USER MANUAL

FOR

WEB TIME OFFICE SOFTWARE
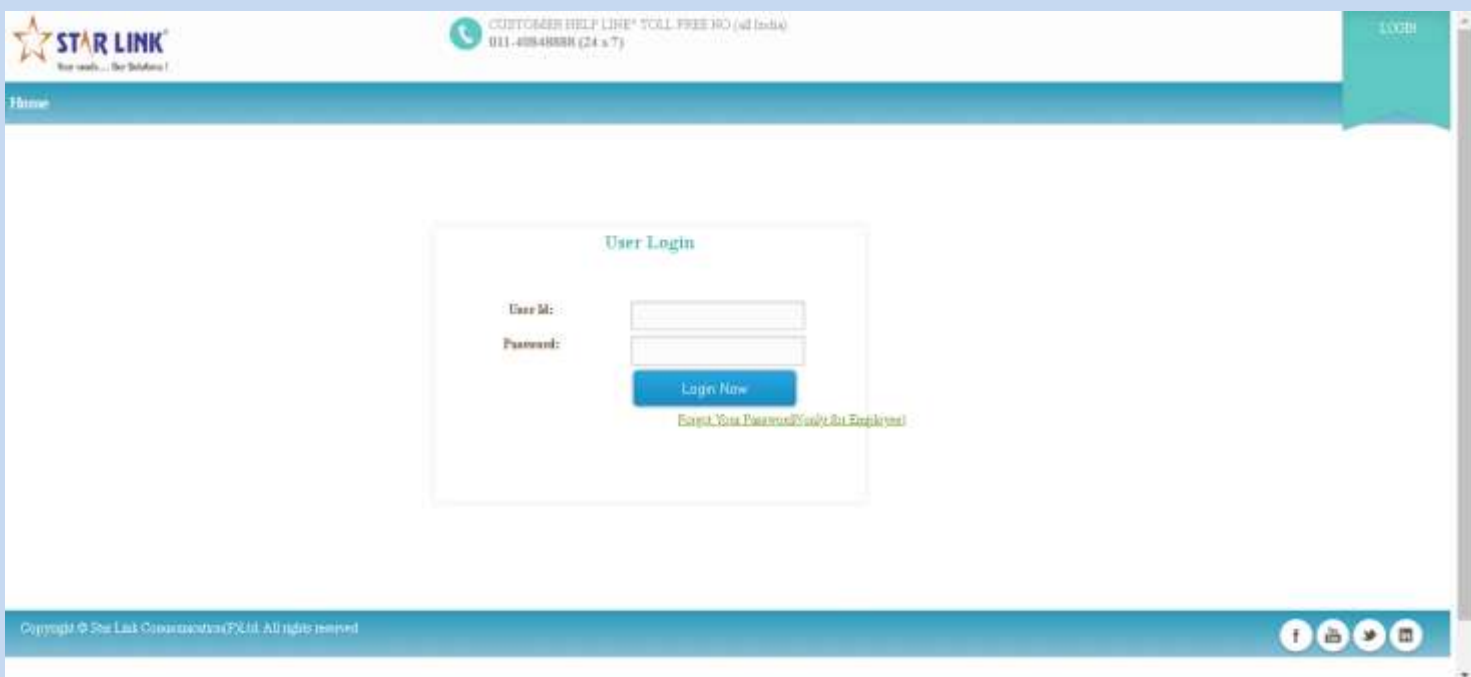
INDEX

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.
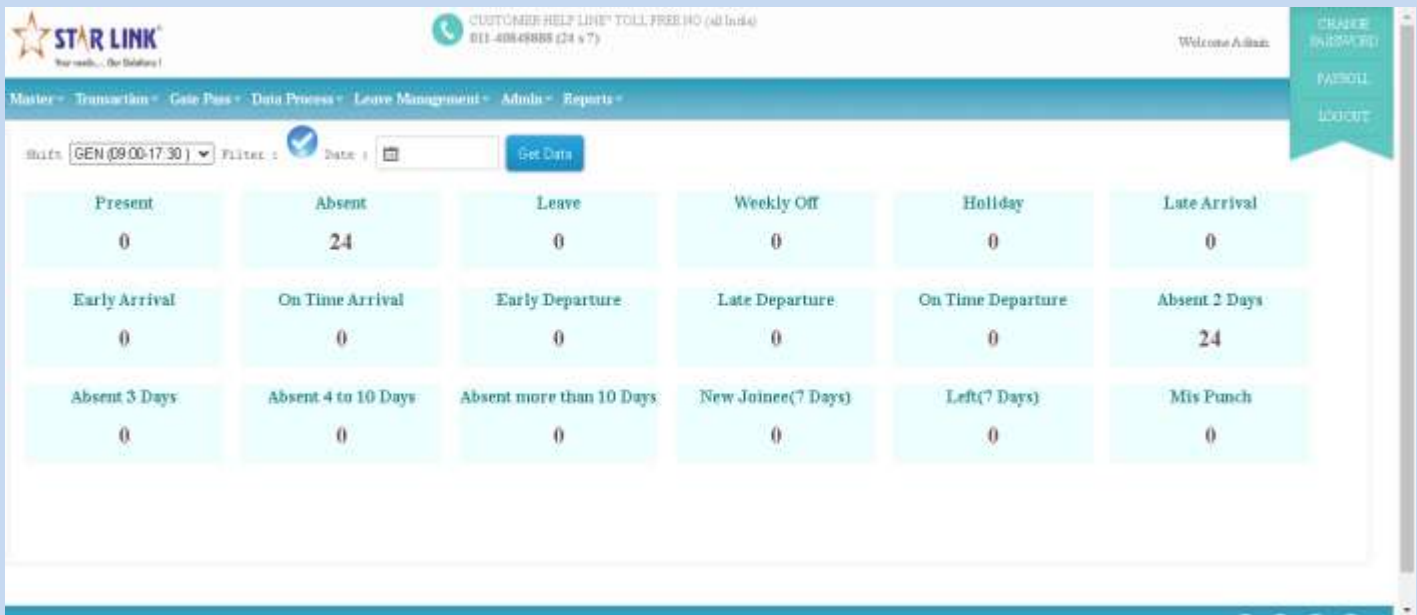

Home Page of the Web Time Office

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.

