

ReportSet of Web Based TimeOffice Software

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1. DAILY REPORTS

1.1 DAILY ATTENDANCE REPORT

This report shows the attendance of all the employees for a specified date. One can take this report any time after the start of the shift.

STAR LINK COMMUNICATION PVT. LTD.

Attendance Report of :- 09-Jun-2014

SI No.	PayCode	Emp Name	Designation	Division / Section	Start	In	Out	Status	Remarks
1	00000005	SUSHEEL KUMAR	ASSISTANT MANAGER	NA	9:00	9:02	18:00	P	
2	00000007	SURESH YADAV	None	NA	9:00			A	
3	00000008	SUNIL KUMAR	None	NA	9:00	9:07	18:10	P	
4	00000011	GAURAV KUMAR	None	NA	9:00	9:09	17:37	P	
5	00000015	DEERAJ BHAN	None	NA	9:00	9:08	18:00	P	
6	00000020	MANOJ KUSHWAHA	None	NA	9:00			A	
7	00000026	LILY MOHANTY	ASSISTANT MANAGER	NA	9:00	9:07	17:36	P	
8	00000031	MANOJ GODAR	None	NA	9:00	9:56	18:00	LA	
9	00000034	ASHRAF JAHANGIR KHAN	None	NA	9:00			L	
10	00000035	NAVNEET KUMAR SINGH	GENERAL MANAGER	NA	9:00	9:09	17:22	P	
11	00000037	ANIL THAKUR	None	NA	9:00			A	

1.2 DAILY ABSENTEEISM REPORT

This report shows the employees who are absent, on leave, on Duty on the date for which the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Absenteeism Report of:- 09-Jun-2014

Sl No.	PayCode	Emp Name	Contact No	Absent	Leave	On Duty
1	00000007	SURESH YADAV		A		
2	00000020	MANOJ KUSHWAHA		A		
3	00000034	ASHRAF JAHANGIR KHAN				OD
4	00000037	ANIL THAKUR		A		
5	00000055	MANOJ GUPTA		A		
6	00000070	RAJ BAHADUR		A		
7	00000072	VIKAS KHARB		A		
8	00000075	MD. RASHID				OD
9	00000098	ALOK KUMAR				OD
10	00000109	SIDHANT KATYAYN				OD
11	00000110	AJAY GUPTA		A		

1.3 LATE ARRIVAL

This report shows the employees who have come later than the Permissible Late Arrival allowed in the shift on the date for which the report is generated. It also shows the late duration like whether he has come within 10-30 mins, 30 to 1 Hr or more than 1 Hr by marking ** below the Late field for which he has come late.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Shift Schedule Report of:- 09-Jun-2014

Sl No.	Paycode	Employee Name	Shift	Start	In	Shift Late	Late			
							>(0.01)	>(0.10)	>(0.30)	>(1.00)
1	00000031	MANOJ GODAR	GN	09:00	09:56	0.56				L
2	00000041	HARENDRA KUMAR TIWARI	GN	09:00	09:52	0.52				L
3	00000043	JITENDRA KUMAR NAYAK	GN	09:00	09:35	0.35				L
4	00000113	SATISH HANDA	G1	09:00	09:20	0.20				L
5	00000114	AKASH JAIN	G1	09:00	09:37	0.37				L

1.4 Machine Raw Punch

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Machine Punch Report of :- 09-Jun-2014

SI No.	Paycode	Employee Name	Punch			
			1	2	3	4
1	00000005	SUSHEEL KUMAR	09:02			
2	00000008	SUNIL KUMAR	09:07	18:10		
3	00000011	GAURAV KUMAR	09:09	17:37		
4	00000015	DEERAJ BHAN	09:08			

1.5 Manual Punch

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Manual Punch Report of :- 19-Jun-2014

SI No.	Paycode	Employee Name	Punch			
			1	2	3	4
1	00000213	MEENA SINGH	09:35 M	16:30 M		
2	00000215	YOGENDRA	10:00 M	20:30 M		

1.6 DAILY PERFORMANCE REPORT

This report shows the Daily Performance for the employee on the date for which the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Performance Report of :- 09-Jun-2014

