# TRACK ZONE

TRACK ZONE is a highly user definable attendance application which allows the users to set policies according to their organization's rules. With over 10 years of experience and 4000+ installations our software has all the features to satisfy your requirements.

We have only ONE edition – the premier edition which contains all the features available in the software. There are no standard & sub-standard editions with some missing features. There is an optional web-based Employee Self-service module and a SAAS module which can be opted by users.

With our 10 years of experience, our attendance software is a highly flexible package that will fulfill even the most demanding rules and regulations of companies. An example would be our Shift Time menu which has over 20+ optional parameters which can be configured.

Since our payroll, is highly integrated with our Attendance System all attendance related components like late come, absence, overtime can be fine-tuned to a greater extent. We believe the each customer's needs are unique and that philosophy would be reflected in our design. Our Report Planner / Letter Planner designers can provide you the exact report needed by you in the format you decide.
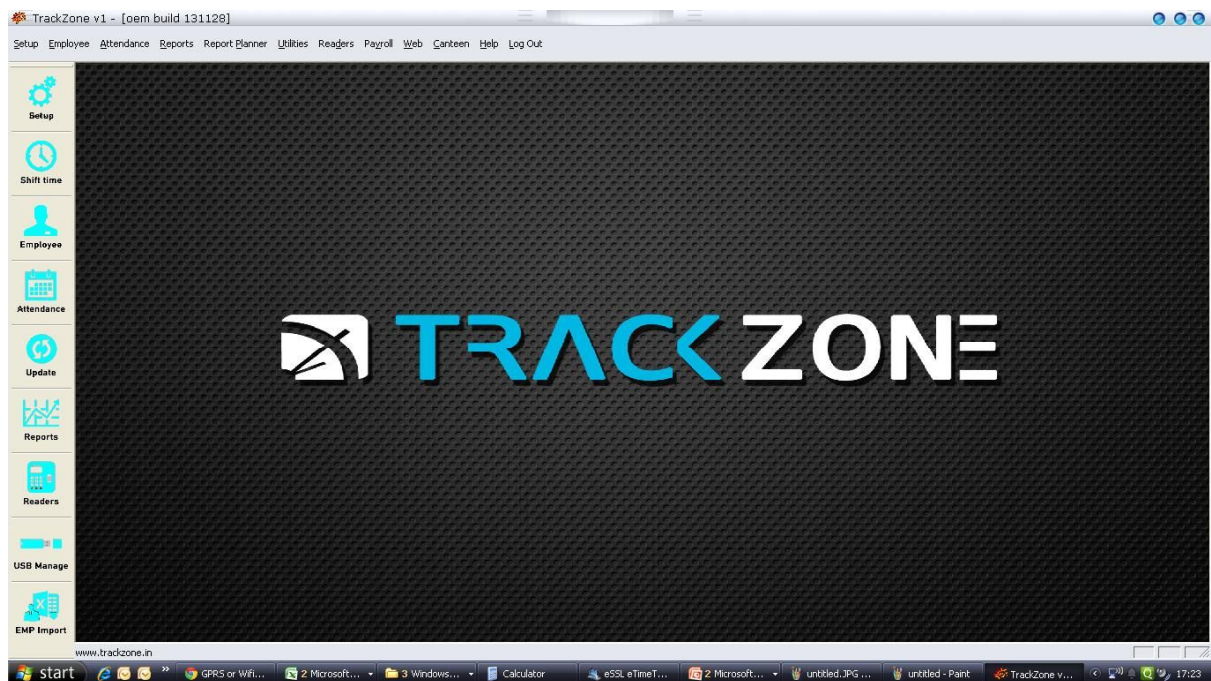
- **Personnel Information Module**
  - o Comprehensive personnel information management with over 100 types of information grouped into meaningful tabs

TRACK ZONE

Main Company Particulars
Employee Personal Information

- Address
- Qualification / Experience
- Health Related Information nail separator Accounting
- Insurance and other details Remarks entry
- User defined Information entry

Employee Master

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- **Attendance Module**

Adding Readers: Directly works with all major OEM readers. (free integration to any non-integrated readers)

Add Readers Window

Shift Management: Multiple Shifts with fully flexible Late/Early slabs, N Number for shift creations with Automatic Shift Rotations management and Night shifts are handled flawlessly.