1. After Login, the following page will open:

2.1.1 Organization

You can manage different organizaton through organization Master of Time Office Software. Organization code should be unique. When you open the organization master, you will see a window in which you see the following information like Add New Organization, Edit, Delete, first, previous, next and last.
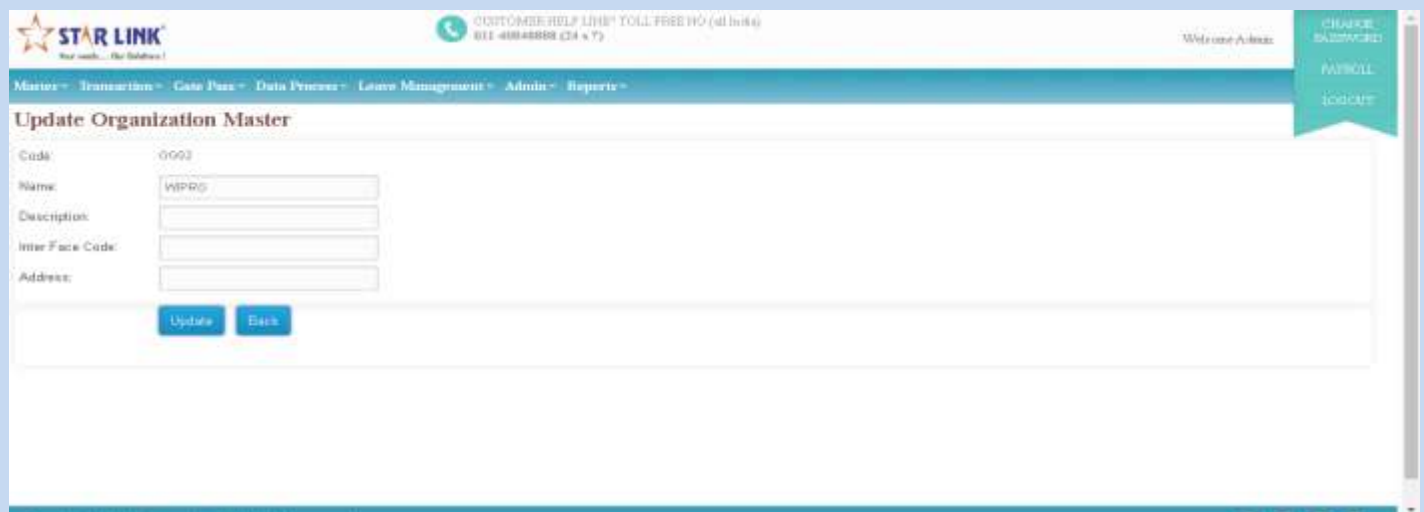
.When you click on Add New Organization the following page will be open:

Add New Organization: Click on "Add New Organization" to add the details of new organization. A Organization Master window will open, in the window there are some fields like organization code, organization name, organization address, Description which you will fill to make the new organization. organization code and organization name are the compulsory field to create the organization.

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

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

Delete: You can delete any Organization through "Organization Master" option. But if the selected organization is assigned to any Employee, then it cannot be deleted.

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

Search: For searching a organization you have to use "Search" text box. You can find your organization by enter any information which is visible in page. (Like Organization Code, Organization Name etc)

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

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

2.1.2. 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.

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

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.

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.

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, Panno. etc)

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

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

2.1.3. Contractor

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

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

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

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

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

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

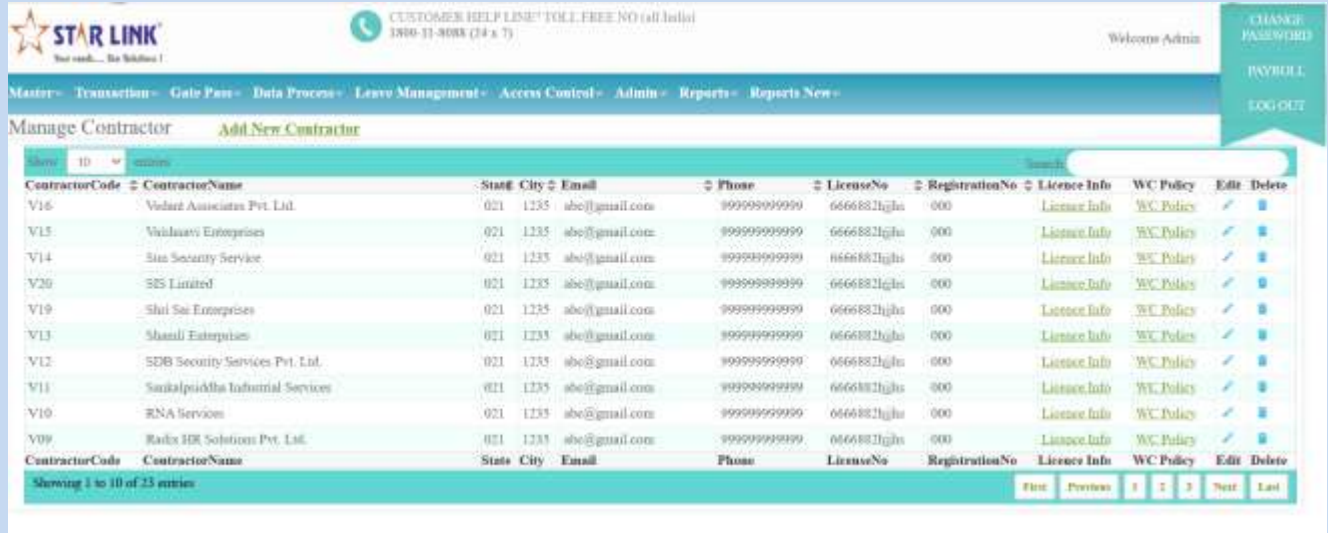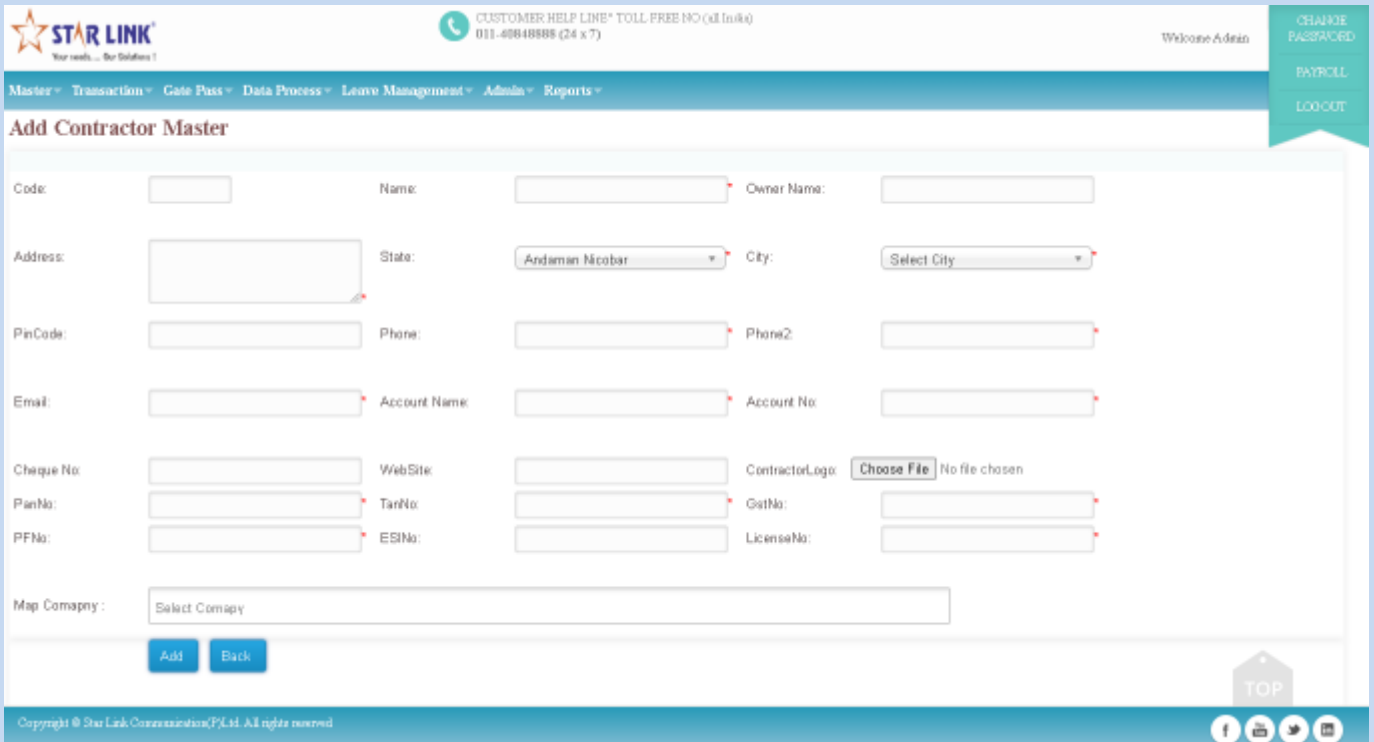**Previous**: Pressing 'Previous' button, you can switch to previous contractor.

