

SmartOffice

Biometrics • Attendance • Payroll

Attendance & Payroll

Solution Specially
Designed for SME's



SmartOffice is one of the very few HRMS Solutions company with a **Strong Attendance Background**, providing solutions right from **Device Management to Exit Management**, and everything is on a **Single Platform**. Since right from the start we have **Focused on SME's**, the features and pricing have been designed to make it **pocket friendly and easy to use**. it also comes with a powerful tool i.e. **ESS and Mobile App**.

Based in Bangalore, we have almost 30+ direct/indirect workforce who believe that Experience combined with Energy makes a team complete. Our management team comprises of people with almost a Decade of industry experience in various fields, combined with core software & HR industry Knowledge of total 10+ years. with continuously increasing network of 1000+ channel partners we have a good network to provide solutions all over india.

Since no customer is the same, with varied requirements, number of employees and budget; we have developed solution on all three platforms - Desktop, Web and Cloud; that enables us to provide solution to all type of customers.

2021

The Best of 5 HR Solution Provider Companies in India (By insight Success)

2020

10 Most Promising HRMS solutions to Watch (Prime view)

2019

20 Most Promising HR Technology & Solution

2019

20 Most Promising Payroll Software Solution

2019

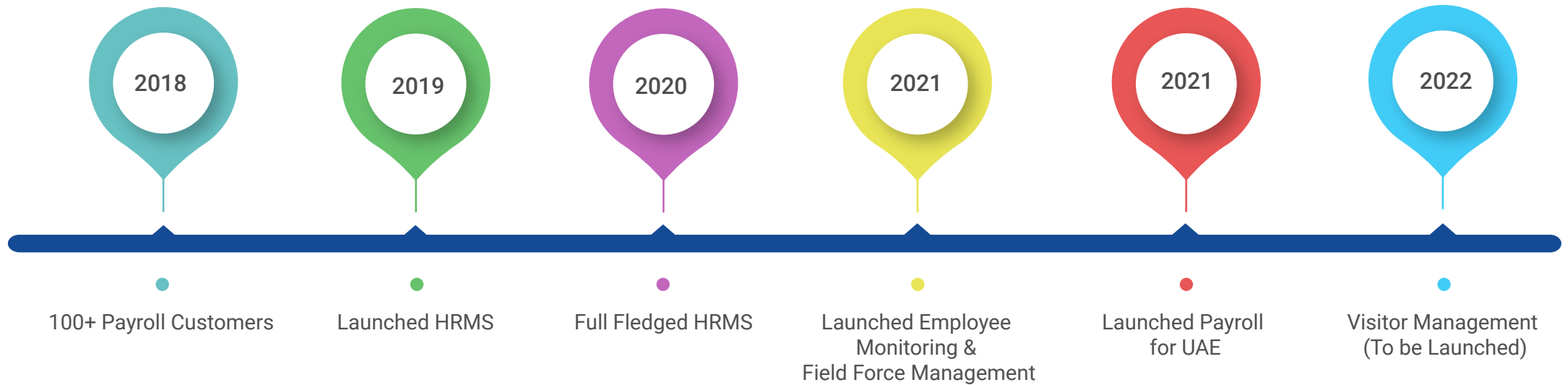
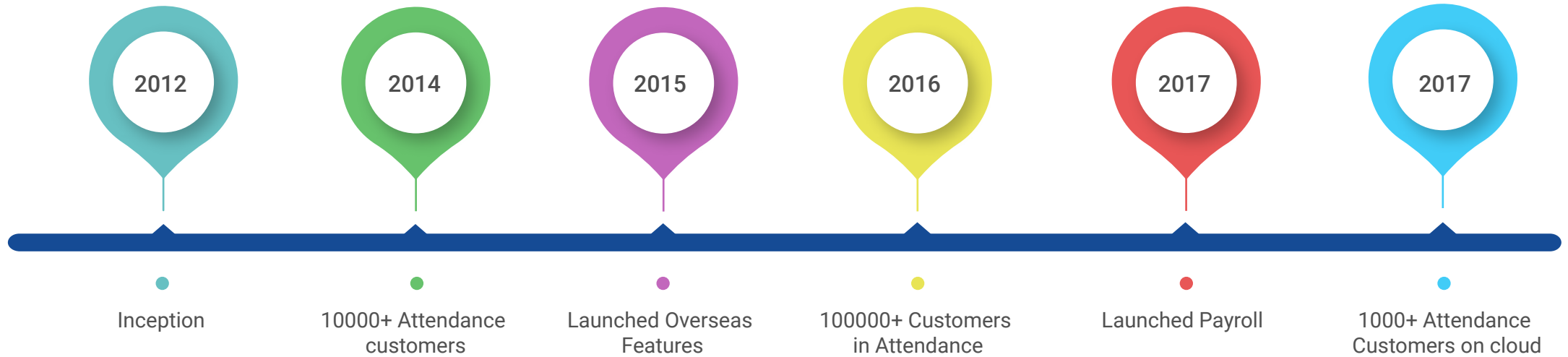
10 Most Leading Staffing Solutions

2018

Fastest Growing Technology Company

2017

20 Most Promising HR Technology & Solution



Attendance
200000+

Payroll
300+

Cloud
1000+

Payslips
70000+

Clients & Review



JIWANRAM SHEODUTTRAI GROUP

Amar -G.M Breweries

"Process has been made easy wit the automation activities like overtime and various other activities."

Kiran -IT Head-NRI Academy of Science

"Various attendance and data portability options has made the whole process easy"

Tanuka Bhattacharya -HR Foods (Osam Dairy)

"My experience has been smooth so far, the application is user friendly & updated regularly for meaningful updates. The support staff is very helpful & quick to respond and resolve challenges."

Subrata -Jiwanram Sheoduttrai Group

"Very good co-operation for any issues, fulfilled by 24 hours. Using it for 4 years now, the portal is also very user-friendly."

Nidhi Sharma -Frogcell Services

"It's a user friendly and hassle free Software. Using it more than a year now, It Provides easy and Simple Process to automate payroll, leaves & attendance. which really make things easy."

Prosenjit Dey -Ajanta Shoes

"it's payroll, attendance & HRMS services provider. They have knowledge about it. All peoples are very cooperative."

Teen raj s -Taewoong Logistics

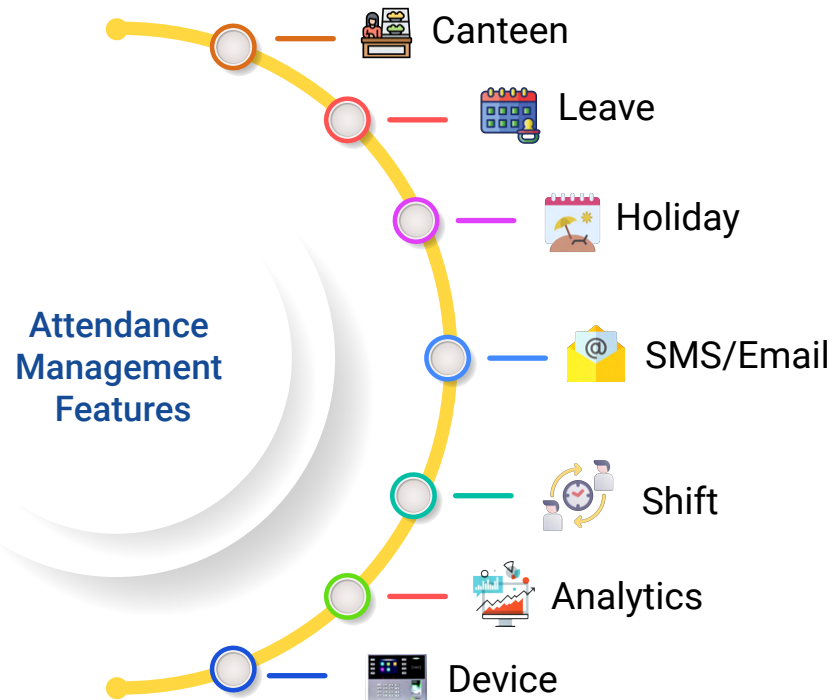
"Having experience with them for past 2 years, Simple and reliable Software, for Customization they work as per requirement, budgeted and best software for HRMS & Payroll... will recommend"

Syed Syedinzama -Pyramid Timber

"Excellent services we have received so far in payroll softwares, software is user friendly and very easy to use it, the support team is very good specially salma madam."

Ramesh Gudepu -DGM HR Olam Agro India(p)Ltd.

"DGM HR Olam Agro India(p)Ltd. -Understanding the customer requirements based out of remote location is strong. Getting the Software Configured for Our requirements was done at a quick pace."



Capture Attendance in all possible ways : Connect Biometric / Punch from Mobile App or ESS / Import logs from Pen-drive / Import from excel.

Parallel database or FTP setting : Integrate SmartOffice with third party applications both ways.

