



WOT DIGITAL SERVICES PRIVATE LIMITED

SAFESⁱTIME

PAYROLL AND HRMS SUITE

Smart Attendance • Biometric Integration • Workforce Management

Centralized web platform for employee attendance, device management, enrollment, monitoring, Analytics and Reporting.

HRMS WITH PAYROLL

TIME & ATTENDANCE

DEVICE MANAGEMENT

REPORTING

SMARTER ACCESS. SAFER FUTURE.

Product Presentation | 2026 | WOTD

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HRMS DASHBOARD

LIVE

Device Monitoring

SMART

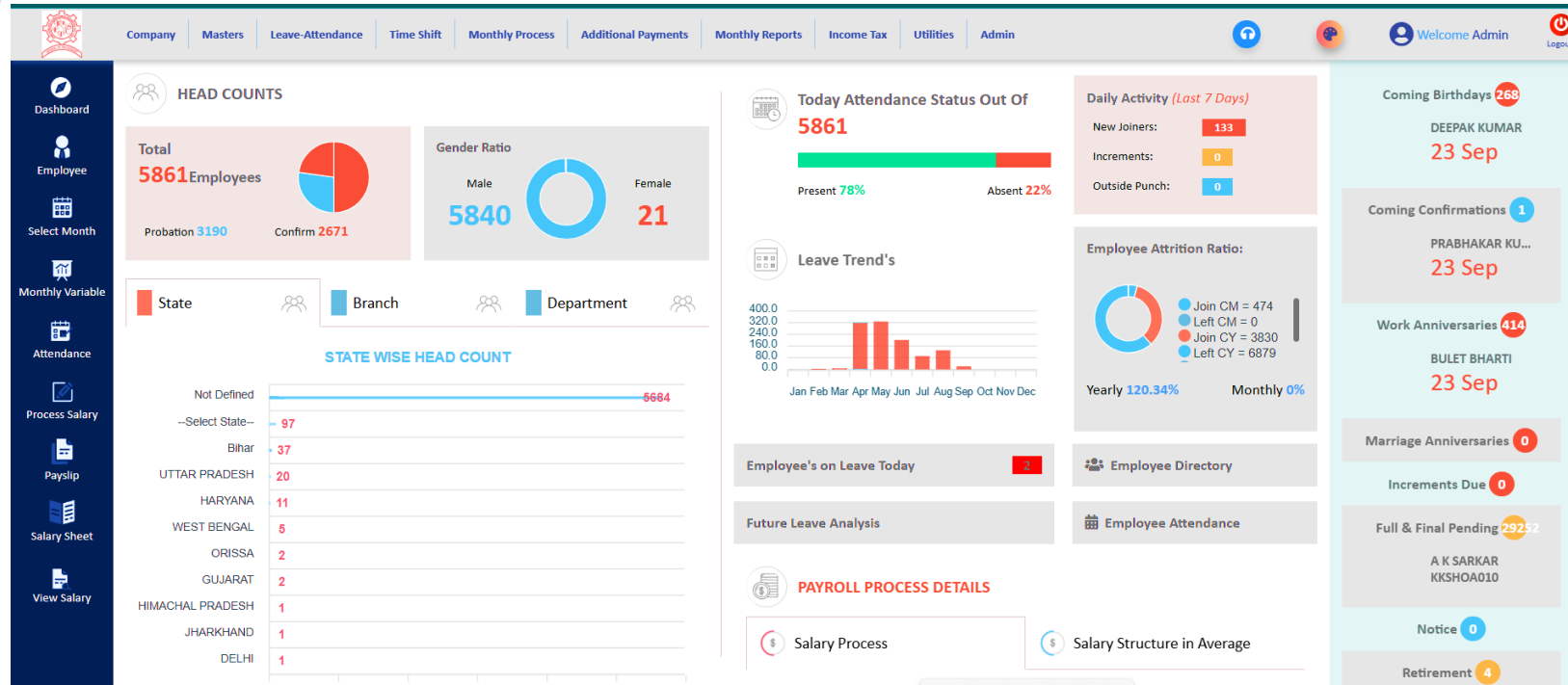
Attendance Control

24x7

Web Access



Executive Dashboard — One View of the Workforce



Workforce Snapshot

Head count, gender ratio, probation/confirmed employees and state-wise distribution provide a quick workforce view.

