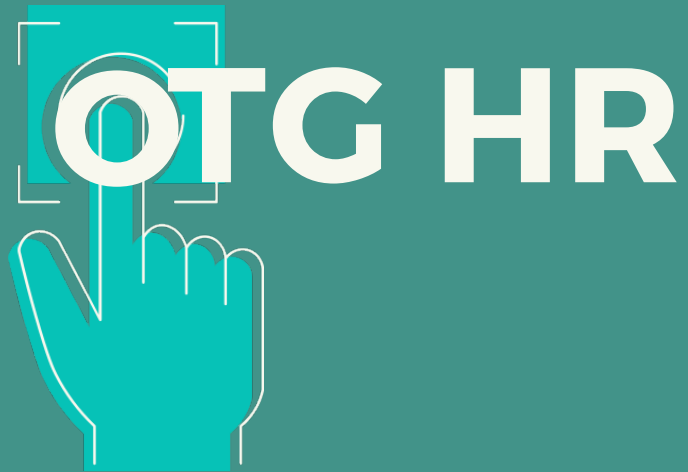


ATTENDANCE ON-THE-GO!



+

An easy app for all your HR needs!



# Proposal Overview

Why Cloud-Based Solutions?

OTG HR at a Glance

Why OTG HR?

## Features:

- Face Attendance using Camera with Geo-fencing
- Manual Attendance with GPS Tagging
- Work From Home Module
- Field Visit Management Module with Employee Tracking
- Late Regularization request
- Single Punch Regularization Attendance
- Team Face Attendance
- Daily Attendance Stack & Periodic Attendance Reports
- Task Tracker & Project Management
- Leave & Tour Apply
- Approvals, if Manager

# Why Cloud-Based Solutions?

## REGULAR UPDATES

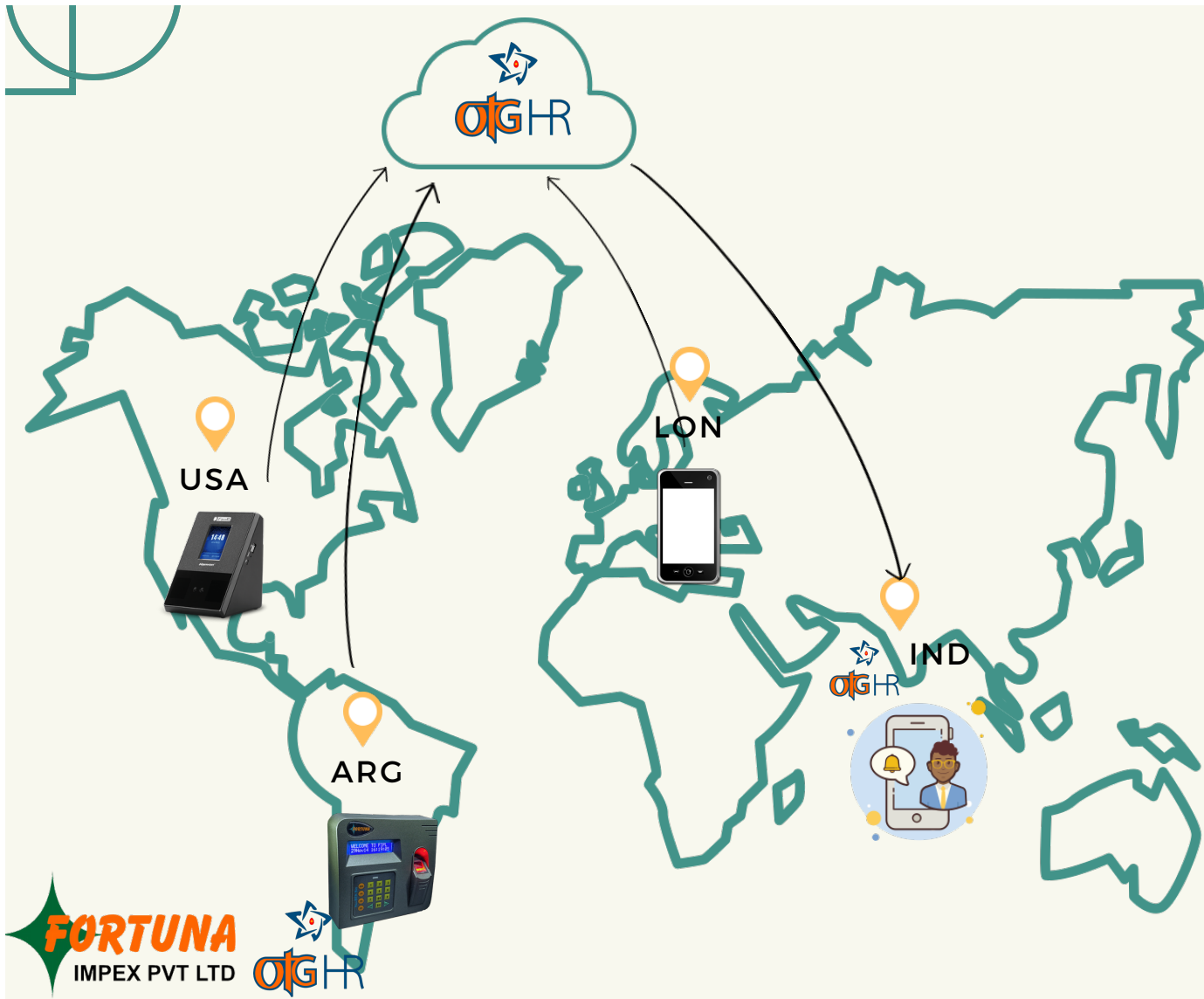
Opposed to the software which is delivered through hard mediums unlike in the previous decade, cloud based products could be updated as frequently as weekly.

## BETTER SECURITY

Hosting on a good cloud platform helps you enjoy the security of that cloud provider, something that is extremely difficult to achieve when someone is working locally.

