

Employee Self-Service

A small step towards workforce automation





Web-based

Supported in most major browsers (Chrome is preferable)





Mobile App

Available in both, App Store and Play Store



Outline

- Employee Self-Service
- Pay Slip
- Leave Management
- Expenses Management
- User Directory

Employee Self-Service



— Daily Attendance

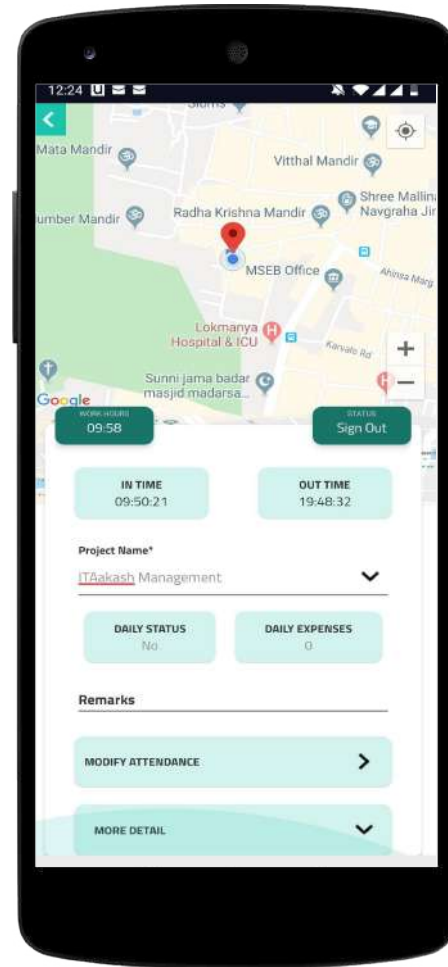
Sign in/ out with location mapping
and radius restriction and modify
attendance when needed

Daily Attendance Data			
Project Name*	ITAakash Management	Date*	27/12/2019
Attendance Type*	Office	Employee Code	ITA-M2705
Employee Name	C- Mukesh Kulal		
Current Location	<div>Tagore nagar, Nehru Nagar, Kanjurmarg East, Mumbai Maharashtra 400042, India</div>		
In Time	09:28:46	Sign In Location	Rynox Gears, 711, Dhamji Shamji, WING-8 LBS Marg, Ambed
Out Time	00:00:00	Sign Out Location	
Working Hours	00:31		
Record Creation Time	27/12/2019 07:32	Record Modified Time	27/12/2019 09:28
DSR	0.00	Daily Expenses IOU	0.00
Remarks		Status	Sign in <input type="checkbox"/> HISTORY
Meeting Updates	1.00	Yesterdays Meeting Updates	1.00
Pending Forecast Closure	1.00		

Sign Out
Checkin

Sign In / Out 01

- Sign in or Sign out with GPS location
- Modify Attendance with approval
- Sign-In restriction for signing in within a specific radius



Attendance Report 01

Displays list of daily attendance records

← October Attendance

Attendance for the Month October-19

Employee Name : C. Richard King

Day	Project Name	Date	In Time	Out Time	Total Hrs	In Time As Per Card	Out Time As Per Card	Total Hrs	Leave	Half	Actual Days
Tuesday	IT Support	01/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Wednesday	IT Support	02/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Thursday	IT Support	03/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Friday	IT Support	04/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Saturday	IT Support	05/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Sunday	IT Support	06/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Monday	IT Support	07/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Tuesday	IT Support	08/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Wednesday	IT Support	09/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Thursday	IT Support	10/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Friday	IT Support	11/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Saturday	IT Support	12/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Sunday	IT Support	13/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Monday	IT Support	14/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Tuesday	IT Support	15/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Wednesday	IT Support	16/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Thursday	IT Support	17/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Friday	IT Support	18/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Saturday	IT Support	19/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Sunday	IT Support	20/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Monday	IT Support	21/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Tuesday	IT Support	22/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Wednesday	IT Support	23/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Thursday	IT Support	24/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Friday	IT Support	25/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Saturday	IT Support	26/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Sunday	IT Support	27/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Monday	IT Support	28/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Tuesday	IT Support	29/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Wednesday	IT Support	30/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1
Thursday	IT Support	31/10/2019	07:30	17:45	10:15	07:30	17:45	10:15			1

Total Working Days	31	Total Days		HR	
Total Leave	0	Project Name		Project Name	
Total Sick Leave	0	Project Name		Project Name	
Total Half Days	0	Project Name		Project Name	
Total Paid Leave	0	Project Name		Project Name	

Notes: Please check the attendance record for any error. If any error is found, please contact the HR department for further details and corrections.