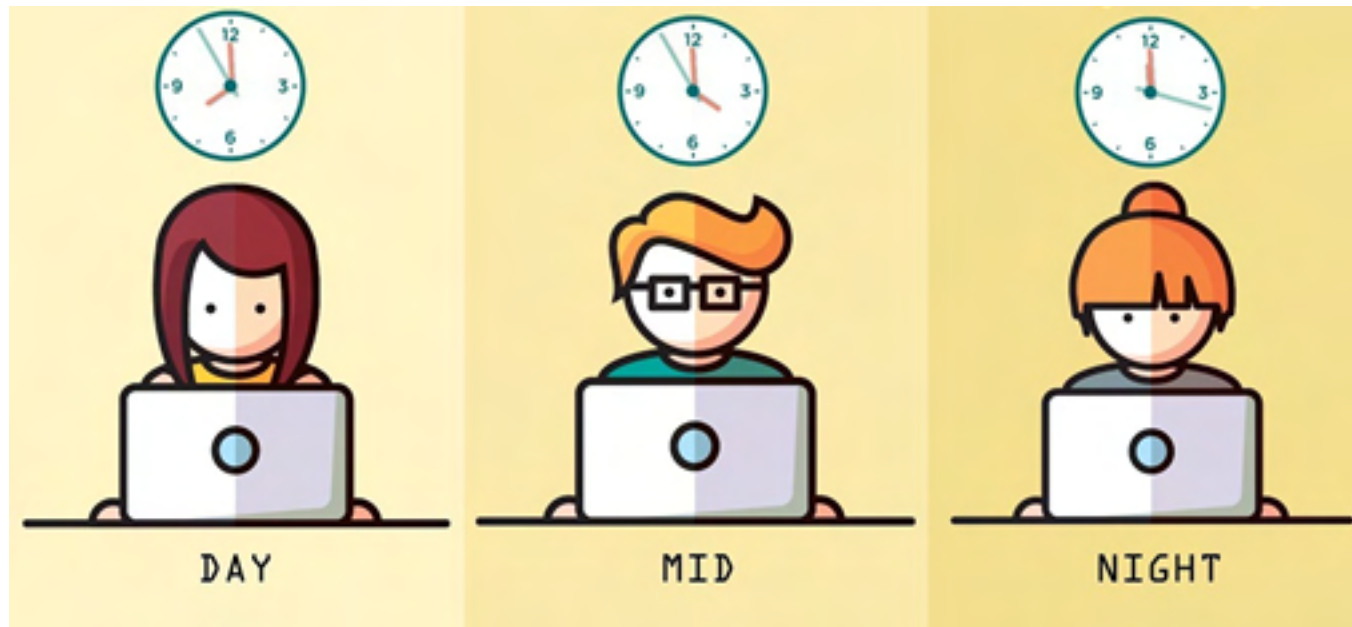
Fully automate your HR Rules : Late coming/early going, Partial day rules, week-off, continuous late/early, Overtime/Compensatory off, Grace Time, Missed punch, Prefix & suffix and various others.

Complete user management for defining different permission to various admins/sub users for ease of management.



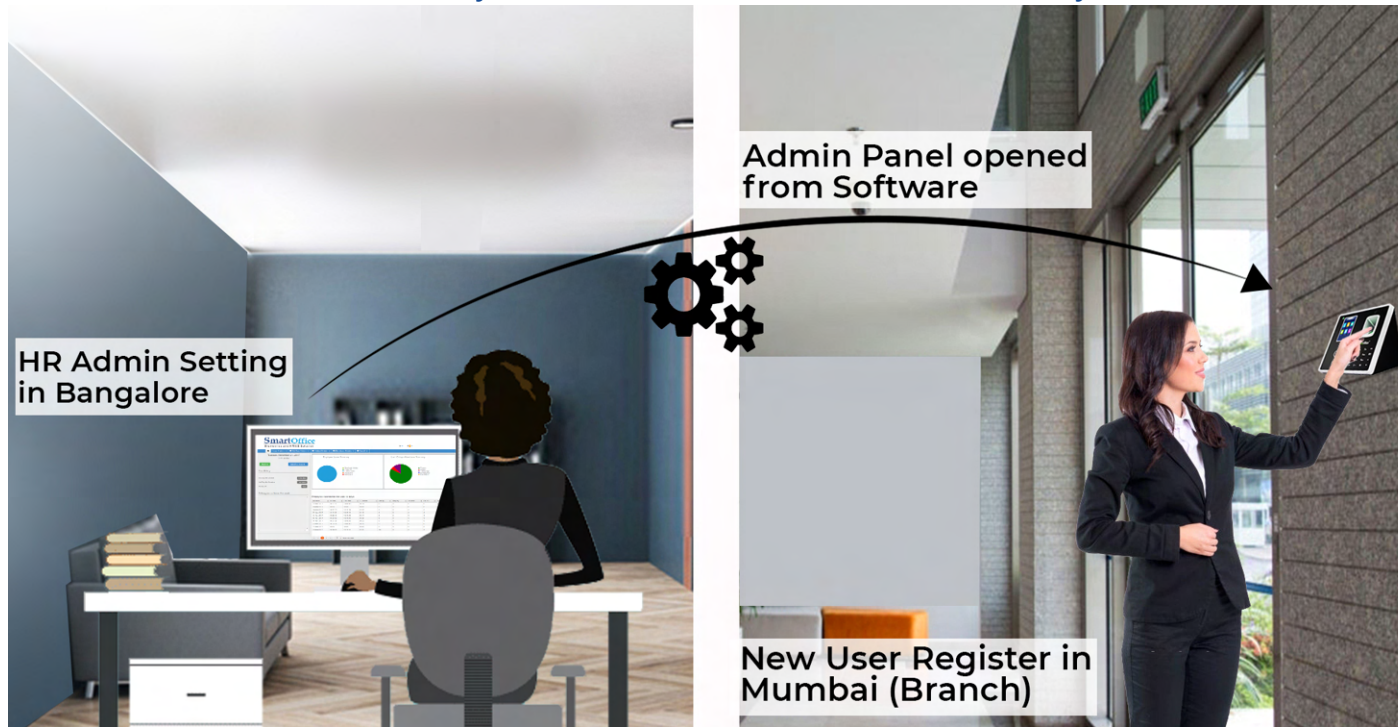
- User defined leave types, with various auto allotment & availing options.
- Various Restrictions feasible like - Clubbing, Min & Max per instance, Gap between two instances etc.
- Option to enable advanced leave application mandatory.
- Auto credit Comp-off & Lapse policy feasible.
- Email based leave approval & Intimation, with reminder facility for managers.
- Earned Leave option – Leaves credited based on Present days, can be processed employee wise.
- Multilevel Approval feasible with various work flow options.

Business efficiency have been possible with shifts and we have been made this easy with features like Flexi shift, Roaster, Shift Group, Multi-shift and Auto-shift.

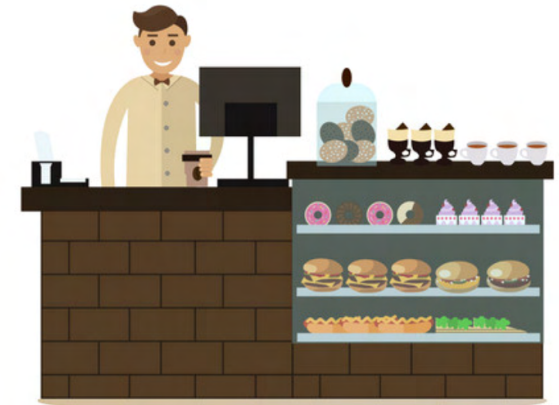


- Flexi shift enables better work-life balance and higher efficiency for employees not required to work during a specific time, for result oriented roles like – IT and Marketing.
- Weekly and monthly Roasters can be defined and managed easily for rotational staff.
- In case of no fixed shift, the option of Shift Group or Auto shift option is quite useful.
- Employee working in multiple shifts in a day can be managed using Multi-shift, especially in cases like Hospitals or Educational Institutions.
- Various “Report to office” options helps in enabling additional shift rules.