## EASIER TO SCALE

When you expand your organisation, infrastructure has to expand as well. Cloud applications help you seamlessly upgrade your software infrastructure without burning a hole through your pocket



# OTGHR at a Glance



## WHY OTG HR?

### Efficient Management

Seamless Management with  
OTGHR for increased  
efficiency and productivity!

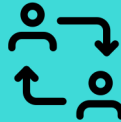
01



CENTRAL (HQ)  
REAL TIME VIEW

OTGHR allows you to track the attendance of all your employees throughout your multiple, remote branches, with the help of central, real-time view!

02



FULLY AUTOMATED  
SHIFT MANAGEMENT  
SYSTEM

Real-time remote monitoring & attendance alerts of employees working in different shifts throughout the multiple branches.

03



ENTERPRISE TIME  
ACCOUNTING  
SOLUTION

This Solution will give you better insight into our employees' work, the time spent on work, and their objective productivity will help you delegate appropriately & proportionately work.

04



RETAINING  
COMPETITIVE  
ADVANTAGE

Our time accounting system & information management helps you retain your competitive advantage which requires you to constantly monitor, evaluate & modify your strategy.

05



INCREASED  
PRODUCTIVITY,  
VOILA!

Enjoy our integrated timesheet and leave management functionality to increase productivity.



TIME IS MONEY!

### Predictive Overtime Analysis

Our solution has capabilities for historic, real-time & predictive overtime analysis, in turn reducing your monthly wages.



### Decrease Overhead Costs

with our time accounting system! Reduce associated manpower of producing each pay slip through data collection automation.



### Attendance with a click!

Monitor time usage of on-field employees using mobile clock-in & clock-out methods. Our solution gives you facial recognition and geo-fencing.



### Save up!

save up to 54 minutes per day, per employee, which is 18 hours per month, almost 3 working days, that is 15% of the working month.



# WHY OTG HR?

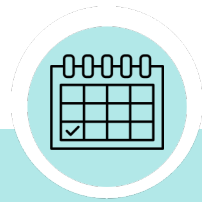
## PAYROLL INTEGRATION MADE EASIER WITH OTG HR!



1

### Automated Payroll Data Collection

Pay your employees for the actual hours they have worked



2

### Scheduling & Utilization

Improved scheduling & better workforce utilization through payroll preparation task and shift management automation.



3

### Increased Savings

Conservative estimates of savings from automating payroll data collation are between 6-8% of payroll, gained through improved productivity, streamlined processes and forced adherence to internal-external policies.



4

### Reduced Errors

Manual collation of payroll data accounts for 1-7% of total payroll costs, apart from salary overpayments.



5

### High Data Security

Automation of payroll provides you with a securely stored database. Analytics tools can be used on this data to give preconfigured or custom reports for business insight.

# WHY OTG HR?

## BENEFITS GALORE WITH OTG HR!

Minimize revenue leakage due to false clock-in and clock-out

### NO MORE CLOCK THEFT

Decrease proxy punch-ins and punch-outs by using OTGHRs state of the art face recognition algorithms

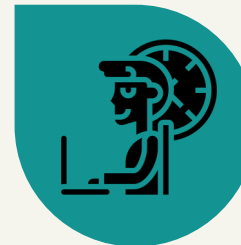


### SYSTEM MONITORED PERSONAL TIME

Monitor personal time using automated workflows thereby decreasing time theft and misuse.

### CUT DOWN ON EXTRA BREAKS

No more time theft in the form of extra breaks that are not accounted for.



### SLOWING DOWN WORK TO CREATE OVERTIME

Because there is no time accounting system in place, management cannot set standards for work rates that can be used to benchmark and monitor the productivity of employees.

# FACE ATTENDANCE

Selfie Attendance with  
Geo Tagging

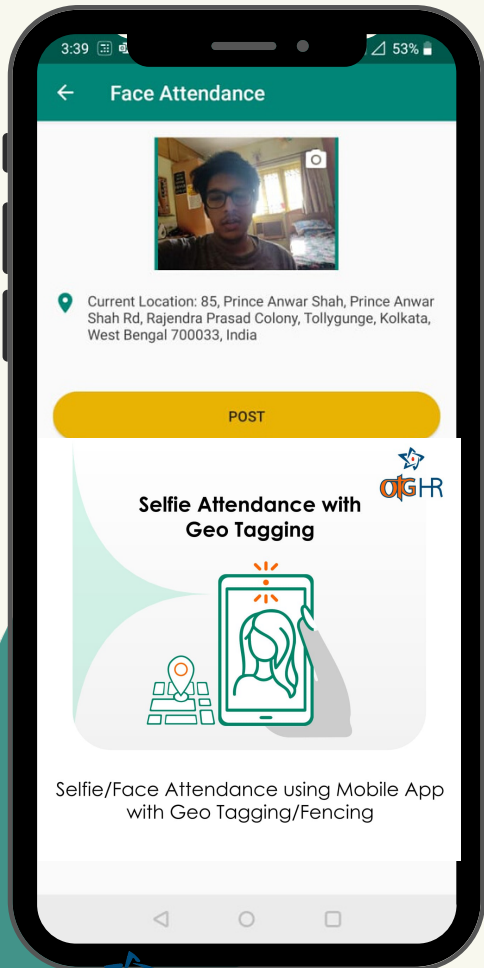


Selfie/Face Attendance using Mobile App  
with Geo Tagging/Fencing

# Features

Following are the features of Face Attendance:

- **01**  
Facial Recognition through Selfie Attendance and Live Face Detection.
- **02**  
Automated Attendance and Approval.
- **03**  
Geo Location and Fencing when daily face attendance is marked.



# Features

→ **01**

Attendance through Wall mounting Attendance machines.

