

Warm Welcome





Presentation Agenda

- COSEC Time-Attendance
- Applications
- COSEC Solution
 - ✓ Software Solution
 - ✓ Hardware Solution
- Key Features
 - ✓ Time-attendance
 - ✓ Shift and Schedule
 - ✓ Leave Management
- Reports and Charts



COSEC Time-Attendance



What is Time-Attendance System?

- An Automatic Attendance Marking System
- Combination of Hardware and Software
 - ✓ Hardware is Used to Record Time of an User from a Credential
 - ✓ Software is Used to Process the Time According to Attendance Policy
- System Generates Attendance Reports or Send Attendance Data to Payroll Software for Further Action

How Attendance System Works?

Access

Collect

Compare

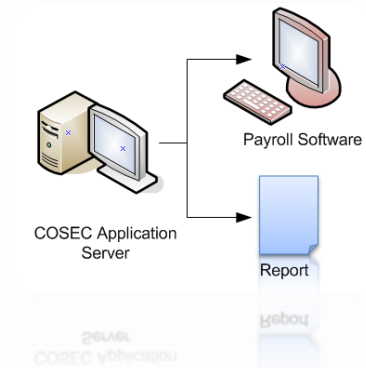
Process

Employee Access the System Using Fingerprint, Card or PIN

Reader Collects User Time from the Credentials

System Compare User Data with his Attendance Policy

System Process the Data and Generate Reports or Send to Payroll Software



What is COSEC Time-Attendance?



- Comprehensive Solution for SOHO, SMB, SME and Enterprises
- Time-attendance and Leave Management
- Biometric and Card based Attendance Marking
- Various Attendance Policies Creation
- Manual Entry and Correction of Attendance Data
- Integration with Existing Payroll Software
- Attendance and Leave Reports and Charts



NUTECH SOLUTIONS

Benefits of Time-Attendance

- Eliminate Human Error in Employee Time Records
- Prevent Buddy Punching and Fraudulent Time Keeping Records
- Significantly Increase Employee and Manager Satisfaction
- Cut Down on Administrative Time and Cost
- Graphical Representation of Attendance for Easy and Fast Interpretation
- Significantly Cut Down on Payroll Processing
- Adapt to Existing HR Policies





NUTECH SOLUTIONS

Why COSEC Time-Attendance?

- Comprehensive Time-attendance Solution
- Accurate Time Record
- Leave Management
- Configurable Attendance Parameters
- Integration with Payroll and HRM
- Proactive SMS and Email Alerts
- Completely Scalable, Flexible and Modular
- On Demand Report Generation

COSEC TAM



COSEC TAM USP

COSEC TAM USP



- **Built-in Web Application**

- ✓ Fully Web based Software without Need of any Public IP
- ✓ No Need to Pay Extra for Web Software

- **Centralized Monitoring and Control**

- ✓ Live Monitor and Control of All Devices from a Single Place
- ✓ Multi Monitor Application
- ✓ Branch/Region Heads can View their Staff Attendance



COSEC TAM USP

- **COSEC TAM Integration**

- ✓ Integration with Tally

- ✓ Integrate COSEC SQL Database with :

- Export to Oracle Server
- Export to MS SQL Server
- Active Directory

- **SMS and Email Notifications**

- ✓ Alerts on Missing Punch(IN/OUT), Leave Events,
Confirmation...etc.

- ✓ Useful for HR Functionalities, Advanced Notification

COSEC TAM USP

- **Shift and Schedule**

- ✓ Shift Creation with Various Shift Types
- ✓ 99 Schedules and 6 Shifts per Schedule
- ✓ Automatic Shift Correction

- **Holiday Schedule**

- ✓ 99 Holiday Schedules and 32 Holidays per Schedule
- ✓ Restricted Holiday List



COSEC TAM USP

- **Manual Corrections**

- ✓ Entry-Exit Time, Overtime/C-OFF Hours, Late-In/Early Out etc.
- ✓ Provides Accurate Data to HR

- **Reports and Charts**

- ✓ Various Daily, Monthly and Yearly Time-Attendance Reports
- ✓ Various Charts for Faster Analysis of Attendance Details



NUTECH SOLUTIONS

Target Customers...



Small Offices



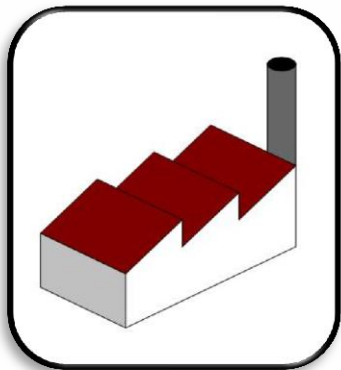
Corporate Offices



Shopping Malls



R & D Labs



Factory



Remote Sites



Hotels



Government
Organizations

Target Customers...



