

# Time Attendance Solution

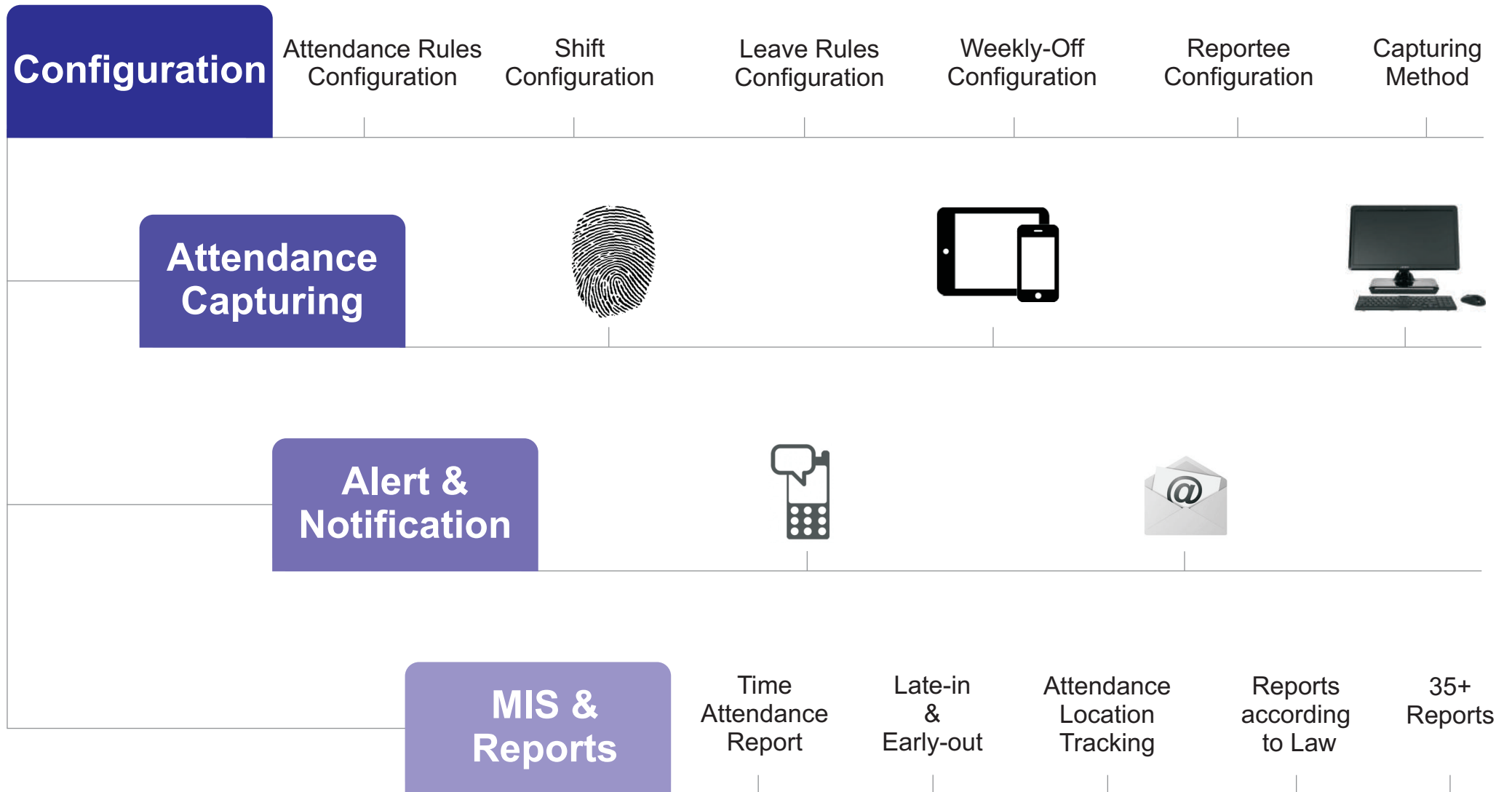
Complete automated employee's attendance management



A new Age Workforce Management Solution. Consolidate and streamline your HR department by simplifying HR practices, improve accuracy, reliability and transparency in the process with CtrlHRO.

CtrlHRO™

# Attendance Management



# Biometric Integration

Now strengthen your control with Biometric integration



- CtrlHRO Time and attendance system is hardware independent and integrates with any biometric machine.
- Integrates with attendance capturing device like Fingerprint, Face Recognition, Iris recognition, Swipe card and PIN biometric machines.
- Installation is as easy as having an internet connection and acquiring a login. Zero Maintenance Cost.
- Real time synchronization with centralized control for multi-location bio-metric machines.
- Compatible with existing corporate CRM, ERP & SAP systems used in your company. This adds a new dimension to your current workforce management.



ANY DEVICE | ANYTIME | ANYWHERE

# Use Mobile for Attendance & Location Tracking

Monitor, manage and track your field employee's attendance.