1. If any day is marked as 'Not Working' then it will be considered as 'Not Working'.

2. If any day is marked as 'Half Day' then it will be considered as 'Half Day'.

3. If any day is marked as 'Sick Leave' then it will be considered as 'Sick Leave'.

4. If any day is marked as 'Paid Leave' then it will be considered as 'Paid Leave'.

5. If any day is marked as 'Project Name' then it will be considered as 'Project Name'.

6. If any day is marked as 'Project Name' then it will be considered as 'Project Name'.

7. If any day is marked as 'Project Name' then it will be considered as 'Project Name'.

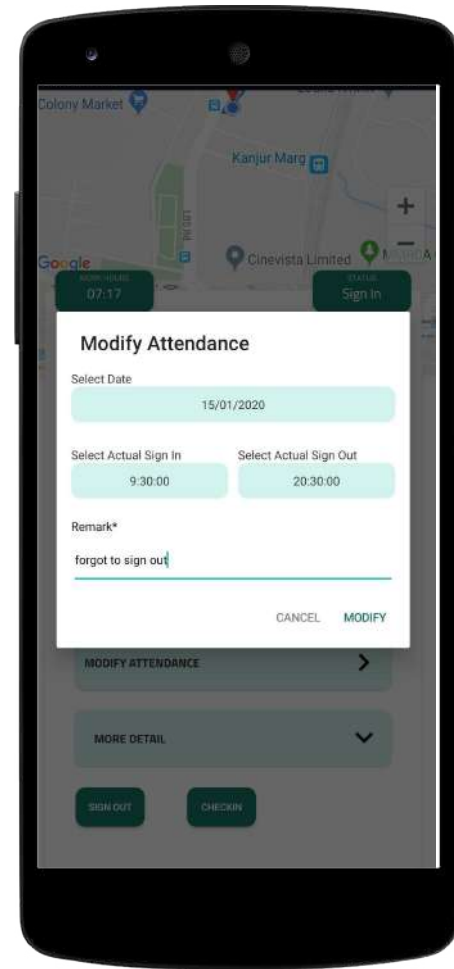
8. If any day is marked as 'Project Name' then it will be considered as 'Project Name'.

9. If any day is marked as 'Project Name' then it will be considered as 'Project Name'.

10. If any day is marked as 'Project Name' then it will be considered as 'Project Name'.

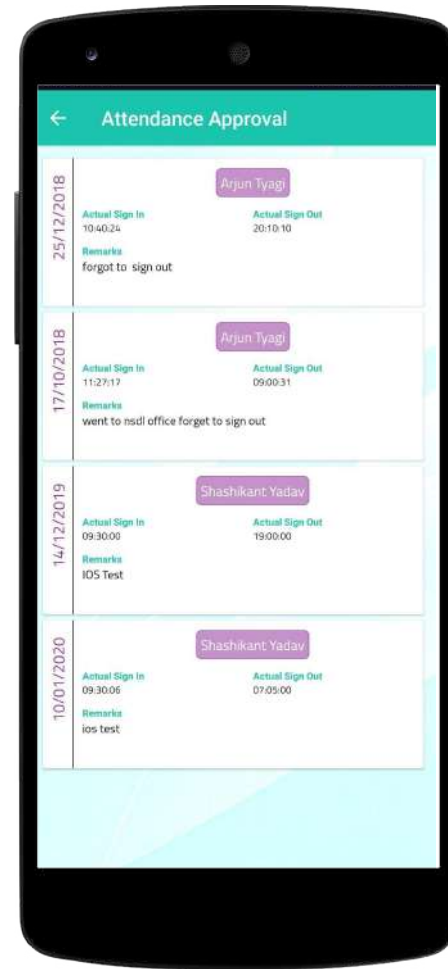
Modify Attendance 01

Modify attendance records



Attendance Approval 01

Approve attendance records





Biometric Integration

Integration with various biometric devices.

Fetching data automatically from any location to our servers within seconds and reflecting in the Biometric Reports.

