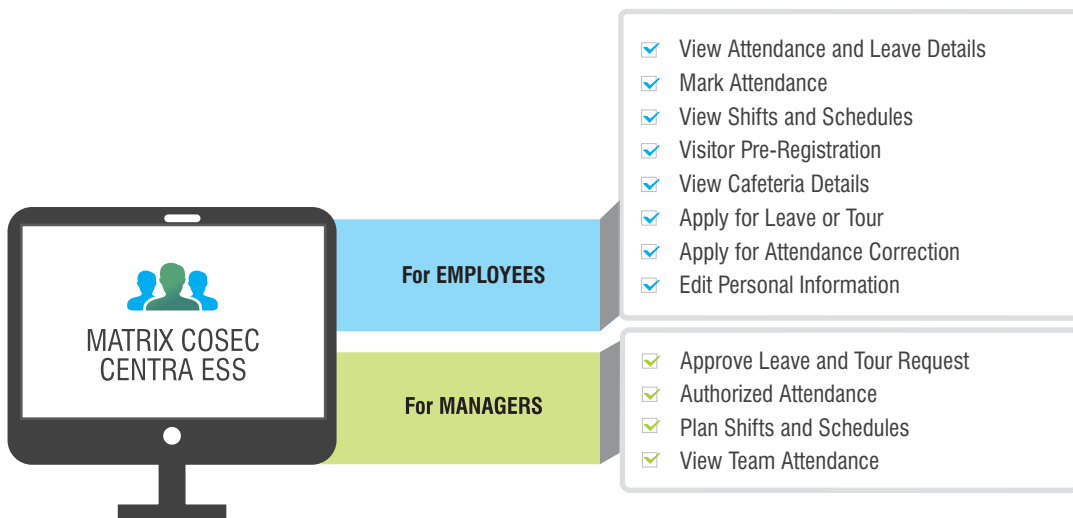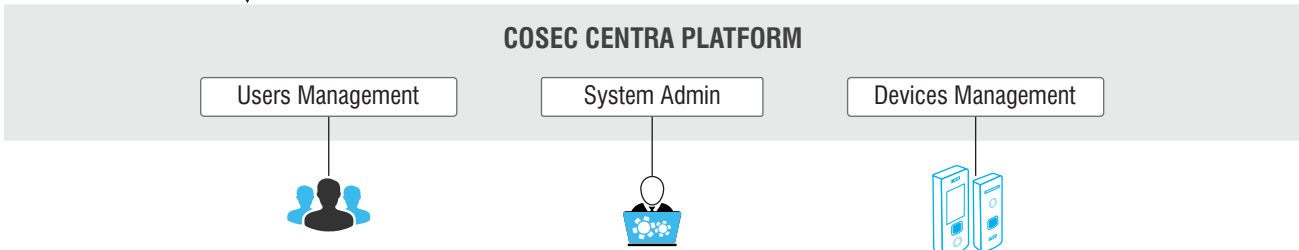## EMPLOYEE SELF SERVICE PORTAL

Matrix COSEC CENTRA ESS is a comprehensive web-based employee portal offering COSEC users to monitor and manage all their time-attendance and leave options. Employees and managers can access all their time-attendance information easily and perform related tasks intuitively reducing a significant amount of time they spent on these issues. The Matrix COSEC CENTRA ESS intuitive interface offers employees to view their attendance and shift schedules, check their leave details, apply for leaves or tour and update personal and job related information. Additionally, reporting officer can approve or reject leave and tour applications, authorize attendance and plan work schedules of his subordinates. Matrix COSEC CENTRA ESS is truly a productivity booster for any organization.

TIME ATTENDANCE MODULE	EMPLOYEE SELF SERVICE PORTAL	ACCESS CONTROL MODULE	VISITOR MANAGEMENT MODULE	CAFETERIA MANAGEMENT MODULE	ROSTER MANAGEMENT MODULE	CONTRACT WORKERS MANAGEMENT	JOB PROCESSING AND COSTING
TAM	ESS	ACM	VMM	CMM	RSM	CWM	JPC

COSEC CENTRA PLATFORM

Users Management   System Admin   Devices Management

MATRIX COSEC CENTRA ESS

For EMPLOYEES

- ☑ View Attendance and Leave Details
- ☑ Mark Attendance
- ☑ View Shifts and Schedules
- ☑ Visitor Pre-Registration
- ☑ View Cafeteria Details
- ☑ Apply for Leave or Tour
- ☑ Apply for Attendance Correction
- ☑ Edit Personal Information

For MANAGERS

- ☑ Approve Leave and Tour Request
- ☑ Authorized Attendance
- ☑ Plan Shifts and Schedules
- ☑ View Team Attendance

KEY FEATURES

Attendance and Leave Status
Matrix COSEC CENTRA ESS provides direct web based access to employees to view their attendance summary, attendance details and leave status for a particular day, current month, previous month or any user defined period. This detailed information is presented with colorful marking for easy interpretation.

