Warm Welcome

Presentation Agenda

- COSEC Time-Attendance

- Applications

- COSEC Solution

    ✓ Software Solution

    ✓ Hardware Solution

- Key Features

    ✓ Time-attendance

    ✓ Shift and Schedule

    ✓ Leave Management

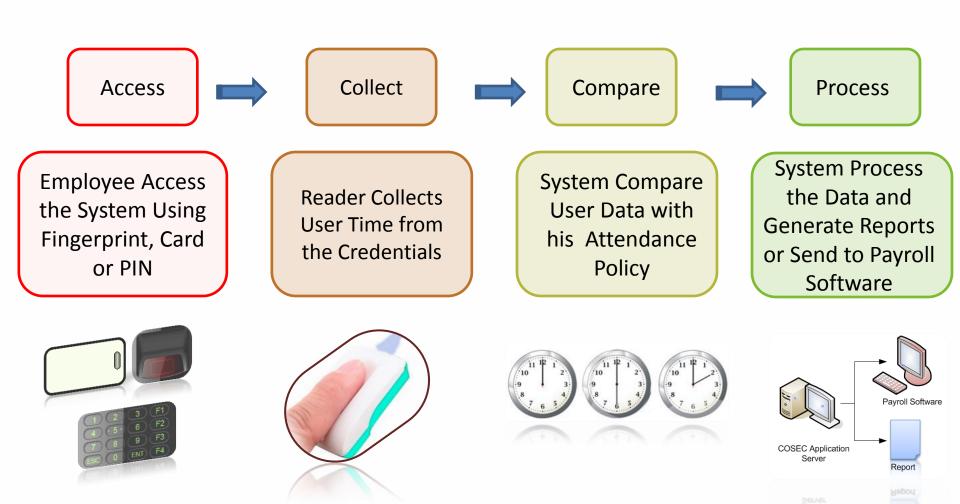- Reports and Charts

COSEC Time-Attendance

What is Time-Attendance System?

- An Automatic Attendance Marking System

- Combination of Hardware and Software
  - ✓ Hardware is Used to Record Time of an User from a Credential
  - ✓ Software is Used to Process the Time According to Attendance Policy

- System Generates Attendance Reports or Send Attendance Data to Payroll Software for Further Action

How Attendance System Works?

Access → **Collect** → **Compare** → **Process**

Access	Collect	Compare	Process
Employee Access the System Using Fingerprint, Card or PIN	Reader Collects User Time from the Credentials	System Compare User Data with his Attendance Policy	System Process the Data and Generate Reports or Send to Payroll Software

What is COSEC Time-Attendance?

- Comprehensive Solution for SOHO, SMB, SME and Enterprises

- Time-attendance and Leave Management

- Biometric and Card based Attendance Marking

- Various Attendance Policies Creation

- Manual Entry and Correction of Attendance Data

- Integration with Existing Payroll Software

- Attendance and Leave Reports and Charts

Benefits of Time-Attendance

- Eliminate Human Error in Employee Time Records

- Prevent Buddy Punching and Fraudulent Time Keeping Records

- Significantly Increase Employee and Manager Satisfaction

- Cut Down on Administrative Time and Cost

- Graphical Representation of Attendance for Easy and Fast Interpretation

- Significantly Cut Down on Payroll Processing

- Adapt to Existing HR Policies

Why COSEC Time-Attendance?

- Comprehensive Time-attendance Solution

- Accurate Time Record

- Leave Management

- Configurable Attendance Parameters

- Integration with Payroll and HRM

- Proactive SMS and Email Alerts

- Completely Scalable, Flexible and Modular

- On Demand Report Generation

COSEC TAM

COSEC TAM USP

COSEC TAM USP

- **Built-in Web Application**

  - ✓ Fully Web based Software without Need of any Public IP

  - ✓ No Need to Pay Extra for Web Software

- **Centralized Monitoring and Control**

  - ✓ Live Monitor and Control of All Devices from a Single Place

  - ✓ Multi Monitor Application

  - ✓ Branch/Region Heads can View their Staff Attendance

COSEC TAM USP

- **COSEC TAM Integration**

    ✓ Integration with Tally

    ✓ Integrate COSEC SQL Database with :

    ➢ Export to Oracle Server

    ➢ Export to MS SQL Server

    ➢ Active Directory

- **SMS and Email Notifications**

    ✓ Alerts on Missing Punch(IN/OUT), Leave Events,

    Confirmation…etc.

    ✓ Useful for HR Functionalities, Advanced Notification

COSEC TAM USP

- **Shift and Schedule**

    ✓ Shift Creation with Various Shift Types

    ✓ 99 Schedules and 6 Shifts per Schedule

    ✓ Automatic Shift Correction

- **Holiday Schedule**

    ✓ 99 Holiday Schedules and 32 Holidays per Schedule

    ✓ Restricted Holiday List

COSEC TAM USP

- **Manual Corrections**

  ✓ Entry-Exit Time, Overtime/C-OFF Hours, Late-In/Early Out etc.

  ✓ Provides Accurate Data to HR

- **Reports and Charts**

  ✓ Various Daily, Monthly and Yearly Time-Attendance Reports

  ✓ Various Charts for Faster Analysis of Attendance Details

Target Customers…

Small Offices
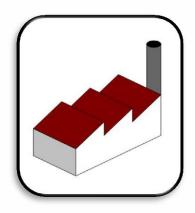
Corporate Offices

Shopping Malls

R & D Labs

Factory

Remote Sites

Hotels

Government Organizations

Target Customers…

Educational Institutes

Retail Stores

Clubs

And Many More.....

