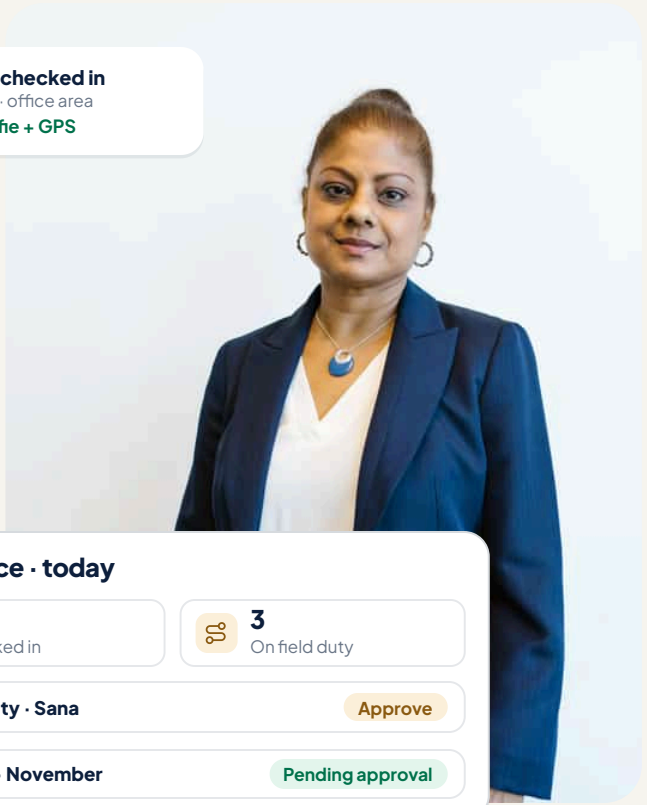
Travinci Ai

SMART HRMS

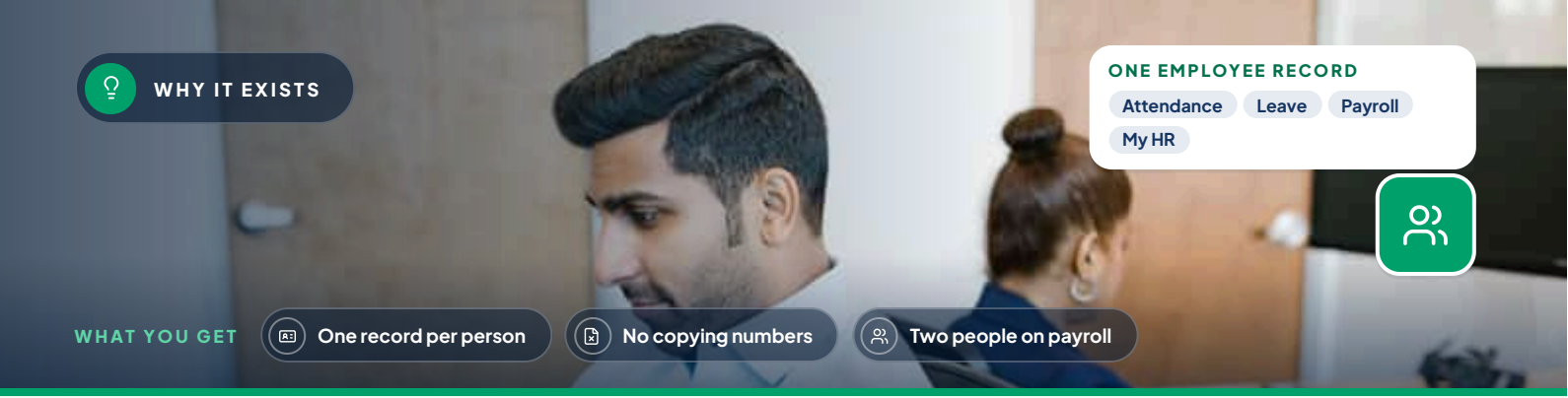
Make everyday HR work easier to manage.

Attendance, leave and payroll on **one employee record**, for office and field teams. People approve what matters.

- Web or app check-in
- Day status by itself
- Payroll from locked days



Travinci One · Marketing BOS · CRM OS · Smart Lead Automation · YOU ARE HERE Smart HRMS



SMART HRMS

HR on registers and spreadsheets? Bring it together.

The problem: attendance, leave and salaries sit in registers and spreadsheets, field work is hard to confirm, and month end means copying numbers. **The fix:** one employee record connects them: staff check in, managers approve, and payroll reads the finished attendance.

WHY TEAMS CHOOSE IT

One record per person
Details, bank account, documents and job history.

Day status by itself
Worked out from punches, shift, leave and holidays.

Approved by someone else
Nobody approves their own leave, correction or field duty.

A clean month end
HR previews the exceptions, then locks the month with a reason.

Payroll from real days
Payroll reads the finished attendance; days are not retyped.

Team view, no salaries
The manager portal has no salary or payslip view.

A MONTH WITH IT

- **Every day** — Staff check in.
- **As needed** — Someone else approves.
- **Month end** — HR locks the month.
- **Payroll** — One calculates, one approves.
- **Payslips** — They appear in My HR.

