

**Time  
Tech** HRMS  
PAYROLL



# Human Resource & Payroll With Time & Attendance Management System



[www.dthree.co](http://www.dthree.co)



# How Much is Your Time Really Worth?

Multi company,  
multi-department,  
multi-currency etc..

Compatible with:

- Public Sector
- Private sectors

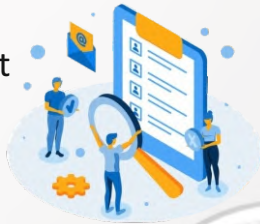
Flexi work rules,  
Personnel module  
integration with civil service  
bureau and 3rd party ERP

- Tracking Attendance through mobile app with Geographic Locations (google map) and geo-fencing features, including taking employee photo.
- Employee self-service (Web/Mobile)
- HRMS & Payroll Management
- Comprehensive Personnel Management
- Leave Management
- Payroll Management
- Appraisal & Performance Management
- Recruitment & manpower planning
- Training
- Budgeting & planning

## Time Tech HRMS Software

Most demanding, effective, automated and Self Interactivity.

Module consist



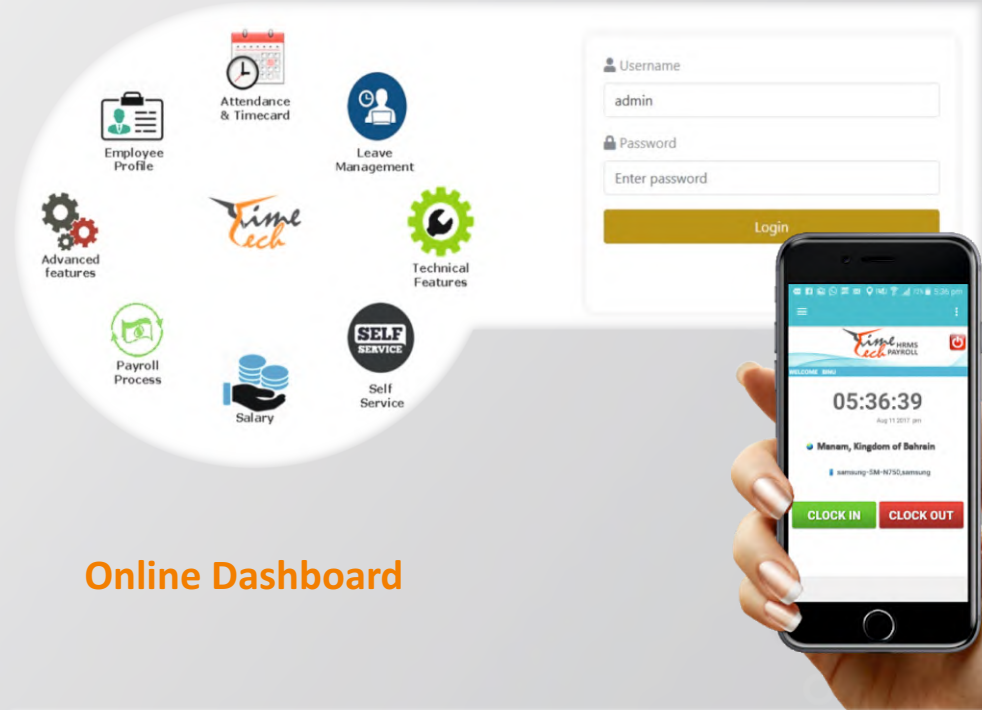
Our proprietary Server / cloud based GCC HRMS software Eng/Arabic, user friendly, Flexible and cost effect.