Educational
Institutes



Retail Stores



Clubs

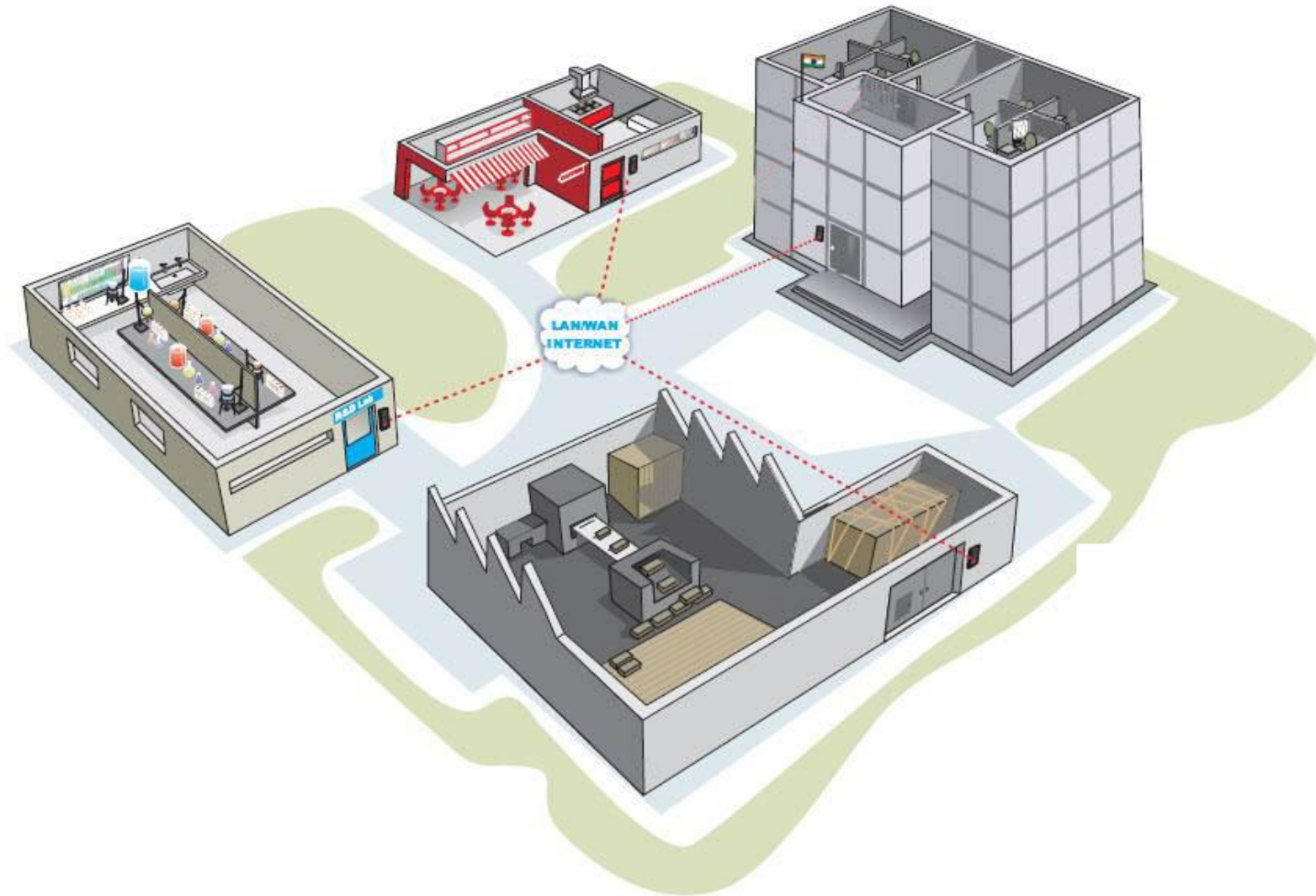
**And Many
More.....**

Applications

Small Office Application

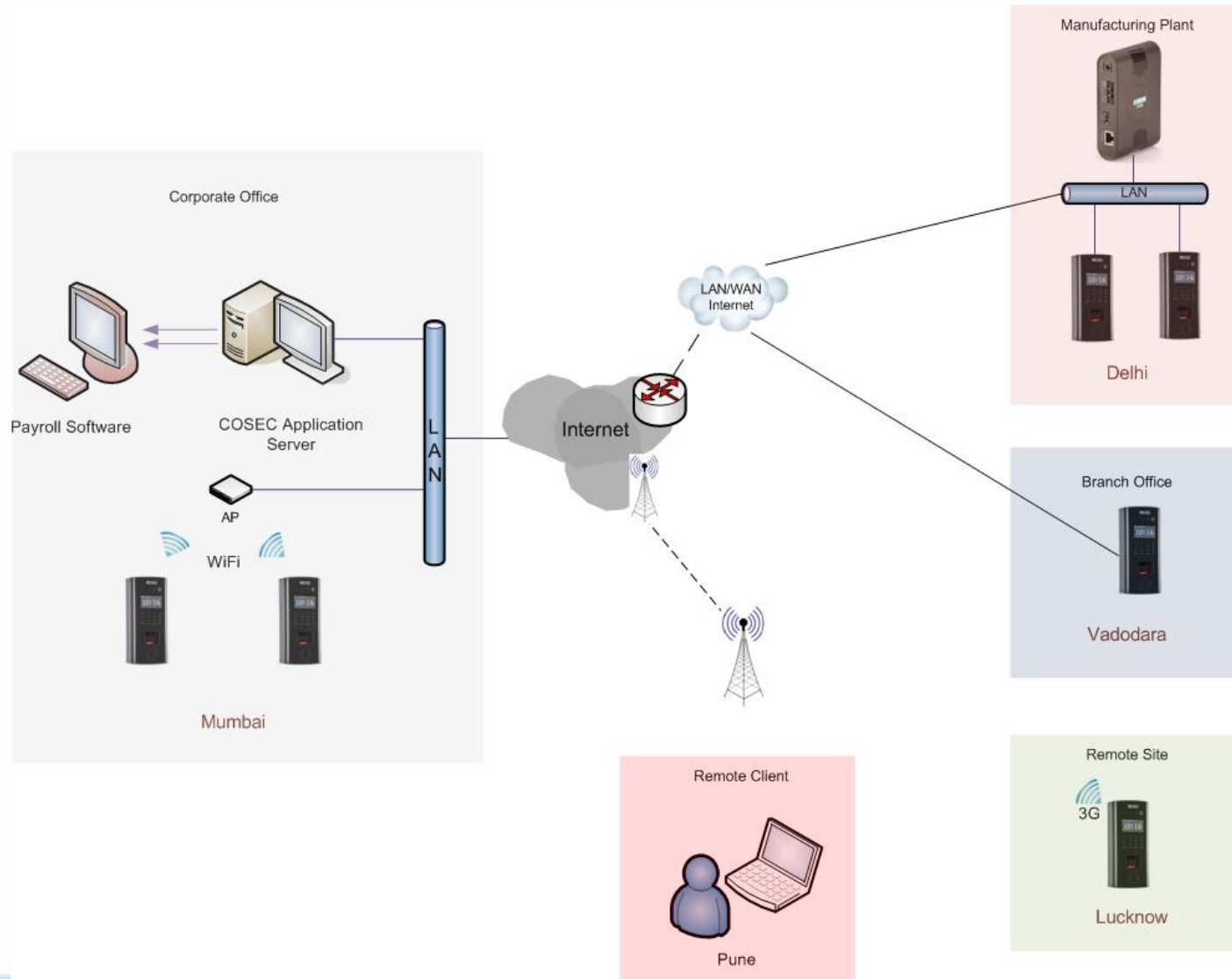


Campus Application





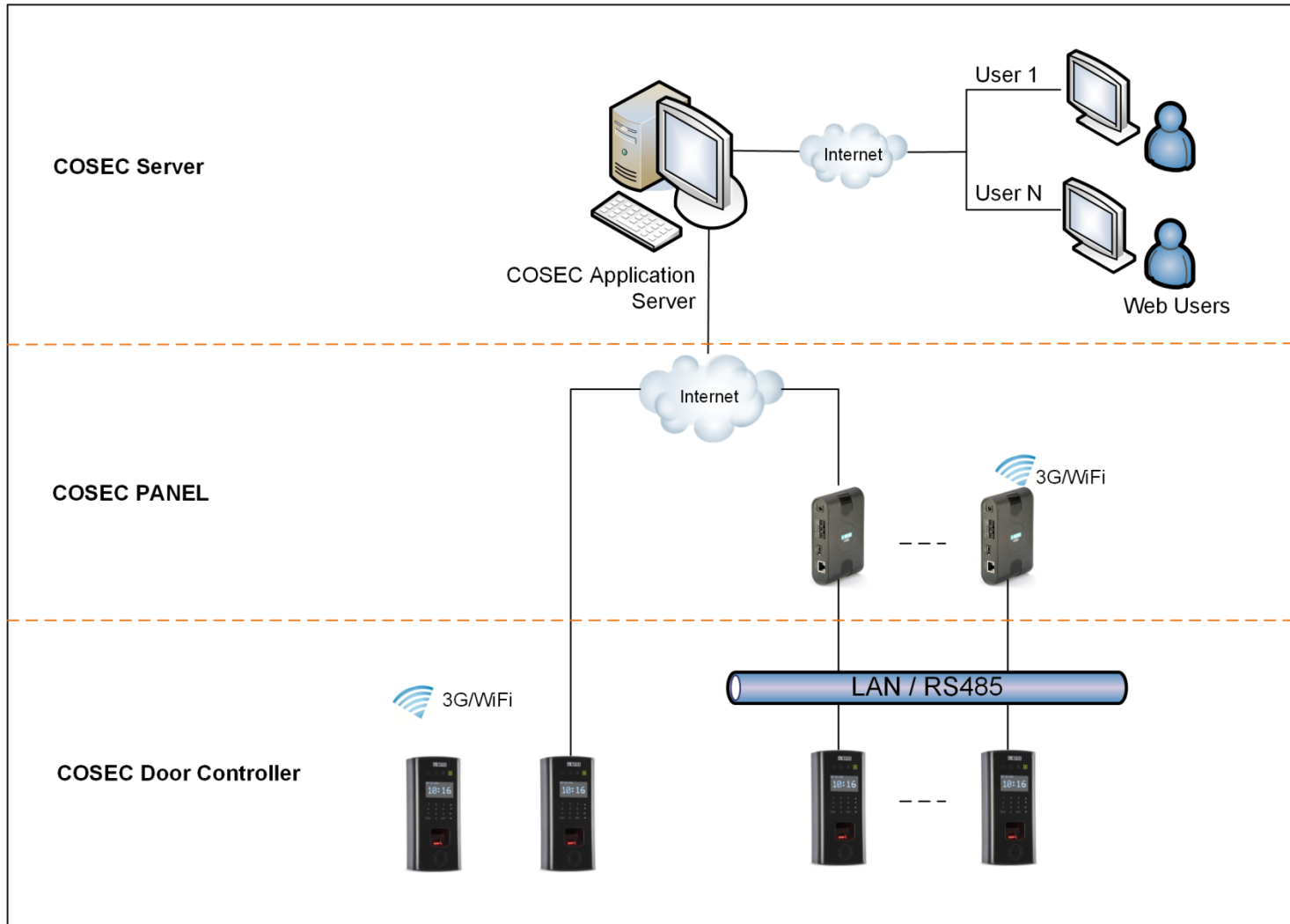
Remote Location Application



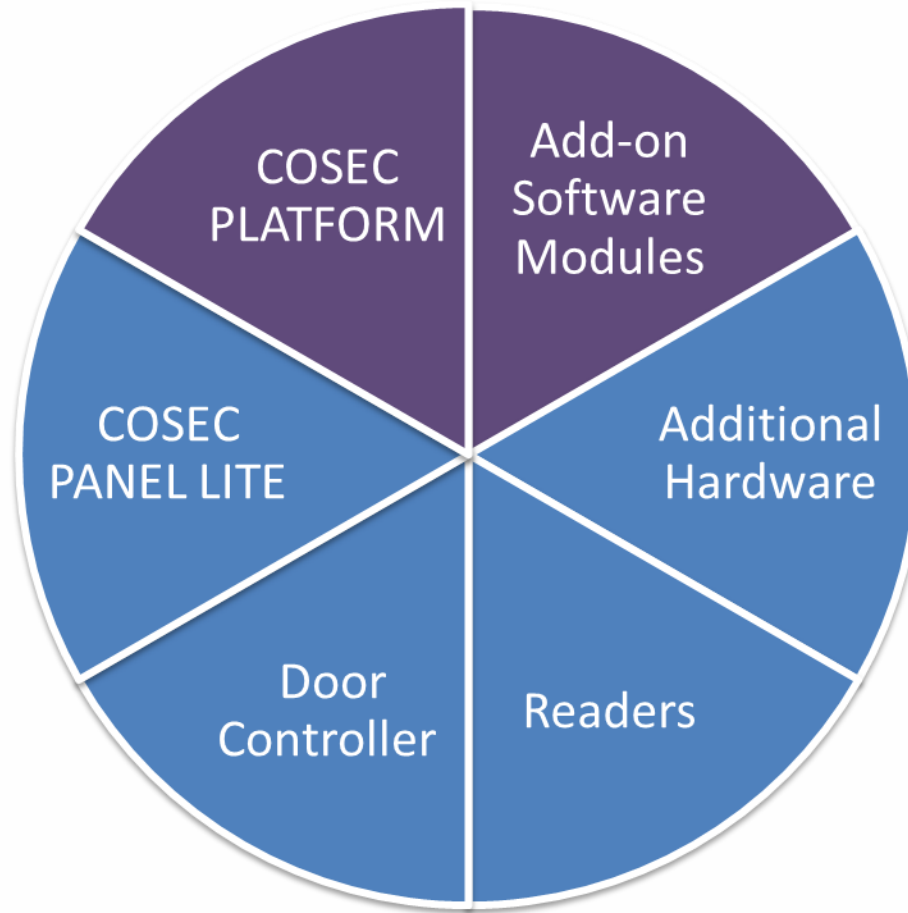
COSEC Solution



COSEC Layered Architecture



COSEC Solution Component





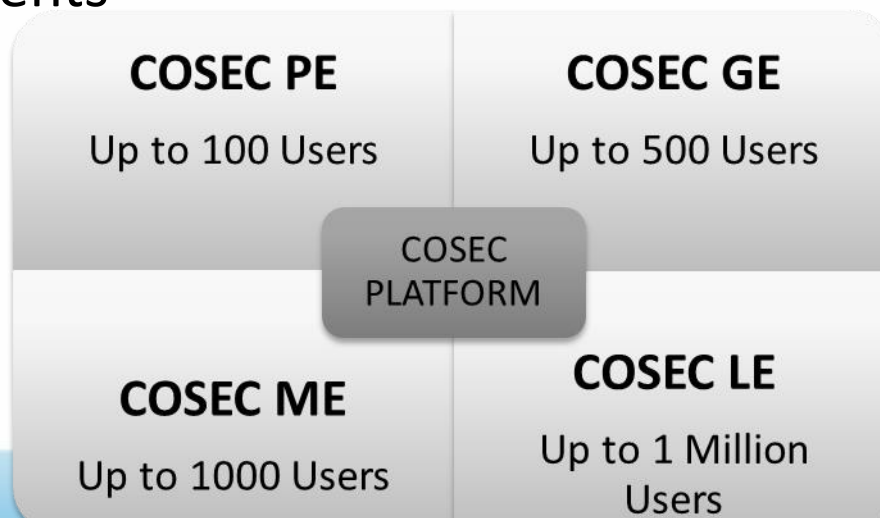
COSEC Application Software

- Complete and Powerful Web based Application Software
- MS SQL Database Compatibility; ASP.NET Framework 2.0
- Manage Time-attendance, Access Control, Leave Management, Visitor Management, Employee Self Service, Roster Management and e-Canteen Management
- Real-time Monitoring and Control
- Comprehensive Reports Generation
- Integration with ERP, Active Directory, HRM, Tally and Payroll

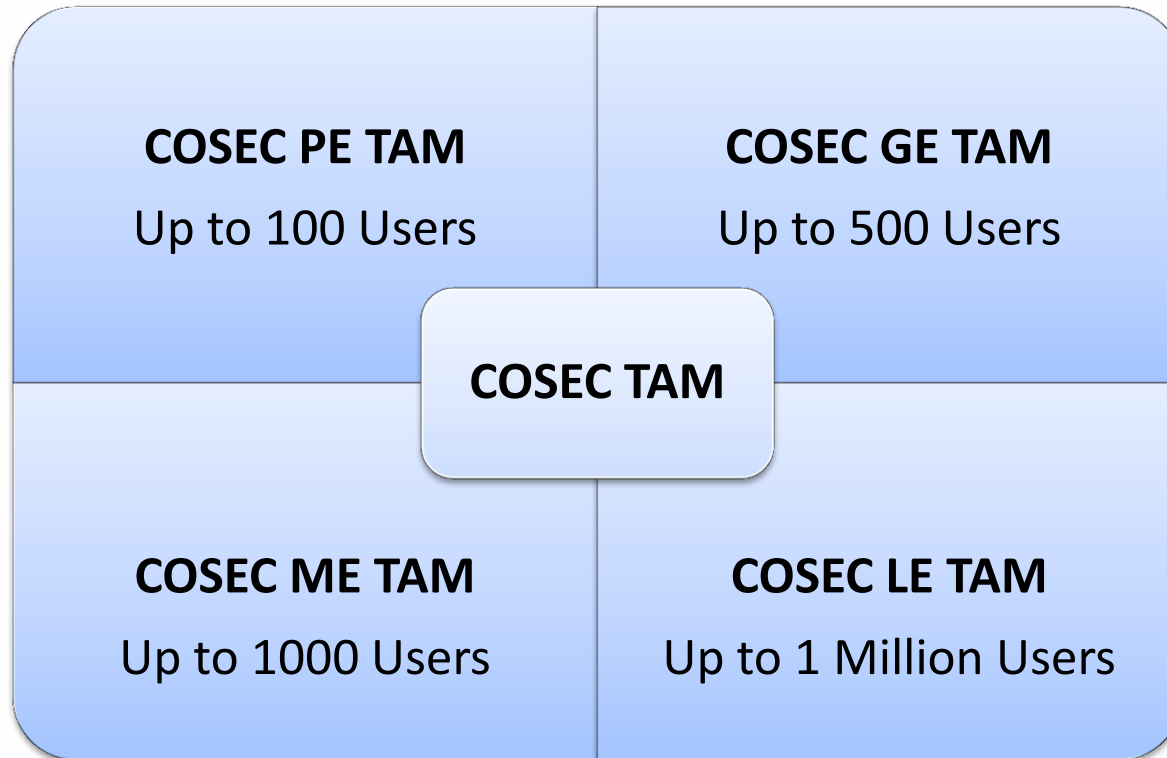


COSEC PLATFORM

- Available with basic Time-attendance and Access Control Features
- Expandable in Terms of Users
- Compatible with all COSEC Hardware
- Optional Software Modules can be Added Depending on Requirements



COSEC TAM PLATFORM



Note: User Capacity Depends on COSEC PLATFORM (PE, GE, ME, LE) Capacity



NUTECH SOLUTIONS

Admin Module

- Perform Administrative Functions
- Create User Roles for the Organization
- Assigning Role based Access Rights to Users
- Export and Import Data
- Backup and Restore Database
- Maintain Software Licensing Information



Administrator



NUTECH SOLUTIONS

User Module

- Perform Human Resource Functions
- Create Full Fledge User Profile
- Maintain User Database
- User Enrollment
- Assign Door Controllers to User



Device Module

- Add New COSEC Hardware and Configure Various Parameters
 - ✓ COSEC PANEL LITE
 - ✓ COSEC Door Controller
- Define Features and Functions

Time-attendance Module (TAM)

- Define Organizational Hierarchy
- Create Various Attendance Related Policies
- Manual Entry and Correction of Attendance Events
- Attendance Authorization
- Holiday and Shift Schedule Management
- View, Exports & Print Time-attendance Reports in Different File Formats & Graphical Charts
- Separate Time-attendance Module (TAM) for each COSEC PLATFORM



Leave Management Module

- New Leave Creation
- Accurate Leave Balance Management
- Leave Carry Forward and Encashment
- Leave Request and Approval
- Automatic Leave Report Generation
- Comes Along with COSEC Time-attendance Module (TAM)





NUTECH SOLUTIONS

Employee Self Service Portal(ESS)

- Portal for Employees and Reporting Officers
- Employees can Check their Time-attendance and Leave Details
- Leave/Tour Request and Approval
- Manual Attendance Marking
- Attendance Summary for the Month
- Company News/Notice/General Information on Web Page
- Monthly Shift and Schedule





NUTECH SOLUTIONS

COSEC Hardware Solution

