



## TIME-ATTENDANCE

People are the most valuable asset and their time is the most valuable resource. Managing people's attendance and timings is a basic, yet critical challenge for any organization. One cannot underestimate complexity of time-attendance due to organization structure, hierarchy and disparate operational needs. It is very challenging to capture time-attendance rules of an organization and automate them because of diversity in attendance, timing and leave policies from one location to another; from one department to another department; and from one person to another person.

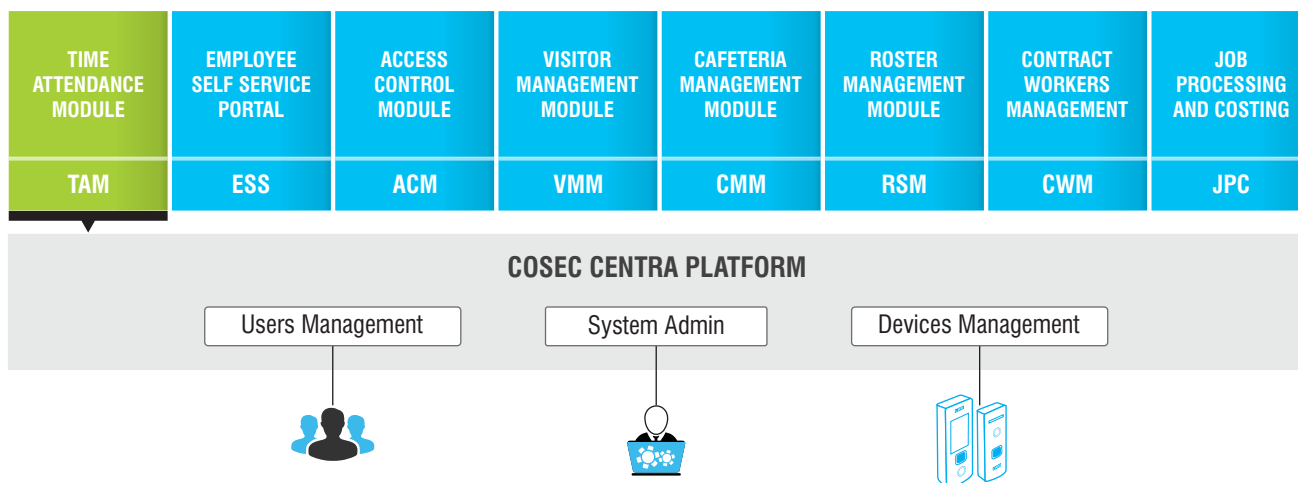
Matrix COSEC meets these diverse requirements by offering a superlative range of flexibility in attendance policies configuration, integration and report generation. Matrix COSEC is a flexible, scalable, adaptable and field-configurable time-attendance solution with range of hardware devices and feature rich application software.

Matrix COSEC hardware devices are installed at entry and exit points to capture user entries and exits. These award-winning

devices are superlative in designs, versatile in functions and robust in performance. They support palm-vein, fingerprint and RF card recognition as credentials. Depending on the application, there are four series of devices to choose from Matrix COSEC CENTRA time-attendance software consists of database server, platform server, application server, web server and mobile applications. Matrix COSEC CENTRA time-attendance includes all the software functions starting from device drivers, database management, business logic, user interfaces, notifications and reports. Further, it offers APIs for 3<sup>rd</sup> party integration at every level.