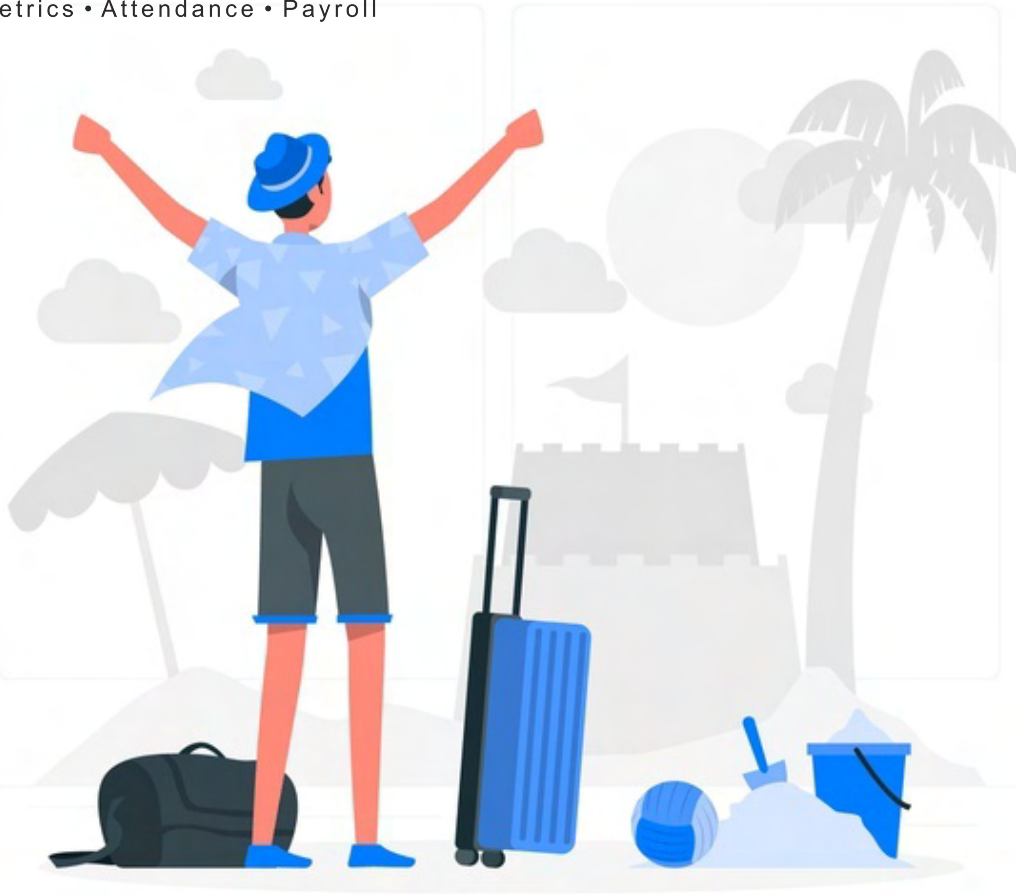
Two Way Communications is now a Reality



- Seamless connectivity with some of the well-known brands.
- Centralized Fingerprint registration - Register on one device and transfer to other devices.
- View the Device connectivity status and Activity logs for better control
- You can also search, delete or block/unblock* employees using device commands.
- User online registration – Now no need to give admin access or send a new employee to Head office to get him registered, registration can be done online.
- Auto expiry or removal of FP/Face Template – You can set expiry rules or auto expiry for each employee or remove the employee access after he is relieved.



- Integrate canteen devices directly with the software
- Create canteen menus like breakfast/lunch/snacks etc. based on timing. Or work code for selection.
- Employer and employee contribution can be mentioned with the menu options.
 - Daily & Monthly canteen reports available*
 - Work code wise report helps in calculating cost and in managing other activities.*
- The contribution report can be used to import the data into payroll.



- Holiday group or public holiday option can be used to allot holidays.
- Restricted holiday option helps in cases where employees are from either various religions or from regions, (limit on number of Restricted holidays can be set)



Email



SMS



Web Push



App Push

- You can send various notifications using these features for ease of communication or confirmations on attendance activities like In/out punches or absent days etc.
- And various email notifications are system automated for Attendance activities Like Leave/OD/Regularization applications or on HRMS activities like Birthday or Anniversary notifications, expense claim submission notifications. Basically making communication automated.

SmartOffice
Biometrics • Attendance • Payroll

Cloud Account-smart365g

- Attendance
- HRMS
- Sales Force
- Employee Screen Capture
- Visitor Management
- Payroll

[Support](#) | [Subscription](#) | Login:smart365g | [LogOff](#)

23

Active Employee

12

Present Employees

3

Offline Devices

11

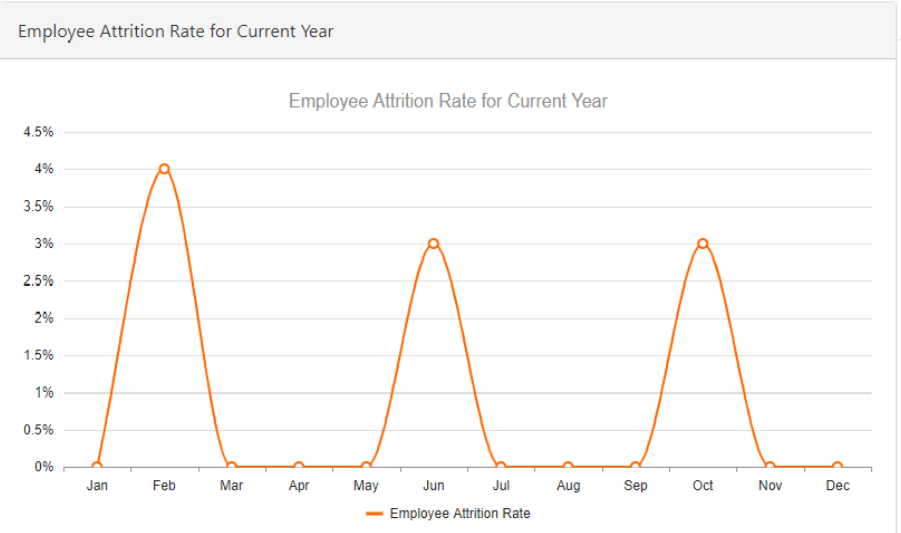
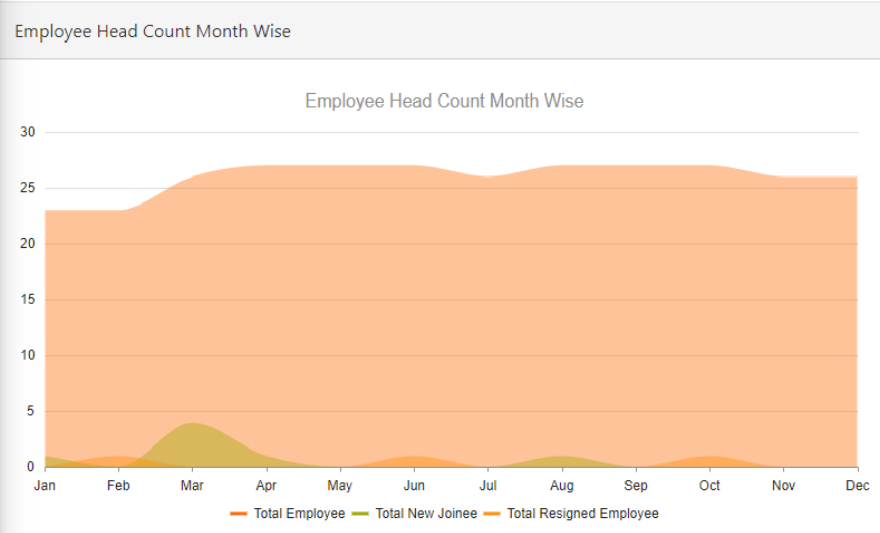
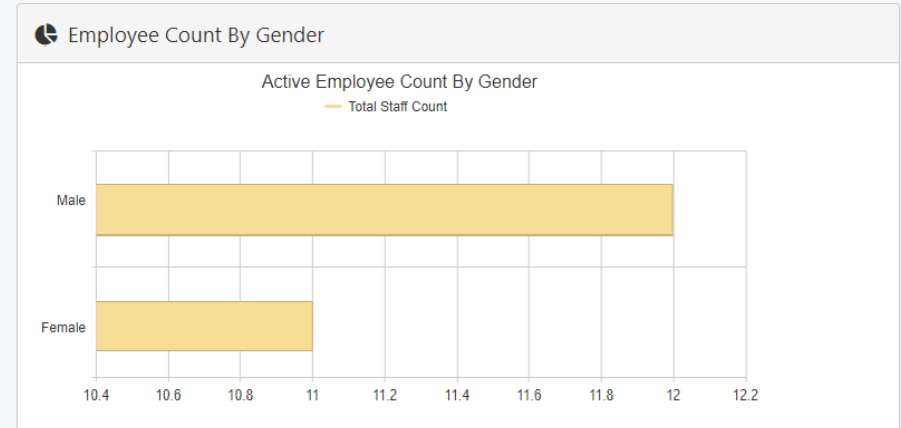
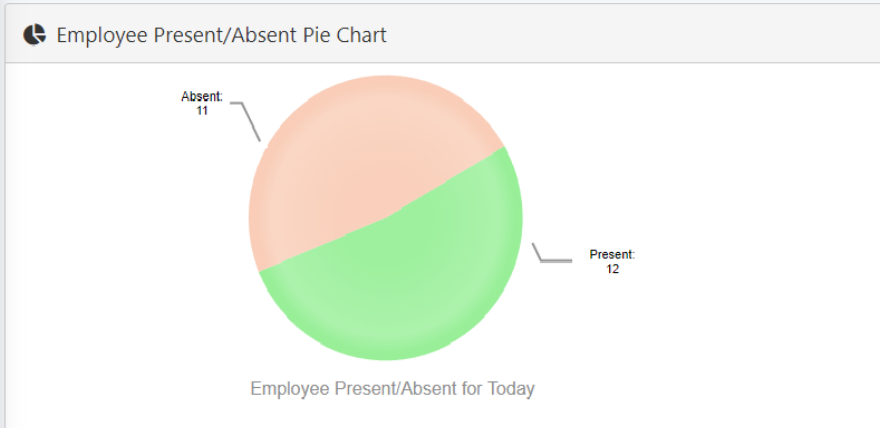
Absent Employees