COSEC Door Controllers



DOOR Series



PATH Series



NGT Series



VEGA Series



NUTECH SOLUTIONS

Key Features



User-wise Attendance Policy

- Useful for Assigning Different Attendance Policy in Special Case
- Information Like Attendance Period, Maximum Punches to Consider, Out Punch From Exit Reader

ID	Name
1	Attendance Policy- khushbu gor
2	attendance policy dinesh nair
3	45435
4	4



Late-In and Early-Out Policy

- 99 Late-In and Early-Out Policies Creation
- Assign Policy to Each User Depending Upon Work Profile
- Flexible Programming to Meet Diverse Attendance Requirements
- Rounding-off Option

Late-In Policy



Late-IN Policy

← + ✎ 🗑️ 📅 📄 Search 🔍

ID

Name

Default

Policy Period 📅 📅

Late-IN Applicable

Max Late-IN Allowed(Min)

Late-IN Rounding For Fraction Of An Hour ▲

Enable

Range (From - To)

Replace Value

ID	Name	Level
1	Late In Policy-1	1
2	late in policy 2	1

Early-Out Policy



Early-OUT Policy

← + ✎ 🗑️ 🏠 📄 Search 🔍

ID

Name

Default

Policy Period 📅 📅

Early-OUT Applicable

Max Early-OUT Allowed(Min)

Early-OUT Rounding For Fraction Of An Hour ▲

Enable

Range (From - To)

Replace Value ▼

ID	Name	Level
1	Early Out Policy-1	1
2	early out policy 2	1



Overtime Policy

- Various Overtime Parameters for Diverse Requirements
- Daily and Weekly Overtime Calculation
- Overtime Rounding-off Option
- Automatic Authorization Option
- Overtime Calculation based on Working Hours and Shift Time
- It Allows Admin to Configure Net-Work Hours
- Multiplication Factor for Week Off and Holiday



NUTECH SOLUTIONS

C-OFF Policy

- Compensatory Off Policy for Extra Working Hours
- Define Minimum Hours Required for C-OFF Conversation
- Automatic C-OFF Authorization Option
- 99 C-OFF Policies

Overtime/C-OFF Entry



Overtime/C-OFF Entry

User

Attendance Date

Attendance Details

Shift/Day

Attendance Status

Status Summary

Work Hours

Extra Work Hours

Net Work Hours

Adjusted Work Hours

Total Available Overtime

Manual Overtime/C-OFF Entry

Component

Entry Type

Value

Date	Total OT Credit	Total OT Debit	Total C-OFF Credit	Total C-OFF Debit
No Data				



Absentee Policy

- Absentee Policy for Clubbing the Leaves
- Option for Single Side or Both Side Absent for Week Off and Holiday

Absentee Policy

← + ✎ 🗑️ 🏠 📄 Search 🔍

ID

Name

Default

Policy Period 📅 📅

Week-Off Club/Cover Rule

Allowed on Single Sided Absent

Allowed on Both Sided Absent

Atleast Full Day Absent For Club-Cover

Holiday Club/Cover Rule

Allowed on Single Sided Absent

Allowed on Both Sided Absent

Atleast Full Day Absent For Club-Cover

ID	Name	Level
1	Absentee Policy-1	1
2	absentee policy dinesh	1



Bus Route

- Define Bus Route with Unique ID & Name
- Assign Bus Route to a User
- If Bus Arrives Late to Office, Employees Assign to that Particular Bus can be Condoned for Late Coming
- Admin can Generate Bus Route Report and Manage Employees