Attendance & Leave

Present/absent status, leave trends and employees on leave help HR monitor daily workforce availability.

HR Alerts & Payroll

New joiners, confirmations, anniversaries, F&F pending and payroll process information are surfaced on the dashboard.



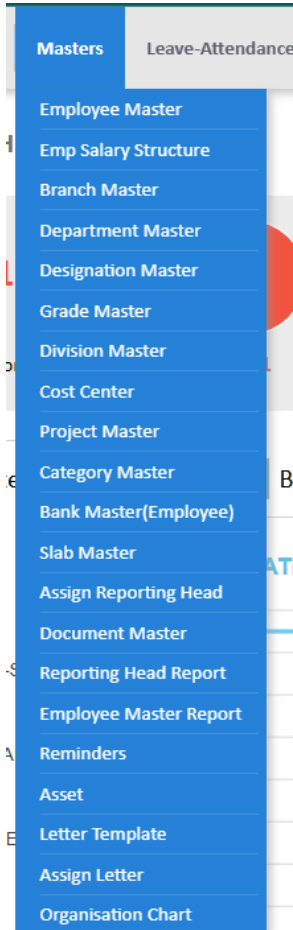
Complete HR & Payroll Solution Map



Integrated data flow

Employee Master → Attendance → Payroll → Compliance → Payslip / MIS

Masters — Build a Reliable HR Data Foundation



Employee & Salary Master

Maintain employee profiles and employee salary structures as the core source for attendance and payroll.

Organisation Masters

Branch, department, designation, grade, division, cost center, project and category masters support structured reporting.

Reporting Hierarchy

Assign reporting heads, maintain reporting-head masters and generate reporting hierarchy reports.

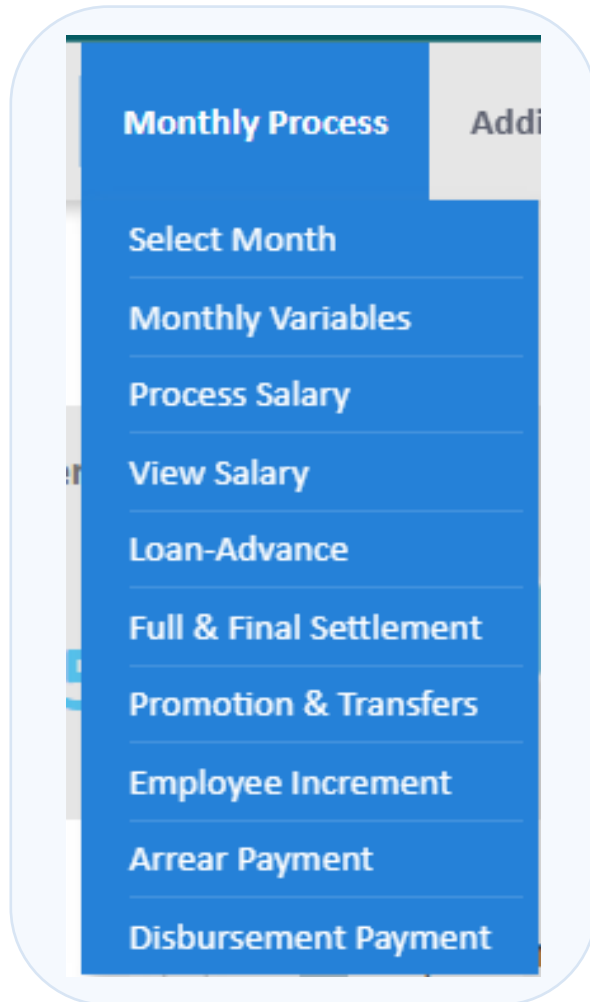
Documents & Assets

Document master, reminders, asset records, letter templates, letter assignment and organisation chart support employee lifecycle administration.