0

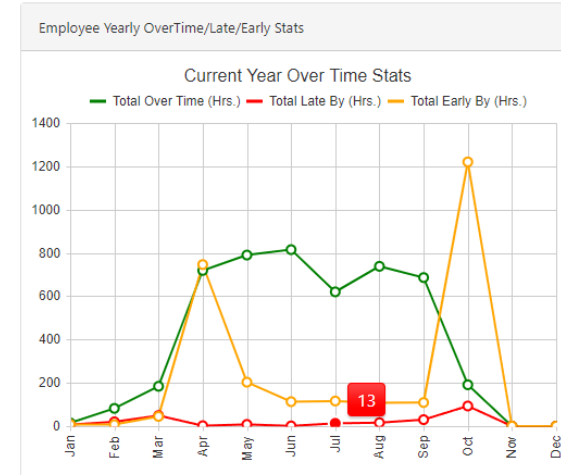
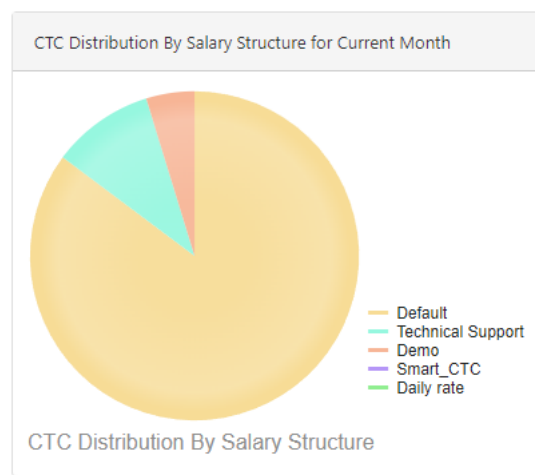
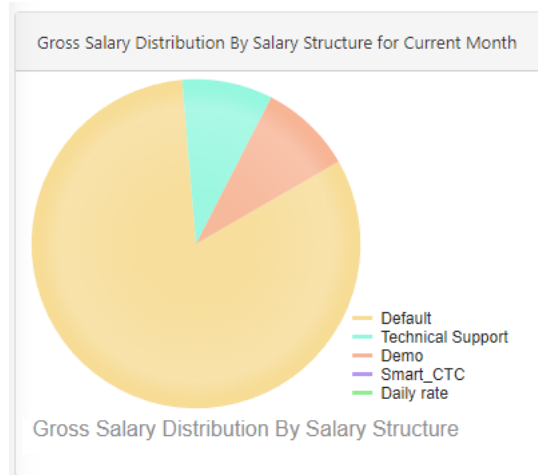
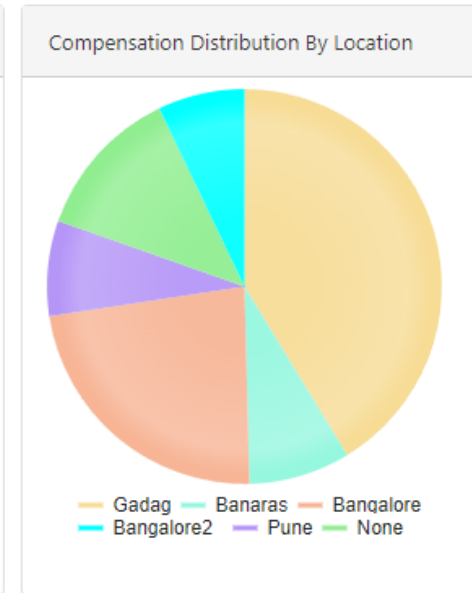
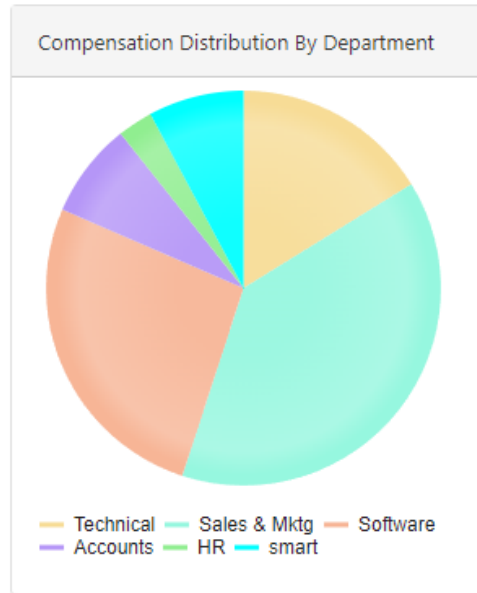
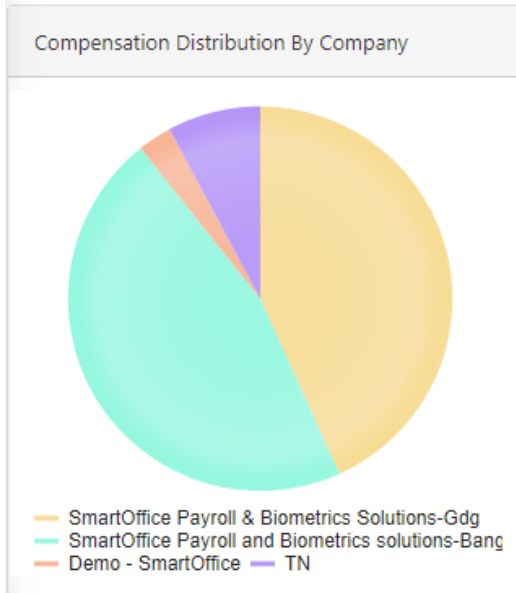
High Temperature

0

Without Mask








From Month To Month Company Department



Various analytics based information will be available on the dashboard to get real time information on specific scenarios.

1. *A. Punch Monitor : Very useful to know how many and who have punched in or out.*
B. List of Pending Approval : which helps Admin to contact the required people or approve the pending one's on her/his own.
C. Data collector service : Scheduling time and defining Audience for various notifications
2. *Parallel Data management : Useful in sending data to third party software.*
3. *Audit Logs : To keep track of who has done what changes.*
4. *Mobile App : Login logs, Geo Fence logs, Public/Private Announcements, Push & Mail Notification logs.*

Export to Excel		ESS User Login History				
	Emp Code ▼	Emp Name ▼	LocationName ▼	DeviceToken ▼	Last App Login ▼	Last Web Login ▼
	6	SumayyaKousar	Gadag	e9febdea-b8c2-4b33-85e5-3a4bba3322fc	31-Oct-2021 13:56:53	29-Oct-2021 12:17:57
	9	Chetan Jain	Gadag	2219d868-3cb9-4015-a33a-e986bbf02c75	31-Oct-2021 15:28:55	31-Oct-2021 12:09:08
	20	Neetu Jain	Bangalore	ae70bcbd-3928-4439-a4dd-d493ca88db1d	31-Oct-2021 12:26:08	31-Dec-1899 23:51:10


 20 items per page
 1 - 5 of 5 items 

Private Announcements

+ Private Announcement + Public Announcement Export to Excel							
	Emp Code	Emp Name	Category	Subject	Content	UpdatedBy	NoticeTime
	27	Keerti Uppin	Private	Test	Hi	Attendance	Sat Oct 23 2021 17:27:51 GMT+0530 (India Standard Time)
	All	All	Public	Test	Hey	Attendance	Sat Oct 23 2021 17:30:20 GMT+0530 (India Standard Time)
	27	Keerti Uppin	Private	Test	Hi	Attendance	Mon Oct 25 2021 13:00:09 GMT+0530 (India Standard Time)

1 - 8 of 8 items

Geo Fence

Export to Excel			
Emp Code	Emp Name	ActionName	Log Date
30	Shankar Gubbi	EXIT	30-Oct-2021 19:00:30
6	SumayyaKousar	EXIT	30-Oct-2021 18:45:26
38	Mangala Benahal	EXIT	30-Oct-2021 18:42:39
30	Shankar Gubbi	ENTER	30-Oct-2021 14:41:42
6	SumayyaKousar	ENTER	30-Oct-2021 14:11:20
30	Shankar Gubbi	EXIT	30-Oct-2021 13:47:42
9	Chetan Jain	ENTER	30-Oct-2021 11:28:43
9	Chetan Jain	ENTER	30-Oct-2021 11:28:34
14	Ashutosh Gupta	ENTER	30-Oct-2021 10:24:42

1 - 20 of 110 items

Push Notification

Export to Excel						
Emp Code	Emp Name	DeviceToken	result	Content	UpdatedOn	
47	Kavya Koti	555e0fbb-be9b-409c-adc0-a77d1a65f46b	{"id":"06fb920d-75bf-49b1-9b47-e41fe788411b","recipients":1,"external_id":null}	Your Out Door request from 30-Oct-2021 to 30-Oct-2021 has been Approved	Sun Oct 31 2021 12:10:11 GMT+0530 (India Standard Time)	
6	SumayyaKousar	e9febdea-b8c2-4b33-85e5-3a4bba3322fc	{"id":"168a72d9-8f70-47e2-8e0c-0bd7b84fedd2","recipients":1,"external_id":null}	Your Out Door request from 29-Oct-2021 to 29-Oct-2021 has been Approved	Sun Oct 31 2021 12:10:10 GMT+0530 (India Standard Time)	
27	Keerti Uppin	1dd6d8d7-7308-4324-b237-e8bdcbac4c49	{"id":"","recipients":0,"errors":{"invalid_player_ids":["1dd6d8d7-7308-4324-b237-e8bdcbac4c49"]}}	Your Leave request from 2021-10-16 to 2021-10-16 has been Approved	Sun Oct 31 2021 12:10:10 GMT+0530 (India Standard Time)	