Shift Schedules
Employees can view their own shifts and schedules for the current and upcoming months for advance planning. This advance planning greatly improves their time management and efficiency.
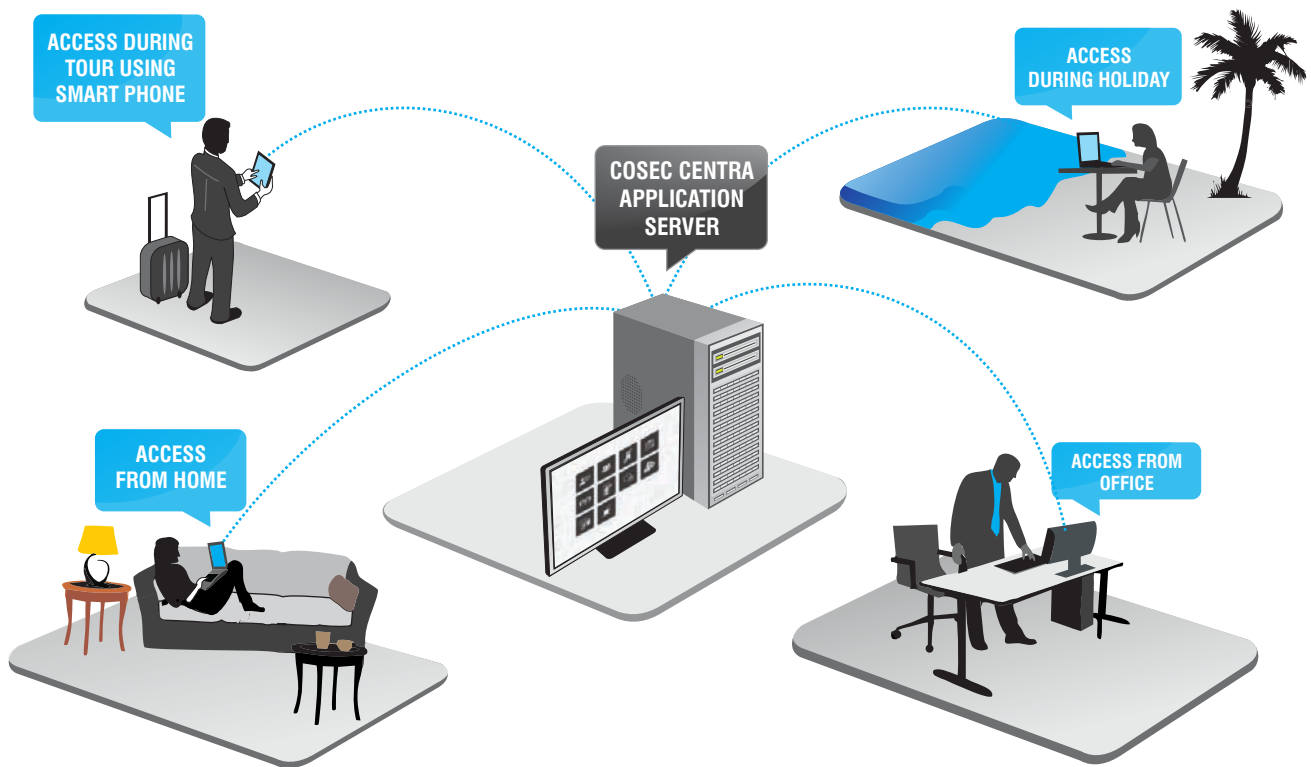
Attendance Correction
Matrix ESS allows managers to correct attendance of team members for special reasons such as official duty, special flexibility for a vehicle breakdown or medical emergency, etc. If granted permission by the system administrator, the manager can change presence and entry/exit timings of his team members. Of course, all these alterations are stored in the audit trail for official records.