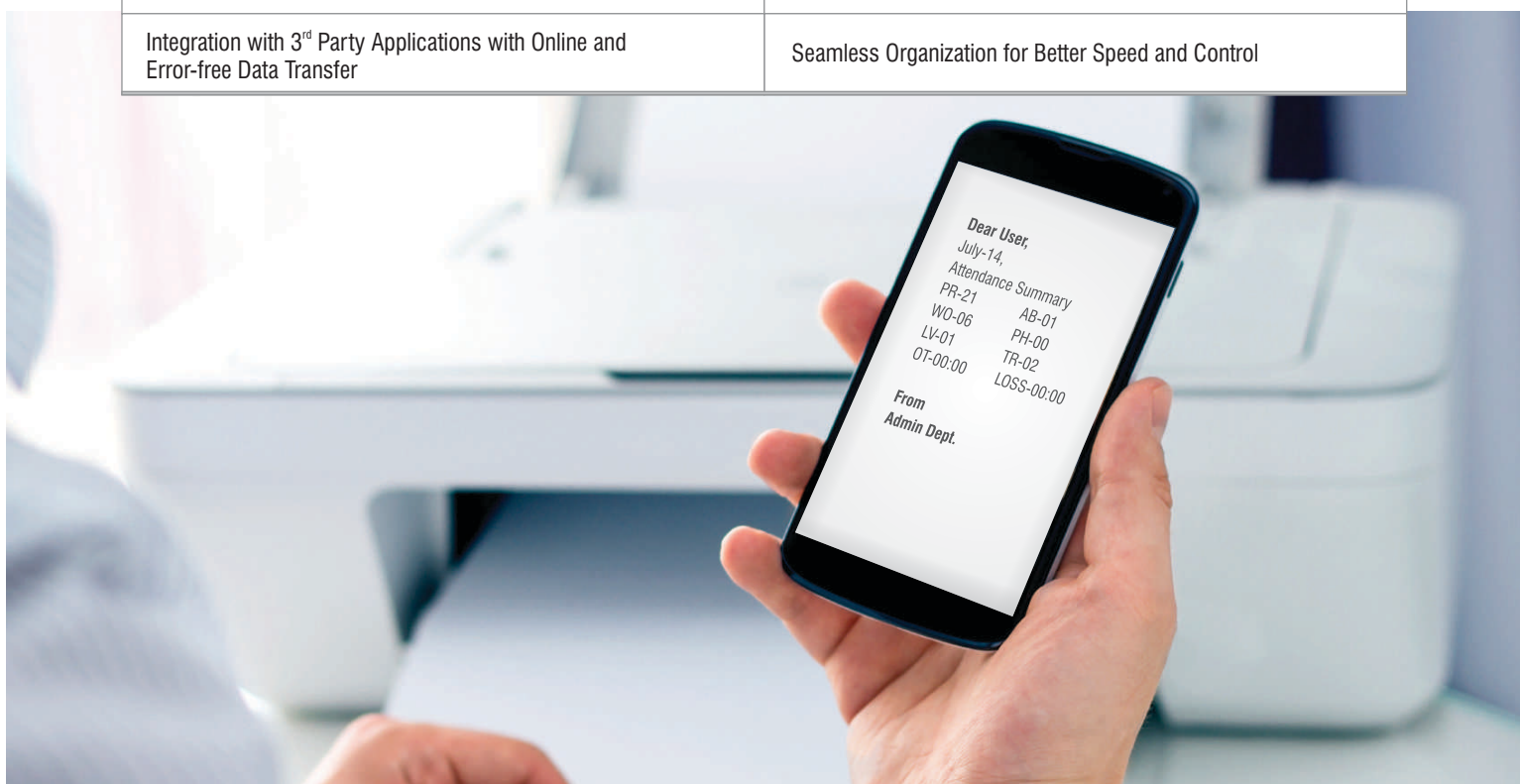
Matrix COSEC CENTRA Time-Attendance is an enterprise-grade solution for complex organizations with multiple locations spread-across geographic regions operating in different time zones. It automates all time-attendance processes right from recoding entries and exits up to processing salaries.

**Flexible, Scalable, Adaptable Enterprise-Grade Time-Attendance Solution**



## WHY **MATRIX COSEC** IS THE BEST TIME-ATTENDANCE SOLUTION FOR YOUR ORGANIZATION?

ADVANTAGES	BENEFITS
Automated, Fool-proof Attendance Capturing to Eliminate Leakages	Increase in Productivity, Discipline and Morale
Accurate Monitoring of every Entry and Exit of every Individual	Prevents Misuse of Policies to Improve Productivity
Consistent and Transparent Attendance Policies by Removing Manual Intervention.	Uniform Compliance
Flexible Time-Attendance Policies, Shifts, Leave Policies	Meets Disparate Needs of Different Functions, Departments, Hierarchies, Locations and Individuals.
Scalable and Modular Hardware and Software	Easy and Fast Adaptation to Internal and External Changes
HR and Admin Need to Spend Time only on Exceptions	Higher Productivity and Value-addition
Ready Availability of Accurate Attendance Data for Salary Processing	Timely Salary Payments, Reduces Errors, Improves Productivity and Employee Satisfaction
Reports and Charts	Easy Interpretation and Decision Making
Mails and SMS Notification	Faster Response to Exceptional Situations
Integration with 3 <sup>rd</sup> Party Applications with Online and Error-free Data Transfer	Seamless Organization for Better Speed and Control





## KEY FEATURES

### Organization Hierarchy

Every organization has multiple departments, sections, designations, grades, etc. Time-attendance and leave related policies also vary in all these different divisions. Matrix COSEC offers flexibility to create an organization structure matching the organization's exact hierarchy with flexibility to rename various levels.

