

EMPLOYEE ID-BADGE SOFTWARE

Introduction

Employee ID-Badge Software maintains records of employees easily and efficiently. Say farewell to the nightmare of trying to manage your employees with an awkward mix of spreadsheets, word documents, database files and cumbersome email folders.

Employee ID-Badge Software is a highly intuitive software application that helps you store and track employee information with their photographs.

This Software keeps track record of employees of different departments/contracts by printing ID-Cards Immediately. This ID-Card can be used while he/she is in the office/site premises or when he/she enters or leaves the office/site premises.



Advantages

- Issue ID Badges to employee / workers immediately
- Suitable for low cost / long lasting ID Badges
- Designed for smooth operation while large turn over of employee / worker
- Information – single click away
- Useful reports and graphs for analysis
- Customizable to suit client requirement / environment
- Easy integration with other systems / software

Area of Application

- Construction / Project Site
- Operational Plant
- Medium / Large size factories
- Blanks
- Hospitals
- Hotels
- Schools / Colleges / Universities
- Any Organization having more than 100 employees

Modules

Employee Registration

- Employee registration with basic/least required details such as name, photograph, company / contractor name, issue & validity of id badge.
- Employee complete details such as personal details, organizational details, nominee details, educational and professional details and contact details.



Employee's Offence & Award (*)

- Master record for offence & award category (e.g. without helmet, without seat belt, Safe behavior on work site).
- Employee offence record entry with details such as offence date, reported by, reported to, category of offence, action taken by, action details.
- Employee award record entry with details such as reporting date, reported by, reported to, category of award, remarks.
- Statistical/graphical reports based on recorded offenses / awards.

Employee's induction, training, assessment & medical fitness records (*)

- Site safety induction / re-induction records (induction / re-induction date, induction by).
- Master record for training category (e.g. Fire fighting, First Aid).
- Training records (Training date, category of training, trainer details).
- Assessment records (Assessment date, assessment by, Assessment results).
- Medical fitness records (Fitness test date, Doctor details).
- Many statistical & analytical reports are generated from above records, some of them are;
 - No. induction Vs No. of re-induction
 - Category wise no. of training arranged
 - Assessment Pass/ Failure ratio
 - Medical history of employee

Search Engine

Search engine refers to the facility which provides quick access to stored data. The search engine option is available in all the modules and enables the user to perform search for various fields of the module in all possible combinations.

Utilities

- Print/Reprint ID Badge
 1. *Batch processing*: Employee registration can be done in bulk and ID Badges can be printed together later on.
 2. *Immediate printing*: New employee registration with a photograph and printing single ID Badge immediately.
- Assign/Extend ID-Badge validity
- Capture or Change an Employee Photograph
- Employee Job termination Entry
- Alter employee details

Time Attendance

Operation

- Employee login / logout operation while he/she enter / exit from work site
- Login/logout operation using Barcode or RFID or Thumb scanner technology based on work environment.
- Time stamp record maintained for all employees' entry / exit from work site
- Leave Application records (Optional)
- Shift scheduling (Optional)
- Holidays

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Reports

- Head count calculation - contractor / sub contractor / department wise
- No. of employee present on work site (for emergency situation)
- Detailed Login Logout report
- Employee exact work hours report
- Employee leave summary
- Employee overtime report
- Monthly shift schedule – employee / department / contractor wise

Payroll Integration (*)

Operation

- Maintain employee salary records such as basic salary, city allowance, HRA, DA, etc.
- Generate Pay slip based on attendance records

Reports

- Employee salary register
- Employee Pay slip
- Register of Deduction
- Register of Workman
- Register of Fines
- Register of Advance
- Register of Overtime
- PF & ESI Reports such as Form – 2, Form – 3, Form – 5, Form - 6 A, Form – 10, Form – 12, Form - 16

And many more reports as per client requirement.

