



SKILLMIND SOFTWARE



WELCOME TO
OUR COMPANY

2023

www.skillmindsoftware.com

Timetrax is a leading provider of innovative human resources solutions designed to streamline and optimize HR processes for businesses of all sizes. Our mission is to empower organizations to effectively manage their most valuable asset—their people—by offering comprehensive, user-friendly, and scalable software solutions.

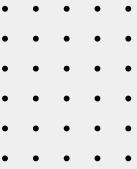
SYSTEM OVERVIEW



ABOUT US



At our core, we believe that HR processes should be efficient, transparent, and data-driven. Our software is designed to automate time-consuming tasks, simplify complex workflows, and provide actionable insights that enable HR professionals to make informed decisions. By leveraging technology, we aim to revolutionize HR management and create a positive impact on businesses worldwide.



FINGERPRINT OR BIOMETRIC TERMINAL



Timetrax is integrated with a biometric terminal (Fingerprint technology). By incorporating biometric features into HR software, companies can enhance security, improve accuracy, streamline processes, and provide a seamless user experience for both HR professionals and employees. It ensures the integrity of HR data, safeguards against unauthorized access, and strengthens overall HR management practices within the organization.





EMPLOYEE RECORDS



- Import of existing employee list using step-by-step guide of Data Mapping Wizard.
 - Export Employee List into other formats (pdf, xls, xlsx, txt)
 - Detailed tracking of employee annual leave / vacation
 - Detailed tracking of all changes on employee data
 - Grouping employees by business units / departments
- search, filter, sort, find and print employee/ personnel records



REPORTS



Our report generating solution allows you to compile your own specific reports. Configurable reports have been created with the user in mind so are exceptionally quick and easy to use. Just one click will automatically draw up your chosen report which can then be export and stored in various formats. Our sample reports include:

- Attendance Reports
- Leave Details Reports
- Employee lists
- Employee HR List
- Leaves summary
- Late arrival Report
- Overtime Report
- Customized Reports
- Export Attendance Data



SHIFT MANAGEMENT



Our Comprehensive shift master supports multiple breaks in a shift, in/out timings, grace period. Allow assigning of shifts to employees with ample flexibility. Multiple shifts can be assigned on different days, weeks or for different months as and when required. Shifts can also be changed manually after the data processing and planned periodically.



OVERTIME MANAGEMENT



Keep overtime costs in check with easy to configure rules and settings that increase accuracy and improve compliance to overtime laws.

- Configure overtime policies
- Supports all overtime laws
- Special OT3 and OT4
- Easy overtime authorization flow
- Configurable double time policies
- Restrictions based on overtime approvals
- Apply OT policies to individual employees or by shift.



LEAVE MANAGEMENT



- **Create paid and un-paid leaves**
- **Monthly leaves accumulation based on yearly quota.**
- **Set leaves to carry forward balances, exclude weekly offs, holidays, etc.**
- **Leaves encashment which gets passed to Pay Master payroll automatically.**
- **Half day leaves**
- **Easy to use leave application & printing of application form.**

Ideal for:

- Supermarkets
- Office
- Retail Stores
- Hardware Stores
- Manufacturing

Long Term Benefits to your Organization

- Shift planning
- Reduced Fraud
- Real Time Reporting
- Labor Cost Control
- Single and Multi-side Support
- Reduced Administration
- Absence Control
- Efficient Labor Utilization




WHY DO YOU NEED TIMETRAX

BASED ON OUR CUSTOMERS REVIEW

- Increase time card accuracy
- Minimize payroll processing time
- Generate more than 30 professional management reports
- Reduce inconsistencies and errors associated with manual time tracking
- Track employee time, including arrival and departure time, breaks, overtime and absences
- Establish rules governing how employee time is accounted for (early clock in or out, overtime)

WHAT TO EXPECT



Sample Admin Edited

Holidays

User Groups

Sites

Audit

Settings

Reports

Summarised Attendance

Detailed Attendance

Raw Attendance

Exception Reports

Employees

Leaves

Home » Leaves

New leave

Import From HR

CSV

Excel

PDF


Column visibility

Print

Search:

Employee Name	Leave Type	Start date	End date	Days	Status	Actions
Austin Doe	Personal	14 June 2023	19 June 2023	5	Approved	
Trevor Coates	Sick	23 June 2023	30 June 2023	7	Pending approval	<div>Process</div>