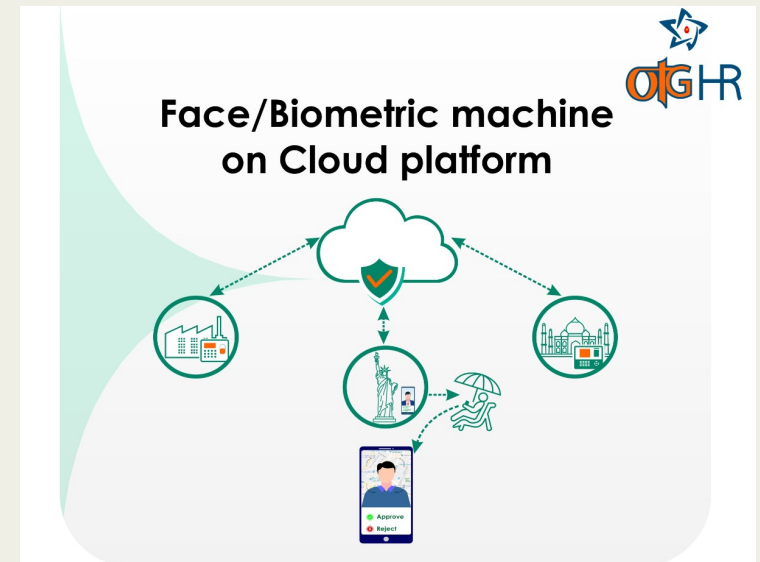
→ **02**

Automatic Push of Attendance data to Cloud in real-time.

→ **03**

Attendance Data merged with App based Attendance to give uniform experience


Integrate the Biometric & Face Recognition based Attendance machines on the same platform




Linking with Face/Biometric machine on Cloud platform with Mobile App



# TEAM FACE ATTENDANCE

Team's Attendance with Productivity analytics 



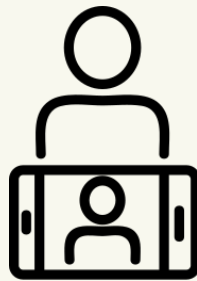
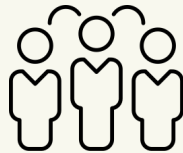
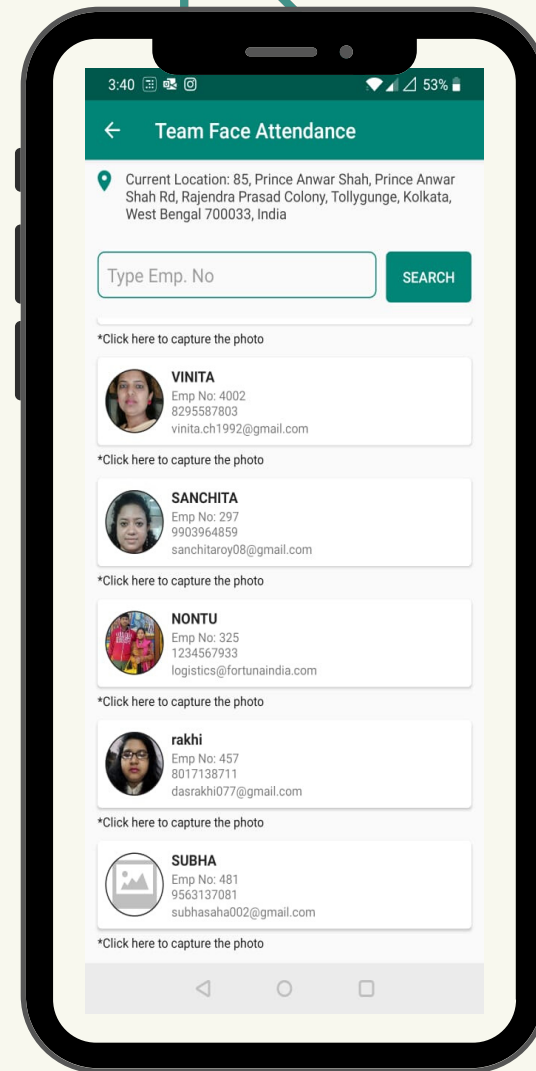
Team's Attendance Dashboard with Productivity analytics



# One Phone Attendance for Team

This feature is especially useful when everyone in the team does not own a smartphone. An individual of the same or higher level.

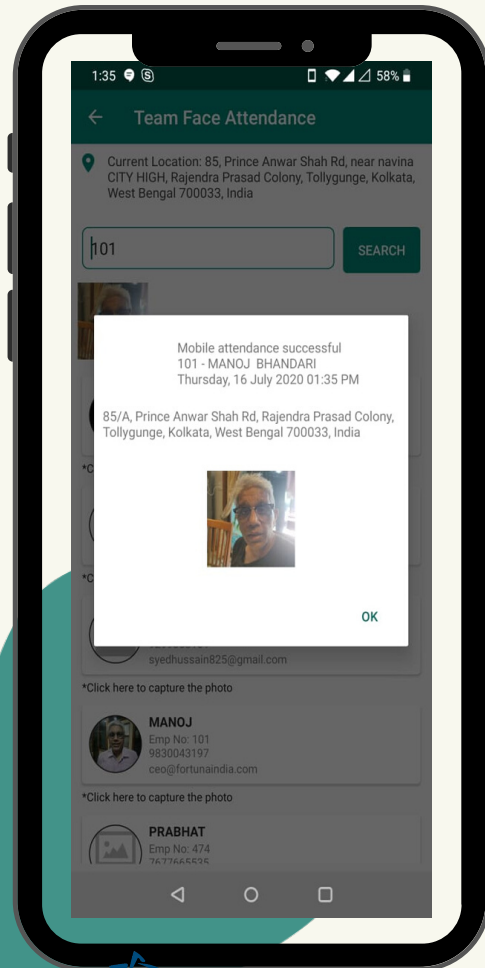
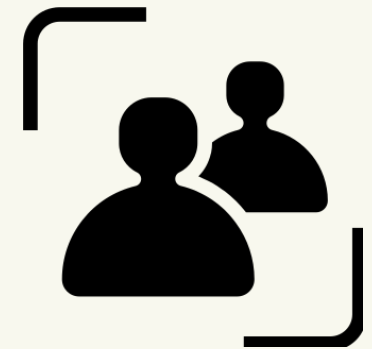
The presence of even one smartphone makes it possible for the team to mark attendance when working on-field. in hierarchy marks team attendance of employees through facial recognition of their individual faces.