Block black listed employee (*)

- Employee's finger print can be registered while registration of new employee
- Matching of employee's finger print with black listed employee's finger print
- Fast and accurate fingerprint matching while new employee registration
- Software can generate report of employee movement from one contractor to another contractor on same project to protect contractors' internal worker movement.

SMS/MMS Server Integration (*)

ID Badging software supports GSM/GPRS technology, in case of work site is distributed over large area, where computer or networking is not practically viable solution.

Operation

- Authorized personals can request to employee id badging software to pass information by sending request SMS. (e.g. Authorized personal is requesting employee offence records by sending SMS with employee unique identification no. printed on his/her ID Badge)
- Software will validate & process the request, and reply to sender with required information using SMS or MMS

Using this feature authorized personal can get almost all the details from software such as;

- Employee details
- Employee offence details
- Employee induction / training /assessment details
- Employee today's or past login logout details
- Employee photograph
- Contractor wise / Department wise today's headcount

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Access Control System Integration (*)

Employee id badging software has capability to integrate with almost all the access control system such as flap barrier, boom barrier, tri-pod, tube stile, swing gate and turnstile.

Operation

- Employees' swap his id badge against barcode/RFID/Thumb reader while entry/exit from work site
- Software checks and validates the employee data received from barcode/RFID/Thumb reader against employee database and required conditions such as valid id badge no, validity not expired, employee is not black listed
- Software sends open/close instruction to access control system using control circuit connected between employee id badging software and access control system.

Reports & Graphs

- Track employee with Search Engine, User can search employee on different fields such as date of joining, date of birth, Gender wise, contractor/Sub contractor wise, project wise, shift wise, department / designation wise etc...
- ID badge expiry report
- Report of all ID Badges Issued (between specified date period)
- Job Termination Report (between specified date period & contractor / department)
- No. of ID Badge issues Vs. Name of Contractor / Department

Many mix and match criteria based customized reports can be generated based on client requirement.

Note: -

1. (*) indicates optional modules.
2. Fields' / reports' name mentioned below are limited and for reference purpose only.
3. Fields names may vary based on customization of module.

Key Features

Capture instant photos with a web camera

In many cases, employees does not carry their photographs while registration, hence id badging software has got very handy solution of it, using web camera connected with software, it can register employees' photograph which can be printed on id badge and also stored in database for daily login logout verification reference.

Issue ID Badge instantly or batch mode printing support

Software supports following two different modes to print the ID Badges

1. *Batch processing*: Employee registration can be done in bulk and ID Badges can be printed together later on.
2. *Immediate printing*: New employee registration with a photograph and printing single ID Badge immediately.

Store and track employees' complete information

Software supports employee registration with basic/least required details such as name, photograph, company / contractor name, issue & validity of id badge. Later on user can update employees' complete details such as personal details, organizational details, nominee details, educational and professional details and contact details.

With the help of search engine facility, user can search or track any employee by entering his/her unique identification no, name, contractor name, designation name, age, sex and contact details.

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Manage employee offence & award information

Employee id badging software has got facility to mark the offence / award record for particular employee. While any offence reported by any supervisor to management, security department will put one punch on employee's id badge and also operator will make entry of offence for that employee by linking his/her unique id badge no.

This operation will help to black list the employees having no. of repetitive offence. This module also helps to analyze the offence record which helps management to improve their work site safety induction or specific training programs.

If we take one example of construction site/operational plant, many workers are found entering the restricted areas without permission in last six months; hence management can improve the site safety induction program by more concentrating on providing clear ideas about restricted areas to workers.

Manage induction / re-induction, training, assessment and medical records

For HSE department of any company, it is very time consuming task to manage employee's induction, training, assessment and medical records using excel sheets or word documents. This module manages all these records within single database and hence it is very easy for user to get required information or reports on time with less effort.

