

**USER MANUAL
FOR
WEB TIME OFFICE SOFTWARE**

INDEX

Introduction

1. System
 - 1.1 Password
 - 1.2 Import
2. Master
 - 2.1 Company
 - 2.2 Department
 - 2.3 Section
 - 2.4 Grade
 - 2.5 Category
 - 2.6 Branch
 - 2.7 Shift
 - 2.8 Employee
 - 2.8.1. Office Details
 - 2.8.2. Personal Details
 - 2.8.3. Time Office Policy
 - 2.8.4. Shift/WO Policy
 - 2.8.5. Extra Details
 - 2.9 Machine Setting
3. Transaction
 - 3.1 Manual Punch
 - 3.2 Manual Punch by range
 - 3.3 Shift change window
 - 3.4 Shift Multi Transaction (By Range)
 - 3.5 Holiday Entry
4. Data process
 - 4.1 Duty Roster Creation
 - 4.2 Duty Roster Updating
 - 4.3 Back Date Processing

- 4.4 Re-processing
- 5. Leave Management
 - 5.1 Leave Application
 - 5.2 Leave Setup
 - 5.3 Leave Accrual
 - 5.4 Leave Carry Forward
- 6. Admin
 - 6.1 Time office Setup
 - 6.2 Time office Corporate policy
 - 6.3 User Privilege
 - 6.4 Import Export
 - 6.5 Mail Settings
 - 6.6 Run verification
 - 6.7 Report configuration
- 7. Reports
 - 7.1 Time office reports
 - 7.2 Canteen reports
- 8. Exit

Introduction

Time office software is generally used to generate reports (after capturing punching data) on daily basis, monthly basis, yearly basis etc in excel, word, text, csv, pdf formats. With the help of Time Office Software, you can maintain attendance records easily, you can calculate overtime of those employees who stay back even after their working hours and also helps to calculate work. It also helps you to track down the leave records of any employee. The Time Office Software manages the departments with their specific strengths and their work. Additionally, this software also helps you to calculate the shift rotation times and also manages shift schedule, late coming, early departure and holidays. Overall, this software is going to help you in every possible way by streamlining the work flow with proper set-up.

After installing Web Time Office Software, you just need to open the website and select the Login Type and enter the given UserID and Password.



Home Page of the Web Time Office

Select Login Type and enter the User ID and Password then click on Login Now. You can also click on 'Remember me' if you want to save your password.

After Login, the following page will open:

STAR LINK COMMUNICATION PVT. LTD.

Shift: **SE3 (19:00-03:30)** Date:

Present 0	Absent 1	Leave 0	Weekly Off 495	Holiday 0
Late Arrival 0	Early Arrival 0	On Time Arrival 0		
Early Departure 0	Late Departure 0	On Time Departure 0		
New Joinee(7 Days) 0	Left(7 Days) 0			

2.1 Company

You can manage different companies through Company Master of Time Office Software. Company code should be unique. When you open the company master, you will see a window in which you see the following information like Add New Company, Edit, Delete, first, previous, next and last.

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CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD

LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Manage Company [Add New Company](#)

Show: 10 entries

Company Code	Company Name	Company Address	Short Name	PAN No.	Edit	Delete
TIE	THE INDIAN EXPRESS PVT LTD					
CO0	NONE					
IEO	IE ONLINE MEDIA SERVICES PVT LTD					
GFM	GLOBAL FAIRS & MEDIA LTD					

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

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When you click on Add New Company the following page will be open:

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CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD

LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Add Company Master

Company Code: Company Name:

Company Address:

Short Name:

PAN No: TAN No: Vat NO:

PF No: ESI No: License NO:

Registration No: Email ID:

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Add New Company: Click on "Add New Company" to add the details of new company. A Company Master window will open, in the window there are some fields like company code, company name, company address, short name of company, Company PAN No., Company TAN No., Company License No. and Company PF No., which you will fill to make the new company. Company code and company name are the compulsory field to create the company.

Edit: You can Edit information in company master except company code. If you want any modification in the existing company, press "Edit" button. After pressing Edit button, complete details of the selected company will be shown in the window. Edit those details accordingly and press "Update" button. All the modification will be done.

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Update Company Master

Company Code: TIE Company Name: THE INDIAN EXPRESS PVT LTD

Company Address:

Short Name:

PAN No: TAN No: Vat NO:

PF No: ESI No: License NO:

Registration No: Email ID:

Update Back

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When You click on Update button the Company Master will be updated and the following page will be open:

Delete: You can delete any Company through “Company Master” option. But if the selected company is assigned to any Employee, then it cannot be deleted.

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Manage Company

[Add New Company](#)

Show 10 entries

Company Code	Company Name	Company Address	Short Name	PAN No.	Edit	Delete
TIE	THE INDIAN EXPRESS PVT LTD					
C00	NONE					
IEO	IE ONLINE MEDIA SERVICES PVT LTD					
GFM	GLOBAL FAIRS & MEDIA LTD					

Showing 1 to 4 of 4 entries

Message

This Company could not be deleted because some employee already assigned this company!

Ok

First Previous 1 Next Last

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Previous: Pressing 'Previous' button, you can switch to previous company.

Search: For searching a company you have to use "Search" text box. You can find your Company by enter any information which is visible in page. (Like Company Code, Company Name, Short Name, Pan No. etc)

Next: Pressing button next to switch to the next company.

Last: Pressing button last to switch to the last page.

The screenshot displays the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a user welcome message (Welcome Admin). Below the header is a navigation menu with options like Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled 'Manage Category' and features a table with the following data:

Code	Name	Edit	Delete
WBD	WEGE BOARD		
TRN	TRAINEE		
COO	NONE		
CTR	CONTRACT		
APT	APPOINTMENT		

Below the table, there is a pagination bar showing 'Showing 1 to 5 of 5 entries' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'. The footer of the page contains the copyright notice 'Copyright © Star Link Communication(P)Ltd. All rights reserved' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

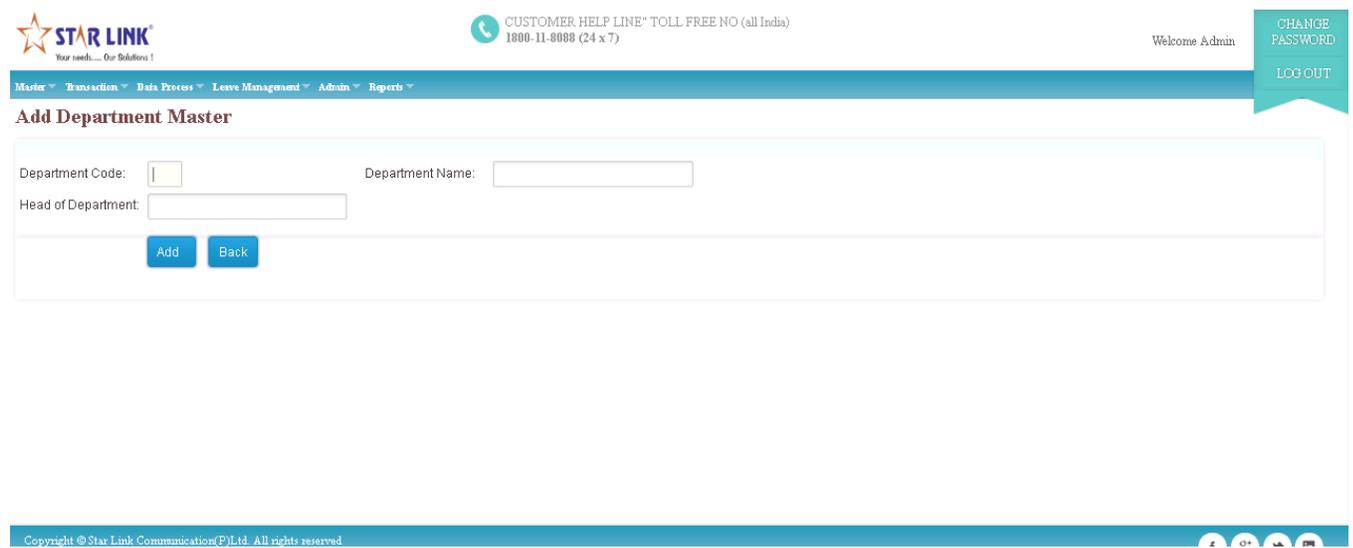
2.2 Department

You can create different departments as per your requirement through 'Add New Department' option of Manage Department. Department code should be unique. When you open the department, you will see Department Details window in which you see the following button like Add new department, edit, delete, previous, first, next and last.



The screenshot shows the 'Manage Department' page. At the top, there is a navigation menu with options: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The 'Admin' menu is expanded, showing 'Add New Department'. The main content area displays a table of departments with columns for Department Code, Department Name, Head of Department, Edit, and Delete. The table lists five departments: 143 (WOMEN'S PORTAL), 142 (VIDBO), 141 (THE INDIAN EXPRESS), 140 (THE FINANCIAL EXPRESS), and 139 (TECHNOLOGY). Below the table, there are pagination controls: 'Showing 1 to 5 of 44 entries', 'First', 'Previous', '1', '2', '3', '4', '5', '9', 'Next', and 'Last'. The footer contains the copyright notice 'Copyright © Star Link Communication(P)Ltd. All rights reserved.' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

Add New Department: Press button "Add New Department" to add a new department in the company. A Department Master page will open, there are some fields like department code, department name, HOD (Head of Department) , which you have to fill to make the department in the company. Department code and department name are the compulsory field to create the department.



The screenshot shows the 'Add Department Master' form. It has a header with the same navigation menu as the previous screenshot. The form contains three input fields: 'Department Code:', 'Department Name:', and 'Head of Department:'. Below the input fields are two buttons: 'Add' and 'Back'. The footer contains the copyright notice 'Copyright © Star Link Communication(P)Ltd. All rights reserved.' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

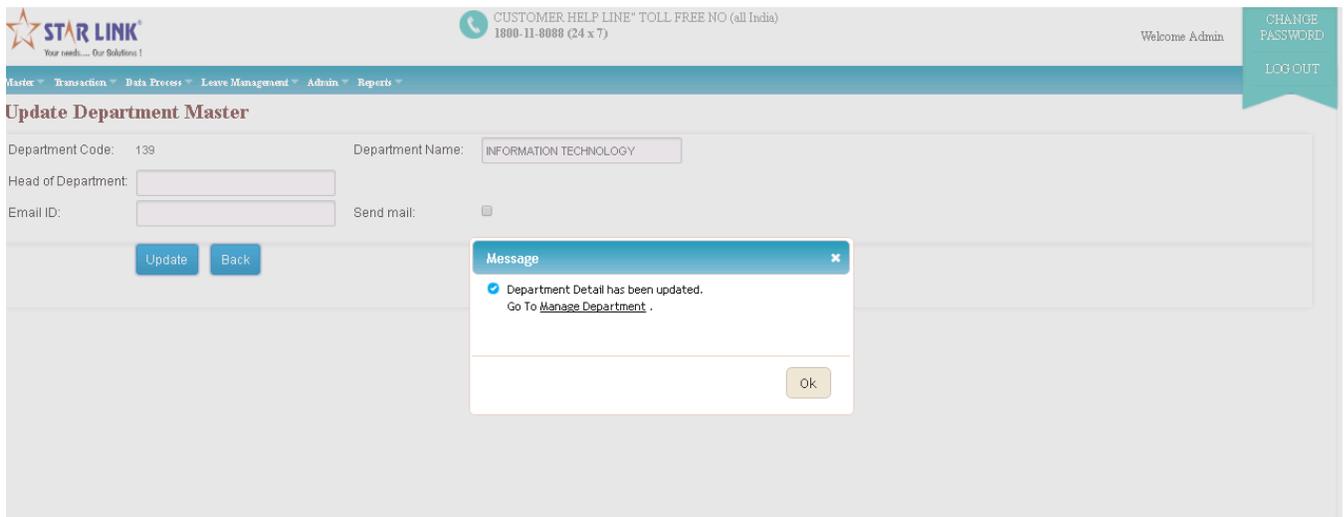
When you create Department Master, the Department Code must be of 3 alphanumeric characters.

The screenshot shows the 'Add Department Master' form in the STAR LINK system. The Department Code field is set to 'D0', which is not 3 alphanumeric characters. A message box is displayed with the error: 'Department Code Must be of 3 Alphanumeric characters'. The Department Name field contains 'software'. The Head of Department field is empty. There are 'Add' and 'Back' buttons at the bottom of the form.

Edit: You can Edit information except department code, press button to Edit.

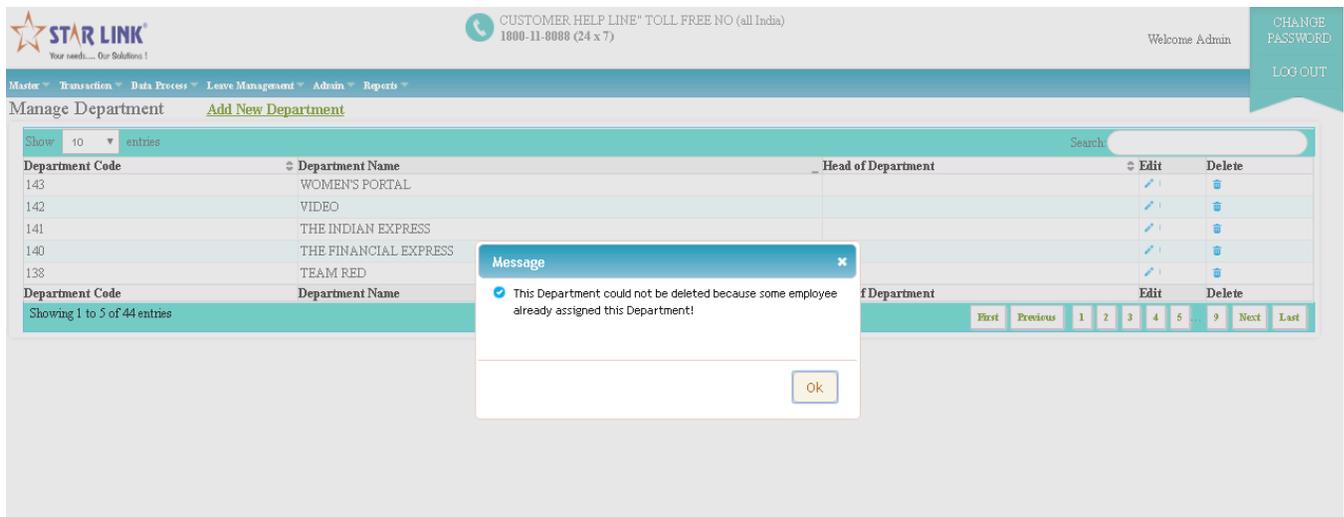
The screenshot shows the 'Update Department Master' form in the STAR LINK system. The Department Code field is set to '139', which is 3 alphanumeric characters. The Department Name field contains 'TECHNOLOGY'. The Head of Department field is empty. The Email ID field is empty. The Send mail checkbox is unchecked. There are 'Update' and 'Back' buttons at the bottom of the form.

When you click on 'Update' button the Department Master will be updated and the following page will be open:



The screenshot shows the 'Update Department Master' form. The Department Code is 139 and the Department Name is INFORMATION TECHNOLOGY. There are input fields for Head of Department and Email ID, and a checkbox for 'Send mail'. 'Update' and 'Back' buttons are visible. A modal message box displays: 'Department Detail has been updated. Go To [Manage Department](#) .

Delete: You can delete Department Master information through this option. But if this Department is assigned to any Employee you can not delete this Department Master.



The screenshot shows the 'Manage Department' table. A modal message box displays: 'This Department could not be deleted because some employee already assigned this Department!'. The table below has the following data:

Department Code	Department Name	Head of Department	Edit	Delete
143	WOMEN'S PORTAL			
142	VIDEO			
141	THE INDIAN EXPRESS			
140	THE FINANCIAL EXPRESS			
138	TEAM RED			

Previous: Pressing button previous to switch to the previous department.

Search: If you can use this option to search a department.

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1800-11-8888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transition > Data Process > Leave Management > Admin > Reports >

Manage Department [Add New Department](#)

Show 10 entries

Search: THE INDIAN

Department Code	Department Name	Head of Department	Edit	Delete
141	THE INDIAN EXPRESS		Edit	Delete
Department Code	Department Name	Head of Department	Edit	Delete

Showing 1 to 1 of 1 entries (filtered from 44 total entries)

First Previous 1 Next Last

Next: Pressing button to switch to the Next department.

Last: Pressing button to switch to the last page.

2.3 Division / Section

You can create different divisions through this option. Division/Section code should be unique. Division code and Division name are compulsory parameter for creating Division. When you open the division, you will see Division Details window in which you see the following button Add New Division, Edit, Previous, Delete, Next, Search and Last.

The screenshot displays the STAR LINK system interface. At the top, there is a logo for STAR LINK with the tagline "Your needs... Our Solutions!". To the right, there is a customer help line number: "CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (24 x 7). The user is logged in as "Welcome Admin". The main navigation menu includes: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The current page is "Manage Division" with a link to "Add New Division". Below the navigation, there is a search bar and a table with the following data:

Division Code	Division Name	Edit	Delete
D00	NONE		

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right of the table, there are navigation buttons: First, Previous, 1, Next, and Last.

Add New Division: - Press button "Add New Division" to add a new division in the department. A Division Master page will open, in this page there are some fields like division code and division name is mandatory to fill to create the division in the department. Division code and division name are the compulsory field to create the division.

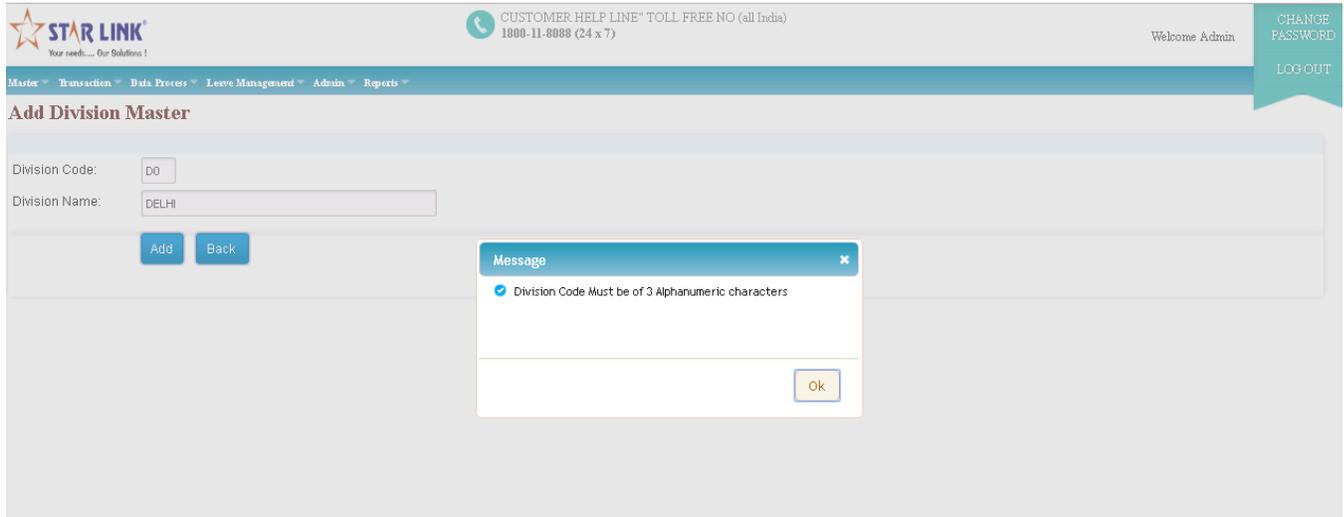
The screenshot displays the STAR LINK system interface. At the top, there is a logo for STAR LINK with the tagline "Your needs... Our Solutions!". To the right, there is a customer help line number: "CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (24 x 7). The user is logged in as "Welcome Admin". The main navigation menu includes: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The current page is "Add Division Master". Below the navigation, there is a search bar and two input fields:

Division Code:

Division Name:

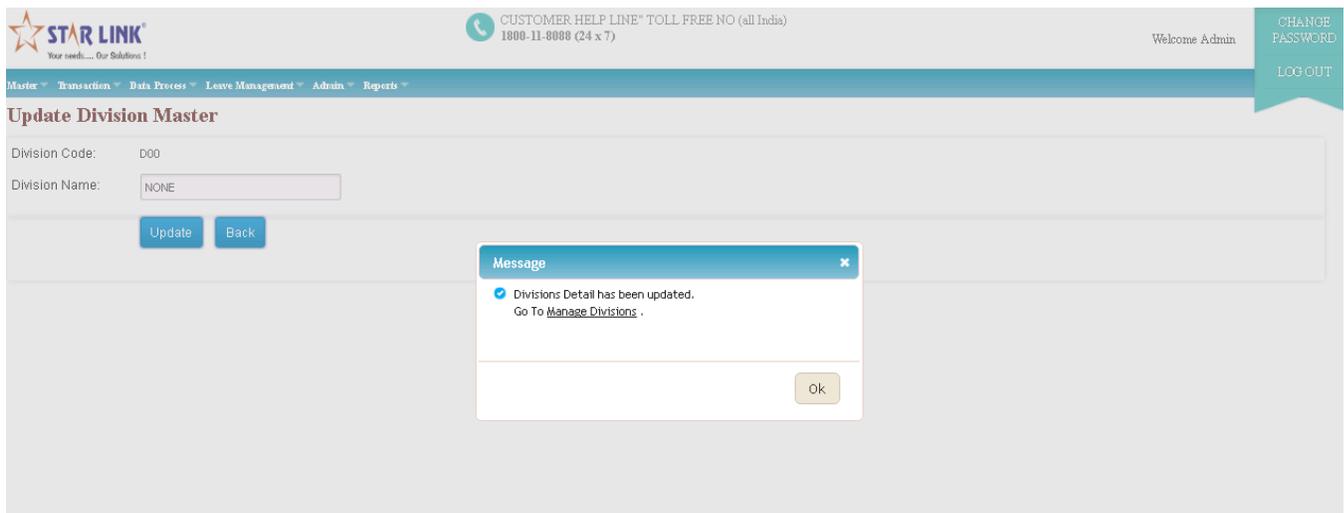
Below the input fields, there are two buttons: "Add" and "Back".

