DILIGENT ITECH
PRIVATE LIMITED
CIN : U72300WB2014PTC200458

Diligent Itech Private Limited

IT SERVICE PROVIDER

2no D.B Nagar, Sodepur, Kolkata, Barrackpore, West Bengal 700110

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www.diligenttech.in

ETPT
E-Time Pay Track

Our Valuable Client

EMPLOYEE MASTER

- Employee Login creation, Employee ID Allotmente
- Joining Information, Profile with images
- Present & Permanent Address
- Emergency address and contact person details
- Dependents information : Contact details , Name ,Relation & more
- Professional Information : Branch, Grade , Designation , Reporting Manager , History
- Statutory Details: PF, ESI, PAN, P-TAX, TDS etc.
- Document Attachment Facilities Like: Bio-data , PAN , Voter Card ,
- Bank Pass Book Details Etc.

LEAVE & ATTENDANCE MANAGEMENT

- Leave Rule (Sick Leave, Casual leave, Earn Leave, Privilege Leave , Consolidated Leave Etc.) – To be defined by subscribed users
- Approval Hierarchy – As defined by subscribed users
- Leave requisition , Approvals and rejection through system
- E-Mail Notifications, Leave Balance Details
- Holiday and off days – As defined by subscribed users
- Comp off Leave Management
- Attendance management with miss punch setup according to shift roster.
- Flexible Attendance input (Only For HR)
- Late coming, early going, absence due to travel on duty etc.
- Monthly /Yearly leave carry forward & encashment
- Comp-Off Leave Management

💰 PAYROLL MANAGEMENT

- Flexible Pay Structure
- User defined salary heads (Allowance and deduction)
- Maintaining payroll history for each employees
- Salary revision & increment management
- Loans and advance management
- TDS, Leave, LWP Calculation
- Pay slip generation & auto emailing
- Pro rate calculation, Arrear calculation and processing
- Employee transfer promotion and increments
- Reimbursement / Allowances Managements
- Full & Final Settlement

E-Time Pay Track

3no Govt Colony, R.N Tagore Road, Sodepur, Kolkata - 700110

📱 9804154521, 📞 033-2456-2696

✉️ 1234demo@example.com

🌐 www.etpt.in

SHIFT & TIME ROSTER

- Shift Timing Setup
- Shift Rule Setup
- Shift Rotation Setup
- Office Time Setup