Sl No.	Paycode	Employee Name	Shift	Start	In	Lunch In	Lunch Out	Out	Hours Worked	Status	Early Arrival	Shift Late	Excess Lunch	OT	Over Time Amount	Over Stay	Manual
1	00000005	SUSHEEL KUMAR	GN	09:00	09:02			18:00	8.28	P							
2	00000007	SURESH YADAV	GN	09:00						A							
3	00000008	SUNIL KUMAR	GN	09:00	09:07			18:10	8.33	P							
4	00000011	GAURAV KUMAR	GN	09:00	09:09			17:37	7.58	P							
5	00000015	DEERAJ BHAN	GN	09:00	09:08			18:00	8.22	P							
6	00000020	MANOJ KUSHWAHA	GN	09:00						A							
7	00000026	LILY MOHANTY	GN	09:00	09:07			17:36	7.59	P							
8	00000031	MANOJ GODAR	GN	09:00	09:56			18:00	7.34	P		0.56					
9	00000034	ASHRAF JAHANGIR KHAN	GN	09:00						OD							
10	00000035	NAVNEET KUMAR SINGH	GN	09:00	09:09			17:22	7.43	P							
11	00000037	ANIL THAKUR	GN	09:00						A							

1.7 EARLY DEPARTURE

This report shows the employee who have gone earlier in the shift than the Permissible Early Departure allowed for the employee on the date for which the report is generated.

STAR LINK COMMUNICATION PVT. LTD.

Attendance Report of :- 09-Jun-2014

Sl No.	PayCode	Emp Name	Designation	Division / Section	Start	In	Out	Status	Remarks
1	00000005	SUSHEEL KUMAR	ASSISTANT MANAGER	NA	9:00	9:02	18:00	P	
2	00000007	SURESH YADAV	None	NA	9:00			A	
3	00000008	SUNIL KUMAR	None	NA	9:00	9:07	18:10	P	
4	00000011	GAURAV KUMAR	None	NA	9:00	9:09	17:37	ED	
5	00000015	DEERAJ BHAN	None	NA	9:00	9:08	18:00	P	
6	00000020	MANOJ KUSHWAHA	None	NA	9:00			A	
7	00000026	LILY MOHANTY	ASSISTANT MANAGER	NA	9:00	9:07	17:36	ED	
8	00000031	MANOJ GODAR	None	NA	9:00	9:56	18:00	P	
9	00000034	ASHRAF JAHANGIR KHAN	None	NA	9:00			L	
10	00000035	NAVNEET KUMAR SINGH	GENERAL MANAGER	NA	9:00	9:09	17:22	ED	
11	00000037	ANIL THAKUR	None	NA	9:00			A	

1.8 MISSING & REVERIFICATION REPORT

This report shows the employees who have not punched their cards as per the punches required for a day or who have incorrect shift allocation on the date for which the report is generated. This report facilitates the user to Correct the shifts, punches for further processing.

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan

Missing & Revarification Punch Report of :- 19-Jun-2014

Sl No.	Paycode	Employee Name	Shift	In	Lunch In	Lunch Out	Out	Hours Worked	Status	Shift Late	Shift Early	OT
1	00002061	NITIN PARIHAR	SLN	09:01					MIS			
2	00002066	CHANDER PRAKASH	SLN	09:02					MIS			
3	00002068	DEEPAK SHARMA	SLN	09:02					MIS			
4	00002069	PRAVESH	SLN	09:01					MIS			
5	00002070	SHALINI VERMA	SLN	09:01					MIS			
6	00002071	PARDEEP KANWAR	SLN	09:01					MIS			

2. MONTHLY REPORTS

2.1 REGISTERS

2.1.1 MONTHLY PERFORMANCE REGISTER

This report shows the Monthly Performance for each individual employee for each individual date with all the details as total No. of Days Present, Absent, Hours Worked. It also shows the In Time Punch, Out Time, Total Hours Worked, Total Hour OverTime Done and the Status (Present, Absent, Leave Type taken , Weekly Off etc) for each individual date.