Bank / Slab Configuration

Employee bank master and slab master support payroll preparation and downstream salary processing.

Monthly Payroll Process — Controlled from Start to Closure



01

Select Month

Define the payroll period.

02

Monthly Variables

Capture approved variable earnings/deductions.

03

Process Salary

Run payroll using attendance and salary rules.

04

Review & View Salary

Validate employee-wise payroll results.

05

Lifecycle Actions

Loan/advance, F&F, promotions, transfers and increments.

06

Adjustments

Arrear and disbursement payment processing.

Additional Payments — Beyond Regular Monthly Salary

Additional Payments

Mont

Supplementary Payment

Bonus Calculation

Gratuity Calculation

Reimbursement Year

Reimbursement Opening

Reimbursement Bill Payment

Reimbursement Reports

Leave Encashment

Supplementary Payment

Handle approved payments outside the regular payroll cycle.

Bonus Calculation

Calculate and process bonus as per configured rules.

Gratuity Calculation

Support gratuity computation for eligible employees.

Reimbursement Management

Manage reimbursement year, opening, bill payment and reports.

Leave Encashment

Process approved leave encashment through payroll.

Monthly Reports — Payroll, Banking & Compliance

Monthly Reports

Payslip

E-mail Payslip

Salary Sheet

Salary Sheet Vertical

Salary Summary

Bank Statement

CTC Report

PF Reports

ESIC Reports

Professional Tax

Salary on Hold

Loan/ Advance

TDS Deducted

Yearly Salary Register

Salary Reconciliation

Employee Outputs

Payslip • E-mail Payslip • Salary Sheet • Salary Sheet Vertical • Salary Summary

Bank & Cost Reports

Bank Statement • CTC Report • Salary on Hold • Loan/Advance

Statutory Reports

PF Reports • ESIC Reports • Professional Tax • TDS Deducted

Reconciliation

Yearly Salary Register • Salary Reconciliation

Management benefit: standardized payroll outputs reduce manual consolidation and support faster month-end review.

Income Tax — Employee TDS Lifecycle

Income Tax

Utilities

Investments

Investment Report

TDS Projection

Challan Deposit

TDS Quarterly Return

Form 16

Create TDS Year

Investments

Maintain investment information and investment reports.

TDS Projection

Project employee tax deductions for the payroll year.

Challan Deposit

Support challan-related processing and tracking.

TDS Quarterly Return

Prepare payroll information for quarterly TDS return workflow.