Bus Route

← 🏠 📄 Search

ID

Name

Active

ID	Name
1	Bus Route 1



Shift and Schedule

- Shifts Creation with Numerous Optional Parameters to Tackle Complexity of Organization's Shifts
- 99 Schedules and 6 Shifts per Schedule
- Auto Shifts Correction Option if Employee Comes in Other Shift instead of Regular Shift
- Define Rotation and Week off for the Schedule
- Define Start Time, End Time, Break Time, Late In, Early Out and Other Options in Every Shift
- New Shift Types Like Field Break and Rest Day



Shift and Schedule

Shifts and Schedules

- Shift Configuration
- Shift Schedule
- Holiday Schedule
- Restricted Holidays
- Utilities
- Process
- Reports

Shift Configuration

Shift ID:

Name:

Shift Type:

Start Time:

End Time:

Shift Duration:

Minimum Required Working Hours

For Half Day:

For Full Day:

Min. Hours Required Within Shift Duration

Shift Allowance

Break Details Basic

Break Details Advanced

Grace Time Details

ID	Name
10	GENERAL 9 30 TO 7 00
11	General Shift
21	Fac Gen Shift 2
22	Fac Saturday Shift
23	Fac General Shift
CN	Consultant New
CS	Consultant Shift
EU	Europe region shift
EX	Export
G0	NEW SHIFT
G1	GENERAL 1000 TO 1900
G2	EVENING 1600 TO 0200
G3	GENERAL 0800 TO 1730
G4	MORNING 0730 TO 1900
G5	MORNING 0730 TO 1630

Shifts and Schedules

- Shift Configuration
- Shift Schedule
- Holiday Schedule
- Restricted Holidays
- Utilities
- Process
- Reports

Shift Schedule

Schedule ID:

Name:

Default:

Start Date:

Enable Shift:

Shift:

Shift Type:

Repeat Days:

Off Day Configuration

Shift Based Access Rules

ID	Name
1	Schedul Group 1
2	SATISH SCH
3	MUKESH SCH
4	JASWANT SCH
5	SWEEPERS SCH
6	AMAR SCH
7	PREETI MATH
8	RAMESH SCH
9	SUMER SCH
10	Consultant Sch
11	SAMIR SHAH
12	Satish sch 2
13	B M
14	NEW GROUP



Holiday Schedule

- 99 Holiday Schedules
- 32 Holidays in each Schedule
- Assign any Schedule to a User Group
- Define Continuous Holidays Using Only one Holiday
(Important for School Vacation)
- Restricted Holiday List

Holiday Schedule

Holiday Schedule ★ ? ✕

← + ✎ 🗑️ 📄 📑

Search 🔍

ID

Name

Default

Holiday List

Configured Holidays

Total No. Of Days

Configure Holidays

Update Type

Holiday Name

Date 📅 📅

ID	Name
1	Schedule 1
2	Schedule 2
3	Schedule 3
4	Schedule 4
5	Schedule 5
6	Schedule 6
7	Schedule 7
8	Schedule 8
9	Schedule 9
10	Schedule 10
11	Schedule 11
12	Schedule 12
13	Schedule 13
14	Schedule 14
15	Schedule 15
16	Schedule 16

1 2 3



Attendance Correction

- Manual Entry and Correction of User Attendance Details
- Manual Entry of:
 - ✓ Work Hours
 - ✓ Break Hours
 - ✓ Overtime Hours
 - ✓ Net Work Hours
 - ✓ Early In
 - ✓ Late In
 - ✓ Early Out
 - ✓ Overstay Duration
 - ✓ Extra Work Duration



Attendance Correction

Time and Attendance

Policies ▾
Masters ▾
Utilities ▲
 Attendance Summary
 Late-IN/Early OUT Allowed
 Overtime/C-OFF Entry
 Previous Adjustment
 Attendance Correction
 Attendance Exceptions
 Shift-Wise Management
 Change Policy
 User-Wise Attendance Restriction
Authorization/Approval ▾
Process ▾
Exports ▾
Reports ▾

Attendance Correction

← 🏠 📄

User

Attendance Date

Shift/Day ▾ ▾

Attendance Status

Manual Status Marking ▾

Status Summary

Remark **Events**

Attendance Details

Work Hours

Break Hours

Overtime Hours

Net Work Hours

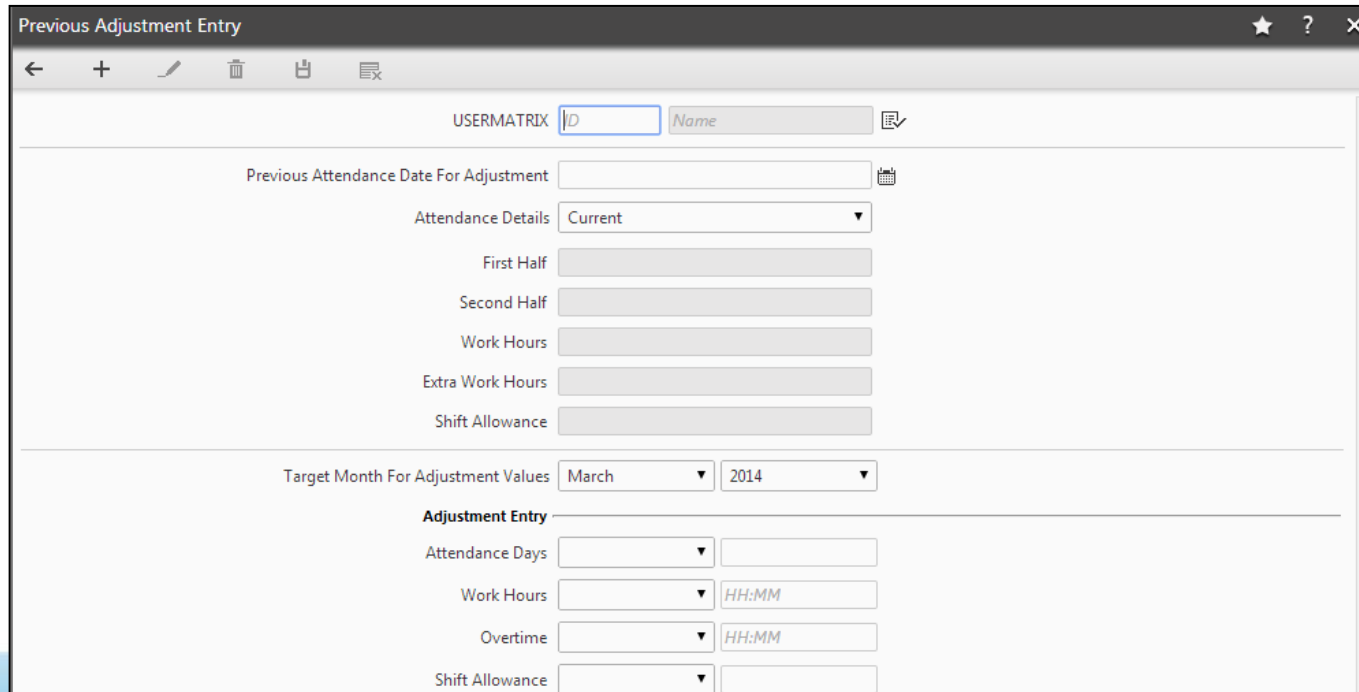
Adjusted Work Hours

Early-IN Duration

Late-IN Duration

Previous Adjustment Entry

- Can Change Current or Previous Attendance Details
- 4 Types of Attendance Details Can be Changed:
 - ✓ Attendance Days
 - ✓ Overtime
 - ✓ Work Hours
 - ✓ Shift Allowance



The screenshot displays the 'Previous Adjustment Entry' application window. The window title is 'Previous Adjustment Entry'. The interface includes a toolbar with navigation icons (back, forward, search, etc.). The main form contains the following fields:

- USERMATRIX:** A text input field containing 'ID' and a 'Name' field.
- Previous Attendance Date For Adjustment:** A date picker field.
- Attendance Details:** A dropdown menu currently set to 'Current'.
- First Half:** A text input field.
- Second Half:** A text input field.
- Work Hours:** A text input field.
- Extra Work Hours:** A text input field.
- Shift Allowance:** A text input field.
- Target Month For Adjustment Values:** Two dropdown menus, one set to 'March' and the other to '2014'.
- Adjustment Entry:** A section with four rows of dropdown menus and text input fields:
 - Attendance Days:** A dropdown menu and a text input field.
 - Work Hours:** A dropdown menu and a text input field with a placeholder 'HH:MM'.
 - Overtime:** A dropdown menu and a text input field with a placeholder 'HH:MM'.
 - Shift Allowance:** A dropdown menu and a text input field.



Authorization/Approval

- Authorization & Approval of Personal or Official Marking , Overtime/C OFF, Daily Attendance, Attendance Correction
- Any Change will not Occur without Admin/HR Authorization

The screenshot shows a web application window titled "Overtime/C-OFF Authorization". The interface includes a search bar with a back arrow on the left. Below the search bar, there are two date input fields: "Date" with the value "07/02/2014" and a calendar icon, and another date field with the value "10/03/2014" and a calendar icon. Below the dates is a "Filter Users" dropdown menu currently set to "All". Underneath is a "Group/User" input field with a list icon on the right. A dark "View" button is centered below the input fields. At the bottom of the window, there are two summary rows: "Pending (0)" and "Authorized (0)", each with a downward arrow on the right side.