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan

Performance Report From :- 01-Jun-2014 To :- 30-Jun-2014

Date's Days	01 Sun	02 Mon	03 Tue	04 Wed	05 Thu	06 Fri	07 Sat	08 Sun	09 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun	30 Mon																	
PayCode :-	00000003							Present	:-20.00							Holiday	:-							Leave	:-							Late Hours	:-							Ot	:-						
Name :-	SATISH VERMA							Absent	:-5.00							Weeklt Off	:- 5.00							Hours Wrk	:- 166.53							Ot Amount	:-														
InTime :-	09:00	08:54	09:01	09:02	09:03	09:03		09:02	09:05	09:06	09:00	08:57	08:54		08:59	09:03	09:03	09:03	09:01	09:03		08:59	08:56																								
Out Time :-	17:51	17:47	17:56	17:41	18:10	18:06		17:47	18:43	18:08	18:00	18:10	19:34		18:56	19:36	19:02	19:46	16:36	18:16		17:36																									
Late :-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																	
Hrs Wrk :-	0.00	8.21	8.23	8.25	8.09	8.37	8.33	0.00	8.15	9.08	8.32	8.30	8.43	10.10	0.00	9.27	10.03	9.29	10.13	7.05	8.43	0.00	8.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00																	
Over Time :-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																	
Status :-	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	MIS	A	A	A	A	WO	A																	
Shift Attn. :-	OFF	SLN	SLN	SLN	SLN	SLN	SLN	OFF	SLN	SLN	SLN	SLN	SLN	SLN	OFF	SLN	SLN	SLN	SLN	SLN	SLN	OFF	SLN	SLN	SLN	SLN	SLN	SLN	OFF	SLN																	

2.1.2. LATE REGISTER

This report shows the details of the employee who have come late date wise and the total duration for the period the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Late Arrival Register Report From :- 01-May-2014 To :- 31-May-2014

SlNo.	PayCode	Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
			Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
1	00000005	SUSHEEL KUMAR					0.13								0.17								0.15								0.24				1.09
2	00000007	SURESH YADAV						0.48						0.16	0.11	1.00								1.16							0.19		0.48		4.38
3	00000008	SUNIL KUMAR													1.04								0.44								0.54				2.42
4	00000011	GAURAV KUMAR								0.22													0.18		0.18						0.19				1.17
5	00000015	DEERAJ BHAN		0.31	2.43		0.29	0.41	0.45	1.00	2.32	1.17		1.12	0.34	0.51		0.39		0.49	0.37		0.57	0.22	0.32		1.46	1.07		0.41	1.31	1.11		22.47	
6	00000026	LILY MOHANTY		0.14				0.11						0.12					0.15		0.11		0.13				0.17				0.12			1.45	

2.1.3. OVER TIME REPORT

This report shows the details of the employee who have done overtime date wise and the total duration for the period the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan

Over Time Register Report From :- 01-Jun-2014 To :- 30-Jun-2014

SlNo.	PayCode	Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total		
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon			
1	00002068	DEEPAK SHARMA																1.30																	1.30
2	00002069	PRAVESH				3.30	4.00					4.30	3.00	2.30	2.30	2.30		1.30	1.30	1.30			2.30												29.30
3	00002070	SHALINI VERMA		2.00											2.30	2.30	2.30		1.30	1.30	1.30		2.30											16.30	
4	00002071	PARDEEP KANWAR		2.30											2.30	2.30	2.30		1.30	1.30	1.30		1.30	2.00										18.00	

2.1.4. SHIFT SCHEDULE

This report shows the details of the shift the employee has to attend date wise (the one created through the Duty Roster Option and changed through the Shift Change Voucher) for the period the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Shift Schedule Report From :- 01-May-2014 To :- 31-May-2014

SlNo.	PayCode	Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
			Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	00000005	SUSHEEL KUMAR	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
2	00000007	SURESH YADAV	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
3	00000008	SUNIL KUMAR	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
4	00000011	GAURAV KUMAR	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
5	00000015	DEERAJ BHAN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN

2.1.5 MUSTER ROLL

This report shows the details of the employee date wise for two halves for each employee for which the report is generated.