Search: For searching a contractor you have to use "Search" text box. You can find your contractor by enter any information which is visible in page. (Like contractor Code, contractor Name, Panno. etc)

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

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

2.1.4 Location / 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.

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.

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

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 options which you want to modify and press "Update" button. All the modification will be updated now.

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

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

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

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

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

2.1.5 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.

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.

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

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

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

Delete: You can delete Department Master information through this option. But if this Department is assigned to any Employee you cannot delete this Department Master.
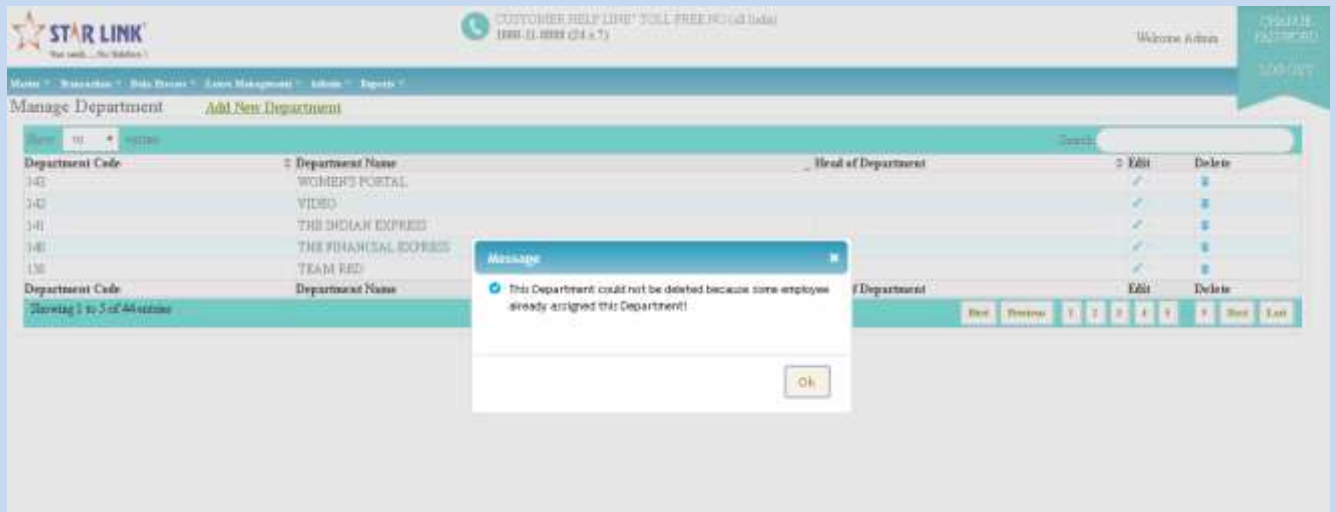
Previous: Pressing button previous to switch to the previous department.

Search: If you can use this option to search a department.
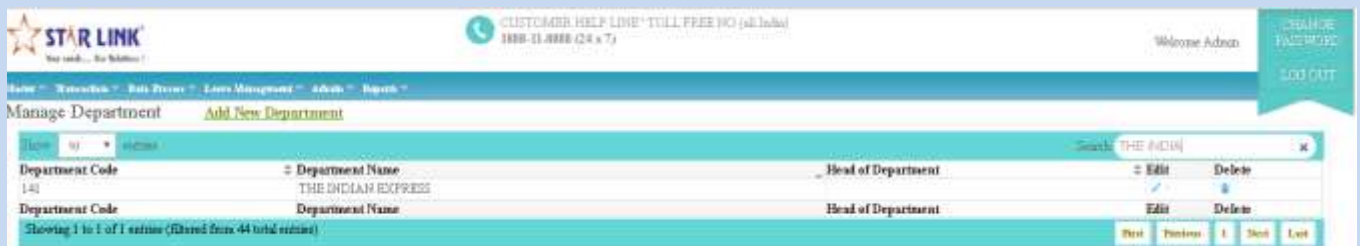
Next: Pressing button to switch to the Next department.

Last: Pressing button to switch to the last page.

2.1.6 Sub- Department

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

Add New Sub Department: Press button "Add New SubDepartment" to add a new subdepartment in the department. A Sub-Department Master page will open, there are some fields like sub-department code, sub-department name, deparment which you have to fill to make the subdepartment in the department. Sub-Department code and Sub-department name are the compulsory field to create the sub-department.