- Site safety induction / re-induction records (induction / re-induction date, induction by)
- Master record for training category (e.g. Fire fighting, First Aid)
- Training records (Training date, category of training, trainer details)
- Assessment records (Assessment date, assessment by, Assessment results)
- Medical fitness records (Fitness test date, Doctor details)
- Many statistical & analytical reports are generated from above records, some of them are;
 - No. induction Vs No. of re-induction
 - Category wise no. of training arranged
 - Assessment Pass/ Failure ratio
 - Medical history of employee

Different color code on ID Badge, can be applied for contractors or departments

Software has facility to print different color code on their ID Badge, to differentiate the different contractors and / or departments. This will help security personal to identify the employee from far distance, while some areas or departments are restricted for contractors' / departments' employees.

Search Engine

Search engine refers to the facility which provides quick access to stored data. The search engine option is available in all the modules and enables the user to perform search for various fields of the module in all possible combinations.

User can search employee on different fields such as date of joining, date of birth, Gender wise, contractor/Sub contractor wise, project wise, shift wise, department / designation wise etc...

Also, offence module provides search engine, to track offence record based on filter criteria such as between two dates, offence categories, offence location, employee wise, contractor / department wise and many more.

Useful Reports & Graphs

Employee id badging software contains pre-configured and user configurable reports & graphs based on employee's details, employee offence / award records, induction, training, assessment, attendance and payroll records.

List of major reports are as follows;

ID Badge Reports

- ID badge expiry report.
- Report of all ID Badges Issued (between specified date period)
- Job Termination Report (between specified date period & contractor department)
- No. of ID Badge issued Vs. Name of Contractor / Department
- Employee's history printing.

Induction / assessment / medical

- No. induction Vs No. of re-induction
- Category wise no. of training arranged
- Assessment Pass/ Failure ratio
- Medical history of employee

Time attendance / Login Logout

- Head count calculation - contractor / sub contractor / department wise
- No. of employee present on work site (for emergency situation)
- Detailed Login Logout report
- Employee exact work hours report
- Employee leave summary
- Employee overtime report
- Monthly shift schedule – employee / department / contractor wise

Payroll

- Employee salary register
- Employee Pay slip
- Register of Deduction
- Register of Workman
- Register of Fines
- Register of Advance
- Register of Overtime
- PF & ESI Reports such as Form – 2, Form – 3, Form – 5, Form - 6 A, Form – 10, Form – 12, Form - 16

Note: - Many more customized reports can be generated based on client requirement.

Optional Features

Integration of Barcode / RFID / Finger print technologies

Time Attendance

i. Employees' daily Login – Logout operation to record attendance

Every employee will does login / logout operation while he/she enter / exit from work site using Barcode or RFID or Thumb scanner. This operation will maintain the Time stamp for all employees' entry / exit from work site.

ii. Contractor/Sub contractor wise head count & work hour calculation

Major organizations / factories having contractors, management contractors and sub contractors working under single / multiple premises. If management wants the head count report for every contractor, each supervisor of subcontractor will count the workers on work site and same will be reported to their immediate contractors. Contractors will report to management contractor and management contractor will report to the management.

Based on our experience, we found that there are many steps and hopes, and repeated work done by many persons. Chances of error are high. Only head count data is collected. If work hours calculation is required in same scenario, the working process becomes quite lengthy.

If we consider same scenario, with id badging software implemented on work site. When any new employee is registered with id badging software, software will record employee's contractor and/or sub contractor's name. Hence, when ever employees scan his id badge, software automatically put his headcount record for linked contractor or subcontractor. Also software records the exact login and logout time of employee; hence it gives exact working hours of employee.

iii. Currently no. of employees present in premise (useful for Emergency Response System)

In case of emergency, It is very cumbersome task to get count and list of persons present inside the plant or work site. Every supervisor has to count his workers and then report it to their immediate bosses.

With the help of id badging software with login / logout operation, In emergency every worker can scan their ID Badge at assembly point or main gate. Hence, software can easily produce the list of workers present inside the site. Also software can list the workers' contact no. as well, if maintained in the software.

iv. Shift scheduling

Many organizations maintains shift records for their employees to manage the daily attendance, exact working hours, late coming and early going reports. ID Badging software can be customized to include the clients' shift pattern.