Applications
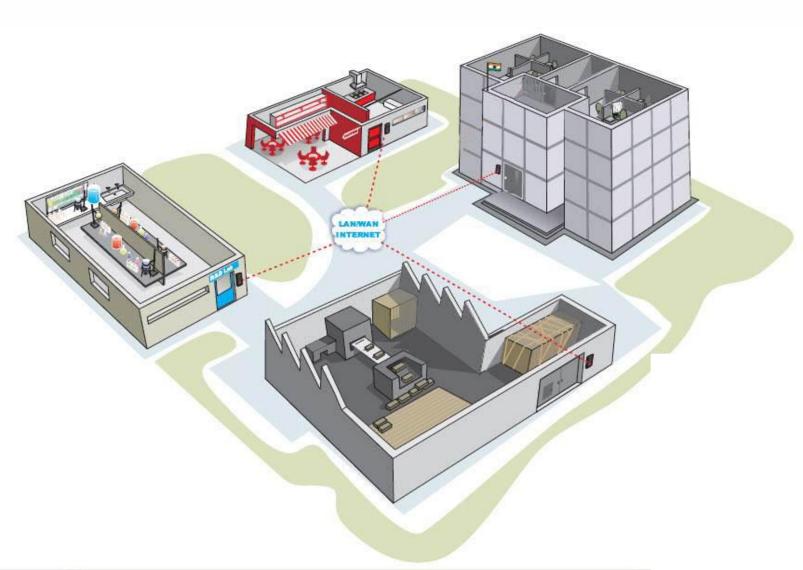
Small Office Application
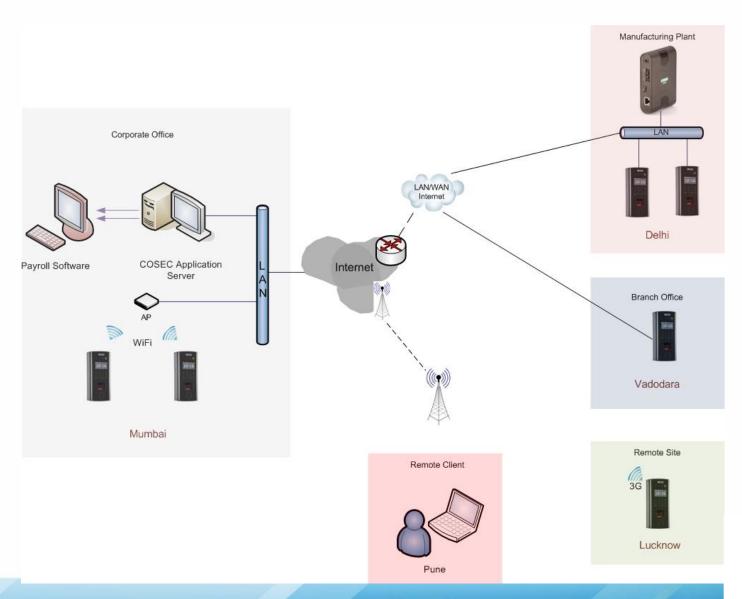
Campus Application

Remote Location Application
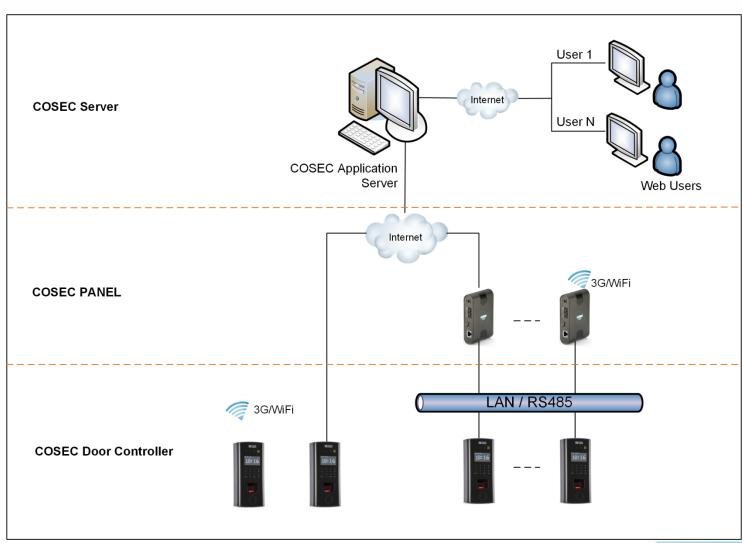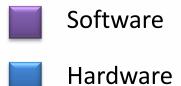
COSEC Solution
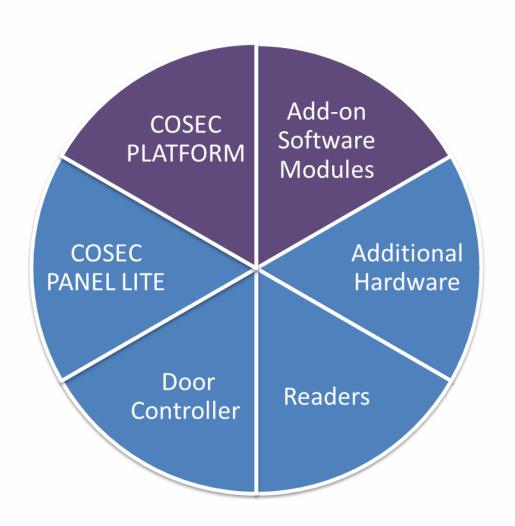
COSEC Layered Architecture

COSEC Solution Component

Pie chart with six segments:
- Add-on Software Modules
- COSEC PLATFORM
- COSEC PANEL LITE
- Door Controller
- Readers
- Additional Hardware

Legend:
- Software
- Hardware

COSEC Application Software

- Complete and Powerful Web based Application Software

- MS SQL Database Compatibility; ASP.NET Framework 2.0

- Manage Time-attendance, Access Control, Leave Management, Visitor Management, Employee Self Service, Roster Management and e-Canteen Management