1 - 6 of 6 items

5. Various Registers (Attendance, OT, Shift) to ease the process of management for HR & Admin.

Export to Excel

Shift Register

Employee Code	Employee Name	1	2	3	4	5	6	7	8	9	10	11
5	Salma Hosalli	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS
6	SumayyaKousar	GS										
14	Ashutosh Gupta	NS										
18	Mamta	NS										

Update Details

Shift: blr-fix

- blr-fix
- CaptureTest
- GS
- GS-1
- WO

5 items per page

Export to Excel

OT Register

Employee Code	Employee Name	1	2	3	4	5	6	7	8	9
19	Sumit Jain	00:00	00:00	00:00	00:00	00:00	06:23	00:00	00:00	00:00
20	Neetu Jain	00:00	00:00	00:00	00:00	00:00	03:05	00:00	00:00	00:00
22	Jaideep sharma	00:00	00:00	00:00	00:00	00:00	01:44	00:00	00:00	00:00
30	Shankar Gubbi	00:09	00:00	00:00	00:39	00:54	00:03	00:05	00:32	00:15

5 items per page

Export to Excel

ESS Mail Records

From Mail Id	to Mail Id	InsertedOn	Subject	Is Mail Sent	Mail Response
payroll@smartoffice365.in	kavya@smartoffice365.in	31-Oct-2021 12:10:10	OutDoor Application-Approved	1	Mail Sent Successfully.
payroll@smartoffice365.in	sumayya@smartoffice365.in	31-Oct-2021 12:10:10	OutDoor Application-Approved	1	Mail Sent Successfully.
payroll@smartoffice365.in	support@smartoffice365.in	31-Oct-2021 12:10:09	Leave Application-Approved	1	Mail Sent Successfully.
payroll@smartoffice365.in	support@smartoffice365.in	31-Oct-2021 12:10:09	Leave Application-Approved	1	Mail Sent Successfully.
payroll@smartoffice365.in	sumayya@smartoffice365.in	31-Oct-2021 12:10:08	Leave Application-Approved	1	Mail Sent Successfully.
payroll@smartoffice365.in	sumayya@smartoffice365.in	31-Oct-2021 12:10:08	Leave Application-	1	Mail Sent Successfully.

20 items per page

1 - 6 of 6 items

Export to Excel

Employee Attendance Register

Employee Code	Employee Name	1	2	3	4	5	6
19	Sumit Jain	P(Early)	½P(HO)	WO	½P(Early)	P(Early)	P
20	Neetu Jain	P(Early)	HO	WO	P	½P(Early)	P
22	Jaideep sharma	A	HO	WO	A	A	P
30	Shankar Gubbi	P	HO	WO	P	P	P

5 items per page

Now restrict the App based clock in/out only from defined locations/branches.



- Very useful where Biometric cannot be installed or used.
- Assurance of Genuine punches & so no need of approvals
- **Auto clock in/out is now feasible, so no need for manual punches also.**
- Payroll

Smart Report : In Main Application You can generate Monthly, Weekly, Daily, many various types of Reports. In Reports you can see punches, Absent present, OT, Leaves everything. The below picture shows the continues late by report, here Employee continues late by two days so his next day status is showing half day present.

Default														
Daily Detailed Attendance Report														
25-Dec-2018 To 27-Dec-2018														
Generated On: 27-Dec-2018 12:44 PM														
Attendance Date- 25-Dec-2018														
Department:- Default														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	2	2	GS	09:00	18:00	11:30	18:30	07:00	00:00	07:00	02:30	00:00	P(ME)	11:30:00(in)ME,18:30:00(out)ME,
Attendance Date- 26-Dec-2018														
Department:- Default														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	2	2	GS	09:00	18:00	11:00	18:30	07:30	00:00	07:30	02:00	00:00	P(MC)	11:00:00(in)MC,18:30:00(out)ME,
Attendance Date- 27-Dec-2018														
Department:- Default														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	2	2	GS	09:00	18:00	10:00	18:30	08:30	00:00	08:30	00:00	00:00	½P(ME)	10:00:00(in)ME,18:30:00(out)ME,

If we applying Leave Then we can check in summary report.

Daily Summary Report								
26-Dec-2018 To 27-Dec-2018								
Generated On: 27-Dec-2018 03:17 PM								
Department:- Default								
Attendance Date - 26-Dec-2018								
S.No	Employee Code	Employee Name	Shift	In Time	Out Time	Total Duration	Status	Remarks
1	10	10	GS	09:00	18:00	09:00	P(ME)	
Attendance Date - 27-Dec-2018								
S.No	Employee Code	Employee Name	Shift	In Time	Out Time	Total Duration	Status	Remarks
1	10	10	GS	09:00	18:00	09:00	P(CL)(ME)	On Leave

Employees can see taken Comp off in report status as shown below.

Default														
Daily Detailed Attendance Report														
23-Dec-2018 To 27-Dec-2018														
Generated On: 27-Dec-2018 03:39 PM														
Attendance Date- 23-Dec-2018														
Department:- Default														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	12	abc	GS	09:00	18:00	09:00	18:00	09:00	00:00	09:00	00:00	00:00	WOP (ME)	9:00:00(in)ME,18:00:00(out)ME,
Attendance Date- 27-Dec-2018														
Department:- Default														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	12	abc	NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	L (COFF)	


In **daily detailed Status Report** You will get a detailed status, if any employees status showing wrong or half present , then here we will get the notification .

Default																			
Daily Detailed Status Report																			
24-Dec-2018 To 29-Dec-2018																			
Generated On: 29-Dec-2018 11:20 AM																			
Department:- Default																			
Employee Code:-					2					Employee Name:-					2				
S.No	Att Date	Shift	Category	A. InTime	A. OutTime	LateBy	EarlyBy	Work Duration	OT	T Duration	Detailed S.Code	Detailed Status							
1	24-Dec-2018	NS	Default	00:00	00:00	0	0	0	0		A	Did not come							
2	25-Dec-2018	GS	Default	11:30	18:30	150	0	420	0		P	Present							
3	26-Dec-2018	GS	Default	11:00	18:30	120	0	450	0		P	Present							
4	27-Dec-2018	GS	Default	10:00	18:30	0	0	510	0		½PCL	Continuous Late Half Day Present							
5	28-Dec-2018	NS	Default	00:00	00:00	0	0	0	0		A	Did not come							
6	29-Dec-2018	NS	Default	00:00	00:00	0	0	0	0		A	Did not come							

In Monthly Report we can view the Total present/Absent, Total Leaves taken in a month, Total late by/Early by etc. And in monthly we can generate summary report, detailed, basic, Period wise and many more types. In smart Office we can Generate Report In Different Format also, like in Excel, text, PDF, Word.

Monthly Detailed Attendance Report																																
01-Dec-2018 To 27-Dec-2018																																
Generated On: 27-Dec-2018 04:16 PM																																
Day	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10	Day11	Day12	Day13	Day14	Day15	Day16	Day17	Day18	Day19	Day20	Day21	Day22	Day23	Day24	Day25	Day26	Day27	Day28	Day29	Day30	Day31	
Days	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec	08-Dec	09-Dec	10-Dec	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17-Dec	18-Dec	19-Dec	20-Dec	21-Dec	22-Dec	23-Dec	24-Dec	25-Dec	26-Dec	27-Dec					
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu					
Department: Default																																
Employee Code:-2															Employee Name:-2																	
Total Present - 7 Total Absent - 14 Total Leave Taken - 6 Total Weekly Off Present - 0 Total Duration - 40:38 Total Over Time - 02:00 Total LateBy - 10:23 (Hrs.) Total EarlyBy - 00:43 (Hrs.)																																
Shift	GS	WO	NS	NS	NS	NS	NS	NS	NS	WO	GS	NS	NS	NS	NS	GS	WO	GS	NS	NS	NS	NS	NS	GS	NS	GS	GS	GS				
In Time	11:13	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	12:38	00:00	00:00	00:00	00:00	11:17	00:00	18:18	00:00	00:00	00:00	00:00	00:00	09:00	00:00	11:30	11:00	10:00				
Out Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	17:18	00:00	00:00	00:00	00:00	00:00	00:00	18:18	00:00	00:00	00:00	00:00	00:00	20:00	00:00	18:30	18:30	18:30				
Late By	02:14	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	03:39	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	02:30	02:00	00:00				
Early By	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:43	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total OT	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	02:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Duration	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	04:38	00:00	00:00	00:00	00:00	00:00	00:00	02:00	00:00	00:00	00:00	00:00	00:00	09:00	00:00	07:00	07:30	08:30				
T Duration	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	04:38	00:00	00:00	00:00	00:00	00:00	00:00	02:00	00:00	00:00	00:00	00:00	00:00	11:00	00:00	07:00	07:30	08:30				
Status	P (Missedout)	WO	A	A	A	A	A	A	A	WO	P (Missedout)	A	A	L(CL)	L(CL)	P(CL) (Missedout)	WO (CL)	½P (ME)	A	A	A	A	L(PL)	P(CL) (ME)	A	P(ME)	P(ME)	½P (ME)				

In Weekly Report we can generate report by selecting weeks of a month like only first week or Second week. Here we can check the Total duration, Total present/absent, late/early by of whole week report with the Employee Photo.