# Workflow

Following are the features of Team Face Attendance:

- **01**  
Manager/ Colleague searches for the employee who he wants to mark the attendance for.
- **02**  
He clicks a photo of that employee with his smartphone and geo-location is also captured.
- **03**  
Face Recognition is applied and attendance is auto-approved if the employee face matches the database record.



\_\_\_\_\_ + \_\_\_\_\_

# *Manual Attendance*

\_\_\_\_\_ + \_\_\_\_\_

# Attendance On-Approval

**Attendance Application  
made easier!**

## 01

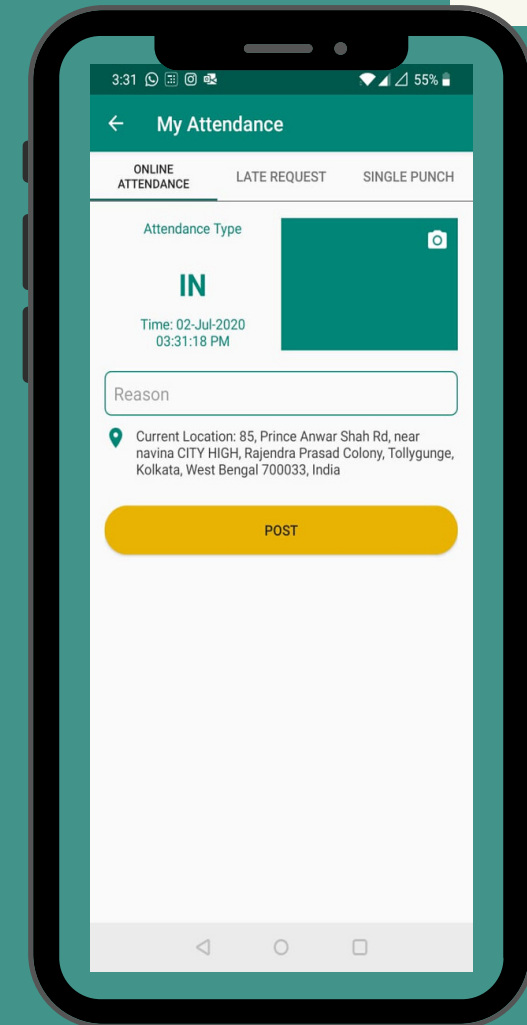
Employee marks Online Attendance

## 02

Request goes to immediate manager.

## 03

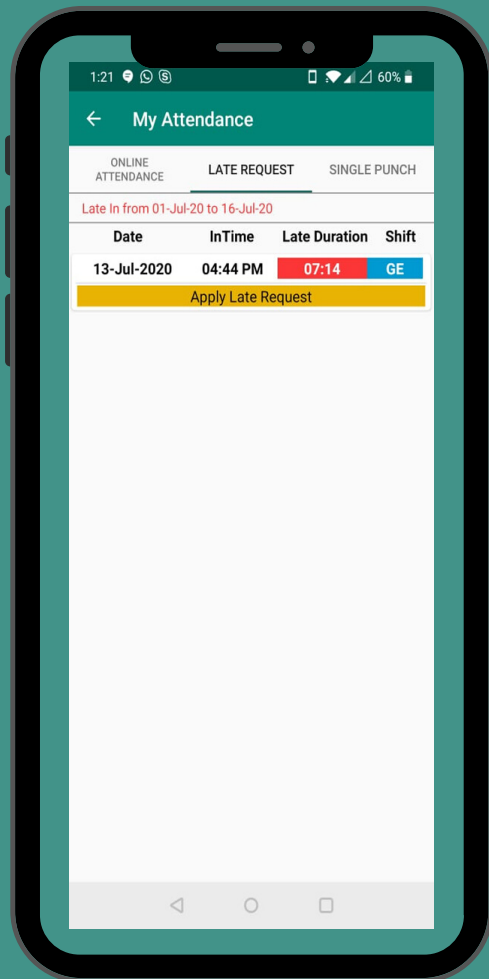
Immediate Manager either approves or forwards to higher authorities.



\_\_\_\_\_ + \_\_\_\_\_

# LATE REQUEST APPLICATION

\_\_\_\_\_ + \_\_\_\_\_



# Late Application Request

**Can be used to regularize late arrivals!**

**01**

Employee applies for late request.

**02**

Request goes to immediate manager.

**03**

Immediate Manager either approves or forwards to higher authorities.

\_\_\_\_\_ + \_\_\_\_\_

# *Single Punch Request*

\_\_\_\_\_ + \_\_\_\_\_

# Single Punch Request

Can be used for missed punches!

**01**

Employee applies for single punch.

**02**

Request goes to immediate manager.

**03**

Immediate Manager either approves or forwards to higher authorities.