### Selectable Entry-Exit Modes

A Matrix COSEC door-controller can be used for either entry, exit or both. When one door-controller is used for entry and exit, need for the separate exit reader is eliminated. COSEC interprets user punches for entry or exit depending on attendance policy configuration.

### Late-In/Early-Out Policy

Matrix COSEC monitors late-In entry and early-out exit of employees based on their shift timings. HR can create and assign these policies to each employee separately or a group of employees. Appropriate actions like leave deductions and official/personal markings are taken based on late-in and early-out entries of an employee.

### Overtime Policy and Authorization

Overtime Policy is a complex process and varies from organization to organization. Matrix COSEC CENTRA Time-Attendance allows calculating overtime on a daily, weekly or monthly basis and provides options for rounding the values. Reporting officer has right to authorize the overtime and eliminate un-qualified salary payments.

### Compensatory Off (C-OFF) Policy and Authorization

Many organizations offer compensatory off (extra leave) for extra work the employees do to motivate them. With C-OFF policy, HR can convert overtime hours to compensatory off hours and offer additional leave or encashment options. Reporting officer has right to authorize C-OFF hours.

### Absenteeism Policy

HR can define whether weekly off or holiday is allowed on single side or both sides of the employee's leave period. HR can also define the number of days after which an absent user should be blocked.

### Shifts and Schedules

Shifts and work schedules are complex in nature and vary from organization to organization. It is very tedious and time consuming for managers to plan workforce effectively and efficiently using manual methods. COSEC CENTRA Time-Attendance allows creating multiple shifts and shift schedules with break time, grace time, off-day, repeat days, etc. to manage workforce of any organization.



**Matrix COSEC can resolve over-time and date rollover issues related with night shifts.**



### Automatic Shift Correction

For organizations working in multiple shifts, many times employees arrive for work in a different shift instead of his regular shift. In such cases, COSEC offers an option to assign a new shift automatically based on his punch detail.

### Holidays and Restricted Holidays

Organizations operating across multiple countries need to offer holidays to their employees according to local holidays. COSEC CENTRA Time-Attendance allows creating 30 holiday schedule groups with 32 holidays in each group. An employee can be assigned any of these groups. HR can also define a range of holidays with start and end dates which is very useful for schools and colleges where serial holidays or vacation are used along with individual holidays.

COSEC also has provision to define restricted holidays list. Employees can enjoy a predefined number of holidays from this list without any leave deduction. It is useful especially for the employees who are coming from different regions and don't want to miss their festivals.

### Manual Entries and Corrections of Entry-Exit Events

Manual Entry is needed when employee or HR needs any modification in attendance records, overtime/C-OFF hours, late-in/early-out timings, personal or official marking, etc. With proper access rights, HR can modify employee attendance data to reflect and correct factors which are not defined in the attendance and leave policies.

### Custom Alerts Utility

COSEC administrator can send customized SMS and email messages to announce gatherings, meetings, latest news, changed rules, working on holidays, etc. to a group of users quickly.

### Past Adjustments

Many times HR needs to correct employee data like attendance days, overtime hours, working hours and shift allowance after the attendance period is closed. These data are important as it affects employee attendance records and salary calculation. COSEC CENTRA Time-Attendance generates past adjustment data automatically and includes it into current month's salary calculations.