Weekly Status Report (Detailed Work Duration)							
Dec 1st Week 2018							
Branch: 22				Printed On: Dec-31-2018 06:18 PM			
Days	01-Sat	02-Sun	03-Mon	04-Tue	05-Wed	06-Thu	07-Fri
Employee:- 100:xyz			Total Duration: 28:0 Hrs Total OT: 00:00 Hrs. Present: 7 Absent: 0 WeeklyOff: 0 Holidays: 0 Leaves Taken: 0 Late By Hrs: 00:00 Late By Days: 0 Early By Hrs:00:00 Early Going By Days: 0				
Status	P	P	P	P	P	P	P
In Time	11:00:00	11:00:00	11:00:00	11:00:00	11:00:00	11:00:00	11:00:00
Out Time	15:00:00	15:00:00	15:00:00	15:00:00	15:00:00	15:00:00	15:00:00
Late By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Early By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Late Going By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Early Coming By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Duration	04:00	04:00	04:00	04:00	04:00	04:00	04:00
OT	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Shift	GS	GS	GS	GS	GS	GS	GS

In Leave Summary Report we can check the Employees Leaves, How many taken, Limited, and total Leave balance

Default			
Employee Leave Summary			
Generated On: 31-Dec-2018 06:25 PM			
Department:- Default			
Employee Code:- 2		Employee Name:- oooo	
Leave Type	Yearly Limit	Leave Taken	Total Leave Balance
RHO	5	0	5
COFF	0	0	0
CL	10	5	9
PL	10	1	9
SL	10	0	10

In Out Door Report We can see the Employees assigned Out Door Entries, with duration.

<p style="text-align: center;">Default Employee Out Door Entries 01-Jan-2019 To 01-Jan-2019 Generated On: 01-Jan-2019 03:05 PM</p>							
Date- 01-Jan-2019							
S.No	Employee Code	Employee Name	Department	Duration	IsApproved	ApprovedBy	Out Door Remarks
1	2	abc2	Default	240	Yes	essl	official(11:00,15:00)
2	10	xyz	Default	240	Yes	essl	official(11:00,15:00)
3	11	sp	Default	240	Yes	essl	official(11:00,15:00)
4	12	abc	Default	240	Yes	essl	official(11:00,15:00)
5	55	55	Default	180	Yes	essl	Official work(11:00,14:00)
6	100	100	Default	180	Yes	essl	Official work(11:00,14:00)
7	200	200	Default	180	Yes	essl	Official work(11:00,14:00)

Generated By:-essl Page 1 of 1

In Log Report Location We can see the location of punches, But we need to select the GPS log location option.

<p style="text-align: center;">Log Record Location 01-Jan-2019 To 02-Jan-2019 Generated On: 02-Jan-2019 03:28 PM</p>				
EmployeeCode	EmployeeName	LogDate	LogTime	Location
5	salma	02-Jan-2019	09:29	Station Rd, Tanga Koot, Gadag, Karnataka 582101, India
5	salma	02-Jan-2019	09:30	Station Rd, Tanga Koot, Gadag, Karnataka 582101, India
7	vaishali	01-Jan-2019	09:40	Oswal Matching Center, Station Road, Betageri, Gadag, Gadag taluk, Gadag district, Karnataka, 582102, India
7	vaishali	01-Jan-2019	09:40	Oswal Matching Center, Station Road, Betageri, Gadag, Gadag taluk, Gadag district, Karnataka, 582102, India
7	vaishali	01-Jan-2019	09:40	Oswal Matching Center, Station Road, Betageri, Gadag, Gadag taluk, Gadag district, Karnataka, 582102, India
7	vaishali	01-Jan-2019	14:02	Oswal Matching Center, Station Road, Betageri, Gadag, Gadag taluk, Gadag district, Karnataka, 582102, India

Payroll



There is no match to the feeling of having received the right salary on right time with required information in hand, which requires right tools in place. This can be either managed by having multiple solutions or one single solution on a single platform.

Single-use software is ideal for businesses that only need to solve one problem. However, companies very rarely have only one problem to solve, which is why they end up with so many solutions. Since brands need the functionality to solve multiple problems at once, the best way to meet this need is with all-in-one software.

And There are Multi Fold Benefits of Single Platform Solution

A | Lower cost of ownership

Seamless flow of Data | **B**

C | Ease of Management

Maximum Automation resulting
in huge reduction in Manual Work | **D**

E | Step by step Implementation

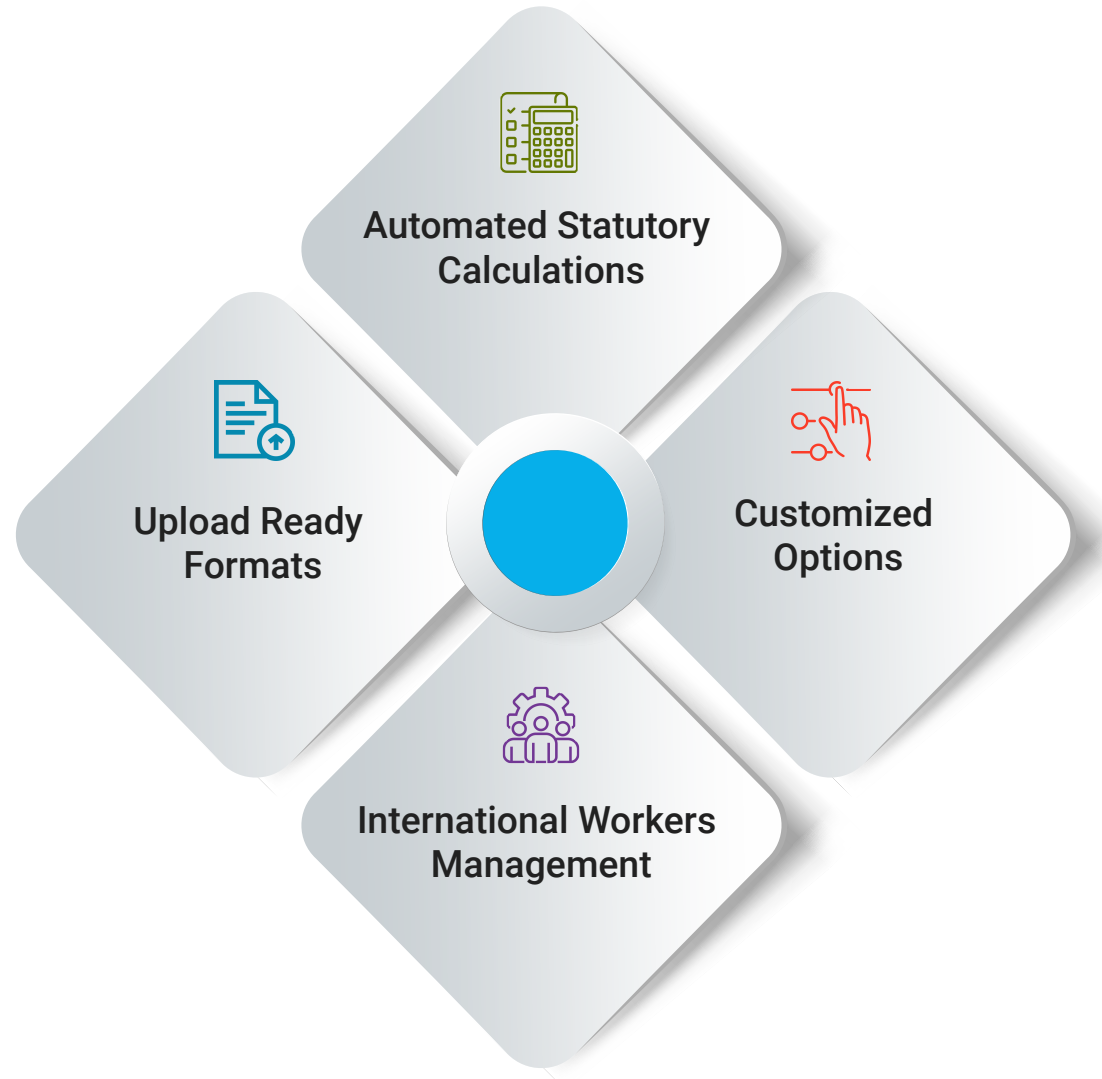
Completely compatible solutions | **F**

G | Better Data Management.