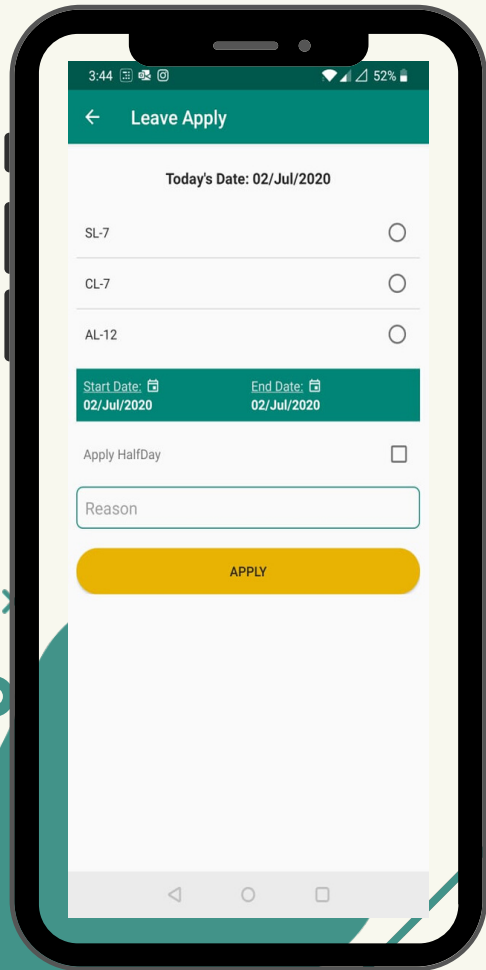


\_\_\_\_\_ + \_\_\_\_\_

# *Leave & Tour Application*

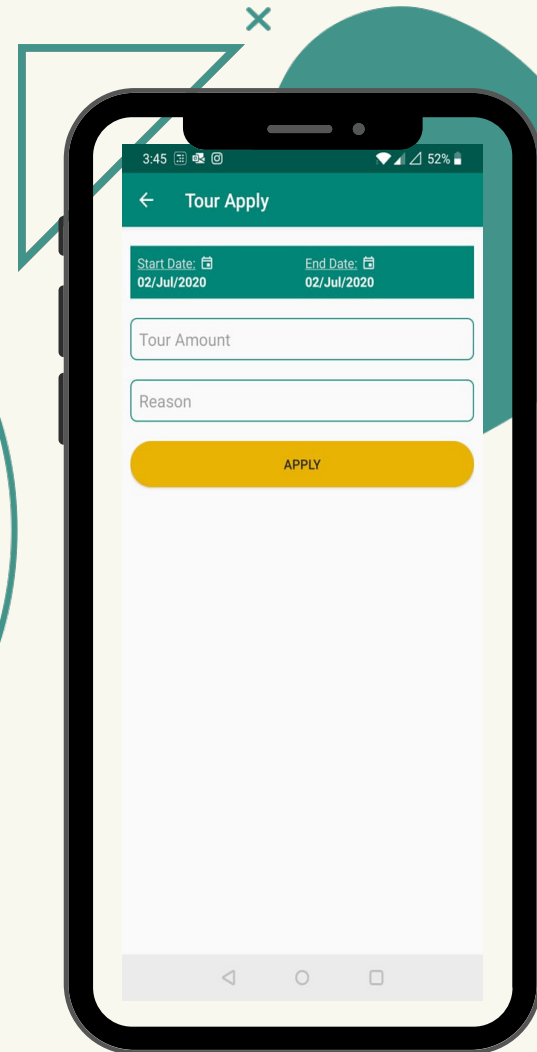
LEAVE & TOUR APPLICATION

\_\_\_\_\_ + \_\_\_\_\_



## Leave & Tour Application made easier!

Just click on the respective buttons on Dashboard to apply for leave which then goes to the Manager for approval and is granted as per organization policy.



\_\_\_\_\_ + \_\_\_\_\_

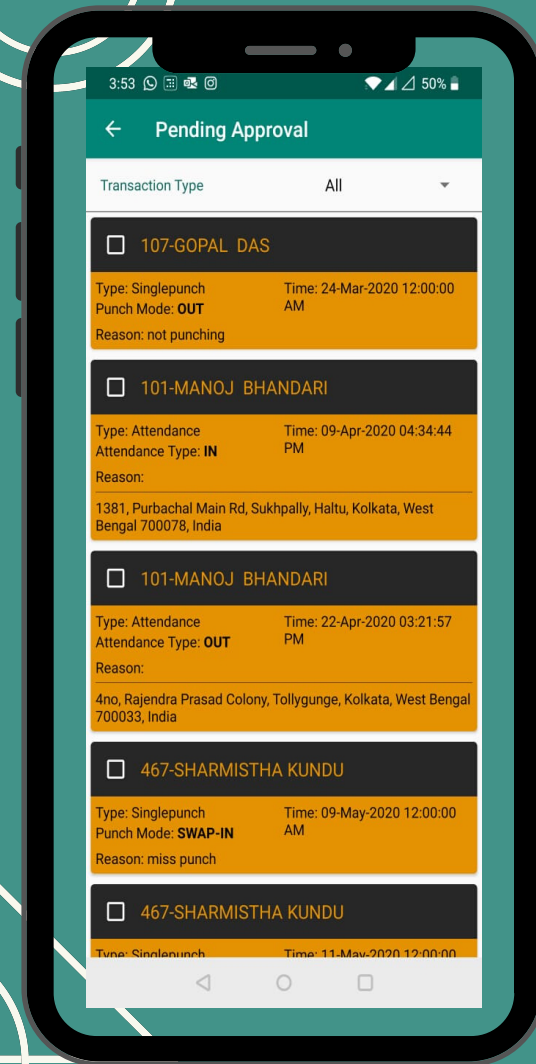
# *Approvals*

\_\_\_\_\_ + \_\_\_\_\_

# Click-Click Approve!

## Pending Approvals Dashboard on the go!

This feature in the dashboard helps the higher Managers to see pending approvals at their level and allows and make a decision to approve it or send it to a level higher than theirs.