BUILT IN

The rules

Set up by your HR team

HAPPENS BY ITSELF
- Works out each day's status
- Updates attendance after final approval

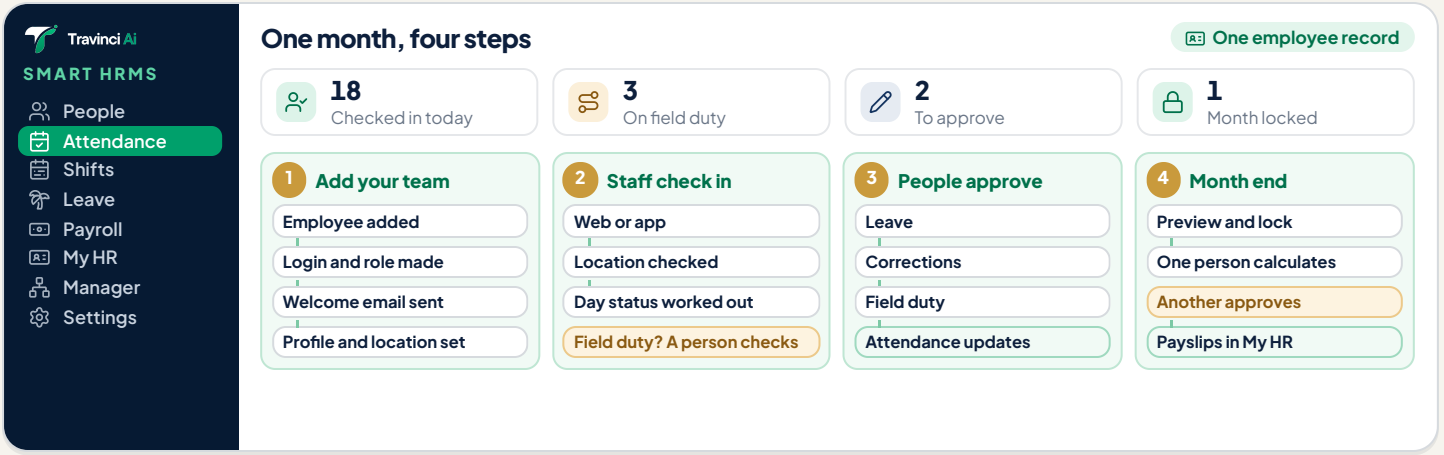
WAITS FOR A PERSON
- Leave, corrections and field duty
- Approving every payroll run

WHO USES IT HR teams · Managers · Every employee

HOW IT WORKS · IN THE APP

From first check-in to payslip.

Screens show example data



1 Add your team
Adding an employee creates their login, access role and welcome email.

2 Staff check in
On the web, or the Travinci Connect app once it is switched on for your company.

3 People approve
Final approval of leave or a correction updates attendance by itself.

4 Month end
HR locks the month. One person calculates, a different person approves, payslips follow.

IN DETAIL · FOR TECHNICAL TEAMS

Setup checklist
Eleven steps, with percent complete.

Before payroll
Each person needs a salary structure.

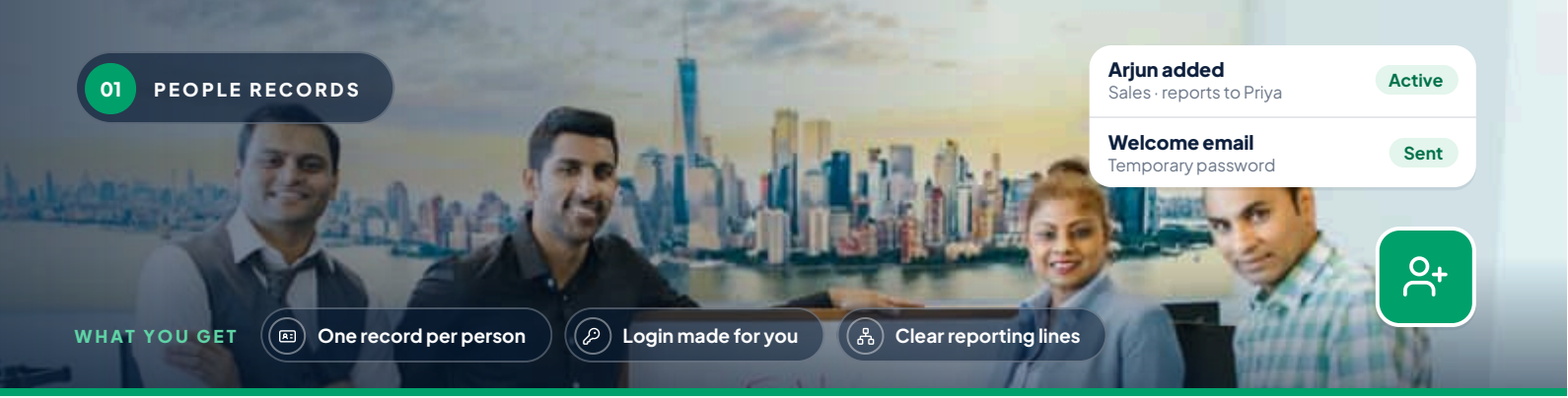
Quick start
One action fills empty lists with a default shift, leave types and pay components.

Pay groups
Set pay period, pay day, currency and how loss-of-pay days count.

Before check-in
Each person needs an attendance profile and a work location.

Staff are told when you choose
Announcing payslips is a company setting, off by default.

SMART HRMS



SMART HRMS

One record per person. Login included.

The problem: staff details sit in files and folders, logins are made by hand, and nobody is sure who reports to whom. **The fix:** one record holds each person's details, documents and job history, and adding them creates their login and welcome email.

WHAT'S INSIDE

Employee record
Personal details, addresses, bank account, documents and job history.

Login made for you
On their office email, with their access role.

Welcome email
Carries a temporary password; HR sees whether it was sent.