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

Delete: You can delete Sub Department Master information through this option. But if this Sub Department isassigned to any Employee you cannot delete this SubDepartment Master

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

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

Next: Pressing button to switch to the Next Sub department.

Last: Pressing button to switch to the last page.

2.1.7. 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.

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.

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

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.

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.

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

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

2.1.8. 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.

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.

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

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.

2.1.9. 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.
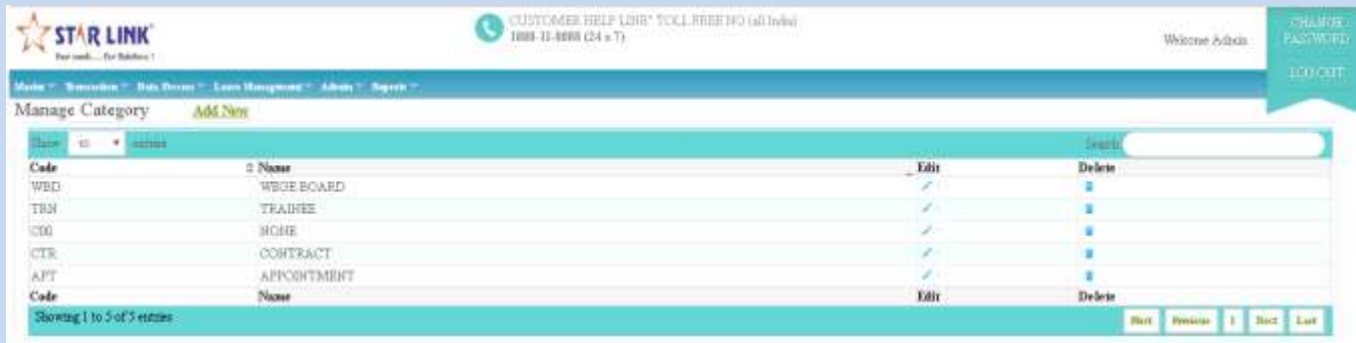
Add New Category : Click button "Add New Category" to add a new Category for the employee. A Category Master page will open, in this page there are some fields like Category code and Category name, which you have to fill to make the Category .Category code and Category name are the compulsory field to create the Category.

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.

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.

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

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

2.1.10. Designation

You can create a new designation for the employees as per your requirement through this option.
Designation code and Designation name are compulsory in master. Designation code should be unique.
When you open the Designation, you will see a Designation details page in which you see the following button like Add
New Designation, Search, first, previous, next and last.

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

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

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

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

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

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

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

2.2. Bank Master

You can create a new Bank Master for the employees as per your requirement through this option. Bank code and Bank name are compulsory in master. Bank code should be unique.
When you open the Bank , you will see a Designation details page in which you see the following button like Add New Designation, Search, first, previous, next and last.
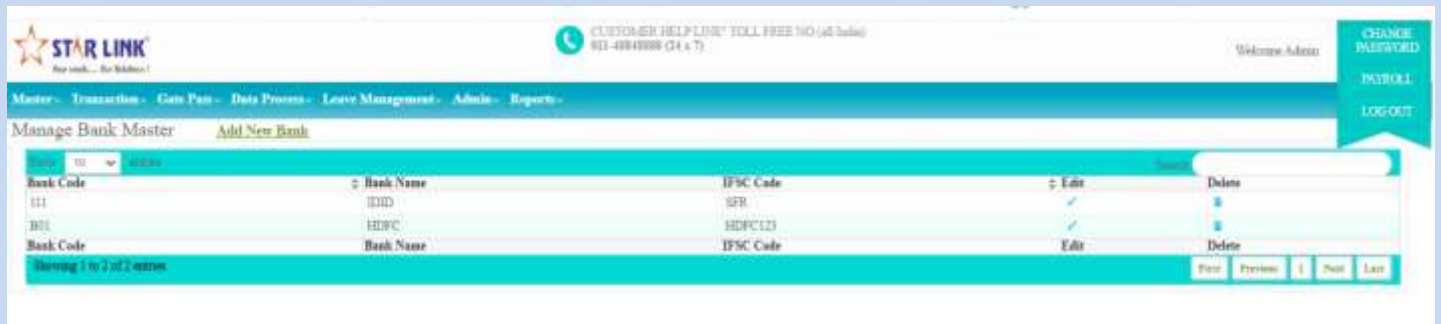
Add New Bank Master: Click button "Add New Bank Master" to add a new Bank for the employee. A Bank Master page will open, in this page there are some fields like Bank code and Bank name, which you have to fill to make the Bank Master. Bank code and Bank name are the compulsory field to create the Bank Master.

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

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

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

Search: You can use this option to search a Bank.which you want to find.
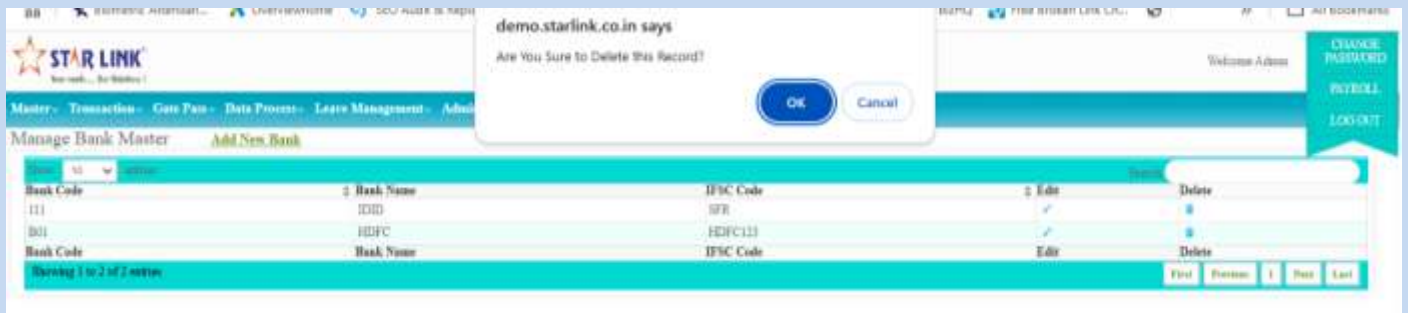
Next: Press button "Next" to switch to the next Bank.

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

2.3. Shift :-

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

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.

Overtime Setup : We can set the overtime policy for the shift. When an employee does the overtime after the shift hours than overtime calculates by this policy.

Shift Allowance: This option is use for the giving allowance to the employees according the allowance setting in shift.