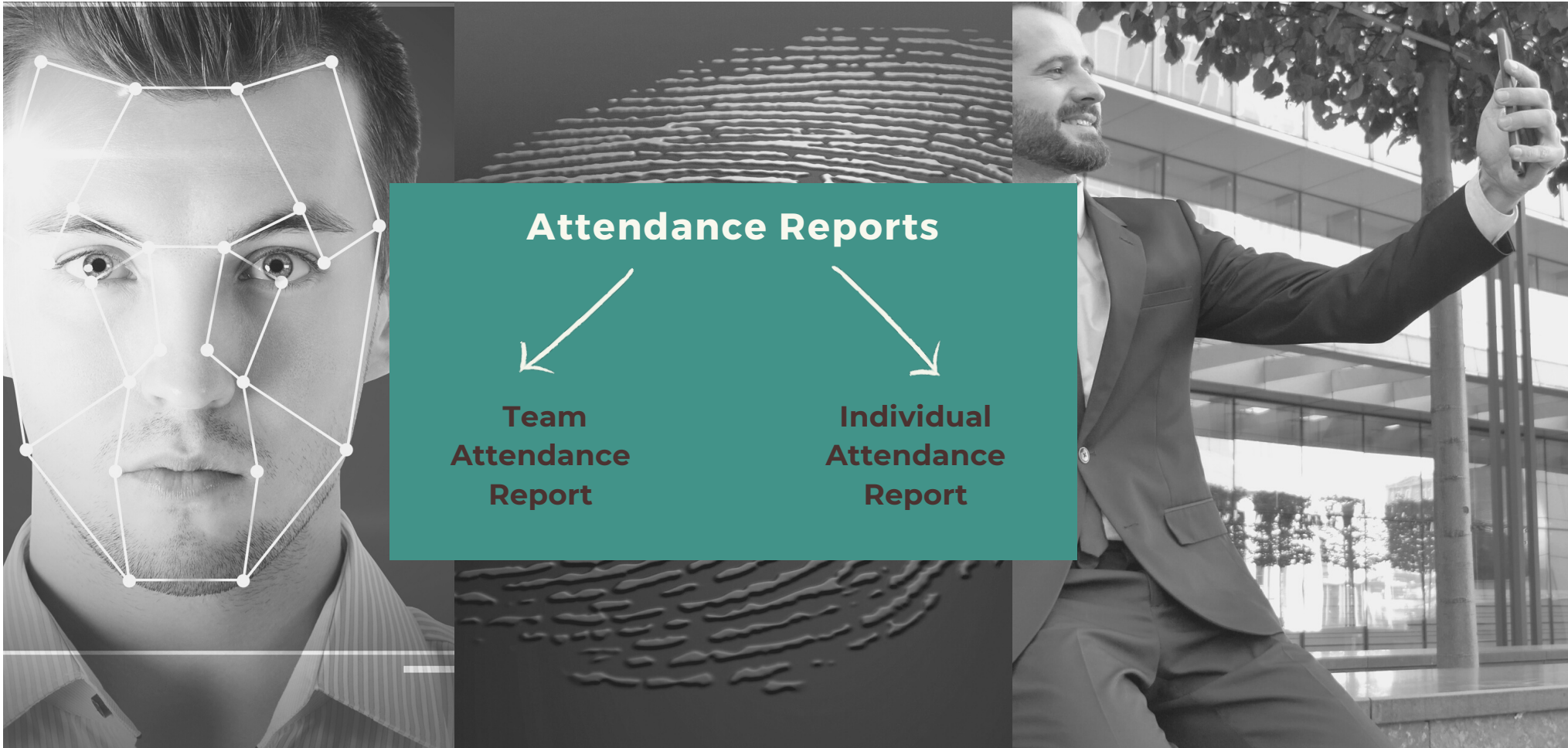
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# *Attendance Reports*

## ATTENDANCE REPORTS

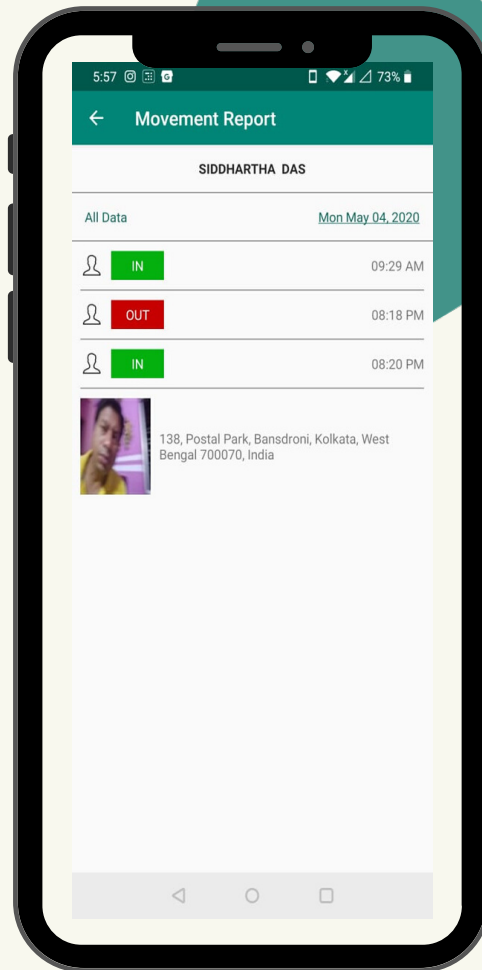
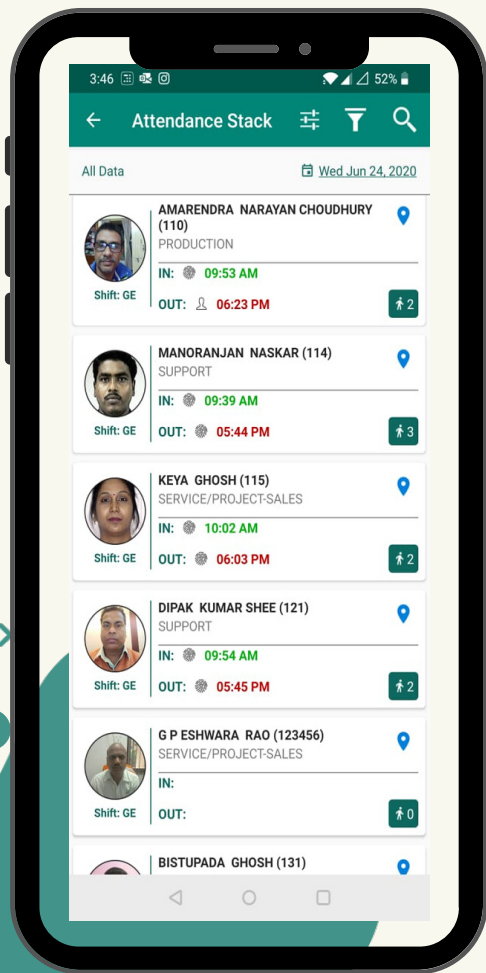