Reporting lines
One tree, which by default decides whose records a manager sees.

Company lists
Departments, designations, branches, locations, grades and cost centres.

Documents
Stored by type, with a verification status where HR sets one.

A DAY WITH IT

Mon 10:00
HR adds Arjun. His login and welcome email are made.

Mon 10:05
HR gives him an attendance profile and work location.

Tue 09:05
He checks in on his first day.

BUILT IN
On joining
When HR adds a person

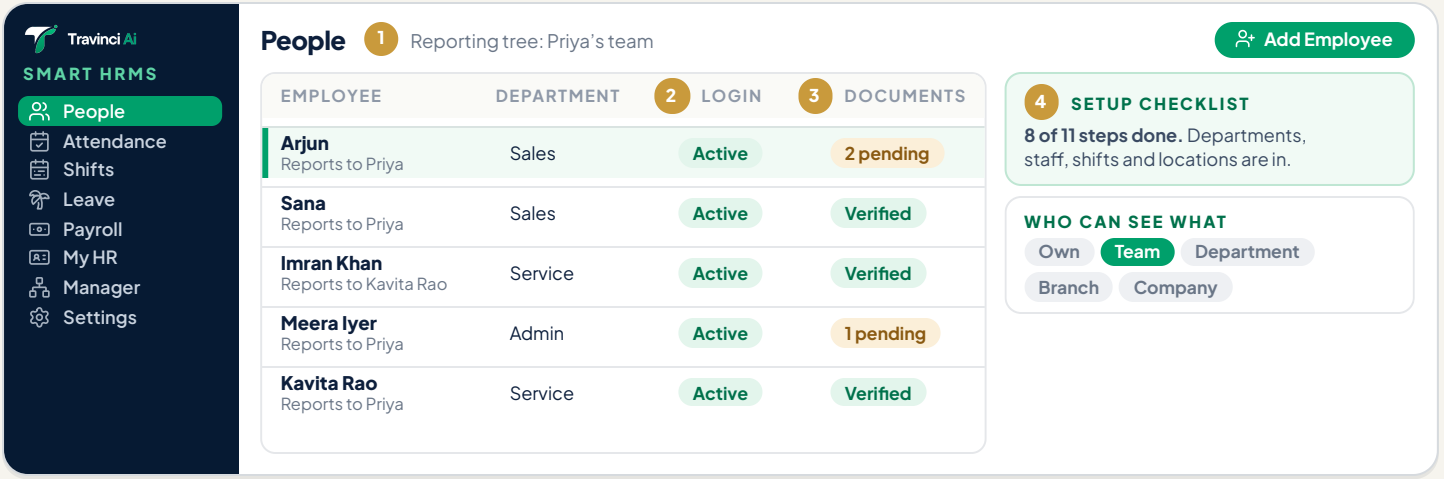
HAPPENS BY ITSELF
- Creates the login and access role
- Sends the welcome email

WAITS FOR A PERSON
- Verifying a document, where HR does
- A salary structure needs pay rights

WHO USES IT HR team · Department heads · New joiners

How a record is made.

Screens show example data



1 Add the person
Personal details, job details and bank account go on one record.

2 Login and welcome
Their login, access role and welcome email are created.

3 Set how they work
A reporting manager, an attendance profile and a work location.

4 Check the documents
Stored by type, with a verification status where HR sets one.

IN DETAIL · FOR TECHNICAL TEAMS

Data scope
Each user's HR view is own, team, department, branch or company.

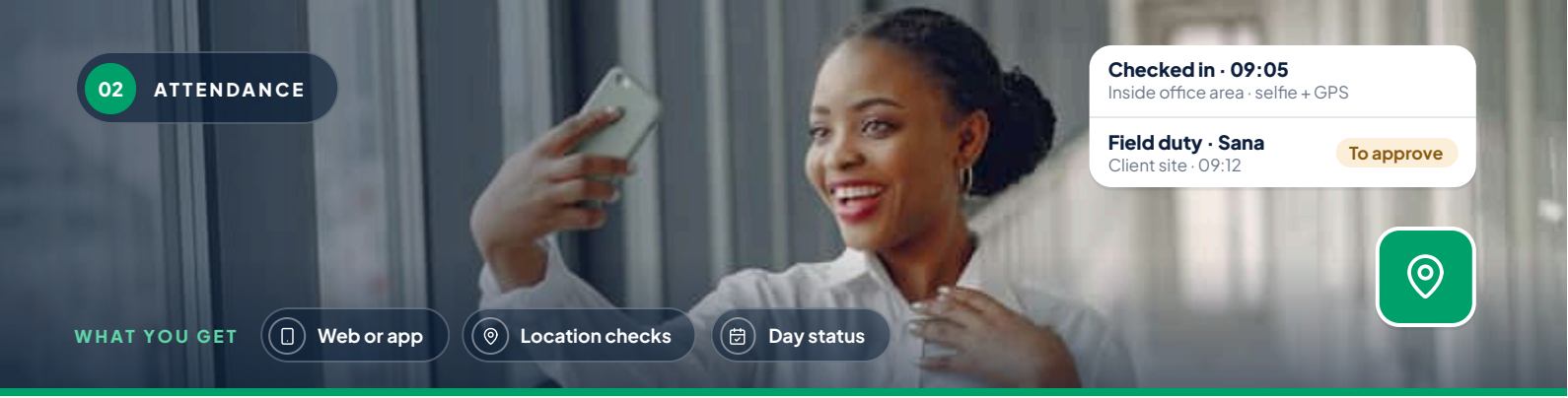
Staff can see theirs
People can read their own stored documents.