- Real-time Monitoring and Control

- Comprehensive Reports Generation

- Integration with ERP, Active Directory, HRM, Tally and Payroll

COSEC PLATFORM
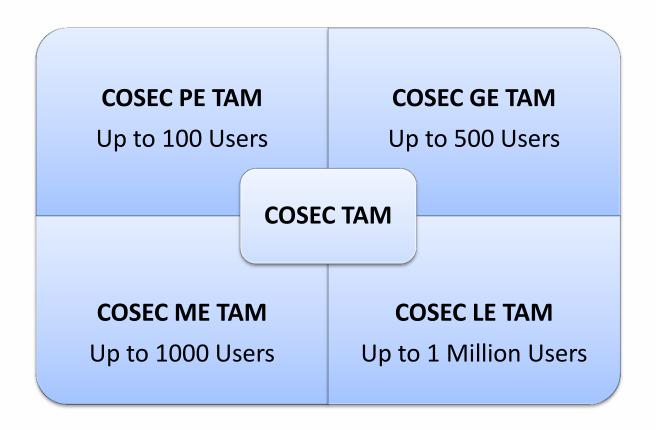
- Available with basic Time-attendance and Access Control Features

- Expandable in Terms of Users

- Compatible with all COSEC Hardware

- Optional Software Modules can be Added Depending on Requirements

COSEC PE	COSEC GE
Up to 100 Users	Up to 500 Users

COSEC PLATFORM

COSEC ME	COSEC LE
Up to 1000 Users	Up to 1 Million Users

COSEC TAM PLATFORM

COSEC PE TAM Up to 100 Users	**COSEC GE TAM** Up to 500 Users
COSEC ME TAM Up to 1000 Users	**COSEC LE TAM** Up to 1 Million Users

COSEC TAM

Note: User Capacity Depends on COSEC PLATFORM (PE, GE, ME, LE) Capacity

Admin Module

- Perform Administrative Functions

- Create User Roles for the Organization

- Assigning Role based Access Rights to Users

- Export and Import Data

- Backup and Restore Database

- Maintain Software Licensing Information

User Module

- Perform Human Resource Functions

- Create Full Fledge User Profile

- Maintain User Database

- User Enrollment

- Assign Door Controllers to User

Device Module

- Add New COSEC Hardware and Configure

    Various Parameters

    - ✓ COSEC PANEL LITE
    - ✓ COSEC Door Controller

- Define Features and Functions

Time-attendance Module (TAM)

- Define Organizational Hierarchy

- Create Various Attendance Related Policies

- Manual Entry and Correction of Attendance Events

- Attendance Authorization

- Holiday and Shift Schedule Management

- View, Exports & Print Time-attendance Reports in Different File Formats & Graphical Charts

- Separate Time-attendance Module (TAM) for each COSEC PLATFORM

Leave Management Module

- New Leave Creation

- Accurate Leave Balance Management

- Leave Carry Forward and Encashment

- Leave Request and Approval

- Automatic Leave Report Generation

- Comes Along with COSEC Time-attendance Module (TAM)

Employee Self Service Portal(ESS)

- Portal for Employees and Reporting Officers

- Employees can Check their Time-attendance and

  Leave Details

- Leave/Tour Request and Approval

- Manual Attendance Marking

- Attendance Summary for the Month

- Company News/Notice/General Information on

  Web Page

- Monthly Shift and Schedule

COSEC Hardware Solution

COSEC Door Controllers

DOOR Series   PATH Series   NGT Series   VEGA Series
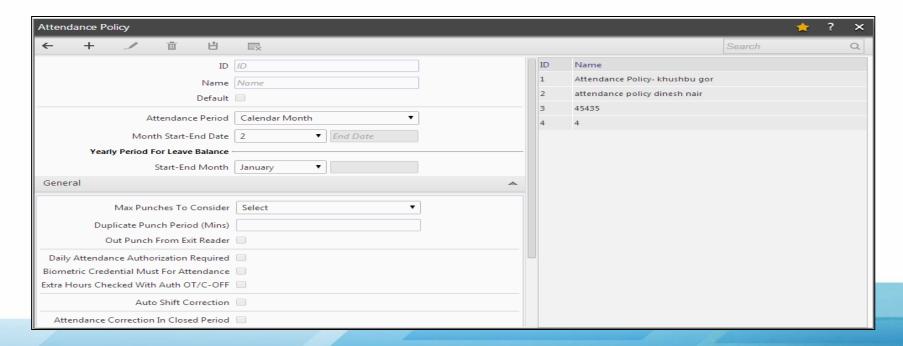
Key Features

User-wise Attendance Policy

- Useful for Assigning Different Attendance Policy in Special Case

- Information Like Attendance Period, Maximum Punches to Consider, Out Punch From Exit Reader