Showing 1 to 2 of 2 entries

Sample Admin Edited

Leaves

Holidays

User Groups

Sites

Audit

Settings

Reports

Summarised Attendance

Detailed Attendance

Raw Attendance

Exception Reports

Employees

0

EMPLOYEES

4

ATTENDANCES

2

LEAVES

0

CASUAL STAFF PRESENT

0

CASUAL STAFF ABSENT

0

PERMANENT STAFF PRESENT

20

PERMANENT STAFF ABSENT

0

CONTRACT PRESENT

0

CONTRACT ABSENT

Sample Admin Edited

Dashboard

Company

Shifts

Employees

Attendance

Leaves

Holidays

User Groups

Sites

AMTEL

PRINTED ON: 24-06-2023

ATTENDANCE REPORT FOR: 01 JAN 2020 - 30 JUN 2023

#	Payroll Number	Name	Type	Date	Shift	Break(hrs)	Time in	Time out	Expected Hrs	Clocked Hrs	OT
1	12345	Austin Doe	Permanent	Mar 09	Morning	1	12:15pm	Not Checked out	0.0	0.0	0
1	12345	Austin Doe	Permanent	Jun 13	Morning	1	08:00am	05:00pm	7.5	8.0	0.5
2	12346	Victor Doe	Permanent	Jun 13	Morning	1	08:00am	07:45pm	7.5	10.8	3.3
3	12347	Yoh tyru	Permanent	Mar 30	Morning	1	02:46pm	Not Checked out	0.0	0.0	0
4	WIZ0041	Susanna Watkins	Permanent				Not Checked in	Not Checked out			
5	WIZ0040	Juliette Gibbs	Permanent				Not Checked in	Not Checked out			
6	WIZ0042	Allen Bowen	Permanent				Not Checked in	Not Checked out			

SAMPLE REPORTS



Sample Admin Edited

PRINTED ON: 27-06-2023

ATTENDANCE REPORT FOR: 01 JAN 2020 - 30 JUN 2023

#	Payroll Number	Name	Type	Date	Shift	Break(hrs)	Time in	Time out	Expected Hrs	Clocked Hrs	OT
1	12345	Austin Doe	Permanent	Mar 09	Morning	1	12:15pm	Not Checked out	0.0	0.0	0
1	12345	Austin Doe	Permanent	Jun 13	Morning	1	08:00am	05:00pm	7.5	8.0	0.5
2	12346	Victor Doe	Permanent	Jun 13	Morning	1	08:00am	07:45pm	7.5	10.8	3.3
3	12347	Yoh tyru	Permanent	Mar 30	Morning	1	02:46pm	Not Checked out	0.0	0.0	0
4	WIZ0041	Susanna Watkins	Permanent				Not Checked in	Not Checked out			
5	WIZ0040	Juliette Gibbs	Permanent				Not Checked in	Not Checked out			
6	WIZ0042	Allen Bowen	Permanent				Not Checked in	Not Checked out			



Sample Admin Edited

PRINTED ON: 27-06-2023

EXCEPTION REPORT FOR: 01 JAN 2020

#	Payroll Number	Name	Type	Date	Time in	Time out
1	12345	Austin Doe	Permanent	2020-01-01	Not Checked In	Not Checked Out
2	12346	Victor Doe	Permanent	2020-01-01	Not Checked In	Not Checked Out
3	12347	Yoh tyru	Permanent	2020-01-01	Not Checked In	Not Checked Out
4	WIZ0041	Susanna Watkins	Permanent	2020-01-01	Not Checked In	Not Checked Out
5	WIZ0040	Juliette Gibbs	Permanent	2020-01-01	Not Checked In	Not Checked Out
6	WIZ0042	Allen Bowen	Permanent	2020-01-01	Not Checked In	Not Checked Out
7	WIZ0027	Nina Butt	Permanent	2020-01-01	Not Checked In	Not Checked Out
8	WIZ0044	Muhammad Ballard	Permanent	2020-01-01	Not Checked In	Not Checked Out
9	WIZ0045	Deborah Horton	Permanent	2020-01-01	Not Checked In	Not Checked Out
10	WIZ0046	April Knowles	Permanent	2020-01-01	Not Checked In	Not Checked Out
11	WIZ00631	Janice House	Permanent	2020-01-01	Not Checked In	Not Checked Out



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PRINTED ON: 27-06-2023

Payroll number	First Name	Last Name	Email	Type
WIZ-12345	Austin	Doe	johndoe@example.com	Permanent
WIZ-12346	Victor	Doe	janedoe@example.com	Permanent
WIZ-12347	Yoh	tyru	test@amtelso.com	Permanent
WIZ-WIZ0041	Susanna Watkins		2@wizag.biz	Permanent
WIZ-WIZ0040	Juliette Gibbs		3@wizag.biz	Permanent
WIZ-WIZ0042	Allen Bowen		4@wizag.biz	Permanent
WIZ-WIZ0027	Nina Butt		5@wizag.biz	Permanent
WIZ-WIZ0044	Muhammad Ballard		6@wizag.biz	Permanent
WIZ-WIZ0045	Deborah Horton		7@wizag.biz	Permanent
WIZ-WIZ0046	April Knowles		8@wizag.biz	Permanent
WIZ-WIZ00631	Janice House		9@wizag.biz	Permanent
WIZ-WIZ0047	Trevor Coates		10@wizag.biz	Permanent
WIZ-WIZ0048	Olive	Lvons	11@wizao.biz	Permanent

SKILLMIND SOFTWARE

ABOUT SKILLMIND



Skillmind Software is a prominent IT company specializing in Human Resource software, redefining how businesses manage their workforce. With a strong emphasis on agility, growth, and a customer-centric approach, Skillmind Software delivers state-of-the-art HR solutions that empower organizations to excel in a dynamic environment. Our flexible development practices ensure rapid deployment and seamless integration, enabling businesses to swiftly adapt to evolving HR needs.

We prioritize customer satisfaction, tailoring our software to meet unique requirements. Through continuous innovation and an unwavering commitment to growth, Skillmind Software remains at the forefront of HR technology, providing scalable solutions that drive efficiency, engagement, and overall organizational success.





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CONTACT INFORMATION



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