When add new division, division code must be of three characters.



The screenshot shows the 'Add Division Master' form in the STAR LINK system. The form has two input fields: 'Division Code' with the value 'D0' and 'Division Name' with the value 'DELHI'. Below the fields are 'Add' and 'Back' buttons. A modal message box is displayed in the center, containing the text: 'Division Code Must be of 3 Alphanumeric characters'. The message box has a close button (X) and an 'Ok' button.

Edit:- You can edit every information except division code. If you want any modification in the existing division then press "Edit" button. After pressing edit button complete information about division will be shown. Edit accordingly and press "Update" button. All the modification will updated then.



The screenshot shows the 'Update Division Master' form in the STAR LINK system. The form has two input fields: 'Division Code' with the value 'D00' and 'Division Name' with the value 'NONE'. Below the fields are 'Update' and 'Back' buttons. A modal message box is displayed in the center, containing the text: 'Divisions Detail has been updated. Go To [Manage Divisions](#) .'. The message box has a close button (X) and an 'Ok' button.

Delete: You can delete existing section information through this option.

Previous: Press button "Previous" to switch to the previous section.

Search: You can use this option to search a section which you want to find.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Manage Division [Add New Division](#)

Show 10 entries Search: NONE

Division Code	Division Name	Edit	Delete
D00	NONE	Edit	Delete

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

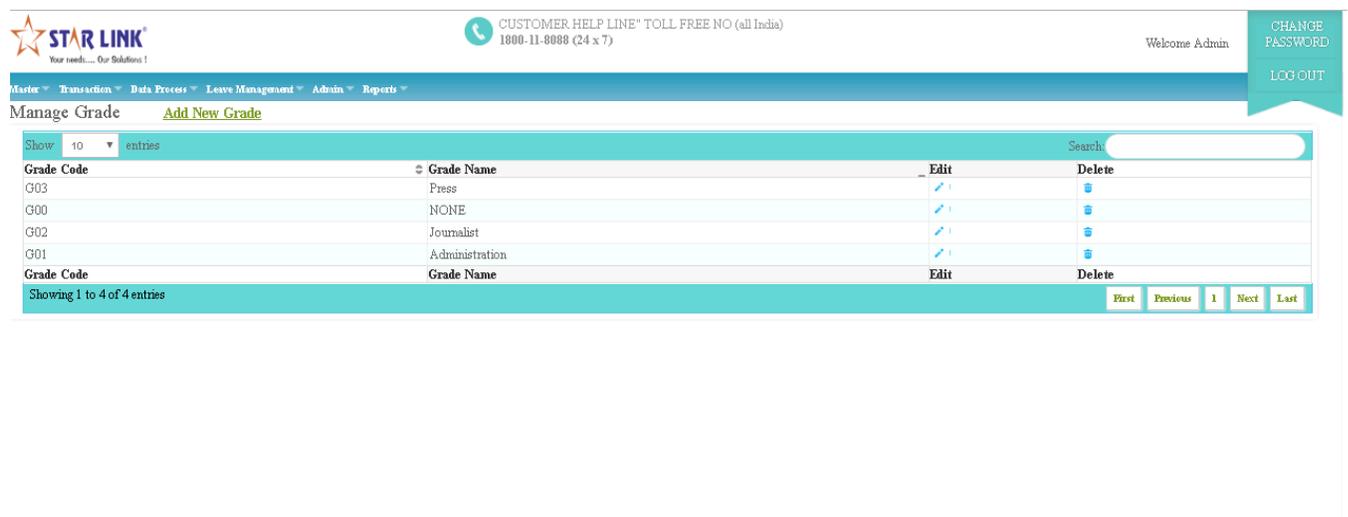
Next: Press button "Next" to switch to the next section.

Last: Press button "Last" to switch to the last page.

2.4 Grade

You can create Grades to allot the employees through this option. Grade code and Grade name are compulsory parameter in Grade master. Grade code should be unique.

When you open the Grade, you will see a Grade Detail page in which you see the following button like Add New Grade, first, Previous, Next, Last.

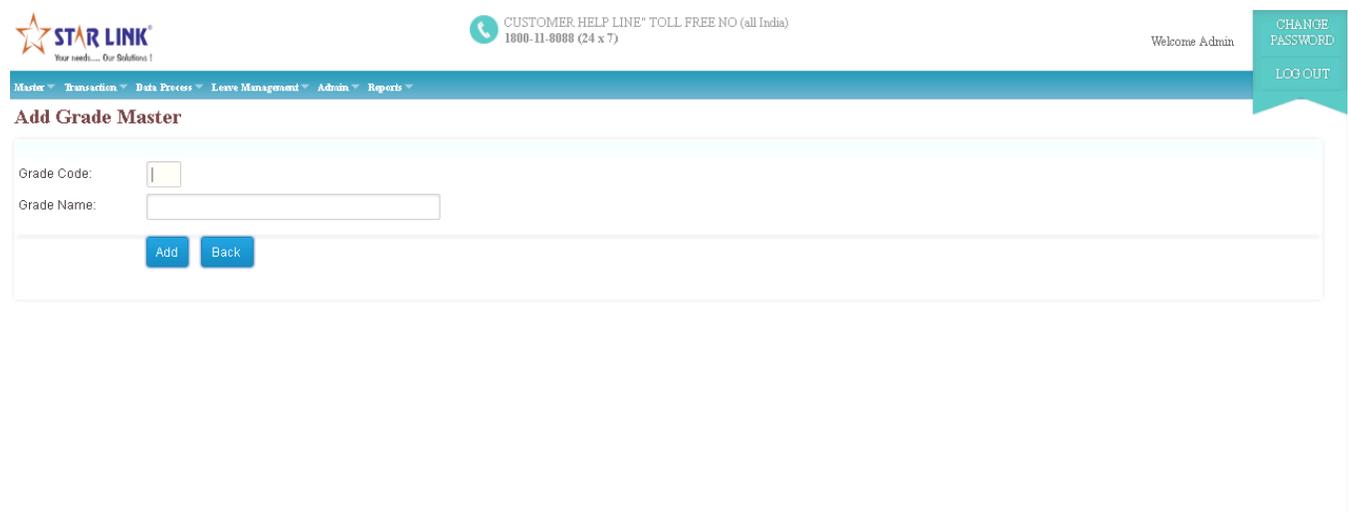


The screenshot shows the 'Manage Grade' page in the STAR LINK system. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and a user greeting 'Welcome Admin'. Below the navigation bar, there are tabs for 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. The 'Manage Grade' section includes a search bar and a table of existing grades. The table has columns for 'Grade Code', 'Grade Name', 'Edit', and 'Delete'. The data rows are:

Grade Code	Grade Name	Edit	Delete
G03	Press		
G00	NONE		
G02	Journalist		
G01	Administration		

At the bottom of the table, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'. The text 'Showing 1 to 4 of 4 entries' is displayed below the table.

Add New Grade: Click button "Add New Grade" to add a new Grade in the department. A Grade Master page will open, in the window there are some fields like grade code and grade name, which you will fill to make the grade master. Grade code and Grade name is the compulsory field to create the Grade.



The screenshot shows the 'Add Grade Master' page in the STAR LINK system. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and a user greeting 'Welcome Admin'. Below the navigation bar, there are tabs for 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. The 'Add Grade Master' section includes two input fields: 'Grade Code' and 'Grade Name'. Below the input fields, there are two buttons: 'Add' and 'Back'.

When you create new grade master, the grade code will be three characters.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Add Grade Master

Grade Code:

Grade Name:

Message

Grade Code Must be of 3 Alphanumeric characters

Edit: You can Edit information except Grade code. If you want any modification in the existing Grade then press "Edit" button .After pressing edit button complete information about Grade will shown in the window. Modify that option which you want to modify and press "update" button. All the modification will be updated now.

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Update Grade Master

Grade Code:

Grade Name:

Message

Grade Detail has been updated.
Go To [Manage Grade](#) .

Delete: You can delete existing Grade information through this option. But if this Grade master is assigned to other Employee you cannot delete it.

Previous: Press button "Previous", to switch to the previous Grade.

Search: You can use this option to search a Grade.

Next: Press button "Next" to switch to the next Grade.

Last: Press button "Last" to switch to the last page.

2.5 Category

You can create a new category to categorize the employees as per your requirement through this option. Category code and Category name are compulsory in master. Category code should be unique.

When you open the Category, you will see a Category details page in which you see the following button like Add New Category, Search, first, previous, next and last.

Code	Name	Edit	Delete
WBD	WEGE BOARD		
TRN	TRAINEE		
C00	NONE		
CTR	CONTRACT		
APT	APPOINTMENT		

Add New Category : Click button "Add New Category" to add a new Category for the employee. A Category Master page will open, in this page there are some fields like Category code and Category name, which you have to fill to make the Category .Category code and Category name are the compulsory field to create the Category.

Code:

Name:

Edit: You can modify information except Category code, If you want any modification in the existing Category then press "Edit" button .After pressing edit button complete information about Category will shown in the window. Modify that option which you want to modify and press "Update" button. All the modification will activated now.

Update Category Master

Code: TRN

Name:

Delete: You can delete existing Category information through this option.

Previous: Press button "Previous", to switch to the previous Category.

Search: You can use this option to search a Category. which you want to find.

Manage Category [Add New](#)

Show 10 entries

Search:

Code	Name	Edit	Delete
CTR	CONTRACT		
Code	Name	Edit	Delete

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Next: Press button "Next" to switch to the next Category.

Last: Press button "Last" to switch to the last page.

2.6 Branch

You can create Branches of the company as per requirement through this option. Branch code and Branch name are compulsory in master. Branch code should be unique.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Manage Location [Add New Location](#)

Show 10 entries

Location Code	Location Name	Edit	Delete
L59	THIRUVANANTHAPURAM		
L58	THANE		
L57	SURAT		
L56	SRIRAMPUR		
L55	SRINAGAR		

Showing 1 to 5 of 60 entries

First Previous 1 2 3 4 5 ... 12 Next Last

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When you open the Branch, you will see a page of Branch Details in which you see the following button like Add New Location, search, first, previous, next, last.

Add New Location: Press button "Add New Location" to add a new Branch for the Company. A Branch/Location Master page will open, in the window there are some fields like B/Location code and B/Location name, which you will fill to make the Branch. B/Location code and B/Location name are the compulsory field to create the Branch.

Add Location Master

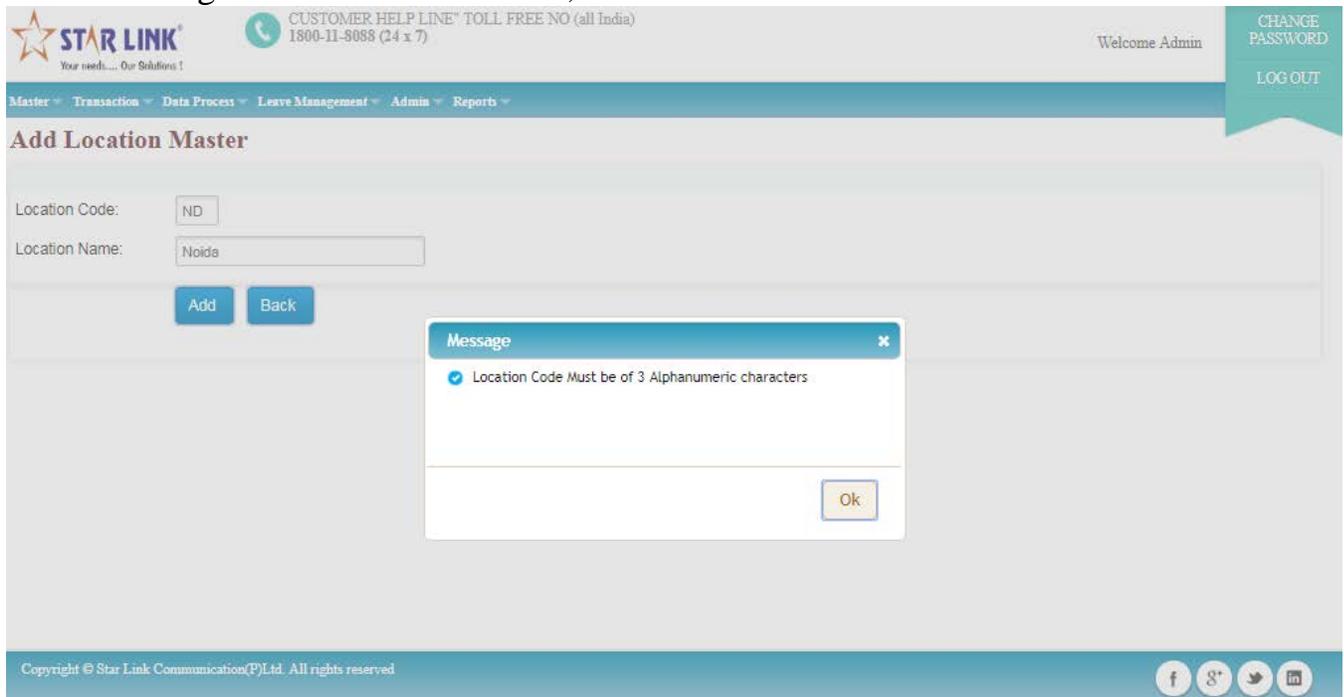
Location Code:

Location Name:

Add

Back

While adding a new Location Master, the Location Code should be of three characters.



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Welcome Admin

CHANGE
PASSWORD

LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Add Location Master

Location Code: ND

Location Name: Noida

Add Back

Message

- Location Code Must be of 3 Alphanumeric characters

Ok

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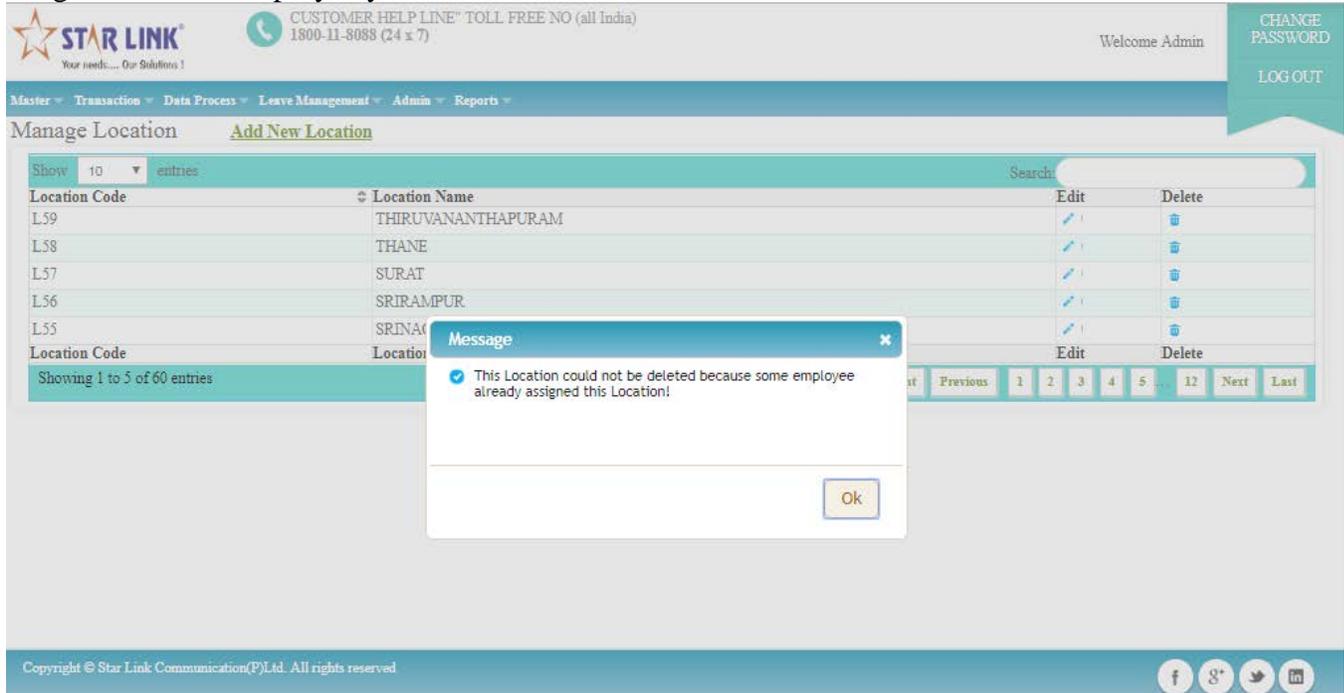
Edit: You can modify information except B/Location code, If you want any modification in the existing Branch then press "Edit" button .After pressing edit button complete information about Branch will shown in the window. Modify those option which you want to modify and press "Update" button. All the modification will be updated now.

Update Location Master

Location Code: L58

Location Name:

Delete: You can delete existing Branch information through this option. But if this Location master is assigned to other Employee you cannot delete it.



The screenshot shows the 'Manage Location' page with a table of locations. A message dialog box is displayed over the table, indicating that a location cannot be deleted because it is already assigned to an employee.

Location Code	Location Name	Edit	Delete
L59	THIRUVANANTHAPURAM		
L58	THANE		
L57	SURAT		
L56	SRIRAMPUR		
L55	SRINAGAPUR		

Message dialog box content:

This Location could not be deleted because some employee already assigned this Location!

Previous: Press button "Previous", to switch to the previous Branch.

Search: You can use this option to search a Branch.



Location Code	Location Name	Edit	Delete
L57	SURAT		
Location Code	Location Name	Edit	Delete

Showing 1 to 1 of 1 entries (filtered from 60 total entries)

First Previous 1 Next Last

Next: Press button "Next" to switch to the next Branch.

Last: Press button "Last" to switch to the last page.

2.7 Shift

So many companies' works 24 hours like production companies, for that purpose they make shift for the employee, for the working of 24 hours. You can create shift through this option. Shift code should be unique.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Manage Shift [Add New Shift](#)

Shift Code	Start Time	End Time	Shift Hours	Shift Position	Edit	Delete
SE3	19:00	03:30	08:30	NIGHT	Edit	Delete
T02	19:00	03:00	08:00	NIGHT	Edit	Delete
SE2	18:00	02:30	08:30	EVENING	Edit	Delete
SE1	17:00	01:30	08:30	EVENING	Edit	Delete
SA5	16:00	00:30	08:30	EVENING	Edit	Delete

Showing 1 to 5 of 18 entries

First Previous 1 2 3 4 Next Last

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When you open the Shift, you will see Shift Details page in which you see the following button Add New Shift , search, first, previous, delete, next, and last.

Shifts are identified by their unique codes.

Add Shift Master

Shift Setup

Shift Code: Shift Position: DAY

Start Time: 00:00 (Time in 24 Hr Format) End Time: 00:00 (Time in 24 Hr Format) Shift Duration: 00:00 (Time in Hours)

Lunch Start Time: 00:00 (Time in 24 Hr Format) Lunch End Time: 00:00 (Time in 24 Hr Format) Lunch Duration: 00:00 (Time in Hours)

Advance Setup

Max OverTime Time: 23:59 (Time in Hours) OT Start After: 00:00 (Time in Hours)

OT Deduction: 00:00 (Time in Hours) OT Deduct After: 00:00 (Time in Hours)

Lunch Deduction: 00:00 (Time in Hours) OT Remove After Late: 00:00 (Time in Hours) Absent After Late: 00:00 (Time in Hours)

Flexi Shift Setup

Is Shift Flexi:

Before updating the Shift master click on Check button.