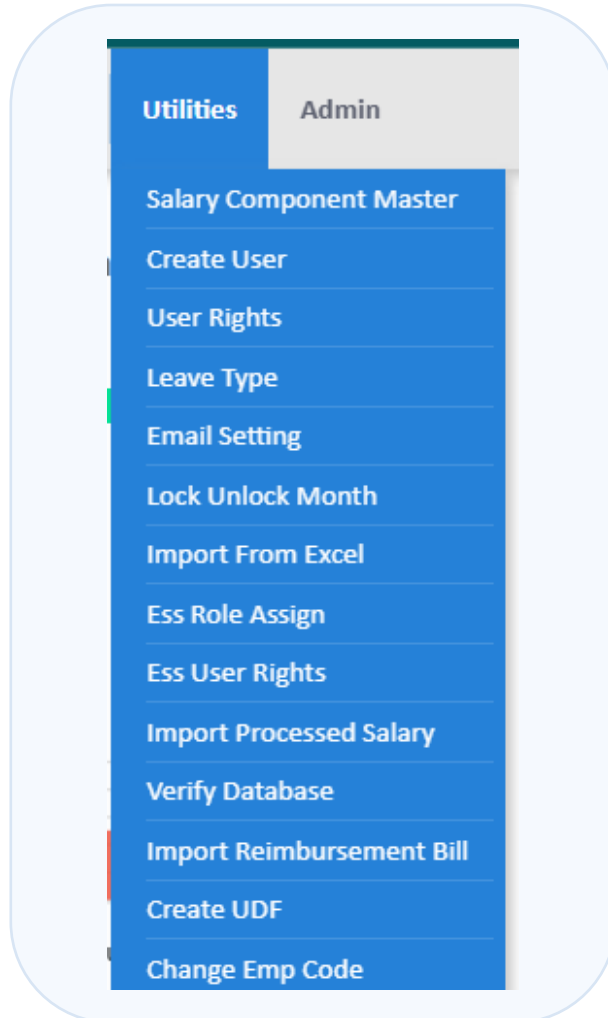
Form 16

Generate annual Form 16 output from payroll data.

Create TDS Year

Set up the applicable TDS year for processing.

Utilities — Configuration, Security & Data Control



Payroll Configuration

Salary Component Master • Leave Type • Create UDF

Access Control

Create User • User Rights • ESS Role Assign • ESS User Rights

Month Control

Lock / Unlock Month to protect processed payroll periods.

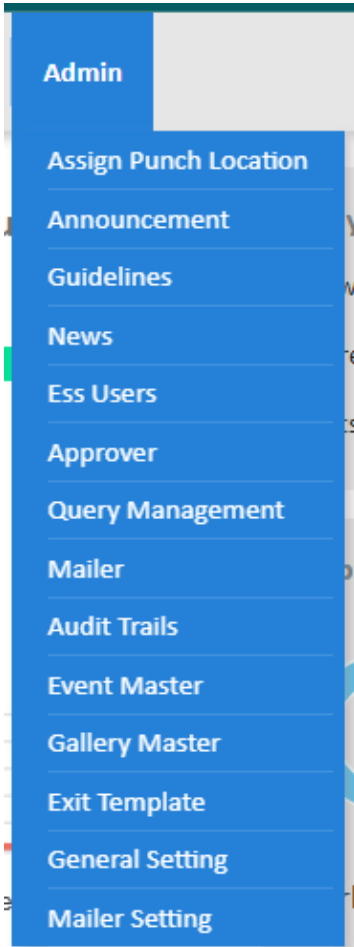
Data Import

Import from Excel • Import Processed Salary • Import Reimbursement Bill

System Administration

Email Setting • Verify Database • Change Employee Code

Admin — Governance, Communication & Auditability



Attendance Governance

Assign punch locations and maintain approvers.

Employee Communication

Announcements, guidelines, news, mailer and gallery management.

ESS Administration

Manage ESS users and employee self-service access.

Query Management

Centralize employee/HR queries for controlled follow-up.

Audit & Events

Audit trails and event master improve traceability and HR communication.

Exit & General Settings

Exit templates, general settings and mailer settings support system administration.



Outsourced Time Attendance & Payroll — Scope of Work

Employee Master Management

Maintain employee, organisation, salary and bank master information.

Attendance Operations

Monitor punches, shifts, late/early, missing punches, absenteeism and attendance exceptions.

Leave & Regularisation

Administer leave data and approved attendance corrections.

Payroll Processing

Monthly salary processing including variables, OT/LOP where configured, loans, arrears and additional payments.

Compliance Outputs

Generate payroll-related PF, ESIC, PT and TDS reports available in the system.

Employee Deliverables

Payslips, salary statements, reports and employee self-service information.

F&F & Lifecycle

Full & final settlement, promotion/transfer, increment and exit-related payroll processing.

MIS & Support

Monthly reports, reconciliation, system administration and payroll query support.

End-to-End Monthly Operating Flow

**CONTROL GATE**

Payroll is finalized only after approved attendance inputs and payroll validation are completed.

Result: a repeatable monthly process with clear ownership, approvals, traceability and standardized reporting.

2026 Feature Coverage — Product Editions

The uploaded feature sheet groups the software into Base, Standard, Enterprise and Premium editions.

