STAR
Features

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ALIF SYSTEMS

Attendance Overview & Functions

A ttendance Management System covers the requirements of the Personnel Department in terms of Manpower Analysis, day-to-day monitoring of the Attendance, Maintaining Statutory Registers, Monitoring of Leave Records, Calculation of Overtime and transfer of relevant information to the Payroll System.

The Attendance Management System can take care of the following:

Hours of work: Hours of work can be defined employee wise or shift wise.

Shifts: Shifts are user definable. Grace Time, both at the Start and End of the shift can be defined for individual shifts.

Types of Shifts: Shifts can be either as per a predefined roster, open shift or a break shift.

Duty Roster Generation: Based on the pre-defined shifts you can generate a pattern of work known as a DUTY ROSTER. These DUTY ROSTERS can then become a template for future roster generation.

Weekly offs: Weekly off days can be defined employee wise or roster wise.

Holidays: Holidays can either be general holidays for all staff or it can be defined for a set of employees.

Overtime: Overtime hours are calculated by the system based on punch timings. The said overtime hours are transferred to payroll only after the departmental head has sanctioned it. The system allows the user to specify which employee or a set of employees is eligible for overtime.

Leave Management

Comp offs: System has a facility to generate comp offs for weekly off days and holidays falling on same day or any other case. System has inbuilt validity checks for claims made and the date against which the claim is made so that there is never a possibility of an employee claiming more than what is sanctioned. Multiple comp offs can also be sanctioned against one day.

Reimbursement of Attendance: If any correction/modification of attendance/leave is done for any prior months for any employee, then attendance reimbursement is directly generated in the current month, at the same time keeping track record of that earlier month.

Leave definition and validity: All the leaves of the organization are user definable based on Grades.

The leaves can be monitored by parameterising the same as follows:

➢ Whether to be carried forward or not

➢ Whether to be accumulated or not

➢ Whether encashable or not

➢ The maximum and minimum period for which leaves can be claimed.

➢ Number of days for which a leave can be taken at a stretch.

➢ Maximum number of times a leave can be availed by an employee in a year.

Leave Sanction: Leave sanction is restricted to availability of balance at the credit of the employee. A number of validity checks are performed to ensure that the sanction is proper as per the parameters defined for that leave.

On line maintenance of leave balances: Leave balances are immediately updated whenever the leaves are sanctioned. At any point of time the final leave balance of an employee can be viewed.

Monthly Inputs & Attendance Updates

Leave Credit through the system: The system facilitates the user to credit leaves to all the employees. The said leaves can be credited as follows:

➢ For a set of employees based on certain criteria viz. Gradewise, Departmentwise etc.

➢ For an earlier period.

➢ Different leaves can be credited for different periods for e.g. PL can be from January to December, CL from April to September and October to March etc.

Manual update of leave balances: In case an employee joins in between the year or transferred from one unit to another in between the year – a facility to credit/remove the leave balance for such employees exists.

Temporary Employee Card: A temporary card can be issued to employees who are not yet issued an identity card or to those who have lost their identity cards. These temporary cards are re-usable. Attendance swipes against such cards can be linked against their clock numbers.

Holiday Wages: System has a facility to generate Holiday wages as per your requirement in the retrieval module. You can also sanction holiday wages manually if you wish so.

Overtime sanction and overtime reimbursement: Overtime hours done by an employee is tracked by the system. The reimbursement of Overtime hours for earlier months can also be sanctioned. These hours can then be directly transferred to payroll for payment as per the multiplier rate defined in payroll.

Updating Attendance: After the data has been retrieved into the system the user has a facility to update or change the attendance of any employee with prior sanction from the supervisor or department head. Any changes so made are maintained by the system in a trace log. This enables you to track any such changes made in the system.

Data Processing, Transfer & Interfaces

Transfer to payroll: The days of attendance, leave balances, leaves taken, attendance reimbursement; overtime and its reimbursement and holiday wages can be directly transferred to payroll. The leave balances so transferred can be printed on the monthly pay slips of the employees.

Facility to store and print halves in the system: The user has an option to deal with half days. If he wishes so then the system allows entering and printing half days in the reports. Half Days leave then can also be sanctioned.

On line queries: Reimbursement of attendance, leave balance, comp offs and overtime can be queried from any module in the system.

Powerful and Flexible Reports: The system is equipped with powerful yet very flexible user friendly reports for Yearly leave taken / absentee analysis/ weekly attendance analysis / List attendance occurrence between period and at a stretch. List of employees who are regularly present / absent.

Statutory Reports: Statutory reports like Leave register, Attendance register, Overtime register can be printed on a monthly or periodic basis.

Interfaces: Powerful interface with **ALIF's PRISM** & **SPARK**. The employee data entered in the ALIF SPARK system can be directly transferred to the attendance package thus eliminating double data entry. In case of ALIF's SPARK data transfer is eliminated as the system is integrated with ALIF's SPARK system.

TRT Interfaces: Time Swipes made in the time retrieval terminals provided by WYSE, EXACT, CMS, PRINT Electronics and DIVYA systems or any such hardware vendor can be downloaded directly into the system.