Flexi Setup : We can set the Flexible timing for the shift. This option is use to make the shift timing flexible which is use to mark the status of attendance according total working hours.
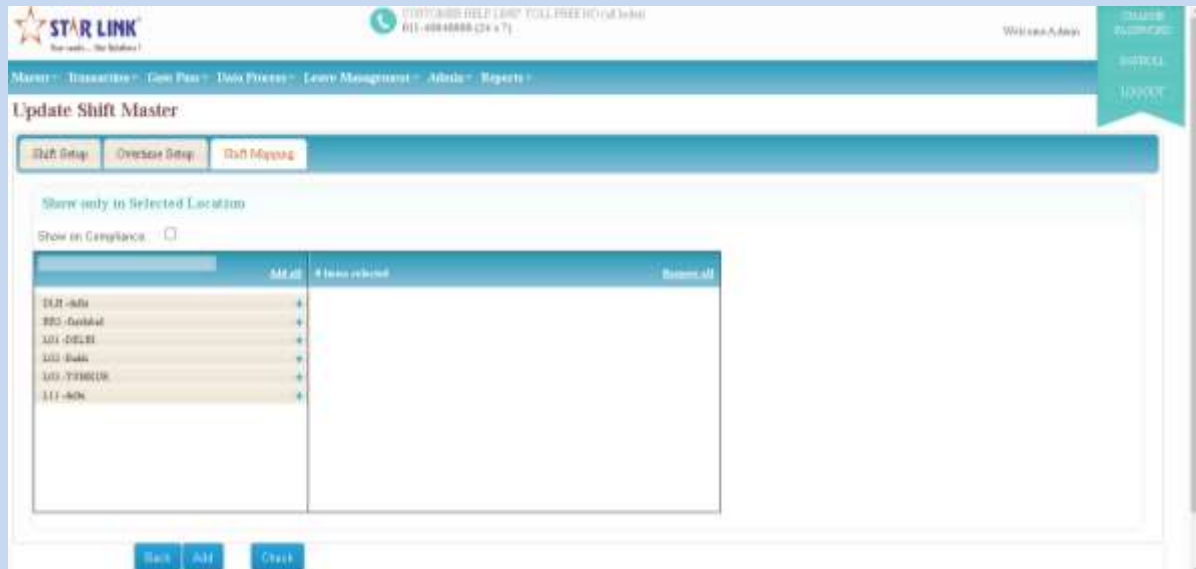
Shift Mapping : This option use to map the shift for multiple locations. So this shift shows only for those locations which are mapped in to the shift.
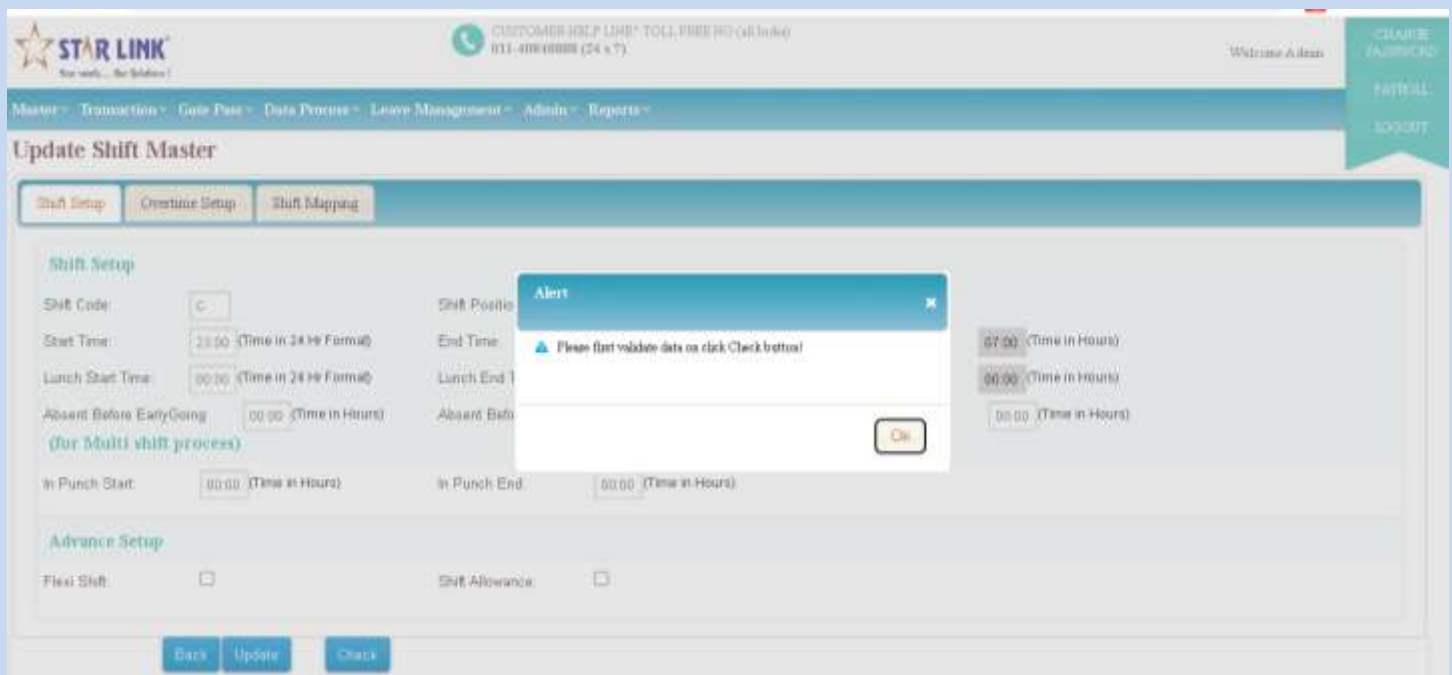
Before updating the Shift master click on Check button.

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

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 durationmore 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 giventime employee attendance will mark as absent.

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

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.

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

Search:

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

Showing 1 to 19 of 19 entries

First   Previous   1   Next   Last

2.4 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 dateof 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

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

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

    2.4.1.1.   Office Details
    2.4.1.2.   Personal Details
    2.4.1.3.   Time Office Policy
    2.4.1.4.   Shift/WO Policy
    2.4.1.5.   Extra Details

2.4.1.1. 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 organization, company, contractor, department, sub department, category and designation etc to each employee, which he/she belongs to. You can even include the scanned photographs of employee andemployee signature.
5   You can add PF No. of employee.
6   You can add ESI No. of employee.
7   You can add Aadhar No. of the employee.
8   You can add Pan No. of the employee.
9   You can add date of joining of employee.

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

2.4.1.2. 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.

2.4.1.3. 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.

7. **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.

8. **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.

9. **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.