Pay stays separate
Editing an employee record can never set their salary.

Employee list export
CSV; salary columns need a separate salary permission.

Salary at joining
A salary structure can be set while adding someone, with pay rights.

Bank changes
A changed bank account is unverified until someone verifies it again.



SMART HRMS

Who is in, late or out. Without a register.

The problem: registers can be signed by anyone, field work is hard to confirm, and someone adds up the month by hand. **The fix:** staff check in on the web or the app, with the location checks you choose, and each day's status is worked out automatically.

WHAT'S INSIDE

Web check-in
From the account menu or My HR.

Travinci Connect app
From a registered phone, once switched on for your company.

GPS and geofence
Poor GPS is refused where it is needed; a geofence keeps punches in the area.

Selfie rules
Required, optional or off, by location, profile or duty.

Field duty
A field punch without a duty opens one for a person to approve.

Night shifts
On shifts marked overnight, a next-morning check-out counts on the night it began.

A DAY WITH IT

09:05
Arjun checks in at the office with a selfie.

09:12
Sana punches in at a client site. A field duty opens.

11:00
Her manager approves it, and the punch counts.

BUILT IN
Check-in rules
Chosen by your HR team

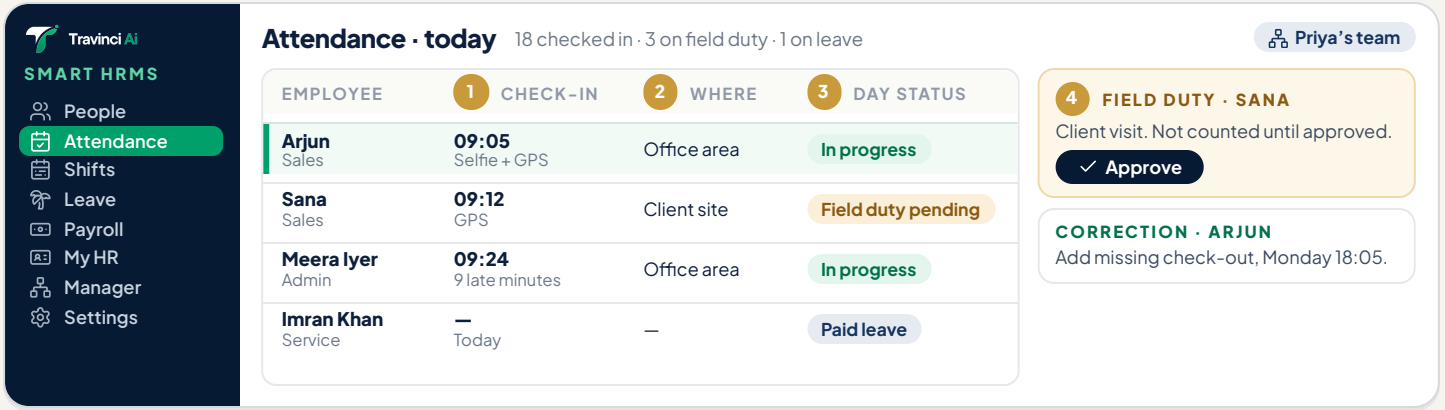
HAPPENS BY ITSELF
- Works out each day's status
- Counts late minutes every day

WAITS FOR A PERSON
- A field punch without a duty, until approved
- A correction: someone else must approve

WHO USES IT Office staff · Field teams · Managers

How check-in works.

Screens show example data



1 Check in
On the web, or the app from a registered phone once switched on.

2 Location checked
Where GPS is needed, a reading worse than 150 metres is refused by default.

3 Day status set
Punches, shift, leave and holidays set the status of each day.

4 People approve
Field duties and corrections wait for someone else.

IN DETAIL · FOR TECHNICAL TEAMS

Geofence
With it on, a punch outside the radius is refused.

Offline punches
App punches older than 48 hours are refused.

Field duty limits
One duty covers at most 31 days; an approved duty waives the geofence.

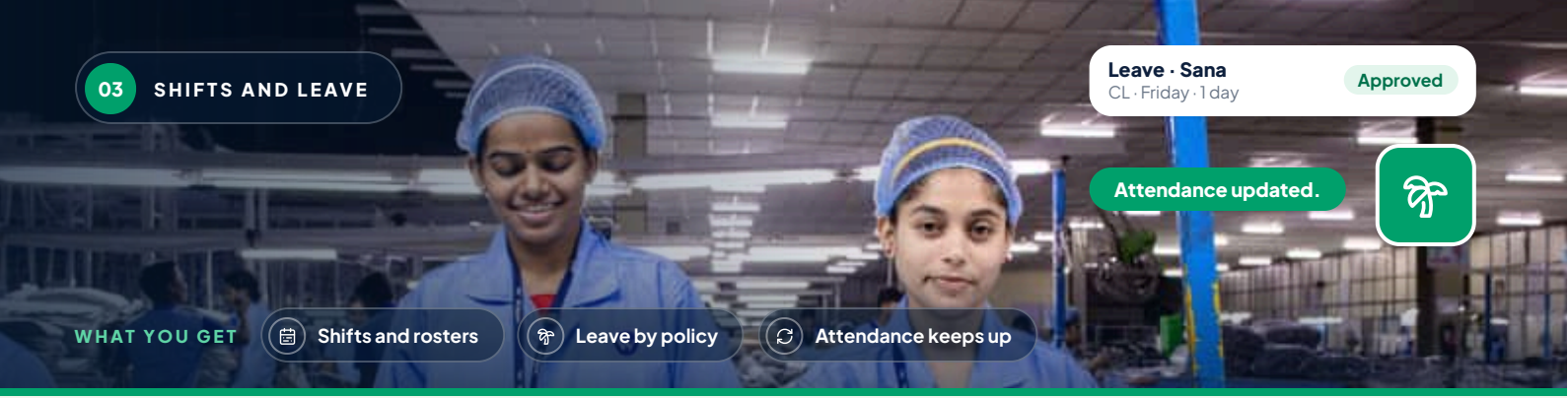
Corrections
Such as a missing check-out. Original punches stay on record.

