

SmartOffice

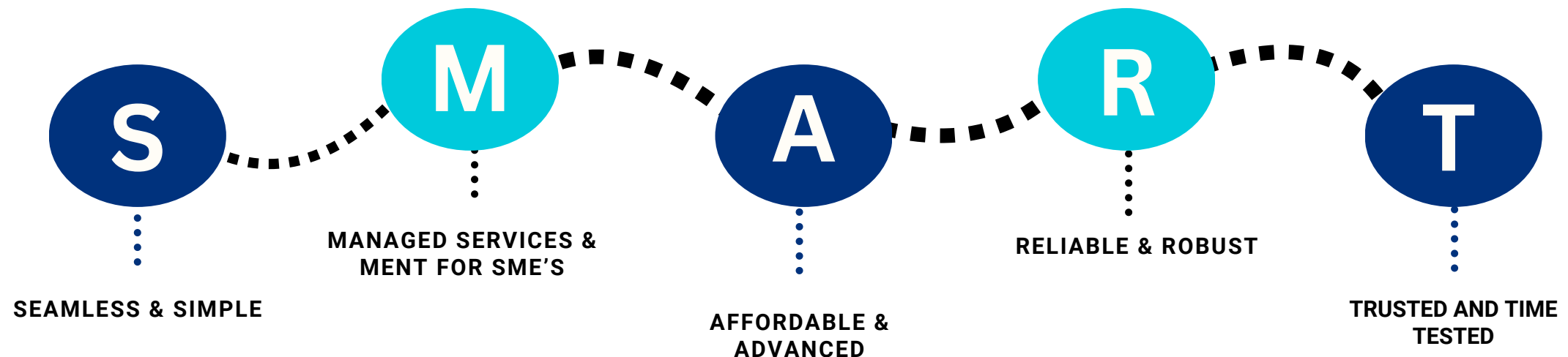
A Complete HRMS Solution

SPECIALLY DESIGNED FOR SME'S
ATTENDANCE

About Us

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 on a Single Platform. **Having been focused on SME's**, the **features** and **pricing** have been designed to make it **pocket friendly** and easy to use. It comes with a powerful tool i.e. **ESS and Mobile App**.

Based in Bangalore & having branches in **Delhi, Mumbai, Ahmedabad & Chennai**, we have almost 50+ direct workforce who believe that Experience combined with Energy makes a team complete. Our management team comprises of people with more than a Decade of industry experience in various fields, combined with core software & HR industry Knowledge. With continuously increasing network of 3000+ channel partners we have a good network to provide solutions all over India



Our Mission

To make the entire process of Human Resource management automated and easy. Resulting in maximum efficiency, transparency and satisfaction for all stake holders.

Our Vision

To be the best HRMS solutions providing company in the SME Market



OUR JOURNEY

SmartOffice
A Complete HRMS Solution

2020
10 Most Promising HRMS
solutions to Watch



2021
Best of 5 HR Solution Provider
Companies in India



2022
10 Most Recommended HR
Technology Solution Providers
WGF Global Brand of the Year
from India



2023
5 Most Progressive IT
Companies to Watch
Most Valuable Payroll Solution
Providers To Keep an Eye



The 10 Most Reliable HR Technology
Solution Providers – 2025

10 most promising HR Technology
Solutions providers



2024



Important Clients



firstcry

D^{*}Mart
Daily Savings Daily Discounts

LUMINOUS
Inverter • UPS • Battery

Amul
The Taste of India

TotalEnvironment



OYO

bigbasket

abreco
freight

CENTURYPLY[®]

Reliance
Industries Limited

Havmor
ICE CREAM

Vadilal

ADITYA BIRLA
HINDALCO

policybazaar.com
HAR FAMILY HOGI INSURED

NEXA
MARUTI SUZUKI

SHARDA
UNIVERSITY
Beyond Boundaries

AT&T

MPOWER
FINANCING

tudo
تودو
مارت

DR Courier & Cargo

بريد عُمان
OMAN POST

logit.io

OMX

adax

Gulkis

National
Healthcare

GULF EXCHANGE

Shapoorji Pallonji

Attendance Clients
200000+

Cloud
1500+

Channel Partners
3000+



4.7



200+ reviews

Feedback from Our Clients

-Design Pataki | HR

The Payroll System is very simple to use. The attendance system can be implemented smoothly. The support team is very efficient and quick to response



-HR Krish Group | HR

The Smart Office Suite is an excellent HRMS software, offering a variety of options tailored to client needs. It is user-friendly for both HR and employees, and I appreciate their efforts. Thank you!