Mark Attendance
Attendance tracking for the field or mobile employees presents several challenges to HR person. From ESS, the field person can directly login into the COSEC server and mark his attendance without going to the office.

Leave Application and Approval

Anyone who has applied for leave knows the frustration of filling the paper form and waiting for the approval from the reporting officer. With Matrix COSEC CENTRA ESS, employees can request for attendance authorization, overtime, compensatory-off and personal and official leaves to his reporting officer. This request is reflected on the reporting officer's ESS dashboard. Tedious and manual paperwork is completely eliminated.

Cafeteria Details

Using COSEC CENTRA ESS, a user can check his prepaid and postpaid cafeteria expenses during the month. He can also check monthly menu and apply for any correction in the consumption shown.

Message Board

Matrix COSEC CENTRA ESS displays customizable messages on the home page of the portal and thus viewable to all users. A user reads the message as soon as he logs into the ESS. Admin and HR can update employees with the latest internal and external news and events.

Visitor Pre-Registration

Using COSEC CENTRA ESS portal, authorized employees can pre-register a visitor quickly and easily before the actual visit. He can register a visitor with personal and official detail along with purpose of visit and other necessary information. Security and reception can use this information to prepare a pass for the visitor improving overall productivity and give a professional impression of the organization.

Reporting Officer Self Service

COSEC CENTRA offers self-service portal for reporting officers to manage their team effectively. In addition to the employee related features, reporting officer can create and manage shift schedules, approve and manage leaves, authorize attendance and overtime/comp-off hours and change reporting group of his team members.

Add/Edit Personal Details

COSEC CENTRA ESS allows the employees to add/edit their personal details from their own computer. This helps in maintaining an error-free and updated database of all employees. Employees can add/edit their qualification, nationality, marital status, experience, local and permanent addresses, contact details, blood group, etc.

Dashboard

COSEC CENTRA ESS dashboard offers a quick overview of an employee's leave, attendance and shift detail in a single window. User can access detail information directly from this dashboard with just one click on the item of his interest.

FEATURE LIST

- Dashboard
- Attendance Marking
- Attendance Approvals
- Leave Approvals
- Leave Requests
- Plan Shift Schedules
- Reporting Hierarchy

- View Attendance Details
- View Leave Details
- View Shift Schedules
- View Canteen Details
- Visitor Pre-registration
- Add/Edit Personal Details
- Virtual Notice Board

ORDERING INFORMATION

COSEC CENTRA ESS100	Employee Self Service Software License for 100 Users
COSEC CENTRA ESS1000	Employee Self Service Software License for 1,000 Users
COSEC CENTRA ESS10000	Employee Self Service Software License for 10,000 Users

ABOUT MATRIX

Established in 1991, Matrix is a leader in Telecom and Security solutions for modern businesses and enterprises. An innovative, technology driven and customer focused organization; Matrix is committed to keep pace with the revolutions in the telecom and security industries. With around 30% of its human resources dedicated to the development of new products, Matrix has launched cutting-edge products like IP-PBX, Universal Gateways, VoIP Gateways and Terminals, GSM Gateways, Access Control and Time-Attendance Systems, Video Surveillance System and Fire Alarm Systems. These solutions are feature-rich, reliable and conform to the international standards. Having global foot-prints in Asia, Europe, North America, South America and Africa through an extensive network of more than 500 channel partners, Matrix ensures that the products serve the needs of its customers faster and longer. Matrix has gained trust and admiration of customers representing the entire spectrum of industries. Matrix has won many international awards for its innovative products.

For further information, please Contact

NUTECH SOLUTIONS

113-A, Periyar Pathai West,
Arumbakkam, Chennai-600106.
Phone: +91-44-236 235 04/05
Mobile: +91-89 39 670 670
Email: nutech@nutech.co.in
Website: www.nutechsolution.com

MATRIX SECURITY SOLUTIONS

MATRIX COMSEC

Head Office
394-GIDC, Makarpura, Vadodara-390 010, India.
Ph: +91 265 2630555, Fax: +91 265 2636598
E-mail: Inquiry@MatrixComSec.com
SMS 'MATRIX' to +91 99987 55555

Factory
19-GIDC, Waghodia, Dist. Vadodara-391 760, India.
Ph: +91 2668 263172/73
www.MatrixSecuSol.com