Late-In and Early-Out Policy

- 99 Late-In and Early-Out Policies Creation

- Assign Policy to Each User Depending Upon Work Profile

- Flexible Programming to Meet Diverse Attendance
  Requirements

- Rounding-off Option

Late-In Policy

Early-Out Policy

Overtime Policy

- Various Overtime Parameters for Diverse Requirements

- Daily and Weekly Overtime Calculation

- Overtime Rounding-off Option

- Automatic Authorization Option

- Overtime Calculation based on Working Hours and Shift Time

- It Allows Admin to Configure Net-Work Hours

- Multiplication Factor for Week Off and Holiday

C-OFF Policy

- Compensatory Off Policy for Extra Working Hours

- Define Minimum Hours Required for C-OFF Conversation

- Automatic C-OFF Authorization Option

- 99 C-OFF Policies

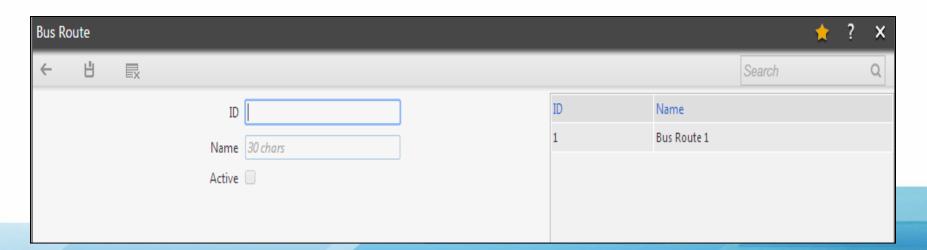# Overtime/C-OFF Entry
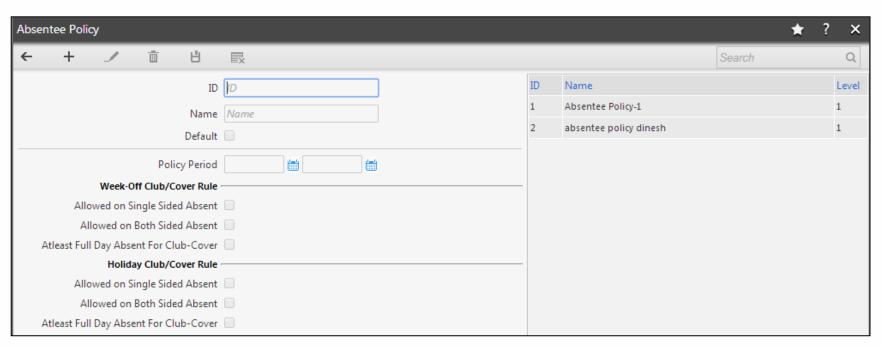
Absentee Policy

- Absentee Policy for Clubbing the Leaves

- Option for Single Side or Both Side Absent for Week Off

  and Holiday

Bus Route

- Define Bus Route with Unique ID & Name

- Assign Bus Route to a User

- If Bus Arrives Late to Office, Employees Assign to that

  Particular Bus can be Condone for Late Coming

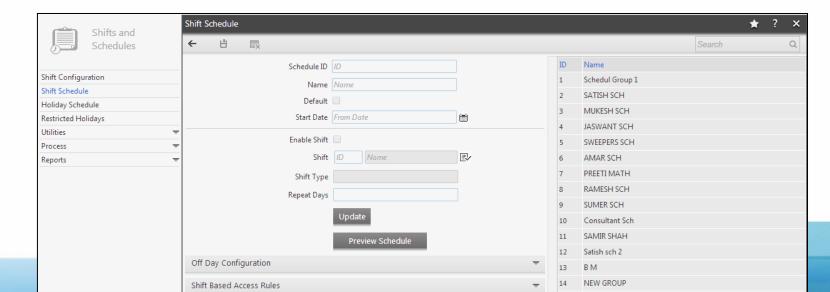- Admin can Generate Bus Route Report and Manage
  Employees

Shift and Schedule

- Shifts Creation with Numerous Optional Parameters to Tackle Complexity of Organization's Shifts

- 99 Schedules and 6 Shifts per Schedule

- Auto Shifts Correction Option if Employee Comes in Other Shift instead of Regular Shift

- Define Rotation and Week off for the Schedule

- Define Start Time, End Time, Break Time, Late In, Early Out and Other Options in Every Shift

- New Shift Types Like Field Break and Rest Day

Shift and Schedule

Holiday Schedule

- 99 Holiday Schedules

- 32 Holidays in each Schedule

- Assign any Schedule to a User Group

- Define Continuous Holidays Using Only one Holiday

  (Important for School Vacation)

- Restricted Holiday List

Holiday Schedule

Attendance Correction

- Manual Entry and Correction of User Attendance Details

- Manual Entry of:

✓ Work Hours

✓ Break Hours

✓ Overtime Hours

✓ Net Work Hours

✓ Early In

✓ Late In

✓ Early Out

✓ Overstay Duration

✓ Extra Work Duration

Attendance Correction

Previous Adjustment Entry

- Can Change Current or Previous Attendance Details

- 4 Types of Attendance Details Can be Changed:

  - ✓ Attendance Days   ✓ Overtime

  - ✓ Work Hours   ✓ Shift Allowance
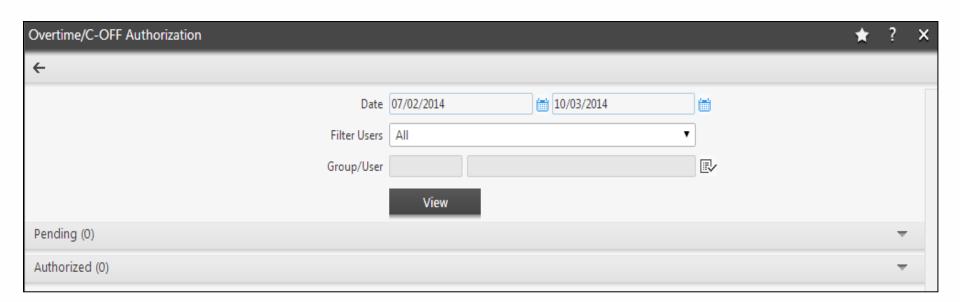
Authorization/Approval

- Authorization & Approval of Personal or Official Marking , Overtime/C OFF, Daily Attendance, Attendance Correction

- Any Change will not Occur without Admin/HR Authorization

Authorization/Approval

Integration with Payroll
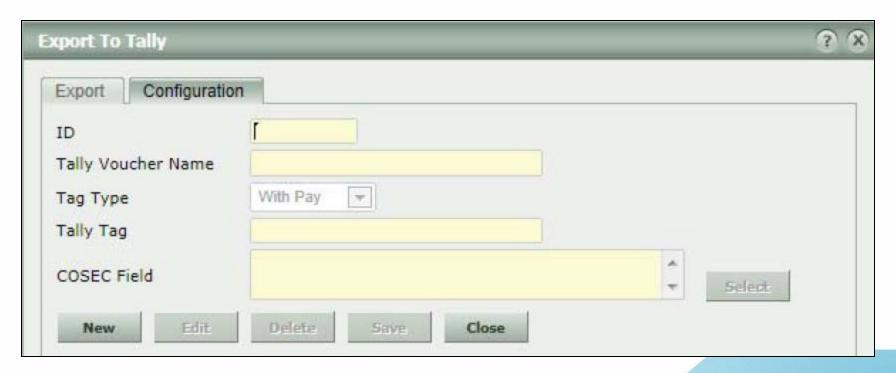
- System will Send Attendance and Leave Data to Payroll Software