Late minutes
Counted daily; they cut pay only under an optional late policy.

Evidence is protected
Raw GPS and selfies can be limited to a permission; views are recorded.

Register export
To Excel, up to 92 days at a time.

Overnight check-outs
Must come before the next shift starts.



SMART HRMS

Shifts and leave, by your rules. Attendance keeps up.

The problem: rosters live on paper, leave balances get argued over, and approved leave never reaches the attendance sheet. **The fix:** shifts, rosters, holidays and leave policies are set up once, and final approval of leave updates attendance by itself.

WHAT'S INSIDE

Shifts
Start, end, break and grace minutes; changes are dated versions.

Weekly schedules
Working days and shift per weekday, so any weekly off works.

Rosters
Assign shifts for date ranges, in bulk, with a preview first.

Holiday calendars
Per year; public, full-day holidays mark the day off automatically.

Leave policies
Quota, sandwich days, carry-forward, documents and approval levels.

Leave balances
From an add-only ledger: fixes are new entries, never edits.

A DAY WITH IT

14:40
Sana applies for one day of leave next Friday.

15:00
Her reporting manager approves it.

That Friday
The day reads paid leave, by itself.

BUILT IN
Leave rules
Set by your policies

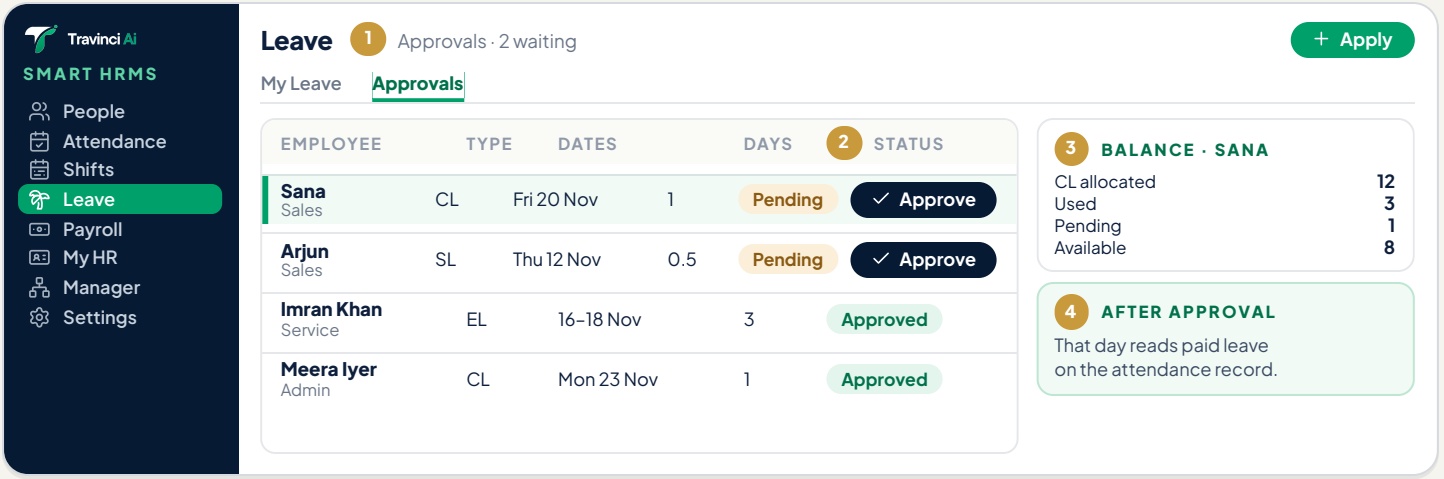
HAPPENS BY ITSELF
- Reserves the days while a request waits
- Updates attendance after final approval

WAITS FOR A PERSON
- Leave goes to the reporting manager
- Policies can add more approval steps

WHO USES IT HR team · Team leads · Every employee

How shifts and leave work.

Screens show example data



1 Set your shifts
Shifts, weekly schedules and holiday calendars.

2 Assign rosters
For date ranges and in bulk, with a preview first.

3 Apply for leave
Balances must be allocated first, unless negative balance is allowed.

4 Final approval
It updates attendance by itself.

IN DETAIL · FOR TECHNICAL TEAMS

Versioned
Shifts and leave policies keep dated versions.