BASE

Core HR & Payroll

Employee Database, MIS, Leave, Time Shift, Salary Processing, Loans, F&F, Bonus, Gratuity/Leave Encashment, PF/ESIC/PT, Payslips & Dashboard

STANDARD

Core + Employee Portal

Adds employee profile, attendance calendar, reminders, new joiners, leave details, tax projection and asset detail

ENTERPRISE

Workflow Management

Adds leave/reimbursement applications, TDS declarations, attendance regularisation/marking, mobile app, travel, news & announcements

PREMIUM

Extended + Optional Modules

Supports the workflow layer plus optional Recruitment, Expense, e-Separation, Digital Onboarding, Training, PMS and Exit Application

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BASE

Core HR & Payroll

Employee Database,
Master & MIS Reports,
Leave Management,
Letter Module
Time Shift,
Salary Processing,
Loans/Advances,
Supplementary Payments
F&F Processing,
Bonus, Gratuity/Leave Encashment,
PF/ESIC/PT,
Pay slips with Salary Sheet & Report
Writer
Dashboard

STANDARD

Core + Employee Portal

Adds
Employee profile,
Attendance calendar,
Reminders,
New joiners Details,
Leave details,
Income tax projection and
Asset detail

ENTERPRISE

Workflow Management

Adds
Leave Application
Reimbursement applications,
TDS declarations,
Attendance Regularization
Attendance Marking,
Mobile app,
Travel Application,
News
Announcements

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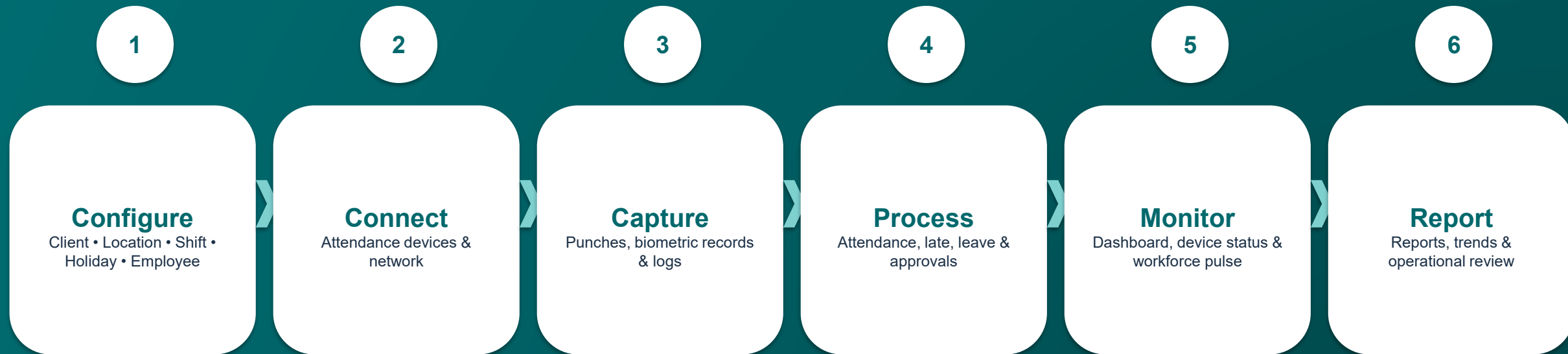
Software Commercial Reference — Uploaded 2026 Sheet

Base	Standard	Enterprise	Premium
₹5,500 / month Up to 100 employees	₹6,500 / month Up to 100 employees	₹8,500 / month Up to 100 employees	₹10,500 / month Up to 100 employees
Implementation ₹10,000	Implementation ₹20,000	Implementation ₹30,000	Implementation ₹45,000
>100 employees ₹52 / employee	>100 employees ₹62 / employee	>100 employees ₹82 / employee	>100 employees ₹102 / employee
GST extra as per actual	GST extra as per actual	GST extra as per actual	GST extra as per actual

The source sheet also specifies separate implementation charges for every additional company.

End-to-End Attendance | HRMS | PAYROLL Management

Employee Master • Attendance • Leave • Payroll • Tax • Reports • ESS • Admin



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