- Define Required Fields for the Payroll

- API for Automatic Payroll Integration

- Generates Salary at the End of every Month/Week

Integration with Tally
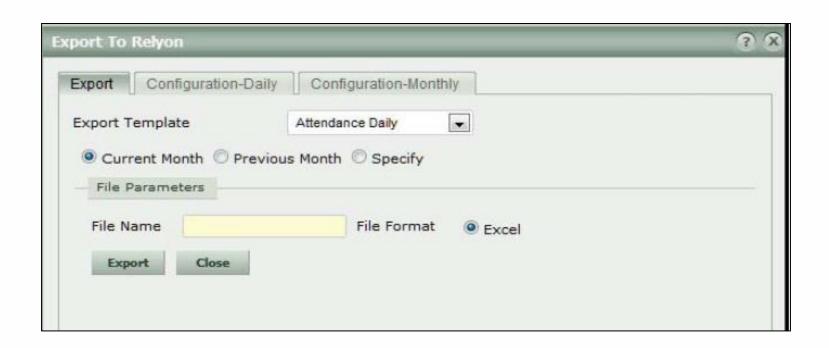
- An Accounting and Inventory Software

- Enables to Maintain Accounting Record as per Attendance

- Efficient & Faster Payroll Software

Integration with Relyon

- Payroll Software

- Error less Salary Generation at the End of Month

Integration with IDS
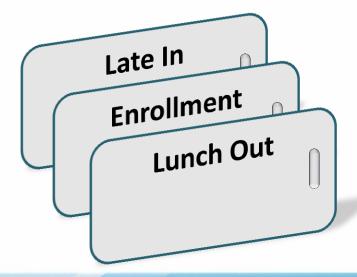
- Hotel Property Management Software

- Helps to Manage Hotel Process Efficiently

Special Function Card

- User can Access Various Predefined Functions

- Need not to Dial or Remember Code for Routine Functions

- User has to Show his Identity after Showing this Card

- Enroll Up to 4 Cards per Function

COSEC SMS and Email Alerts

- SMS and Email Notification for the Attendance, shifts and Leave Status

- Customized Message for Special Announcement

- Automatic and Instant Notification to Multiple Users

- Important Feature for School, Colleges, Offices and more

COSEC SMS and Email Alerts
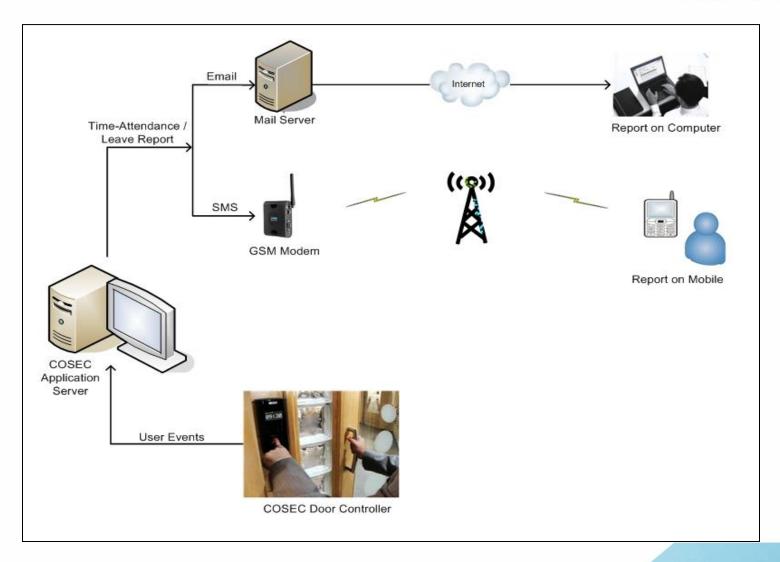
- Alerts for the:
  - ✓ Punch Time
  - ✓ Forget to Punch
  - ✓ Leave Rejection
  - ✓ Leave Approval
  - ✓ Monthly Attendance
  - ✓ Attendance Correction Application/Approval
  - ✓ Personal/Official Application/Approval
  - ✓ Duress
  - ✓ Shift Based Access Violation
  - ✓ Shift Change
  - ✓ Visitor Pre-Registration
  - ✓ Access Route Violation
  - ✓ Anti-Pass Back Rule Violation

COSEC SMS and Email Alerts

COSEC Scheduler

- Email Report to Selected Users On Scheduled Day of the Month

- Periodic Database Back Up

- Monthly Attendance Generation On First Day of the Month

- Monthly Shift Schedule Generation On Scheduled Day of the Month

- Credit Leaves to User Account on Scheduled Day of the Month

View Attendance Details

- View Daily and Monthly Attendance of an User

- Attendance Details for Current Date, Current Month, Last Month and between Defined Dates

- Attendance Summary for the Month

Leave Management

Leave Creation
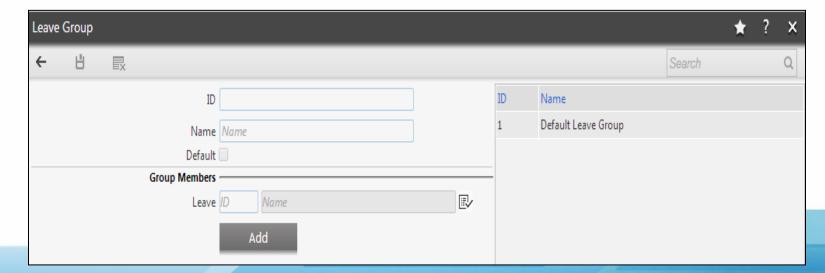
- Create Various Leave Types like CL, PL, ML etc.