Based on client's shift pattern, software will generate the shift schedule for every employee monthly basis. Manual adjustment is also possible with already generated shift schedule.

v. Leave Management

Leave / absenteeism records are necessary to generate the payroll reports. This module can include the different types of leave such as sick leave (SL), casual leave (CL), leave without pay (LWP), holidays.

Integration with Access Control System / Barriers

To increase the security level, some of the organizations are implementing the access control system for their restricted areas. ID Badging software has capability to integrate with almost all the access control systems such as flap barrier, boom barrier, tri-pod, tube stile, swing gate and turnstile.

Note: - ID Badging software has capability to integrate with client's existing Access control system. This will require client's existing access control system hardware specification / discussion with client's technical team member.

Block black listed employees

It is very hard to identify the black listed employee when there is large turn over of employee on work site. Generally security department manage this records by putting photographs of black listed employees on notice board. But this system is not effective while there is a huge turn over of employees.

ID Badging software has got feature to block the black listed employees using finger print matching. While new registration, software will capture the finger prints of worker and match it with the black listed workers' finger prints. On match it will display complete history of worker with photograph. Hence operator can report same to

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management instantly. Software is capable to handle large database of fingerprints and its matching within seconds. Hence this will not affect the operational efficiency of the worker registration, as it is a basic requirement of the software.

Get employee details using SMS/MMS Server Integration

In some cases, site is distributed over large area and computer and network availability is not practically viable solution. In this scenario, we can use the GSM technology to get the required details from software.

Suppose, safety personnel found one employee without helmet at remote location site, and he wants to check how many times this employee was found without helmet in past, In such scenario, he needs to send SMS to specific mobile no., which is linked with id badging software requesting to pass offence history. SMS will contain the unique identification no. of employee. Software will process the data and reply the requested information of offence history of the particular employee.

This feature is not limited to offence records only; we can configure the software to reply any requested details which is stored in database such as employee's complete details, employee's today's login/logout data, employee's training history, employee's photograph and many more data.

Integration of Payroll

Employee id badging software can link employees' payroll records with their daily login /logout data, based on that it can generate salary information. According to Indian government rules for PF and ESI, software has capability to generate the reports; such as

- Employee's salary register
- Employee's Pay slip
- Register of Deduction
- Register of Workman
- Register of Fines
- Register of Advances
- Register of Overtimes
- PF & ESI Reports such as Form – 2, Form – 3, Form – 5, Form - 6 A, Form – 10, Form – 12, Form - 16
- And many more reports as per client's requirements.

Possibility of integration with other system or soft wares

Because of unique identification number provided by the software to each employee, this same number can be utilized for many systems like

- Canteen Management Software
- Hospital/Clinic Management Software
- Training, Assessment, Offence and Award Data Management Software
- Project Transportation Management Software
- EHS Record Keeping & Analysis Software
- Any other system/software which requires linking of unique identification no of employee.

System Requirement

Hardware

Basic

- Computer System - Minimum Requirement (Dual Core, 512 MB RAM, 40 GB HDD)
- Ink jet printer/ Laser jet printer
- Web Camera
- Lamination Machine
- Paper cutter
- Punching machine

Optional

- Barcode/Proximity/Thumb Scanner
- PC Based thumb scanner
- Camera stand
- Access control system (e.g. flap barrier)
- Control circuit for access control system
- PVC card printer
- GSM/GPRS Modem

Software

- Operating System: Windows 2000 or Windows XP or Later version
- Microsoft .NET 1.1 or later version (Free)
- MDAC 2.8 (Free)
- Microsoft Access or Microsoft SQL Server 2000 or Oracle
- Crystal Report – Redistributable Package

Stationary Requirement

Low cost ID Badge

- A4 Size Paper
- Lamination Pouch
- Hanging clip / string

OR

Long lasting ID Badge

- Blank PVC Card
- Color Ribbon of PVC card printer