SmartOffice
A Complete HRMS Solution

HRMS- COMPLETE LITE VERSION

SPECIALLY DESIGNED FOR SME'S

SmartOffice
A Complete HRMS Solution

CLIENTELE

WHAT OUR CLIENTS SAY

AJAY KUMAR-GP Spira Duct Pvt Ltd, Gurgaon, Haryana
★★★★★
We, GP Spira Duct Pvt Ltd, are happy to use your software till now. Whatever requirements we had till now, you guys have fulfilled them. We hope that you will continue to fulfill whatever other requirements we have in the future.

PROSENJIT DEY-AJANTA SHOES
★★★★★
"It's a payroll, attendance & HRMS services provider. They have knowledge about it. All people are very cooperative."

TANUKA BATTACHARYA-HR FOODS(OSAM DAIRIES)
★★★★★
"My experience has been smooth so far, the application is user-friendly and updated regularly for meaningful updates. The support staff is very helpful and quick to respond and resolve challenges."

AMAR-G.M BREWERIES
★★★★★
"Process has been made easy wit the automation activities like overtime and various other activities."

MOHITE MAHESH-WEST END HOTEL |MUMBAI
★★★★★
I would like to take a moment to express my heartfelt gratitude for the unwavering support and guidance that you provided. Your dedication, encouragement, and mentorship have been instrumental in our collective success and growth.

HIRAL KHATRI-HR KRISH GROUP | GURGAON
★★★★★
The Smart Office Suite, in my opinion, is among the best pieces of software for the entire HRMS. They offered a wide range of options based on what the client required. The software is user-friendly for both HR and workers. I sincerely value what they have done. Many thanks for it.

Deepak Sachan - Rotomac pump industries pvt Ltd .
★★★★★
Thanks for your Constant Support from the Starting. I would like to Thank that you have spent your valuable time for the implementation and any concerns also you are responding Immediately. By using Smart Office we are processing Attendance & Payroll Perfect ly.

Sushma Ravikiran- NXM India
★★★★★
NXM India has been receiving timely support with regard to Smart office for the past couple of years.

SYSIN SOFT
★★★★★
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

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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**

Most Valuable Payroll Solution Providers To Keep an Eye
2023

WGF Global Brand of the Year from India
2022

Best of 5 HR Solution Provider Companies in India
2021

MANY MORE

2023
5 Most Progressive IT Companies to Watch

2022
10 Most Recommended HR Technology Solution Providers

2020
10 Most Promising HRMS solutions to Watch

CLIENT REVIEW
4.7 ★★★★⯨

Attendance Clients 200000+

Cloud 1500+

Payroll Clients Served 600+

Payslip 100000+

Channel Partners 3000+

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COMPLETE ATTENDANCE MANAGEMENT

- **Capture Attendance in all possible ways –** Connect Biometric / App (GPS) based clock in/out, Import logs from Pen-drive / excel .
- **Fully automate your HR Rules -** Week-off, Partial day rules, OT, Missed punch, Prefix & suffix and various others.
- **Complete User Management** for defining different permission to various admins/sub users for ease of management.
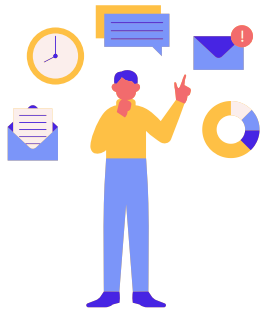
LEAVE MANAGEMENT

- **User defined leave types & availing options.**
- **Various Restrictions feasible like -** Clubbing, Min & Max per instance, Gap between two instances etc.
- **Option to make prior application of leave mandatory.**

SHIFT MANAGEMENT

- **Implementing a Flexi-Shift System** can enhance work-life balance and efficiency for result-oriented roles like IT and Marketing.
- **Weekly and Monthly Roasters** option for rotational staff.
- **Shift Group or Auto Shift** option is useful for staff with no shifts.
- **"Report to Office"** option to enable additional shift rules.

DEVICE MANAGEMENT

- **Seamless Connectivity** with some of the well-known brands.
- **Centralized Fingerprint Registration** - Register on one device and transfer to other devices.
- **Device Connectivity Status** and Activity logs for better control
- **Search, Delete or Block/Unblock*** employees using device commands.
- **User Online Registration** – No need to give admin access to anyone to get anyone registered at any location.
- **Auto Expiry or Removal of FP/Face Template** – You can set expiry rules or auto expiry for each employee or remove the employee access after he is relieved.