Authorization/Approval



Attendance Authorization

← ↗ 🏠 📄

Date

Filter USERMATRIXs All

Group/USERMATRIX 📄

View

Pending (36) ▾

Authorized (1) ▾

Short Leave/Official IN-OUT Authorization

← ↗ 🏠 📄

Date

Authorization For Official IN-OUT

Filter USERMATRIXs OrganizationMAT

OrganizationMAT 📄

View

Pending (0) ▾

Approved (1) ▾

Rejected (0) ▾



NUTECH SOLUTIONS

Integration with Payroll

- System will Send Attendance and Leave Data to Payroll Software
- Define Required Fields for the Payroll
- API for Automatic Payroll Integration
- Generates Salary at the End of every Month/Week





Integration with Tally

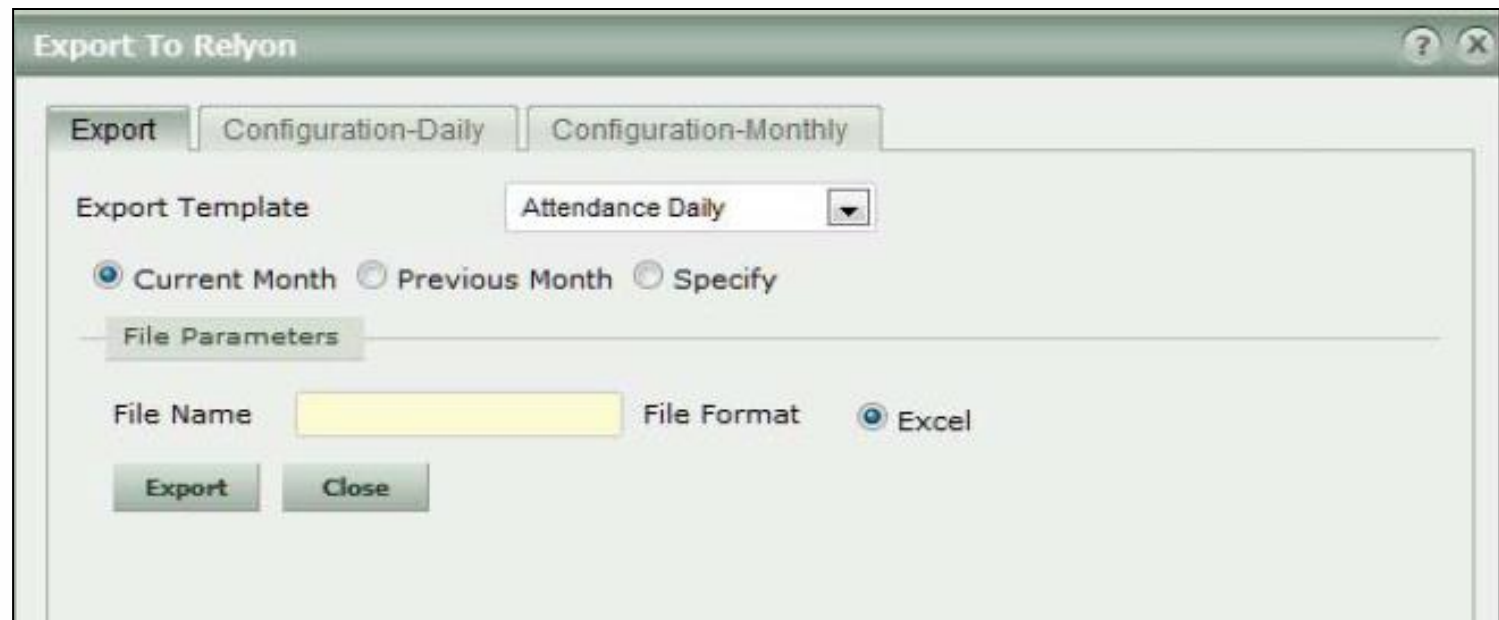
- An Accounting and Inventory Software
- Enables to Maintain Accounting Record as per Attendance
- Efficient & Faster Payroll Software

A screenshot of a software window titled "Export To Tally". The window has a title bar with a question mark and a close button. It contains two tabs: "Export" and "Configuration", with "Configuration" being the active tab. The configuration area includes several fields: "ID" with a small text input field; "Tally Voucher Name" with a larger text input field; "Tag Type" with a dropdown menu currently showing "With Pay"; "Tally Tag" with a text input field; and "COSEC Field" with a large list box and a "Select" button to its right. At the bottom of the window, there are five buttons: "New", "Edit", "Delete", "Save", and "Close".



Integration with Relyon

- Payroll Software
- Error less Salary Generation at the End of Month





NUTECH SOLUTIONS

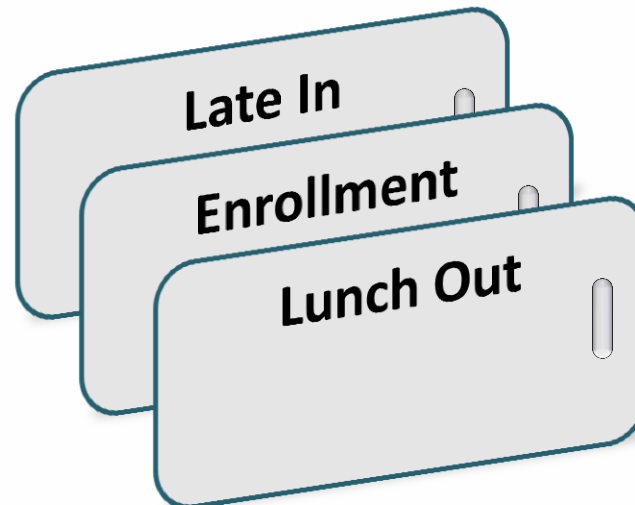
Integration with IDS

- Hotel Property Management Software
- Helps to Manage Hotel Process Efficiently



Special Function Card

- User can Access Various Predefined Functions
- Need not to Dial or Remember Code for Routine Functions
- User has to Show his Identity after Showing this Card
- Enroll Up to 4 Cards per Function





NUTECH SOLUTIONS

COSEC SMS and Email Alerts

- SMS and Email Notification for the Attendance, shifts and Leave Status
- Customized Message for Special Announcement
- Automatic and Instant Notification to Multiple Users
- Important Feature for School, Colleges, Offices and more

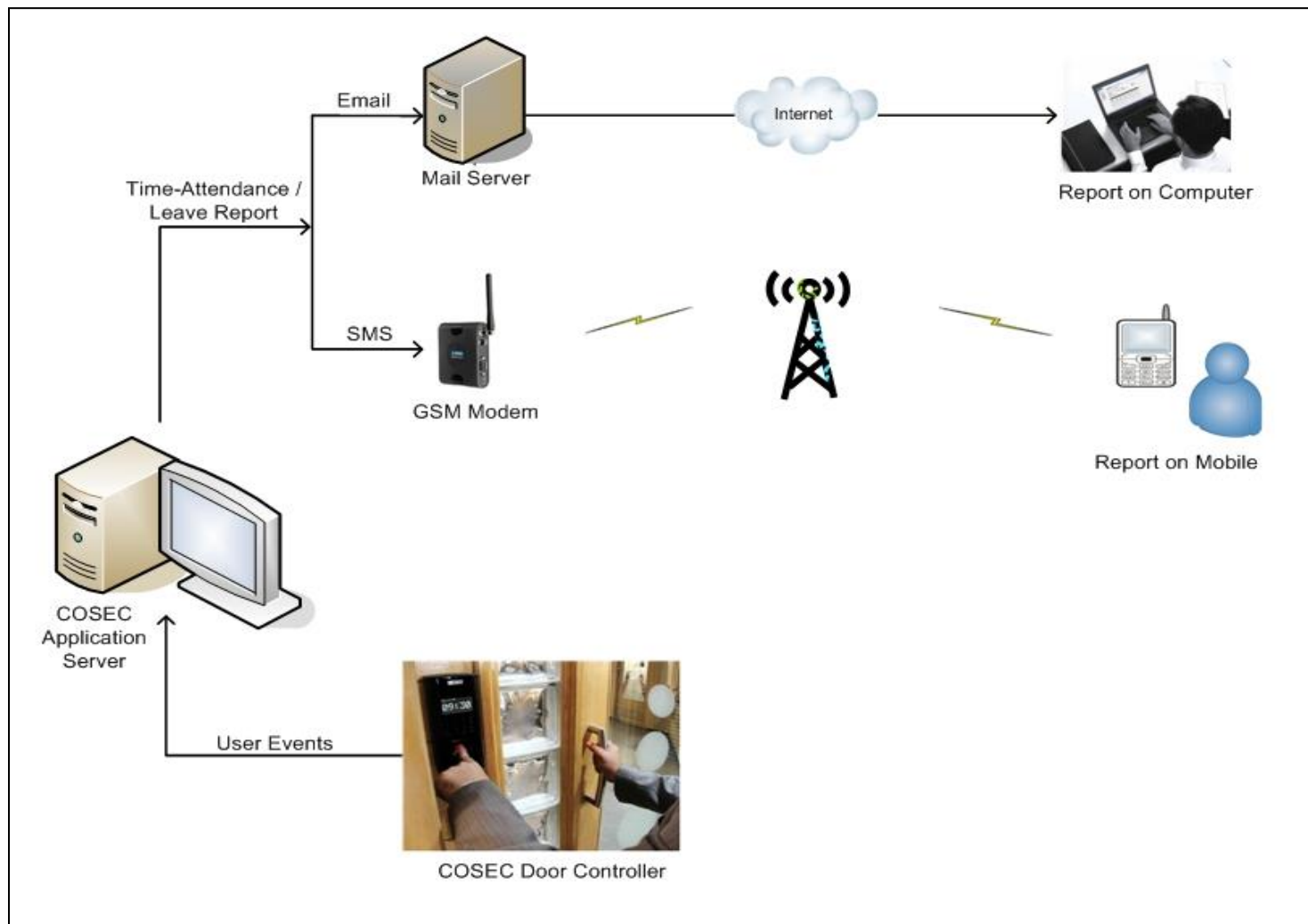


COSEC SMS and Email Alerts

- Alerts for the:
 - ✓ Punch Time
 - ✓ Forget to Punch
 - ✓ Leave Rejection
 - ✓ Leave Approval
 - ✓ Monthly Attendance
 - ✓ Attendance Correction Application/Approval
 - ✓ Personal/Official Application/Approval
 - ✓ Duress
 - ✓ Shift Based Access Violation
 - ✓ Shift Change
 - ✓ Visitor Pre-Registration
 - ✓ Access Route Violation
 - ✓ Anti-Pass Back Rule Violation



