




**EMSPHERE WEB 4.1**

# **TIME AND ATTENDANCE WITH LEAVE MANAGEMENT SOFTWARE**

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Emsphere Standard Time Attendance Management Solution is a leading product for capturing the Employee Attendance & Leave



Emsphere Standard Time Attendance Management Solution is a leading product for capturing the Employee Attendance & Leave related data and it's being used by fortune 500 companies who trust the accuracy of the solution. The product is implemented with 500+ companies with more than 3Lacs employees in India and Middle East.

Our employee and supervisor self-service features eliminate the burden of manual processes. Your team can create, manage, and respond to requests, approvals, and alerts completely electronically. Easily collect, automate, and analyze employees' attendance data related to employee hours worked, overtime, and so on.

## Technologies Used:

**Application front- Version:** ASP.NET

**Backend Database- Version:** MS-SQL 2008R2 or Above

**Web Based :** Yes

**Deployment Available :** On Premise and On Cloud (Azure)

**Mobile App Available:** YES ( Add-On) Android & iOS

**Browser Support:** Google chrome, IE10 or above

**Active Directory User authentication:** Windows AD

**Single sign on:** Yes

# Feature List

## Basic Employee Master

01

Basic Employee master data fields

02

Excel upload facility for Employee Master data upload

03

Additional fields like Group, Grade, Sub-Department, Division available

## Time & Attendance Management

In/ out attendance through various means like Biometric, Barcode, Face ID and RFID

Shift logic – Auto shift, night shift / core shift; shift allocation by excel upload is possible

Overtime Management with Online Overtime Approval along with Policy for National Holidays / Weekly off

Attendance regularization (in case of Miss punch) with approval work flow

Manual Attendance Regn for BUS late

Reporting Manager can update Weekly Off for his/her Team Members.

Mass Weekly Off update.

Manual Attendance Update

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## Holiday

Location wise Holiday definition

## Shift Management

- ◆ Multiple Shift definition.
- ◆ Auto Shift Allocation on the basis of shift timings.
- ◆ Shift Rotation.
- ◆ Shift Allocation by HR/Super.
- ◆ Shift Allocation by Reporting manager to his sub-ordinates.
- ◆ Shift allocation through system generated Excel upload template.



## Over Time

- ◆ OT generation for Extra Working Hours after completion of Shift :
  - Shift IN-OUT timing basis
  - Fix Hours Basis
  - Shift Duration Basis
- ◆ Configurable OT hrs calculation Rules for working days, Holidays, Weekly offs and rounding off logic.
- ◆ Online approval by Manager.
- ◆ Two level Approval flow for generated Over Time can be configured.



## Attendance Regularization

- ◆ Online Attendance Regularization Application by Employee if he/She forgot to punch.
- ◆ Two level approval flow can be configured for the approval.
- ◆ Email Notification about each application, approval, rejections
- ◆ Manager can approve just by clicking link in the mail body.
- ◆ Delete Attendance Regularization facility to HR/ Super user.



## Work From Home Application

Online Work From Home Application by Employee if he/She working from home for some hours or for full days.

- Two level approval flow can be configured for the approval.
  - Email Notification about each application ,approval, rejections
  - Manager can approve just by clicking link in the mail body.
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## Out Duty Application

- Application available In Day's as well as In Hours
  - Online Out Duty Application by Employee if he/She Traveling outside office for official Work for Days or for Hours.
  - Two level approval flow can be configured for the approval.
  - Email Notification about each application ,approval, rejections
  - Manager can approve just by clicking link in the mail body.
  - Delete Out Duty Application facility to HR/Super user.
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## Leave Management

- Location wise leave Multiple Code Creation – PL, SL, CL etc
- Short leave
- Leave Setting
  - Leave Allow Per year / Monthly
  - Min / Max day Per Application o Service Period to Avail
- Sandwich Policy for holidays & Weekly off
- Online Leave Application by Employee from the web portal.
- One or Two level approval flow can be configured for the approval.
- Email Notification about each application, approval, rejections
- Manager can approve just by clicking link in the mail body.
- Adjustment by HR/super User.



## Comp Off Management

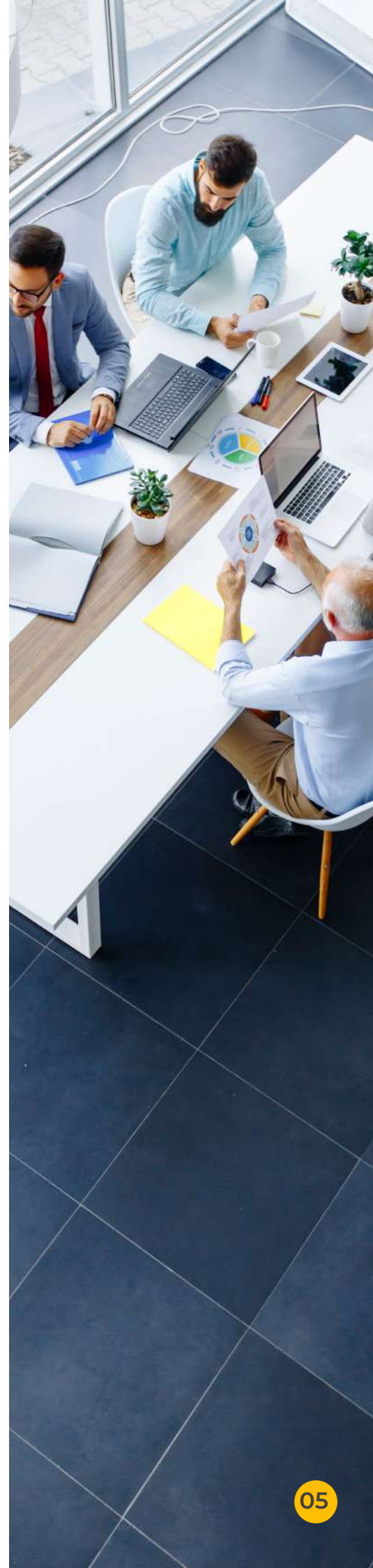
- Extra working min. to generate 0.5 or 1 day C-Off
  - Separate Policy for Staff & Workers
  - Expiry in Days
  - Online C-Off Application to avail C-Off by Employee from the web portal.
  - One or Two level approval flow can be configured for the approval.
  - Email Notification about each application, approval, rejections
  - Manager can approve just by clicking link in the mail body.
  - Adjustment by HR/super User.
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## Employee Onsite Application

- Super/HR can add employee on site details, if employee is Out of Country.
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## User Management

- Admin Login
- HR Login (Location Wise )
- Employee Login
- Manager Login



## Employee Self Service Portal

- ◆ Dashboard
  - Calendar View of Attendance
  - Shared Policy Document
  - Pending Application for Approval (Manager Login)
- ◆ Applications
  - Pending Application
  - Leave Application with Available Leave Balance Details
  - Comp-Off Application with Available Leave Balance Details
  - Attendance Regularization
  - Work From Application
  - Out- Duty Application
- ◆ In Days
- ◆ In Hours
- ◆ Reports
  - Attendance / Leave / Out-duty related Own reports
  - Subordinate Attendance / Leave / Out-duty related reports (Manager Login)

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## Locking Application

- ◆ Super/HR can add dates for locking applications.

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## Add On Module (Extra Cost)

- ◆ Mobile App on Android, IOS
- ◆ Canteen management Software
- ◆ Visitor Management Software
- ◆ Head count Management Software





# Happy to Help you..

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