



WORKFORCE MANAGEMENT

... THE EASY WAY



10 REASONS TO USE TIMELABS

Time attendance & payroll software is one of the simplest & most powerful way of controlling costs related to wastage of man hours due to costly manual attendance & payroll processing.

Timelabs, integrated with a biometric time attendance machine, offers the most cost-effective ways to eliminate costly manual processes in managing employee attendance and time. With our easy-to-use, web-based software, you can start saving time & money immediately by improving the accuracy of daily attendance, simplify payroll process & increasing overall employee performance.

1. Saving 2-5 minutes of your accountants or book-keepers time per month per employee normally spent tallying up time cards is important to you.
2. Process the information in one spot, at the same time, and in just minutes.
3. Implement a HR System that is compliant with local overtime pay rules.
4. Prevent overpayment / underpayment to employees & save your business money & other internal issues this can cause.
5. Prevent employees clocking in for each other & get a real idea of your employee's time & attendance information.
6. Simply and easily track total working hours & allocate costs accordingly.
7. Knowing who is and isn't at work at a glance gives you better control of your business.
8. Reduce your administrative work.
9. Improve payroll accuracy by reducing payroll processing time.
10. Eliminate lost or missing or manipulated timesheets.

Best Software to use where there are multiple branch locations & centralized attendance management solution is required.



TIMELABS

SALIENT FEATURES

ATTENDANCE

- Web based software - Anytime, Anywhere access
- Supports Multiple Branches & 1000 + employees
- Biometric Fingerprint reader / Card punch machines integrated
- Fast and comprehensive Timesheet
- Comprehensive RULE engine to allow any combination of HR Rules
- Define Overtime rules with Grace period & Short Leaves
- Yearly Holiday Calendar, Week Days and Weekly Off's
- Easy and simple SHIFT management
- Tracks Casual & Paid Leaves for employees
- Quickly monitor Daily Timesheet (employee wise or date wise)
- User, Branch and Machine Level permissions
- Ability to import data from Excel
- **Extensive, Accurate and Precise Reporting**

PAYROLL (OPTIONAL)

- Integrated Payroll for Salary calculations
- Manage Loans/Advances for each employee with adjustments each month
- Manage employee appraisals quickly
- Secure & fast Salary Slip Approval & issue process
- Export reports to Excel or PDF or other systems with ease
- Allows Customizing the software to meet special requirements

SYSTEM REPORTS

General Reports

Holiday List
Group Policies
Overtime Policies
Shift Details
Time Policies
Week Policies

Employee Reports

Employee Group Wise
Employee List
Leave Details
Machine Connectivity
X-Employees

Timesheet Reports

LateNess
OverTime
Performance
Manual Entry
WeeklyOff Attendance
Daily Attendance
Monthly Summary
Monthly Detailed

SYSTEM REQUIREMENTS

Windows Server 2008/2003, Windows 7/Vista/XP SP2, SQL Server 2005 Express edition, Ajax, Microsoft .Net Framework 2.0, Fingerprint Attendance Machine & LAN Connectivity



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