Company Name > STAR LINK COMMUNICATION PVT. LTD., Solan

SlNo.	PayCode	Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Work Days	Absent	Holiday + WO	Leaves Values					Total	
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	CL	PL/EL	SL	ML	Other												
1	00000003	SATISH VERMA	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	MIS	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30.00
2	00002000	RAMVEER SINGH	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	A	A	A	A	A	A	WO	A	18.00	7.00	5.00	0.00	0.00	0.00	0.00	0.00	30.00	
3	00002016	GRDHARI LAL	WO	P	P	P	P	P	WO	P	P	P	MIS	P	P	P	WO	P	P	P	P	P	P	WO	A	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30.00		
4	00002036	MINI RAWAT	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	EL	EL	EL	EL	EL	EL	WO	A	A	A	A	A	WO	A	12.00	7.00	5.00	0.00	5.00	0.00	0.00	0.00	30.00		
5	00002036	MANOJ KUMAR	WO	P	P	P	P	P	WO	P	P	P	EL	P	P	P	WO	P	P	P	P	P	EL	P	WO	A	A	A	A	A	WO	A	17.00	5.00	5.00	0.00	2.00	0.00	0.00	0.00	30.00	
6	00002046	DEVINDER TANIWAR	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30.00	
7	00002047	SHIMA DEVI	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	MIS	WO	P	MIS	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30.00	
8	00002063	DHARMINDER GAUTAM	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30.00	
9	00002066	JOSINDER SINGH	WO	CL	CL	EL	EL	EL	P	WO	P	EL	EL	EL	EL	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	12.00	5.00	5.00	2.00	5.00	0.00	0.00	0.00	30.00	
10	00002068	KAMALA	WO	P	P	P	P	P	H_C	WO	P	P	CL	P	P	P	WO	P	P	P	P	P	P	WO	A	P	A	A	A	A	WO	A	17.50	5.00	5.00	1.50	0.00	0.00	0.00	0.00	30.00	
11	00002061	NTIN PARIHAR	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	A	A	WO	A	20.00	5.00	5.00	0.00	0.00	0.00	0.00	0.00	30.00	

2.2 SUMMARY REPORTS

2.2.1 EMPLOYEE WISE SUMMARY DETAIL

This report shows the Attendance details of the employee in a concise form for the period the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Employee Attendance Summary From :- 01-May-2014 To :- 31-May-2014

SINo.	Paycode	Name	Present	Absent	Weekly Off	Holiday	Leave	OT	OT Amount	Total Days
1	00000005	SUSHEEL KUMAR	24.00		4.00	1.00	2.00			31.00
2	00000007	SURESH YADAV	25.00		4.00	1.00	1.00			31.00
3	00000008	SUNIL KUMAR	25.00		4.00	1.00	1.00			31.00
4	00000011	GAURAV KUMAR	25.00		4.00	1.00	1.00			31.00
5	00000015	DEERAJ BHAN	26.00		4.00	1.00				31.00
6	00000020	MANOJ KUSHWAHA	27.00		4.00					31.00
7	00000026	LILY MOHANTY	26.00		4.00	1.00				31.00
8	00000031	MANOJ GODAR	25.00		4.00	1.00	1.00			31.00

2.2.2. DEPARTMENT WISE SUMMARY DETAILS

This report shows the Department wise Attendance details in a concise form for the period the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Department Attendance Summary From :- 01-May-2014 To :- 31-May-2014

SINo.	Department Code & Name	Present	Absent	Weekly Off	Holiday	Leave	OT
1	AC - Account	72.00	52.00	20.00	5.00	6.00	
2	AD - Administration	227.50		36.00	9.00	6.50	
3	CSE - CUSTOMER CARE	968.00	9.00	158.00	30.00	75.00	
4	PRD - PRODUCTION	75.00		12.00	3.00	3.00	
5	RD - R & D	45.00		7.00	2.00	8.00	
6	SDD - SOFTWARE DEVELOPMENT	176.00		28.00	7.00	6.00	
7	SL1 - SALES	338.50	3.00	56.00	14.00	22.50	
Total :		1902.00	64.00	317.00	70.00	127.00	

2.2.3. EARLY DEPARTURE SUMMARY

This report shows the details of the employee who have gone and the total no. of days in a concise form for the period the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Early Departure Summary From :- 01-May-2014 To :- 31-May-2014

SINo.	Paycode	Name	Early Departure	No. of Days
1	00000007	SURESH YADAV		13.00
2	00000008	SUNIL KUMAR		4.00
3	00000011	GAURAV KUMAR		22.00
4	00000026	LILY MOHANTY		26.00
5	00000035	NAVNEET KUMAR SINGH		9.00
6	00000041	HARENDRA KUMAR TIWARI		16.00
7	00000045	ILYAS AHMED		24.00
8	00000048	PRIYASHA BHADORIYA		26.00

2.2.4. OVER TIME SUMMARY

This report shows the details of the Over Time done and the Over Time Amount for each individual employee for the period the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan