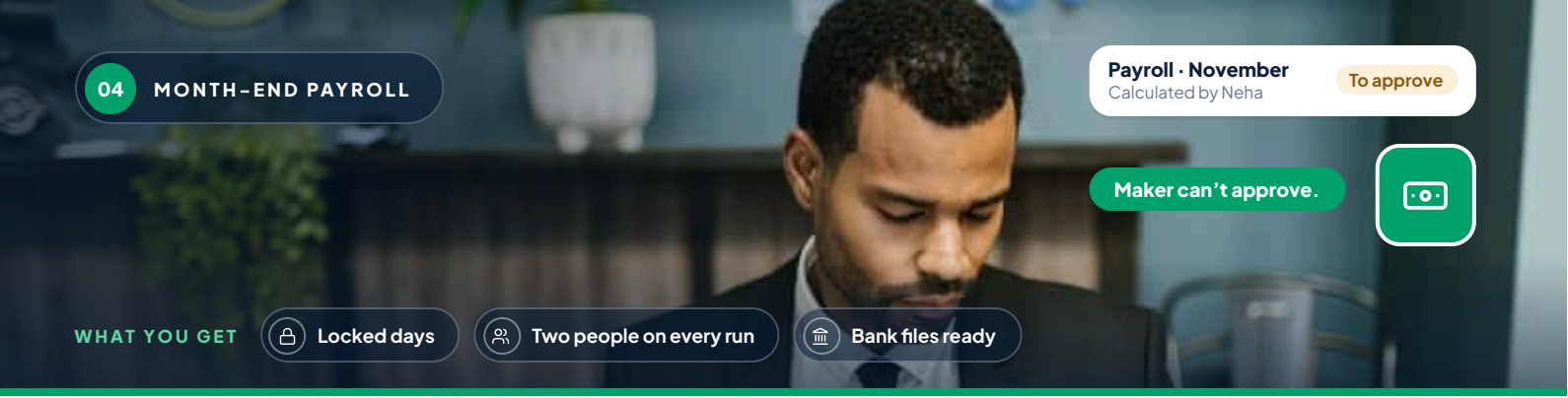
Locked dates
On a locked date, attendance shows the leave only after unlocking.

Half days
A half day counts 0.5; two on one date need different sessions.

Holiday types
Only public, full-day holidays mark the day off automatically.

Reviewers
The reporting manager by default; policies can add steps.

Ledger
Fixes to a balance are new entries, so history stays.



SMART HRMS

Payroll without spreadsheets. Two people on every run.

The problem: month end means copying attendance into a spreadsheet, and one person can make and approve the same payroll.
The fix: HR locks the month, payroll reads the locked days, one person calculates and a different person must approve.

WHAT'S INSIDE

Exception preview
Missing punches, pending corrections and field duties, before you lock.

Month lock
Needs a reason; unlocking needs one too and flags affected runs.

Maker and checker
Whoever made a run can never approve it.

Statutory payroll
Indian PF, ESI, PT and LWF, in pay groups switched to statutory.

TDS
Old and new regimes, in statutory pay groups.

Bank files
Generic CSV, NEFT/RTGS or your own template.

A DAY WITH IT

10:00
Priya previews the exceptions, then locks the month.

11:00
Neha calculates the run and submits it.

14:00
A different person approves it.

BUILT IN
Payroll rules
Built into every run

HAPPENS BY ITSELF
- Splits a mid-month salary change by days
- Re-checks attendance and salaries at approval

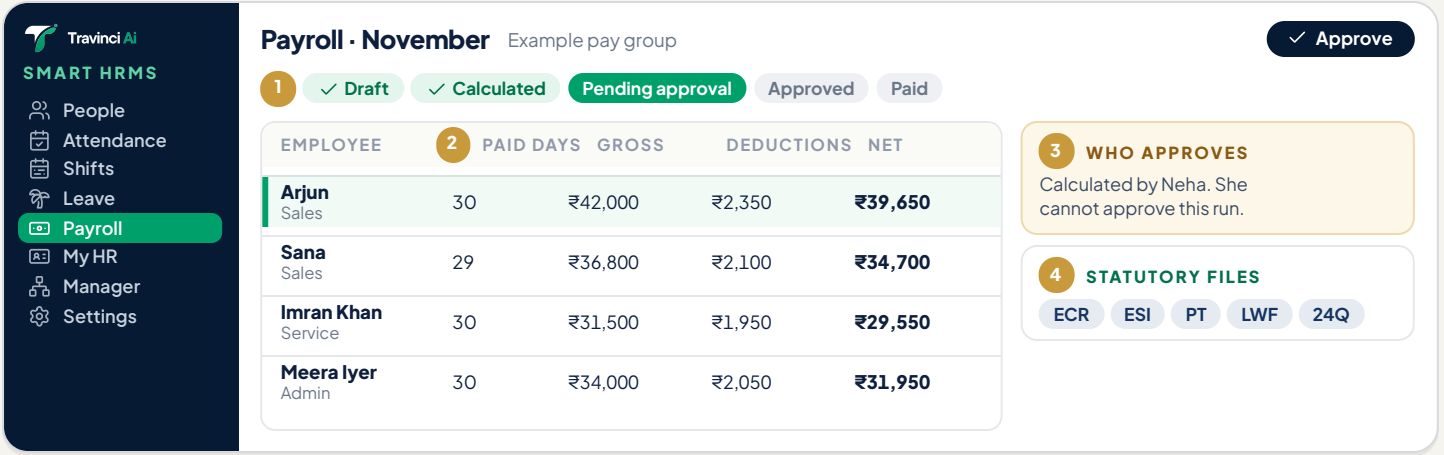
WAITS FOR A PERSON
- A different person must approve every run
- By default, the approver cannot mark it paid

WHO USES IT Payroll team · Finance · Owners

04 MONTH-END PAYROLL · IN THE APP

How a payroll run works.

