

Leave & Attendance System

(White Paper)



Osource India Pvt. Ltd.

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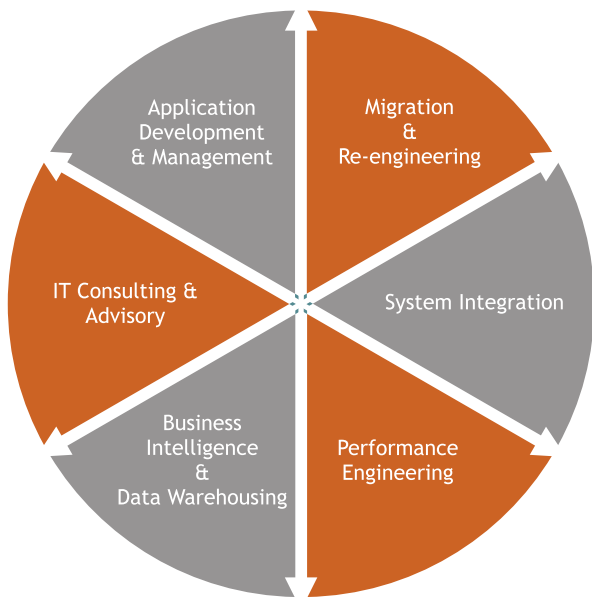
Executive Summary

Osource India Pvt. Ltd. is one of the premier outsourcing companies operating in the IT and BPO spheres. Bridging the gap between vision and value is every organization's goal. Osource provides comprehensive, unparalleled services leveraging our strong domain knowledge in key verticals enabling its clients to achieve their strategic goals. Building on the core competence of managing processes remotely, Osource, headquartered in Mumbai has offices in Bangalore, Noida, Hyderabad and Kolkata. Osource is a total-technology solution provider with capabilities in software application development, software product development, application management and technology integration services. Osource excels in providing e-business and technology (custom, package, business applications etc.) solutions using top engineering talent and structured development processes. Osource provides its clients with mission critical IT infrastructure and application support and a host of managed services to suit their needs managing all the layers of the downstream supply chain from the application support downwards. Osource has the ability to quickly master any technology be it legacy or state-of-the-art, and harness the learning to deliver appropriate solutions for our customers. Osource's self-developed software architecture is used for web-enabling complex IT projects.

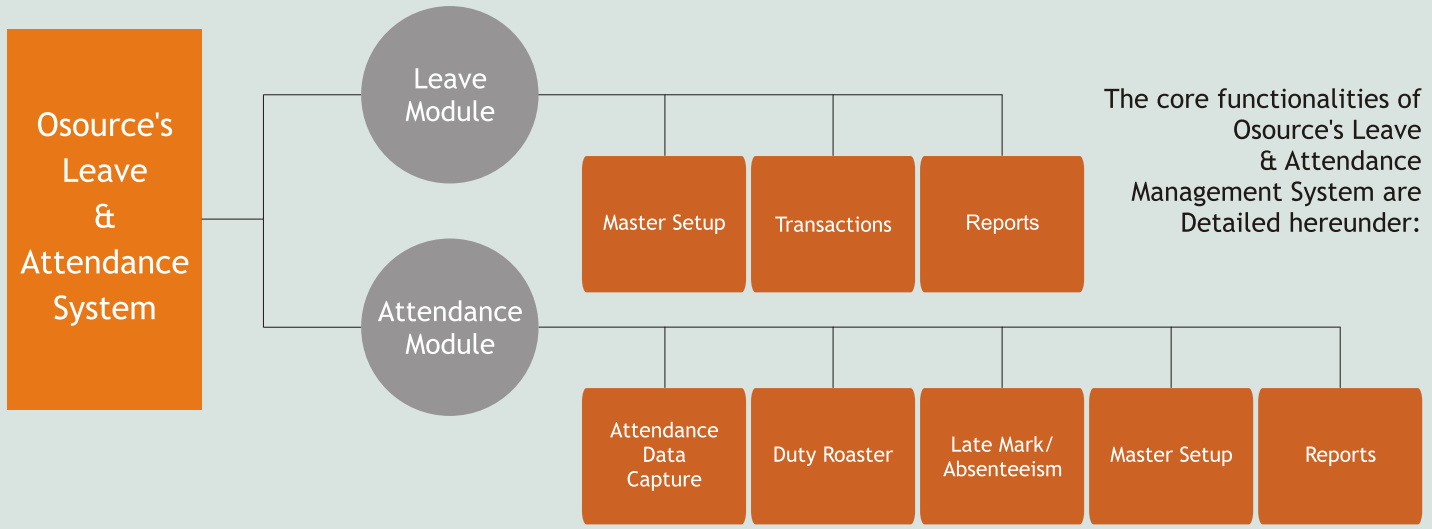
Osource's Solution

Osource's Leave & Attendance Management system is Web-Based system, developed using J2EE platform and the database is Oracle 10g. The salient features of the Leave & Attendance Management system are as under:

- Work-flow based leave module
- Integration with wide range of attendance data capture devices such as Swipe Card, Biometric Devices, Application Access logs
- Facility to Manually (file upload) capture attendance data
- Ability to define working hours - shift-wise & location-wise
- Location specific holiday definitions
- Employee Duty Roaster planning facility
- Rule based late marking/absenteeism
- Off Duty, Correction and Approval facility
- Ability to provide attendance data to the Payroll system.



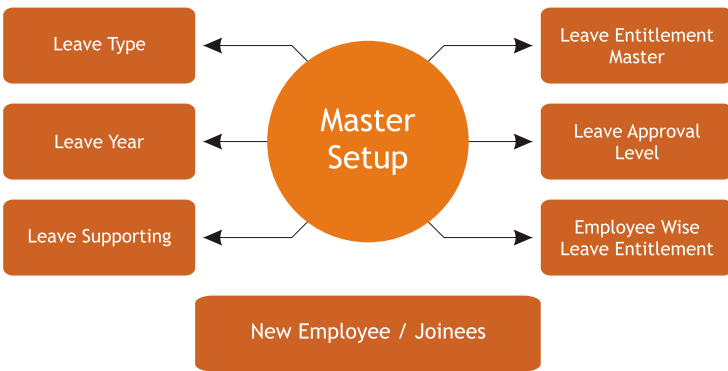
Core Functionalities



This module allows the user to submit, approve and view the status of the leave applications from anywhere. The sub-modular features of this system are given below:

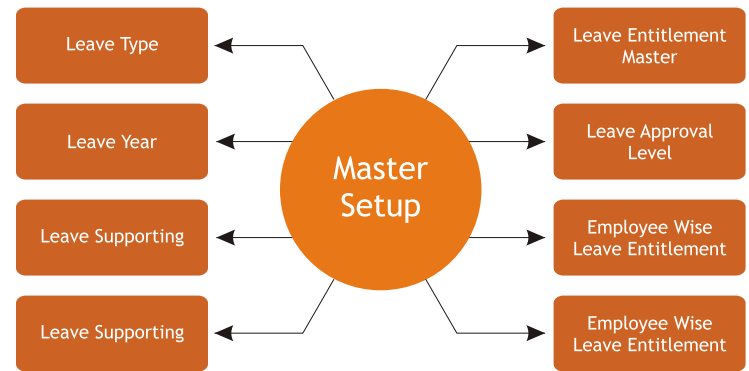
Master Setup

The definition of various fields such as leave type, leave accounting year, leave supporting master, leave entitlement master etc which are a must for the smooth functioning of this module are defined in this setup sub module. Further, the approving levels for different users are also defined here. This setup sub module also allows the administrator to allot leaves to a new joinee automatically, proportionate to his joining date. The main parameters which can be defined in this setup sub module are given below:



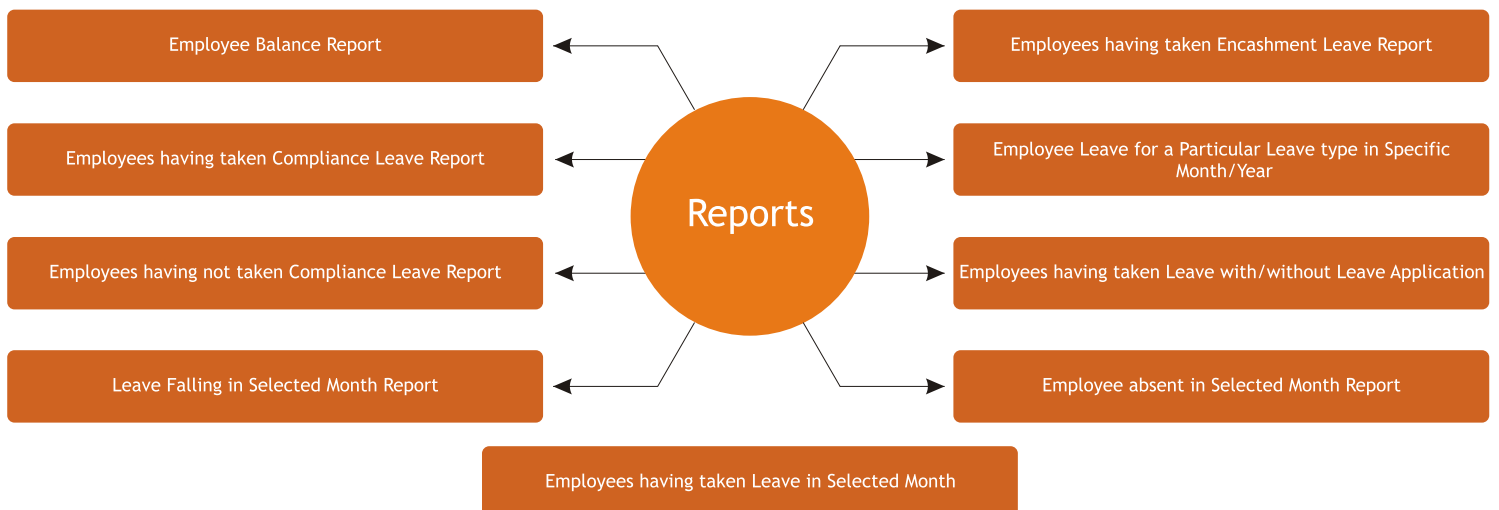
Transactions

This sub-module allows the user to apply for a leave application from anywhere. This sub-module allows the approver to approve the applications and the administrator to view the application of any employee - approve, reject or change the approval for that application. Some of the key functions of this sub-module are given below:



Reports

The user, approver or the administrator can view the status of a specific application, balance leaves of an employee etc with the help of this sub module, at any point of time. Some of the key reports generated by this system are given below:



This module allows attendance data to be directly uploaded from the swipe-card system. The sub-modular features of this system are given below:

Attendance Data Capture:

In respect of the organization which has implemented any automated system to mark the attendance such as swipe card, biometric system or access log systems, and the in and out time captured by this system will be manually uploaded in the Attendance Management System. In respect of the organization where the attendance of the Management cadre employee is monitored through manual muster, the data can be uploaded to the Osource's Attendance Management System through an Excel file upload.

Duty Roaster:

System will have the facility to define the Roaster Template for each location/Department/Section which includes number of resources required in each shift as per their designation/skills. The Attendance Management System offers flexibility to define location/department specific shift timings thereby enabling proper resource management through efficient Duty Roaster Definition. The system also allows users to define location wise holidays.

Late Mark/Absenteeism:

The system allows user to pre-define the duty hours of each employee/shift or location. Based on this pre-defined rule, the system will provide detailed reports on late coming, absenteeism, extra hours (Overtime) put in by each employee. The Attendance Management system also offers flexibility to the Administrator to manually correct the errors in attendance. All manual interventions will need to be approved by a supervisor from a pre-defined hierarchy available in the system.

Master Setup:

The Master setup module will be used by the administrator to create the master data such as Employee Master, Employee Shift Allocation Master, Shift Duty Timings etc.

Reports:

The system has unlimited facility for creating reports. Once defined, reports can also be filtered in a virtually unlimited manner. A list of the existing reports in the system is appended hereunder:

- Daily Attendance Report
- Duty Roaster Sheet
- Extra Hours (Overtime) worked Report
- Late Attendance Report
- Employee Absent/Leave Report

Osource is one of the leading providers of technology services and end-to-end business process outsourcing solutions. Osource's key strengths as an outsourcing solution provider lies in the areas of Finance & Accounting Management, Human Resource Management and Software Application Development.

Osource consistently delivers Technology Outsourcing and Applications Services solutions through a combination of technology know-how, domain and process expertise. Our products and services have helped customers reduce costs, respond rapidly to market needs, enhance their service levels and mitigate risk.

Osource's complete range of IT Services addresses the needs of both technology and business requirements to help organizations leverage leading-edge technologies for business improvement. The gamut of services extends from Enterprise Application Services to e-Business solutions.

Osource offers a wide range of on-demand software application suite covering the entire business life-cycle. Our business process knowledge coupled with superior technology ensures that the complete deployment is a matter of few weeks.

Osource's products are affordable with low set up costs and thereby, low total cost of ownership. Most of our products can be rolled out to the clients on @Software as a Service@ (SaaS) model as well.

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