COSEC SMS and Email Alerts





COSEC Scheduler

- Email Report to Selected Users On Scheduled Day of the Month
- Periodic Database Back Up
- Monthly Attendance Generation On First Day of the Month
- Monthly Shift Schedule Generation On Scheduled Day of the Month
- Credit Leaves to User Account on Scheduled Day of the Month



View Attendance Details

- View Daily and Monthly Attendance of an User
- Attendance Details for Current Date, Current Month, Last Month and between Defined Dates
- Attendance Summary for the Month

The screenshot shows a software interface titled "Attendance Summary". At the top, there are dropdown menus for "Attendance Period" (set to "February") and "2014". Below these is a "View" button. The interface is divided into two sections: "Summary" (collapsed) and "Details" (expanded). The "Details" section contains a table with the following data:

Date	Shift	First IN	Last OUT	Work Hours	Extra Work	Net Work	Total OT	Late IN	Early OUT	1st Half	2nd Half	Remark	Details
11/02/2014	GS	09:05	18:35	08:40	00:05					PR	PR		
12/02/2014	GS	10:15	18:33	08:43	00:03					PR	PR	SHORT LEAVE	
13/02/2014	GS	09:06	18:39	08:43	00:09					PR	PR		
14/02/2014	GS	09:03	18:35	08:42	00:05					PR	PR		
15/02/2014	GS	08:58	18:32	08:44	00:04					PR	PR		
16/02/2014	GS - WO									WO	WO		
17/02/2014	GS	09:10	18:42	08:42	00:12					PR	PR		
18/02/2014	GS	09:19	18:50	08:41	00:20					PR	PR		
19/02/2014	GS	09:16	18:46	08:40	00:16					PR	PR		
20/02/2014	GS	09:05	13:30	04:25						PR	PL		

Leave Management



Leave Creation

- Create Various Leave Types like CL, PL, ML etc.
- Provision to Define Detailed Leave Parameters Like
 - ✓ Maximum Allowed at a Time
 - ✓ Allowed Users
 - ✓ Allowed with Other Leaves
 - ✓ Prior Leave Entry Allowed
- Leave Encashment, Leave Balance and Leave Accumulation
- Option of Single Side or Both Side Leave for Holiday Club-Cover or Week Off
- Leave Grouping

Leave Creation



Leave

Code

Name

Leave Type

Minimum Allowed At a Time

Maximum Allowed Limit

Maximum Allowed Limit For

Optional Restrictions

Allowed Users

Medical Certificate Required

Min. Leave For Certificate Compulsion

Leave Club Rule

Leave Application Restrictions

Leave Balance Check

Week-OFF/Holiday Club-Cover Rule

Code	Name
CL	CASUAL LEAVE
CO	C-off
LW	Leave Without Pay
ML	MATERNITY LEAVE
PL	PAID LEAVE

Leave Group

ID

Name

Default

Group Members

Leave

ID	Name
1	Default Leave Group



NUTECH SOLUTIONS

Leave Application and Approval

- Employee can Apply for Leaves Using this utility
- Reporting Officer/HR can Approve or Reject Application
- Web based Application and Approval Process
- Reduce Time and Increase Transparency



Accrual Policy

- Advance Credit of Paid Leave Balance
- As Per Predefined Rules Leave is Credited to an Employee

Accrual Policy

← 🏠 📄 Search

ID

Name

Accrual Mode

Month-Wise Fixed Accrual

January

February

March

April

May

June

July

August

September

October

November

December

ID	Name
1	Leave_Policy_1



Balance Management

- Automatically Leave Credit in User Account in Every Month
- Leave Encashment or Lapse Option at the End of Year
- Automatically Update Balance Upon Employee Timing and Leave Approval

A screenshot of a software application window titled "Credit/Debit/Encashment". The window contains several form fields and a button. The fields are: "Entry Type" (dropdown menu set to "Credit"), "Attendance Period" (dropdown menu set to "March" and "2014"), "Leave" (input field with "ID" and "Name" labels and a search icon), "Credit Mode" (dropdown menu set to "Fixed"), "Credit Value" (text input field), "Remark" (text input field), and "User Filter" (dropdown menu set to "Randomly"). Below the "User Filter" field is a dark grey button labeled "Select Users". The window has a standard title bar with a star icon, a question mark, and a close button.



Balance Management

- Employee has an Option to Encash Accumulated C-OFF Instead of Using Them
- It is Similar to Leave Encashment

The screenshot shows a mobile application interface for 'C-OFF Encashment'. The form includes the following fields:

- User**: A field with 'ID' and 'Name' sub-labels, a search icon, and a checkmark icon.
- Leave**: A dropdown menu.
- Encashment Mode**: A dropdown menu with 'Defined' selected.
- Total Hours**: A text input field with a 'HH:MM' placeholder and a pencil icon.

An **Apply** button is located at the bottom of the form.



Balance Management

- If More Leaves are Accumulated Than Maximum Limit; It is Needed to be Adjusted
- 3 Types of Overflow Adjustment Can be Done:
 - ✓ Allowing Overflow Leaves to be **Reused**
 - ✓ **Encashment** of Overflowing Leaves
 - ✓ **Discarding** the Overflowing Leaves

A screenshot of a software interface titled "Overflow Management". The interface includes a back arrow, a search icon, and several input fields: "User ID" and "Name" (with a search icon), "Leave" (a dropdown menu), "OverFlow" (a text input field), "Adjustment Type" (a dropdown menu with "Discard" selected), and "Adjustment Value" (a text input field). An "Apply" button is located at the bottom center.

Overflow Management

User

Leave

OverFlow

Adjustment Type

Adjustment Value

Reports and Charts



COSEC Reports and Charts

- Wide Range of Reports and Charts
- 200+ Reports and Colorful Charts
- Reports with Month, Day and between Defined Dates
- View, Export and Print Reports in Different Formats and Charts
- Reports of Time-attendance, Access Control, Leave, Visitor, User, Roster, e-Canteen etc.





Reports in File Format

- Export Report in Various File Formats
 - ✓ PDF
 - ✓ XML
 - ✓ Rich Text Format
 - ✓ MS Excel
 - ✓ MS Excel (Data Only)
 - ✓ Crystal Report (RPT)
 - ✓ MS-Word
 - ✓ MS-Word Editable



Time-Attendance Reports

- Late In
- Early In
- Early Out
- Overstay
- Attendance
- Attendance Summary
- Late Arrival Memo
- Grace Time Usage
- Net Work-Time
- Daily Work Hours
- Absent Adjustments
- Hourly Attendance
- Work Hour Summary
- Absent Memo
- Weekly Work and OT
- Continuous Absenteeism
- Week OFF & Holidays
- Special Function Punch
- Department-wise Absent
- Shift Schedule
- Muster Summary
- Salary Data
- Absentee Details
- Attendance Register
- Late In Register
- Early Out Register
- Overtime Register
- Yearly Performance



NUTECH SOLUTIONS

Leave Management Reports

Leave Reports

- Leave Group
- Leave Application
- Leave Credit/Debit
- Leave Register
- C-OFF Register



Late In Report

Matrix Comsec Pvt. Ltd.

Organization-Wise Late In from 01/02/2014 to 28/02/2014

Run by: System Admin

Date: 15/03/2014

15:24

Sr No	User ID	Name	Date	Shift	In	Out	Late By
Matrix Comsec Pvt. Ltd.							
1	1170	Latha Mehta	01/02/2014	GS	09:36	19:08	00:06
2	1170	Latha Mehta	03/02/2014	GS	09:41	19:13	00:11
3	1170	Latha Mehta	15/02/2014	GS	09:44	19:16	00:14
Late By Group Total:							00:31
Late By Grand Total:							00:31



Weekly Working Hours & Overtime Report

Matrix Comsec Pvt. Ltd.								Page 1 of 14	
Weekly Working Hrs & Overtime from 01/07/2013 to 07/07/2013									
Run by: System Admin					Date: 07/10/2013 17:56				
Sr No	User ID	Name	Department				Total Overtime	WrkHrs	
1	1	Salim Ansari	Assembly				00:00	39:43	
	01(MON)	02(TUE)	03(WED)	04(THU)	05(FRI)	06(SAT)	07(SUN)		
Overtime	-	-	-	-	-	-	-		
Work Hrs	-	08:03	08:07	08:08	08:16	07:09	-		
2	10	Rajendra Goswami	Repairing				00:00	39:45	
	01(MON)	02(TUE)	03(WED)	04(THU)	05(FRI)	06(SAT)	07(SUN)		
Overtime	-	-	-	-	-	-	-		
Work Hrs	-	08:09	08:06	08:06	08:12	07:12	-		
3	1003	Umesh M Talanpuri	Accounts				00:00	52:50	
	01(MON)	02(TUE)	03(WED)	04(THU)	05(FRI)	06(SAT)	07(SUN)		
Overtime	-	-	-	-	-	-	-		
Work Hrs	08:44	08:58	08:45	08:42	08:59	08:42	-		
4	1009	Dipti K Rathwa	Marketing				00:00	32:50	
	01(MON)	02(TUE)	03(WED)	04(THU)	05(FRI)	06(SAT)	07(SUN)		
Overtime	-	-	-	-	-	-	-		
Work Hrs	05:03	09:24	09:43	08:40	-	-	-		
5	1011	Parika S Pandey	PLCC Sales				00:00	52:29	
	01(MON)	02(TUE)	03(WED)	04(THU)	05(FRI)	06(SAT)	07(SUN)		
Overtime	-	-	-	-	-	-	-		
Work Hrs	08:43	08:40	08:53	08:47	08:40	08:46	-		