10. **Round the clock work** : If a employee wants to continue next shift, in that case you have to select this option.

11. **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.

12. **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 his half day/short day.

13. **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.

14. **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.

15. **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.

16.   **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.

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

18. **Leave Setup :-** We apply the leave setup to the employee.

19. **Late plan Setup :-** We apply the late setup if we want to deduct the late of the employee.

2.4.1.4. 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 weeklyoff.

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

20. Fixed shift: If an employee comes in a single shift, it means his shift will be fixed.

21. 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.
22. Ignore Shift: It means Employee have no any Shift allotment. He will come in any time.

2.4.1.5. 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.

2.4.2. Update Employee Data: We can update the multiple columns information for multiple employees at a time by excel sheet. When we select the columns and then download the excel sheet. Fill the excel sheet and then select here the path and then click on import data button. Then your data is changing according your sheet.

2.4.3 Employee Bulk Inactive:- We can download an excel file here. Which is filled by

an example data. Fill the excel sheet with your data and import here then fill the employee codes become inactive.

2.5. 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.

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

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

After filling all the parameter click on update button.

You can also delete any Machine Master.

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

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

Update Machine Master

Machine Id:	2
Machine Name:	Test2
Machine Ip:	192.162.0.50
Machine Port	1085
Machine Type:	Attendance ▾

IN OUT   Out ▾

[Update] [Back]

Message ✕

✔ Machine Detail has been updated.
Go To Manage Machine .

[Ok]

3 Transaction

Transaction is used for enter some data directly like manual attendance, overstay or overtime, shift change , punchentry 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 :-

3.1.1. Manual Punch

When an employee forgets his card, in that case you can mark his attendance present through this optionin 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.

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

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

Employee Manual Punch

Paycode Code:	000001	Process from:	01/01/2017	Get Employee Data:	Get Data
Card No:	00000001	Name:	RAJ KAMAL JHA (RTC)	Company:	THE INDIAN EXPRESS PVT LTD
Punch Date:	DD/MM/YYYY	Punch Time:	00:00		
Reason:		Punch Post:	Punch Post Back Data Process		

Punch Detail

Date Office	Status	Shift	Shift Hr.	Late Arr.	Early Dep.	Working Hr.	In1	Out2	Out1	In2	Over Time
01-Jan-2017	WO	OFF									
02-Jan-2017	A	GEN	510								
03-Jan-2017	A	GEN	510								
04-Jan-2017	A	GEN	510								
05-Jan-2017	A	GEN	510								
06-Jan-2017	A	GEN	510								
07-Jan-2017	WO	OFF									
08-Jan-2017	WO	OFF									
09-Jan-2017	A	GEN	510								
10-Jan-2017	A	GEN	510								
11-Jan-2017	A	GEN	510								
12-Jan-2017	A	GEN	510								
13-Jan-2017	A	GEN	510								
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								

Punch Date	Punch Time	P Day	In Out	Is Manual	From Machine	
01-Nov-2017	00:44	Y	N	☐	🗑
03-Nov-2017	17:42	N	N	☐	🗑
04-Nov-2017	00:50	Y	N	☐	🗑
05-Nov-2017	15:09	N	N	☐	🗑
06-Nov-2017	01:14	Y	N	☐	🗑
06-Nov-2017	11:53	N	N	☐	🗑
07-Nov-2017	00:54	Y	N	☐	🗑
07-Nov-2017	12:05	N	N	☐	🗑
08-Nov-2017	13:16	N	N	☐	🗑
08-Nov-2017	23:15	N	N	☐	🗑
09-Nov-2017	13:04	N	N	☐	🗑
10-Nov-2017	00:41	Y	N	☐	🗑
10-Nov-2017	12:00	N	N	☐	🗑

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

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

Employee Manual Punch

Paycode Code:	000001	Process from:	01/11/2017	Get Employee Data:	Get Data
Card No:	00000001	Name:	RAJ KAMAL JHA (RTC)	Company:	THE INDIAN EXPRESS PVT LTD
Punch Date:	DD/MM/YYYY	Punch Time:	00:00		
Reason:		Punch Post:	Punch Post Back Data Process		

Punch Detail

Date Office	Status	Shift	Shift Hr.	Late Arr.	Early Dep.	Working Hr.	In1	Out2	Out1 In2	Over Time
01-Nov-2017	A	GEN	510							
02-Nov-2017	A	GEN	510							
03-Nov-2017	SRT	SE2	510			428	03-Nov-2017 17:42	04-Nov-2017 00:50		
04-Nov-2017	WO	OFF								
05-Nov-2017	POW	OFF				605	05-Nov-2017 15:09	06-Nov-2017 01:14		605
06-Nov-2017	P	SA1	510			781	06-Nov-2017 11:53	07-Nov-2017 00:54		271
07-Nov-2017	MIS	SA1	510				07-Nov-2017 12:05			
08-Nov-2017	P	SA2	510	16		599	08-Nov-2017 13:16	08-Nov-2017 23:15		89
09-Nov-2017	P	SA2	510			697	09-Nov-2017 13:04	10-Nov-2017 00:41		187
10-Nov-2017	MIS	SA1	510				10-Nov-2017 12:00			
11-Nov-2017	WO	OFF								
12-Nov-2017	WO	OFF								
13-Nov-2017	A	GEN	510							
14-Nov-2017	A	GEN	510							
15-Nov-2017	A	GEN	510							
16-Nov-2017	A	GEN	510							
17-Nov-2017	P	SA1	510			569	17-Nov-2017 12:00	17-Nov-2017 21:29		59
18-Nov-2017	WO	OFF								

Punch Date	Punch Time	P Day	In Out	Is Manual	From Machine	
01-Nov-2017	00:44	Y	N	☐	🗑
03-Nov-2017	17:42	N	N	☐	🗑
04-Nov-2017	00:50	Y	N	☐	🗑
05-Nov-2017	15:09	N	N	☐	🗑
06-Nov-2017	01:14	Y	N	☐	🗑
06-Nov-2017	11:53	N	N	☐	🗑
07-Nov-2017	00:54	Y	N	☐	🗑
07-Nov-2017	12:05	N	N	☐	🗑
08-Nov-2017	13:16	N	N	☐	🗑
08-Nov-2017	23:15	N	N	☐	🗑
09-Nov-2017	13:04	N	N	☐	🗑
10-Nov-2017	00:41	Y	N	☐	🗑
10-Nov-2017	12:00	N	N	☐	🗑

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 willshow manual.

3.1.2. Canteen Manual Punch: Canteen manual punch working is same as Attendance manual punch but the difference is this option is working for canteen punch data with canteen machines.

