



# FEATURE BASED PRESENTATION

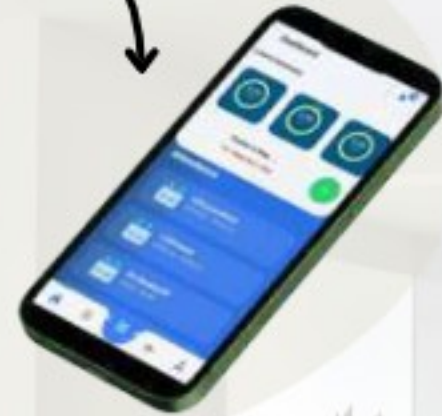
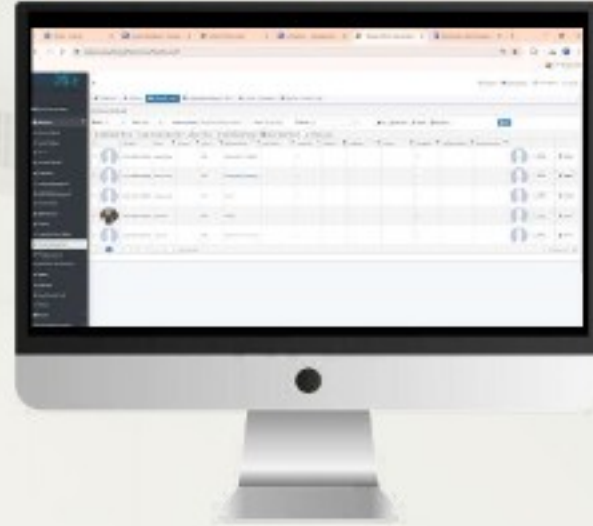
[www.smartofficepayroll.com](http://www.smartofficepayroll.com)



# Attendance



# Device Management



More features to control the devices, with the seamless connectivity

## Features

- Set user Expiration/Auto Expiry
- Delete/Block/Unblock users in the device.
- Upload/ transfers to Devices
- Two Way Communication\*
- User Online Enrollment\*

## Why it is required

- For Centralized Management.
- Centralized Device Permission for authorization

## Benefits

- Easy User Management.
- Software Based Control
- Prevent Misuses.

## Best Suited

- Gym/Colleges
- Training Institution
- Subscription based centers

# THIRD PARTY API INTEGRATION



Adrenalin

Keka

Darwinbox

Greythr

Zinghr

Seamless API Integration



# Multilevel Approval

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**REQUEST APPLIED**



**APPROVED**

## Benefits:

- Transparency and Trustworthiness
- Insightful and actionable data
- Enhance work culture
- Reduced human errors
- Improved productivity