Over Time Summary From :- 01-Jun-2014 To :- 30-Jun-2014

SINo.	Paycode	Name	OT	OT Amount
1	00002068	DEEPAK SHARMA	1.30	
2	00002069	PRAVESH	29.30	
3	00002070	SHALINI VERMA	16.30	
4	00002071	PARDEEP KANWAR	18.00	

2.2.5. LATE AND OVER STAY

This report shows the total number of Days an employee has come Late and has stayed more than the Shift Hours for the period the report is generated.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Late And Over Stay From :- 01-May-2014 To :- 31-May-2014

SINo.	Paycode	Name	Late	Late Days	Over Stay
1	00000005	SUSHEEL KUMAR	1.09	4.00	
2	00000007	SURESH YADAV	4.38	7.00	
3	00000008	SUNIL KUMAR	2.42	3.00	
4	00000011	GAURAV KUMAR	1.17	4.00	
5	00000015	DEERAJ BHAN	22.47	22.00	
6	00000026	LILY MOHANTY	1.45	8.00	
7	00000031	MANOJ GODAR	15.34	20.00	
8	00000035	NAVNEET KUMAR SINGH	4.20	6.00	
9	00000037	ANIL THAKUR	23.02	16.00	
10	00000041	HARENDRA KUMAR TIWARI	18.22	14.00	

3. MEMO GENERATIONS

3.1. LATE ARRIVAL MEMO

The memo for each individual employee can be generated and given to each individual employee. The memo clearly explains the total duration he was late and the date he was late. This is a useful tool for the Personnel Department as the memo is generated automatically.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Late Arrival Report From :- 01-May-2014 To :- 31-May-2014

Name	: SUSHEEL KUMAR	C. No.	:
Father's Name	:	Date.	:
Department	: CSE CUSTOMER CARE	Paycode	: 00000005
Card No.	: 00000005		

REG. : YOUR LATE ARRIVAL NOTICE/MEMO.

We found from our record of TIME OFFICE that you were 0.13 Hours late on the 5/5/2014 12:00:00AM without prior permission. Please give an explanation to the Time Office immediately.

For

(Personnel Officer)

3.2. ABSENT MEMO

The memo for each individual employee can be generated and given to each individual employee. The memo clearly explains the date he was absent along with the day.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Absenteesim Report From :- 01-May-2014 To :- 31-May-2014

Name	: AJAY GUPTA	C. No.	:
Father's Name	:	Date.	:
Department	: AC Account	Paycode	: 00000110
Card No.	: 00000110		
REG. : YOUR ABENTEESIM NOTICE/MEMO.			
We found from our record of TIME OFFICE that you were absent on the date			
02/05/2014 without prior permission. Please give an explanation			
to the Time Office immediately.			
For			
(Personnel Officer)			

3.3. CONTINUOUS LATE ARRIVAL

This report shows the employees who have come late in the shift than the Permissible Late Arrival allowed for the employee from the date the user has entered and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously coming late for any number of days.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Continuous Late Arrival Report From :- 01-May-2014 To :- 31-May-2014

Name	: SUSHEEL KUMAR	C. No.	:
Father's Name	:	Date.	:
Department	: CSE CUSTOMER CARE	Paycode	: 00000005
Card No.	: 00000005		

REG. : YOUR LATE ARRIVAL NOTICE/MEMO.

We found from our record of TIME OFFICE that you were 0.13 Hours late on the 5/5/2014 12:00:00AM without prior permission. Please give an explanation to the Time Office immediately.

For

(Personnel Officer)

3.4. CONTINUOUS ABSENTEEISM

This report is same as the above mentioned one except that it shows the employees who are continuously absent from the date and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously absent for any number of days.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Continous Absenteesim Report From :- 01-May-2014 To :- 31-May-2014

Name	: SUSHEEL KUMAR	C. No.	:
Father's Name	:	Date.	:
Department	: CSE CUSTOMER CARE	Paycode	: 00000005
Card No.	: 00000005		

REG. : YOUR ABENTEEESIM NOTICE/MEMO.

We found from our record of TIME OFFICE that you were absent on the date

01/05/2014

without prior permission. Please give an explanation

to the Time Office immediately.