# Attendance Reports

Team  
Attendance  
Report

Individual  
Attendance  
Report



# Team Attendance Report On Demand!

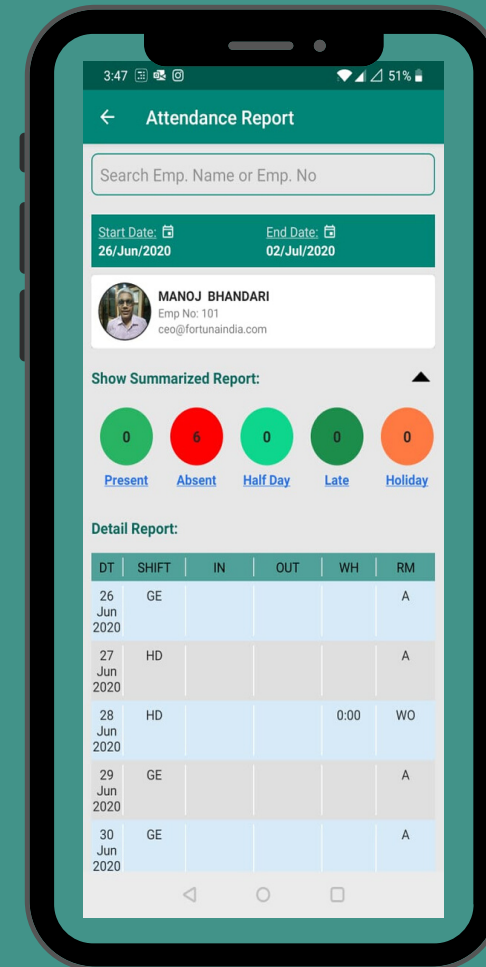
Attendance Stack helps Managers to check the attendance of their team employees. This includes number of days they punched in, late records, leaves and tours. This can be done on-demand. It also helps the Manger view location reports of their employee from where the punch was made. Individual employee movement can also be seen by the Manager.

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# Keep self tabs through Individual Attendance Report

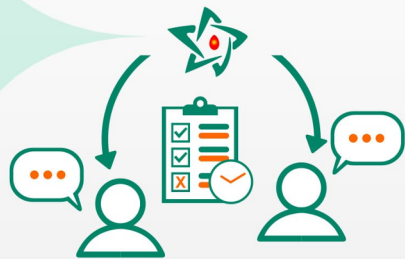
This module helps every employee to keep track of their own daily attendance and ensure transparency at ground-level





# KARMA: TASK TRACKER

Task Tracker with  
Group chat & scheduling

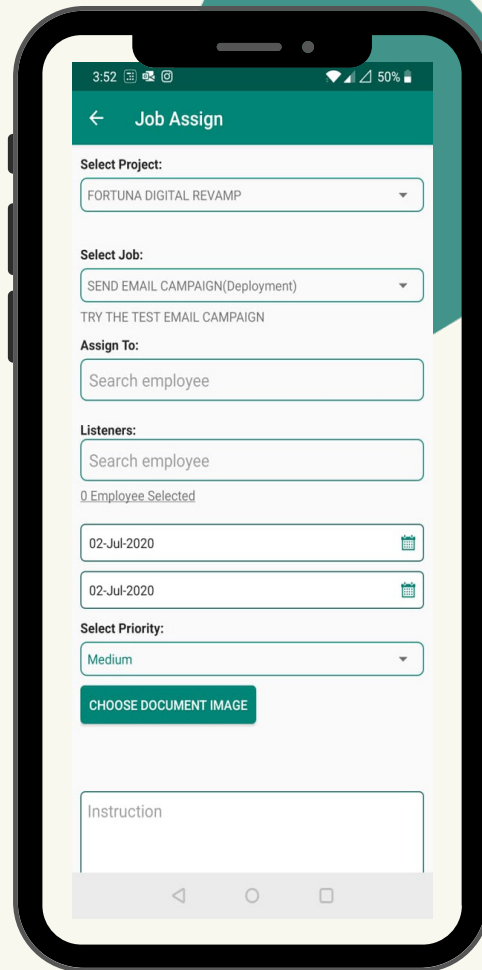
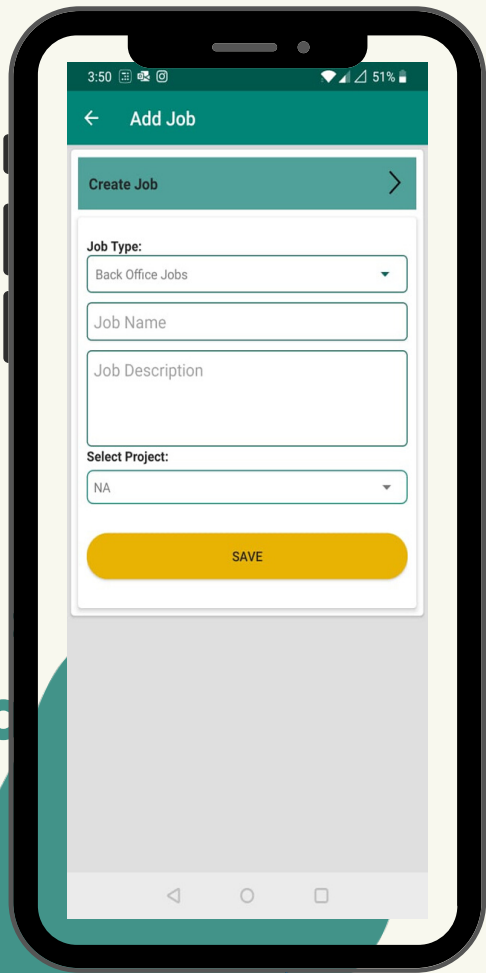


