



**Paytazz**

HR & PAYROLL MANAGEMENT SYSTEM

# Complete HR & Payroll Solution for Your Organisation

A powerful, all-in-one platform that manages your entire workforce — from biometric attendance to payroll processing, leave management, contract labour, and employee self-service.

15+

360°

ESS

API



# Complete Module Overview

Everything your HR team needs — in one integrated platform

## CORE MODULES



### Employee Management

Full employee lifecycle management for on-roll staff.

- ✓ Employee master with 5-tab profile
- ✓ Company / Branch / Department hierarchy
- ✓ Grade, Designation, Category setup
- ✓ Photo capture & document upload
- ✓ Employment status tracking



### Contract Labour (CLM)

Dedicated module for contract/workmen management.

- ✓ Work Order (WO) number tracking
- ✓ Contractor-wise workmen grouping
- ✓ WC Policy & GPA Policy documents
- ✓ Police & Medical verification tracking
- ✓ Safety training date management



### Attendance Management

Automated attendance from biometric devices.

- ✓ Daily attendance reports
- ✓ Late coming & early going alerts
- ✓ Overtime calculation
- ✓ Manual punch entry & correction
- ✓ Comp-off management



### Payroll Processing

Flexible payroll engine with formula-based salary heads.

- ✓ Custom salary structures
- ✓ Salary heads with formulas
- ✓ Professional Tax (PT) slabs
- ✓ TDS / Income Tax management
- ✓ Advance & deduction handling



### Leave Management

Comprehensive leave policy and balance tracking.

- ✓ Privilege, Sick, Casual, Maternity leaves
- ✓ Comp-off & Outdoor Duty
- ✓ Monthly / Yearly accrual
- ✓ Leave balance & encashment
- ✓ Prefix / Suffix absent rules



### Shift Management

Flexible shift scheduling and rotation system.

- ✓ Multiple shift definitions
- ✓ Shift groups & rotation rules
- ✓ Weekly off configuration
- ✓ Fixed & rotating shift support
- ✓ Shift base date management



### Biometric Devices

Centralized device and biometric data management.

- ✓ Multi-device support
- ✓ Face, Fingerprint, Card, Password
- ✓ Device status monitoring
- ✓ Remote device commands
- ✓ Real-time sync status



### Canteen Management

Track employee & employer canteen contributions.

- ✓ Item master with images
- ✓ Employee contribution tracking
- ✓ Employer contribution setup
- ✓ Monthly canteen reports



### Bus / Transport

Employee transport route management.

- ✓ Bus route master
- ✓ Employee-route assignment
- ✓ Transport allowance linking



# How It Works — End-to-End Workflow

From company setup to employee self-service — fully automated

## STEP-BY-STEP PROCESS

1

### Organisation Setup

Configure your company structure — Company → Branch → Department → Sub-Department → Designation → Grade → Location → Division. Set up holiday groups, employment types and leave policies.

[Company Master](#) [Branch](#) [Department](#) [Grade](#) [Holiday Groups](#)

2

### Employee / Workmen Onboarding

Add employees (on-roll) or contract workmen (CLM) with complete profiles — personal details, identity documents, bank accounts, biometric data, ESS login credentials, and photo capture.

[Employee Master](#) [CLM Workmen](#) [Biometric Registration](#) [Document Upload](#)

3

### Shift & Weekly Off Assignment

Assign shifts (fixed or rotating), weekly off days, and shift groups to each employee. Configure shift base dates and rotation patterns for manufacturing shift environments.

[Shift Groups](#) [Rotation Rules](#) [Weekly Off](#)

4

### Biometric Attendance Collection

Employees punch in/out via biometric devices (face, fingerprint, card or password). The system automatically collects punch data, calculates attendance, flags late arrivals, early exits, and overtime.

[Auto Attendance](#) [Late/Early Alerts](#) [Overtime Calc](#) [Mobile Punch API](#)

5

### Attendance Review & Leave Processing

HR reviews daily attendance reports, processes leave applications, approves comp-offs, makes manual corrections, and finalises attendance for payroll. Absent prefix/suffix rules are auto-applied.

