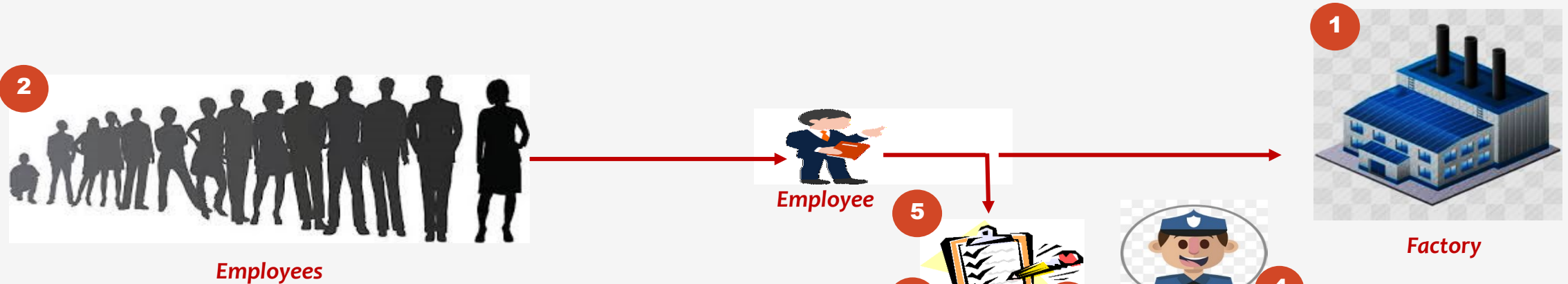


Business Process Automation

Case Study

Employee Attendance Process

Employees Attendance Process (As-Is)



- 1 There is a factory
- 2 Number of employees work in the factory
- 3 There is a manual attendance recording process in the factory
- 4 A security guard has been designated at the factory gate to monitor “Time-In” & “Time-Out”
- 5 Each employee needs to record “Time-In” in the register for entry into the factory
- 6 Employee also needs to record “Time-Out” in the register on leaving the factory

Attendance Register basis for Payroll calculation and payment

Employees Attendance Process

Problem Statement

- ➔ Disputes regarding attendance – “Time in & Time Out”
- ➔ Issues of over-writing on attendance register
- ➔ Late for 30 minutes in a month for 2 days, deduction of ½ days salary
- ➔ Delay in payroll processing and salary payment
- ➔ There are complaints with respect to salary payout
- ➔ Heated argument between human resource staff and employees
- ➔ Non-Compliance with statute and penalty

Impacts

- ☑ Lower level of confidence in Employees
- ☑ Doubts about the accuracy of attendance
- ☑ Friction and differences between employees
- ☑ Complains about the accuracy of payroll calculations

Employees Attendance Process

Problem Statement

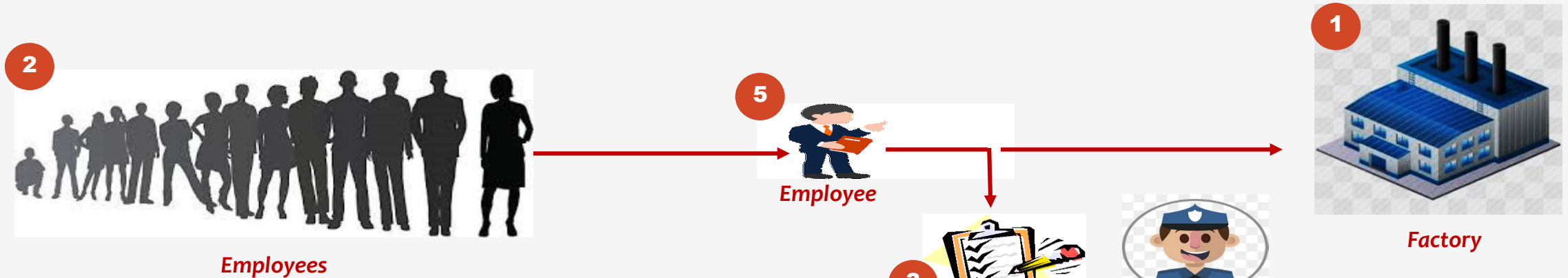


Non-Compliance with statute and penalty

Compliance requirements

- The Factories Act, 1948*
- The Payment of Wages Act, 1936*
- The Minimum Wages Act, 1948*

Employees Attendance Process



- 1 There is a **factory**
- 2 Number of **employees** work in the factory
- 3 There is a **manual attendance recording** process in the factory
- 4 A **security guard** has been designated at the factory gate to monitor **“Time-In” & “Time-Out”**
- 5 Each **employee** needs to record manually **“Time-In”** in the register for entry into the factory
- 6 **Employee** also needs to record **“Time-Out”** in the register on leaving the factory

