SmartOffice

Biometrics • Attendance • Payroll

HRMS

Solution specially designed for **SME's**

Seamlessly Integrated

N-X990

Management

Human
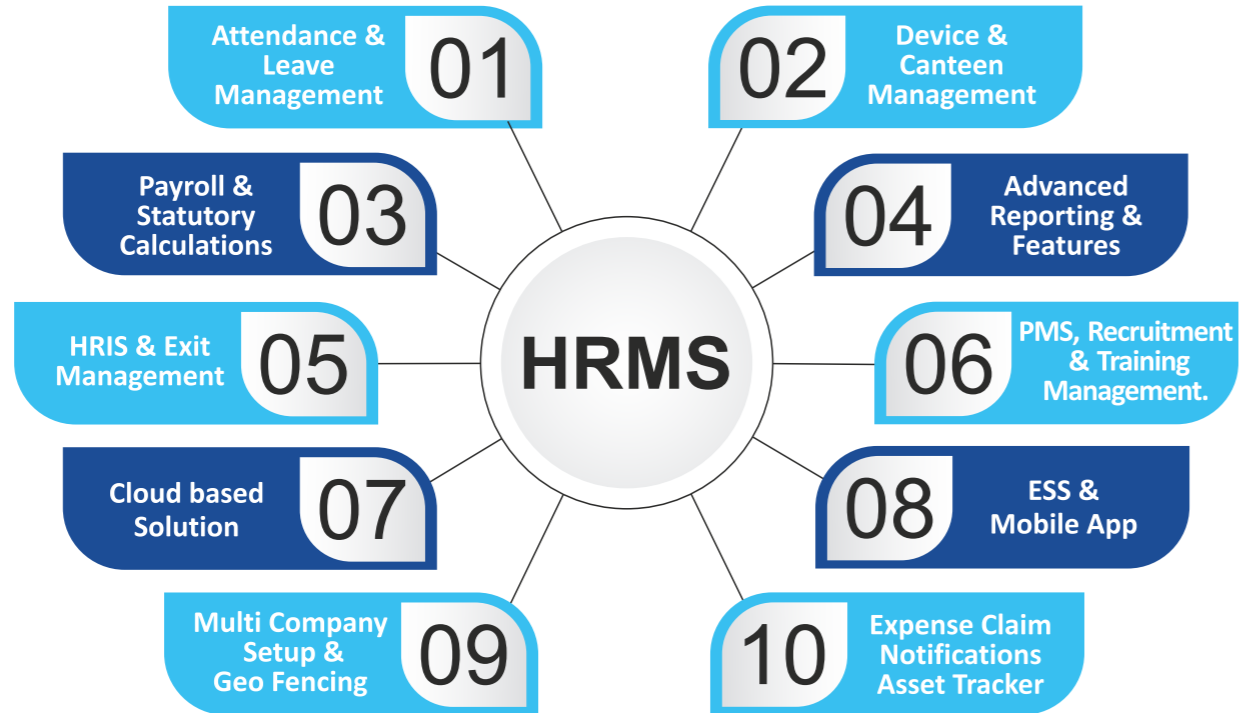
HRMS

Resources

System

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INDEX

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 is on a **single Platform**. Since right from the start we have **focused on SME's**, the features and pricing have been designed to make it **pocket friendly and easy to use**. It also comes with a powerful tool i.e. **ESS and Mobile App**.