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

3.1.4. Import In-Out : Through this option we can enter manual punches by excel file for multiple date and multiple employees.

3.2. Shift Change Window :- Through this option we can change shifts and week off.

3.2.1 Shift change window

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

3.2.2. Shift Multi Transaction (By Range)

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.

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

3.2.3. Import Single Shift from Excel

3.3 Overtime :- Through this operation we can manipulate the Overtime.

3.3.1 Overtime (Approval) :- When Overtime is not running on Auto Approve, if any employee is working overtime, the overtime appears here and then the user approves the overtime from here.

3.3.2. Manual Overtime :- Through this option we can change the or give the overtime manually to any employee from here.

3.3.3. OverStay To Overtime :- Through this operation user can change overstay to overtime.

3.4 Holiday

You can add all holidays from this option.

3.5 Attendance Adjustment :- Through this operation user can adjust the attendance for multiple employees for any date.

4. Gate Pass :- Through this operation we can insert and delete the gate pass.

4.1. Gate Pass Insert : - We can insert gate pass through this operation. User can insert two type of gate pass (i)Official Gate Pass, (ii)Personal Gate Pass.

4.2. Gate Pass Details:- After inserting the gate pass we can see the details of gate pass from here.

5. Data process

5.1. 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.

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

5.2. 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.

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.

5.3. Back Date Processing

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

5.4. Re-processing

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

5.5. Attendance Lock:- Through this operation we can lock attendance of a particular date, week and month. When user locks attendance then any other operation does not impact on locked attendance.

5.6. Late Plan Process :- This operation is working on attendance according to the late deduction plan.

6. Leave Management
6.1 Leave Application:-Through this option, leave can be posted and deleted.

6.1.1. Leave Posting:- Go to Leave management ⮞Leave Application⮞Click on **Posting** Option.

.

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

* 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.

6.1.2. 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 detailswill 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.

6.2. Leave Setup:-

6.2.1. 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.

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.

- 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.
- 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.

After clicking on Edit button the page appear as:

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

6.2.2. 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.

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

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.
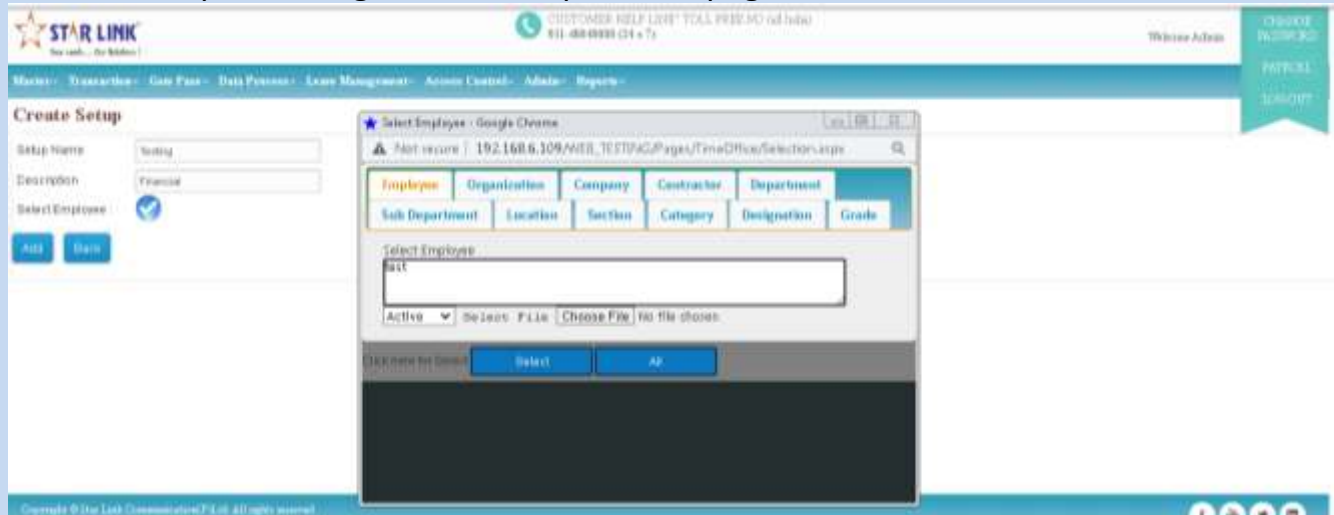
- **Managing leave setup Master**.

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

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

- For instance we have chosen CL type leave:

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 accured on the basis of Yearly and monthly and some more sub-sections you will get to click which is explain below:

- 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:-

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

Case2:-

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

● Case3:-

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 fromPrevious"** option must be unchecked.

(Here Accural on Month is NO)

Case4:-

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 Accural on Month is Yes).

Note:-
1. In Leave Type C-off/LOP/OD "Is Accrual" checkbox must beunchecked.
2. In Leave Type LOP (Leave without Payment)/OD (Out Duty) "Is Negative Allow checkbox must be checked.

6.3. Leave Accrual:-

6.3.1 Leave Accrual :-

Go to Leave Management ⬚Leave Accrual ⬚Leave **Accrual option.**

- After Clicking Leave Accrual option, Leave Accrual page is display as:
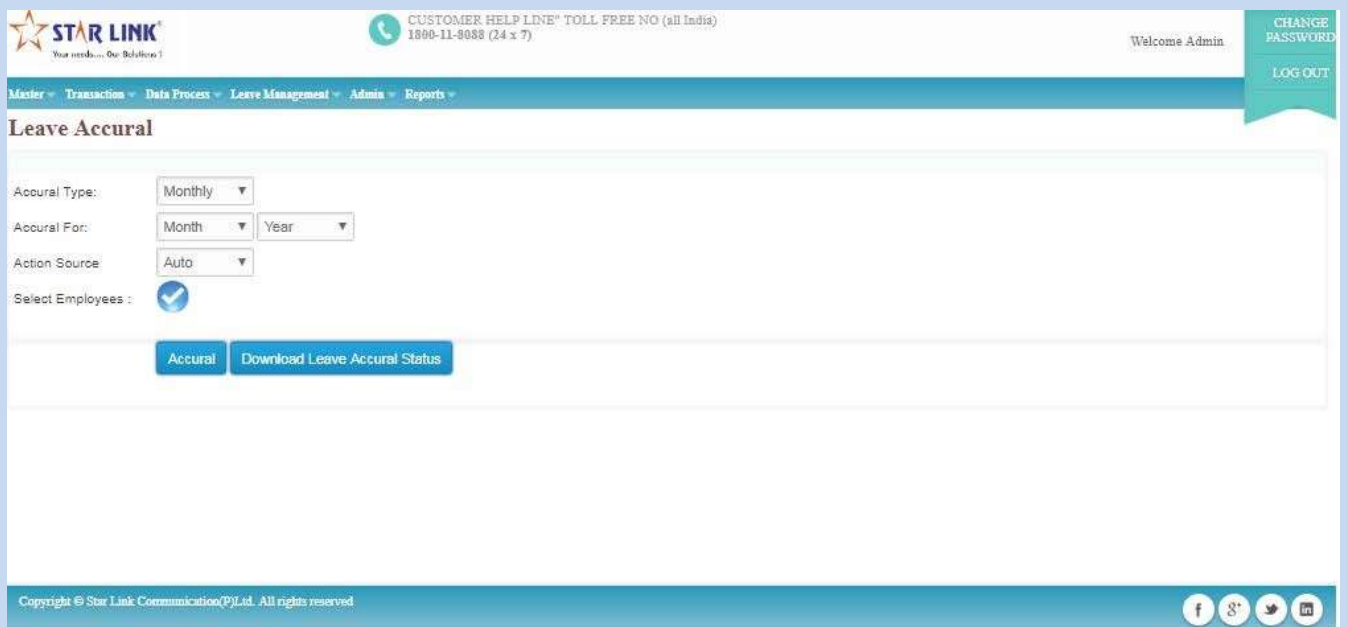
Leave can be accured as :
  i) Monthly
  ii) Yearly