[Leave Approval](#) [Manual Correction](#) [Comp-off](#) [Outdoor Duty](#)

6

### Payroll Processing

Run payroll for the month — salary structures are applied, formula-based earnings and deductions calculated, PT slabs processed, TDS computed, advances recovered, and payslips generated.

[Salary Structure](#) [PT / TDS](#) [Advances](#) [Payslips](#)

7

### Employee Self Service (ESS)

Employees access their own attendance records, leave balances, payslips, overtime, and manual logs through the ESS web portal or mobile app — reducing HR queries significantly.

[ESS Web Portal](#) [Mobile App](#) [REST API](#) [Payslip Download](#)



# Key Features & Capabilities

Built for real-world HR complexity in manufacturing & industrial environments

## FEATURE HIGHLIGHTS

### Dual Workforce Management

- Separate modules for On-Roll Employees and Contract Workmen (CLM)
- Work Order (WO) number linking for contract workers
- Contractor-specific policy documents (WC, GPA, Police verification)
- Unified biometric integration for both workforce types

### Real-Time Attendance Reports

- Daily attendance with present / absent / late / OT breakdown
- Sortable, filterable, paginated data tables
- Department-wise and category-wise attendance views
- Export-ready report formats

### Advanced Payroll Engine

- Formula-based salary head configuration (Basic, HRA, DA, etc.)
- Professional Tax slab-wise auto-deduction
- TDS / Income Tax with exemption management
- Advance recovery and additional earning/deduction entries
- Component hierarchy for correct calculation order

### Security & Access Control

- Role-based permission system — per module, per action
- Admin vs ESS user separation
- Full audit log — every change tracked with timestamp and user
- License key validation built-in

### Leave Policy Management

- 12+ leave types: PL, SL, CL, ML, Paternity, LWP, WO, Comp-off
- Monthly or yearly accrual basis per leave type
- Leave balance carry forward and expiry rules
- Prefix / suffix absent auto-application rules

### System Settings & Customisation

- Company logo and name in sidebar & browser tab (dynamic branding)
- Dashboard type: All / On-Roll / Contract workforce
- Configurable dashboard cards and report widgets
- Docker-ready deployment for easy hosting

### Statutory Compliance Ready

PF / EPF

ESIC

Professional Tax

TDS / Income Tax



# Employee Self Service & Technology

Empower employees. Reduce HR workload. Modern tech foundation.

## EMPLOYEE SELF SERVICE (ESS)



### ESS Portal & Mobile App

Employees can access their data anytime, anywhere — through the web portal or mobile application, reducing routine HR queries by up to 70%.



#### Attendance View

Daily punch records & monthly summary



#### Leave Balance

Check & apply for leave online



#### Payslip

Download monthly payslips anytime



#### Overtime Records

View OT hours & approval status



#### Manual Log Request

Request missed punch corrections



#### Dashboard Summary

Personal HR snapshot at a glance

## TECHNOLOGY STACK



#### Python / Django

Robust, secure web framework



#### MS SQL Server

Enterprise-grade database



#### REST API

Mobile app integration ready



#### Bootstrap 5

Modern, responsive UI



#### Docker Ready

Easy deployment anywhere



#### Swagger API Docs

Full API documentation



### Integration Capabilities

#### Biometric Devices

Face, Finger, Card, Password readers

#### Mobile Applications

Android / iOS via REST APIs

#### MQTT / Real-time Sync

Live device data using Mosquitto

# Ready to Transform Your HR Operations?

Join organisations that have simplified their HR, attendance, and payroll management with Paytazz — the complete solution built for modern industrial workforces.



## Save Hours Every Month

Automated attendance, payroll and reports eliminate manual data entry and reduce errors drastically.



## Reduce HR Queries

Employee Self Service (ESS) allows staff to check their own attendance, leaves and payslips anytime.



## Stay Compliant

Built-in PF, ESIC, Professional Tax, TDS calculations ensure statutory compliance at all times.



## Full Visibility

Real-time dashboards, attendance reports and audit logs give management complete workforce visibility.

## GET IN TOUCH



WEBSITE

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