***Genuine Punch***  
***No Proxy Punching***  
***Cost Effective***  
***Auto-approved Punches***



## GEO FENCING





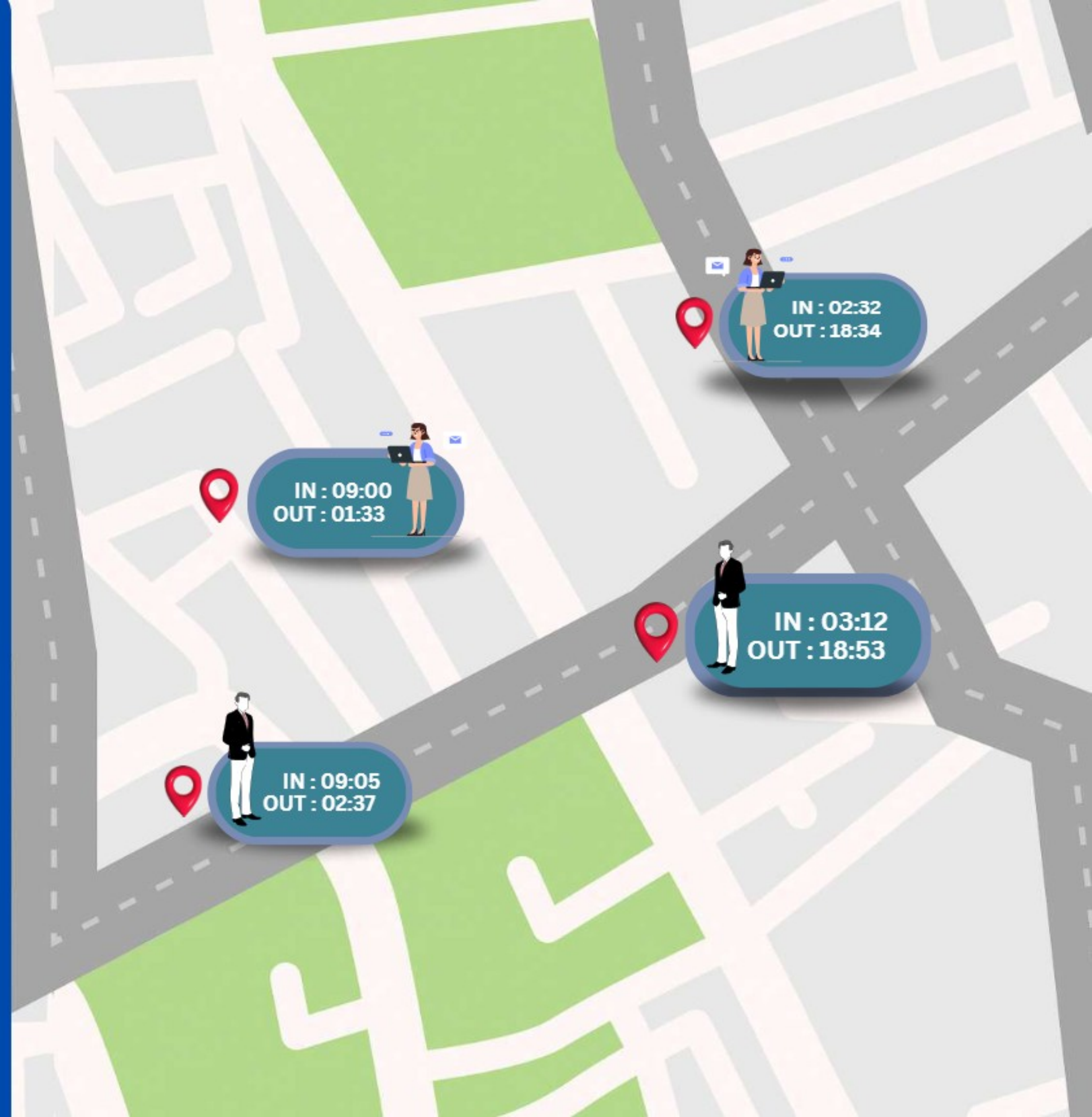
# GPS BASED CLOCK IN/ CLOCK OUT

## Best Suited :

-  On-Field Employee.
-  Service Outlets / Support Centres
-  Construction Companies
-  Remote Workers / Locations

## Benefits:

- ▶ Genuine Punches.
- ▶ Real-Time Data
- ▶ No Buddy Punches
- ▶ Manager can reject punches
- ▶ Can Restrict Blank selfie/location.





# Leave and Holiday Management

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## Feature:

- Automated Leave Allotment
- Efficient Approval Workflows
- Flexible Leave Policies
- Comprehensive Holiday Setup

## Benefits:

- Customized Leave Types
- Automated Leave Tracking
- Compliance with Regulations



# Shift Management and Hr Policy

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## Features:

- Implementing the Flexi Shift system
- Weekly and monthly rosters for rotational staff.
- Late by / Early by , Suffix/Prefix Features Can be done.
- OT/Compoff can be implemented according to the company rules

## Benefits:

- Real-time Shift Updates
- Shift Swap Capability
- Monitor your employees to ensure they are effectively managing their time.





# Payroll



# Compliance Management



## Features

- Statutory compliance – PF, ESI upload ready challans\*
- Tools for IT compliance – From Declaration & proof submission upto 24Q
- State specific statutory updates – PT, LWF etc\*
- Government Forms

## Benefits

- Accuracy & compliance
- Employee Empowerment & satisfaction
- Efficient management of process
- Timely updates



# IT Management



## Features :

- Accurate & Automated
- Regime selection in ESS
- Declaration & Proof submission feasible
- Statutory Compliance\*
- 24Q & F16 generation\*

## Benefits :

- Hassle Free
- Accuracy
- Time Savings
- Employee Satisfaction



# Loan/Advance Management



## Features

- Auto EMI Recoveries
- Option to manage EMI's
- view paid & balance details in App.
- Complete recovery in F&F Settlement \ System defined limitation