-Sysin Soft | HR

Our experience with Smart Office Payroll and Biometric system is excellent and the software is very user friendly and having advanced features and timely support is really good and thanks for the excellent support



-Divy Tata | HR

We have been using this HR software for some time, and it has transformed our HR management. Its user-friendly platform simplifies everyday tasks. The software ensures compliance with labor laws, making it a comprehensive solution that meets our needs. Highly recommended for businesses aiming to streamline HR operations!



Nagendra Hari | HR

Your work leading this project from start to finish is truly exemplary. In fact, I want to use it as a stand-out example during our new employee orientation



-Buzz Creatix | HR

This software is exceptionally convenient and user-friendly. I had a delightful experience throughout the entire process, from onboarding to after-sales support, as well as during actual usage. The support team has been remarkably proactive and cooperative. I highly recommend this software.



For more information : [Click Here](#)

COMPLETE ATTENDANCE MANAGEMENT

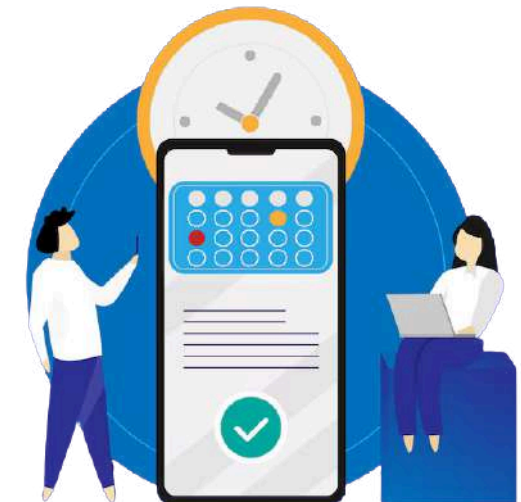
A complete Time management solution to have ready-to-process salary data.



- **Capture Attendance in all possible ways** – Biometric / Mobile App (GPS based), Import using Pen-drive / excel import.
- **Fully automate your HR Rules** - Week-off, Partial day rules, OT, Missed punch, Prefix & suffix and various others.
- **Complete user management** with specific/limited permissions.

Enterprise features (Entp) :

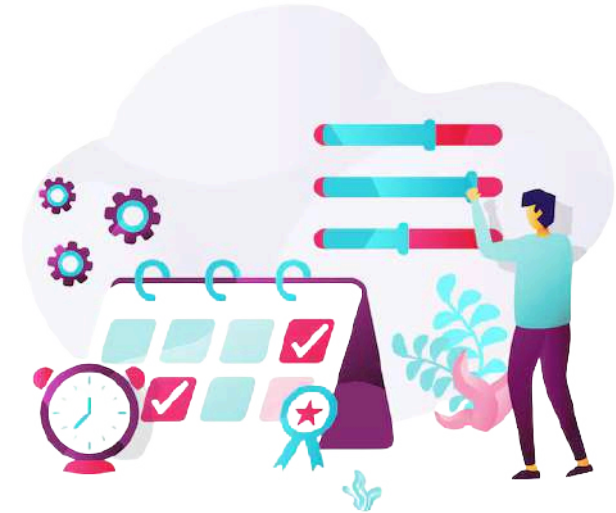
- **Manage Compensatory Off Rules:** Auto credit & lapse policy
- **Pre-Post Validation Settings:** For various employee requests.
- **Late/Early Deductions:** On continuous late arrivals or early exit.
- **Auto leave deduction:** For less work durations & single punch entries.



LEAVE MANAGEMENT

Manage leave allotment, usage & rules around it.

- User defined leave types & availing options.
- **Various Restrictions feasible like** – Clubbing, Min & Max per instance, Gap between two instances etc.
- **Pre & Post validation** for leave application with mandatory proof attachment.



Enterprise features (Entp) :

- Email based intimation & approval with reminders
- Earned Leave option – Leaves credited based on Present days, can be processed employee wise.

SHIFT MANAGEMENT

Manage leave allotment, usage & rules around it.

