

Product Name : Time Attendance Software

Specification : Time Attendance Software Version 3.0 integrated with our [Payroll software](#)

Basic : Time Attendance System is the software which captures employees TIME IN & TIME OUT from the computerized time clock and it calculates the useful information like Lateness, Overtime, allowances, etc... This information can be automatically uploaded into our **Payroll software** to calculate the salary information.

This **Time Attendance software** version is developed to suit small & medium company's basic requirements like Overtime, Lateness, Under time and its reports with cheaper cost.

If you need more features like Multi User Operation, Leave Module, Management Analysis Reports, Customized Report Writer, Audit Trial then you can look for [Time Attendance Software 8.0 PROFESSIONAL](#) Version.

The Greatest advantages of our software is Single database solution. i.e. our **Time Attendance, Payroll, Leave and HR software's** shares the same SQL SERVER database. So any new input or modifications in one software module will automatically updates with other modules.

- Features** :
- ④ Normal OT1.0, OT1.5 and OT 2.0 rate
 - ④ Flat rate OT
 - ④ Early OT calculation: Overtime prior to the Scheduled shift time
 - ④ OFF Set OT: Overtime adjusted against the lateness
 - ④ Rounding OT hours feature
 - ④ Minimum & maximum OT hours ceiling feature
 - ④ Different OT rate after mid night work feature
 - ④ Dinner Break deductions
 - ④ Pre-approve OT hours feature

Working Hours (Shift Team)

- ④ Supports unlimited different working patterns
- ④ Auto-shift feature (System auto-assign working hours group based on IN time)
- ④ Individual employee assignment of working hours group
- ④ User friendly parameter settings

Reports:

Daily attendance report	Staff details (IN, OUT, late, overtime, leave taken, REST days, allowance, etc..) on daily basis.
Individual attendance report	whole month details (IN, OUT, late, overtime, leave taken, REST days, allowance, etc..) for an individual employee in one A4 paper.
Working hours summary report	Month end summary of Lateness, OT hours, allowances, deductions and leaves type
Movement report	Movement of an employee
Hourly Rate Summary Report	Payroll calculation report for hourly rated employees.

Utility:

- ④ Option to change the Administrator Password.
- ④ Allows easy housekeeping maintenance: Deleting older records, backup and restore feature
- ④ Link to **Payroll**: Bi monthly / Monthly lateness and overtime details link up to our **payroll software**

Explanations:

Normal OT1.0, OT1.5 and OT 2.0 rate: User may define different Overtime rates for different days. For an example Monday to Saturday is 1.5 overtime and Sunday is 2.0 overtime.

Flat rate OT: Fixed amount per hour of overtime. I.e. you may set \$10 per hour

Mile Stones:

In 1996 Info-Tech has released its first version of Time Attendance Software in to the Singapore market and on Year 2000 we released our **Payroll software, E-leave and job costing Software's**. Over the past **12 year's research & analysis experience, customer feed back and customer requirements** we keep on enhanced our TMS software. At present TMS 8.0 suits for most of the company's requirements in terms of generating value added management reports, custom report writer, Audit Trial & different types of Overtime & shift pattern calculation, House keeping, etc...

Info-tech maintains a team of **Research & Development software programmers** to enhance the Time Attendance software regularly. These updates are regularly available to our customer at free of cost. Our customers are invited to download the updates & new features from our website download section on time to time.

We always welcome to do the customization on our TMS software's to suit the customers distinct requirements. Info-Tech has a dedicated team of programmers in INDIA to do the customization jobs. Being the jobs is carried out in INDIA; the cost is cheaper. By knowing Indian programmers quality our dedicated programmers assure to deliver reliable, problem free **HR & Payroll Software** programs on time.

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