For

(Personnel Officer)

4. LEAVE REPORTS

4.1. LEAVE CARD

The Leave Card for each individual employee for a particular year can be generated which gives the details of the Accrual Leaves, Consumed Leaves and the Leave Balance to his credit.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Leave Card Report as on :- 2014

Card No.	: 00000213			
Payroll Code & Name	: 00000213--MEENA SINGH			
Leave Type	Leave Accrued	Leave Consumed	Leave Encash	Leave Balance
CASUAL LEAVE	10.00	0.00	0.00	10.00
LATE ARRIVAL DEDUCTI	0.00	0.00	0.00	0.00
OUT DUTY	0.00	0.00	0.00	0.00
COMPENSATORY OFF	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	0.00	0.00	0.00	0.00
EARNED LEAVE	10.00	0.00	0.00	10.00
LEAVE WITHOUT PAY	0.00	0.00	0.00	0.00
STARLINK HOLIDAY	0.00	0.00	0.00	0.00
Total :-	20.00	0.00	0.00	20.00

4.2. SANCTIONED LEAVES

This report shows the details of the Sanctioned Leave taken by the employee. Apart from other Details, it also shows whether the Leave has been posted through Voucher or is through the Reason Card.

STAR LINK COMMUNICATION PVT. LTD.. Solan
Sanction Leave Report From :- 01-Jun-2014 To :- 30-Jun-2014

Sl No.	PayCode	Emp Name	Designation	-----Date-----		Voucher No.	Leave Code	Leave Type	Leave Amount	Posted	Remarks
				From	To						
1	00002035	MINI RAWAT		21/06/2014	16/06/2014	0000012356	EL	L	6.00	Y	PERSONAL PROBLEM
2	00002036	MANOJ KUMAR		12/06/2014	12/06/2014	0000012223	EL	L	1.00	Y	PERSONAL
3	00002036	MANOJ KUMAR		20/06/2014	20/06/2014	0000012224	EL	L	1.00	Y	PERSONAL
4	00002055	JOGINDER SINGH		03/06/2014	02/06/2014	0000011828	CL	L	2.00	Y	URGENT WORK AT HOME
5	00002055	JOGINDER SINGH		06/06/2014	04/06/2014	0000011829	EL	L	3.00	Y	URGENT WORK AT HOME
6	00002055	JOGINDER SINGH		12/06/2014	10/06/2014	0000012267	EL	L	3.00	Y	personal problem.
7	00002058	KAMALA		07/06/2014	07/06/2014	0000012265	CL	L	0.50	Y	sick
8	00002058	KAMALA		12/06/2014	12/06/2014	0000012266	CL	L	1.00	Y	sick
9	00002069	PRAVESH	PRODUCTION HELPER	02/06/2014	02/06/2014	0000012263	CL	L	1.00	Y	Grandmother Dharamshant
10	00002069	PRAVESH	PRODUCTION HELPER	16/06/2014	16/06/2014	0000012355	EL	L	0.50	Y	GOING IGMC HOSPITAL SHM

4.3. LEAVE ACCURAL

This report shows the details of the Leave Accrued for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.,Star Link India .,STAR LINK COMMUNICATION PVT. LTD., Solan
 Leave Accrual Report as on :- 2014

Sl No.	Paycode	Emp Name	-----Accrued-----														
			L01 CL	L02 LAD	L03 OD	L04 COF	L05 RH	L06 EL	L07 LWP	L08 HL	L09	L10	L11	L12	L13	L14	L15
1	00000003	SATISH VERMA	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00							
2	00002016	GIRDHARI LAL	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00							
3	00002053	DHARMENDER GAUTAM	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00							
4	00002055	JOGINDER SINGH	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00							
5	00002058	KAMALA	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00							
6	00002061	NITIN PARIHAR	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00							
CL-CASUAL LEAVE																	
LAD-LATE ARRIVAL DEDUCTI																	
OD-OUT DUTY																	
COF-COMPENSATORY OFF																	
RH-RESTRICTED HOLIDAY																	
EL-EARNED LEAVE																	
LWP-LEAVE WITHOUT PAY																	
HL-STARLINK HOLIDAY																	

4.4. LEAVE BALANCE

This report shows the details of the Leave Balance for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Leave Balance Report as on :- 2014

Sl No.	Paycode	Emp Name									Balance			
			L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12
1	00000213	MEENA SINGH	CL	LAD	OD	COF	RH	EL	LWP	HL				
			10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00				
Leave Description														
CL-CASUAL LEAVE														
LAD-LATE ARRIVAL DEDUCTI														
OD-OUT DUTY														
COF-COMPENSATORY OFF														
RH-RESTRICTED HOLIDAY														
EL-EARNED LEAVE														
LWP-LEAVE WITHOUT PAY														
HL-STARLINK HOLIDAY														

5. MASTERS REPORTS

5.1. COMPANY MASTER

This report gives the details of the Company as entered in the masters.