Based in Bangalore, we have almost 30+ direct/indirect workforce who believe that Experience combined with Energy makes a team complete. Our management team comprises of people with almost a Decade of Industry experience in various fields, combined with core software & HR industry knowledge of total 10+ years. With continuously increasing network of 1000+ channel partners we have a good network to provide solutions all over India.
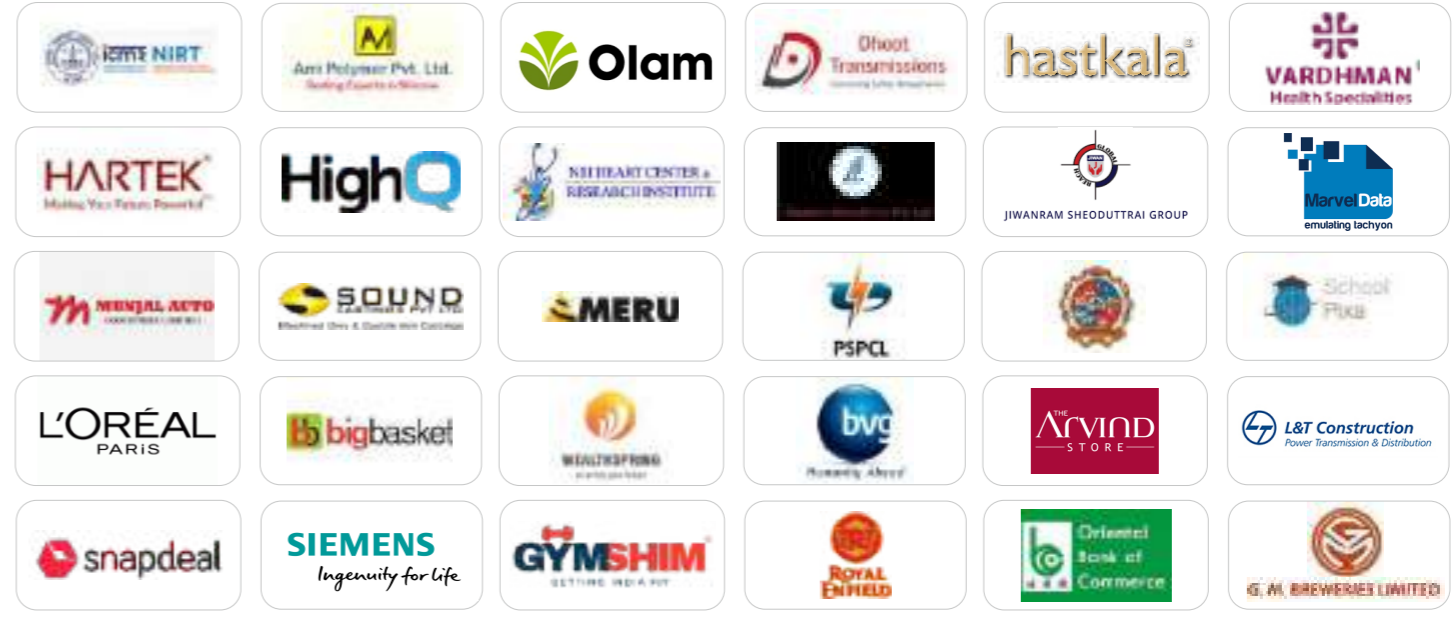
Since no customer is the same, with varied requirements, number of employees and budget; we have developed solution on all three platforms - Desktop, web and Cloud; that enables us to provide solution to all type of customers.
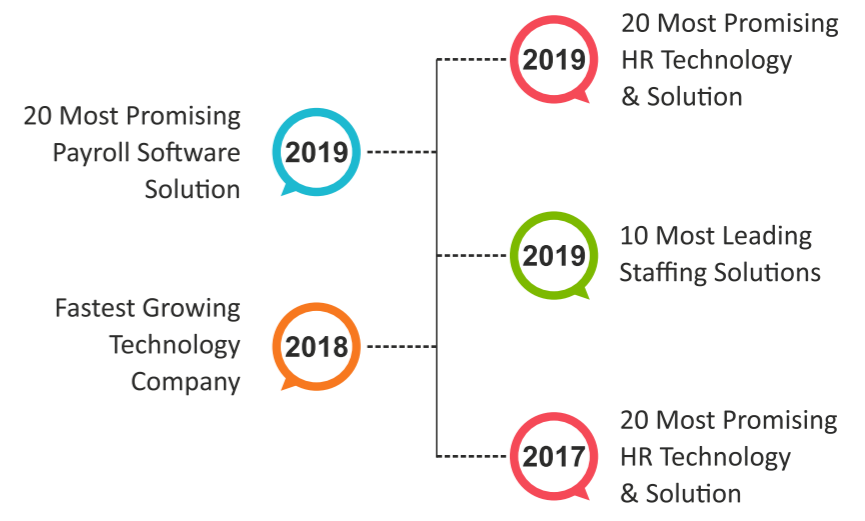
HRMS