- Provision to Define Detailed Leave Parameters Like

  - ✓ Maximum Allowed at a Time

  - ✓ Allowed Users

  - ✓ Allowed with Other Leaves

  - ✓ Prior Leave Entry Allowed

- Leave Encashment, Leave Balance and Leave Accumulation

- Option of Single Side or Both Side Leave for Holiday Club-Cover or Week Off

- Leave Grouping

Leave Creation

Leave Application and Approval
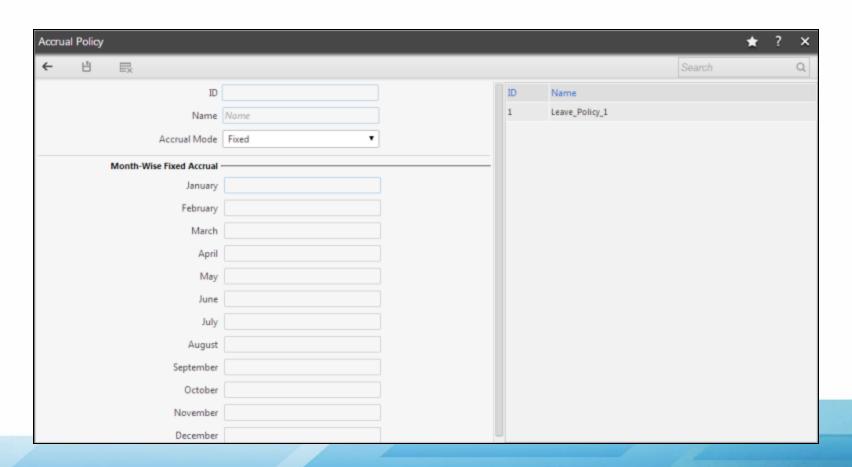
- Employee can Apply for Leaves Using this utility

- Reporting Officer/HR can Approve or Reject Application

- Web based Application and Approval Process

- Reduce Time and Increase Transparency

Accrual Policy
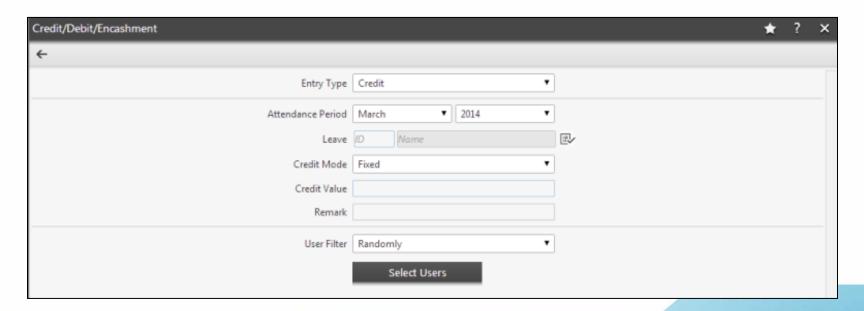
- Advance Credit of Paid Leave Balance

- As Per Predefined Rules Leave is Credited to an Employee

Balance Management
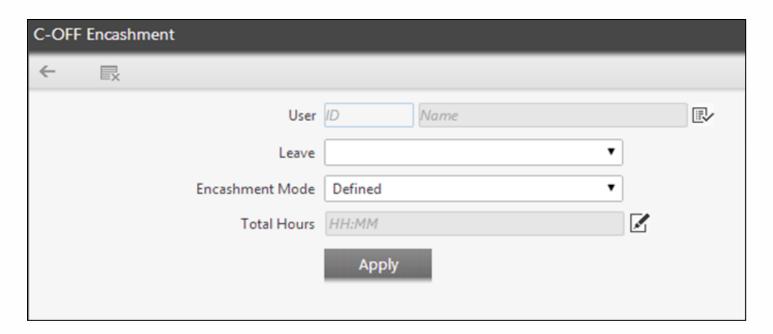
- Automatically Leave Credit in User Account in Every Month

- Leave Encashment or Lapse Option at the End of Year

- Automatically Update Balance Upon Employee Timing and

  Leave Approval

Balance Management
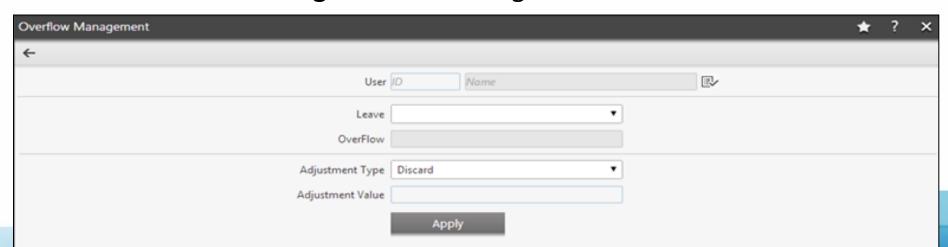
- Employee has an Option to Encash Accumulated C-OFF Instead of Using Them

- It is Similar to Leave Encashment

Balance Management

- If More Leaves are Accumulated Than Maximum Limit; It is Needed to be Adjusted

- 3 Types of Overflow Adjustment Can be Done:

    - ✓ Allowing Overflow Leaves to be **Reused**

    - ✓ **Encashment** of Overflowing Leaves

    - ✓ **Discarding** the Overflowing Leaves

Reports and Charts

COSEC Reports and Charts

- Wide Range of Reports and Charts

- 200+ Reports and Colorful Charts

- Reports with Month, Day and between Defined Dates

- View, Export and Print Reports in Different Formats and Charts

- Reports of Time-attendance, Access Control, Leave, Visitor, User, Roster, e-Canteen etc.