Screens show example data



1 Preview and lock
HR sees the month's exceptions, then locks it with a reason.

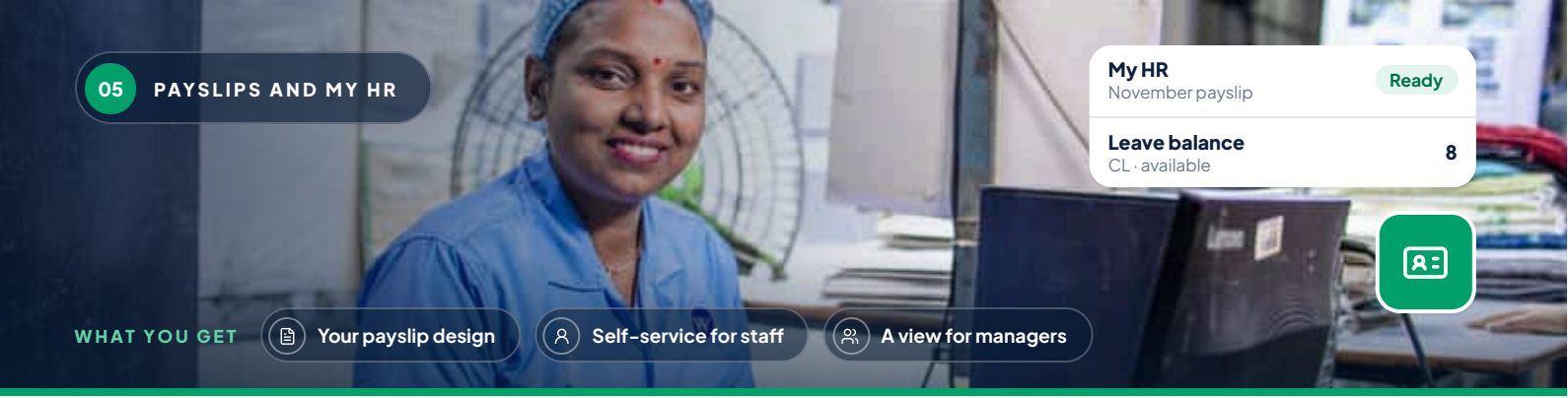
2 Calculate
One person runs it from locked days; open days need a stated reason.

3 Approve
A different person approves. Payslips become final.

4 Pay
HR makes the bank file and records each payment.

IN DETAIL · FOR TECHNICAL TEAMS

- **Approval rules** — Up to five levels by run total, if you add rules; with none, one approver.
- **Statutory switch** — Per pay group, with a state code and INR. Shipped rates are a starting point to check.
- **Files it prepares** — ECR, ESI and PT/LWF files. Filing stays with you.
- **TDS outputs** — 24Q data as CSV and Form 16 Part B; Part A comes from TRACES.
- **Bank safety** — By default, unverified accounts are left out of bank files.
- **After payment** — A correction run pays only the difference.
- **Mid-month changes** — A salary change is split by days automatically.
- **Leavers** — Full-and-final covers salary, leave encashment and notice.



WHAT YOU GET · Your payslip design · Self-service for staff · A view for managers

Staff help themselves. Managers see their team.

The problem: staff queue at HR for payslips and balances, and their requests get lost in chats and email. **The fix:** My HR shows each person their attendance, leave balances, payslips and requests, and managers get a team view with no salaries.

WHAT'S INSIDE

Payslip PDF
Your logo and address; layout and fields are configurable.

My HR overview
Month attendance, leave balances, latest payslip and open requests.

Manager portal
Team attendance, the corrections queue and team leave.

Masked details
PAN and bank account are masked on the payslip by default.

HR requests
Raised by category and priority; staff are notified as HR resolves them.

Email, if you want it
A setting emails the payslip; an optional password protects it.

A DAY WITH IT

14:00
The run is approved. Payslips appear in My HR.

14:05
Sana opens hers as a PDF.

16:00
She raises a request about it, and HR picks it up.

BUILT IN
Payslip settings
Chosen by your company

HAPPENS BY ITSELF
- Shows payslips in My HR after approval
- Can announce them in-app, if switched on

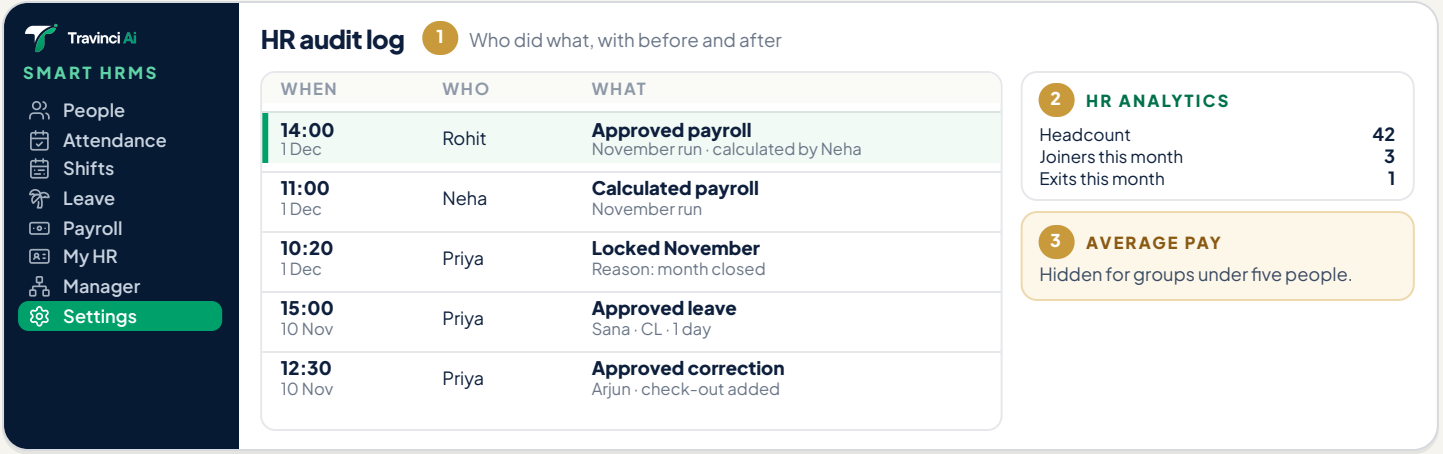
WAITS FOR A PERSON
- HR can hold a payslip, then release it
- HR can reissue a new version

