



TIMESWATCH[®]
Presence perfect



Desktop Based
Time & Attendance Software

iAS

Desktop Based
Time & Attendance Software

Version: 2.01



Time &
Attendance



Payroll
System



Leave
Management



Salary
Features



Reimbursement
Management



PF & ESI
Calculation



HR
Functions



Interactive Dashboard
and Reports



Income Tax
Management



Full & final
Settlement



Integration with
Tally(Optional)



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Attendance Management

- Facility to capture attendance related data from different sources like swipe card, biometric system.
- Manage employee attendance, permission, late coming, overtime, leave, compensatory off.
- Different parameter setting with different shifts
- Shift Rotation & Shift Pattern.
- Advanced Shift management.
- Integration with payroll software.

Leave Management

- Leave Rules can be defined
- Yearly Credit of Leave/ Pro rata basis
- Monthly Increment of Leave/ Pro-rata basis
- Carry forward facility for balance leave
- Encashment of Leave/ Encashment In excess of Leave
- Leave Utilisation & Balance can be checked
- CL, PL, SL, Compensatory & Customizable Leaves
- Automatic Leave payout on termination of Employees (in Full & Final Settlement)
- Attendance / Leave Ledger
- Monthly Attendance Register & Yearly Attendance Summary



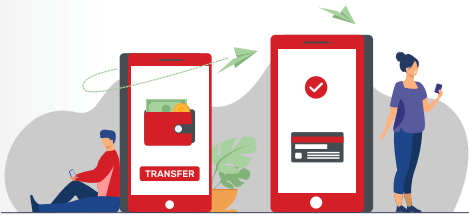
Payroll Management

- Input information for all newly joined employees and exit left employees
- Create a new payroll month & Process Salary
- Over-ride facility for any salary components
- Process by Exception - you only need to enter Pay and/or deduction information when there are changes
- Pro-rata calculations for employees based on absenteeism
- Process & Print Payslips for groups or for selected employees

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Salary Inputs



- Automatically calculates all the income, deductions & Company Contributions as per the requirement
- Regular Pay slips (with Logo) can be viewed or emailed
- Reimbursement Pay slips can be viewed or Emailed
- User defined Salary Sheets can be viewed
- Generates Cash / Cheque/Bank Transfer List
- Generate Bank Statement, Direct Electronic Bank transfer files & Covering Letter for Banks
- YTD salary Sheet & Summary of each employee
- Separate Pay slips can be generated for Arrears, Medical, Reimbursement & LTA

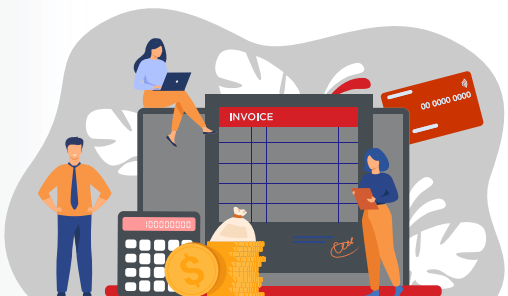
Reimbursement Management

- Multiple Reimbursement Components like Medical , LTA & Customizable Reimbursement Components
- Upper limits can be specified – Employee wise or Grade wise
- Annual Limits or Monthly Accruals
- Opening Balance, Entitlement, Amount Reimbursed and Balance amount can be checked
- Reimbursement Payslips, Bank transfer statement for Reimbursement Component



PF, ESI Calculation & Reports

- User defined PF Rate of Deduction for Employer & Employee
- Employee & Employer Contribution
- Automatic Bifurcation of EPF & EPS
- PF applicability check at Employee Level & Options to Limit Maximum Salary for PF Deduction
- Auto generation of Electronic Challan cum Return (.ECR) file.
- Form 5, 10, 12A, 3A, 6A, 9, 11, Challan & Reconciliation Statement
- ESIC applicability check at Employee Level
- Monthly Excel sheet for direct uploading on ESIC Website
- ESIC Register, Form 5, 6 & Challan








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HR Functions









-  General Information
-  Personal Information
-  Employee Photo
-  Address/ Contact details
-  Employee Qualification
-  Work Experience

Flexibility Structure of Earnings & Deductions

-  Flexibility to add or modify any number of Salary Components
 - Earnings & Deductions
-  User Defined Entry Field with unmatched flexibility for Formula, percentage or Customized Calculation
-  Taxable & Non Taxable Earnings for Income Tax Calculations
-  Payslip / Non Payslip Component
-  Calculation based on Attendance
-  Monthly or Yearly Payments
-  Frequency of Salary Head
-  Also compute various other components that do not appear in Payslip



Salary Features

-  Automatically calculates all the income, deductions & Company Contributions as per the requirement
-  Regular Payslips (with Logo) can be viewed or emailed
-  Reimbursement Payslips can be viewed or Emailed
-  User defined Salary Sheets can be viewed
-  Generates Cash / Cheque / Bank Transfer List
-  Generate Bank Statement, Direct Electronic Bank transfer files & Covering Letter for Banks
-  YTD salary Sheet & Summary of each employee
-  Separate Payslips can be generated for Arrears, Medical, Reimbursement & LTA



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Income Tax Management


- Auto calculations of Exemptions & Deductions and compute Income Tax payable for the entire year & the tax to be paid this month
- Auto calculation of TDS based on Projections
- Income Tax Projections with the options to deduct projected TDS from Monthly Salary
- Prints Form 16, 16AA, 12BA & Challan 281
- Quarterly e-TDS Return as per the NSDL format
- Income Tax Projections can be emailed in PDF format

Full & Final Settlement

- Employees Full & Final settlement can be prepared based on resignation of employees either in the current month or in the previous month
- Automatically calculates outstanding Loan balances,
- Notice pay and Leave Encashment, Gratuity and recovers all Loan balances and Income Tax.
- Generates Full & Final Settlement Calculation sheet for all the calculations done



 **Head Office :** D-162, Okhla Industrial Area Phase I, New Delhi, 110020.

 **Regional Office :** Mumbai, Bengaluru, Ahmedabad, Chennai, Kolkata.

International Office : Dubai

Disclaimer : All pictures shown are for illustration purposes only. The actual product and color may vary due to product enhancement. The brief specification is mentioned and may change without prior notice. Please consult us before placing any order.

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