### Attendance Summary

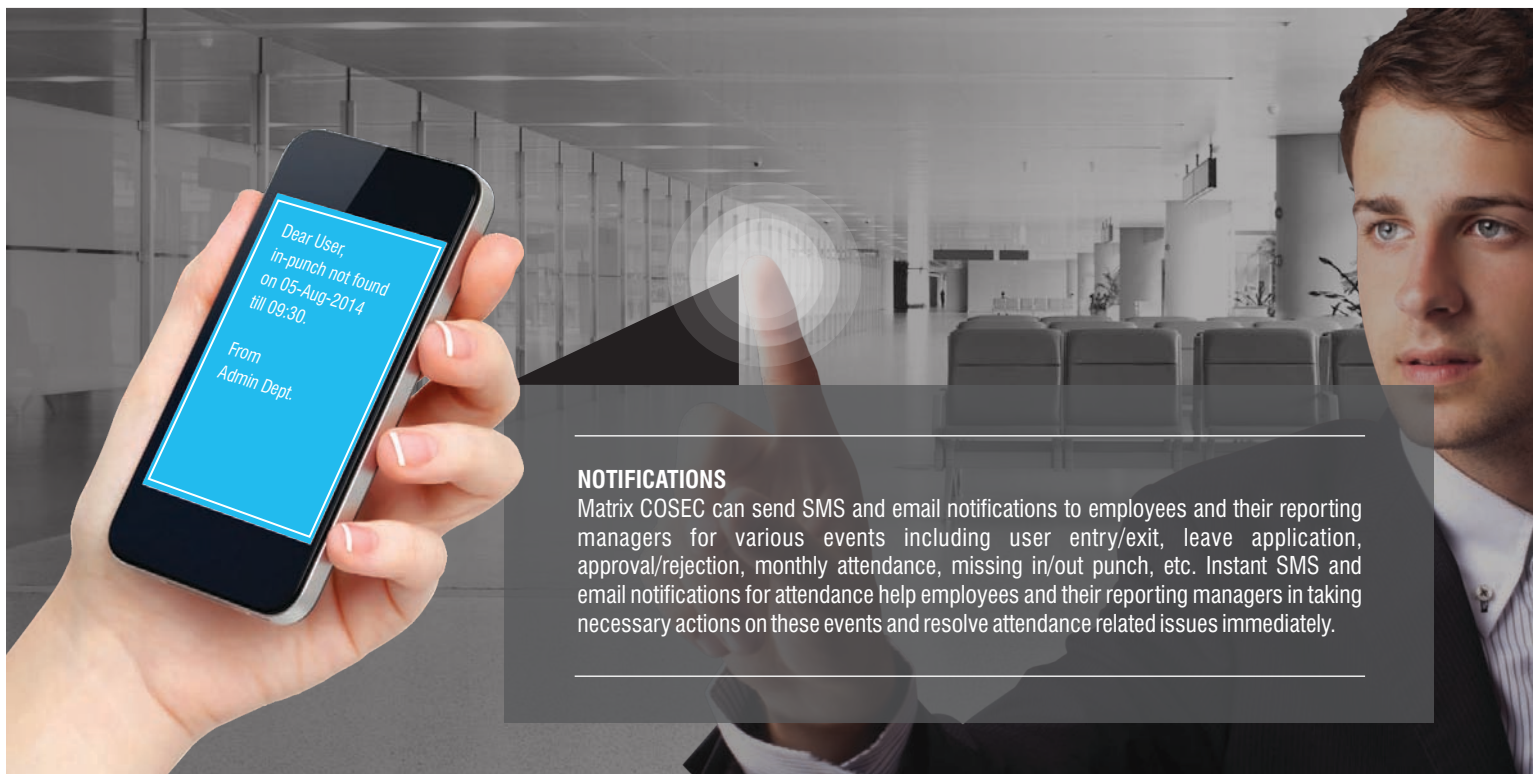
Attendance summary comprises essential fields for the salary calculations. It summarizes various employee data like attendance, leaves, weekly off and holidays on a single page. Furthermore, organization-wise, department-wise and user defined period-wise attendance summary can be generated.

### Authorization Hierarchy

Well organized hierarchy and reporting group in an organization helps managers in managing their workforce effectively and efficiently. Matrix COSEC CENTRA Time-Attendance offers creating up to two levels of authorization hierarchy for leaves and tour approval. This brings transparency in the organization.

### Global Attendance Parameters

Common rules and parameters can be defined as templates and applied globally to all users to save time during deployment. These parameters include number of duplicate punches allowed, auto shift correction, maximum late-in/early-out allowed time, password security, etc.



### NOTIFICATIONS

Matrix COSEC can send SMS and email notifications to employees and their reporting managers for various events including user entry/exit, leave application, approval/rejection, monthly attendance, missing in/out punch, etc. Instant SMS and email notifications for attendance help employees and their reporting managers in taking necessary actions on these events and resolve attendance related issues immediately.

## LEAVE MANAGEMENT

### Leave Types

Organizations differ from one another in their structure and policies and follow their own leave policies with customized parameters. COSEC leave management offers flexible options to create various leave types with parameters such as balance check enable/disable, paid/unpaid leave, lay off, accumulation, minimum and maximum leaves availed at a time, etc.

### Leave Approval

Using COSEC ESS or mobile application, employees can login into COSEC CENTRA time-attendance and apply for leave, tour and COFF. These applications go to their reporting officers for approval and show on their dashboards. If the reporting officers do not respond in a specified time limit, these applications are forwarded to HR for approval. Reporting officer or HR can approve employee's leave, tour and COFF applications just by clicking on the link on his dashboard. COSEC can also send leave application to the reporting officer in the form of an email. The reporting officer can approve or disapprove just by clicking on the link in the email without even logging into the COSEC CENTRA.



### Leave Balance

COSEC facilitates HR to view employee's leave detail in a single window. He can see a complete history starting from opening balance, credited leaves, debited leaves and closing balance for any month.