WHO USES IT Every employee · Line managers · HR desk

06 SAFEGUARDS · IN THE APP

Who can do what. And a record of it.

Screens show example data



1 No self-approval
Nobody approves their own leave, correction or field duty, or revises their salary.

2 Two people on pay
Whoever made a run cannot approve it, and approval re-checks the numbers.

3 Locks can't slip
A locked month can't change quietly: unlocking needs a reason and flags affected runs.

4 Salary rights by role
Salary, payroll and bank rights are granted by role, never per person.

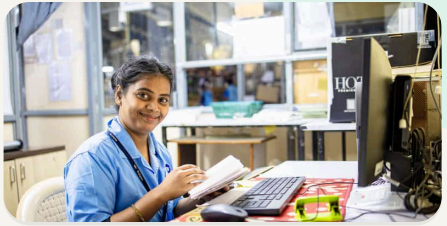
IN DETAIL · FOR TECHNICAL TEAMS

- **Separate duties** — Locking attendance and finalising it are separate permissions.
- **Analytics** — Headcount, joiners, exits, attendance trends, leave use, attrition and payroll cost.
- **Company Administrator** — This role comes with salary rights, but maker-checker still binds it.
- **Payroll register** — Exports to CSV.
- **Audit of pay** — Salary amounts in the log are hidden unless the viewer holds salary rights.
- **Company isolation** — One company's HR data stays with that company.

EXAMPLE · A DAY AND A MONTH END

One working day. One month end.

Arjun and Sana work in Priya's team. Here is one Tuesday, and the month end that follows, with the company's shifts, profiles and approvals set up.



Tuesday, and the 1st

1 TUESDAY

09:05	Arjun checks in at the office, selfie + GPS	In progress
09:12	Sana punches in at a client site	Duty opens
11:00	Her manager approves the duty	Counted
12:00	Arjun asks to add Monday's check-out	Pending
12:30	His manager approves it	Present
14:40	Sana applies for leave next Friday	Pending
15:00	Her reporting manager approves it	Approved
18:02	Arjun checks out	Present

2 THE 1ST OF THE MONTH

10:00	Priya previews the month's exceptions	Preview
10:20	She locks the month, giving a reason	Locked
11:00	Neha calculates the run from locked days	Calculated
11:30	Neha submits it	Pending approval
14:00	A different person approves it	Approved
14:00	Payslips appear in My HR	Ready
14:05	Sana opens hers as a PDF	My HR
Later	HR makes the bank file, records payment	Paid

SET UP FIRST Attendance profile · Work location · Leave balance · Salary structure · Pay group

1 **Punches**
On the web or the app, with your location rules.

2 **Exceptions**
Field duties and corrections go to someone else.

3 **The lock**
Attendance for the month is final for payroll.

4 **The run**
Two different people, then payslips in My HR.

RUNS ON Web or app · Attendance · Leave · Payroll

People decide: managers approve duties, corrections and leave; Priya locks the month; a different person approves the run. Example data.

YOUR QUESTIONS, ANSWERED

What every buyer asks us. Straight answers.

PF, ESI and PT in India?

Yes, in pay groups switched to statutory. It calculates PF, ESI, PT and LWF and prepares the files. Shipped rates are a starting point, so check them.

What about TDS?

In statutory pay groups, under the old or new regime, using declarations and proofs. It exports 24Q data as CSV and prepares Form 16 Part B; Part A comes from TRACES.

Night shifts?

Mark the shift as overnight. A next-morning check-out then counts on the night it started.

Forgot to check out?

The day reads missing check-out. The employee requests the time and someone else approves it. Left uncorrected, your company rule decides.

When someone leaves?

A full-and-final run pays what is owed to the last working day, with leave encashment where policy allows, and notice pay, recovery or waiver per person.

Can managers see salaries?

Not in the manager portal. Only people given salary rights, including the Company Administrator role, can see pay.

Payslips by email?

Yes, if you turn it on; it is off by default. The PDF can be password-protected, and the email carries a hint, never the password.

Mistakes after payment?

A correction run for the people affected pays only the difference. A payslip can be reissued as a new version.

Travinci Ai

Next stop: your demo.

See it on your own team, with your shifts, your leave rules and your pay groups.

Book a demo

Scan the code, or talk to our team at the stand.

travinci.ai

Call
+91 97322 92224

Email
info@travinci.ai

Kolkata
Room A117, 1st Floor, City Center II, New Town, Kolkata 700156

Dubai
Horizon Building, Office 601, 6th Floor, Dubai, UAE

1. Book a demo
2. Pick what you need
3. Set it up with our team

START HERE
Your demo

Some features are switched on for each company during setup. Screens show example data. Photos: Pexels.

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