HR Admin is sitting in Bengaluru

New user registered in Mumbai

HOLIDAY

- **Holiday group or public holiday option can be used to allot holidays.**
- **Set limitation on number of Restricted holiday applied.**

Lot more features like:

- **Punch Monitor** – Very useful to know how many and who have punched in or out.
- **List of Pending Approval** – which helps Admin to contact the required people or approve the pending one's on her/his own.
- **Parallel Data Management** – Useful in sending data to third 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.

Add on Enterprise feature :

- Canteen management
- Multi approver Work Flow
- Customized Reports
- Mail Services

GEO FENCING & API INTEGRATION

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

- Very useful where biometrics cannot be installed or used.
- Assurance of Genuine punches & so no need of approvals.
- Automated clock in/out using Wifi , eliminating the need for manual punches.

THIRD PARTY API INTEGRATION

Darwinbox **Keka**

Adrenalin **Zoho**

Greythr **Zinghr**

Smart office Payroll System 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 AND REPORT

Smart Report: In Main Application you can generate Monthly,*Weekly*, Daily, many various types of Reports. These reports make decision making easier and provides analytical inputs. .

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

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.

COMPLETE PAYROLL

Low cost of ownership

MULTI BENIFITS IN SINGLE PLATFORM

Step by step implementation

Ease of management

Completly comapatible solutions

Minimum automation deducting huge reduction in manual work

Better data management

There is no match to the feeling of having received the right salary on right time with required information in hand, which requires right tools in place. This can be either managed by having multiple solutions or one single solution on a single platform.

Single use Software is ideal for businesses that only need to solve one problem. However, companies very rarely have only one problem to solve, which is why they end up with so many solutions. Since brands need the functionality to solve the multiple problems at once, the best way to meet this need is with all-in-one software.

COMPLETE STATUTORY MANAGEMENT

1 STATUTORY MANAGEMENT

2 USER DEFINED CALCULATIONS AND AUTOMATIONS

3 ADVANCE, ARREARS & PAYOUT MANAGEMENT

4 ADHOC PAYMENTS & MULTI-CO. SETUP

5 EASY & QUICK IMPLEMENTATION
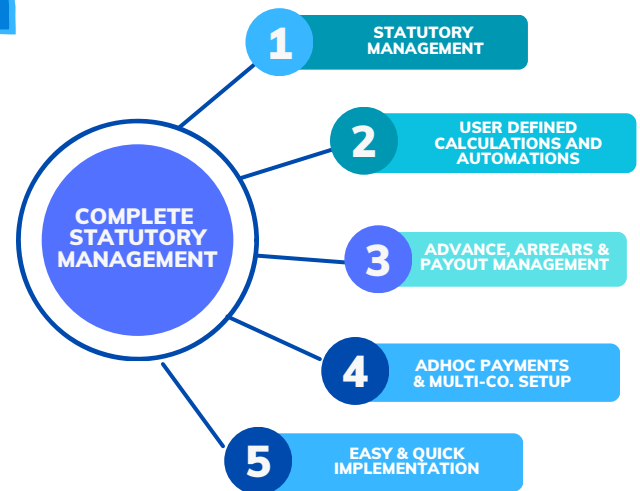
Why SmartOffice Payroll: Once your attendance numbers are ready, Payroll can be done quickly with our below features. And to add more value, we have HRMS feature also .

	PF	ESI	PT	TDS	LWF
Applicability	20 or More employees	10 or More employees	All Employers	All Employers	All Employers
Employee Contribution	12%	0.75%	-	-	Depends on states
Employer Contribution	12%	3.25%	-	-	Depends on states
Calculation on	Basic + DA +All Allowances	Gross Income	Gross Income	Gross Income	Gross Income
Cut-off	15000	21000	-	-	-
Employee de-registration	Not Feasible	Feasible at the end of contribution period	Only at retirement	-	-
Payment Due date	15th of Subsequent Month	15th of Subsequent Month	15th of Subsequent Month	7th of Subsequent Month	Varies across states
Return Due date	Same as above	Same as above	Same as above	Every quarter	-
Penalty	12% P.A for each day of delay	12% P.A for each day of delay	18% P.A for each day of delay, Max 50% of total due amt	200 per day of delay, penalty cannot exceed due amount	-

	GRATUITY	BONUS
Applicable to employers with	>=10 employees in any of the last 10 months	>=10 employees in any of the last 10 months
Employee Eligibility	On retirement after completion of 5 years or Death	Salary is <21000/- P.M.
Exempted amount	Upto 20 Lakhs*	None, Completely Taxable
Calculation	Basic Salary * No Of Years of Service Completed * 15/26	Basic Salary x 8.33% (Minimum of 8.33% or Max 20%)
Penalty	Maximum of 2 Years of Imprisonment or/and Rs 50000/-*	Maximum of 6 Months of Imprisonment or/and Rs 1000/-*

Arrears
PF will be applicable for Arrears and a supplementary PF challan has to be filed.

