

Feature Comparison List (Z-Pay : Time & Attendance Management Software)

<i>Feature Name</i>	<i>Regular Edition</i>	<i>Micro Edition</i>
• Multi Company Options	✓	✓
• Unlimited Employees	✓	✓
• Daily Attendance Entry	✓	✓
• Monthly Attendance Entry	✓	✓
• Time Sheet Management	✓	✓
• Leave Management	✓	✗
• User Defined leave rules	✓	✗
• Linkage with Smart Card Punching / Biometric Machines	✓	✓
• Overtime Calculation and management	✓	✓
• Shift Management and shift change process	✓	✓
• Bulk Data Updation	✓	✓
• Security Controls	✓	✓
• SMS Through Mobile	✓	✓
• SMS Through Web API	✓	✓
• Word Document Template	✓	✓
• Data Freezing	✓	✓
• Reports Export in Excel, Word, Pdf ect.	✓	✓
• General Reports	✓	✓
Employee Personal Details		
Employee Birthday Details	✓	✓
Resigned Employee Details	✓	✓
Joining Employee Details	✓	✓
• Leave Reports	✓	✗
Balance Leave Summary		
Date Wise Employee Leave Status	✓	✗
Month Wise Employee Leave Status	✓	✗
• Over Time Reports	✓	✓
Date Wise Overtime Report		
Overtime Muster roll	✓	✓
• Attendance Reports	✓	✓
Monthly Attendance Performance		
Employee Machine Punch Record	✓	✓
Daily Attendance (With Total hours)	✓	✓
Date wise Absentees/ Leave Report	✓	✓
Daily Absentees Report	✓	✓
Late Arrivals (Day wise)	✓	✓



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Late Arrivals/ Overstay	✓	✓
Early Departure (Day wise)	✓	✓
Early Departure Summary	✓	✓
• Muster Roll	✓	✓
Employee Muster Roll Register Form 25		
Employee Muster Roll Register Form 26	✓	✓
Employee Monthly Time Sheet	✓	✓
Employee Duty Shift Roster	✓	✓
Expected Hours v/s Working Hours	✓	✓
Short Working Hours Report	✓	✓
Date wise Employee's In-Out	✓	✓
• Misc. Reports	✓	✓
Mismatched Card Nos. List		
Un allotted Card Nos. List	✓	✓
• Backup/Restore	✓	✓
• Dynamic Columnar Reports (with user defined filters and sorting)	✓	✓