Company Master Report On :- 25-Jun-2014

SI No.	Company Code	Company Name	Short Company Name
1	SLC	STAR LINK COMMUNICATION PVT. LTD.	
2	SLI	Star Link India .	
3	SLS	STAR LINK COMMUNICATION PVT. LTD. , Solan	SLC

5.2. DEPARTMENT MASTER

This report gives the details of the Department as entered in the masters.

Company Name:- STAR LINK COMMUNICATION PVT. LTD.

Department Master Report On :- 30-Jun-2014

SI No.	Department Code	Department Name	Head Of Department
1	AC	Account	
2	AD	Administration	
3	CSE	CUSTOMER CARE	
4	PRD	PRODUCTION	
5	RD	R & D	
6	SDD	SOFTWARE DEVELOPMENT	
7	SL1	SALES	

5.3. Designation

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Designation Master Report On :- 30-Jun-2014

SI No.	Designation Code	Designation Name
1	001	DIRECTOR
2	002	GENERAL MANAGER
3	003	SR. MANAGER
4	004	MANAGER
5	005	ASSISTANT MANAGER
6	006	SR. EXECUTIVE
7	007	SR.ENGINEER
8	008	SR.SALE & SUPPORT ENGINEER

5.4. CATEGORY MASTER

This report gives the details of the Category as entered in the masters.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Category Master Report On :- 09-Jul-2014

SI No.	Category Code	Category Name
1	STF	STAFF
2	WOR	WORKER

5.5. SHIFT MASTER

This report gives the details of the Shift as entered in the masters.

Company Name:- STAR LINK COMMUNICATION PVT. LTD.

Shift Master Report On :- 30-Jun-2014

SI No.	Shift Code	In Time	Lunch Out Time	Lunch In Time	Out Time	Lunch Deduction	Shift Hours	←-----Over Time----->			Type Of Shift
								Minimum	Ded. Time	Ded	
1	G02	10:00	13:00	13:30	18:30	30	8:0	0:30	0:0	23:59	DAY
2	G03	08:30	13:00	13:30	17:00	30	8:0	0:30	0:0	23:59	DAY
3	G1	09:00	13:00	13:00	18:00	0	9:0	0:30	0:0	23:59	DAY
4	GN	09:00	13:00	13:30	18:00	30	8:30	0:30	0:0	23:59	DAY
5	SLN	09:00	13:00	13:30	17:30	30	8:0	1:0	0:0	23:59	DAY

5.6. LEAVE MASTER

This report gives the details of the Leave as entered in the masters.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Leave Master Report On :- 30-Jun-2014

SI No.	Field Name	Leave Code	Description	Type of Leave	Weekly Off Consider
1	L01	CL	CASUAL LEAVE	L	Y
2	L02	LAD	LATE ARRIVAL DEDUCTI	A	N
3	L03	OD	OUT DUTY	P	N
4	L04	COF	COMPENSATORY OFF	P	N
5	L05	RH	RESTRICTED HOLIDAY	P	N
6	L06	EL	EARNED LEAVE	L	Y
7	L07	LWP	LEAVE WITHOUT PAY	A	Y
8	L08	HL	STARLINK HOLIDAY	P	Y

5.7. EMPLOYEE DETAILS MASTER

This report gives the details of the Employee working in the company. The report can be generated for either Active Employees / Non- Active Employees or for both type of employees.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.
Employee Details Report On :- 09-Jul-2014