- **01** Attendance & Leave Management
- **02** Device & Canteen Management
- **03** Payroll & Statutory Calculations
- **04** Advanced Reporting & Features
- **05** HRIS & Exit Management
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- **09** Multi Company Setup & Geo Fencing
- **10** Expense Claim Notifications Asset Tracker

Clients

Attendance	Payroll	Cloud	Payslips
100000+	100+	1000+	25000+

ICME NIRT · Ami Polymer Pvt. Ltd. · Olam · Dhoot Transmissions · hastkala · VARDHMAN Health Specialties

HARTEK · HighQ · NH HEART CENTER & RESEARCH INSTITUTE · JIWANRAM SHEODUTTRAI GROUP · Marvel Data emulating tachyon

MUNJAL AUTO · SOUND · MERU · PSPCL · School Pixa

L'ORÉAL PARIS · bigbasket · WEALTHSPRING · bvg · Arvind STORE · L&T Construction Power Transmission & Distribution

snapdeal · SIEMENS Ingenuity for Life · GYMSHIM · ROYAL ENFIELD · Oriental Bank of Commerce · G. M. BREWERIES LIMITED

Ramesh Gudepu – DGM HR Olam Agro India (P) Ltd
"DGM HR Olam Agro India (P) Ltd -Understanding the customer requirements based out of remote location is strong. Getting the software configured for our requirements was done at a quick pace."

Kiran – IT Head - NRI Academy of Science
"Various attendance and data portability options has made the whole process easy"

Amar - G.M Breweries
"Process has been made easy with the automation activities like overtime and various other activities."

- **2019** 20 Most Promising Payroll Software Solution
- **2018** Fastest Growing Technology Company
- **2019** 20 Most Promising HR Technology & Solution
- **2019** 10 Most Leading Staffing Solutions
- **2017** 20 Most Promising HR Technology & Solution

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Attendance Management

Capture Attendance in all possible ways : Connect Biometric / Import logs from Pen-drive / Import from excel / Web based or Mobile App based clock in/clock out with GPS.

SMS & Email option to employees & Managers, making notification & regularization easy

Fully automate your HR Rules : Late coming/early going, Partial day rule, week-off, continuous late/early, Overtime/Compensatory off (with auto approval option), Prefix & suffix and various others.

Holiday Group/Restricted holidays : Define holiday groups or public holidays with option to apply for restricted holiday, (limit on number of Restricted holidays can be set)

Parallel database or FTP setting : Integrate SmartOffice with third party applications both ways.

Various shift options - User defined shifts with break time, partial day and half day settings. Flexible shifts for people with no specific start or end time. Multiple shifts for industries like hospitals, factories & hotels etc. And shift rosters for preplanning of shifts.

Leave Management

1. User defined leave types, with various auto allotment & availing options.
2. Various Restrictions feasible like - Clubbing, Min & Max per instance, Gap between two instances etc.
3. You can Apply, cancel and view Leave Credit History/summary from your ESS/Mobile App.
4. Easy and Automated Year End carry forward options.
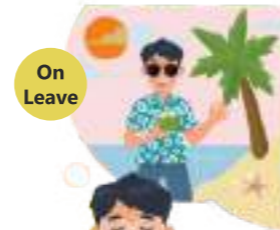
What's New

▶ Email based leave approval & Intimation, with reminder facility for managers.

▶ Earned Leave option – Leaves credited based on Present days, can be processed employee wise.

Device Management - Two way communication is now a reality

1. Centralized Fingerprint registration - Just register on one device and transfer to any number of devices.
2. View users in Device or Device status (online or offline). Auto email trigger with status of device online or offline status.
3. Set device type – Attendance, Access or Canteen. Enabling the use of device accordingly.
4. You can also search, delete or block/unblock* employees using device commands.

What's New

▶ **User Online Registration** – Now no need to give admin access or send a new employee to Head office to get him registered, just have the employee stand in front of the device and do it online.

▶ **Auto expiry or removal of FP/Face Template** – You can set expiry rules or auto expiry for each employee or remove the employee access from the machine after he completes his notice period.