## Benefit

- Complete Digitalization
- Auto follow of limit assigned
- Complete Transparency
- Saves time for manual process
- Submit request on the 'GO'
- No person specific Dependency



# Expense Claim



Expense Claim combined with Travel request

## Features

- App Based Submission
- Expense wise Policy
- Expense wise Field
- Combined with travel request

## Benefits

- Auto follow of limit assigned
- Complete transparency
- Save time for manual process
- Submit details on the go



# REPORT WRITER



**Customized Report or Advance  
Report Writer**



**Many no.  
of variables**



**No limit on  
customized  
reports**



**User defined  
formula**



**Customized  
names**



**Reserve  
fields**

## **Features:-**

- Advanced Level Report Writer
- Define Headers and Font size also.
- Sufficient Formatting Options available.

## **Benefits:-**

- No need for Customization
- Saves Cost and Time
- Change Anytime
- No additional Cost





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# HRMS



# Digitized Onboarding



**Make the onboarding process a satisfying, rewarding, and welcoming experience.**

## Features

- Link-based process, so no need for any credentials.
- Collect the required details, including documents.
- Options to have documents to accept and submit.
- Track and review the submitted details online.
- See a list of all employees in your department and location.

## Benefit

- Make onboarding completely easy.
- Satisfied and great first experience.
- Auto communication of all policies.



# Employee Event Notification



**Surprise your employees with wishes on their Birthday, Anniversary, or Confirmation.**

## FEATURES

- Email Notifications on all important dates.
- Define audience for each notification, as required
- Define/Change the content of the email anytime.
- General Email Options also available

## BENEFITS

- Satisfied and Motivated Employees
- Sufficient Time for HR/Admin to Plan the Activities
- No Individual Person Dependency





# Help Desk

## Help Desk

- Employee can raise tickets.
- Escalation Matrix can be defined category-wise.
- Options to assign department or responsible person, category-wise.





# HR Letters & Documentation Management



Generate Predefined letters and Manage Documents easily

## Features

- User defined letter with sufficient variables available
- Import formats to generate in any format you want
- Store verified documents employee wise, with expiry dates \*
- Linked with our Notifications Module.

## Benefits

- Generate N number of docs in one click
- Documents maintenance becomes easy
- Reminder helps in timely renewal\*



# SURVEY/ FEEDBACK



**DO LOT MORE WITH  
SINGLE FEATURE**

## Features

- Test your employee at all/various Stages.
- Conduct Survey or collect information from specific group of all .
- Personalize your question (Objective or Subjective )

## Benefits

- You can conduct tests before confirming or promoting to an employee
- Collect information for taking any important decision.
- Everything would be paperless or online



# EXIT MANAGEMENT



Simple Steps for  
Resignation



NOC from various  
Department



Online Requisition and  
Approvals



Payroll linked for  
F & F Settlement

## Features

- Online submission of requisition & even approvals.
- User-defined approval levels & notice periods.
- Assign multiple managers & departments for No Objection Certificates (NOC).
- Linked with Payroll for Full & Final settlement.