It enables human resources management in one system since it can be easily integrated with ERP system and 100% customized software to meet the GCC labour laws,

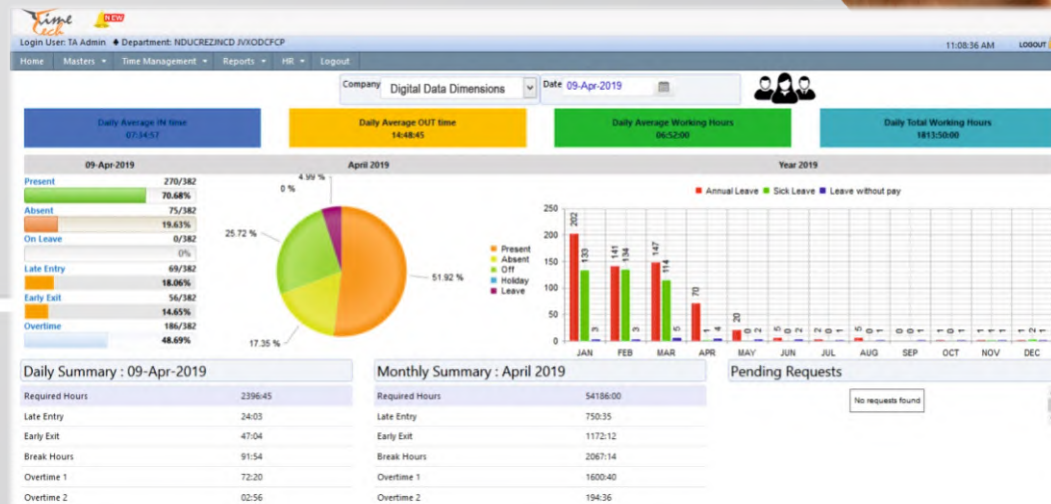


## Web Based Log-In

For Admin, For Finance  
For Management, For Staff



## Online Dashboard



# Make Something People Wants?

## HRMS Modules Single / Multi companies

### Personal Module

- Comprehensive Employee Master
- Management of Employee Dependents records
- Management reminder for renewal for RP, CPR, Passport, contract insurance ...etc.)
- Controls as per company's policies and the local labour law.
- Attachments related to employee
- Various Reminder notifications via email or SMS.
- Salary master maintenance.

- Comprehensive Job details including designation and location.
- Managing personnel records.
- Employee Qualification details.

### Leave Management Module

- Defining leave structure using formulas for each employees.
- Leave request / approval through employee self-service & approval cycle.
- Leave settlement by the HR.
- Leave ledger.
- Leave history.



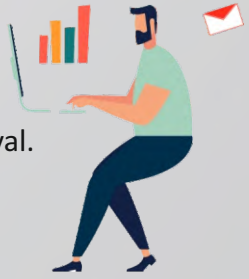
- Leave settlement / final settlement (indemnity) by the HR
- Option to include salary for the current month along with settlements.
- Option to en-cash the leave
- Email notification at various stage

### Payroll Module

- Monthly payroll generations
- Multiple Payrolls in a month
- Single / Multiple Currency Payroll
- Defining Salary structure using formulas and amounts for each employees
- Allowances and Deduction master creation
- Salary transfer formats to Bank
- LMRA, Gosi and Social Insurance calculations
- Importing of Allowances and Deductions from an excel sheet templates
- Direct integration with Time Attendance
- Summary payslip
- Department wise payslip
- Payroll comparison
- Individual or group pay slip printing
- Recurring deductions
- Payroll approval
- Air Ticket, Medical Contribution
- Option to manually override the deduction formula
- Loan ledger



### Employee Self Service

- Employee can login with employee ID or through Active directory integration and see their reports 
- Option to apply Annual or other Leave by online and leave approval. 
- Leave Ledger.
- Excuse request.
- Informative Dashboard
- Employee can print payslip, print his own documents passport, CPR, Etc.
- Employee request for experience letter, personal loan, salary certificate & print from dash board.