### Leave Accumulation Rules

HR can define the maximum number of leaves that an employee can accumulate in a year. When the number of leaves exceeds this limit, additional leaves will lapse as per the policy.

### Leave Balance Rules

COSEC offers three options for the leave balance from the current year – carry forward leave balance to the next year; lapse them; or pay cash for the balance leaves.

### Auto Leave Credit

Auto Leave Credit function automatically credits leaves in employees' accounts every month on a scheduled date-time. HR can either decide fix leaves or define formula for COSEC to use while crediting leaves in employees' accounts. This frees up HR teams from this mechanical and mundane work for more value-added HRD activities.

### Reports and Charts

Informative reports and charts are the final outcome from any time-attendance solution for salary calculation, employee movement monitoring and other such interpretation and decision making. Matrix COSEC CENTRA Time-Attendance allows creating 150+ various time-attendance and leave related reports and colorful charts using various filters and formats. HR can generate customized reports for a particular organization, department, for selected users and period. These reports can be easily exported to various file formats including PDF, Excel, Word, RTF, CSC and TXT.

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Branch-Wise Absentee from 01/07/2013 to 31/07/2013							
Run by: System Admin				Date: 07/10/2013		17:44	
Sr No	User ID	Name	Date	Shift	1st Half Status	2nd Half Status	
Head Office							
1	1049	Gaurav Patel	01/07/2013	GS	AB	AB	
2	1049	Gaurav Patel	02/07/2013	GS	AB	AB	
3	1049	Gaurav Patel	03/07/2013	GS	AB	IN	
4	1049	Gaurav Patel	04/07/2013	GS	AB	AB	
5	1086	Aman Sharma	11/07/2013	GS	IN	AB	
6	1086	Aman Sharma	12/07/2013	GS	AB	AB	
7	1086	Aman Sharma	15/07/2013	GS	AB	AB	
8	1086	Aman Sharma	16/07/2013	GS	AB	AB	

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Organization-Wise Late In from 01/07/2014 to 31/07/2014								
Run by: System Admin				Date: 7/10/2013		17:30		
Sr No	User ID	Name	Date	Shift	In	Out	Late By	
Manufacturing Unit								
1	1077	Anil Tailor	16/07/2013	GS	09:44	19:26	00:14	
2	1077	Anil Tailor	17/07/2013	GS	09:32	19:05	00:02	
3	1077	Anil Tailor	18/07/2013	GS	09:41	19:15	00:11	
4	1095	Abhay Joshi	29/07/2013	GS	09:38	14:31	00:08	
5	1011	Parika Pandey	24/07/2013	GS	09:44	19:18	00:14	
6	102	Akshay Sheth	19/07/2013	GS	09:32	19:54	00:02	
7	102	Akshay Sheth	22/07/2013	GS	09:31	19:17	00:01	
8	1045	Shubhangini V.	10/07/2013	GS	09:31	19:01	00:01	