Paycode CardNo.	Name Guardian's Name	Sex	Birth Date Joining Date	Designation Category Department	Shift Type Shift	1st WO 2nd WO	2nd WO Type 2nd WO Days	Permissible Late Early	Working Present	Auto Half Allow Auto Short Allow Auto Shift Allow	Authorised Shift Shift Pattern	OT Allowed OS Allowed OT Rate	Round The Clock Punch Type
0000098 0000098	ALOK KUMAR	M	19-Jan-2010	Sales & Support Engineer STAFF CUSTOMER CARE	F G1	SUN NON		10.00 10.00	24.00 4.00	N N N		N N 000.00	N Single Punch with Overright
0000101 0000101	UMESH VERMA	M	01-Jun-2003	STAFF Administration Customer Support Engineer	F G1	SUN NON	F	10.00 10.00	24.00 4.00	N N N		N N 000.00	N Punch Not Required
0000109 0000109	SIDHANT KATYAYN	M	12-Nov-2009	STAFF CUSTOMER CARE G. M. Account	F G1	SUN NON	F	10.00 10.00	24.00 4.00	N N N		N N 000.00	N Single Punch with Overright
0000110 0000110	AJAY GUPTA	M	15-Oct-2008	STAFF Account Sales & Support Exicutive	F G1	SUN NON		10.00 10.00	24.00 4.00	N N N		N N 000.00	N First Four Punch Allowed
0000111 0000111	DINESH SONI	M	01-Apr-2009	STAFF CUSTOMER CARE	F G1	SUN NON		10.00 10.00	24.00 4.00	N N N		N N 000.00	N Single Punch with Overright

5.8. EMPLOYEE PERSONAL DETAILS

This report gives the personal details of the Employee working in the company. The report can be generated for either Active Employees or Non- Active Employees or for both type of employees

Company Name :- STAR LINK COMMUNICATION
Employee Personal Detail Report On :- 30-Jun-2014

No.	Paycode CardNo.	Sex Blood Group	Birth Date	Name	Guardian's Name	Designation	Category	Permanent Address	Local Address	Joining Date	Qualification	Experience	Bus Route
1	00000005 00000005	M N/A		SUSHEEL KUMAR		ASISTANT MANAGER	STAR LINK COMMUNICATI	-	-	10-Apr-2000			
2	00000007 00000007	M N/A		SURESH YADAV			STAR LINK COMMUNICATI	-	-	21-Oct-2004			
3	00000008 00000008	M N/A	21-Sep-1985	SUNIL KUMAR			STAR LINK COMMUNICATI	-	-	14-Apr-2005			
4	00000011 00000011	M N/A		GAURAV KUMAR			STAR LINK COMMUNICATI	-	-	01-Dec-2007			
5	00000015 00000015	M N/A	24-Apr-1979	DEERAJ BHAN			STAR LINK COMMUNICATI	92505000282-	-	01-Jul-2006			

5.9. HOLIDAY MASTER

This report gives the details of the Department as entered in the masters.

Company Name :- STAR LINK COMMUNICATION
Holiday Master Report On :- 2014

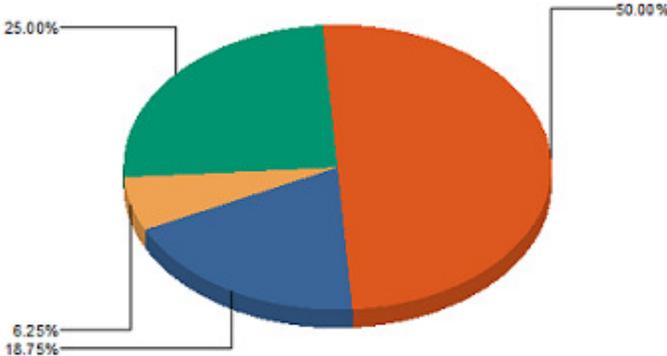
Department Name	Branch	Date	Day	Holiday
Account	gate	01-Feb-2014	Saturday	ANNUAL DAY
		25-Oct-2014	Saturday	BHAIYA DHUJ
		23-Oct-2014	Thursday	DIPAWALI
		28-Jul-2014	Monday	EID UL FITR
		10-Apr-2014	Thursday	ELECTION IN DELHI
		02-Oct-2014	Thursday	GANDHI JAYANTHI
		24-Oct-2014	Friday	GOBERDHANPUJA
		17-Mar-2014	Monday	HOLI

6. REPORT CHART

6.1. ATTENDANCE REPORT

This shows the attendance report in the Chart:

STAR LINK COMMUNICATION PVT. LTD., Solan
for date 19-Jun-2014
Employee Attendance Status



STATUS	NO. OF PERSONS	Percentage Of Employee
Present	8	50.00%
Absent	3	18.75%
Leave	1	6.25%
Late	4	25.00%