

# MAKKAYS

## ATTENDANCE MANAGEMENT SYSTEM (AMS)



## What is Makkays AMS – Attendance Management System

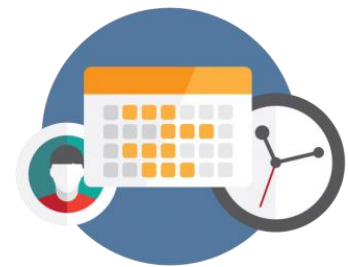
AMS is a Software solution for the management of attendance and leaves of employees of any organization, using biometric attendance devices.

AMS not only allows to manage all the biometric devices, but also provides a complete dashboard to manage and monitor all data.

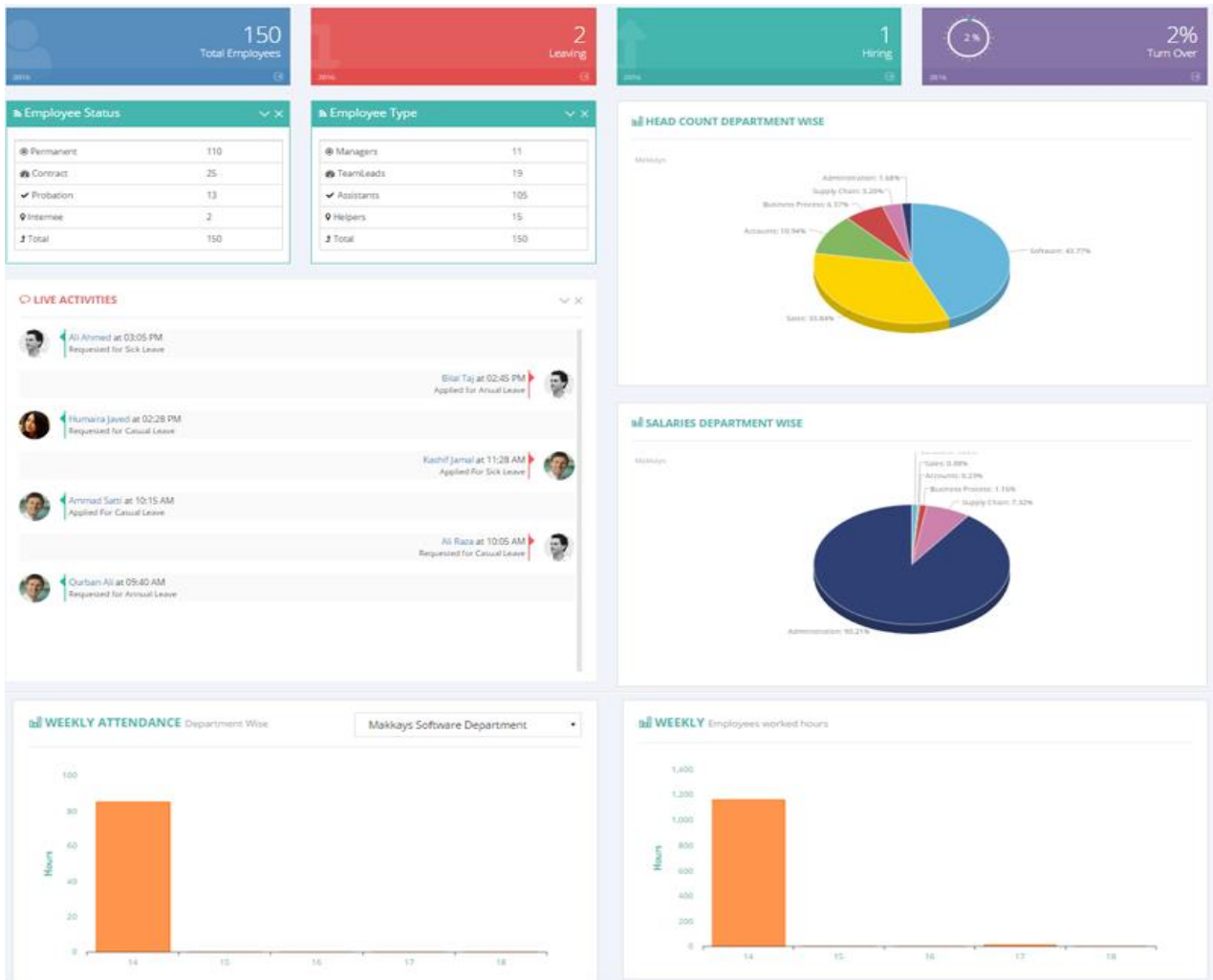
Attendance and Leaves reports may be generated using AMS, based on the data from all the connected devices.