### Integration with ERP/HRM/Payroll/Tally

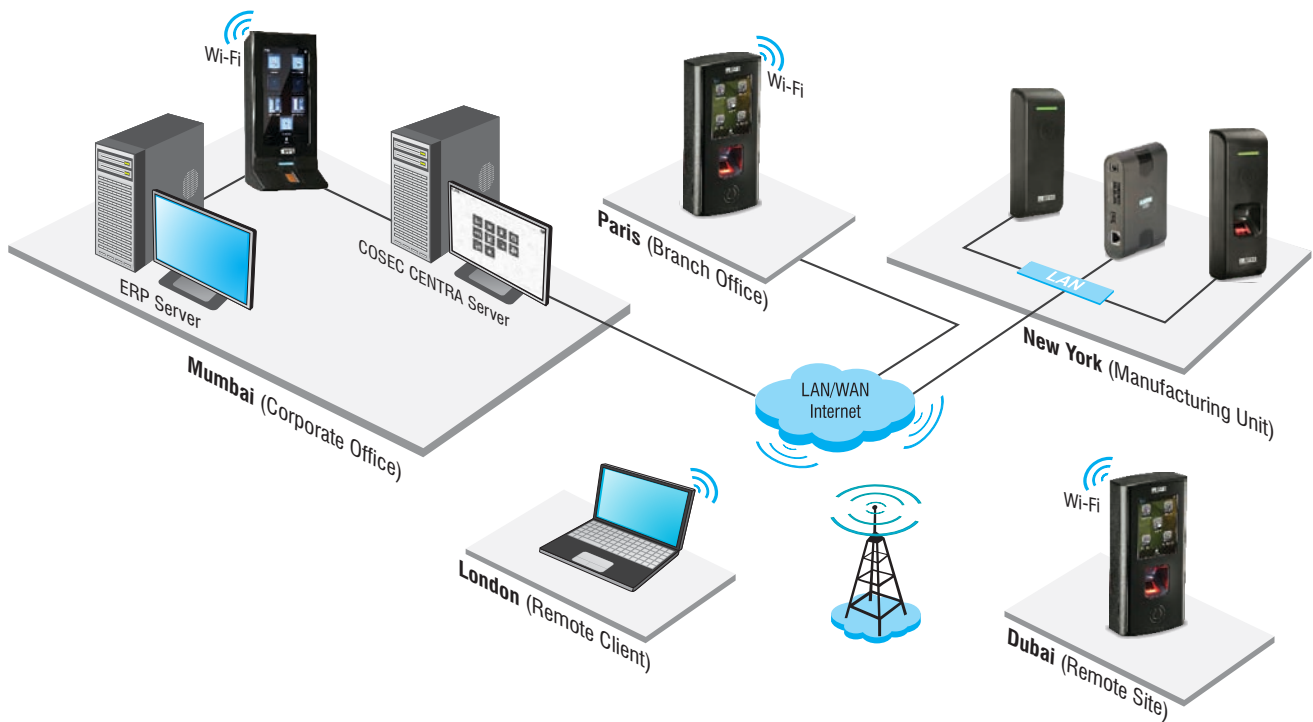
Integration of COSEC CENTRA Time-Attendance with third party applications can save a lot of time and money for any organization. COSEC offers multiple methods for such integrations including database to database, API and customized export templates. Matrix COSEC can integrate easily with ERP, payroll, HRM, Active Directory, Tally and many other applications. With export data generation utility, admin can create customized templates which can be exported in different formats including CSV, Text, Excel and XML.



## APPLICATIONS

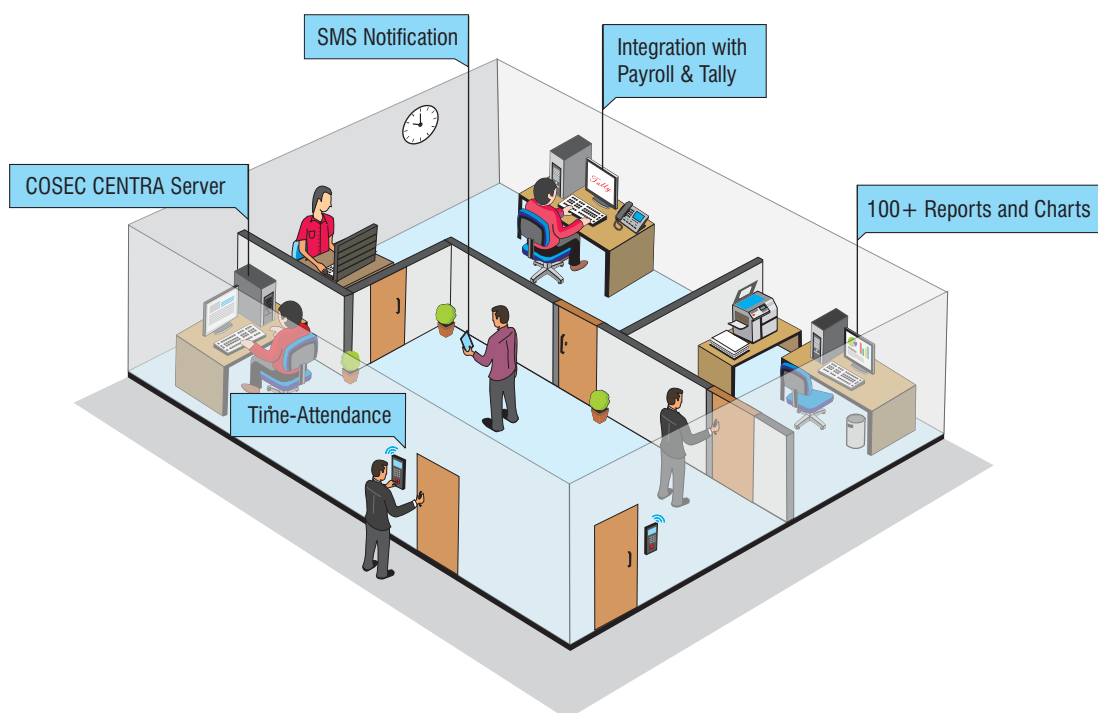
### Multi-Location Enterprise Application

Picture below shows COSEC deployment in a large enterprise having corporate office, manufacturing plant, branch offices and remote sites located at different geographical locations. COSEC CENTRA server is installed at the corporate office to manage attendance of all employees centrally. COSEC door controllers installed at these locations are connected with COSEC CENTRA using available connectivity (VPN, WAN, LAN, Wi-Fi, 3G/LTE). COSEC door controllers record user attendance using biometric or RF cards and send to the COSEC CENTRA application server in real-time. COSEC CENTRA processes attendance data and sends to the payroll software.