Employees Attendance Process

Objective Statement

- ★ *Accurate recording of attendance*
- ★ *Timely compilation of monthly attendance for payroll calculations*
- ★ *Timely payment of payroll*
- ★ *Increased confidence level in Employees for attendance and salary payouts*
- ★ *Dilution of frictions and differences between employees*
- ★ *Higher degree of satisfaction amongst employees*
- ★ *Improve productivity*
- ★ *Compliance of statutes*

Employees Attendance Process

Approach

- ☑ *Engaged the consultants of a firm of repute*
- ☑ *Consultants have prior experience*
- ☑ *Consultants have knowledge about the business*

Employees Attendance Process

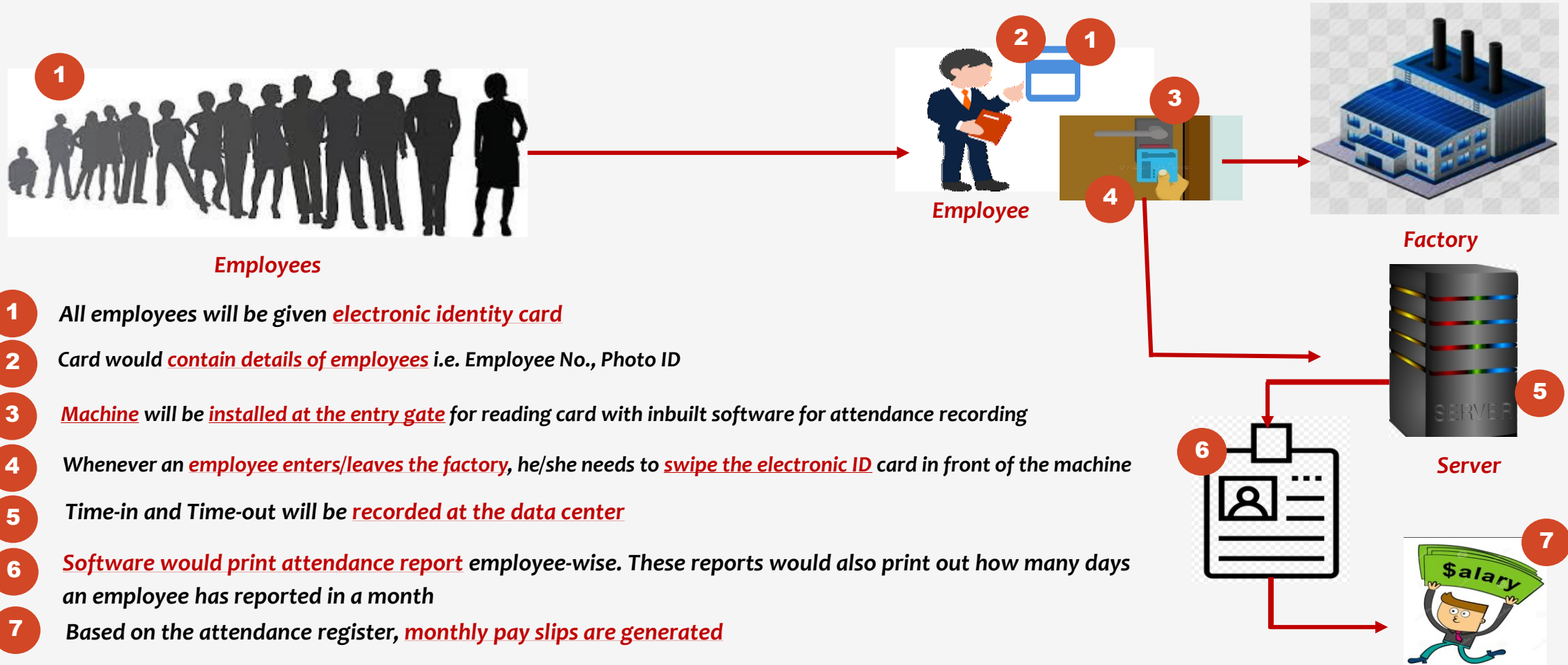
Tangible benefits

- ★ *Reduced statute penalties*

Intangible benefits

- ★ *Motivated employees*
- ★ *Boost morale of employees*
- ★ *Reduction in conflicts and differences between employees*
- ★ *High focus on work rather than salary*
- ★ *Improved productivity*

Employees Attendance Process (To-Be)



Employees Attendance Process

Approach

- Preparation of test scripts covering all the scenarios*
- Authorized employees are allowed to enter*
- Unauthorized employees are not allowed to enter*
- Time-in and Time-out are recorded in the data center/Server*
- Application software providing the attendance register*
- Attendance register can be used for payroll processing*

Thanks