## Benefits

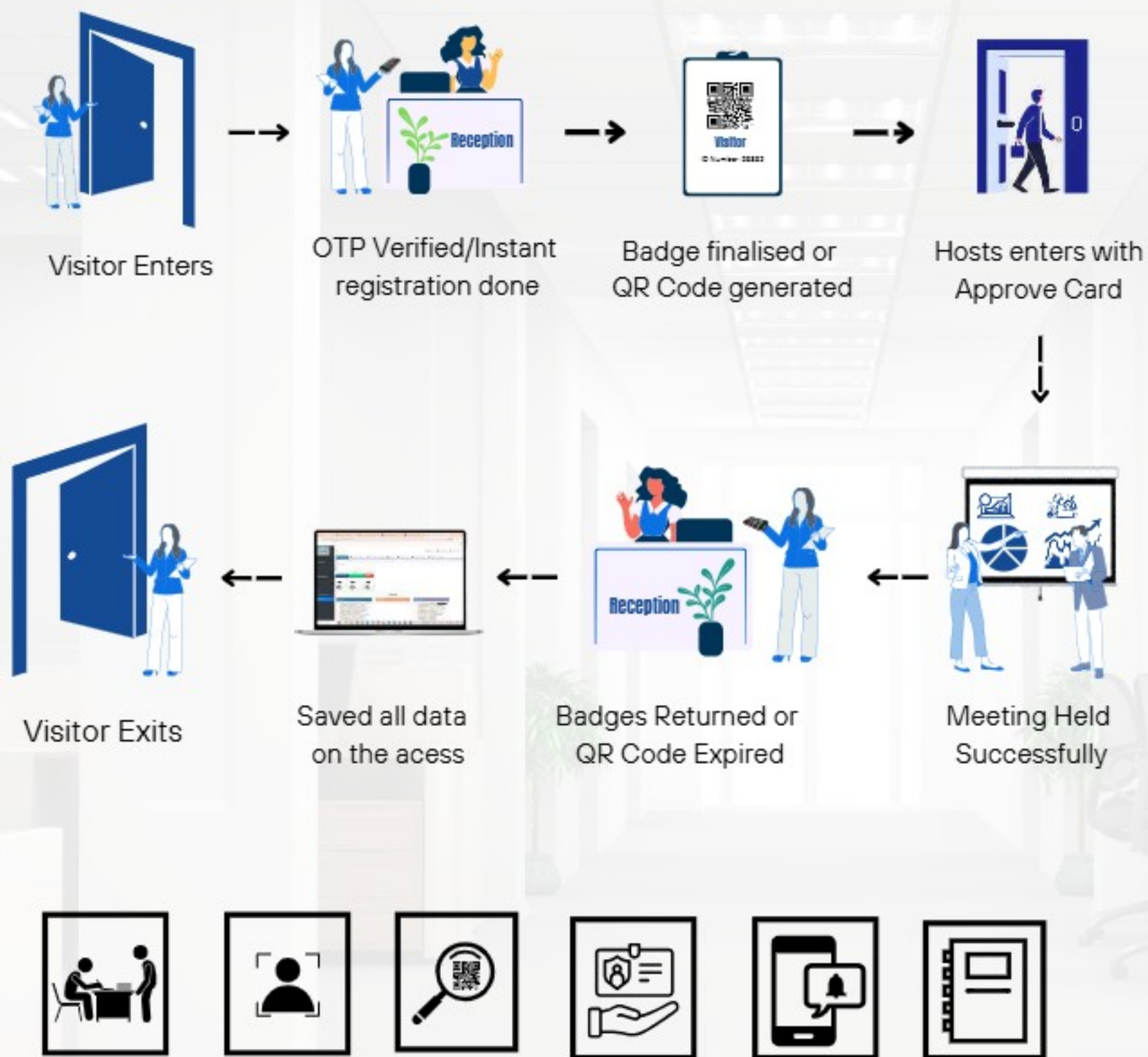
- Collect important information from Exit employee
- Intercommunication between departments automated
- Trouble-free Exit for the outgoing employees