Reports in File Format

- Export Report in Various File Formats

  - ✓ PDF

  - ✓ XML

  - ✓ Rich Text Format

  - ✓ MS Excel

  - ✓ MS Excel (Data Only)

  - ✓ Crystal Report (RPT)

  - ✓ MS-Word

  - ✓ MS-Word Editable

Time-Attendance Reports

- Late In
- Early In
- Early Out
- Overstay
- Attendance
- Attendance Summary
- Late Arrival Memo
- Grace Time Usage
- Net Work-Time
- Daily Work Hours
- Absent Adjustments
- Hourly Attendance
- Work Hour Summary
- Absent Memo

- Weekly Work and OT
- Continuous Absenteeism
- Week OFF & Holidays
- Special Function Punch
- Department-wise Absent
- Shift Schedule
- Muster Summary
- Salary Data
- Absentee Details
- Attendance Register
- Late In Register
- Early Out Register
- Overtime Register
- Yearly Performance

Leave Management Reports

Leave Reports

- Leave Group

- Leave Application

- Leave Credit/Debit

- Leave Register

- C-OFF Register

Late In Report

Matrix Comsec Pvt. Ltd.   Page 1 of 1

Organization-Wise Late In from 01/02/2014 to 28/02/2014

Run by: System Admin   Date: 15/03/2014   15:24

Sr No	User ID	Name	Date	Shift	In	Out	Late By
Matrix Comsec Pvt. Ltd.							
1	1170	Latha Mehta	01/02/2014	GS	09:36	19:08	00:06
2	1170	Latha Mehta	03/02/2014	GS	09:41	19:13	00:11
3	1170	Latha Mehta	15/02/2014	GS	09:44	19:16	00:14
						Late By Group Total:	00:31
						Late By Grand Total:	00:31

Weekly Working Hours &Overtime Report

Matrix Comsec Pvt. Ltd.

Weekly Working Hrs & Overtime from 01/07/2013 to 07/07/2013

Run by: System Admin

Date: 07/10/2013 17:56

Sr No	User ID	Name				Department		Total Overtime	WrkHrs
1	1	Salim Ansari				Assembly		00:00	39:43
	01(MON)	02(TUE)	03(WED)	04(THU)		05(FRI)	06(SAT)	07(SUN)	
Overtime	-	-	-	-		-	-	-	
Work Hrs	-	08:03	08:07	08:08		08:16	07:09	-	
2	10	Rajendra Goswami				Repairing		00:00	39:45
	01(MON)	02(TUE)	03(WED)	04(THU)		05(FRI)	06(SAT)	07(SUN)	
Overtime	-	-	-	-		-	-	-	
Work Hrs	-	08:09	08:06	08:06		08:12	07:12	-	
3	1003	Umesh M Talanpuri				Accounts		00:00	52:50
	01(MON)	02(TUE)	03(WED)	04(THU)		05(FRI)	06(SAT)	07(SUN)	
Overtime	-	-	-	-		-	-	-	
Work Hrs	08:44	08:58	08:45	08:42		08:59	08:42	-	
4	1009	Dipti K Rathwa				Marketing		00:00	32:50
	01(MON)	02(TUE)	03(WED)	04(THU)		05(FRI)	06(SAT)	07(SUN)	
Overtime	-	-	-	-		-	-	-	
Work Hrs	05:03	09:24	09:43	08:40		-	-	-	
5	1011	Parika S Pandey				PLCC Sales		00:00	52:29
	01(MON)	02(TUE)	03(WED)	04(THU)		05(FRI)	06(SAT)	07(SUN)	
Overtime	-	-	-	-		-	-	-	
Work Hrs	08:43	08:40	08:53	08:47		08:40	08:46	-	

Absentee Report

Matrix Comsec Pvt. Ltd.

Branch-Wise Absentee from 01/07/2013 to 31/07/2013

Run by: System Admin   Date: 07/10/2013   17:44

Sr No	User ID	Name	Date	Shift	1st Half Status	2nd Half Status
Makarpura HO Branch						
1	1049	Gaurav Khakkhar	01/07/2013	GS	AB	AB
2	1049	Gaurav Khakkhar	02/07/2013	GS	AB	AB
3	1049	Gaurav Khakkhar	03/07/2013	GS	AB	IN
4	1049	Gaurav Khakkhar	04/07/2013	GS	AB	AB
5	1086	Soumen Ray	11/07/2013	GS	IN	AB
6	1086	Soumen Ray	12/07/2013	GS	AB	AB
7	1086	Soumen Ray	15/07/2013	GS	AB	AB
8	1086	Soumen Ray	16/07/2013	GS	AB	AB
9	1086	Soumen Ray	17/07/2013	GS	AB	AB
10	1086	Soumen Ray	18/07/2013	GS	AB	AB
11	1133	Dishant Patel	29/07/2013	GS	IN	AB
12	1133	Dishant Patel	30/07/2013	GS	AB	AB
13	1133	Dishant Patel	31/07/2013	GS	AB	AB
14	1143	Anuja Nair	18/07/2013	GS	AB	AB
15	1143	Anuja Nair	19/07/2013	GS	AB	AB

Salary Data Report

Matrix Comsec Pvt. Ltd.																Page 1 of 1

Sr No	User ID	Name/Designation	PR	WO	PH	PL	TR	AB	UL	LO	Shift ALW	Pay Days	Auth OT	Worktime Total	Total COFF
Matrix Comsec Pvt. Ltd.															
1	191	Jatin Desai	16.0	6	0	3.0	3.0	0.0	0.0	0.0	0	28.0	00:00	155:17	00:00
		Team Leader	CO:2 | PL:1												

Previous Adjustment :   **Adj Days** 0.0   **Overtime**   00:00   **WorkTime** 00:00   **Shift Allowance** 0