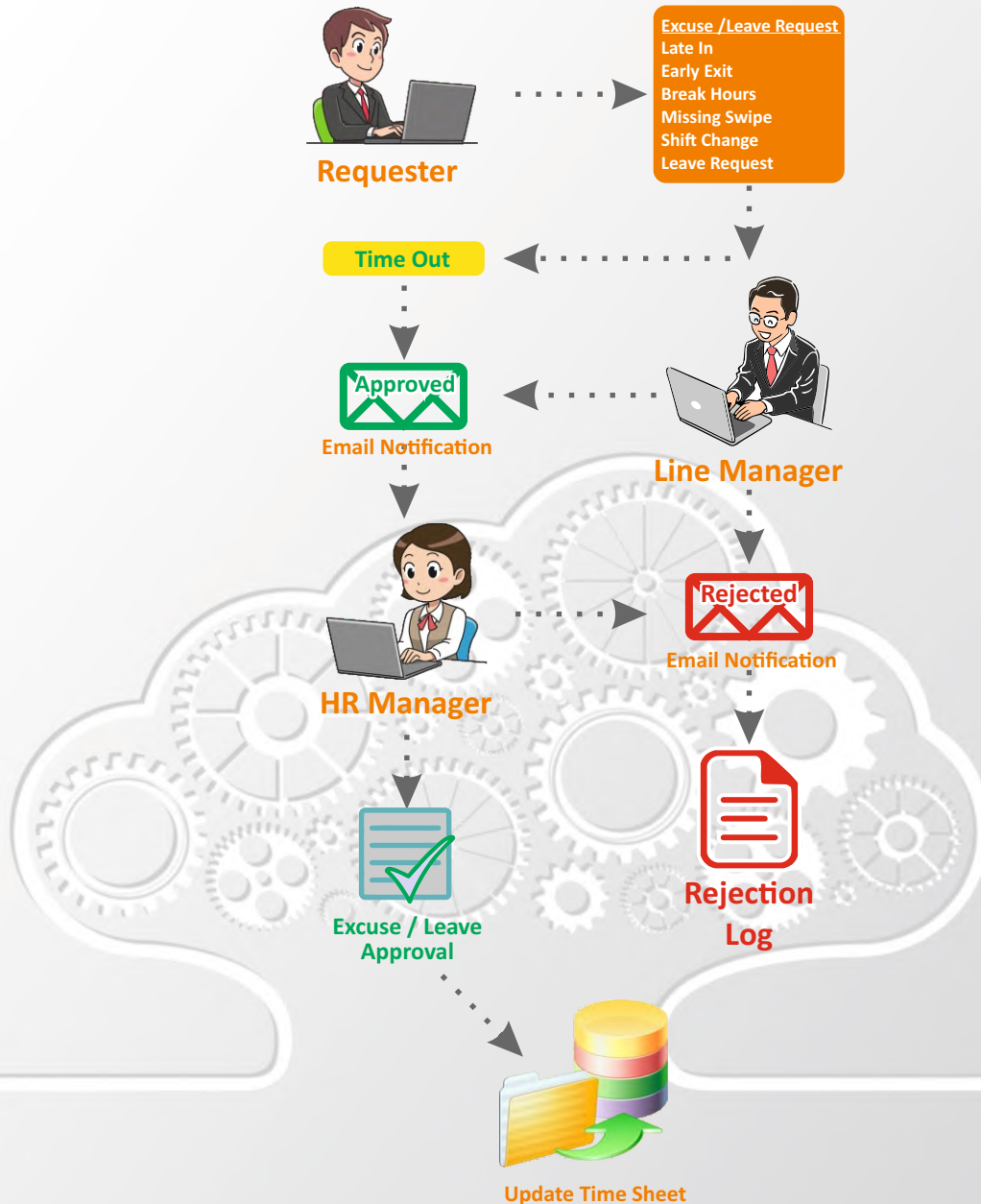
### Notifications

- Previous day attendance to the department head and HR.
- Leave/Excuse request & Approvals.
- Weekly / monthly report emails.
- Document Expiry



# Work Flow

## Excuse & Leave Management Work Flow



# Reports

## HRMS / Payroll Reports



Reports related to the personnel documents of employees including Bahranization, nationality wise, service period wise, and Male female ratio ... etc.