Leave Encashment
Exempted to the extent of 300000 (proposed to 2500000/-), only if paid during retirement or separation.*

Least of the following:
- *Rs. 3,00,000*
- *Leave encashment amount actually received*
- *10 months' salary (on the basis of average salary last 10 months)* *
- *Cash equivalent to leave to the credit of employee at time of retirement* *

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Complete Statutory Management

COMPLETE STATUTORY MANAGEMENT

1. AUTOMATED STATUTORY CALCULATIONS
2. UPLOAD READY CHALLANS FOR (PF & ESI)
3. CUSTOMIZABLE OPTIONS FOR SPECIAL CASES
4. INTERNATIONAL WORKERS MANAGEMENT

User Defined Calculations & Automation

AUTOMATION OF CALCULATIONS

USER DEFINED ATTENDENCE MONTH

CUSTOMIZABLE SALARY HEADS & STRUCTURE

IMPORT OR OVERRIDE PAYDAYS, IF REQUIRED
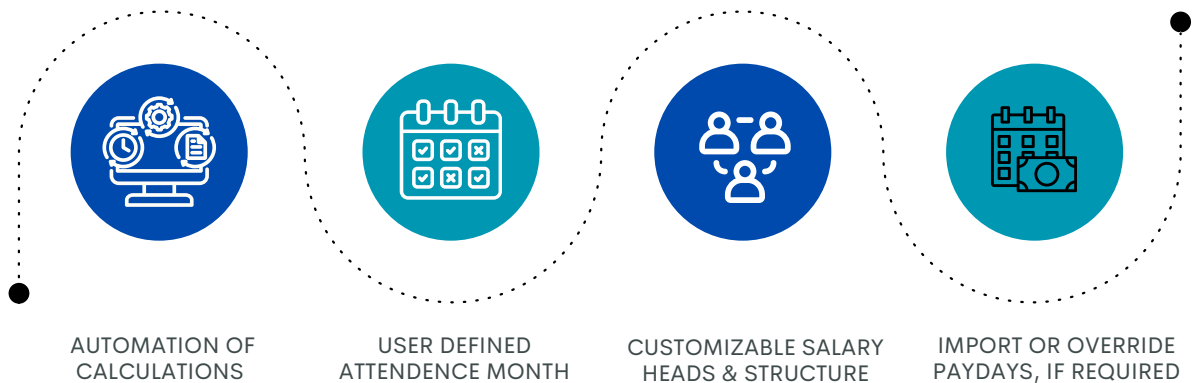
Loan / Advance Management

- *Auto EMI Recoveries with Interest calculation.*
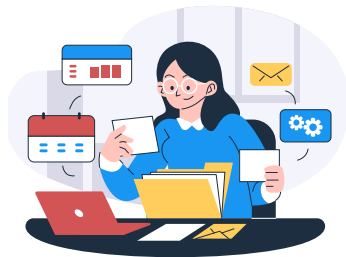- *Manage EMI Recoveries, for special cases.*
- *Advance related Reports .*
- *Digitization & Transparency.*

Arrear Management

- *LOP & Hike Arrears feasible.*
- *Arrears as per Attendance.*
- *Appropriate reporting in Payslip .*
- *Head wise calculation.*

Other ADHOC Payments

- *Formula based disbursals.*
- *Gratuity/Bonus/Leave encashment Management with additional Earning*

Add on Enterprise feature :

- *Income tax & FBP Management*
- *Full & Final Settlement*
- *Journal Voucher*
- *Expense Claim & Asset tracker*

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ADVANCED REPORTING

A **Statutory Reports**
PF/ESI/PT related upload ready challans & reports

B **MIS Reports**
Summary or Dept wise Reports
Earned v/s Theoretical report for ease of comparison on M-o-M basis
Negative salary report

C **Standard Reports**
Various Earned salary reports on a monthly, yearly basis
Pay-out reports like Bank and Cash statements.
Arrears reports
Hold and release salary reports