Update Shift Master

Shift Setup

Shift Code: SE2 Shift Position: EVENING

Start Time: 18:00 (Time in 24 Hr Format) End Time: 02:30 (Time in 24 Hr Format) Shift Duration: 08:30 (Time in Hours)

Lunch Start Time: 00:00 (Time in 24 Hr Format) Lunch End Time: 00:00 (Time in 24 Hr Format) Lunch Duration: 00:00 (Time in Hours)

Advance Setup

Max OverTime Time: 23:59 (Time in Hours) OT Start After: 00:00 (Time in Hours)

OT Deduction: 00:00 (Time in Hours) OT Deduct After: 00:00 (Time in Hours)

Lunch Deduction: 00:00 (Time in Hours) OT Remove After Late: 00:00 (Time in Hours) Absent After Late: 00:00 (Time in Hours)

Flexi Shift Setup

Is Shift Flexi:

Alert

⚠ Please first validate data on click Check button!

After click on check button you will click on Update button and the shift will be created.

Shift Code	Start Time	End Time	Shift Hours	Shift Position	Edit	Delete
GEN	09:30	18:00	08:30	DAY		
Shift Code	Start Time	End Time	Shift Hours	Shift Position	Edit	Delete

Showing 1 to 1 of 1 entries (filtered from 18 total entries)

First Previous 1 Next Last

These are following options you can use to make a shift.

- Shift code : Add the new shift code.
- Shift Start Time : This is the shift starting time.
- Shift End Time : This is the shift end time.
- Shift Duration : This is the total working hours
- Lunch Start Time : This is lunch's starting time.
- Lunch Duration : This is the duration of lunch.
- Lunch End Time : This is lunch's end time.
- Lunch deduction : This is the time period that will be deducted from the working Hours.
- Max Over Time : This is the limit of period after which the OT won't be considered e.g. If OT deduct after is initialized as 3.00 hrs and employee having OT 5.00 hrs. Then it would consider 3.00 hrs. Only if you want to give actual overtime, set 23.59 in this option.
- OT Start After : This is the time period after which OT will be considered. If you set 30 minute in this option, between this duration OT will not calculate, But if employee stays till 31st minute in the company, he/her will get OT 31 min.
- Overtime deduction : This is the time period that will deduct from the overtime hours. Example, if over time is 4 hours and overtime deduction is 30 min , total over time will be 3 hours and 30 min.

Shift Position : Three types of shift as Day, Night and Half day.

Lunch Deduction : This is the time period that will deduct from overtime hours.

OT Remove After Late: This option is use for if employee late coming duration more than given time it will be deduct from over time.

Absent After Late : This option is use for if employee late coming duration more than given time employee attendance will mark as absent.

2.7.2 Flexi Shift Setup: - If you want to flexi Shift. Click on Is Flexi Shift check box. Multiple options will be displayed.

Shift Setup

Shift Code: T05 Shift Position: DAY

Start Time: 09:00 (Time in 24 Hr Format) End Time: 17:30 (Time in 24 Hr Format) Shift Duration: 00:00 (Time in Hours)

Lunch Start Time: 13:00 (Time in 24 Hr Format) Lunch End Time: 13:30 (Time in 24 Hr Format) Lunch Duration: 00:00 (Time in Hours)

Advance Setup

Max OverTime Time: 23:59 (Time in Hours) OT Start After: 00:00 (Time in Hours)

OT Deduction: 00:00 (Time in Hours) OT Deduct After: 00:00 (Time in Hours)

Lunch Deduction: 00:00 (Time in Hours) OT Remove After Late: 00:00 (Time in Hours) Absent After Late: 00:00 (Time in Hours)

Flexi Shift Setup

Is Shift Flexi: Flexi In Month: 02 (1 to last Date of month)

Flexi In Time: 00:30 (Time in Hours) Flexi Half Day In Time: 01:00 (Time in Hours) Min Working Hours For HalfDay: 08:00 (Time in Hours)

Flexi Out Time: 00:30 (Time in Hours) Flexi HalfDay Out Time: 01:00 (Time in Hours) Min Working Hours For Present: 08:00 (Time in Hours)

Back Check

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Flexi In Month: No of Flexi In Time & OUT time can be availed in a month as per value feed in this text box. Employee will have to compensate this late arrival with late departure.

Flexi In Time: IN time can be varied up-to the time given in Flexi In Time from scheduled IN up-to max limit given in Flexi In month. If someone crosses the max limit of Flexi In month, it will count in HLF.

Flexi half Day In Time :- If someone crosses the time given in Flexi IN Time but do not cross the value given in Flexi Half Day In Time, status will be marked as HLF.If Flexi Half Day In Time is crossed, status will be marked as Absent.

Minimum Working Hours For Half Day:- If employee works less than the “Minimum working for Half day “ hours ,Status will be marks as HLF.

Flexi Out Time :- OUT time can be varied up-to the time given in Flexi OUT Time from scheduled OUT up-to max limit given in Flexi In month. If someone makes an early departure and if Max working hours is less than given value, status will be marked as ‘HLF’.

Flexi half Day OUT Time :- If Employee marks punch between “Flexi out Time” and “ Flexi Half Day Out Time” , status will be HLF. And if employee exceeds the “Flexi Half Day Out Time “ Status Will be Absent.

Min Working Hours For Present: If employee working hours is less than “Minimum working Hours for Present “ Status will be HLF.

Before updating the Shift master click on Check button.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Add Shift Master

Shift Setup

Shift Code: T05 Shift Position: DAY

Start Time: 09:00 (Time in 24 Hr Format) End Time: 17:30 (Time in 24 Hr Format) Shift Duration: 08:00 (Time in Hours)

Lunch Start Time: 13:00 (Time in 24 Hr Format) Lunch End Time: 13:30 (Time in 24 Hr Format) Lunch Duration: 00:30 (Time in Hours)

Advance Setup

Max OverTime Time: 23:59 (Time in Hours) OT Start: OT Deduction: 00:00 (Time in Hours) OT Rem: OT Deduction: 00:00 (Time in Hours)

Lunch Deduction: 00:30 (Time in Hours)

Flexi Shift Setup

Is Shift Flexi: Flexi In M: Flexi In Time: 00:30 (Time in Hours) Flexi Half Day In Time: 01:00 (Time in Hours) Min Working Hours For HalfDay: 08:00 (Time in Hours)

Flexi Out Time: 00:30 (Time in Hours) Flexi HalfDay Out Time: 01:00 (Time in Hours) Min Working Hours For Present: 08:00 (Time in Hours)

Buttons: Add, Back, Check

Alert: Click on Add Button to Add This Shift!

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Add Shift Master

Shift Setup

Shift Code: T05 Shift Position: DAY

Start Time: 09:00 (Time in 24 Hr Format) End Time: 17:30 (Time in 24 Hr Format) Shift Duration: 08:00 (Time in Hours)

Lunch Start Time: 13:00 (Time in 24 Hr Format) Lunch End Time: 13:30 (Time in 24 Hr Format) Lunch Duration: 00:30 (Time in Hours)

Advance Setup

Max OverTime Time: 23:59 (Time in Hours) OT Start: OT Deduction: 00:00 (Time in Hours) OT Rem: 00:00 (Time in Hours)

Lunch Deduction: 00:30 (Time in Hours)

Flexi Shift Setup

Is Shift Flexi: Flexi In Time: 00:30 (Time in Hours) Flexi Half Day In Time: 01:00 (Time in Hours) Min Working Hours For HalfDay: 06:00 (Time in Hours)

Flexi Out Time: 00:30 (Time in Hours) Flexi HalfDay Out Time: 01:00 (Time in Hours) Min Working Hours For Present: 08:00 (Time in Hours)

Buttons: Add, Back, Check

Message

Shift has been Added.Go To [Manage Shift](#) .
Or You Want to Add Shift [Add Shift](#) .

Ok

After clicking check button you will clicking Add button and the shift will be created

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Shift [Add New Shift](#)

Show 100 entries

Shift Code	Start Time	End Time	Shift Hours	Shift Position	Edit	Delete
SE3	19:00	03:30	08:30	NIGHT	Edit	Delete
T02	19:00	03:00	08:00	NIGHT	Edit	Delete
SE2	18:00	02:30	08:30	EVENING	Edit	Delete
SE1	17:00	01:30	08:30	EVENING	Edit	Delete
SA5	16:00	00:30	08:30	EVENING	Edit	Delete
SA4	15:00	23:30	08:30	DAY	Edit	Delete
SA3	14:00	22:30	08:30	DAY	Edit	Delete
SA2	13:00	21:30	08:30	DAY	Edit	Delete
SA1	12:00	20:30	08:30	DAY	Edit	Delete
SG4	11:00	19:30	08:30	DAY	Edit	Delete
SG3	10:30	19:00	08:30	DAY	Edit	Delete
SG2	10:00	18:30	08:30	DAY	Edit	Delete
GEN	09:30	18:00	08:30	DAY	Edit	Delete
T03	09:30	18:00	08:00	DAY	Edit	Delete
T01	09:00	17:30	08:00	DAY	Edit	Delete
T05	09:00	17:30	08:00	DAY	Edit	Delete
SM3	08:30	17:00	08:30	DAY	Edit	Delete
SM2	07:30	16:00	08:30	DAY	Edit	Delete
SM1	06:30	15:00	08:30	DAY	Edit	Delete

Showing 1 to 19 of 19 entries

First Previous 1 Next Last

2.8 Employee

You can make entry of new employee of the company through this option of time office software. Pay code and card no. should be unique. It must to enter unique Pay code, unique card no. and name and date of joining for the employee creation.

When you open the Employee master, you will see three type of parameter; All, Active and Inactive.

All –see all (active & nonactive) employees of company

Active – see all active employees of company

Inactive – see all nonactive employees who have left job from that Company

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Company: [Dropdown] Date: [Calendar] Get Data

	Absent	Leave	Weekly Off	Holiday
Employee	0	0	2328	0

Early Arrival: 0, On Time Arrival: 0
Late Departure: 0, On Time Departure: 0

New Joinee(7 Days): 0, Left(7 Days): 0

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Employee [Add New Employee](#)

Show 10 entries

Active	PayCode	Card No	Employee Name	Date Of Joining	Company	Department	Location	Designation	Edit Delete
Y	T009	T009	Ravi_Two_ignore	01-Jan-2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	[Edit] [Delete]
Y	T008	T008	Ravi_Two_Rotational_NRTC	01-Jan-2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	[Edit] [Delete]
Y	T007	T007	Ravi_Nopunch_Fixed_NRTC	01-Jan-2017	GLOBAL FAIRS & MEDIA LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	[Edit] [Delete]
Y	T006	T006	Ravi_Single_fixed	01-Jan-2017	THE INDIAN EXPRESS PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	[Edit] [Delete]
Y	T005	T005	Ravi_Four_Fixed_NRTC	05-Jan-2017	THE INDIAN EXPRESS PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	[Edit] [Delete]
Y	T004	T004	Ravi_Multiple_Fixed_NRTC	01-Jan-2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	[Edit] [Delete]
Y	T003	T003	Ravi_Two_Fixed_RTC	01-Jan-2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	[Edit] [Delete]
Y	T002	T002	Ravi_Two_Fixed_RunAuto_RT	01-Jan-2017	THE INDIAN EXPRESS PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	[Edit] [Delete]
Y	T001	T001	Ravi_Fixed_RunAuto_Two P	01-Jan-2016	GLOBAL FAIRS & MEDIA LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	[Edit] [Delete]
Y	F006	F006	Ravi Lunch Duction	04-Jan-2017	NONE	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	[Edit] [Delete]

Showing 1 to 10 of 2,328 entries

First Previous 1 2 3 4 5 ... 233 Next Last

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Add New Employee: Click on "Add New Employee" to add a new employee in the company.

The screenshot displays the 'Add New Employee' web interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-5088), and a 'Welcome Admin' message. Below the header is a navigation menu with options: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled 'Add New Employee' and features five tabs: Office Detail, Personal detail, Time Office policy, Shift/WO Policy, and Extra detail. The 'Office Detail' tab is currently selected, showing a form with various input fields. These fields include: Present Card No., Active (set to TRUE), Name, Date Of Joining, Guardian Name, Company (C00-NONE), Department (101-ACCOUNTS & FINANCE), Category (APT-APPOINTMENT), Section (D00-NONE), Location/Branch (L00-NONE), Grade (G00-NONE), Designation (201-ADVERTISEMENT PAGINATOR), Bank (B01-Bank 01), PF No., PAN No., Photo, ESI No., Dispensary, and Signature. There are also 'Add Employee' and 'Back' buttons at the bottom of the form.

There are five type of information which is used to complete the whole information regarding employee master.

- 2.8.1. Office Details
- 2.8.2. Personal Details
- 2.8.3. Time Office Policy
- 2.8.4. Shift/WO Policy
- 2.8.5. Extra Details

2.8.1 Office Detail: There are information's about official details of an employee like active, card No, Name of employee, guardian name, pay code, company, department, category, section, grade, photograph, and signature, PF No, ESI No. and Dispensary.

- 1 You can decide that employee is on roll or not.
- 2 Pay code and card no should be unique.
- 3 You can add name of employee, guardian name, etc.
- 4 You can assign the respective company, department and category, etc to each employee, which he/she belongs to. You can even include the scanned photographs of employee and employee signature.
- 5 You can add PF No. of employee.
- 6 You can add ESI No. of employee.
- 7 You can add date of joining of employee.

Add New Employee

Office Detail
Personal detail
Time Office policy
Shift/WO Policy
Extra detail

Office Detail

Present Card No: <input type="text"/>	PayCode: <input type="text"/>	Create Employee login <input type="checkbox"/>
Active: <input type="text" value="TRUE"/>	Date Of Joining: <input type="text"/>	Guardian Name: <input type="text"/>
Name: <input type="text"/>	Company: <input type="text" value="C00-NONE"/>	Department: <input type="text" value="101-ACCOUNTS & FINANCE"/>
Section: <input type="text" value="D00-NONE"/>	Location/Branch: <input type="text" value="L00 -NONE"/>	Category: <input type="text" value="APT-APPOINTMENT"/>
Designation: <input type="text" value="201-ADVERTISEMENT PAGINATOR"/>	Bank: <input type="text" value="B01-Bank 01"/>	Grade: <input type="text" value="G00-NONE"/>
PF No: <input type="text"/>	ESI No: <input type="text"/>	Adhar No: <input type="text"/>
PAN No: <input type="text"/>	Dispensary: <input type="text"/>	
Photo: <input type="text" value="Choose File"/> No file chosen	Signature: <input type="text" value="Choose File"/> No file chosen	

There are only three parameters compulsory for any entry of new employee i.e. ID card no., name and pay code.

2.8.2. **Personal Detail:** There are much information regarding personal detail of a employee like date of joining, date of birth, married status, blood group, qualification, experience, permanent address & phone no, temporary address & phone no, designation, sex, email id , bus route and vehicle No.

1. You can add date of birth of employee.
2. You can add married status of employee.
3. You can add blood group and sex of employee.
4. You can add qualification and experience of employee.
5. You can add permanent address and temporary address with contact no of employee.
6. You can add bus route and vehicle no. of employee.

Add New Employee

Office Detail
Personal detail
Time Office policy
Shift/WO Policy
Extra detail

Personal detail

Date of Birth:	<input type="text"/>	Sex:	<input type="text" value="Male"/>	Blood Group:	<input type="text" value="N/A"/>
Married:	<input type="text" value="YES"/>	Experience:	<input type="text"/>	Designation:	<input type="text"/>
Qualification:	<input type="text"/>	Bank A/C No:	<input type="text"/>	Email Id:	<input type="text"/>
Bus Route:	<input type="text"/>	vehicle:	<input type="text"/>		

Permanent Address

Address:	<input type="text"/>	Pin Code:	<input type="text"/>	Phone/Mob. No:	<input type="text"/>
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Temporary Address

Address:	<input type="text"/>	Pin Code:	<input type="text"/>	Phone/Mob. No:	<input type="text"/>
----------	----------------------	-----------	----------------------	----------------	----------------------

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Date of joining is the compulsory parameter in personal details.

2.8.3. Time office policy: There are information regarding time office policy of a particular employee like permissible late arrival, permissible early departure, maximum working hours in a day, round the clock work, Time loss, half day marking, short leave marking, present marking duration, maximum working hours for half day, maximum absent for short leave, punches, over time and over stay.

1. **Permissible late arrival** :You can allow any of your employee as per your wish list to come at any time, whose late arrival will not be marked.
2. **Permissible early departure**: You can also allow the time to any of your employee as per your wish list to depart any time, whose early departure will not be marked.
3. **Maximum working hours in a day** : If there is a shift timing your company and employee wants to continue next shift then you can set the time as 24:00. After 24 hours, employee has to punch again.
4. **Round the clock work** : If a employee wants to continue next shift, in that case you have to select this option.
5. **Consider Time loss**: If you want to activate feature like time loss, half day and short leave, just click out these option in the window.
6. **Present marking duration**: If working hour is less than present duration, then employee's status will be absent. If working hour is equal to & greater then system check

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3

his half day/short day.

7. Maximum working hour for half day: If employee working hours is between *present working hour* and *max working hour for half day* then the status will be half day present. If working hour is greater, then he is full day present.

8. Maximum absent hours for short day: For this field, please give the same value as of Maxm Working hours. If employee working is less than working hrs, Status will be SRT.

The screenshot shows the 'Add New Employee' form in the STAR LINK system. The 'Time Office policy' tab is active. The form includes the following fields and values:

- Permissible Late Arrival: 00:10 (Time in Hours)
- Permissible Early Departure: 00:10 (Time in Hours)
- Max Working Hours in day: 24:00 (Time in Hours)
- Punch required In day: Two
- Single punch only: Fixed Out Time
- Round The Clock Working:
- Consider Time Loss:
- Half Day marking:
- Short Leave Marking:
- Present Marking Duration: 04:00 (Time in Hours)
- Max Work for Half Day: 06:30 (Time in Hours)
- Max Absent hours for SRT: 08:00 (Time in Hours)
- Overtime/OverStay: Over Time
- Rate:
- Is Cof Applicable: (indicated by a black arrow)

Buttons at the bottom: Add Employee, Back.

Footer: Copyright © Star Link Communication(P) Ltd. All rights reserved. Social media icons for Facebook, Google+, Twitter, and LinkedIn.

9. Punches required in a day:

No punch: This punch is used for senior employees whose attendance is not required.

Single punch: This punch is used for single punch to mark present. Out Punch will be taken automatically from the machine as shift out time whether out punch is existing or not.

Two punch: This option is for 2 punches like IN punch and out punch.

Four punches: This option is for 4 punches –IN, OUT, Lunch IN & Lunch OUT.

Multiple punch: This option is work for max 20 punches.

10. Overtime and overstay: When an employee works after his working hour, that work will be counted in overtime but if company don't want to give over time

then this extra duration of work will be shown as overstay.

11. Is C-Off Applicable :- You will have to check this option for those employees for whose you have to give C-OFF.

2.8.4. Shift/WO Policy: There are many information regarding shift/WO policy of a particular employee like shift type, shift, run auto shift, weekly off details and second weekly off.

The screenshot displays the 'Add New Employee' interface in the STAR LINK system. The 'Shift/WO Policy' tab is active, showing the following configuration:

- Shift Policy:**
 - Shift Type: Fixed
 - Select Shift: GEN (09:30-18:00)
 - Run Auto Shift:
- Weekly Off Policy:**
 - First W/O: Sunday
 - Second W/O: None
 - Second W/O Type: Full
 - Second W/O Day: 1 2 3 4 5
 - Half day Shift: Select

Buttons for 'Add Employee' and 'Back' are located at the bottom of the form. The footer of the page includes the copyright notice 'Copyright © Star Link Communications(P) Ltd. All rights reserved' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

There are three type of shifts ---Fixed, Rotational and Ignore

1. Fixed shift: If an employee comes in a single shift, it means his shift will be fixed.
2. Rotational shift: In the rotational shift, employee's shift will change after duration of time. Even you can set a number of days after which shift will change. Shift days will specify the number of days that are remaining in the first allocated shift. If you are not interested in entering each employee's shift details, the system can be used for automatically changing the shifts. For this purpose all the possible shifts in which an employee can come should be entered in the authorized shift field.
3. Ignore Shift: It means Employee have no any Shift allotment. He will come in any time.

2.8.5 Extra Details: In the extra details you can add Father's name, Emergency contact no, Anniversary date, Insurance No., Employee's location, Nominee's Name, Nominee's relation and email address.