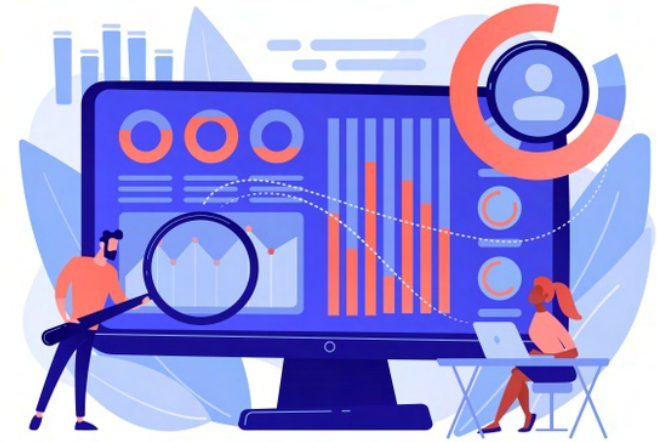
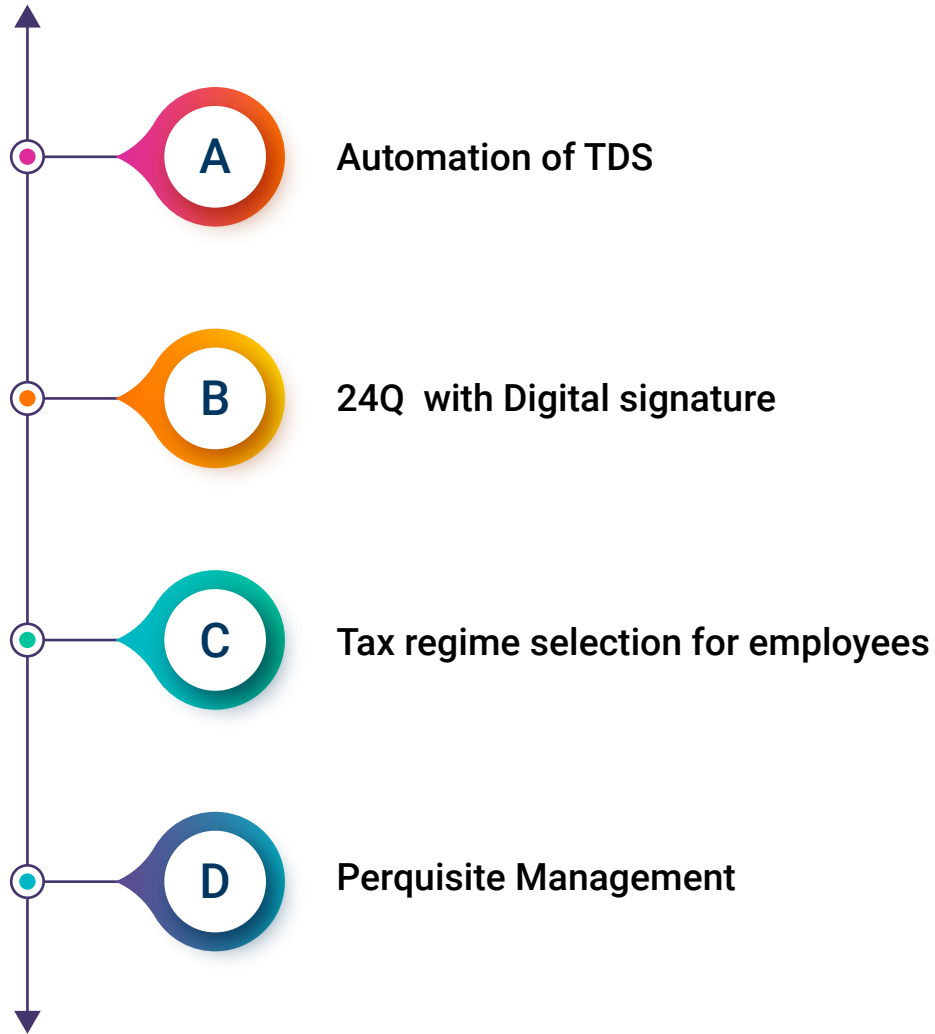
Why SmartOffice Payroll : *Once your Attendance numbers are ready, Payroll can be done quickly with our below features. And to add more value we do have HRMS features also.*



Complete Statutory Management



Complete IT/TDS Management



User Defined Calculations & Automation



Automation of Complex Calculations



User defined Attendance month



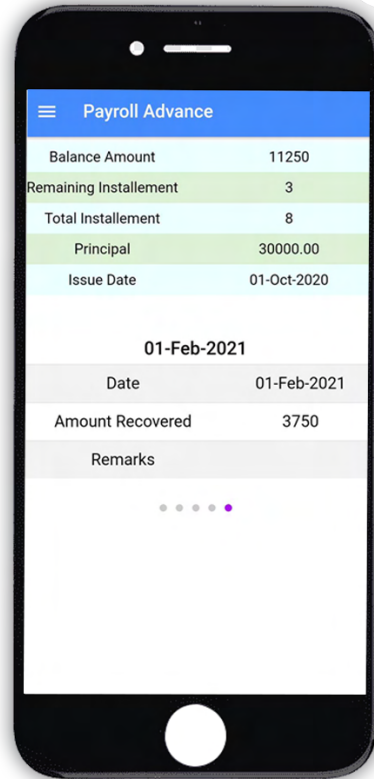
Flexible Benefit Plan, for IT benefits



Hourly, Daily, Monthly calculations



Many others



Employee can view complete details



Auto EMI Recovery



Loan/Advance processed easily

Features

- ✓ Auto EMI Recoveries
- ✓ Option to Manage EMI Recoveries, for special cases
- ✓ Employee can view Paid & Balance details in App
- ✓ Auto recovery at the time of F&F Settlement
- ✓ App based request for loan/Advance, with system defined limitations*

Benefits

- ✓ Digitization & Transparency
- ✓ Auto follow of limits assigned
- ✓ Saves time & removes dependency.



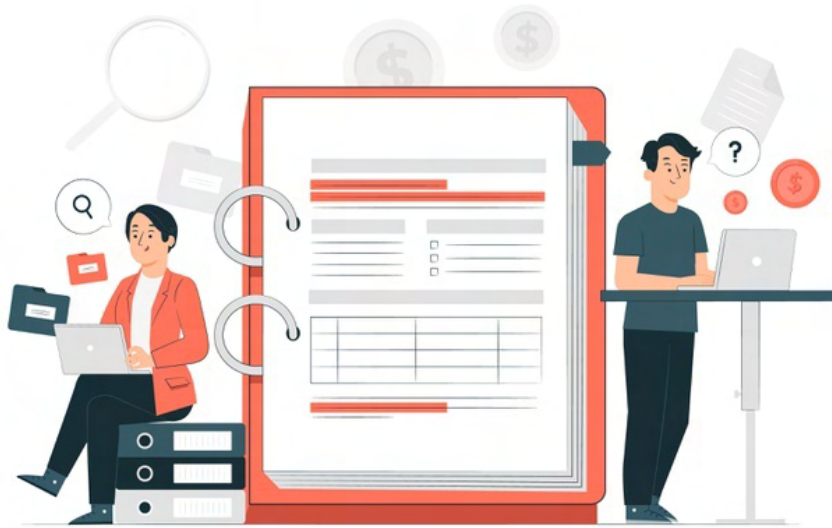
Features

- ✓ App based Submissions
- ✓ Define policy in terms of Expense wise limitations
- ✓ Specific fields based on specific expenses
- ✓ Combined with Travel request

Benefits

- ✓ Digitization & Transparency
- ✓ Do things on the Go.
- ✓ Auto follow of limits assigned
- ✓ Saves time & removes dependency.

Full & Final Settlement



- Auto recovery of pending Loan EMI's
- Auto calculation of amount for shortfall in notice period
- Leave encashment and other Adhoc payments can be managed.
- Separate Statement and Payslip for F&F.
- Linked with our Exit Management module in HRMS.




Other Adhoc Payments

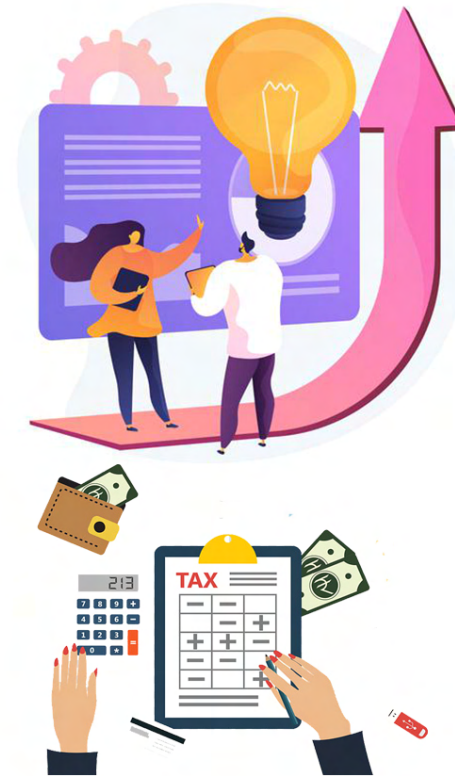
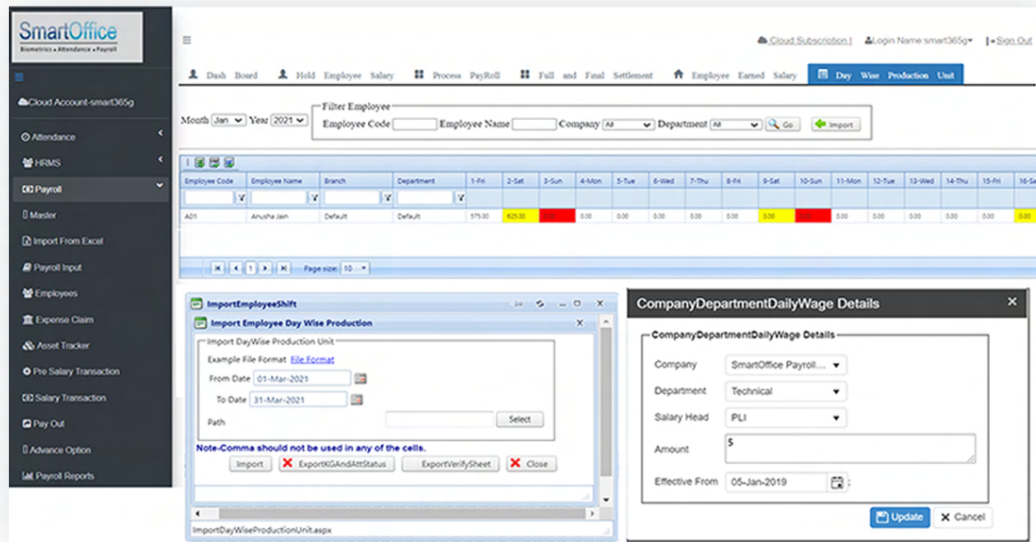
- ✓ Formula based disburseals
- ✓ Gratuity/Bonus Management
- ✓ Leave encashments
- ✓ Hike or Arrears Management



SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PRIVATE LIMITED		Print Date: 11/Nov/2021					
Bank Statement							
To The Branch Manager ICICI							
Please credit the following SB Accounts maintained with you by the amounts mentioned against the account numbers. This is towards the salary for the Month							
Sl. No.	Employee Code	Employee Name	Net Pay	Bank Account Number	Department	Bank	IFSC Code
1	9	Chintan Shah	74300	0296XXXXX	Sales & Mktg	ICICI	ICIC0000296
2	18	Mumtaz	49800	652001XXXX	Sales & Mktg	ICICI	ICIC0006520
3	34	Prashahsti	27800		Sales & Mktg	ICICI	
4	57	Gunvant	49800		Sales & Mktg	ICICI	
5	14	Avneet	63800	129701XXXX	Software	ICICI	ICIC0001297
Grand Total			265500				
Cheque No.:		Drawn On:					
Kindly acknowledge receipt		SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PRIVATE LIMITED					
Authorised Signatory							

		SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PRIVATE LIMITED			
		2nd Floor,16, Kothnur Village Main Road JP Nagar, 7th Phase, RBI Layout, Puttenahalli, Bengaluru, Karnataka 560078			
Payslip for the Month Apr-2019					
Employee Name	Chintan Sharma	Bank Name:	State Bank Of India	Working Days	0.00
Employee Code	22	Bank Account No.	500020420	Paid Days	30.00
Designation:	Software Developer	ESI No		Leave (SL)	0
Department	Software Development	PAN No	GLDRN1400B	Leave (PL)	0
Joining Date	08-Aug-2016	PF No		Off Days	4
		UAN No			
Earnings	Full	Actual	Deductions	Amount	
Basic	12500.00	16000.00	PT	200.00	
D A	5000.00	6400.00			
H R A	7500.00	9600.00			
GROSS (In Rs.)	25000.00	32000.00	Total Deductions (In Rs.)	200.00	
Net Pay for the month :31800.00					
(Thirty One Thousand Eight Hundred)					
This is a system generated payslip and does not required signature					

- Hold, Stop and release pay-outs as required with related reports available.
- Generate Bank statements or Formats for online disbursal of salary.
- 4 Types of Payslips to easily manage & communicate various pay-outs.



Features

- ✓ Define Dept. / Branch / Salary head wise rates
- ✓ Sales incentive calc also feasible
- ✓ Multiple slabs feasible
- ✓ Import employee wise details
- ✓ Add Conditions, if any

Benefits

- ✓ Automated Calculations
- ✓ Huge time Savings
- ✓ Prevents Human errors

Generate the Journal voucher report, to be provided to accounts department to account the salary expense. Currently we have Tally, SAP & Ramco formats integrated in our system.

Ramco Format

A	B	C	D	E	F
	Group		Cost		
JVCode	Earning	JVName	centre	Debit	Credit
13401	Salary	Basic	Technical	XXXX	0
13404	Salary	DA	Technical	XXXX	0
13407	Salary	Other Sal	Technical	XXXX	0
10352	Salary	ance	Technical	0	XXXX
11453	Salary	PT	Technical	0	XXXX
11451	ESI Pay	Emp ESI	Technical	0	XXXX
13401	Salary	Basic	Accounts	XXXX	0
13404	Salary	DA	Accounts	XXXX	0
13405	Salary	LTA	Accounts	XXXX	0
13403	Salary	HRA	Accounts	XXXX	0
11453	Salary	PT	Accounts	0	XXXX
11451	ESI Pay	Emp ESI	Accounts	0	XXXX
				XXXXX	XXXXX
	Salary Payable				XXXXXX

Tally Format

	A	B	C	D
1	Date	11-Nov-21		
2				
3	FromMonth	Aug-21	ToMonth	Nov-21
4				
5	JVName	JVCode	Debit	Credit
6	Basic	13401	XXXXX	0
7	DA	13404	XXXXX	0
8	Other Salary Exps	13407	XXXXX	0
9	LTA	13405	XXXXX	0
10	HRA	13403	XXXXX	0
11	Other Allow	13406	XXXXX	0
12	Sal Advance	10352	0	XXXXX
13	Employee PF	11454	0	XXXXX
14	Professional Tax	11453	0	XXXXX
15	Employee ESI	11451	0	XXXXX
16	TDS	11349	0	XXXXX
17	Employer PF	13409	0	XXXXX
18	Net Payable			XXXXXXX
19	Total Credit	XXXXXXXX		
20	Total Debit	XXXXXXXX		

SAP Format

A	B	C	D
JVCode	JVName	Debit	Credit
13401	Basic	INRXXX.XX	INRO
13404	DA	INRXXX.XX	INRO
13407	Other Sal	INRXXX.XX	INRO
13405	LTA	INRXXX.XX	INRO
13403	HRA	INRXXX.XX	INRO
13406	Other Allw	INRXXX.XX	INRO
10352	Sal Adv	INRO	INRXXX.XX
11454	Emp PF	INRO	INRXXX.XX
11453	PT	INRO	INRXXX.XX
11451	Emp ESI	INRO	INRXXX.XX
11349	TDS	INRO	INRXXX.XX
13409	Empr PF	INRO	INRXXX.XX
			INRXXXXX.XX

A

Statutory & Compliance Based Reports

PF/ESI/PT/TDS related various upload ready challans & reports
 IT Computation, TDS break-up reports, and FVU Generation (24Q) for TDS compliance
 Certain Important Government Forms

B

Reports Useful for Management

Summary or Dept wise Reports
 Salary reconciliation & Earned v/s Theoretical report for ease of comparison
 on M-o-M basis CTC (Cost to Company report)

C

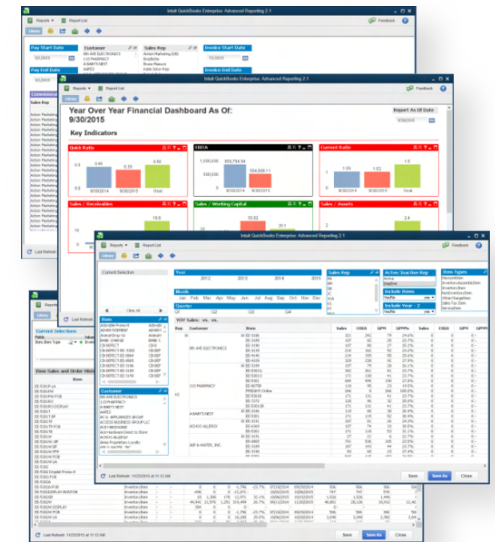
Standard Reports

Various Earned salary reports on a monthly, yearly & Daily basis.
 Pay-out reports like Bank statement & formats, cheque and Cash statements.
 Salary kept on Hold, Arrears, CTC, Salary Revisions and Pay-days reports

D

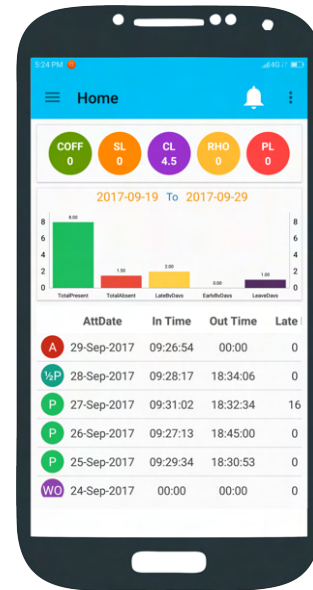
Customize your own report

A Report writer
 For Creation of any number of user defined reports



With GPS based attendance and many other features for self service. ESS/Mobile App gives complete flexibility & satisfaction to the employee/manager by making Attendance & payroll activities feasible on the go.

* Employee Self Service



Track your employee with Geo tracking and Geo Fencing* options.

- ✓ Apply Regularization, OD or cancel the same
- ✓ Check your swipe and Attendance details.
- ✓ Apply Leave, cancel and see leave summary.
- ✓ View colleagues on leave in the current week.
- ✓ Submit Compensatory off or Over-time request.
- ✓ View Holiday list and apply for restricted holiday
- ✓ View or Download Company policy or Forms
- ✓ Submit IT Declaration and generate IT Projection/computation.
- ✓ View or Download Payslip, F-16.
- ✓ Submit Expense Claim with proofs.
- ✓ Submit FBP declaration or reimbursement for salary heads - Perquisites

Note: For Managers – View & approve all the above details/requests from your manager login.

Noteworthy Features

- * IMEI Restriction, Auto approval of Clock in/out, Rejection of Blank location.
- * View list of your subordinates, their leave summary and Attendance summary from Manager Login
- * Mobile App logs.