Canteen Management

1. Integrate canteen devices directly with the software
2. Create canteen menus like breakfast, lunch, snacks etc based on timing. Or work code for selection.
3. Employer and employee contribution can be mentioned. Menu options can also be set in device.
4. MIS Reports like;
   A. Daily & Monthly canteen reports.
   B. Work code wise report which helps in calculating cost and planning various other activities.
5. The contribution report can be used to import the data into payroll in Additional earnings window.

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Complete Payroll

Complete Salary Calculations as Required

1. Automate your complex calculations, logics and formulas,with our completely flexible options
2. Create any number of structures, Grades. Assign different calculations for Same Salary head differently for different people.
3. Define your own formula for paydays.
4. Define different dates for Attendance month. Ex: 26th to 25th
5. Option to create salary heads under Flexible Benefit Plan, for IT benefits.
6. Hourly, Daily, Monthly and Piece rate wise salary calculations feasible.
7. Easy to migrate using our Excel import option.

SALARY CALCULATIONS

Statutory TDS TAX

Advanced Reporting

Advanced Features

Advanced Reporting

1. Various Earned salary reports on a monthly, yearly & Daily basis.
2. Pay-out reports like Bank statement & formats, cheque and Cash statements.
3. IT Computation, TDS break-up reports, and FVU Generation (24Q) for TDS compliance
4. Salary reconciliation & Earned v/s Theoretical report for ease of comparison on Month on Month basis
5. Salary kept on Hold, Arrears, CTC, Salary Revisions and Pay-days reports.
6. Detailed Break up reports on - Overtime, Arrears, HRA calculation, Late or Early and others.
7. Various compliance or government forms like Form T (Muster), C, D (Bonus), 9 (Overtime) or I (Fine).

What's New & Upcoming

▶ Emails on Critical Changes - Designated person will get emails on any changes in predefined windows.

▶ A separate window for variable monthly inputs, for automated calculation of Incentives or similar heads.

▶ Improvised options in JV – Employee/Company/Cost centre wise reports.

▶ Employee life cycle tracking - Date of Promotion, educational details, family details, experience history

What's New & Upcoming

▶ Report Writer : For Creation of any number of user defined reports.
▶ Now managers can approve expense claim in their ESS Web login.
▶ Calculation of Shortfall days and amount in F&F Process with auto deduction of pending Advance amount.

Complete Statutory & TDS Management

1. Completely automated statutory calculations (PF, ESI, PT, LWF) with auto updates on latest changes
2. Upload ready formats of statutory challans (PF, ESI), including supplementary PF.
3. Option to submit IT declaration, check IT Computation for employees to completely automate TDS
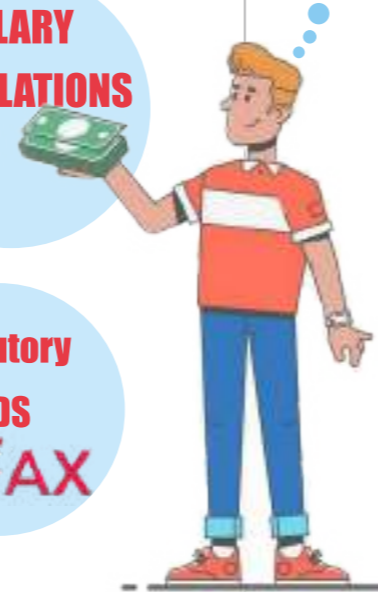4. Form 24Q i.e. TDS return filing, Payslip, Form 16 generation with Digital signature

Advanced Features

1. Advanced version of Full & Final Settlement process
2. Expense Claim and reimbursements with proof submission.
3. Day wise or Month wise Increment with Arrears calculations.
4. Loans and Advances Management, Gratuity, Bonus, Leave Encashment etc
5. Adhoc Earnings and Deductions with formula option
6. Complete setup of Leave Travel Allowance.
7. JV Integration with Tally, SAP and Others
8. Create check list, Upload Company Policy/forms for employees to view in ESS
9. Asset Tracker. Notifications on Important dates like Birthday, Anniversary, Confirmation, Promotion etc