Add New Employee

Office Detail
Personal detail
Time Office policy
Shift/WO Policy
Extra detail

Extra detail

DOB of Nominee: Name of Nominee: Relation with:

Father Name: Emergency contact: Emergency contact:

Insurance No: Person: No:

Employee Location: Anniversary Date:

2.9 Machine Setting

By this option you can use this machine for attendance or for lunch. If the machine for attendance is hanging, check on the option attendance followed by entering machine ID number and location name. If the machine for Canteen is hang, check on option canteen and enter machine ID number and location name and also select tea, lunch, dinner etc. When you open the Machine setting, you will see a Machine Master window in which you see the following button like append, modify, delete, previous, find, next and close.

Manage Machine [Add New Machine](#)

Showing 1 to 2 of 2 entries							
Id	Name	Ip	Type	Port	INOUT	Edit	Delete
2	Test2	192.162.0.50	Attendance	1085	O		
1	Test	192.162.0.50	Attendance	1085	I		

By clicking on add new Machine you can add a new Machine Master.

Add Machine Master

Machine Id:	<input type="text" value="2"/>
Machine Name:	<input type="text" value="Test2"/>
Machine Ip:	<input type="text" value="192.162.0.50"/>
Machine Port:	<input type="text" value="1085"/>
Machine Type:	Attendance ▾ IN OUT Out ▾
<input type="button" value="Add"/> <input type="button" value="Back"/>	

When you add Machine Master you should give Machine ID, Machine Name and Machine IP because these are mandatory field.

Add Machine Master

Machine Id:	<input type="text" value="3"/>
Machine Name:	<input type="text"/> Required
Machine Ip:	<input type="text"/> Required
Machine Port:	<input type="text" value="1085"/>
Machine Type:	Attendance ▾ IN OUT In ▾
<input type="button" value="Add"/> <input type="button" value="Back"/>	

Alert

⚠ Please provide Machine name

Ok

After filling all the parameter click on update button.



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Welcome Admin

[CHANGE PASSWORD](#)
[LOG OUT](#)

[Master](#) > [Transaction](#) > [Data Process](#) > [Leave Management](#) > [Admin](#) > [Reports](#)

Add Machine Master

Machine Id:
 Machine Name:
 Machine Ip:
 Machine Port:
 Machine Type: IN OUT

Message ✕

Machine Add Successfully. Go To [Manage Machine](#) .
 Or You Want to [Add Machine](#)

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You can also delete any Machine Master.



 CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-8088 (24 x 7)

Welcome Admin

[CHANGE PASSWORD](#)
[LOG OUT](#)

[Master](#) > [Transaction](#) > [Data Process](#) > [Leave Management](#) > [Admin](#) > [Reports](#)

Manage Machine [Add New Machine](#)

Show entries Search

Id	Name	Ip	Type	Port	INOUT	Edit	Delete
2	Test2	192.162.0.50	Attendance	1085	O		
1	Test	192.162.0.50	Attendance	1085	I		

Showing 1 to 2 of 2 entries

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You can also edit any Machine Master except Machine ID because it is an unique field.

Update Machine Master

Machine Id: 2

Machine Name:

Machine Ip:

Machine Port:

Machine Type: IN OUT:

Message ✕

✔ Machine Detail has been updated.
Go To [Manage Machine](#) .

3 Transaction

Transaction is used for enter some data directly like manual attendance, overstay or overtime, shift change , punch entry for over time & canteen and holiday entry. Whenever you will change anything in shift, over time , etc, you have to use back date entry for generate the reports.

3.1 Manual Punch

When an employee forgets his card, in that case you can mark his attendance present through this option in time office software. But when you will generate report, Manual record will be shown before that entry of attendance.

There are two options in this punch entry for attendance window. One is punch post and second is Back Data Process.

The screenshot shows the 'Employee Manual Punch' interface. At the top, there is a navigation bar with 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. The 'STAR LINK' logo is on the left, and 'Welcome Admin' is on the right. A 'CHANGE PASSWORD' and 'LOG OUT' button is in the top right corner. The main form has the following fields and buttons:

- Paycode Code:
- Card No:
- Punch Date:
- Reason:
- Process from:
- Name:
- Punch Time:
- Punch Post:
- Get Employee Data:

At the bottom, there is a footer with 'Copyright © Star Link Communication(P) Ltd. All rights reserved' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

When you give Pay code and click on get data the other information will auto shown or you can also use tab button to get other information.

Employee Manual Punch

Paycode Code: 
 Process from:
 Get Employee Data:

Card No:
 Name:
 Company:

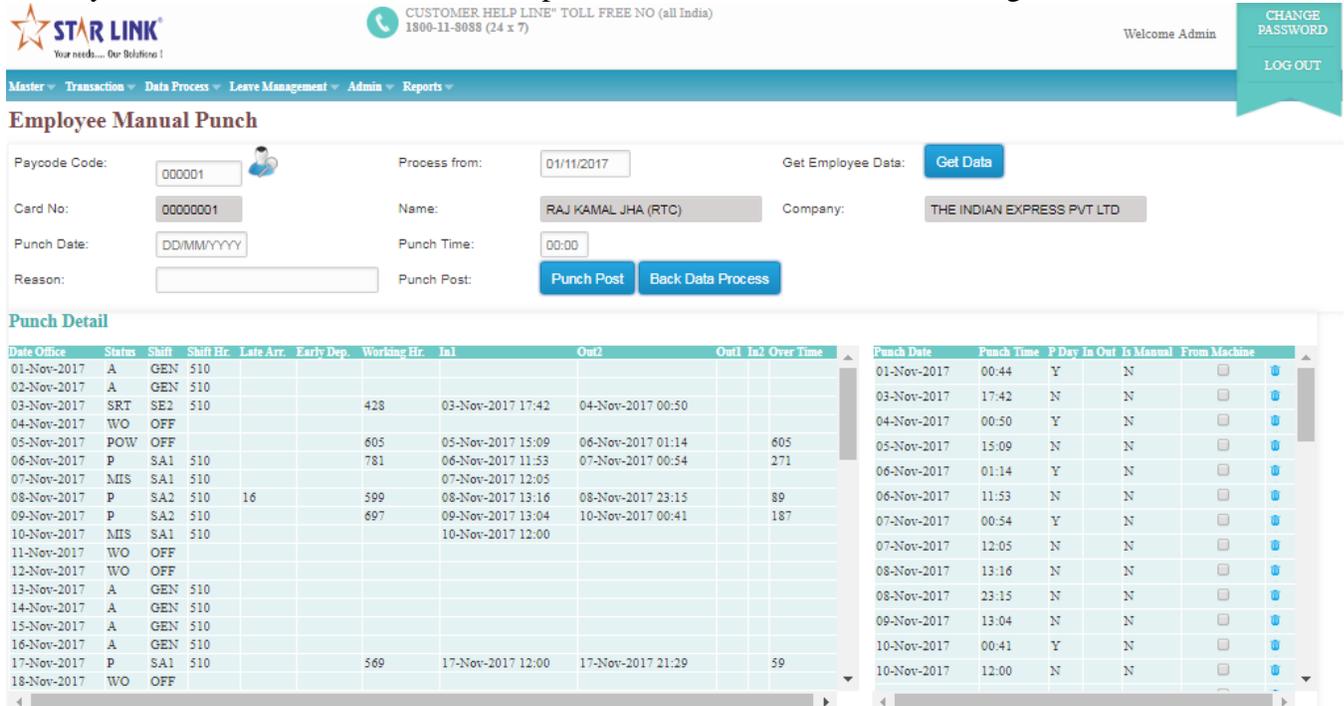
Punch Date:
 Punch Time:

Reason:
 Punch Post:

Punch Detail

Date	Office	Status	Shift	Shift Hr	Late Arr.	Early Dep.	Working Hr.	In1	Out2	Out1	In2	Over Time	Punch Date	Punch Time	P Day	In Out	Is Manual	From Machine
01-Jan-2017		WO	OFF										01-Nov-2017	00:44	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
02-Jan-2017	A	GEN	510										03-Nov-2017	17:42	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
03-Jan-2017	A	GEN	510										04-Nov-2017	00:50	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
04-Jan-2017	A	GEN	510										05-Nov-2017	15:09	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
05-Jan-2017	A	GEN	510										06-Nov-2017	01:14	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
06-Jan-2017	A	GEN	510										06-Nov-2017	11:53	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
07-Jan-2017	WO	OFF											07-Nov-2017	00:54	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
08-Jan-2017	WO	OFF											07-Nov-2017	12:05	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
09-Jan-2017	A	GEN	510										08-Nov-2017	13:16	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
10-Jan-2017	A	GEN	510										08-Nov-2017	23:15	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
11-Jan-2017	A	GEN	510										09-Nov-2017	13:04	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
12-Jan-2017	A	GEN	510										10-Nov-2017	00:41	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
13-Jan-2017	A	GEN	510										10-Nov-2017	12:00	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
14-Jan-2017	WO	OFF																
15-Jan-2017	WO	OFF																
16-Jan-2017	A	GEN	510															
17-Jan-2017	A	GEN	510															
18-Jan-2017	A	GEN	510															

When you click on Punch Post button the punch information will be shown as given below:



Paycode Code: 
 Process from:
 Get Employee Data:

Card No:
 Name:
 Company:

Punch Date:
 Punch Time:

Reason:
 Punch Post:

Punch Detail

Date	Office	Status	Shift	Shift Hr	Late Arr.	Early Dep.	Working Hr.	In1	Out2	Out1	In2	Over Time	Punch Date	Punch Time	P Day	In Out	Is Manual	From Machine
01-Nov-2017	A	GEN	510										01-Nov-2017	00:44	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
02-Nov-2017	A	GEN	510										03-Nov-2017	17:42	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
03-Nov-2017	SRT	SE2	510			428		03-Nov-2017 17:42	04-Nov-2017 00:50				04-Nov-2017	00:50	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
04-Nov-2017	WO	OFF											05-Nov-2017	15:09	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
05-Nov-2017	POW	OFF				605		05-Nov-2017 15:09	06-Nov-2017 01:14			605	06-Nov-2017	01:14	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
06-Nov-2017	P	SA1	510			781		06-Nov-2017 11:53	07-Nov-2017 00:54			271	06-Nov-2017	11:53	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
07-Nov-2017	MIS	SA1	510					07-Nov-2017 12:05					07-Nov-2017	00:54	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
08-Nov-2017	P	SA2	510	16		599		08-Nov-2017 13:16	08-Nov-2017 23:15			89	07-Nov-2017	12:05	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
09-Nov-2017	P	SA2	510			697		09-Nov-2017 13:04	10-Nov-2017 00:41			187	06-Nov-2017	11:53	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
10-Nov-2017	MIS	SA1	510					10-Nov-2017 12:00					06-Nov-2017	11:53	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
11-Nov-2017	WO	OFF											07-Nov-2017	00:54	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
12-Nov-2017	WO	OFF											07-Nov-2017	12:05	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
13-Nov-2017	A	GEN	510										08-Nov-2017	13:16	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
14-Nov-2017	A	GEN	510										08-Nov-2017	23:15	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
15-Nov-2017	A	GEN	510										09-Nov-2017	13:04	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
16-Nov-2017	A	GEN	510										10-Nov-2017	00:41	Y	N	<input type="checkbox"/>	<input type="button" value="0"/>
17-Nov-2017	P	SA1	510			569		17-Nov-2017 12:00	17-Nov-2017 21:29			59	10-Nov-2017	12:00	N	N	<input type="checkbox"/>	<input type="button" value="0"/>
18-Nov-2017	WO	OFF																

Punch Post:- Clicking on Punch posting allows to make a punch of any employee for the attendance who forgot the card. For punch entry enter the unique pay code of employee and press tab button of keyboard then card no. and employee name and department will automatically show in their respective text boxes. Then enter date for process from, then all processed and unprocessed punches will show in the respective grid. Enter date for which date you want the punching entry and enter his coming time of office on that day. After all data will filled then press button "Punch posting" then the punch of the

employee will save in the system. When you see the attendance report of that employee present will show manual.

3.2 Manual Punch by Range: Through this option Entry of Manual Punch can be done for a date range and for more than one employees.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manual Punch By range

(Punch Posting from this form always IsManual=N)

Punch From Date: Punch To Date:

Punch Time: (provide number if you want to random Punch)

Machine Id: (Last Three digit for Machine IP)

Select Employee :

Reason:

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3.3 Shift change window

You can directly change shift for a particular day through this window. After filling all the parameter click on Shift Change.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Shift Change Window

Paycode Code:

Card No.:

Year/Month:

Get Employee Data:

Name:

Company:

Department:

Location:

Designation:

Shift Change Date:

Attend Shift:

Change Shift:

Shift Detail

Select	Date	Shift	Shift Attend	Status
<input checked="" type="checkbox"/>	31-Jan-2017	GEN	GEN	A
<input checked="" type="checkbox"/>	30-Jan-2017	GEN	GEN	A
<input checked="" type="checkbox"/>	29-Jan-2017	OFF	OFF	WO
<input checked="" type="checkbox"/>	28-Jan-2017	OFF	OFF	WO
<input checked="" type="checkbox"/>	27-Jan-2017	GEN	GEN	A

Select Date Shift Shift Attend Status

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3.4 Shift Multi Transaction (By Range)

The screenshot shows the 'Shift Multi Trasaction' interface. At the top, there is a navigation bar with 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. The 'Operation' section has three radio buttons: 'Shift Change' (selected), 'Shift Replace', and 'Shift Copy'. The 'From Date' is set to '31-Dec-2017' and the 'To Date' is also '31-Dec-2017'. The 'Attend Shift' dropdown is set to 'Select'. The 'Select Employee' field has a blue checkmark icon. There are 'Process' and 'Get Shift Schedule' buttons. The footer contains copyright information and social media icons.

There are three option in this which are Shift Change, Shift Replace, Shift Copy.

Shift Change: From this we can change shift of Multiple Employees.

This screenshot is similar to the previous one but shows the 'Shift Change' operation. The 'Attend Shift' dropdown is now set to 'SA2 (13:00-21:30)'. A 'Message' dialog box is open in the center of the screen, displaying a blue checkmark and the text 'Operation Done successfully'. There is an 'Ok' button at the bottom right of the dialog box. The rest of the interface remains the same.

Shift Replace: From this we can replace Shift of Multiple Employees.

Shift Copy: From this we can copy the shift of Multiple Employees.

3.5 Holiday Entry

You can add all holidays from this option.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Holiday [Add New Holiday](#)

Show	10	entries	Search	
Date	Description	Delete		
26-Jan-2017	Republic Day			
Date	Description	Delete		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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f g+ t in

4. Data process

4.1. Duty Roster Creation

The Duty Roster is used to create for one year. Selecting option “All” will create Attendance Register for each & every employee of the organization.

The screenshot displays the STAR LINK web application interface. At the top left is the STAR LINK logo with the tagline "Your needs... Our Solutions!". To the right of the logo is a customer help line icon and the text "CUSTOMER HELP LINE* TOLL FREE NO (all India) 1800-11-8088 (24 x 7)". Further right, it says "Welcome Admin". On the far right, there are two buttons: "CHANGE PASSWORD" and "LOG OUT". Below the header is a navigation menu with items: "Master", "Transaction", "Data Process", "Leave Management", "Admin", and "Reports". The main content area is titled "Data process" and contains a form with the following fields: "Process Name:" with the value "Roster"; "From date:" with a calendar icon and the value "01-Jan-2017"; "To Date:" with a calendar icon and the value "31-Dec-2017"; "Select Employee:" with a blue checkmark icon; and "Take Shift Rotation From Last Year:" with an unchecked checkbox. A blue "Process" button is located at the bottom of the form. At the bottom of the page, there is a copyright notice: "Copyright © Star Link Communication(P) Ltd. All rights reserved." and social media icons for Facebook, Google+, Twitter, and LinkedIn.

For creating Attendance Register of a particular employee, you have to click on select Employee button and then click on Send Request for Process.

4.2. Duty Roster Updation

If the shift policies of all employees or selective employees have changed and if you want these changes should be affective for the remaining year, you must use this option. Firstly make all changes in the masters of a particular date and then use this option.

The screenshot shows the STAR LINK web application interface. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and a user greeting 'Welcome Admin'. Below the navigation bar, the 'Data process' section is active, displaying a form for 'ROSTERUPDATE'. The form includes fields for 'Process Name' (ROSTERUPDATE), 'From date' (31-Dec-2017), 'To Date' (31-Dec-2017), 'Select Employee' (indicated by a checkmark), and 'Take Shift Rotation From Last Year' (checkbox). A 'Process' button is located at the bottom of the form. The footer contains copyright information and social media icons.

For a particular employee, you have to select “Employee” button and enter a pay code of that employee and then click on Send Request for Process.

4.3. Back Date Processing

If you manually mark in attendance, overtime, shift change window then you have to run this process.

The screenshot shows the STAR LINK web application interface. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and a user greeting 'Welcome Admin'. Below the navigation bar, the 'Data process' section is active, displaying a form for 'BackDay'. The form includes fields for 'Process Name' (BackDay), 'From date' (31-Dec-2017), 'To Date' (31-Dec-2017), 'Select Employee' (indicated by a checkmark), and 'Take Shift Rotation From Last Year' (checkbox). A 'Process' button is located at the bottom of the form. The footer contains copyright information and social media icons.

4.4. Re-processing

If Time office software is running and you want to generate report after capturing punching data , you have to run re-processing and punching data will be automatically fetched and arranged in sequence.

The screenshot displays the STAR LINK web application interface. At the top left is the STAR LINK logo with the tagline "Your needs... Our Delights!". To the right of the logo is a customer help line contact: "CUSTOMER HELP LINE* TOLL FREE NO (all India) 1800-11-8088 (24 x 7)". Further right, it says "Welcome Admin". On the far right, there are two buttons: "CHANGE PASSWORD" and "LOG OUT".

Below the header is a navigation menu with the following items: "Master", "Transaction", "Data Process", "Leave Management", "Admin", and "Reports".

The main content area is titled "Data process". It contains a form with the following fields:

- Process Name: ReProcess
- From date: 01-Nov-2017
- To Date: 31-Dec-2017
- Select Employee: (indicated by a blue checkmark icon)

At the bottom of the form is a blue "Process" button.

At the bottom of the page, there is a footer with the text "Copyright © Star Link Communication(P) Ltd. All rights reserved" and social media icons for Facebook, Google+, Twitter, and LinkedIn.

4.5. Verification

Before taking any general report you have to run this operation for marking absent on week day off / Holiday if the employee is absent before or after the week day off / Holiday. This will effect only if you fix the No. of week off – 3 and for auto absent allowed, choose Yes and mark AWA (Absent Weekly off Absent) as AAA.

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a user greeting 'Welcome Admin'. Below the header is a navigation menu with options: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The 'Data Process' section is active, displaying a form with the following fields: Process Name (ReProcess), From date (01-Nov-2017), To Date (31-Dec-2017), and a 'Process' button. The footer contains copyright information and social media icons.

5. Leave Management

5.1 Leave Application:- Through this option, leave can be posted and deleted.

5.1.1 Leave Posting:- Go to Leave management → Leave Application → Click on **Posting** Option.

The screenshot shows the STAR LINK web application interface with the 'Leave Application' menu open. The menu options are: Leave Application, Leave Setup, Leave Accrual, and Leave Carry Forward. The 'Posting' option is highlighted. The background shows the 'Data process' form with the same fields as in the previous screenshot. The navigation menu and footer are also visible.

After Clicking on Posting option. Leave application window will be displayed.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Application

Employee detail

Paycode Code: Card No: Get Data:

Name: Company:

Department: Location:

Designation: Leave Year:

From Date: To Date:

Apply Leave: Duration:

Reason:

Leave Balance Detail

Leave Code	Accrual	Consume	Balance
CL	15	5	10
PL	16	5	11
SL	0	0	0
ML	0	0	0
PTL	0	0	0
COF	0	0	0
LOP	17	5	12
OD	20	5	15
Leave Code	Accrual	Consume	Balance

* Enter Employee Paycode and Press the “Tab” button. All Leave Balance details and employee records will be display.

- Fill the all required data and Click on Apply Leave Button.

