# Time Office Software

#### **STAR LINK INDIA**



### About STAR LINK

Star Link Communication Pvt Ltd proved itself to be the pioneer and leader in providing solutions related to Attendance and Biometric Access Control. In this tenure of our services, we have served 3000+ satisfied clients, which is still counting.

Our sole motto is to provide solutions according to the requirement of the clients. We incorporate the demands of the client according to their requirement, providing customer delight. We provide cost-effective solutions that are highly efficient, which help our clients to reduce the administrative cost.

To achieve this objective, we have set a strict parameters of checking quality, and efficiency of our products. Each product is checked at each stage of production and we source our raw materials from reliable vendors. These all merits allow us to deliver top quality services among our existing and new clients.



### **Time Office Software - Introduction**

Star Time Office Software is developed keeping in mind the work structure of any company and corporate. This software helps you to streamline the workforce by keeping their track records of attendance, leaves and Over times. It helps you to manage the group, section or department. As a whole it gives you a perfect way to manage the records of employees without any hassle. In fact, this software is user-friendly, as its options and other tabs are easy to manage while the it generate the reports in excel file.



Star Time Office Software is developed with unique features which makes it more worthy. It allows the user to set the leave accrual policy, shift timings (for round-the-clock operations) ,etc. This software helps the HR to reduce the managing cost while increasing the efficiency. This software also eliminates the hassle of expensive hardware installations and messy paper works .And the most important feature of Star Time Office Software is that it is a Web based application. Being web based application allows this software to be accessed from any part of the world with an internet enabled device.



### Software Features

- Directly integrated with Attendance Machine
- No Manual Interpretation for data processing
- Multiple-shift handling option
- Employee-wise policy setting
- IN/OUT punching from single machine
- In-built leave module
- Easy interface with ERP, HRMS, Payroll
- Any kind of customization possible



#### **Additional Features**

- Daily, monthly, weekly, yearly, leave, compliance and other reports are generated
- Dynamic OT round-off policy
- Dynamic late arrival plan
- RTC concept for Night Shift employees
- Shift management Rotational & Fixed
- Overtime set-up
- Gate pass generation option
- Reason Card option
- Shift change option
- All master import option through Excel



### **Other Reports**

- Duplicate Checking of entries
- Punching Patterns for Employees
- No Punch
- Single Punch
- Two Punch
- Four Punch
- Multiple Punch



### **System Requirements**

#### For window based:

Processor – P4 & above RAM – 1GB min Hard disk – 20GB Operating System – WindowsXP and above

#### For web based:

Hard disk – 80GB RAM – 4GB Operating System – Windows 7 & above Processor – i3 & above IIS6 & above .Net framework 4.0





**simple** – No hassle of finding and going through department-wise attendance registers. No wastage of time on flipping through pages and trying to find individual records. Individual, as well department – wise records are a second away!

**User-friendly** – Using our time office software solution is far from being a rocket science. The reports are generated in MS Excel. (And your HR & accountancy personnel know Excel, right?) Calculating salaries is so much easier!

**Reduces** Cost – We are offering you a solution that would greatly reduce your workload, improve the efficiency of your HR personnel, without burning a hole in your pocket! After all, it does not require any expensive hardware installation! Manual maintenance (Paper) cost is eliminated too.

**Easy Access** – A web-based application, you can easily access it from anywhere in the world! All you need is an internet connection!

**Maintains Records** – You pay for a software solution to help you with attendance, but you get so much more for the price you pay! Not just attendance, it also keeps records of scanned documents submitted by employees (at the time of their joining) and their personal information.



#### **For Any Biometric Need**

#### **Contact Us:**

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## Thank You