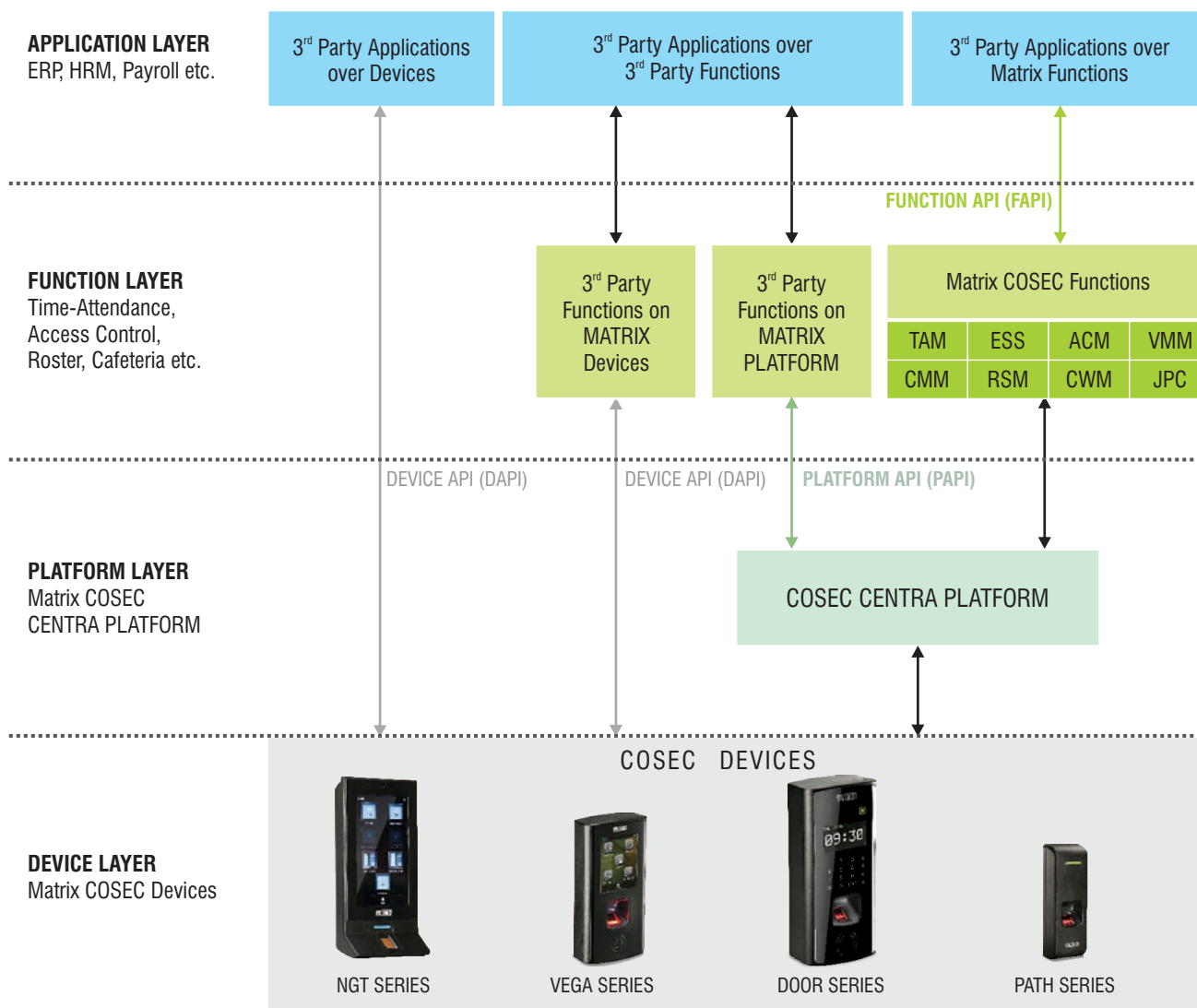
### Single Location Application

Picture below shows an organization located at a single location having a multiple time-attendance terminals in the building. This door controller captures the attendance data and communicates with the COSEC CENTRA using Wi-Fi connectivity.