- Salary Master
- Reminders
- Accrual Report
- Salary Transfer Report
- Payment Mode Report
- Over Time Payment Report
- Employee Costing Report
- Payroll Comparison Report
- Appraisal & Performance Reports
- Recruitment & Manpower Planning
- Budgeting & Training
- Etc...

# Time and Attendance

## Attendance System

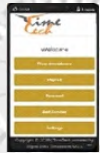
World class time attendance software designed for real-time, editable and customizable attendance management.

Seamlessly integrated with payroll software. Supports multiple Time Attendance & Access Control Devices.



## Mobile App. Attendance System

- Tracking App.
- Time Tracking.
- Work with Management.
- Punch with QR Code, Selfie.
- Location wise, geo-fencing.
- Device restriction.



## All in One

Attendance, Leave, Holiday, Shift & Overtime data in ONE interface



## Work Rule

- New interface for work rule.
- Easy linking of Shift to the days in the work rule.
- Adding multiple shift in a day.
- Picking up of shift Automatically rather than rostering the shift.

## Shift

- Creating N number of shifts
- Adding parameters for shift
- Taking first Swipe and last swipe option
- Auto picking shift
- Overtime Segregation based on the time and days

- Grace periods and minimum OT

- Handling of over the day shift
- Handling of flexi rules.
- Handling of early coming time
- Handling of break hours

## Setting Shift/Work Rule

- Easy way to set special shift like Ramadan or mothers feeding shift or work rule for a particular period
- Auto resetting back to base work rule once the special period is over

## Duty Roster

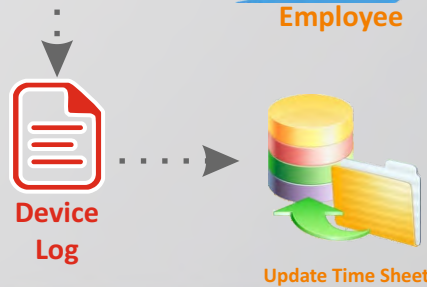
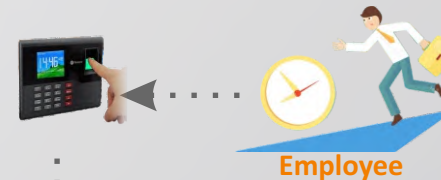
- System can preschedule the different shift for a particular period
- Option to upload duty roster from a csv file
- Auto resetting back to base work rule once the special period is over

## Setting Annual Leave or other Reasons

- Pre posting or Post Posting of Annual Leaves or other leaves for specific dates
- Easy way of cancelling the set reasons

## Daily Work Sheet

- Processed Attendance against each work rule set for employee
- Manual editing of Attendance with full log history and original machine swipe not getting affected
- Separate red mark for manually Edited records in reports
- Easy way of resetting attendance if there was wrong in editing
- HR remarks and employee remarks for any exception can be recorded.
- Attachment of scanned document for Medical Leaves ETC



## Other Features

- Holiday Setting
- Reason creation
- Easy to reprocess
- Whenever data comes it get processed same time, no need to wait for next day to get processed
- At any point of time users can know who are all present and Absent

## Reports

- Daily, Weekly, Monthly Attendance Status of Employees
- Time Card Reports
- Periodical Attendance reports
- Edited Attendance Log details
- Attendance Summary
- Total Attendance summary
- Exceptional reports
- Late, Early Exit & deduction reports
- Over Time Reports
- Graphical Analysis reports

## Online Features

- Comprehensive Dashboard
- Quick reference of ON Duty Staff, OFF Duty, Late entry and Early exit staff as of current day

- Roster Report
- Attendance Report
- Overtime Report
- Absence Report
- Late/Early report







### EVALUATION

Recruitment  
Appraisal  
Training



### HRMS

Personal  
Payroll  
Leave  
Claim



### ONLINE FEATURES

Self service portal  
Admin & HR portal  
Live Reporting  
Graphical Analysis



### WORKFORCE

Time & Attendance  
Timesheet  
leaves