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HRIS - On boarding, HR Letters & Documents Management

1. Online submission of documents and details using ESS
2. Employee can download, read and accept company policy and forms
3. Dashboard to verify what is completed / due in both Employee & Admin login.
4. Documents stored post verification by HR with Expiry dates*
5. MIS reports - New joinee list, Month wise status on documents submission, Employee Details verification report for acknowledgement & re-submission by employee.
6. HR Letter creation & generation in one click with all the details as and when required
7. Store all documents received/generated/issued to the employees for future reference

ON-BOARDING
- Hello
- Our Team
- Upload Documents

HR Letters Generation
- Define Formats
- Generate Employee wise
- Store for Future*

DMS
- Compensation History
- Personal & Family Details
- Education & Employment history

Exit Management

1. Online submission of requisition and approval
2. Requisite Clearances from Asset, Accounts etc. departments.
3. Notice period adjustment, shortfall deduction, leave encashment, loan recovery etc
4. Separate payslip for F&F settlement.
5. Unauthorized absence resulting in termination.
6. Option to maintain details like - Can be Rehired, Manager comments, Forward emails to, Forward Data to.

EXIT

Recruitment

1. A Complete process of submitting the request with the requisite details till generation of offer letter
2. Approval based process to have transparency and better sourcing results
3. Feasibility of scheduling interviews and SMS/email communication to the prospective candidates

1. Option like Questionnaire, Online test and storage of results, enabling the entire sourcing process.
2. A final feedback by each interviewer and simultaneously of candidates in case of rejection of offers.
3. Various MIS reports

Recruitment
1. Requisition Submissions & Approvals
2. Scheduling Interviews & Sending Intimations
3. Finalizing candidates & storing feedback
4. Release offers

Training
5. Scheduling & Resourcing
6. Evaluation of Trainers/Trainee
7. MIS Reports

Performance Mana.
8. Goal Setting
9. Defining parameter with weightage
10. Response submission with time line
11. Evaluation Reports.

Training

1. Different programs or training setup based on Product or service based company
2. Evaluation of Trainers and Trainee and Report for allotted and Attended trainings
3. Integration with Online test applications.
4. Setup for defining Approvals based on training requests.
5. Integration with Promotion/Probation/Appraisal/Evaluation

Performance Management

1. Goal Setting / Defining Parameters (like Competencies, goals or core values) / KRA / Target Settings
2. Application of Weightage for Employee Rating, approver rating
3. Submission of reviews by reporting managers with option to set time line
4. MIS reports
5. Define weightage for Applause certificates or specific Project / Success Stories*

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"Hosted on a world class data centre, with more than 1000+ client on board processing attendance for more than 100000+ employees, we have a history of having 99% server uptime. **Makes Us Happy & Proud "**

Benefits of Cloud Version

• Access from Anytime and Anywhere

• Save cost in terms of Space & Hardware Investment

• No server maintenance or other IT related issues

• No Data loss issues or tensions

• Your issues will be sorted out without taking access of your PC.

• No need to maintain IT person for the server

• Easiest to setup – No installation of any applications/software required.

• No need of Static IP and enjoy the ease of remembering a name rather than IP

No Server / No Software / No Static IP Required

ESS and
Mobile App

Mobile App | Employee Self Service

With GPS based tracking and lot many options, it gives complete flexibility & satisfaction to the employees/managers to manage attendance & payroll activities on the go.

Geo Fencing
Track your employee with Geo Fencing* options.

Attendance detail
Check your swipe and Attendance details.

Regularization
Apply Regularization, OD or cancel the same

Apply Leave
Apply Leave, cancel and see leave summary.

Colleagues on Leave
View colleagues on leave in the current week.

Over Time
Submit Compensatory off or Over-time request.

Public Holiday & RHO
View Holiday list and apply for restricted holiday.

Company Policy
View or Download Company policy or Forms

TDS Management
Submit IT Declaration and generate IT Projection/computation.

Payslip & F16
View or Download Payslip, F-16.

Expense Claim
Submit Expense Claim with proofs.

Perquisites
Submit FBP declaration or reimbursement for salary heads

View & approve all the above details/requests from your manager login.