- **Flexible-Shift** - For result oriented roles like IT & Marketing, where presence is marked on work duration not on punch in/out time.
- **Roasters Management** - Weekly and Monthly option for rotational staff.
- **Shift Group or Auto Shift** - For staff with no fixed shifts.
- **"Report to Office"** option to enable additional shift rules.

Enterprise features (Entp) :

- Email based intimation & approval with reminders
- Earned Leave option - Leaves credited based on Present days, can be processed employee wise.



DEVICE MANAGEMENT

To Manage & control the access/data on devices.

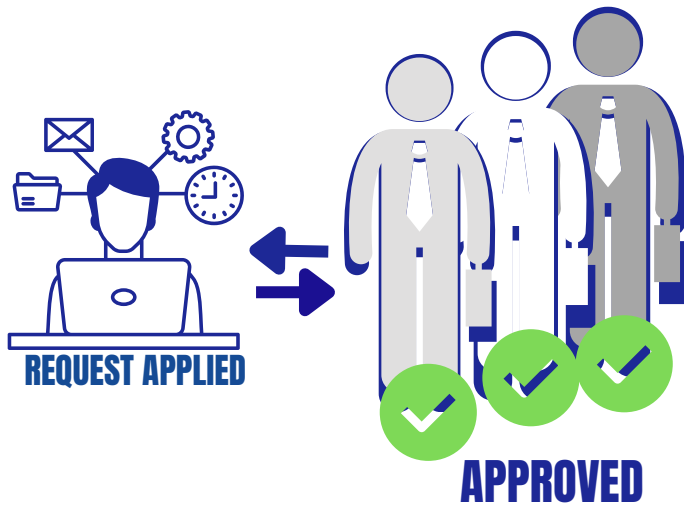
- **Seamless Connectivity** with some of the well-known brands.
- **Centralized Fingerprint Registration** – Helps in imp data transfer to other devices
- **Device Connectivity Status** and Activity logs for better control
- **User control** – Search, Delete or Block/Unblock* employees using device commands
- **User Online Registration** – Easy new-joiner registration at any remote location without passing any admin access.
- **Auto Expiry or Removal of FP/Face Template** – Set expiry or removal rules to control employee's device access, during specific scenarios.



HOLIDAY

- Holiday group or public holiday option to allot holiday group wise.
- Restricted holiday with option to define limitation.

Add-on Enterprise feature



Multilevel Approval

To have all the relevant stake holders approve the requests.

- Easy approvals for leave, OT, OD, Regularization, Advance and expense claim.
- Supports up to 4 approval levels.
- Clear accountability at every stage.
- All approvals managed in one platform.



Customized Reports

To build your own reports in your desired format.

- Advanced Report Writer with sufficient variables
- Sufficient Formatting Options available

Canteen Management

Manage & Automate your canteen facility

- Integrate canteen devices directly with the software & automate canteen deductions.
- 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 helps in calculating cost and in managing other activities
- Work code wise report helps in calculating cost and in managing other activities.



Mail Services

Get notified and approve on the go

- **Absenteeism Alerts:** Automated email notifications to HR/managers about absent employees.
- **Late/Early Notifications:** Emails for employees who clock in late or leave early.
- **Daily Attendance Reports:** Detailed attendance summaries sent daily to relevant stakeholders

LOT MORE VALUE ADDED FEATURES :



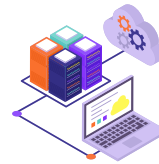
Punch Monitor

Very useful to know how many and who have punched in/out.



List of Pending Approval

Helps Admin to get required approvals or do it on their own.



Parallel Data Management

For sending data to 3rd party software*.



Audit Logs

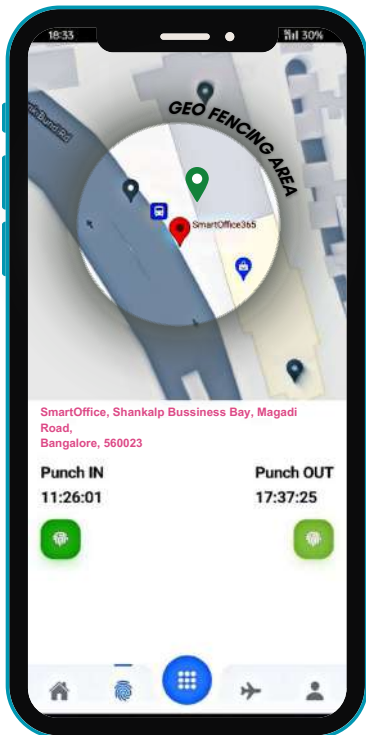
To keep track of who has done what changes



Attendance , OT, Shift Register's

To ease the process of Management for HR & Admin.