## Salient Features of Makkays AMS – Attendance Management System

- Attendance Logging using Biometric Devices.
- Scalability to add and connect multiple biometric devices.
- Scalability to Add and Manage unlimited number of employees.
- Complete Leave Management System.
- Comprehensive User Role Management.
- Employee Information may be imported from MS Excel.
- Employee Information may be exported to MS Excel.
- Easy to use Organizational Hierarchy Management.
- Built-In Reports for Monitoring and Recording.
- Reports may be exported to MS Excel.
- There is even a Custom Report Builder Tool.
- Manual Attendance may also be marked by privileged user.
- Calculate and Display Calculated / Actual Working Hours
- Calculate and Display Overtime / Short-Time
- Generate “Hours Worked By Employee” Report for Payroll
- Feature to set “On tour / On Official Duty” Status
- Track Employees on Leave
- Track Employees within a Premises (in case of an emergency)
- Complete Shift and Roster Management
- Apply / Approve Leaves





- View Leave Balance
- View complete leave history
- Comprehensive Dashboards



## Some Sample Reports of Makkays AMS – Attendance Management System

Makkays AMS has a very strong reporting module which provides all the necessary reports to monitor and analyse the attendance and leaves of employees. Some of the most useful reports are displayed below for reference.

User Work Hours			 ISO 9001:2008 Certified	
Print Date:	25/05/2016	Start Date:	01/05/2016	
Name:	Tariq Mehmood	End Date:	25/05/2016	
Designation:	Telephone Operator			
EPI:	10020320			
Date	Time In	Time Out	Work hours	
			Hours	Minutes
01/05/2016	09:08 AM	04:56 PM	7	48
02/05/2016	09:09 AM	06:33 PM	9	24
03/05/2016	09:16 AM	06:01 PM	8	45
04/05/2016	09:27 AM	06:42 PM	9	15
05/05/2016	09:25 AM	06:08 PM	8	43
06/05/2016	09:13 AM	05:40 PM	8	27
07/05/2016	09:00 AM	06:14 PM	9	14
08/05/2016	09:15 AM	05:28 PM	8	13
09/05/2016	09:07 AM	06:05 PM	8	58
10/05/2016	09:01 AM	06:40 PM	9	39
11/05/2016	09:16 AM	06:18 PM	9	2
12/05/2016	09:11 AM	06:15 PM	9	4
13/05/2016	09:25 AM	05:18 PM	7	53
14/05/2016	09:01 AM	06:14 PM	9	13
15/05/2016	09:12 AM	04:51 PM	7	39
16/05/2016	09:09 AM	05:23 PM	8	14
17/05/2016	09:17 AM	06:08 PM	8	51
18/05/2016	08:59 AM	06:58 PM	9	59
19/05/2016	09:04 AM	05:17 PM	8	13
20/05/2016	09:05 AM	05:59 PM	8	54
21/05/2016	09:08 AM	06:27 PM	9	19
22/05/2016	09:18 AM	06:21 PM	9	3
23/05/2016	09:02 AM	06:32 PM	9	30

Solution Provided by:  [www.makkays.com](http://www.makkays.com)

DEPARTMENT WISE ATTENDANCE REPORT ( Department: ITRCDB)



ISO 9001:2008 Certified

Date	P#	Employee Name	Shift	Status	Designation	Machine Location	Department/Institute	Manual Attendance	Employee Type	Time In	Time Out	Total Hours Worked
01-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB		Adhoc	09:18 PM		
02-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB		Adhoc	09:46 PM		
03-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB		Adhoc	09:23 PM		
04-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB		Adhoc	09:44 PM		
05-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB		Adhoc	12:13 PM	08:12 PM	07 : 59
06-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB		Adhoc	08:31 PM		
07-06-2015	51376	Ahsan Rafiq	Morning	Sunday	Network Technician	Main Gate #1	ITRCDB		Adhoc			
08-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB	YES	Adhoc	10:38 AM	08:11 PM	09 : 33
09-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB	YES	Adhoc	10:21 AM	08:35 PM	10 : 14
10-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB	YES	Adhoc	10:36 AM	08:18 PM	09 : 42
11-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB	YES	Adhoc	09:48 AM	07:58 PM	10 : 10
12-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB		Adhoc	08:45 PM		
13-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB		Adhoc	10:09 PM		
14-06-2015	51376	Ahsan Rafiq	Morning	Sunday	Network Technician	Main Gate #1	ITRCDB		Adhoc			
15-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB		Adhoc	09:15 PM		
16-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB	YES	Adhoc	10:23 AM	08:57 PM	10 : 34
17-06-2015	51376	Ahsan Rafiq	Morning	Present	Network Technician	Main Gate #1	ITRCDB	YES	Adhoc	10:31 AM	09:29 PM	10 : 58