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Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Application

Employee detail

Paycode Code: Card No: Get Data:

Name: Company:

Department: Location:

Designation: Leave Year:

From Date: To Date:

Apply Leave: Duration:

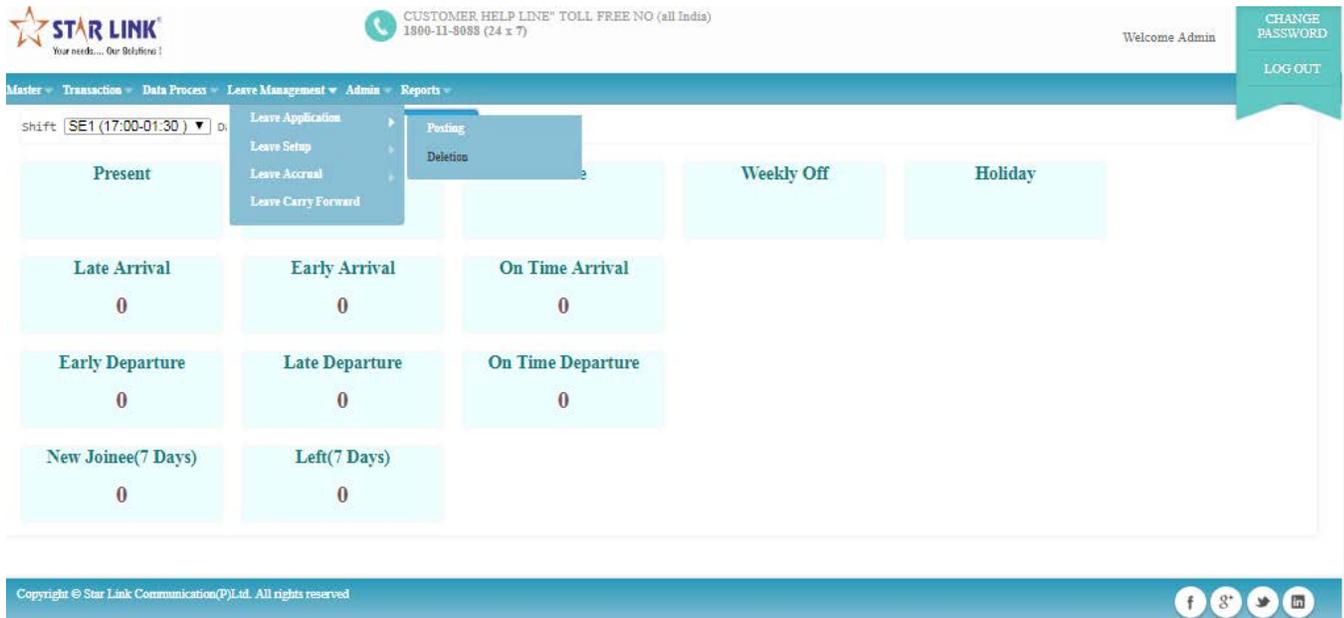
Reason:

Leave Balance Detail

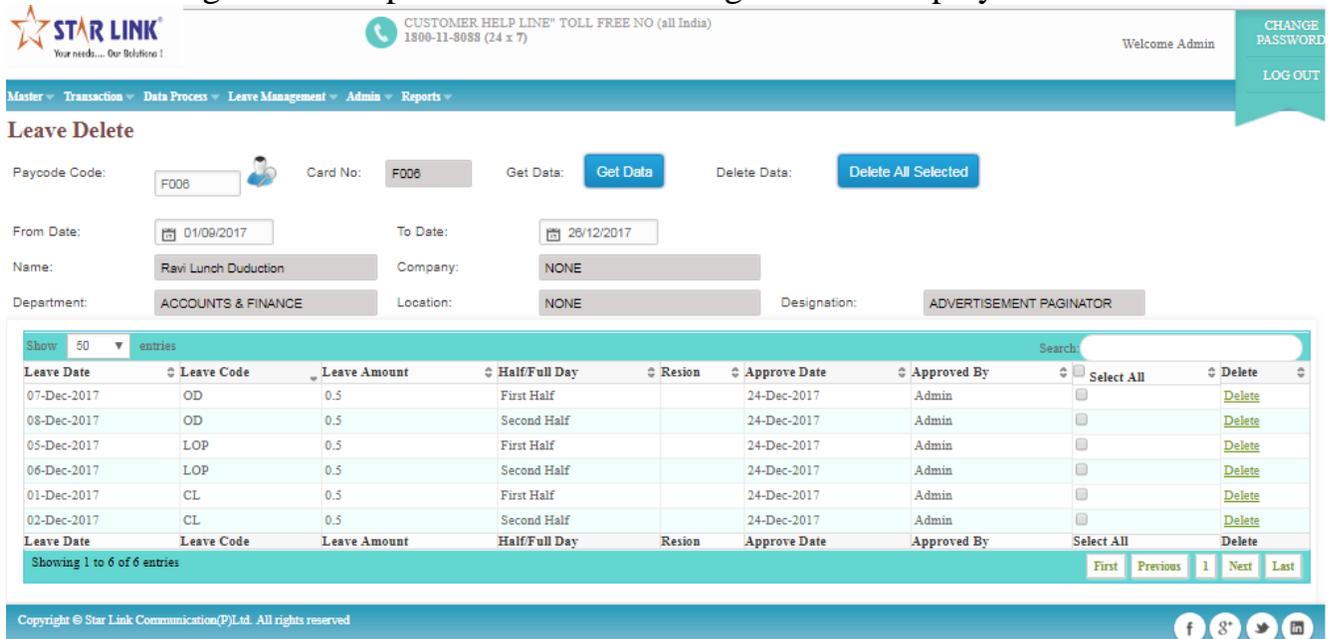
Leave Code	Accrual
CL	50
PL	0
SL	0
ML	0
PTL	0
COF	0
LOP	50
OD	50
Leave Code	Accrual

Alert
Leave Posed successfully! for 1 days

5.1.2. Leave Deletion → Go to Leave Management → Leave Application → Click on Deletion option.



After Clicking Deletion option. Leave Delete Page will be Displayed as.:



- Enter the Employee Paycode and Press “Tab” button. Then employee all details will be display.

- Fill “From date” and “To Date” and Click on “Get Data” button. Then all Apply Leave will be display.
- Click on Delete link text. Particular leave will be deleted.

5.2 Leave Setup:-

5.2.1. Leave Master

You can create all possible leaves by using this option. You can create maximum twenty types of leave in the leave master. For creating a new leave, click on add New leave Master. For modifying in existing leave, click on “Edit” Button and use delete to delete existing leave, previous to switch to previous data and find to search a leave in many leave , next to switch to next leave and Last for going to last page of the Leave Master.

The screenshot displays the 'Manage Leave Master' interface. At the top, there is a navigation menu with options like 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. A 'Welcome Admin' message and 'CHANGE PASSWORD'/'LOG OUT' buttons are visible. The main content area shows a table with the following data:

Leave Field	Leave Code	Description	Leave Type	Is Accrual	Edit	Delete
L03	SL	SICK LEAVE	Leave	N		
L05	PTL	PATERNITY LEAVE	Leave	N		
L02	PL	PREVILAGE LEAVE	Leave	N		
L08	OD	Out Duty	Present	N		
L04	ML	MATERNITY LEAVE	Leave	N		

At the bottom of the table, there are pagination controls: 'First', 'Previous', '1', '2', 'Next', 'Last'. The footer contains the copyright notice: 'Copyright © Star Link Communication/PJL.td. All rights reserved' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

In leave master, there are following field which you have to fill them:

- Leave Field: Leave field will automatically generate from the software & compulsory parameter.i.e.L01, L02, etc.
- Leave Code: Leave code is unique & compulsory parameter.
- Leave Description: This is also compulsory parameter.
- Weekly Off include (Yes/No): If weekly off is coming between leaves, then it will be considered only when you click on “weekly off include”. Otherwise it will not include.

Add Leave Master

Leave Field: Leave Code:

Leave Description: Sanction Limit: Min Max

Is Weekly Off Include: Is Holiday Include: Is Negative Allow:

Is Accrual:

Leave Type:

- **Holiday Include (Yes/No):** If holiday is coming between leaves then it will be considered when you click on “holiday include” else holiday will not be counted.
- **Is accrual (Yes/No):** This option is used to carry forward the balance leaves for next year or to lapse the remaining leaves in the current year. When you click on this option, sanction limit (min & max) window will open in the same window of leave master from where you enter min limit by 3 and max limit by 20, in that case you can’t take less than 3 leave and more than 20 leaves at a time.

Add Leave Master

Leave Field: Leave Code:

Leave Description: Sanction Limit: Min Max

Is Weekly Off Include: Is Holiday Include: Is Negative Allow:

Is Accrual:

Present: Absent: Holiday: Leave:

Weekly Off: Days: Leave: Max Accrual Limit:

Leave Type:

- **Leave Type:** You can specify either Leave or Present or absent by using this option. CL or SL or EL will be counted as a Leave. And in case of Absenteeism, it will be considered as a Leave without pay.
- If you want to Compensatory type leave. Go to leave master page , click on Edit link text . Leave details will be displayed.

Leave Edit: To modify a leave or its type click in highlighted button.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Leave Master [Add New Leave Master](#)

Leave Field	Leave Code	Description	Leave Type	Is Accrual	Edit	Delete
L03	SL	SICK LEAVE	Leave	N		
L05	PTL	PATERNITY LEAVE	Leave	N		
L02	PL	PREVILAGE LEAVE	Leave	N		
L08	OD	Out Duty	Present	N		
L04	ML	MATERNITY LEAVE	Leave	N		
L07	LOP	Loss of Pay	Absent	N		
L06	COF	COMP OFF	Present	N		
L01	CL	CASUAL LEAVE	Leave	N		

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

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f g+ t in

After clicking on Edit button the page appear as:

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Update Leave Master

Leave Field: Leave Code:

Leave Description: Sanction Limit: Min: Max:

Is Weekly Off Include: Is Holiday Include: Is Negative Allow:

Is Accrual:

Present: Absent: Holiday: Leave:

Weekly Off: Days: Leave: Max Accrual Limit:

Is COF Applicable:

Leave Type:

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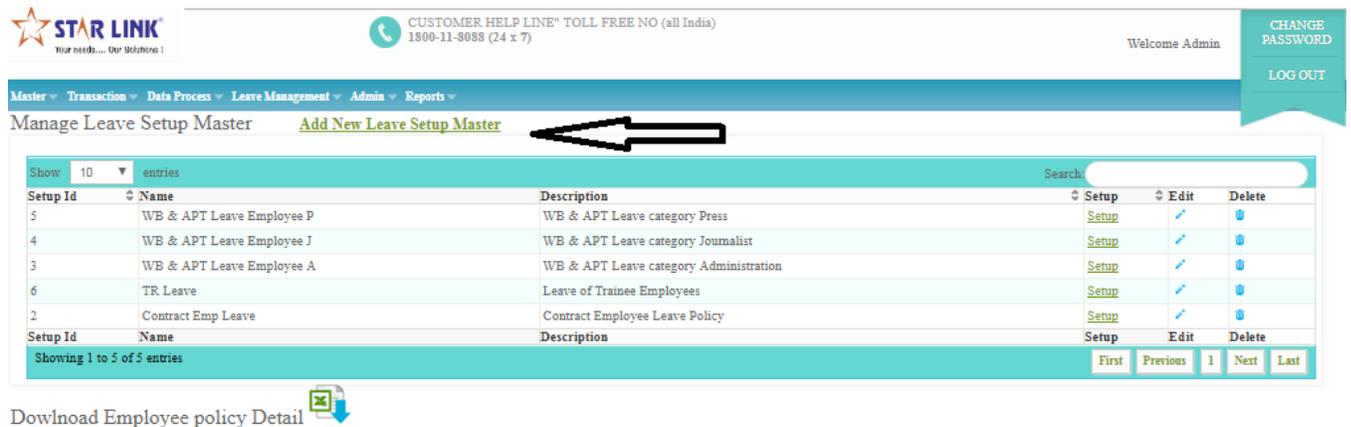
f g+ t in

Note: From the list of leave, only one leave can be made as C-off type.

5.2.2 Leave Setup:-

Go to leave management → Leave Setup → Click on Leave Setup option.

Add New Leave Setup Master: -Click on "Add New Leave Setup Master" to add a new Leave policy. Please fill some mandatory fields like Setup Name, Description; Employee Selection etc.



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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

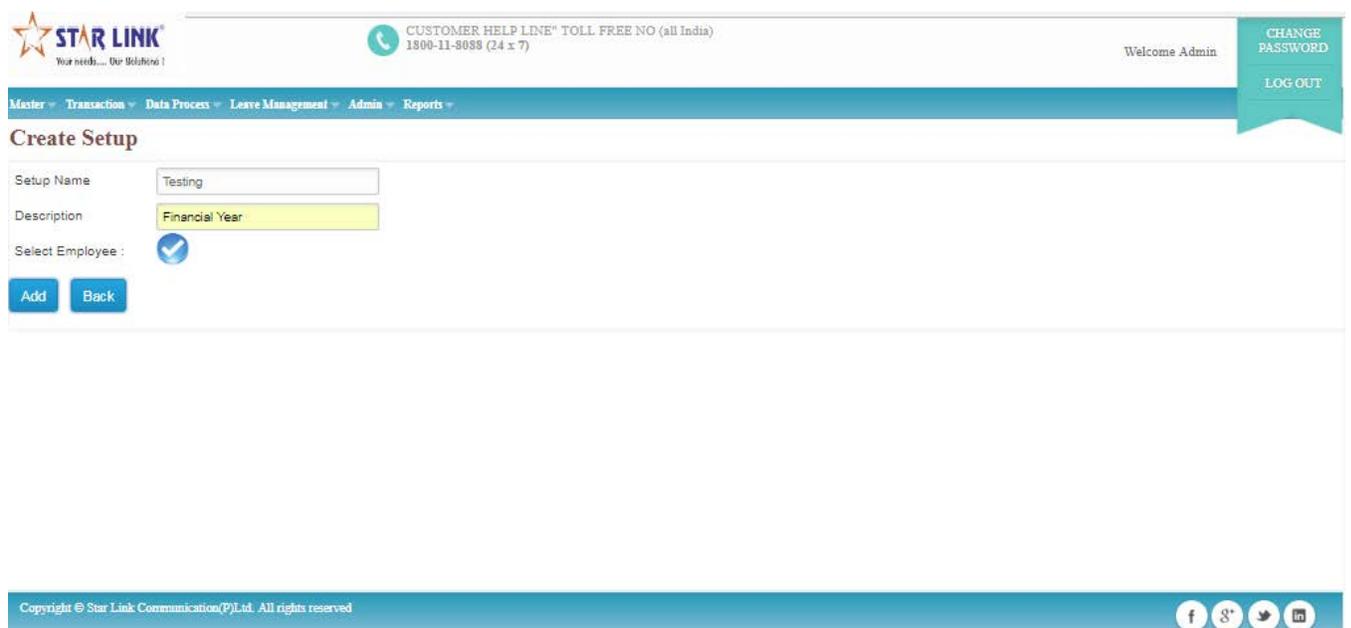
Manage Leave Setup Master [Add New Leave Setup Master](#)

Setup Id	Name	Description	Setup	Edit	Delete
5	WB & APT Leave Employee P	WB & APT Leave category Press	Setup	Edit	Delete
4	WB & APT Leave Employee J	WB & APT Leave category Journalist	Setup	Edit	Delete
3	WB & APT Leave Employee A	WB & APT Leave category Administration	Setup	Edit	Delete
6	TR Leave	Leave of Trainee Employees	Setup	Edit	Delete
2	Contract Emp Leave	Contract Employee Leave Policy	Setup	Edit	Delete

Showing 1 to 5 of 5 entries

Download Employee policy Detail

After Clicking on Add New Setup Leave Master, Create setup page will be display as



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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Create Setup

Setup Name:

Description:

Select Employee:

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Here:

- Click on Employee Selection icon. And Select employee. Then Click on ADD button.
- After Clicking on Add button, message pop up box will be generated with message , Click on “OK” button. Then again one more message box will be generated with message , click on “Ok” button
- After Clicking on message box “Ok” button, Setup created successfully. We can see Created Setup in Manage Leave Setup master page.

The screenshot shows the 'Create Setup' form on the left and the 'Select Employee' window on the right. The 'Create Setup' form has 'Setup Name' as 'Testing' and 'Description' as 'Financial Year'. The 'Select Employee' window shows a list of employees with columns for Employee, Company, Department, Location, Divisions, and Category. The 'Add' button in the 'Create Setup' form is highlighted with an arrow labeled 'Step 1'. The 'Select' button in the 'Select Employee' window is highlighted with an arrow labeled 'Step 2'. The 'Add' button in the 'Create Setup' form is also highlighted with an arrow labeled 'Step 3'.

- **Managing leave setup Master.**

The screenshot shows the 'Manage Leave Setup Master' page. It features a table with the following data:

Setup Id	Name	Description	Setup	Edit	Delete
5	WB & APT Leave Employee P	WB & APT Leave category Press	Setup	Edit	Delete
4	WB & APT Leave Employee J	WB & APT Leave category Journalist	Setup	Edit	Delete
3	WB & APT Leave Employee A	WB & APT Leave category Administration	Setup	Edit	Delete
6	TR. Leave	Leave of Trainee Employees	Setup	Edit	Delete
7	Testing	Financial Year	Setup	Edit	Delete

An arrow points to the 'Setup' link for the 'Testing' entry. Below the table is a 'Download Employee policy Detail' button.

- Click on Setup link text. Then Leave Setup Master page will be displayed as :

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Leave Setup Master

Select Leave:

Is Financial: Sanction Limit: Min Max

Applicable on Weekly Off: Applicable on Holiday: Is Negative Allow:

Is Accural:

Is Carry Forward: Max Carry Forward Limit:

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- Choose concern leave from drop-down for which policy has to be created

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Leave Setup Master

Select Leave:

- CL-CASUAL LEAVE
- PL-PREVLAGE LEAVE
- SL-SICK LEAVE
- ML-MATERNITY LEAVE
- PTL-PATERNITY LEAVE
- COF-COMP OFF
- LOP-Loss of Pay
- OD-Out Duty
- Select Leave Code

Is Financial: Limit: Min Max

Applicable on Weekly Off: Applicable on Holiday: Is Negative Allow:

Is Accural:

Is Carry Forward: Max Carry Forward Limit:

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- For instance we have chosen CL type leave:

Leave Setup Master

Select Leave:

Is Financial: Sanction Limit: Min: Max:

Applicable on Weekly Off: Applicable on Holiday: Is Negative Allow:

Is Accrual:

Is Carry Forward: Max Carry Forward Limit:

Here we are applying leave policy for concern leave:

- **Is Financial:** -Choose Yes or NO.

Note: In a setup all leaves should be of same type. Eg; you have chosen a leave as financial then rest leaves of that set up should be financial.

- **Sanction Limit:** - It indicates the Min and Max amount of leave that can be applied.
- **Weekly Off include (Yes/No):-** If weekly off is coming between leaves, then it will be considered only when you click on “weekly off include”. Otherwise it will not include.
- **Holiday Include (Yes/No):-** If holiday is coming between leaves then it will be considered when you click on “holiday include” else holiday will not be counted.
- **Is Negative Allow (Yes/No):-** If Negative Allow is checked. You will get the permission to apply Negative Balance Leave.
- **Is Accrual (Yes/No):-** If “Is Accrual” is checked, then leave can be accrued on the basis of Yearly and monthly and some more sub-sections you will get to click which is explain below:

Leave Setup Master

Select Leave:

Is Financial: Sanction Limit: Min Max

Applicable on Weekly Off: Applicable on Holiday: Is Negative Allow:

Is Accrual: ←

Accrual On Month: Is Fixed: Leave:

Is Carry Forward: Max Carry Forward Limit:

- After Checked “Is Accrual” option. There are three more option will be displayed, Like “Accrual on Month”, “Is Fixed” and “Leave”.

All 4 combinations of above 3 is explained below:

- **Case1:-** Is Accrual:- Yes, Accrual on Month:- No, Is Fixed :- Yes
- **Case2:-** Is Accrual:- Yes, Accrual on Month:- Yes, Is Fixed :- Yes
- **Case3:-** Is Accrual:- Yes, Accrual on Month:- No, Is Fixed :- No
- **Case4:-** Is Accrual:- Yes, Accrual on Month:- Yes, Is Fixed :- No

Case1:-

Select Leave:

Is Financial: Sanction Limit: Min Max

Applicable on Weekly Off: Applicable on Holiday: Is Negative Allow:

Is Accrual:

Accrual On Month: Is Fixed: Leave:

Is Carry Forward: Max Carry Forward Limit:

- Click on save button. Leave manage policy has been created successfully.

Leave Setup Master

Select Leave:

Is Financial: Sanction Limit: Min Max

Applicable on Weekly Off: Applicable on Holiday: Is Negative Allow:

Is Accural:

Accrual On Month: Is Fixed: Leave:

Is Carry Forward: Max Carry

Message ✕

✔ Leave Master has been updated.
Go To [Manage Leave Master](#) .

Case2:-

Leave Setup Master

Select Leave:

Is Financial: Sanction Limit: Min Max

Applicable on Weekly Off: Applicable on Holiday: Is Negative Allow:

Is Accural:

Accrual On Month: Is Fixed: Leave:

Is Carry Forward: Max Carry Forward Limit:

- Click on save button. Leave manage setup created successfully.