UTILITY MODULE

User authentication management •

Database Backup •

Query & Report

- ✓ Basic Attendance Report
- ✓ Detailed Attendance Report
- ✓ Detailed Summery Attendance Report
- ✓ Present Report
- ✓ Absent Report
- ✓ Late Coming Report
- ✓ Early Going
- ✓ Short Worked Report
- ✓ Missed Out Punched Report
- ✓ Leave Record
- ✓ Out Door Duty Record
- ✓ Employee Detailed Report
- ✓ Pay Slip
- ✓ Monthly Salary Statement
- ✓ Employee Wise Salary Statement
- ✓ Employee wise PF report with breakup
- ✓ Employee wise ESI Report
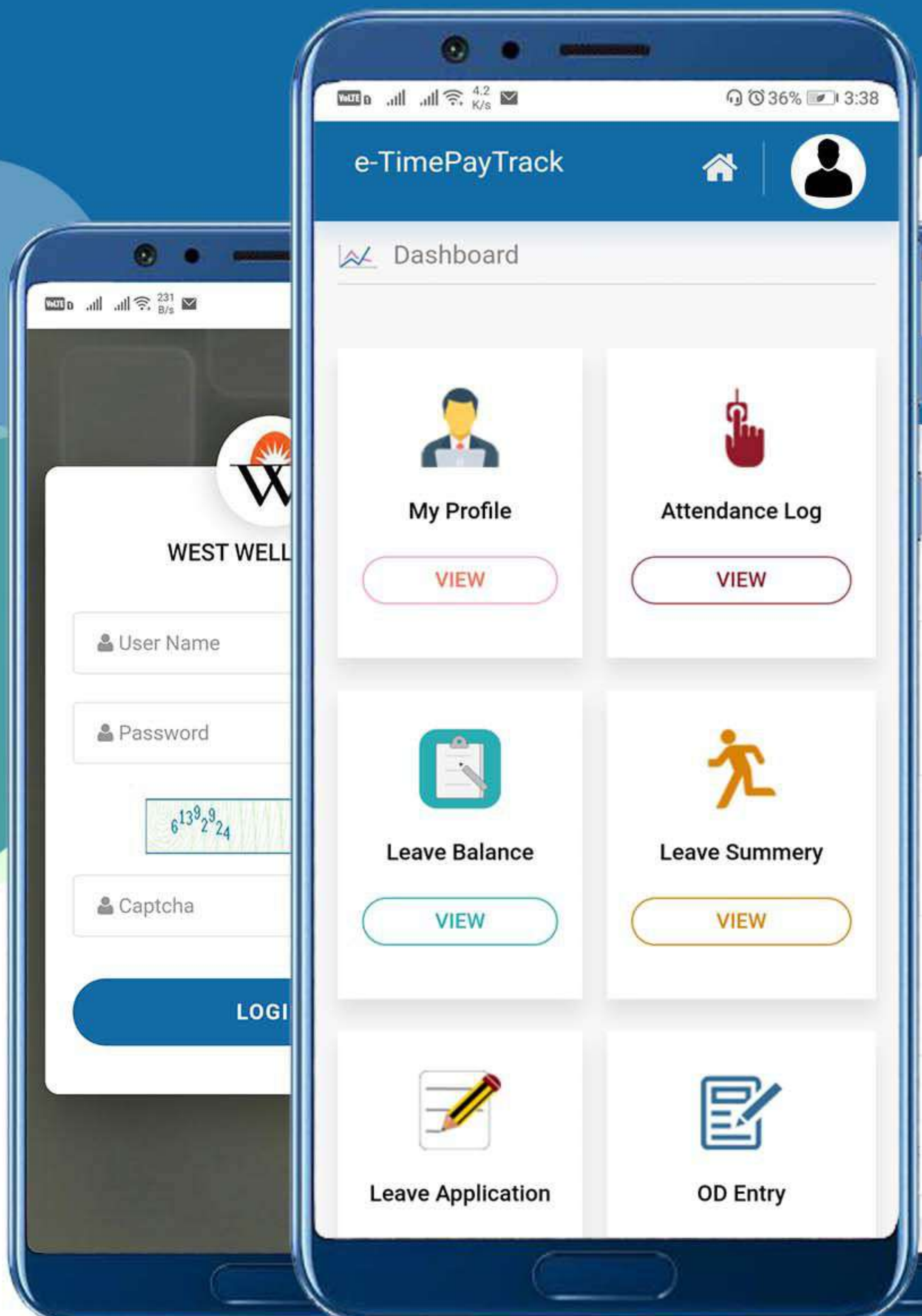- ✓ 10 Nos of customize report as per client demand

EMPLOYEE DASHBOARD

o **Employee Login**

o **Send leave application**

o **TA Management**

o **View and download Payslip**

o **View leave application status**

o **View attendance**

o **View leave balance**

o **Notice Board**

HR DASHBOARD

o **Manage employee master**

o **Leave & Attendance Management**

o **Manage KRA & KPI**

o **Payroll Management**

o **View , Print and download reports**

e-TimePayTrack

Dashboard

My Profile
VIEW

Attendance Log
VIEW

Leave Balance
VIEW

Leave Summery
VIEW

Leave Application

OD Entry

WEST WELL

User Name

Password

Captcha

LOGI

Basic Canteen Management Solution

✓ Fetch Canteen data by using employee bio-punch
✓ Food Calculation (direct attach with payroll)
✓ Employee wise no. of Tea , breakfast , lunch and dinner history
✓ Customize report as needed

VISITOR MONITORING SYSTEM

✓ **Visitor registration with picture**
✓ **Generate gate pass.**
✓ **Departmental aleart for upcoming visitors**
✓ **Date wise visitor log.**
Customize report as demand.

EXTRA FACILITIES

✓ Employee with multi shift setup (Shift group management).
✓ Blocking / Unblocking Module:
✓ Employee and device wise attendance blocking and unblocking management.
✓ Miss punch report generation by following shift roster.
✓ Cron job setup for sending daily attendance (auto mailing) to HOD
✓ Employee wise promotion and gradation logs for last three years.
✓ OD management module. (HR and Employee both)
✓ Gate pass management module.
✓ Probation for Implementation of SMS gateway
✓ Probation for Implementation of mailing gateway

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Qualification Details

Nominee Information

Bank Details