- *Hold or release pay-outs as required.*
- *Generate Bank statements or Formats for online disbursal of salary.*
- *Payslip to easily manage & communicate pay-out details.*
- *Multi-co. setup*

SMARTOFFICE PAYROLL AND BIOMETRICS
SOLUTIONS PRIVATE LIMITED

Print Date: 11/Nov/2021

Bank Statement

To
The Branch Manager
ICICI

Please credit the following SB Accounts maintained with you by the amounts
mentioned against the account numbers. This is towards the salary for the Month

Sl. No.	Employee Code	Employee Name	Net Pay	Bank Account Number	Department	Bank	IFSC Code
1	9	Chintan Shah	74300	0296XXXXX	Sales & Mktg	ICICI	ICIC0000296
2	18	Mumtaz	49800	652001XXXX	Sales & Mktg	ICICI	ICIC0006520
3	34	Prashahsti	27800		Sales & Mktg	ICICI	
4	57	Gunvant	49800		Sales & Mktg	ICICI	
5	14	Avneet	63800	129701XXXX	Software	ICICI	ICIC0001297
Grand Total			**265500**				

Cheque No.:

Drawn On:

Kindly acknowledge
receipt

SMARTOFFICE PAYROLL AND BIOMETRICS
SOLUTIONS PRIVATE LIMITED

Authorised Signatory

SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PRIVATE LIMITED
2nd Floor,16, Kothnur Village Main Road JP Nagar, 7th Phase, RBI Layout, Puttenahalli, Bengaluru, Karnataka 560078

Payslip for the Month Apr-2019

Employee Name		Bank Name:	State Bank Of India	Working Days	0.00
Employee Code	22	Bank Account No.		Paid Days	30.00
Designation:	Software Developer	ESI No		Leave (SL)	0
Department	Software Development	PAN No		Leave (PL)	0
Joining Date	08-Aug-2016	PF No		Off Days	4
		UAN No			

Earnings	Full	Actual	Deductions	Amount
Basic	12500.00	16000.00	PT	200.00
D A	5000.00	6400.00		
H R A	7500.00	9600.00		
GROSS (In Rs.)	**25000.00**	**32000.00**	**Total Deductions (in Rs.)**	**200.00**

Net Pay for the month :31800.00

(Thirty One Thousand Eight Hundred)

This is a system generated payslip and does not required signature

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Mobile App 🤖 🍎 | Employee Self Service

With GPS based attendance and many other features for self service, ESS/ Mobile App gives complete flexibility & satisfaction to the Employee / Manager by taking Attendance & Payroll activities feasible on the go .

GPS based Clock in/out

Clock in/out with Selfie *

Apply Regularization ,OD or cancel the same

Check your swipe and Attendance Details

Apply Leave ,cancel and see leave reports

Logics to prevent proxy Attendance

View and Manage your profile

View collogues on leaves

View Holiday list and apply for Restricted Holidays

View Annual Salary & Download Pay-slip

View or Download Company policy/Forms

View broadcasts & manage tickets/concerns

View and approve all the above details/ requests from the manager login

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Company Policy

- *Transparency through Digital communication*
- *Upload relevant documents to ESS to read & accept.*
- *Read receipts/logs available*

COMPANY FORMS/POLICIES

Event Notification - Delight your team with surprises

- *Auto Email & App Notification for the defined audience*
- *Customizable and user defined email content*
- *Advance List of upcoming events on the user dashboard.*

EMPLOYEE EVENT NOTIFICATION

Help desk

- *Digital process of raising tickets /concerns.*
- *Category wise auto escalations.*
- *Responsible person for each escalation group.*
- *Email / SMS notification for specific instances .*
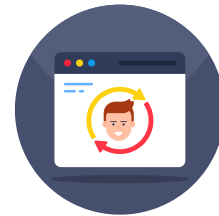
HELP DESK

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HR Letter
- *Good numbers of variables for max automation and formatting.*
- *Linked with our Event notification module for customized emails.*
- *Store documents with expiry dates for timely renewal & many more.*

**HR LETTER AND
DOCUMENTATION**

Profile updates - *Helps you control the changes in Employee profile done by them.*

PROFILE UPDATES

Broadcast
- *Send a buzz across company for anything quick and urgent*
- *Auto ESS/Mobile Notification for the defined audience.*

BROADCAST MESSAGE

Add on Enterprise feature :

- *Digitized Onboarding*
- *Exit Management*
- *Check List (Virtual Guide)*

- *Performance Management*
- *Survey/Feedback Template*
- *OKR And Goals*

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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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