• Case3:-

The screenshot shows the 'Leave Setup Master' form for 'SL -SICK LEAVE'. The form includes the following fields and values:

- Select Leave: SL -SICK LEAVE
- Is Financial: Yes
- Sanction Limit: Min 0.5, Max 4.00
- Applicable on Weekly Off:
- Applicable on Holiday:
- Is Negative Allow:
- Is Accrual:
- Accrual On Month: No
- Is Fixed: No
- Leave: 1.5
- Include Present:
- Include Absent:
- Include Holiday:
- Include Leave:
- Include Weekly Off:
- Days: 18.00
- Accrual On Each Accrual Days:
- Is Accrual Day From Previous:
- Max Accrual Limit: 22.00
- Is Carry Forward: Yes
- Max Carry Forward Limit: 12.00

Buttons: Save, Back

Note:-

1. If **Is Financial: - Yes, Is Fixed: - No** then “**Is Accrual Day from Previous**” option must be checked.
2. If **Is Financial: - No, Is Fixed: - No** then “**Is Accrual Day from Previous**” option must be unchecked.

(Here Accrual on Month is NO)

Case4:-

The screenshot shows the 'Leave Setup Master' form for 'PL -PREVILAGE LEAVE'. The form includes the following fields and values:

- Select Leave: PL -PREVILAGE LEAVE
- Is Financial: Yes
- Sanction Limit: Min 0.50, Max 4.00
- Applicable on Weekly Off:
- Applicable on Holiday:
- Is Negative Allow:
- Is Accrual:
- Accrual On Month: Yes
- Is Fixed: No
- Leave: 1.00
- Include Present:
- Include Absent:
- Include Holiday:
- Include Leave:
- Include Weekly Off:
- Days: 18.00
- Accrual On Each Accrual Days:
- Is Accrual Day From Previous:
- Max Accrual Limit: 2.00
- Is Carry Forward: Yes
- Max Carry Forward Limit: 8.00

Buttons: Save, Back

Note:-

1. If **Is Financial: - Yes, Is Fixed: - No** then “**Is Accrual Day from Previous**” option must be checked.
2. If **Is Financial: - No, Is Fixed: - No** then “**Is Accrual Day from Previous**” option must be unchecked.

Previous” option must be unchecked.
(Here Accrual on Month is Yes).

Case5:- Coff Setup

STAR LINK
Your needs... Our Solution!

CUSTOMER HELP LINE™ TOLL FREE NO (all India)
1800-11-9088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master » Transaction » Data Process » Leave Management » Admin » Reports »

Leave Setup Master

Select Leave: COF-COMP OFF

Is Financial: Yes

Sanction Limit: Min: 0.50 Max: 1.00

Applicable on Weekly Off: Applicable on Holiday: Is Negative Allow:

Is Accrual:

Is Carry Forward: No

Max Carry Forward Limit: 0.00

Save Back

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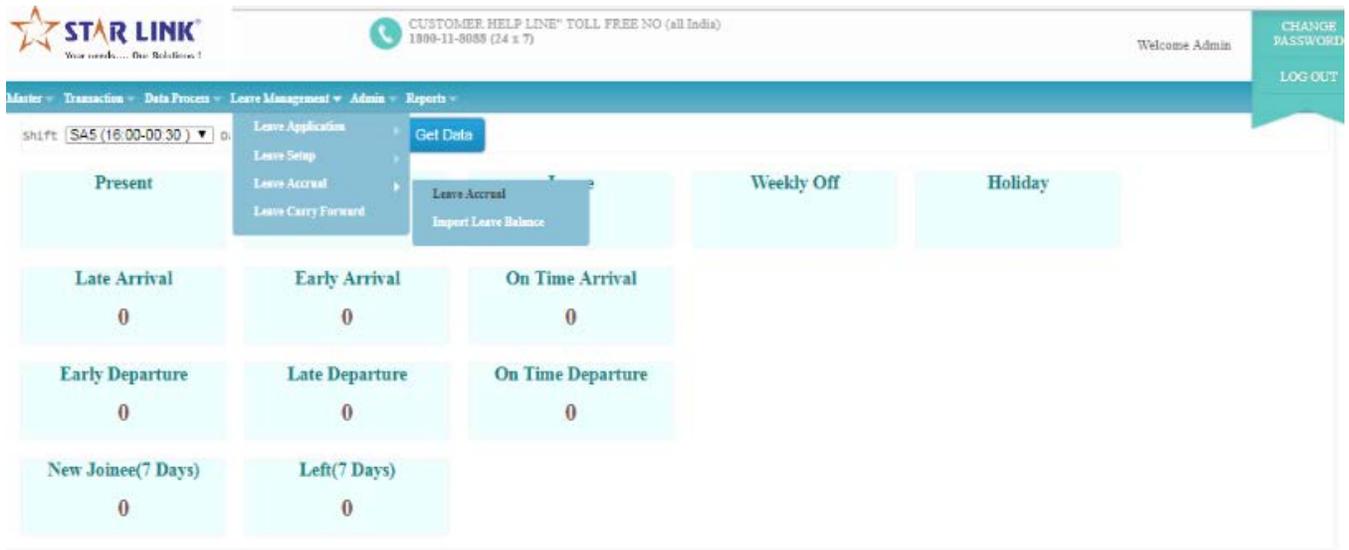
f g+ t in

Note:-

1. In Leave Type C-off/LOP/OD “Is Accrual” checkbox must be unchecked.
2. In Leave Type LOP (Leave without Payment)/OD (Out Duty) “Is Negative Allow checkbox must be checked.

5.3 Leave Accrual:-

i) Go to Leave Management → Leave Accrual → Leave Accrual option.



• After Clicking Leave Accrual option, Leave Accrual page is display as:



Leave can be accrued as :

- i) Monthly
- ii) Yearly

• Monthly Leave Accrual(Auto):-

- i) Click on “Accrual type” drop down box and Select Monthly.

- ii) Click on “Accrual for” Drop down box. And select month and year.
- iii) Click on “Action Source” drop down box and Select “Auto” source.
- iv) Click on Select Employee icon and Select employee.
- v) Click on “Accrual” button, Message pop up is display with message “Leave Accrual Successfully” and Click on Ok button.
- vi) Click on “Download Leave Accrual Status” and Report in Excel format is generated.

The screenshot displays the STAR LINK web application interface. On the left, the 'Leave Accrual' form has the following fields and annotations:

- Accrual Type:** Monthly (Step 1)
- Accrual For:** Nov 2017 (Step 2)
- Action Source:** Auto (Step 3)
- Select Employees:** [checked] (Step 4)
- Buttons:** Accrual and Download Leave Accrual Status (Step 6)

On the right, the 'Select Employee' window shows a list of employees with the following columns: Employee, Company, Department, Location, Divisions, and Category. The list includes names like S C Jain, Bharat Bhushan Bansal, Neelam Talwar, etc. The 'Select' button at the bottom is annotated as Step 5.

Leave Accrual

Accrual Type:

Accrual For:

Action Source:

Select Employees:

Alert ✕

▲ Leave Accrual Complete.

- Leave Accrual Status Report:-

1		Company	Insert Function NE,GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXPF										
2		Run Date & Time :-	27/12/2017										
3		LeaveAccrualDetail for	Nov 2017										
4													
5	Sno	Code	Name	Company	Departme	Category (Location C	Leave Cod	Accrued L	Days On A	Year	Leave Yea	Accrual Type
6	1	000001	RAJ KAMAL JHA	TIE	141	CTR	L41	CL	0.5	0.00	2017	2017	Month
7	2	000001	RAJ KAMAL JHA	TIE	141	CTR	L41	PL	2.5	0.00	2017	2017	Month
8	3	000001	RAJ KAMAL JHA	TIE	141	CTR	L41	SL	0.33	0.00	2017	2017	Month
9	4	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	CL	0.5	0.00	2017	2017	Month
10	5	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	PL	2.5	0.00	2017	2017	Month
11	6	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	SL	0.33	0.00	2017	2017	Month
12	7	000004	Vaidehi Thakar	TIE	125	CTR	L35	CL	0.5	0.00	2017	2017	Month
13	8	000004	Vaidehi Thakar	TIE	125	CTR	L35	PL	2.5	0.00	2017	2017	Month
14	9	000004	Vaidehi Thakar	TIE	125	CTR	L35	SL	0.33	0.00	2017	2017	Month
15	10	000005	Sunil Jain	TIE	140	CTR	L41	CL	0.5	0.00	2017	2017	Month
16	11	000005	Sunil Jain	TIE	140	CTR	L41	PL	2.5	0.00	2017	2017	Month
17	12	000005	Sunil Jain	TIE	140	CTR	L41	SL	0.33	0.00	2017	2017	Month
18	13	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	CL	0.5	0.00	2017	2017	Month
19	14	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	PL	2.5	0.00	2017	2017	Month
20	15	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	SL	0.33	0.00	2017	2017	Month
21	16	000020	R C MALHOTRA	TIE	132	CTR	L40	CL	0.5	0.00	2017	2017	Month
22	17	000020	R C MALHOTRA	TIE	132	CTR	L40	PL	2.5	0.00	2017	2017	Month
23	18	000020	R C MALHOTRA	TIE	132	CTR	L40	SL	0.33	0.00	2017	2017	Month

- **Import of Monthly Leave Accrual :**

i) Click on “Accrual type” drop down box and Select Monthly.

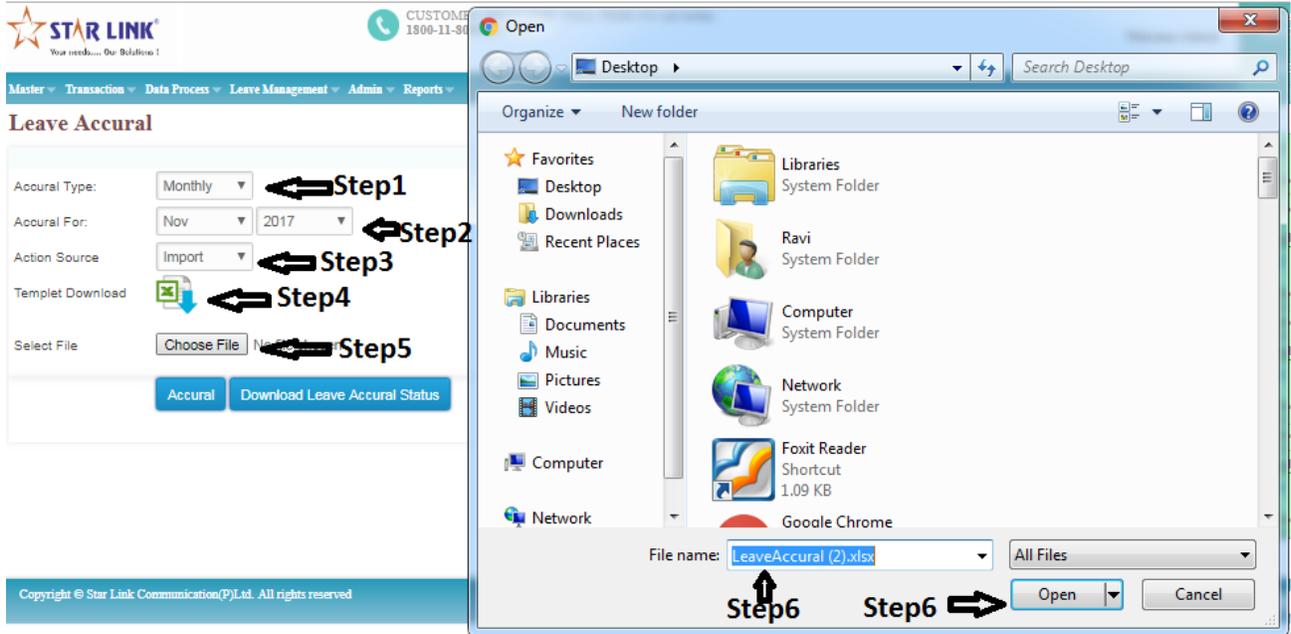
ii) Click on “Accrual for” Drop down box. And select month and year.

iii) Click on “Action Source” drop down box and Select “Import” source.

iv) Click on Temp Download Icon. Excel format will be downloaded. And fill the required data.

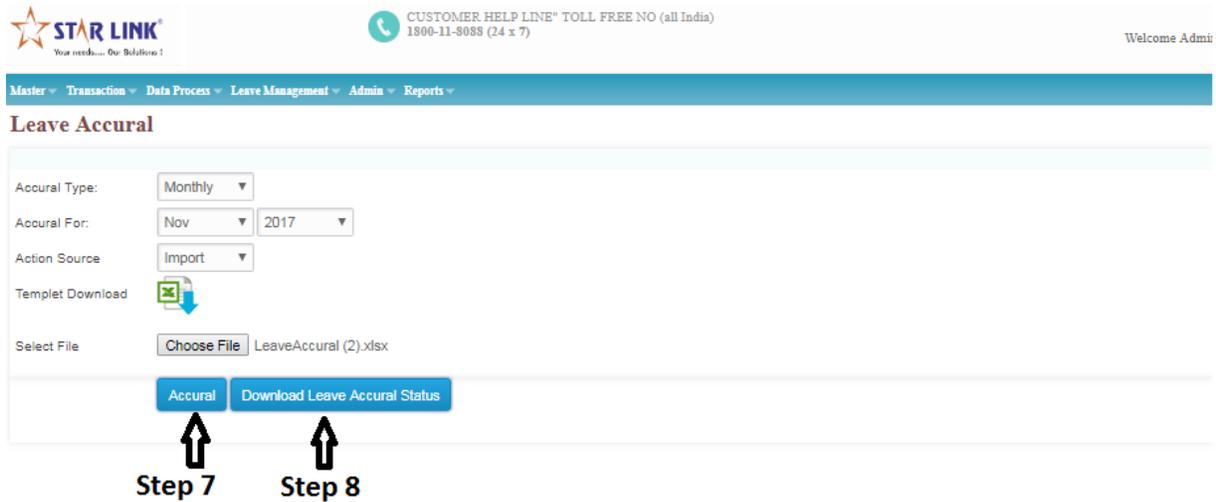
The screenshot shows a Microsoft Excel spreadsheet titled "LeaveAccrual (2)". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, Add-Ins, and Team. The active cell is D7. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	PAYCODE	LEAVECODE	ACC_VALUE												
2	000001	PL	4												
3	000002	PL	4												
4	000004	PL	4												
5	000005	PL	4												
6	000008	PL	4												
7	000020	PL	4												
8	000001	CL	3												
9	000002	CL	3												
10	000004	CL	3												
11	000005	CL	3												
12	000008	CL	3												
13	000020	CL	3												
14															



v) Click on “Choose file” button, and Select Import Excel file.

vi) Click on “Accrual” button.



After successful accrual ,Excel will be generated automatically showing status.

ID	PAYCODE	LEAVECODE	ACC_VAL	ERROR_MSG
1	000001	PL	4	Updated successfully
2	000002	PL	4	Updated successfully
3	000004	PL	4	Updated successfully
4	000005	PL	4	Updated successfully
5	000008	PL	4	Updated successfully
6	000020	PL	4	Updated successfully
7	000001	CL	3	Updated successfully
8	000002	CL	3	Updated successfully
9	000004	CL	3	Updated successfully
10	000005	CL	3	Updated successfully
11	000008	CL	3	Updated successfully
12	000020	CL	3	Updated successfully

vii) Click on “Download Leave Accrual Status” and Excel report Generated.

Sno	Code	Name	Company	Departme	Category	Location	C Leave	Cod	Accured	L Days	On A Year	Leave Yea	Accrual Type
Company Name:-NONE,GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXP													
Run Date & Time :-27/12/2017													
LeaveAccrualDetail for Nov 2017													
1	000001	RAJ KAMAL JHA	TIE	141	CTR	L41	CL	3	0.00	2017	2017	Month	
2	000001	RAJ KAMAL JHA	TIE	141	CTR	L41	PL	4	0.00	2017	2017	Month	
3	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	CL	3	0.00	2017	2017	Month	
4	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	PL	4	0.00	2017	2017	Month	
5	000004	Vaidehi Thakar	TIE	125	CTR	L35	CL	3	0.00	2017	2017	Month	
6	000004	Vaidehi Thakar	TIE	125	CTR	L35	PL	4	0.00	2017	2017	Month	
7	000005	Sunil Jain	TIE	140	CTR	L41	CL	3	0.00	2017	2017	Month	
8	000005	Sunil Jain	TIE	140	CTR	L41	PL	4	0.00	2017	2017	Month	
9	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	CL	3	0.00	2017	2017	Month	
10	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	PL	4	0.00	2017	2017	Month	
11	000020	R C MALHOTRA	TIE	132	CTR	L40	CL	3	0.00	2017	2017	Month	
12	000020	R C MALHOTRA	TIE	132	CTR	L40	PL	4	0.00	2017	2017	Month	

- **Yearly Leave Accrual (Auto):-**

i) Click on “Accrual type” drop down box and Select Yearly.

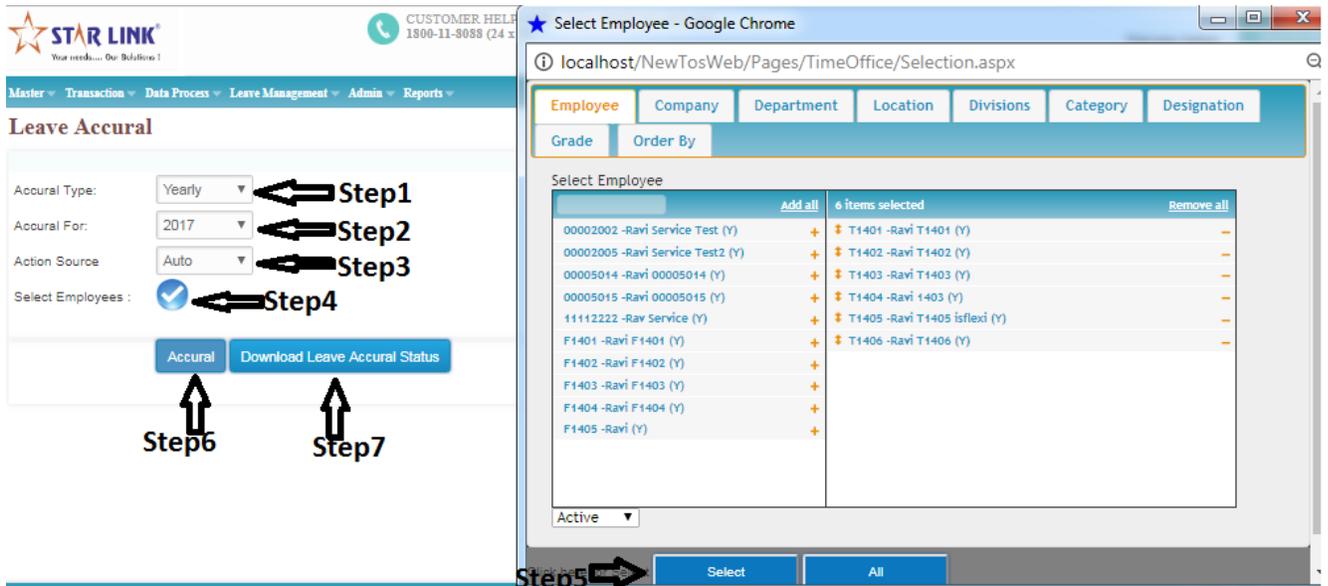
ii) Click on “Accrual for” Drop down box. And select Year.

iii) Click on “Action Source” drop down box and Select “Auto” source.

iv) Click on Select Employee icon and Select employee.

v) Click on “Accrual” button, Message pop up is display with message “Leave Accrual Successfully” then Click on ok button.

vii) Click on “Download Leave Accrual Status” and Report in Excel will be generated.



Leave Accrual

Accrual Type:

Accrual For:

Action Source:

Select Employees:

Alert ✕

▲ Leave Accrual Complete.

