



# TIME OFFICE SOFTWARE



Presented by STAR LINK

# INTRODUCTION

Star Time Office Software is designed to align with the work structure of companies and corporate environments, ensuring seamless workforce management. It efficiently tracks employee attendance, leave records, and overtime, making it easy to manage groups, sections, or departments. This user-friendly software simplifies employee record-keeping, eliminating manual efforts and ensuring error-free data management. Reports are automatically generated in Excel format, ensuring easy accessibility and analysis.

What makes Star Time Office Software stand out is its unique features. It allows customized leave accrual policies, shift timing configurations for round-the-clock operations, and workforce tracking. By automating attendance processes, it helps HR teams reduce administrative costs while improving efficiency. Additionally, it eliminates the need for costly hardware installations and paperwork hassles, making it a cost-effective solution.

The most significant advantage of Star Time Office Software is its web-based accessibility, enabling users to manage attendance and employee records from anywhere in the world using an internet-enabled device.

# SOFTWARE FEATURES

- **Directly integrated with Attendance system**
- **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**



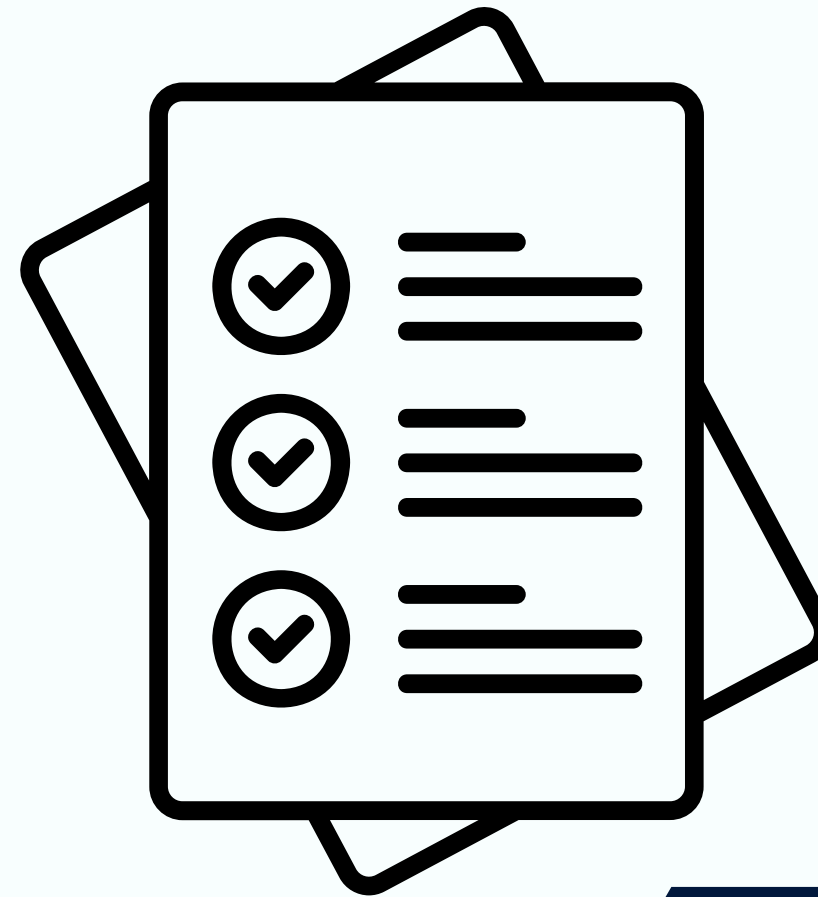
# ADDITIONAL FEATURES

- 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
- Shift change option
- All master import option through Excel
- Process has been converted to service from exe.
- Features of Flexi Time in shifts
- Enhanced C-Off Policies
- Enhanced leave policies
- Dynamic Report
- Statutory Reports



# OTHER REPORTS

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



# Advantages of Time office software

- **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.

# SYSTEM REQUIREMENTS

## FOR WEB-BASED SYSTEM

- > PROCESSOR: CORE4DUO/I7 OR HIGHER BUT XEON PROCESSOR WILL BE PREFERRED
- > RAM: 16GB | HARD DISK: 500 GB OR MORE.
- > IP : GLOBAL STATIC IP
- > OS: WINDOWS SERVER 2012 OR HIGHER.
- > SQL SERVER: SQL SERVER 2014 STANDARD OR HIGHER
- > WEB SERVER: IIS 7.0 OR HIGHER
- > SSL CERTIFICATE: REQUIRED

## FOR WINDOWS-BASED SYSTEM

- > PROCESSOR: I3 & ABOVE
- > RAM: 8GB
- > HARD DISK: 80GB
- > OS: WINDOWS 7 & ABOVE
- > SQL SERVER: 2005 & ABOVE

# WHY WE ARE AHEAD OF OTHERS:

- Latest technology.
- Superior Standards of quality.
- Customization facility
- Competitive prices.
- Prompt delivery.
- Excellent after sales services.
- Complete solution as per need.





# THANK YOU

For more details,  
visit: [www.starlinkindia.com](http://www.starlinkindia.com)  
Contact Us: 011 4084 8888