Now restrict the App Based Clock in/out only from defined locations/branches



- Very useful where biometrics cannot be installed or used.
- No need of approving punches, as you have genuine punches.

Enterprise feature (entp)

Location Group – Useful to Assign Multiple Geo fencing locations



THIRD PARTY API INTEGRATION

Seamlessly integrates with these software companies, making data availability easy and simple, catering to a wide range of brands and ensuring efficient and comprehensive functionality.



ANALYTICS

A range of analytical insights and reports simplifies and streamlines the decision-making process.

Enterprise feature Reports :

- Employee Details Report
- Graphics Report
- Leave Entry Report
- Abnormality Report
- Device Log Duration
- Log Report.... & many more reports available
- Leave Summary Report
- Weekly Attendance Report



Default
Daily Detailed Attendance Report
26-Dec-2018 To 27-Dec-2018
Generated On: 27-Dec-2018 12:44 PM

S.No	Employee Code	Employee Name	Shift	In Time	Out Time	Total Duration	Status	Remarks
1	10	10	Q5	09:00	18:00	09:00	PRESENT	
2	10	10	Q5	09:00	18:00	09:00	PRESENT	
3	10	10	Q5	09:00	18:00	09:00	PRESENT	
4	10	10	Q5	09:00	18:00	09:00	PRESENT	
5	10	10	Q5	09:00	18:00	09:00	PRESENT	
6	10	10	Q5	09:00	18:00	09:00	PRESENT	
7	10	10	Q5	09:00	18:00	09:00	PRESENT	
8	10	10	Q5	09:00	18:00	09:00	PRESENT	
9	10	10	Q5	09:00	18:00	09:00	PRESENT	
10	10	10	Q5	09:00	18:00	09:00	PRESENT	

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

Default
Daily Summary Report
26-Dec-2018 To 27-Dec-2018
Generated On: 27-Dec-2018 03:17 PM

S.No	Employee Code	Employee Name	Shift	In Time	Out Time	Total Duration	Status	Remarks
1	10	10	Q5	09:00	18:00	09:00	PRESENT	
2	10	10	Q5	09:00	18:00	09:00	PRESENT	
3	10	10	Q5	09:00	18:00	09:00	PRESENT	
4	10	10	Q5	09:00	18:00	09:00	PRESENT	
5	10	10	Q5	09:00	18:00	09:00	PRESENT	
6	10	10	Q5	09:00	18:00	09:00	PRESENT	
7	10	10	Q5	09:00	18:00	09:00	PRESENT	
8	10	10	Q5	09:00	18:00	09:00	PRESENT	
9	10	10	Q5	09:00	18:00	09:00	PRESENT	
10	10	10	Q5	09:00	18:00	09:00	PRESENT	

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

S.No	Employee Code	Employee Name	Shift	In Time	Out Time	Total Duration	Status	Remarks
1	10	10	Q5	09:00	18:00	09:00	PRESENT	
2	10	10	Q5	09:00	18:00	09:00	PRESENT	
3	10	10	Q5	09:00	18:00	09:00	PRESENT	
4	10	10	Q5	09:00	18:00	09:00	PRESENT	
5	10	10	Q5	09:00	18:00	09:00	PRESENT	
6	10	10	Q5	09:00	18:00	09:00	PRESENT	
7	10	10	Q5	09:00	18:00	09:00	PRESENT	
8	10	10	Q5	09:00	18:00	09:00	PRESENT	
9	10	10	Q5	09:00	18:00	09:00	PRESENT	
10	10	10	Q5	09:00	18:00	09:00	PRESENT	

WHAT WE OFFER



QUALITY, VALUE AND COMPETITIVENESS

Our company offers high- quality services at competitive prices.



SINGLE PLATFORM SOLUTION

Streamline your payroll, Attendance, HRMS effortlessly with our solutions.



DEDICATED SPOC

Highly committed and dedicated support team

SMARTOFFICE PAYROLL AND BIOMETRICS
SOLUTIONS PVT LTD.

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