- Leave Accrual Status Report:-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
1			Company Name:- Star Link Communication Pvt Ltd														
2			Run Date & Time :- 27/12/2017														
3			LeaveAccrualDetail for 2017														
4																	
5	Sno	Code	Name	Company	Departme	Category	(Location	C Leave	Cod	Accured	L Days	On A	Year	Leave	Year	Accrual	Type
6	1	T1401	Ravi T1401	C01	D01	C00	L01	EL	28	0.00	2017	2017	Year				
7	2	T1401	Ravi T1401	C01	D01	C00	L01	CL	18	33.00	2017	2017	Year				
8	3	T1402	Ravi T1402	C01	D01	C00	L01	EL	28	0.00	2017	2017	Year				
9	4	T1402	Ravi T1402	C01	D01	C00	L01	CL	13.13	17.50	2017	2017	Year				
10	5	T1403	Ravi T1403	C01	D01	C00	L01	EL	28	0.00	2017	2017	Year				
11	6	T1403	Ravi T1403	C01	D01	C00	L01	CL	10.88	14.50	2017	2017	Year				
12	7	T1404	Ravi 1403	C01	D01	C00	L01	EL	28	0.00	2017	2017	Year				
13	8	T1404	Ravi 1403	C01	D01	C00	L01	CL	12.38	16.50	2017	2017	Year				
14	9	T1405	Ravi T1405 isflexi	C01	D01	C00	L01	EL	28	0.00	2017	2017	Year				
15	10	T1405	Ravi T1405 isflexi	C01	D01	C00	L01	CL	8.25	11.00	2017	2017	Year				
16	11	T1406	Ravi T1406	C01	D01	C00	L01	EL	28	0.00	2017	2017	Year				
17	12	T1406	Ravi T1406	C01	D01	C00	L01	CL	9	12.00	2017	2017	Year				
18																	
19																	
20																	

- **Yearly Leave Accrual(Import):-**

i) Click on “Accrual type” drop down box and Select Yearly.

ii) Click on “Accrual for” Drop down box. And select year.

iii) Click on “Action Source” drop down box and Select “Import” source.

iv) Click on Temp Download Icon. Excel format will be download. And fill the required data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	PAYCODE	LEAVECODE	ACC_VALUE												
2	T1401	EL	14												
3	T1402	EL	14												
4	T1403	EL	14												
5	T1404	EL	14												
6	T1405	EL	14												
7	T1401	CL	12												
8	T1402	CL	12												
9	T1403	CL	12												
10	T1404	CL	12												
11	T1405	CL	12												
12															
13															
14															
15															
16															
17															

The screenshot displays the STAR LINK web interface for 'Leave Accrual'. The 'Accrual Type' is set to 'Yearly', 'Accrual For' is '2017', and 'Action Source' is 'Import'. A 'Temp Download' icon is highlighted with an arrow labeled 'Step 4'. A 'Choose File' button is highlighted with an arrow labeled 'Step 5'. The File Explorer window shows the downloaded file 'LeaveAccrual (6).xlsx' selected, with an arrow labeled 'Step 6' pointing to the 'Open' button.

v) Click on “Choose file” button, and Select Import Excel file.

vi) Click on “Accrual” button, After Accrual Automatically Excel report download like below.

STAR LINK
We make... Our Solution!

CUSTOMER HELP LINE" TOLL FREE NO (all India)
1800-11-8088 (24 x 7)

Welcome Admin

Master Transaction Data Process Leave Management Admin Reports

Leave Accrual

Accrual Type: Yearly
Accrual For: 2017
Action Source: Import
Templet Download
Select File: Choose File | LeaveAccrual (6).xlsx

Accrual Download Leave Accrual Status

Step 7 Step 8

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ID	PAYCODE	LEAVECODE	ACC_VALU	ERROR_MSG										
2	1	T1401	EL	14	Updated successfully										
3	2	T1402	EL	14	Updated successfully										
4	3	T1403	EL	14	Updated successfully										
5	4	T1404	EL	14	Updated successfully										
6	5	T1405	EL	14	Updated successfully										
7	6	T1401	CL	12	Updated successfully										
8	7	T1402	CL	12	Updated successfully										
9	8	T1403	CL	12	Updated successfully										
10	9	T1404	CL	12	Updated successfully										
11	10	T1405	CL	12	Updated successfully										
12															
13															
14															
15															
16															
17															

vii) Click on “Download Leave Accrual Status” and Excel report Generated

Leave Accrual Report:-

Sno	Code	Name	Company	Departme	Category (Location C	Leave Cod	Accured L	Days On A	Year	Leave Yea	Accrual Type	
1		Company Name:-NONE											
2		Run Date & Time :-27/12/2017											
3		LeaveAccrualDetail for 2017											
6	1	T1401	Ravi T1401	CO1	DO1	COO	LO1	EL	14	0.00	2017	2017	Year
7	2	T1401	Ravi T1401	CO1	DO1	COO	LO1	CL	12	0.00	2017	2017	Year
8	3	T1402	Ravi T1402	CO1	DO1	COO	LO1	EL	14	0.00	2017	2017	Year
9	4	T1402	Ravi T1402	CO1	DO1	COO	LO1	CL	12	0.00	2017	2017	Year
10	5	T1403	Ravi T1403	CO1	DO1	COO	LO1	EL	14	0.00	2017	2017	Year
11	6	T1403	Ravi T1403	CO1	DO1	COO	LO1	CL	12	0.00	2017	2017	Year
12	7	T1404	Ravi 1403	CO1	DO1	COO	LO1	EL	14	0.00	2017	2017	Year
13	8	T1404	Ravi 1403	CO1	DO1	COO	LO1	CL	12	0.00	2017	2017	Year
14	9	T1405	Ravi T1405 isflexi	CO1	DO1	COO	LO1	EL	14	0.00	2017	2017	Year
15	10	T1405	Ravi T1405 isflexi	CO1	DO1	COO	LO1	CL	12	0.00	2017	2017	Year

5.4 Leave Carry Forward:-

Unconsumed Leaves can be forwarded to next year leave balance. Types of leave that to be forward, can be define/managed through **Leave Setup policy**.

- Go to **Leave Management Menu** and Click on **Leave Carry Forward**.

The screenshot shows the STAR LINK HRMS interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8888), and a user welcome message (Welcome Admin). Below the header is a navigation menu with options like Master, Transaction, Data Process, Leave Management, Admin, and Reports. The 'Leave Management' menu is expanded, showing options: Leave Application, Leave Setup, Leave Accrual, and Leave Carry Forward. The 'Leave Carry Forward' option is highlighted with a black arrow. Below the menu, there are several buttons for leave types: Present, Leave, Weekly Off, Holiday, Late Arrival, Early Arrival, On Time Arrival, Early Departure, Late Departure, On Time Departure, New Joinee(7 Days), and Left(7 Days). Each button has a value of 0. At the bottom, there is a footer with copyright information and social media icons.

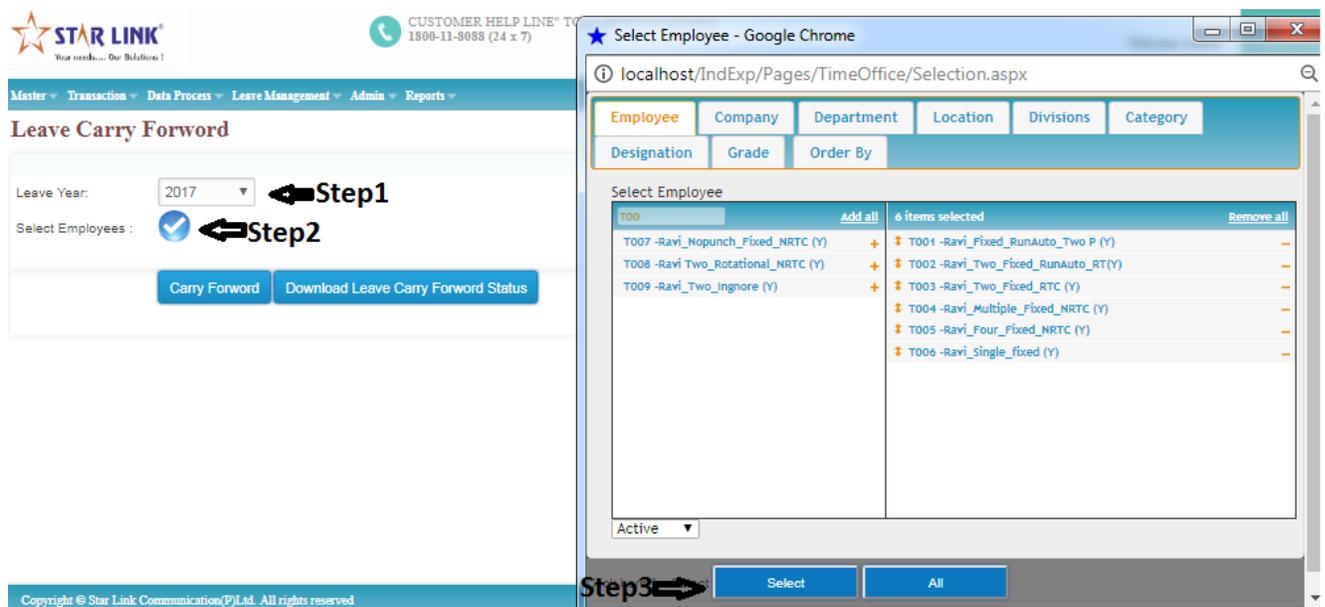
- After Clicking Leave Carry Forward option Leave Carry forward page will be display.



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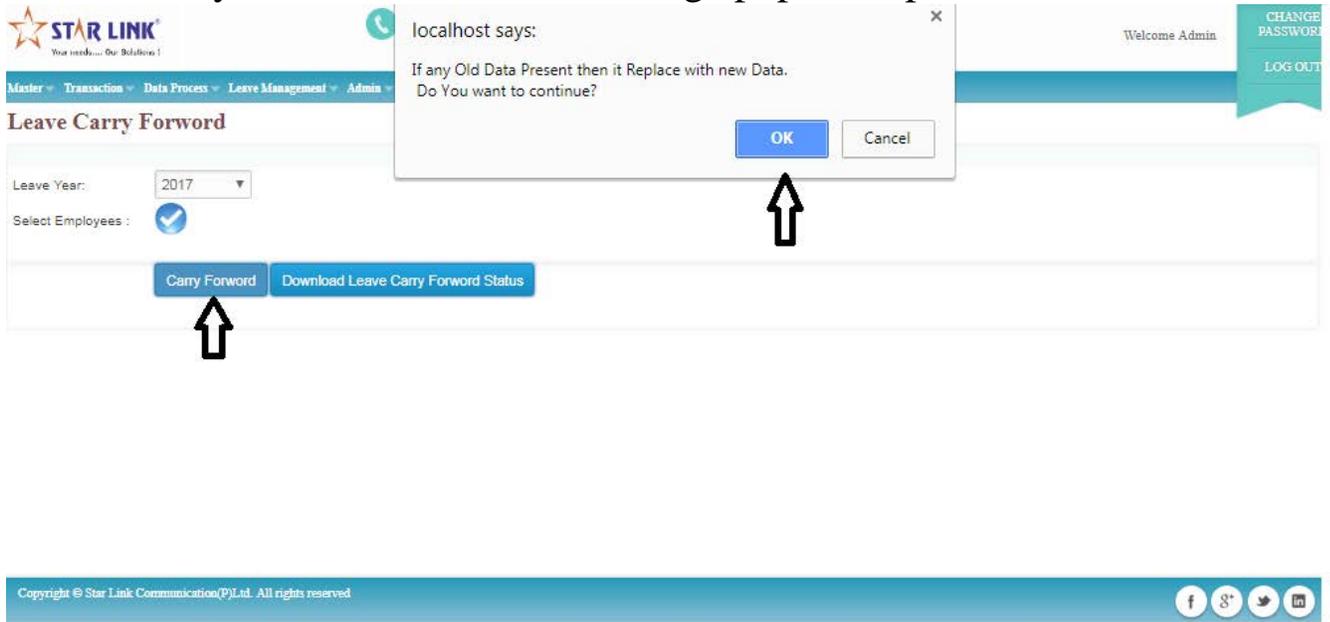


- Select Leave Year eg 2017 and Select Employee through Employee Selection.

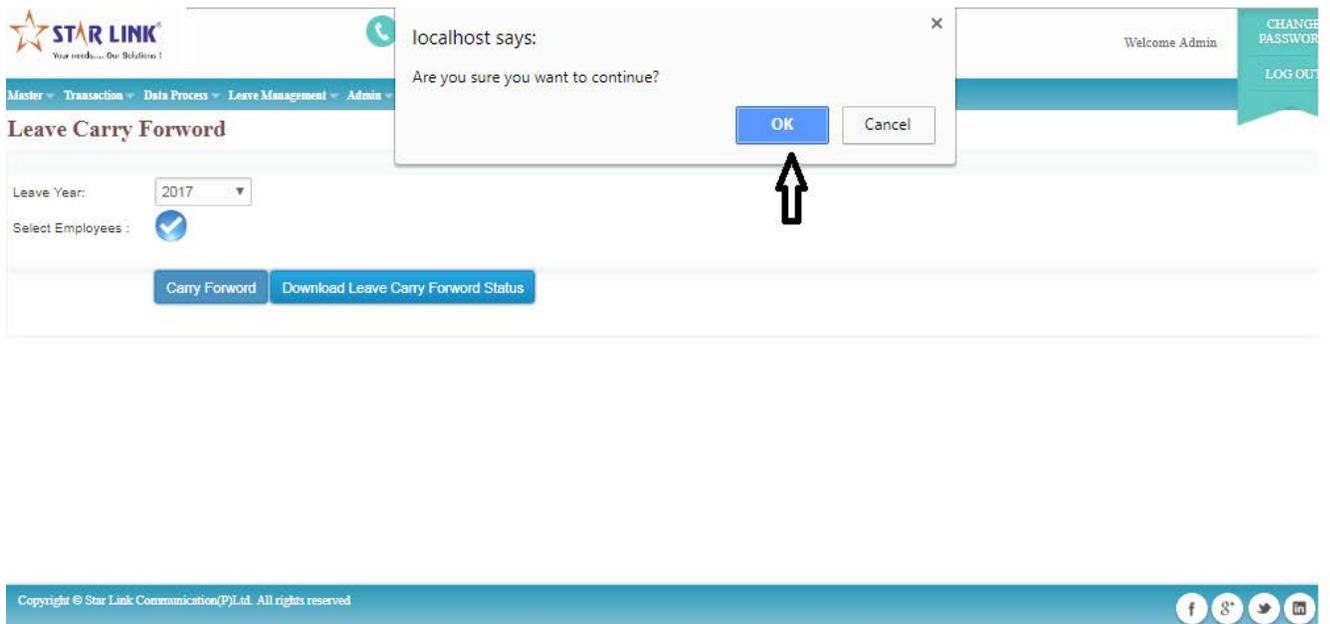


- After Selection of Employee Click on Carry Forward button. And after

click carry forward button one message pop box open, Click on “OK”.



- After click on Ok button one more message box of OK will display.



- After Clicking OK Button. Confirmation message box will be display.

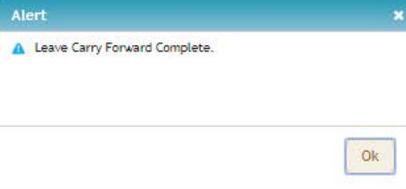
Leave Carry Forward

Leave Year: 2017

Select Employees:

Carry Forward

Download Leave Carry Forward Status



- Click on “OK” button. And to get Leave Carry forward Status report Click on “Download Leave Carry Forward Status” button.

Leave Carry Forward

Leave Year: 2017

Select Employees:

Carry Forward

Download Leave Carry Forward Status



LeaveCarryForwar....xlsx

Show all

- Click on Download “**Leave Carry Forward Report**”:-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
4														
5	PAYCODE	EMPNAME	PRESENTC	COMPANYNAME	ACC_LEAV	CARRY_FC	LAPS_LEA	LEAVE_YE	LEAVE_YE	LEAVECOE	LEAVEDES	CARRY_FC	DAYS_ON	ACCRUAL
6	T001	Ravi_Fixed	T001	GLOBAL FAIRS & MEC	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
7	T001	Ravi_Fixed	T001	GLOBAL FAIRS & MEC	18			2017	2017	PL	PREVILAGE LEAVE		0	
8	T001	Ravi_Fixed	T001	GLOBAL FAIRS & MEC	15	11	4	2017	2017	SL	SICK LEAV	28/12/201	26.5	
9	T001	Ravi_Fixed	T001	GLOBAL FAIRS & MEC	2.5			2017	2017	OD	Out Duty		5	
10	T002	Ravi_Two_F	T002	THE INDIAN EXPRESS	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
11	T002	Ravi_Two_F	T002	THE INDIAN EXPRESS	18			2017	2017	PL	PREVILAGE LEAVE		0	
12	T002	Ravi_Two_F	T002	THE INDIAN EXPRESS	12	11	1	2017	2017	SL	SICK LEAV	28/12/201	16	
13	T002	Ravi_Two_F	T002	THE INDIAN EXPRESS	1.5			2017	2017	OD	Out Duty		3	
14	T003	Ravi_Two_F	T003	IE ONLINE MEDIA SEF	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
15	T003	Ravi_Two_F	T003	IE ONLINE MEDIA SEF	18			2017	2017	PL	PREVILAGE LEAVE		0	
16	T003	Ravi_Two_F	T003	IE ONLINE MEDIA SEF	15	11	4	2017	2017	SL	SICK LEAV	28/12/201	24.5	
17	T003	Ravi_Two_F	T003	IE ONLINE MEDIA SEF	2			2017	2017	OD	Out Duty		4	
18	T004	Ravi_Multip	T004	IE ONLINE MEDIA SEF	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
19	T004	Ravi_Multip	T004	IE ONLINE MEDIA SEF	18			2017	2017	PL	PREVILAGE LEAVE		0	
20	T004	Ravi_Multip	T004	IE ONLINE MEDIA SEF	15	11	4	2017	2017	SL	SICK LEAV	28/12/201	34.5	
21	T004	Ravi_Multip	T004	IE ONLINE MEDIA SEF	2.5			2017	2017	OD	Out Duty		5	
22	T005	Ravi_Four_F	T005	THE INDIAN EXPRESS	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
23	T005	Ravi_Four_F	T005	THE INDIAN EXPRESS	18			2017	2017	PL	PREVILAGE LEAVE		0	
24	T005	Ravi_Four_F	T005	THE INDIAN EXPRESS	15	11	4	2017	2017	SL	SICK LEAV	28/12/201	23	
25	T005	Ravi_Four_F	T005	THE INDIAN EXPRESS	1.25			2017	2017	OD	Out Duty		2.5	
26	T006	Ravi_Single	T006	THE INDIAN EXPRESS	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
27	T006	Ravi_Single	T006	THE INDIAN EXPRESS	18			2017	2017	PL	PREVILAGE LEAVE		0	
28	T006	Ravi_Single	T006	THE INDIAN EXPRESS	7.88	7.88	0	2017	2017	SL	SICK LEAV	28/12/201	10.5	

6.1 Time office Setup

Each company has its own policy for time office setup. This time office setup will work for all employees.



Welcome Admin

CUSTOMER HELP LINE" TOLL FREE NO (all India)
1800-11-8088 (24 x 7)

CHANGE
PASSWORD

LOG OUT

Master ▾ Transaction ▾ Data Process ▾ Leave Management ▾ Admin ▾ Reports ▾

Time Office Setup [Add New Time Office Setup](#)

Setup Id	Max Working in a day	Permissible Late Arival	Permissible Early departure	Duplicate Check Min
7	1440	10	10	5
6	1440	10	10	5
5	1440	10	10	5
4	1440	10	10	5
3	1440	10	10	5

Showing 1 to 5 of 7 entries

First Previous 1 2 Next Last

There are following parameters which each company has to set for all employees:

- Setup Register No.: This will automatically generate whenever you make changes in the set-up of time office.
- Duplicate check min: This is a time duration in which if a employee punch his/her card several times, software will take first punch. And, the default time duration is 5 minute.
- Four Punch in Night shift: By clicking on this option, you can allow maximum 4 punches in the night shift.
- End time to IN Punch & End time for End Punch: This option is used for RTC employees only, for the duration of more than 24 hours.
- Maximum Late Arrival Duration: You can set maximum duration for late arrival (240minutes).
- Maximum Early Departure Duration: You can set maximum duration for early departure (240minutes).
- Half Day Making: If you want to allow 2 half days to all employees, click on this option.

The screenshot shows the 'Add Time Office Setup' page in the STAR LINK system. The 'General Setup' tab is selected, displaying the following configuration options:

- Setup Registration no.: 7
- Is Auto Absent Allowed:
- Mark AWA as AAA(WO):
- Mark AHA as AAA(HLD):
- Mark WO as Absent When No of Present < No of Present for WO:
- No of Present for WO: 3
- For Missing and Reverification Report
- Max Working Min for Verification: 1020 (Minute)
- Max Late Arrival Duration: 240 (Minute)
- Max Early Departure Duration: 240 (Minute)
- Is Negative Leave Allow:
- Allow Paycode In Alpha Numeric:
- Is Help Applicable:
- Skip Page on department:
- Line Per Page: 58
- Run Auto Shift Allow:
- Permis Early Min for Run Auto: 60 (Minute)
- Permis Late Min for Run Auto: 60 (Minute)
- Shift: (empty)

Buttons: Update, Back

- Short Leave Marking: If you want to allow 2 short leave to all employees, click on this option.
- Present Marking Duration: You can set min time to mark present.
- Maximum Working Hours for Half Day: You can set maximum hours for half day.
- Maximum Absent Hours for Short Day: You can set maximum absent hours for short day.
- Auto Shift allowed: By clicking this option, software will pick up shift automatically.
- PremisEarly min auto shift: By setting this time duration, if an employee is coming earlier, that employee will belong to which shift.
- Weekly Day include or not in Duty Roster: If you want to include weekly off in duty roster, click

this option.