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All Shift parameters can be set in Shift wizard

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Shift Time - Wizard

Shift Name, Mark, Color

Shift Name   Night

Shift Mark   NN

Shift Color

In and Out time

Shift In Time   21:00

Shift Out Time   06:00

Break Timings

Differed Lunch

Break Out Time   :

Break In Time   :

Time to Deduct   :

Half Day and Full Day hours

Min. Half Day Work Hours   03:00

Min. Full Day Work Hours   06:00

Auto Shift Start and End

AutoShift Time Starts   20:00

AutoShift Time Ends   23:59

[Slab Timings]

[Confirm & Close]   [Exit]

P	A	O	H	Z	GG	
Present	Absent	Offday	Holiday	HolidayOffday	Default Global Shift	[Save]

This is a Shift View Menu. Information about shifts can be entered by using the Wizard. Clicking on the Grey coloured columns will display the help for that column Muster Marks are common for all shifts. Shifts are differentiated by black lines

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Auto penalties based on set late come & early go rules

Slabs Entry

Please enter the actual latecome hours slabs (Eg. 00:10, 00:30) and not the shift start time (eg 09:00)   SHIFT = NN

☐ Weekly Off OT Slab   ☐ First Slab is not part of Late Come

☐ Holiday OT Slab

Copies the individual top slabs to the one below   [Copy Slabs]   [Save & Exit]   [Close]

LateCome

Round Off   Minutes

☐

From	To	Cut
00:00	00:10	00:00
00:11	00:45	01:50

Break Start / Out

Round Off   Minutes

☐

From	To	Cut
:		

Extra Hours (Before Shift Starts)

Round Off   Minutes

☐

From	To	Extra

Early Go

Round Off   Minutes

☐

From	To	Cut
01:00	00:45	01:00

Break End / In

Round Off   Minutes

☐

From	To	Cut

Extra Hours (After Shift Ends)

Round Off   Minutes

☐

☐ Early & Late OT to be combined together

From	To	:
00:00	00:45	00:00

If Extra Hours More then (in Minutes)

Deduct Break time hours (in Minutes)

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Employee Excel Import: All Details pertaining to reports and information's can be imported via excel format thus reducing complexity

Employee Import Window

Attendance View: Attendance with filter option Enabled

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Overtime Module
- Auto / Manual overtime
- 2 Step Over Time Options available where approval has to be given on already stored or recorded OT

Manual Overtime Entry Wizard

Overtime Approval Wizard for Manual & Auto Saved

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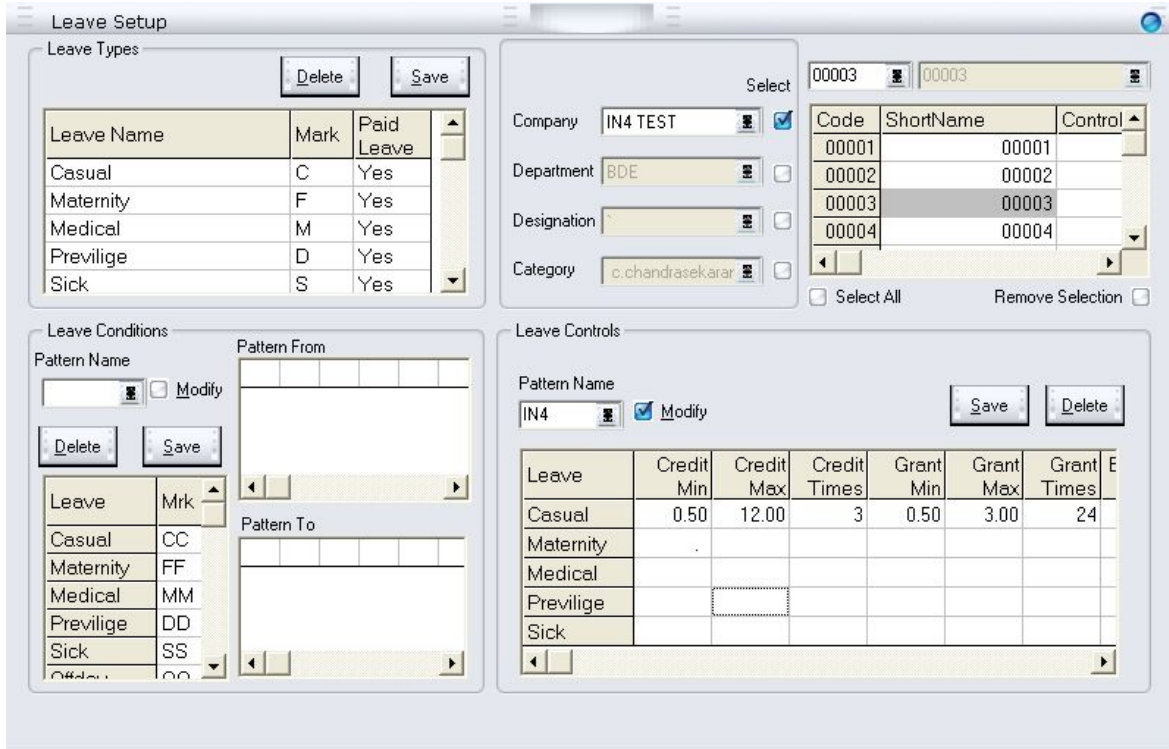
- **Leave Module**
    - Unlimited number of customizable leave types
    - 20 types of leave conditions for each leave
    - Leave controls
    - Auto leave deduction based on absenteeism
    - Auto leave deductions based on late come & early go
    - Carry forward of utilized leaves
    - Leave Encashment