## MATRIX COSEC INTEGRATION

Matrix COSEC offers flexibility to interface with any third-party applications at three different levels as shown in the diagram.



### Device Level Integration

Matrix COSEC devices come ready with Device API for 3<sup>rd</sup> party application developers to develop their applications using Matrix COSEC devices. Matrix COSEC Device APIs (DAPI) allows other third party applications to communicate directly with the COSEC devices without need for COSEC CENTRA PLATFORM.

### Platform Level Integration

Many application developers need application ready APIs. They expect the hardware vendors to manage device configuration, communication, enrollment and all such lower-level tasks. This saves them from the complexity of physical interfaces, network management, communication, device configuration, template distribution, etc. For such developers, Matrix COSEC CENTRA offers PLATFORM APIs (PAPI). Matrix COSEC CENTRA PLATFORM

manages all the lower level tasks shielding application developers from the tedious lower-level software engineering and offers them application-ready interfaces for simple and quick programming. Using PAPI, they can build their applications like time-attendance, access control, visitor management, cafeteria management, contract labor management and roster management on top of COSEC CENTRA PLATFORM.

### Function API

This is the highest level of interface Matrix COSEC offers for application to application integration. Using Function APIs (FAPI), Matrix COSEC applications like Time-Attendance can be integrated with other 3<sup>rd</sup> party applications like payroll, ERP, HRMS and CRM. Matrix COSEC is integrated with many widely popular applications like SAP, Oracle, Microsoft Dynamics NAV/AX, Tally and others.



## FEATURE LIST

### ATTENDANCE

- Multiple Organizations
- Late-In Policies
- Early-Out Policies
- Overtime Policies
- Absenteeism Policies
- Compensatory Off (C-OFF) Policies
- Date-wise Policies
- User-wise Policies
- Flexible Timing
- Fix-Timing
- Past Adjustments
- Real-time Processing
- Selectable Periods
- Selectable Entry and Exit Mode
- Attendance with Fingerprint only
- Integration with ERP, HRMS, Tally and Payroll
- Views and Reports

### AUTHORIZATION/CORRECTION

- Attendance
- Compensatory Off (C-OFF)
- Late-In
- Early-Out
- Overtime
- Manual Entry
- Entry and Exit Events

### SHIFT SCHEDULE

- Automatic Shift Correction
- Multiple Shifts and Schedules
- Plan and View

### HOLIDAYS

- Multiple Schedules
- Restricted
- Range of Holidays

### LEAVE MANAGEMENT

- Type Creation
- Accounting Periods
- Accumulation Rules
- Balance Carry Forward/Lapse
- Opening, Credit, Debit
- Encashment
- Organization-wise Leaves
- Requests and Approvals
- Views and Reports

### EXPORT

- API for Automatic 3<sup>rd</sup> Party Software Integration
- Attendance Events
- Attendance Summary
- Data Templates
- Programmable Fields

### SMS AND EMAIL ALERTS

- Customized Messages
- Missing In/Out Punches
- Monthly Attendance
- Leave/Tour Application
- Leave/Tour Approval
- Leave/Tour Rejection
- User Events-Entry/Exit
- Present/Absent
- COSEC Scheduler

### REPORT FORMATS

- Text and Graphical
- Excel, Word, XML, CSV, RPT, PDF, RTF

## ORDERING INFORMATION

<b>COSEC CENTRA TAM100</b>	Time-Attendance Software License for 100 Users
<b>COSEC CENTRA TAM1000</b>	Time-Attendance Software License for 1,000 Users
<b>COSEC CENTRA TAM10000</b>	Time-Attendance Software License for 10,000 Users

## ABOUT MATRIX

Established in 1991, Matrix is a leader in Telecom and Security solutions for modern businesses and enterprises. An innovative, technology driven and customer focused organization; Matrix is committed to keep pace with the revolutions in the telecom and security industries. With around 30% of its human resources dedicated to the development of new products, Matrix has launched cutting-edge products like IP-PBX, Universal Gateways, VoIP Gateways and Terminals, GSM Gateways, Access Control and Time-Attendance Systems, Video Surveillance System and Fire Alarm Systems. These solutions are feature-rich, reliable and conform to the international standards. Having global foot-prints in Asia, Europe, North America, South America and Africa through an extensive network of more than 500 channel partners, Matrix ensures that the products serve the needs of its customers faster and longer. Matrix has gained trust and admiration of customers representing the entire spectrum of industries. Matrix has won many international awards for its innovative products.

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Due to continuous technology upgradations, product specifications are subject to change without notice.