

DATA SHEET

ESS-TNA



WE IDENTIFY SECURE AND INTEGRATE

Introduction

ESS SOFT is a web based application built to centralize and organize the data that can be employed in various modules in an application. It acts as a vital tool for privileged users to access employee information, view reports in real time and perform necessary actions.

It provides users to access their personal data, send / receive requests via web portal enabled with email notification for essential actions. Decision making will be easy as all the information is automatically populated in real time.

ESS paves a way for an organization to empower the employees and use data (Time and Attendance Information) as a conduit for better management decisions with accurate information whenever needed.

About ESS-TNA

The basic function of time and attendance system is to process the access grant logs to generate the attendance reports as per the standards of an organization. It automates day-to-day activities by performing administrative tasks such as tracking work hour, calculates benefits accrued, time and expense entry, generating reports, and provides valuable information making business more efficient.

TNA soft is a comprehensive Time and Attendance management system designed to provide a user friendly environment in order to configure the TNA terminals and define various attributes of time and attendance.

Time and Attendance System

TNA Modules

MASTER MODULE



It allows user to create company profile, personnel details and other relevant information such as Department, Designation and Employee Status etc...

SYSTEM MODULE



It is used to create system users, assign user rights, department level access, database backup/restore and other configurations.

SHIFT AND ROSTER MODULE



This module allows user to create shift timings with wide range of options, once the shift is created, it can be assigned to different employees with respect to the date and time in which user shall work, roster can be created either manually or automated by system.

LEAVE MANAGEMENT



This module in TNA system is used to keep track of employee leave details to indicate the day status of an employee. Any number of leave types can be created in master module with maximum number of leave days (calendar days) allowed and same can be used in employee leave request. Calculating leave days accrued by employee is not scope of TNA system, but it can restrict employee from not exceeding maximum leave days.

DEVICE



As the name indicates it is used to configure the time and attendance terminals with options such as authentication mode, attendance mode, communication details etc. It is also used to transfer finger print templates and to download the transactions.

TNA Key Features

ESS-TNA provides a rich and user friendly web based interface, in addition to standard TNA features it also provides self-service portal, where each user can have an access to his/her own information access such as personal profile, reports, attendance(punch) details, request portal, approval portal (only for Line Manager).

USER ACCESS LEVEL

Role	Request	Approve	Other Access
Employee	Yes	No	No
Supervisor	Yes	Yes	No
Admin	Yes	(Optional)	Yes



User access level is broadly categorized into three different Roles as follows

Employee: User access type Employee applies for all the employees who need an access to ESS, they can login into ESS with their User ID (Employee ID) and user defined password, they can have an access to their own portal, including online request form for following.

- Over Time Request.
- Punch Discrepancy Request (For correction).
- Leave Request (Calendar).

Supervisor (Line Manager): In addition to the self-portal (as Employee) Line manager will also have an access to all other employees (subordinates) who reports to him/her. Apart from request portal he can also have an approval portal.

- Over Time Request and Approve.
- Punch Discrepancy Request (For correction) and Approve.
- Leave Request (Calendar) and Approve.

Admin: By default, admin will have an access to employee portal, and line manager portal if he/she is line manager by designation and then admin privileges to have an access to rest of the other modules in ESS with required permission (Read/Write etc.)

E-MAIL NOTIFICATION



Email notification facilitates users to be posted with the activities in real time, which enables the actions to be taken in less time.

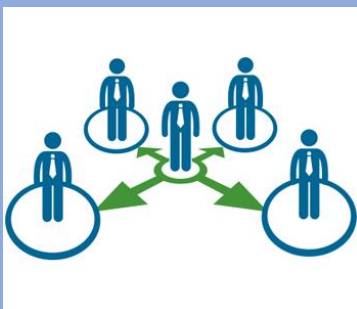
APPROVE FORMS



It is used to approve the Leave, OT of employees and Manager/Supervisor has the rights to approve the Leave and OT requests.

To approve manual corrections that are requested by the employees who are under the Manager/Supervisor. So in order to approve manual correction make sure that employee is logged as Manager/Supervisor.

DELIGATION



TNA system provide the facility to identify users who will be delegated TNA role of other users in lieu, for TNA related activities. It includes two scenarios

- **Configure Role:** This particular option is only for the supervisors/admins who has delegators under them.
- **Select Role:** Only "DELEGATED EMPLOYEES "can able to SELECT THE ROLE. It allows the Delegated Employees to "CHANGE THE ROLE" assigned from the SUPERVISOR /ADMIN.

REPROCESS DATA

It is used to re-calculate the data based on assigned shift to an employee.

SHIFT MANAGEMENT

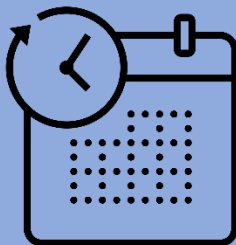
It provides wide range of options to define the shift details such as.

- SHIFT START AND END TIME
- BREAK TIME
- IN GRACE PERIOD
- DAY CHANGE
- WEEK OFF
- HALF DAY DETAILS
- MINIMUM AND MAXIMUM WORKING HOUR
- OVERTIME SETTINGS
- OPTION FOR ROUNDING PUNCHES TIME ETC
- SUPPORT OF VARIOUS CARD FORMATS (HID/CUSTOM)

ROSTER MANAGEMENT

It provides two possible ways to create the roster.

- MANUAL ROSTER MANAGEMENT
- AUTOMATED SYSTEM ROSTER MANAGEMENT

OVER TIME CALCULATION

OT shall be calculated if and only if employee is eligible for OT and total hours are greater than shift hours, it is mandatory to have a roster created to get the shift details for the day employee is working on.

LEAVE CALCULATION



It provides an option to define the leave types and assign leave to an employee.

- Define leave types.
- Define maximum number of days allowed for each leave.
- Input leaves taken by employee (restricts not to exceed maximum allowed days).
- Reports day status based on leave type.

MISSING / MANUAL PUNCHES



It provides an option to correct the punch discrepancy, with following options.

- Edit Time-In, Time-Out, Break-Out and Break-In
- Input remarks
- Record edited by
- Record edited date

REPORTS



TNA soft generates sophisticated time and attendance and access control reports grouped into respective categories with various filter options.

- Master Reports
- TNA Punch details
- TNA Summary Reports
- Access Control Reports (applies only for access control system)
- Filter options are permutation and combination of following
- Company or Branch
- Department
- Designation
- Trade
- Category
- Date range

TNA Reporting List

Work Details

Work Details Break

Manual Punches

Manual Punches(Break)

Roster

Absent List

Punch Discrepancy

Punch Discrepancy (Break)

Over Time Details

Punch Filo

Punch Filo(Break)

Punch Details

Punch Details (Location)

Punch Details (Break)

Punch Details (Business)

Monthly Summary

Leave Request Details

Leave Details

Early Leavers

Early Leavers Break

Late Comers

Late Comers Break

Roll Call

Head Count

Delegate TNA History

Shift Details

TNA Logs

Monthly Hour

END OF STATEMENT

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