What's New & Upcoming

▶ More Analytics on the Dashboard & feasible windows

▶ IMEI Restriction, Auto approval of Clock in/out, Rejection of Blank location.

▶ View list of your subordinates, their leave summary and Attendance summary from Manager Login

▶ Option to assign shift and week off using ESS option for Managers

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Multi Company Setup

Company 1
Company 2
Company 3

Manage everything from single login

1. Separate Pay-slip and F-16 for all companies
2. No need of Multiple IP/Ports, databases, servers or even separate biometric devices for each company.
3. No need to define/create the same setup in each company repeatedly
   Note: TDS filing or 24Q will be feasible only for one company.

TDS filing or 24Q will be feasible only for one company.

Geo Fencing

Now restrict the Mobile clock in/out only from defined locations/branches.
1. Useful where internet connectivity is a challenge
2. Assurance of Genuine punches & so no need of approvals
3. Can be defined branch wise

Authorized Punch
Unauthorized Punch
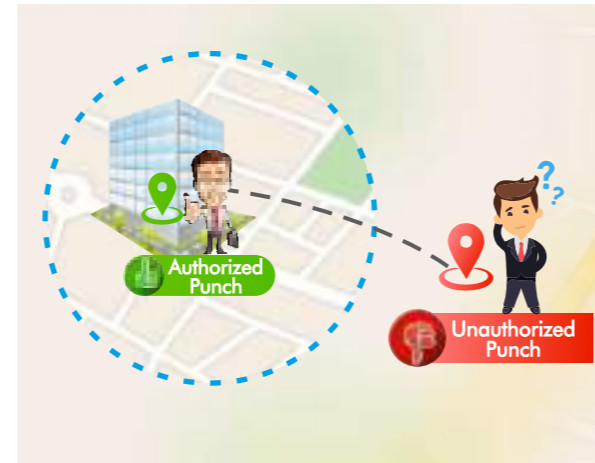
Upcoming

▶ For Marketing employees, visiting multiple clients, Employee will place request for the same, which will be approved by manager from his login.

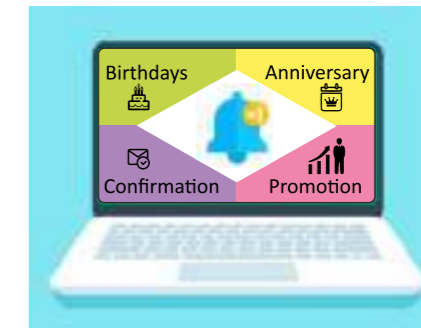Features or options can be changed without prior notice.

Expense Claim

CLAIM

1. You can apply expense claim from anywhere and anytime
2. You can also submit single or multiple documents with complete details
3. Approval can be done by Managers using ESS
4. Export details showing approved and non-approved details
5. Define multiple categories and sub categories as you want.
6. Define the mode of payment as required – Cash, Cheque, Transfer or F&F

Upcoming

▶ Complete track of the claim i.e. submission date, approval date and Paid date.
▶ Two level approval with details of both the approver.
▶ A separate payslip for Expenses claim

Notifications

1. Check important notifications like Birthdays, Anniversary, and Confirmation etc.
2. Send mass mailers from the Admin login with attachment.
3. Generate list based on Week or Month.

Birthdays   Anniversary
Confirmation   Promotion

Asset Tracker

Create
Manage
Distribute
Retrieve
Archive
Asset Management

1. Define various Group, Asset type and Items
2. Add Assets with Serial number, purchase date, cost and allotted employee
3. You can also view the complete stock register
4. Employee wise Asset list also available with Return date useful while F&F process

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Did you know?

A Chart on when statutory like PF, ESI, PT, LWF, Bonus and Gratuity become applicable, and surrounding rules

	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	-

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ARREARS

PF will be applicable for any salary paid in Arrears i.e. any back dated salary increment or previous month salary payments.
A separate challan by name "supplementary PF" has to be submitted to EPFO.

LEAVE ENCASHMENT

Exempted to the extent of 300000*, if paid during retirement or separation,
whereas fully taxable if paid during the service or at termination.
It is completely exempted for Govt. Companies.

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

	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/-*

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