# VISITOR MANAGEMENT

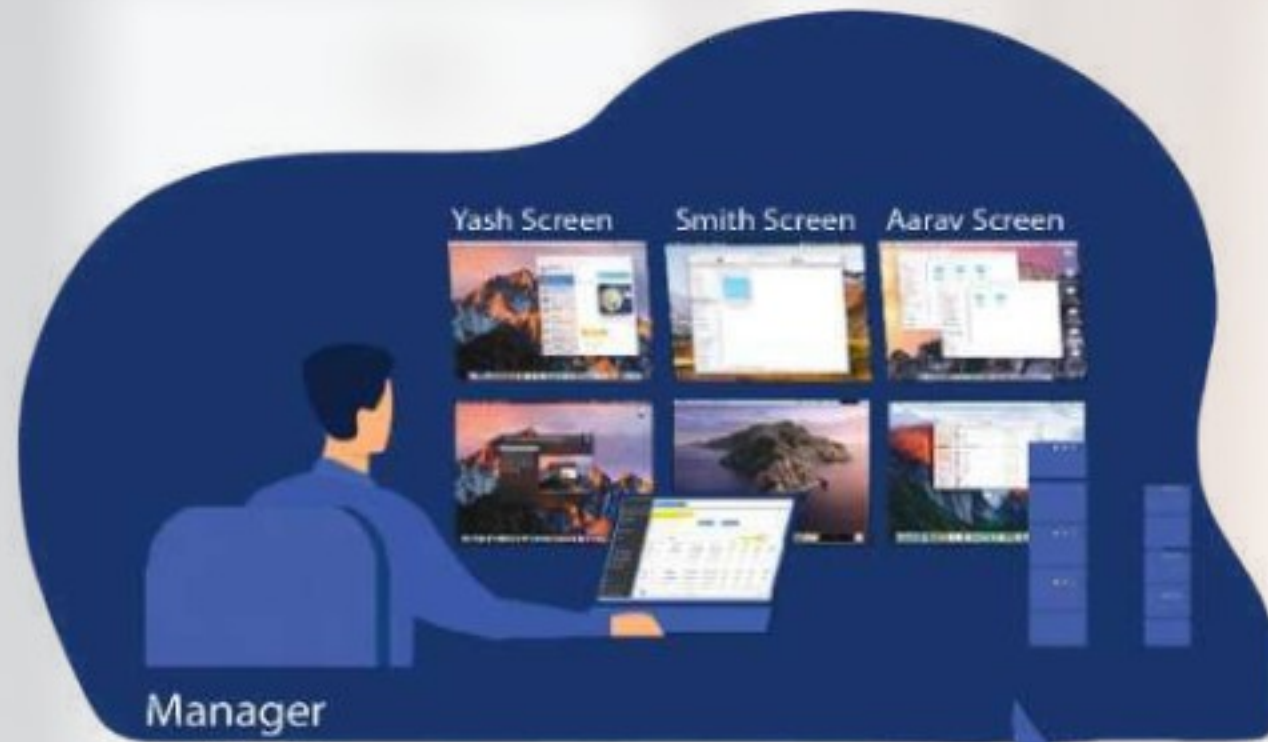
## Features :

Pre and Instant Registration  
Capture Photo  
ID Proof Scanning  
Customized Badges/QR Code  
Push Notification  
Visitor Logbook





# Employee Monitoring



- Digital Supervision of Employee with MIS.
- Very easy to setup and use.
- MIS Reports available on manager login also.

The screenshot shows a web-based interface for employee monitoring. At the top, there are tabs for 'Dashboard' and 'Productive/nonProductive'. Below the tabs, there's a section titled 'Employee Productive/Non Productive Hours'. It includes a 'Month' dropdown set to 'Aug' and a 'Year' dropdown set to '2021'. There is a 'Show Month wise' button and an 'Export to Excel' button. The main part of the interface is a table with the following columns: Capture Date, Employee Name, Att Status, Begin Time, End Time, Total Duration, Productive Hours, Non Productive Hours, and a 'View Logs' link. The table contains 8 rows of data for the date 2021-09-01. At the bottom, there are pagination controls showing '1' of 10 items and a '1-10 of 100 items' indicator.

Capture Date	Employee Name	Att Status	Begin Time	End Time	Total Duration	Productive Hours	Non Productive Hours	
2021-09-01	Sumit Jain	Absent	2021-09-01 09:31	2021-09-01 11:53	02:22	01:41	00:41	<a href="#">View Logs</a>
2021-09-01	Shankar Gubbi	Absent	2021-09-01 09:37	2021-09-01 12:44	03:07	02:56	00:11	<a href="#">View Logs</a>
2021-09-01	Uma Bellad	Absent	2021-09-01 09:39	2021-09-01 09:39	00:00	00:00	00:00	<a href="#">View Logs</a>
2021-09-01	Anushree Koti	Absent	2021-09-01 09:40	2021-09-01 12:43	03:03	03:03	00:00	<a href="#">View Logs</a>
2021-09-01	Kavya Koti	Absent	2021-09-01 09:40	2021-09-01 12:44	03:04	02:56	00:08	<a href="#">View Logs</a>
2021-09-01	SumayyaKousar	Absent	2021-09-01 09:44	2021-09-01 12:47	03:03	03:03	00:00	<a href="#">View Logs</a>
2021-09-01	Mangala Benahalli	Absent	2021-09-01 09:45	2021-09-01 12:40	02:55	02:47	00:08	<a href="#">View Logs</a>



# MOBILE APP & ESS

Enhance your productivity anywhere with SmartOffice Mobile App/ Web ESS. Access crucial HR tools and simplify your work effortlessly.