Leave Encashment Report

| \multicolumn{2}{l}{**Matrix Comsec Pvt. Ltd.**} | | | | | Page 1 of 1 |

<table>
<tr><td colspan="7" align="center">**Matrix Comsec Pvt. Ltd.**</td><td>Page 1 of 1</td></tr>
<tr><td colspan="8" align="center">**Department-Wise Leave Encashment For AUGUST-2013**</td></tr>
<tr><td colspan="5">**Run by: System Admin**</td><td colspan="3">**Date: 25/11/2013   15:36**</td></tr>
<tr><td>**Sr No**</td><td>**User ID**</td><td>**User Name**</td><td>**Days**</td><td>**Hours**</td><td>**Entry Dt**</td><td colspan="2">**Remark**</td></tr>
<tr><td colspan="8">**Marketing**</td></tr>
<tr><td colspan="8">**Leave : CL**</td></tr>
<tr><td>1</td><td>1171</td><td>Krupalikumari Ataliya</td><td>5.00</td><td></td><td>20/09/2013</td><td colspan="2">D.O.L 31/08/2013</td></tr>
<tr><td>2</td><td>1238</td><td>Chethna Raveendran</td><td>1.50</td><td></td><td>20/09/2013</td><td colspan="2">D.O.L 30/08/2013</td></tr>
<tr><td colspan="2"></td><td align="right">**Leave Total:**</td><td>**6.50**</td><td></td><td></td><td></td></tr>
<tr><td colspan="2"></td><td align="right">**Department Total:**</td><td>**6.50**</td><td></td><td></td><td></td></tr>
<tr><td colspan="8">**Purchase**</td></tr>
<tr><td colspan="8">**Leave : CL**</td></tr>
<tr><td>1</td><td>1147</td><td>Hukam Singh</td><td>10.00</td><td></td><td>20/09/2013</td><td colspan="2">D.O.L 31/08/2013</td></tr>
<tr><td colspan="2"></td><td align="right">**Leave Total:**</td><td>**10.00**</td><td></td><td></td><td></td></tr>
<tr><td colspan="2"></td><td align="right">**Department Total:**</td><td>**10.00**</td><td></td><td></td><td></td></tr>
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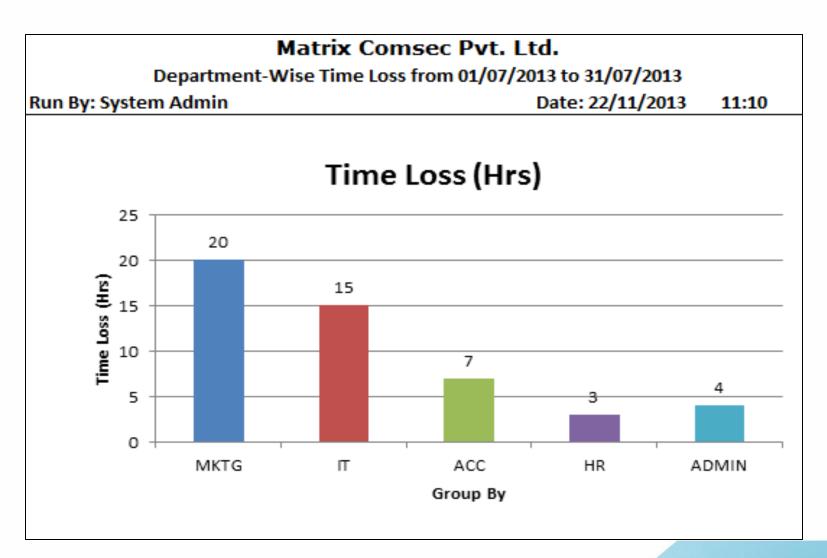# COSEC Charts

- Time Loss

- Overtime

- Absent

- Late In

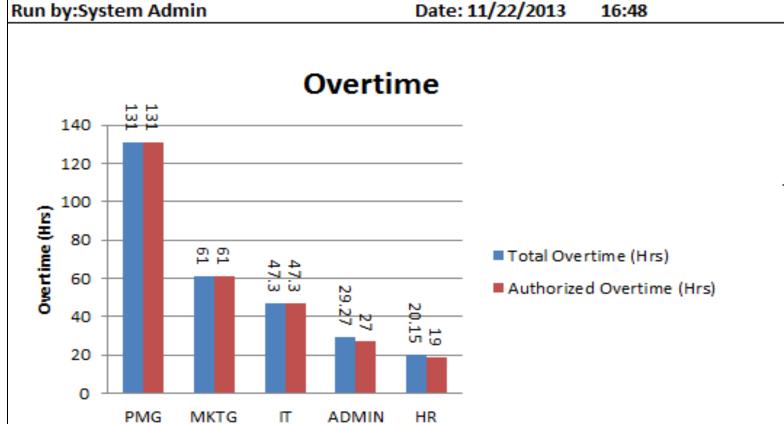- Irregularity

- Month-wise Overtime
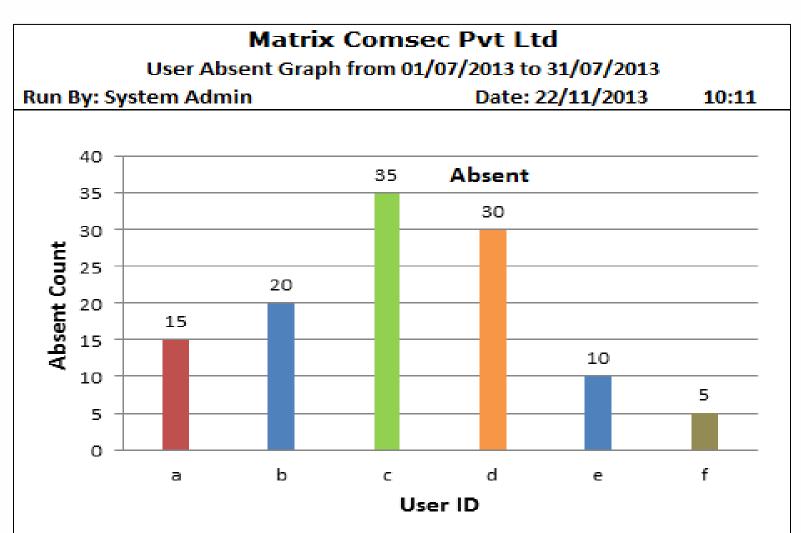
- Attendance Summary

Time Loss Chart

Overtime Chart

User Absent Count Chart

Late In Chart

Matrix Comsec Pvt Ltd
User Late In Graph from 01/07/2013 to 31/07/2013
Run By: System Admin   Date: 22/11/2013   10:11

For Further Information Please Contact:

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Version: V2R1