Biometric Devices Supported

- 1) eSSL devices with Push API
- 2) Matrix devices with Push API





eSSL Devices with Push API



Matrix Devices with Push API

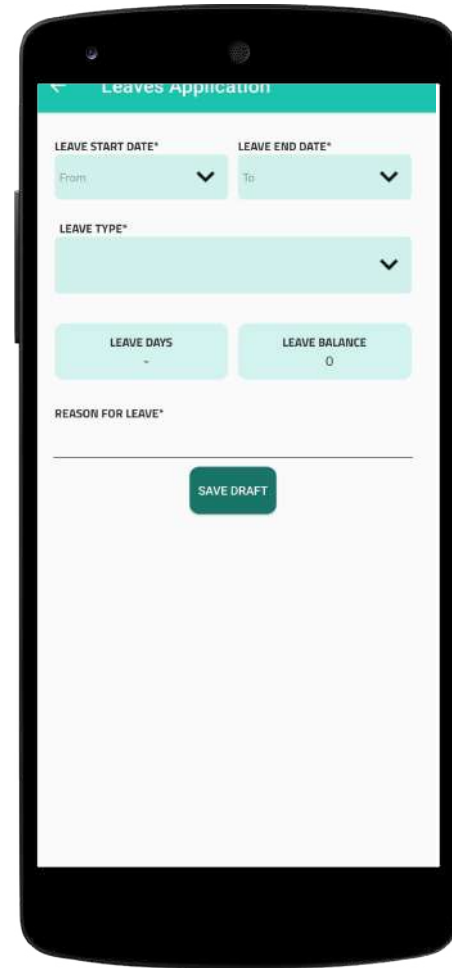


Leaves Management

Easy management of leaves.

Apply Leave 01

Apply for leave from this screen



The image shows a black smartphone with a white screen displaying a 'Leaves Application' form. The form has a teal header bar with the title 'Leaves Application' and a back arrow. Below the header, there are two date pickers: 'LEAVE START DATE*' with a 'From' label and a dropdown arrow, and 'LEAVE END DATE*' with a 'To' label and a dropdown arrow. Below these is a 'LEAVE TYPE*' dropdown menu. Further down are two light blue boxes: 'LEAVE DAYS' with a '-' sign and 'LEAVE BALANCE' with a '0'. At the bottom is a 'REASON FOR LEAVE*' text area and a green 'SAVE DRAFT' button.

Leaves Application

LEAVE START DATE*
From

LEAVE END DATE*
To

LEAVE TYPE*

LEAVE DAYS
-

LEAVE BALANCE
0

REASON FOR LEAVE*

SAVE DRAFT

Leaves Claimed 01

Displays the list of claimed leaves



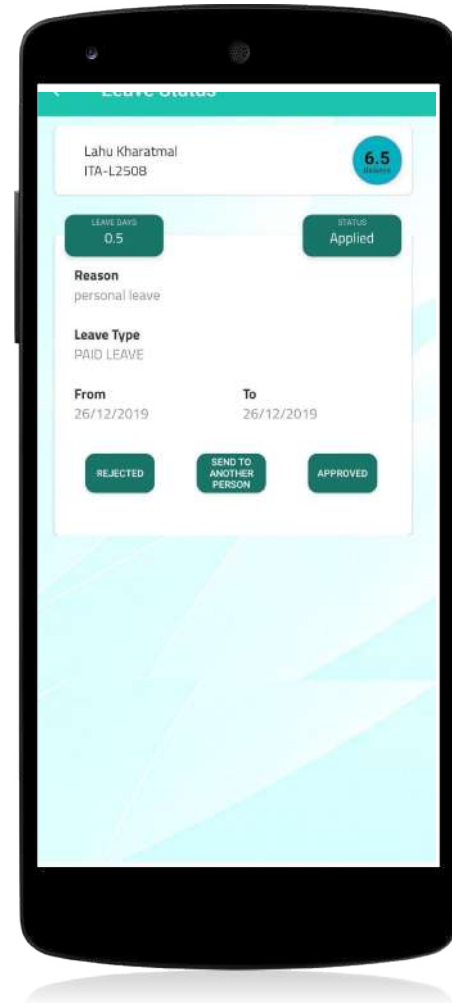
Leaves Approval 01

Leaves which require approval will be listed here. Team members will apply for leaves and can check the status of its approval.



Leaves Approval 02

Additional details of leave approval will be displayed here.