Project/Task Tracker with Time Sheet,  
Group chat & scheduling

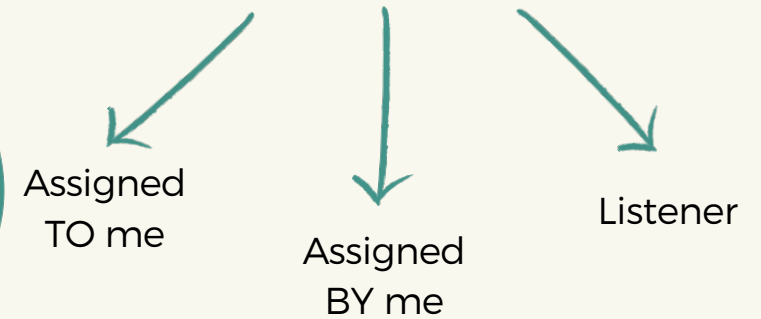
Job Allocation



Job/Task Allocation with  
Time Sheet Management



## Defining Task Roles



## Features

Karma allows you to do the following:

- Project-wise Allocation to increase reliability and transparency.
- Add multiple stakeholders to each task.
- Chat with all office colleagues eliminating dependence on WhatsApp and E-mail.
- Task-wise time sheets can be updated.

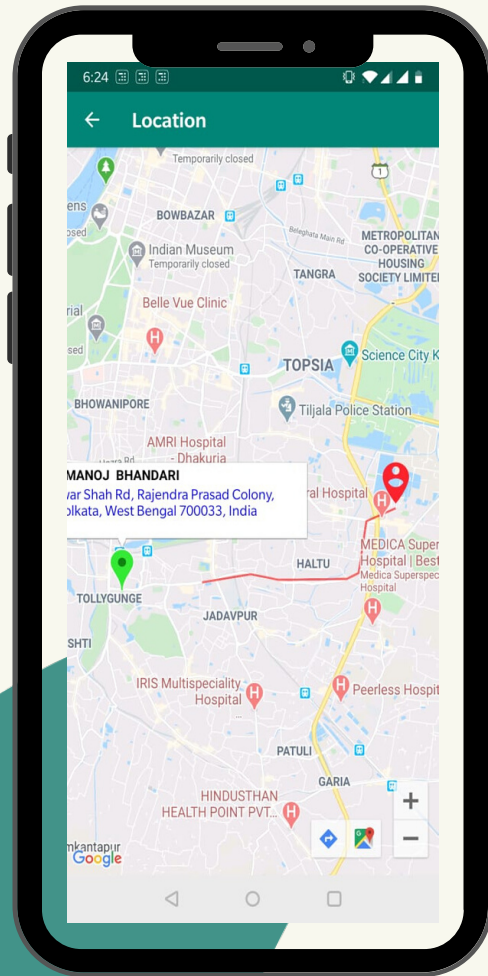
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# EMPLOYEE TRACKING

*Employee Tracking*





Track your  
employees in  
their  
designated  
shifts in  
real-time.

\_\_\_\_\_ + \_\_\_\_\_

# *New Features*

NEW FEATURES

\_\_\_\_\_ + \_\_\_\_\_

# New Feature

## Work from Home



WFH Application &  
Approval workflow

The newly developed **Work From Home Module (WFH)** has workflows with approvals.

- Once the WFH is allowed by the reporting manager, the tasks executed by the employees may be checked IN & OUT by themselves with the outcome details, to make a time sheets like reports.
- Schedules may be assigned by the reporting manager to their team members with notifications.
- The Jobs may be forwarded to next day, if not finished.
- The Job assignee may see the report outcome for their Team.
- The performance report may be taken out with all the details being fed as separate line item on the Task Wall from the Web Portal

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# New Feature

## Desktop Monitoring



Employee Desktop Monitoring &  
Productivity Suite

The newly developed **Desktop Monitoring module** is to auto-capture the screenshots of desktop, when the employee logs in for the job during the Work schedule.

- The screenshots captured from the employee desktop are stored & tagged to tasks, to have a view against each job undertaken.
- The screen shots are captured only when there is some activity on the desktop, at configurable intervals, to identify the idle time.
- The performance may be calculated based on the idle time & be tabulated for monitoring productivity, which is required, especially during WFH.

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# New Feature

## Intra-office Chat



Integrated with Intra-office Chat App  
for Team collaboration

The newly developed **Intra-office Chat module** is to create and maintain official Chat records within employees of the Company without the need to create Email IDs.

- **Group chats tagged to a work-schedule may be initiated by team, for focused discussion, around the job.**
- **Project(Karma) related chats may be posted & visible as a focused & grouped chat, for better visibility & history.**
- **All the chats are officially trackable records. This infra reduces the pressure on companies to provide official Email IDs & official mobile number for chatting.**

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WE'VE GOT YOU  
COVERED FOR  
ALL YOUR HR  
NEEDS WITH  
OTG HR!

THANK YOU FOR  
YOUR TIME!



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