- Present on WO present: If you are present on weekly off, click on this option.
- Present on HLD present: If you are present on holiday, click on this option.
- Maximum Working Duration: You can set maximum working hours for working in a month.
- Permissible Late Arrival: You can set time which you give to employee who comes late without marking as late.
- Permissible Early Departure: You can set time which you give to employee who goes early without marking early departure.
- Over Time Allowed: By clicking on this option, you can activate this option.
- Out Work Allowed: By clicking on this option, you can activate this option.
- Overstay Allowed: By clicking on this option, you can activate over stay.
- Mark AWA as AAA: If an employee is absent on Saturday and also absent on Monday. By clicking this option, Sunday will also count as absent.
- No of present for WO: You can set no of days for weekly off.
- Is Auto absent Allowed: If an employee is absent on Saturday, software will show his absent automatically by clicking this option.
- Mark WO as Absent when no of present < no of present of WO: if no of weekly off is greater than no of present, weekly off will count as weekly off by clicking on this option.
- There are some formulas for Over Time:
 - OT=Out Time-Shift End Time
 - OT=Working hours – shift hours
 - OT=Early coming + Late Departure
- OT parameter options:
 1. Check on “OT is allowed in case of early coming” : Over time will count on early coming.
 2. Check “round OT” to count OT round figure.
- OT Durations:
 1. OT Early Coming Duration: In this you have to enter time duration before that if an employee is coming, OT will not count. OT will count after that time.
 2. OT Late Departure Duration: By setting this time duration, if an employee stay after working hours, after this duration OT will not count.
 3. OT restricts End Duration: You have to set maximum over time.

C-off Setup:-

- 1. Min Minutes for full Day:-** Through this option you can define the time after which Full day present on C-Off Days will be considered.
- 2. Min Minutes For Half Day:-** Through this option you can define the time after which Half day present on C-Off Days will be considered.
- 3. C-off Expired Day:-** Within this given period C-off must be consumed otherwise after the given time, accrued C-Off shall be expiring.
- 4. Is Auto:** - If this option is checked, it will work automatically for C-Off generating and expiring.
- 5. Working Days C-off /Weekly Off C-off /Holiday C-off:** - C-off will generate as per value mention in text box(Working Days C-off/Weekly Off C-off/Holiday C-off).

Add Time Office Setup

General Setup	Time Office policy	Over Time Policy	Cof Setup	In Out Applicable	Log Applicable
Min Minuts For Full Day:	<input type="text" value="300"/> (Minute)	Min Minuts For Half Day:	<input type="text" value="300"/> (Minute)	Cof Expired Days	<input type="text" value="45"/>
IsAuto Cof	<input checked="" type="checkbox"/>	Working Days Cof:	<input type="text" value="1"/>	Weekly Off Cof:	<input type="text" value="1"/>
<input type="button" value="Update"/> <input type="button" value="Back"/>					

6.2 Time office Corporate policy

If you want to make changes in time office policy or shift/WO policy for all employees or selected employees in employee master, use this option.

You can make changes in permissible late arrival, permissible early departure and maximum working hours in a day and save this information only.

Update Employee

Select Employee :

Office Detail	OT/OS Policy	RTC Policy	Punch Policy	Late/Early Policy	SRT/HLF Policy	Shift policy	WO Policy																
<p>Office Detail</p> <p>Please check which you want to update in Employee master</p> <table> <tr> <td>Company:</td> <td><input type="text" value="C00-NONE"/></td> <td>Department:</td> <td><input type="text" value="101-ACCOUNTS & FINANCE"/></td> </tr> <tr> <td>Category:</td> <td><input type="text" value="APT-APPOINTMENT"/></td> <td>Section:</td> <td><input type="text" value="D00-NONE"/></td> </tr> <tr> <td>Location/Branch:</td> <td><input type="text" value="L00 -NONE"/></td> <td>Grade:</td> <td><input type="text" value="G00-NONE"/></td> </tr> <tr> <td>Designation:</td> <td><input type="text" value="201-ADVERTISEMENT PAGINATOR"/></td> <td colspan="2"></td> </tr> </table> <input type="button" value="Update"/>								Company:	<input type="text" value="C00-NONE"/>	Department:	<input type="text" value="101-ACCOUNTS & FINANCE"/>	Category:	<input type="text" value="APT-APPOINTMENT"/>	Section:	<input type="text" value="D00-NONE"/>	Location/Branch:	<input type="text" value="L00 -NONE"/>	Grade:	<input type="text" value="G00-NONE"/>	Designation:	<input type="text" value="201-ADVERTISEMENT PAGINATOR"/>		
Company:	<input type="text" value="C00-NONE"/>	Department:	<input type="text" value="101-ACCOUNTS & FINANCE"/>																				
Category:	<input type="text" value="APT-APPOINTMENT"/>	Section:	<input type="text" value="D00-NONE"/>																				
Location/Branch:	<input type="text" value="L00 -NONE"/>	Grade:	<input type="text" value="G00-NONE"/>																				
Designation:	<input type="text" value="201-ADVERTISEMENT PAGINATOR"/>																						

Time office corporate policy.

Same as above you can change in time office policy of employee master and save them to all or selected employees.

6.3 User Privilege

Through this option you can create User and Employees to give right to use the Web based Time Office Software.

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Manage Employee Type User New Create Delete Select All Employee (Only Display Record)

PayCode	Employee Name	Date Of Joining	Company	Department	Location	Designation	Login ID	Password	Select
T009	Ravi_Two_Ingore	01-Jan-2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T009	T009	<input type="checkbox"/>
T008	Ravi_Two_Rotational_NRTC	01-Jan-2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T008	T008	<input type="checkbox"/>
T007	Ravi_Nopunch_Fixed_NRTC	01-Jan-2017	GLOBAL FAIRS & MEDIA LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T007	T007	<input type="checkbox"/>
T006	Ravi_Single_fixed	01-Jan-2017	THE INDIAN EXPRESS PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T006	T006	<input type="checkbox"/>
T005	Ravi_Four_Fixed_NRTC	05-Jan-2017	THE INDIAN EXPRESS PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T005	T005	<input type="checkbox"/>
T004	Ravi_Multiple_Fixed_NRTC	01-Jan-2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T004	T004	<input type="checkbox"/>
T003	Ravi_Two_Fixed_RTC	01-Jan-2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T003	T003	<input type="checkbox"/>
T002	Ravi_Two_Fixed_RunAuto_RT	01-Jan-2017	THE INDIAN EXPRESS PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T002	T002	<input type="checkbox"/>
T001	Ravi_Fixed_RunAuto_Two P	01-Jan-2016	GLOBAL FAIRS & MEDIA LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T001	T001	<input type="checkbox"/>
F005	Ravi_Multiple_Fixed_NRTC	01-Jan-2016	NONE	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	F005	F005	<input type="checkbox"/>

Showing 1 to 10 of 2,327 entries

First Previous 1 2 3 4 5 ... 233 Next Last

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6.4 Import/Export Data

From this we can Import all Masters like Company Master, Department Master, Location Master etc.

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Import Data From Excel

Select Type of Data: (file size must be less then 2MB)

Click for Download

Select File : No file chosen

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Export Data:

Through Export data link user can Export the data of different types. Example:

- 1: Company Master.
- 2: Department Master.
- 3: Location Master.
- 4: Designation Master.
- 5: Grade Master.
- 6: Section Master.
- 7: Category Master.
- 8: Shift Master.
- 9: Employee Master.
- 10: Leave Master.

The screenshot displays the STAR LINK web application interface. At the top left is the STAR LINK logo with the tagline "Your needs... Our Solutions!". To the right of the logo is a customer help line icon and the text "CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (24 x 7)". Further right, it says "Welcome Admin". On the far right, there are two buttons: "CHANGE PASSWORD" and "LOG OUT". Below the header is a navigation menu with items: "Master", "Transaction", "Data Process", "Leave Management", "Admin", and "Reports". The main content area is titled "Export Data In Excel". It features a dropdown menu labeled "Select Type of Data:" with a current selection of "<--Select-->". Below the dropdown is a "Click for Download" button. The dropdown menu is open, showing a list of data types: "<--Select-->", "Company Master", "Department Master" (highlighted in blue), "Location Master", "Designation Master", "Grade Master", "Section Master", "Category Master", "Shift Master", "Leave Master", and "Employee Master". At the bottom of the page, there is a footer with the text "Copyright © Star Link Communication(P) Ltd. All rights reserved" and social media icons for Facebook, Google+, Twitter, and LinkedIn.

Export Data In Excel

Select Type of Data:

Click for Download



Click on the Image beside click for download and the selected master will be exported.

6.5 Mail Setting:

In Mail Setting page all the setting related to sending mail is done.

Mail Setting

Mail Server Address: Mail Server Port:
Is SSL: Display Name:
Email ID: Password:

Update

- 1: Mail Server Address: Mail server IP.
- 2: Mail Server Port: port no of mail server.
- 3: Is SSL: You can either check or Uncheck it.

4: Display Name: It is name that we want to display on receiving mail.

5: Email ID: Mail Id through which Mail has to sent

6:Password: Password used in that mail ID.

After doing all mail setting press update button.

6.6Run Verification:

The screenshot displays the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a user greeting (Welcome Admin). Below the header is a navigation menu with options like Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled 'Data process' and contains a form for 'Verification'. The form includes fields for 'Process Name' (set to 'Verification'), 'From date' (01-Sep-2016), and 'To Date' (30-Sep-2016). There is a 'Select Employee' dropdown menu with a checkmark icon, and two buttons: 'Click for Search Employee' and 'Send Request For process'. An inset window titled 'Select Employee - Mozilla Firefox' is overlaid on the right side of the page. This window shows a table with columns for 'Employee', 'Company', 'Department', 'Location', 'Divisions', and 'Bus Route'. Below the table, there is a 'Select Employee' section with a list of employee IDs and their corresponding designations, each with an 'Add all' button. The list includes: 1111 -AAA (Y), 2222 -BBBB (Y), 3333 -CCCC (Y), 4444 -DDDD (Y), 5555 -ASAS (Y), 7777 -XYZ (Y), and 8888 -EEEE (Y). The bottom of the page features a copyright notice for STAR LINK COMMUNICATION (P) LTD. and social media icons for Facebook, Google+, Twitter, and LinkedIn.

6.7 Report Configuration:-

Through this option you may modify the column name and Create report as per your desired format like Dynamic.

- i) Column Setup
- ii) Create Report.

1. Column Setup:-

Go to Admin → Report Configuration → Click on Column Setup

The screenshot displays the STAR LINK web application interface. At the top left is the STAR LINK logo with the tagline 'Your needs... Our Delusion!'. To its right is a customer help line number: 'CUSTOMER HELP LINE* TOLL FREE NO (all India) 1800-11-8088 (24 x 7)'. On the top right, it says 'Welcome Admin' and has buttons for 'CHANGE PASSWORD' and 'LOG OUT'. Below the header is a navigation menu with 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. The 'Admin' menu is expanded, showing options like 'Time Office Setup', 'Corporate Policy', 'Mail Setting', 'Create User', 'Import Export', 'Report Configuration', 'Run Verification', 'Log Download', and 'DataBase Backup'. The 'Report Configuration' option is further expanded, showing 'Column Setup' and 'Create Report'. A black arrow points to the 'Column Setup' option. The main content area shows a grid of report categories with their respective counts: Present (0), Absence (0), Late Arrival (0), Early Arrival (0), Early Departure (0), Late Departure (0), On Time Departure (0), New Joinee (7 Days) (0), and Left (7 Days) (0). There are also buttons for 'Leave', 'Weekly Off', and 'Holiday'.

On clicking Column setup, Page will look like as :

column Section: **Employee** 

Report Column Setup

Update 

Show 100 Search

Name	Display
PAYCODE	Emp Pay Code 
EMPNAME	Employee Name
DATEOFBIRTH	Date of Birth
DATEOFJOIN	Date of Joining
PRESENTCARDNO	Card No
COMPANYCODE	Company Code
COMPANYNAME	Company Name
DEPARTMENTCODE	Department Code
DEPARTMENTNAME	Department Name
CAT	Category Code
CATAGORYNAME	Category Name

- Click on Column Section Drop down box and select any one.
- Click on Display column and change column name. For eg; Pay code instead of Emp Pay code.
- Then Click on “Update” Button. A conformation message will be displayed. Changed column name will be shown in the report,

column Section: **Employee**

Report Column Setup

Update

Show 100 entries Search

Name	Display
PAYCODE	Emp Pay Code
EMPNAME	Employee Name
DATEOFBIRTH	Date of Birth
DATEOFJOIN	
PRESENTCARDNO	
COMPANYCODE	
COMPANYNAME	
DEPARTMENTCODE	
DEPARTMENTNAME	
CAT	Category Code
CATAGORYNAME	Category Name
DIVISIONCODE	Division Code

Message ✕

Column display name updated.

Ok

2 Create Report:-

- Go to Admin→Report Configuration → Click on Create Report.

The screenshot displays the STAR LINK web application interface. At the top left is the STAR LINK logo with the tagline "Your needs... Our Solutions!". To the right of the logo is a customer help line number: "CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (24 x 7). Further right, it says "Welcome Admin". On the far right, there are buttons for "CHANGE PASSWORD" and "LOG OUT".

The main navigation bar includes: Master, Transaction, Data Process, Leave Management, Admin, and Reports. Below this, there is a filter section with "shift" set to "SA2 (13:00-21:30)" and a "Date" field with a calendar icon.

The central area contains a grid of report categories, each with a count of 0:

- Present
- Abs
- Late Arrival
- Early A
- Early Departure
- Late Departure
- On Time Departure
- New Joinee(7 Days)
- Left(7 Days)

A dropdown menu is open under the "Admin" tab, listing various options: Time Office Setup, Corporate Policy, Mail Setting, Create User, Import Export, Report Configuration, Run Verification, Log Download, and DataBase Backup. The "Report Configuration" option is expanded, showing "Column Setup" and "Create Report". A black arrow points to the "Create Report" option.

On Clicking Create report option, Report Master Page will be displayed as:

The screenshot displays the STAR LINK Reports Master interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a user welcome message (Welcome Admin). Below the header, a navigation menu includes 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. The 'Reports Master' section is active, showing 'Add New Report' and 'Create New Report' options. A table lists report types with columns for 'Report Name', 'Report Type', 'Edit', and 'Delete'. Annotations with arrows point to 'Add New Report', 'Show No Of Entries', 'Edit Existing Report', 'Delete Existing Report', and 'Move to page First'.

Report Name	Report Type	Edit	Delete
Yearly Attendance Details	Yearly Attendance Details	Edit Existing Report	Delete
Monthly Performance Register Test	Monthly Performance Register	Edit	Delete
Monthly Employee Wise Performance	Monthly Employee Wise Performance	Edit	Delete
Leave Consumed Summary	Leave Consumed Summary	Delete Existing Report	Delete
Leave Consumed Details	Leave Consumed Detail	Edit	Delete
Employee Wise Attendance Summary	Employee Wise Attendance Summary	Edit	Delete

- **Add New Report:** - Press on "Add New Report" to add a new report in the Report Master. A Create Report page will open. In this page some fields like Report name and Parent Report is mandatory to fill.
- **Edit:-** If you want any modification in the existing report click on "Edit" button. Update the fields as per your requirement and click "Update" to save. All the modification will updated then.
- **Delete:** You can delete existing information through this option.
- **Previous:** Press button "Previous" to switch to the previous section.
- **Search:** You can use this option to search a section which you want to find.
- **Next:** Press button "Next" to switch to the next section.
- **Last:** Press button "Last" to switch to the last page.

How to Add a new Report:-

- Click on Add new Report link text. Create Report page will be displayed.
- You Can Create Report column as per your own.
- First we will have to select Parent Report name. Then we can give new report name in Report Name text box.

Create Report

Report Name:

Parent Report:

Map Column:

	Add all	0 items selected	Remove all
Emp Pay Code-Employee	+		
Employee Name-Employee	+		
Date of Birth-Employee	+		
Date of Joining-Employee	+		
Card No-Employee	+		
Company Code-Employee	+		
Company Name-Employee	+		
Department Code-Employee	+		
Department Name-Employee	+		
Category Code-Employee	+		
Category Name-Employee	+		
Division Code-Employee	+		
Division Name-Employee	+		

- You can select one by one column name through “+” symbol. And you may also remove selected column through “-” Symbol.

Create Report

Report Name:

Parent Report:

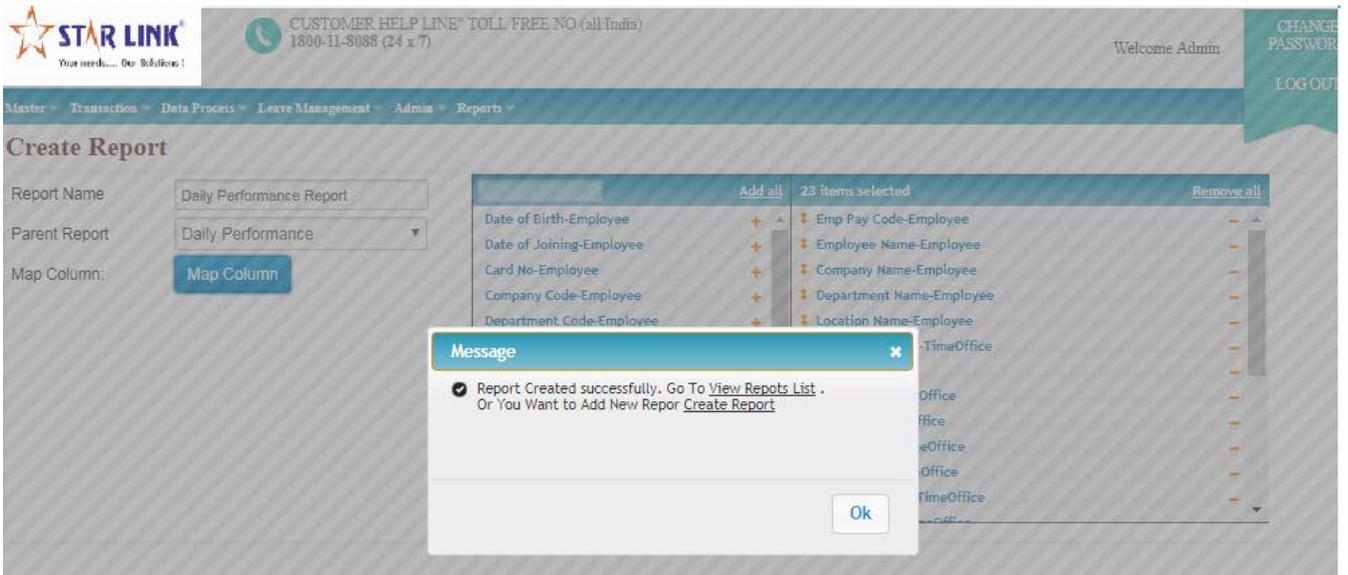
Map Column:

Create Report

	Add all	23 items selected	Remove all
SEX-Employee	+	+	-
BLOODGROUP-Employee	+	+	-
EMPTYPE-Employee	+	+	-
BANKACC-Employee	+	+	-
FATHERNAME-Employee	+	+	-
EMAIL-Employee	+	+	-
MOBILENO-Employee	+	+	-
PAN_NO-Employee	+	+	-
AADHAR_NO-Employee	+	+	-
OS Hours -TimeOffice	+	+	-
In Time Manual-TimeOffice	+	+	-
Out Time Manual-TimeOffice	+	+	-
EMP Pay Code-Employee	+	+	-
Employee Name-Employee	+	+	-
Company Name-Employee	+	+	-
Department Name-Employee	+	+	-
Location Name-Employee	+	+	-
Attendance date-TimeOffice	+	+	-
Day-TimeOffice	+	+	-
Shift Start -TimeOffice	+	+	-
Shift End-TimeOffice	+	+	-
Lunch Start -TimeOffice	+	+	-
Lunch End -TimeOffice	+	+	-
HOURSWORKED-TimeOffice	+	+	-
OCCUPATIONAL-TimeOffice	+	+	-

Remove one by one

- Click on “Map Column” button. And message will be displayed like Report Created Successfully.



- Click on Ok button. Go to Report master page , you can see created report available in page.



Note: - We can create following other reports as well through same process as mentioned below.

- i) Monthly Performance Register Report
- ii) Monthly Employee Wise Performance Report
- iii) Employee Wise Attendance Summary Report
- iv) Yearly Attendance Details Report
- v) Leave Consumed Summary Report
- vi) Leave Consumed Detail Report
- vii) Leave Yearly Accrual Detail Report