Team Directory

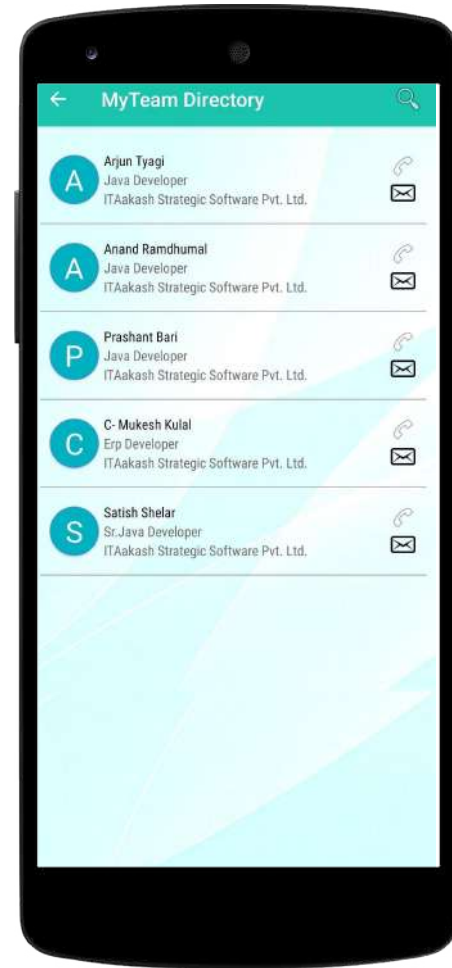
Team Directory.

Stay in touch with your team members through either email or call.

Team Directory

01

List any research or data that can support the need for a solution.





User Directory

Users directory to search any employee within organization.

Easy to find any person in the organization

User Directory 01

List of team members who you can
contact directly.





Expenses Management

Easy way to claim expenses.

Daily Attendance Data

Project Name* ITAakash Management

Date* 27/12/2019

Attendance Type* Office

Employee Code ITA-M2705

Employee No. Employee Name

Current Location In Time

Out Time

Working Hours

Record Created

DSR

Remarks

Meeting Update

Pending Forecast Closure 1.00

Sign Out
Checkin

Petty Cash

Voucher No. Auto

Project Name* ITAakash Management

Branch Name Mumbai H0

Name of Company ITAakash Strategic Software Pvt. Ltd.

IOU Ledger Name ITA-M2705-IOU-C- Mukesh Kulal

Budget Applicable

Voucher Date 27/12/2019

Reporting Manager Ashvin Gami

Employee Login mukesh

IOU (Advance Request) ☐

Expense Summary + -

<input type="checkbox"/>	Sr. No	Particulars	Expense Amount	Approved Amount	Expense Ledger*	Bill Attachment
<input type="checkbox"/>	1	Auto Fare	0.0	0.0	Travelling and Boarding Exp	Upload

Total Amount

0.0

Narration*

Please enter proper Narration.....

Unlock FY 1.00

Unlock Project 1.00

Status Auto

☐ HISTORY

Save
Attach
Import
Print (1)
Clear

Rows: 15

Expense Claim



Announcements

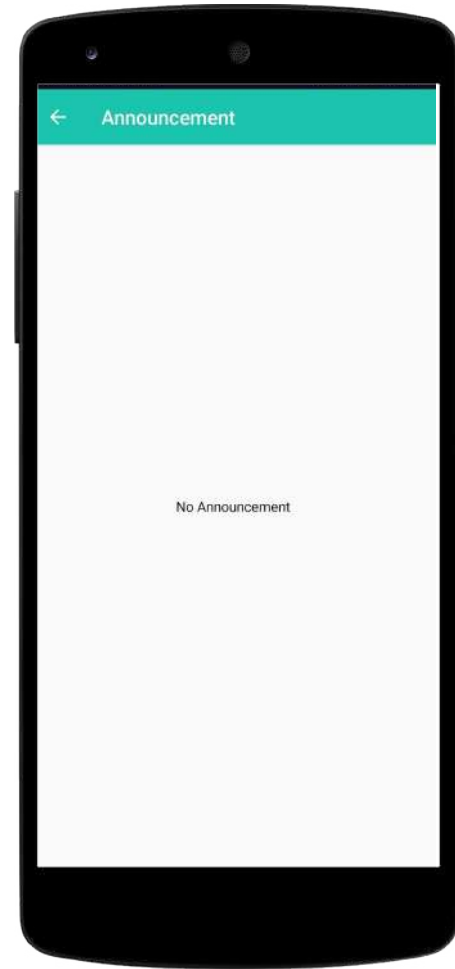
Organization Announcements.

Announcements made by the organization will be reflected here. HR personnel will have access to make announcements directly from the ERP system.

Announcements

01

Announcements made by the organization will appear here.





PaySlip

Payslip for the month

Payslip contains detailed description of an employee's salary components like HRA, LTA, Bonus paid and deductions for a specified time period, usually a month.