Absentee Report

Matrix Comsec Pvt. Ltd.						Page 1 of 4	
Branch-Wise Absentee from 01/07/2013 to 31/07/2013							
Run by: System Admin				Date: 07/10/2013		17:44	
Sr No	User ID	Name	Date	Shift	1st Half Status	2nd Half Status	
Makarpura HO Branch							
1	1049	Gaurav Khakkhar	01/07/2013	GS	AB	AB	
2	1049	Gaurav Khakkhar	02/07/2013	GS	AB	AB	
3	1049	Gaurav Khakkhar	03/07/2013	GS	AB	IN	
4	1049	Gaurav Khakkhar	04/07/2013	GS	AB	AB	
5	1086	Soumen Ray	11/07/2013	GS	IN	AB	
6	1086	Soumen Ray	12/07/2013	GS	AB	AB	
7	1086	Soumen Ray	15/07/2013	GS	AB	AB	
8	1086	Soumen Ray	16/07/2013	GS	AB	AB	
9	1086	Soumen Ray	17/07/2013	GS	AB	AB	
10	1086	Soumen Ray	18/07/2013	GS	AB	AB	
11	1133	Dishant Patel	29/07/2013	GS	IN	AB	
12	1133	Dishant Patel	30/07/2013	GS	AB	AB	
13	1133	Dishant Patel	31/07/2013	GS	AB	AB	
14	1143	Anuja Nair	18/07/2013	GS	AB	AB	
15	1143	Anuja Nair	19/07/2013	GS	AB	AB	



Salary Data Report

Matrix Comsec Pvt. Ltd.

Organization-Wise Salary Data For FEBRUARY-2014

Run by: System Admin

Date: 18/03/2014

10:46

Sr No	User ID	Name/Designation	PR	WO	PH	PL	TR	AB	UL	LO	Shift	Pay	Auth	Worktime	Total	
												ALW	Days	OT	Total	COFF
Matrix Comsec Pvt. Ltd.																
1	191	Jatin Desai Team Leader	16.0	6	0	3.0	3.0	0.0	0.0	0.0	0	28.0	00:00	155:17	00:00	
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0							

Leave Encashment Report

Matrix Comsec Pvt. Ltd.						Page 1 of 1
Department-Wise Leave Encashment For AUGUST-2013						
Run by: System Admin			Date: 25/11/2013 15:36			
Sr No	User ID	User Name	Days	Hours	Entry Dt	Remark
Marketing						
Leave : CL						
1	1171	Krupalikumari Ataliya	5.00		20/09/2013	D.O.L 31/08/2013
2	1238	Chethna Raveendran	1.50		20/09/2013	D.O.L 30/08/2013
			Leave Total:	6.50		
			Department Total:	6.50		
Purchase						
Leave : CL						
1	1147	Hukam Singh	10.00		20/09/2013	D.O.L 31/08/2013
			Leave Total:	10.00		
			Department Total:	10.00		