All Leave Can be created and conditions can be controlled in Leave Setup
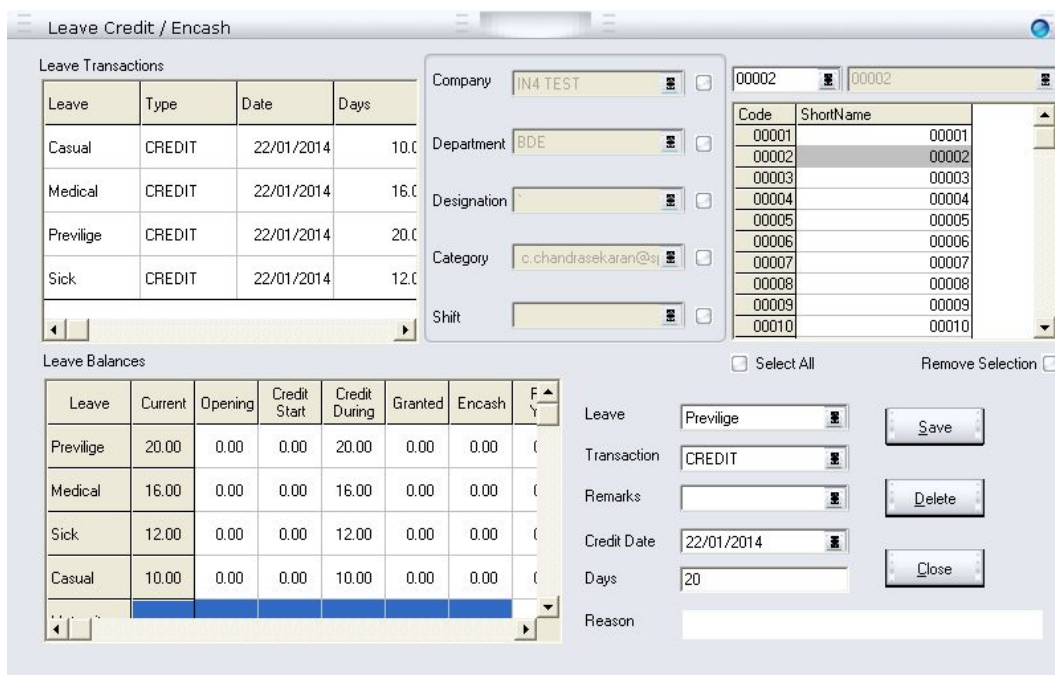
Leave Credit Window where leave can be Pre Credited before Approval

Integration with ERP

- Reports can be designed using our report planner & letter planner (CSV, EXCEL and other flat file) and those reports can be generated for importing to your ERP software

Letter Planner Window

- **Reports**

There are over 100+ predesigned reports and with our Report planner, Letter Planner you can design another 100 or more. You think of some information you need and it would be available in our software as a standard report or it can be taken from our Report/Letter Planner