- On the go access
- Mobile Check-in & Check-out
- Track the check-in & check-out locations
- Centralize report for multilocations



Cloud



Android



Apple

# Employees & Manager Self Service

Our comprehensive Time and attendance system has Employee self-service portal (ESS) that provide employees with access to their attendance, leave and personal records details 24x7.

- Employees can track paydays, apply for leave and regularize their attendance online using ESS portal.
- Employees receive email notifications, which lets them know the status of their applications. So no need to follow up the status of the applications with the HR department.
- Leave and regularization applications are routed to the respective reporting managers and team leaders according to the hierarchy set in the system without the need of an HR `s intervention.
- Manager Self Service portal allows Managers to sanction or reject an employee`s application. Managers can download attendance & leave reports of their reportees.

The screenshot displays the WISECOR SERVICES ESS portal. At the top, there is a navigation bar with links for Dashboard, Profile, Attendance, Payroll, and Log Out. The main content area is titled "My Attendance" and shows the date "06 September 2016". A large digital clock displays "11:42:10". Below the clock are buttons for "Check In", "Check Out", and "My Leave". To the right, there are several statistics: 30 Total Days, 2 Present, 3 Absent, 0 Holidays, 1 Week Off, and 0 Early / Late Count. Below these statistics, there is a "Shift Time" section showing "09:30:00 To 18:00:00" for the month of "Sep" in "2016". A "Submit" button is present. At the bottom, there is a table with columns for Date, In Time, Out Time, Worked Hrs., Status, and Regularise.

Date	In Time	Out Time	Worked Hrs.	Status	Regularise
01/09/2016	10:14:15	18:47:44	08:33:29	Present	
02/09/2016	10:26:24	19:00:37	08:34:13	Present	

The screenshot displays the WISECOR SERVICES MSS portal. The main content area is titled "Apply For Permitted Leave". It shows the "Available Balance" as "6.00". The form includes fields for "From" and "To" dates, both set to "09/07/2016", and "Reason" set to "Personal". There are also fields for "Approver" and "Approver" (ID), both set to "IRFAN MOMIN". At the bottom, there are "Submit" and "Reset" buttons.

# Employee Leave Management

One of the most Challenging task faced by the HR management today is Managing Leaves of Employees. Problems faced by Management is the approvals task becomes time consuming, when leaves are applied on different days it becomes difficult to calculate the number of employees on leave on a particular day, some time misunderstanding arises whether the leave was paid or unpaid and salary part becomes difficult and disputes arises, there is also a challenge of shortages of employees at work on a particular day if many leaves are accepted for particular date.

To overcome all challenges of Leave Management CtrlHRO offers following features:

- Configure leave policies
- Set auto leave credit rules
- Set the number of days that can be carry-forward
- Leave set-off against shortfall of other leave at the time of application
- Complete track record from application to approval



# Dash board and Notification

- Interactive **Dashboard** provides you a graphical representation of commonly used features.
- Pop-Ups and Links to useful functions.
- Managers can view notifications and reminders related to pending applications of Outdoor visit, leave and regularization applications on the dashboard.
- Management can issue Announcement and Alerts for employees.
- Work anniversary alerts, Birthday alerts, New Joinee alert and Quote of the day displayed on the dashboard.



# MIS & Reporting



Convert data into actionable and valuable information. Reports provide in-depth data analysis to identify patterns, trends and other company insights, the more data you obtain the more you learn and understand employees' attendance patterns and trends. Assist you in pro-actively manage business needs, instead of just reacting to them.

- Instant access for managers and executives to view and download reports.
- 35+ Yearly and Monthly Reports
- View Reports Location-wise, Branch-wise, Department-wise, and Individual Employee Reports.
- Late-in & Early-out Report
- Early-in & Overtime Report
- Leave detail Report
- Time Gain & Time Loss Report
- Employee Location/GPS Report
- Monthly Attendance Summary Report
- 35+ Yearly and Monthly Reports
- Export all reports to Excel or PDF format



### **ABOUT WISECOR**

Wisecor is India's leading Outsourcing services & Solution providers in the field of Human Resources, Finance, Accounting with compliance, Information Technology and Business Process Outsourcing. Wisecor started its journey over a decade ago, we follow an ISO certified process which improves quality, reduces cost and cycle time of business processes and improves productivity and agility. Our expertise is evident through our excellent performance in various industry verticals such as, Banking & Financial Services, Insurance, Hospitality, Education, Pharmaceutical, Manufacturing & Service industry and many more.

### **CORPORATE OFFICE**

707, Dattani Plaza, Safedpool, Near Sakinaka Telephone Exchange, Andheri Kurla Road, Sakinaka, Andheri(East)-400072. Maharashtra - India.  
Tel.: +91 22 2536 1911 | [sales@wisecor.in](mailto:sales@wisecor.in) | [www.wisecor.in](http://www.wisecor.in)

### **BRANCH LOCATIONS**

Thane | Bhiwandi | Pune | Delhi | Gurgaon | Ahmedabad | Jaipur | Udaipur