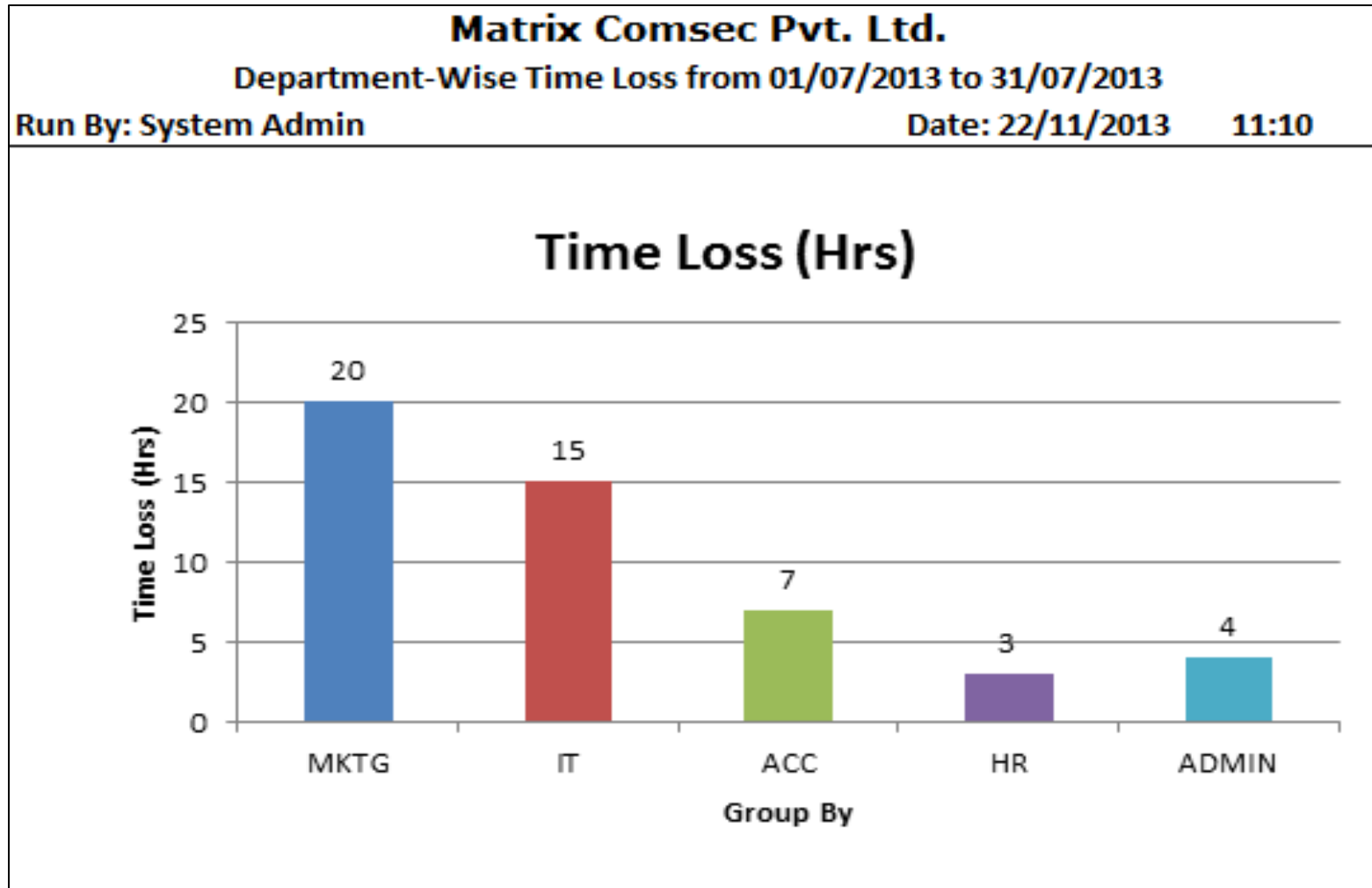


NUTECH SOLUTIONS

COSEC Charts

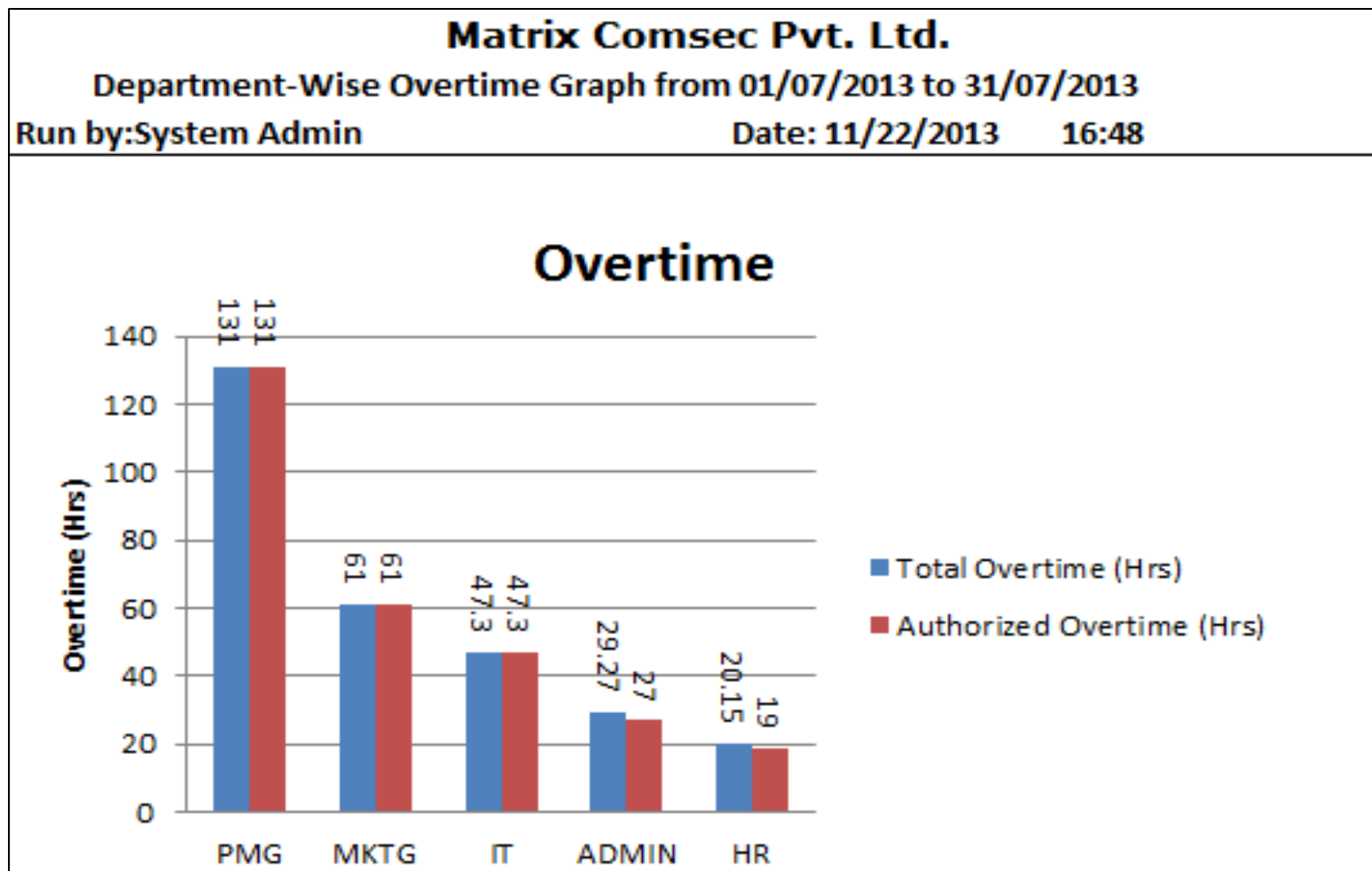
- Time Loss
- Overtime
- Absent
- Late In
- Irregularity
- Month-wise Overtime
- Attendance Summary

Time Loss Chart





Overtime Chart



User Absent Count Chart

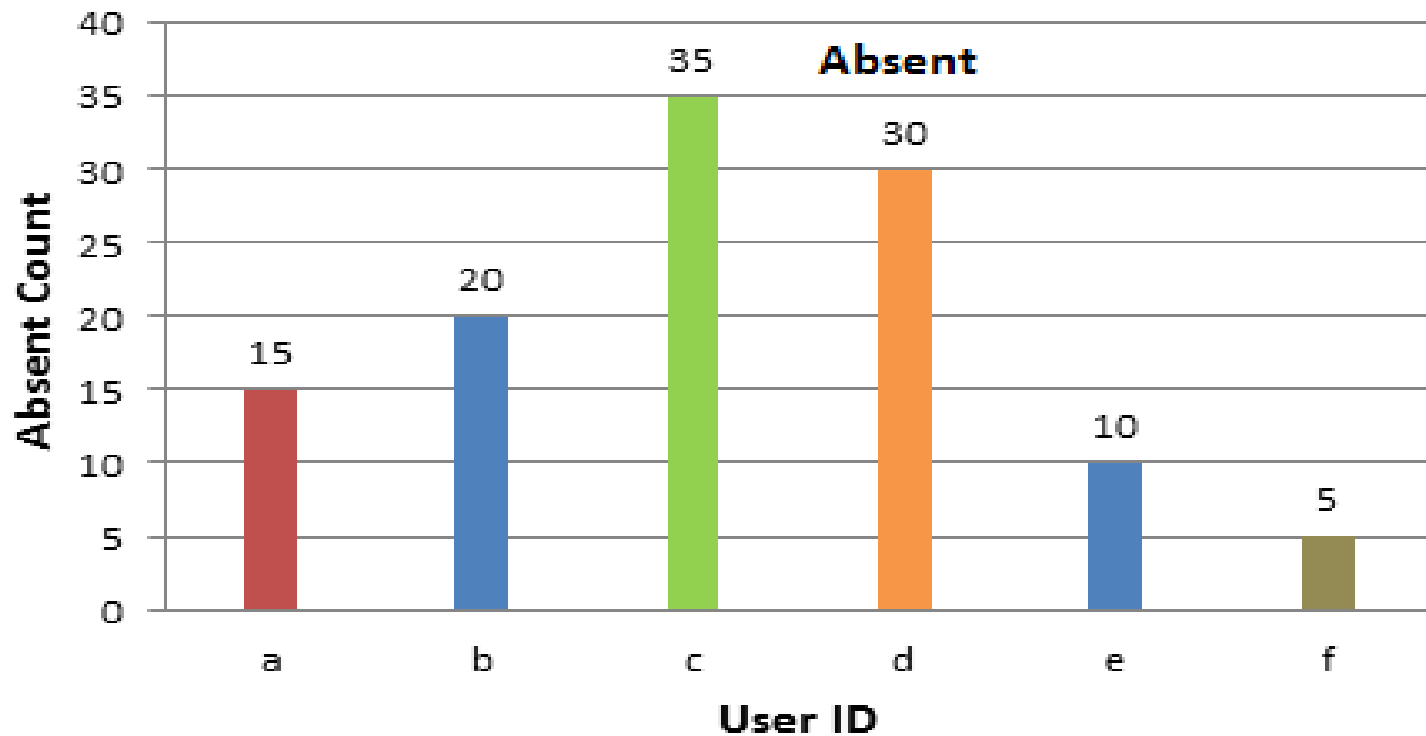
Matrix Comsec Pvt Ltd

User Absent Graph from 01/07/2013 to 31/07/2013

Run By: System Admin

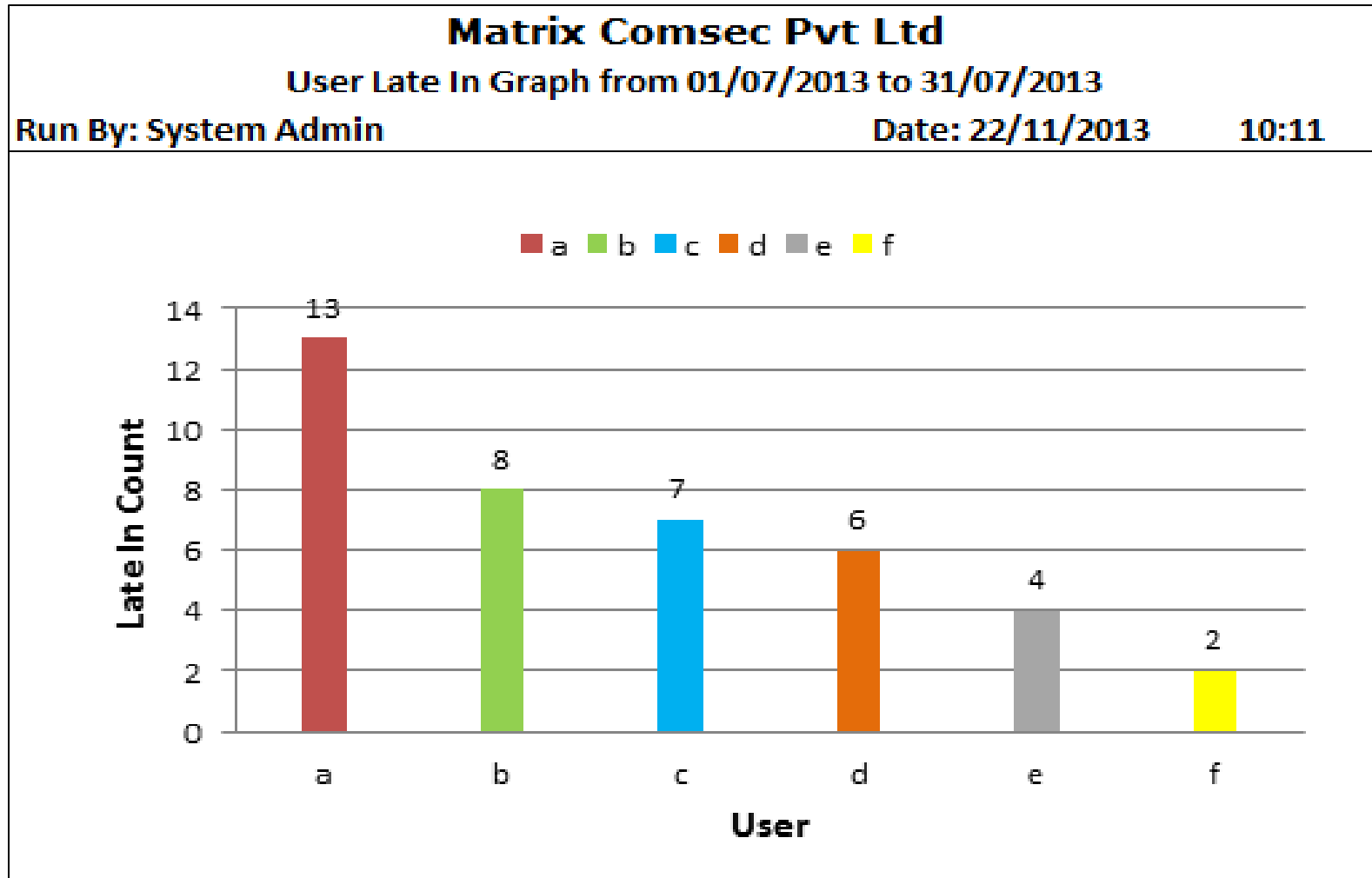
Date: 22/11/2013

10:11





Late In Chart





NUTECH SOLUTIONS

Thank You



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