[illegible]

ITAakash Strategic Software Pvt. Ltd.

505, D S Business Galleria, Near Huma Adlabs,
Beside Toyo House, L.B.S. Road, Kanjur Marg (W), Mumbai-400078, Maharashtra, India

Pay slip for the month of November 2019

Employee Name	C- Mukesh Kulkarni	Employee No	ITA-M2705
Department	Java	Designation	Erp Developer
Project Name	Mumbai HO	Grade	
Date of Joining	01/04/2012	ESIC No	
Gross Salary	1.00	Payable Days	0.00
Bank & A/c No	Hdfc Bank & 50100009800252		
Earnings	Amount	Deductions	Amount
Basic Salary	0.00	PF	0.00
House Rent Allowance	0.00	Deduct Salary Advance	0.00
Conveyance Allowance	0.00	Professional Tax	0.00
Medical Reimbursement	0.00	Others	0.00
Telephone Reimbursement	0.00	ESIC	0.00
Special Allowance	0.00	Welfare	0.00
Leave Travel Allowance	0.00	Income Tax	0.00
CCA Allowance	0.00	Deduct Loan Advance	0.00
Other Allowance	0.00	Correction Amount	0.00
Performance Link Incentives	0.00		
Correction Amount Arrears	0.00		
Total Earnings	0.00	Total Deductions	0.00
		Net Salary	0.00
Rupees Zero Only			
Leave Balance as on 30 November 2019			
Opening - 0.0	Add Leaves - 0.0	Enjoyed - 0.0	Closing - 0.0
This is a system generated statement, hence signature is not required			



Investment Declarations

Investment Declarations for Income Tax Deductions

Ask employees for investment declarations so that income tax deductions can be prevented. It can be locked or unlocked at any time.

Income Tax Declaration

ERP User Login

Please Use Income Tax Generator in Statutory Management For Tax Computation. This is for Edit or Read purpose.

Voucher No	Auto	CIT (TDS) Address	
Employee Code		Employee Status	
Employee Name		PAN No.	
Company Email ID		Gender Category	
Gender		Generation Date	DD/MM/YYYY
Designation		Months Prior Joining Date FY	0.00
Joining Date*	DD/MM/YYYY	Assessment Year*	
Present Address		To Date*	DD/MM/YYYY

Income Tax Calculation

Gross Salary	0	Salary Paid Upto Now	0
Months Paid Upto Now	0.00	Prior Joining Days	0
Prior Income Before Joining Date	0	Salary for the Year	0

Additional Income

Perks	0.0	Annual Bonus	0.0
Annual LTA	0.0	Annual Medical Reimbursement	0.0
Rent	0	Interest Income	0
Total Additional Income	0		

Exemptions

Conveyance / Standard Deduction	0	Medical Reimbursement	0
Leave Travel Allowance -Section 10 (5)	0.00	No. of Children	0
Months	12	Rate	0

Investment Declarations for Income Tax

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India**



**IT Partner
2016**

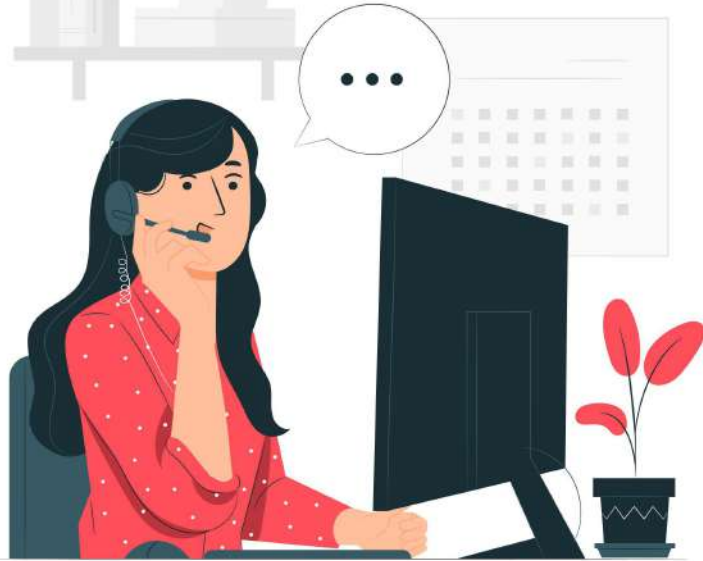


**IT Market Research &
Product Analysis
2016**



**Brand of The Year
2014**

Contact Us



MUMBAI (CORPORATE OFFICE)

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