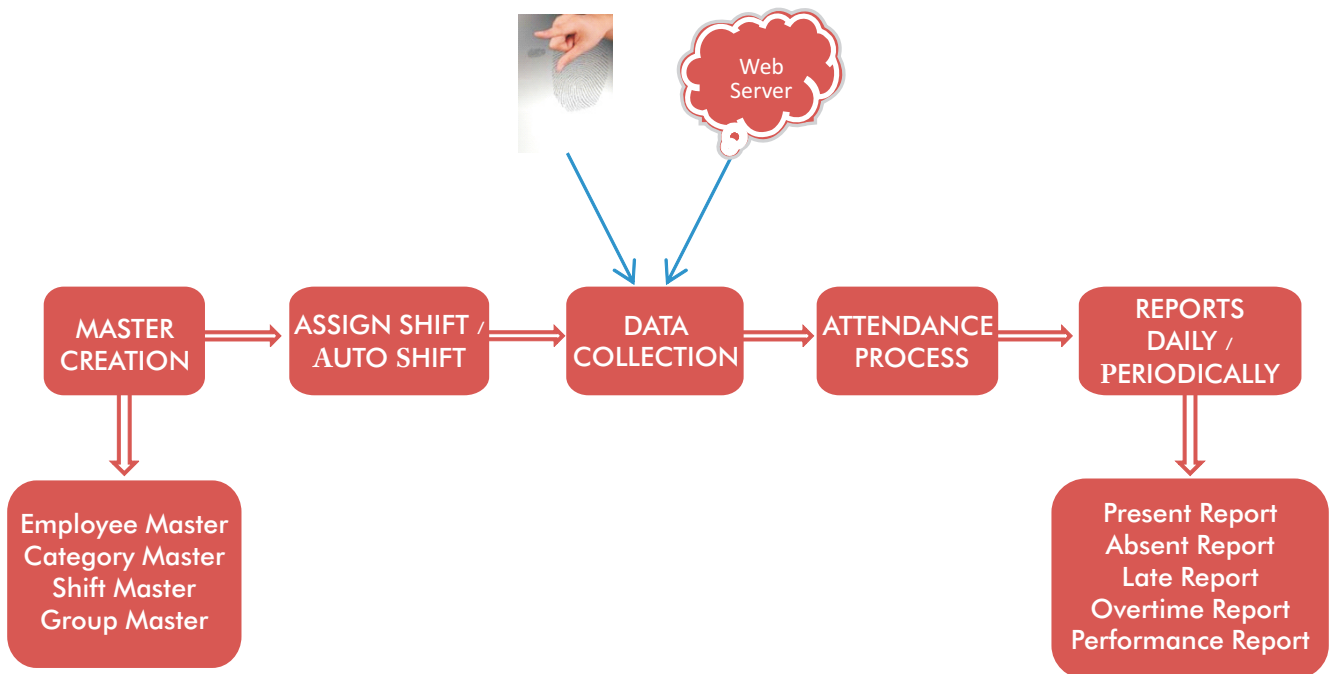




TRACE – TIME OFFICE SOFTWARE

Time Office Software helps to tracks employees' time attendance details and provides a daily reconciliation of time records as reports or for further processing (e.g. by payroll software). As a result, the software cut down on administrative time, Safeguards from error, and saves a substantial amount of money that could have been lost due to mishandled time cards and employees punching in for each other. It helps to increase productivity, track employee attendance more accurately, and exercise tighter control over employee time and attendance errors. It is a complete and a cost effective solution for Time Keeping/HR department for T&A.



FEW REPORTS AVAILABLE:

- Employee Daily Arrival (Early / Late)
- Daily Attendance (Present /Absent/ Missed Punch)
- Daily Over Time
- Daily On Duty
- Daily Permission
- Daily Leave (CL/EL/SL/ML etc.,)
- Monthly Attendance Late
- Monthly Over Time