generation & auto emailing
- Pro rate calculation, Arrear calculation and processing
- Employee transfer promotion and increments
- Reimbursement / Allowances Managements
- Full & Final Settlement



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prasenjit@diligenttech.in

SHIFT & TIME ROSTER

- Shift Timing Setup
- Shift Rule Setup
- Shift Rotation Setup
- Office Time Setup



UTILITY MODULE

- User authentication management
- Database Backup

Query & Report

- ✓ Basic Attendance Report
- ✓ Detailed Attendance Report
- ✓ Detailed Summery Attendance Report
- ✓ Present Report
- ✓ Absent Report
- ✓ Late Coming Report
- ✓ Early Going
- ✓ Short Worked Report
- ✓ Missed Out Punched Report
- ✓ Leave Record
- ✓ Out Door Duty Record
- ✓ Employee Detailed Report
- ✓ Pay Slip
- ✓ Monthly Salary Statement
- ✓ Employee Wise Salary Statement
- ✓ Employee wise PF report with breakup
- ✓ Employee wise ESI Report
- ✓ 10 Nos of customize report as per client demand