REGION WISE EMPLOYEE ATTENDANCE SUMMARY (Region: ITR)

EPI	FullName	Designation	BuildingName	Regio	Workin	Present	Days			Working Hours	
							Late	Left Earl	Absent	Planned	Actual
10007389	MUSHTAQ AHMAD MALIK	SM (Revenue & Collection) ITR	PTCL House F-5/1	ITR	17	14	1	14	3	110	106:26
10010591	SHAKIL BAKHSH	Teleprinter Operator	Tarlai Exchange Islamabad	ITR	17	16	0	16	1	110	89:50
10015492	MUHAMMAD IQBAL ANJUM	K.P.O (Finance)	PTCL House F-5/1	ITR	17	16	1	16	1	110	133:10
10016477	FAIZ UR REHMAN	AM (Bill Delivery) Cantt Rwp	R/pindi Cantt Exchagne CTO 02	ITR	17	15	0	15	2	110	101:31
10017089	MUHAMMAD ASHRAF	Engineer (Building) Rawalpindi	PTCL House F-5/1	ITR	17	17	1	17	0	110	76:26
10017353	TAHIR HUSSAIN	Upper Division Clerk	PTCL House F-5/1	ITR	17	17	2	17	0	110	101:36
10018719	SAFEER KHAN	Customer Support Representative	I-10 Exch	ITR	17	13	6	13	4	110	29:8
10019202	ABDUL RAZIQ	Manager (Budget) Islamabad	PTCL House F-5/1	ITR	17	15	0	15	2	110	104:55
10019691	Gul Perwaz Abbasi	Technical Officer (Eng)	PTCL House F-5/1	ITR	17	10	5	10	7	110	29:58
10019827	Amer Bilal	SM Admin & Coord North	PTCL House F-5/1	ITR	17	16	3	15	1	110	88:44
10019854	TAHIR MEHMOOD	Customer Support Representative	PTCL House F-5/1	ITR	17	18	1	18	-1	110	120:14
10020008	TARIQ MAQSOOD	UDC	CMC G-9	ITR	17	17	3	17	0	110	98:33
10020097	Ilyas Ahmed	Assistant Manager (QA)	CDDT Building H9, Islamabad 1	ITR	17	15	0	15	2	110	57:12
10020109	ABDUL WAHID BHATTI	Engineering Supervisor	CDDT Building H9, Islamabad 1	ITR	17	15	5	15	2	110	74:52
10020320	Tariq Mehmood	Telephone Operator	I-10 Exchange	ITR	17	20	1	20	-3	110	175:28
10020337	SALMA MEHR DIN	Lady Telephone Operator	R/pindi Cantt Exchagne CTO 02	ITR	17	14	6	14	3	110	30:25
10020450	Arshad Saleem Baig	Manager Quality Assurance	CDDT Building H9, Islamabad 1	ITR	17	6	0	6	11	110	33:7
10020465	MUHAMMAD SHOUKAT ABBASI	AM (War Room) I-10 Islamabad	I-10 Exch	ITR	17	15	1	15	2	110	90:52
10021450	TARIQ IQBAL	Telecom Technician	I-10 Exch	ITR	17	6	0	6	11	110	42:42
10022271	Muhammad Ramzan Zafar	T/Tech	Rawalpindi Cantt Exchagne CTO	ITR	17	16	0	16	1	110	105:33
10022697	Fouzia Ameen	LTO	PTCL House F-5/1	ITR	17	17	2	16	0	110	107:15
10022716	TANVEER AHMED CHEEMA	SBM (F-5) Islamabad	PTCL House F-5/1	ITR	17	17	3	17	0	110	121:55
10023031	Sajid Mehmood	Assistant	S/Town Complex Rawalpindi	ITR	17	7	0	7	10	110	0:0

## Value Added by Makkays' AMS

- Control over the attendance of your employees.
- Required Reports to analyse the attendance.
- Statistical Data to make decisions.
- Flexibility to access the web based system from any computer.
- Scalability of adding unlimited employees and devices.
- A very easy to use solution
- Accountable working hours and overtimes