Access to  
Personal  
Information



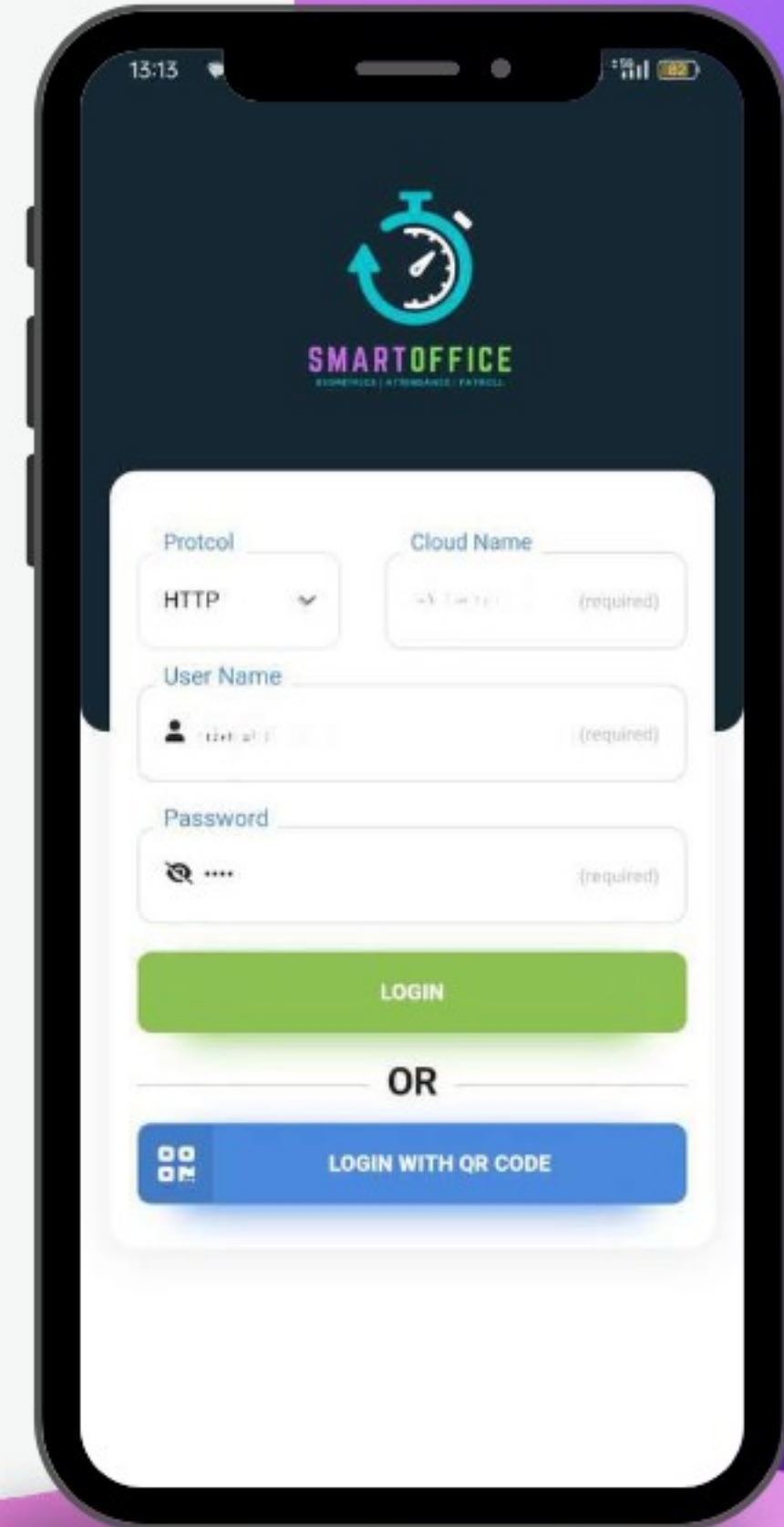
Manage  
Time &  
Attendance:



View Payroll  
Information



Easy to  
Apply Leave,  
regularization  
& others





# 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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[sales@smartofficepayroll.com](mailto:sales@smartofficepayroll.com)  
[www.smartofficepayroll.com](http://www.smartofficepayroll.com)

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