- 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 massage "Leave Accrual Successfully" and Click on Ok button.

vi) Click on "Download Leave Accrual Status" and Report in Excel formatis generated.

Leave Accrual Status Report:-

Sno	Code	Name	Company	Departme	Catagory (	Location C	Leave Cod	Accured L	Days On A Year		Leave Yea	Accural Type
1	000001	RAJ KAMAL JHA	TIE	141	CTR	L41	CL	0.5	0.00	2017	2017	Month
2	000001	RAJ KAMAL JHA	TIE	141	CTR	L41	PL	2.5	0.00	2017	2017	Month
3	000001	RAJ KAMAL JHA	TIE	141	CTR	L41	SL	0.33	0.00	2017	2017	Month
4	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	CL	0.5	0.00	2017	2017	Month
5	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	PL	2.5	0.00	2017	2017	Month
6	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	SL	0.33	0.00	2017	2017	Month
7	000004	Vaidehi Thakar	TIE	125	CTR	L35	CL	0.5	0.00	2017	2017	Month
8	000004	Vaidehi Thakar	TIE	125	CTR	L35	PL	2.5	0.00	2017	2017	Month
9	000004	Vaidehi Thakar	TIE	125	CTR	L35	SL	0.33	0.00	2017	2017	Month
10	000005	Sunil Jain	TIE	140	CTR	L41	CL	0.5	0.00	2017	2017	Month
11	000005	Sunil Jain	TIE	140	CTR	L41	PL	2.5	0.00	2017	2017	Month
12	000005	Sunil Jain	TIE	140	CTR	L41	SL	0.33	0.00	2017	2017	Month
13	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	CL	0.5	0.00	2017	2017	Month
14	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	PL	2.5	0.00	2017	2017	Month
15	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	SL	0.33	0.00	2017	2017	Month
16	000020	R C MALHOTRA	TIE	132	CTR	L40	CL	0.5	0.00	2017	2017	Month
17	000020	R C MALHOTRA	TIE	132	CTR	L40	PL	2.5	0.00	2017	2017	Month
18	000020	R C MALHOTRA	TIE	132	CTR	L40	SL	0.33	0.00	2017	2017	Month

Row 1: Company ...NE,GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXPR

Row 2: Run Date & Time :-27/12/2017

Row 3: LeaveAccuralDetail for Nov 2017

- **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.
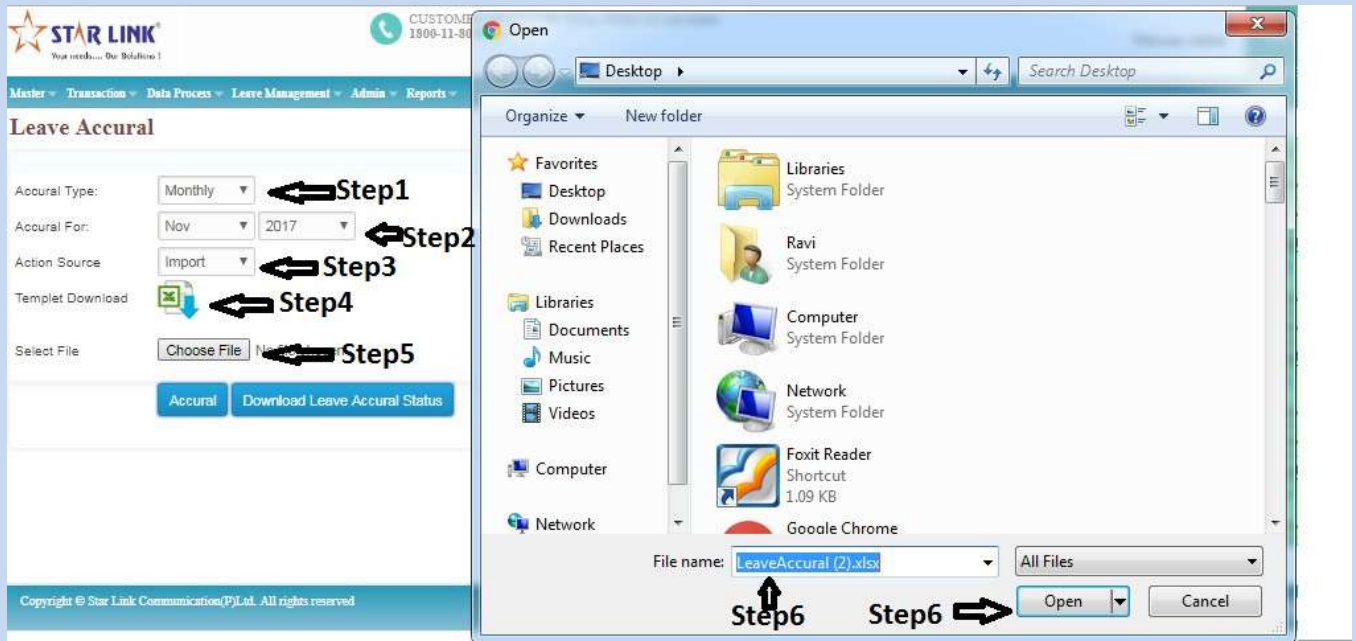
v) Click on "Choose file" button, and Select Import Excel file.

vi)Click on "Accrual" button.
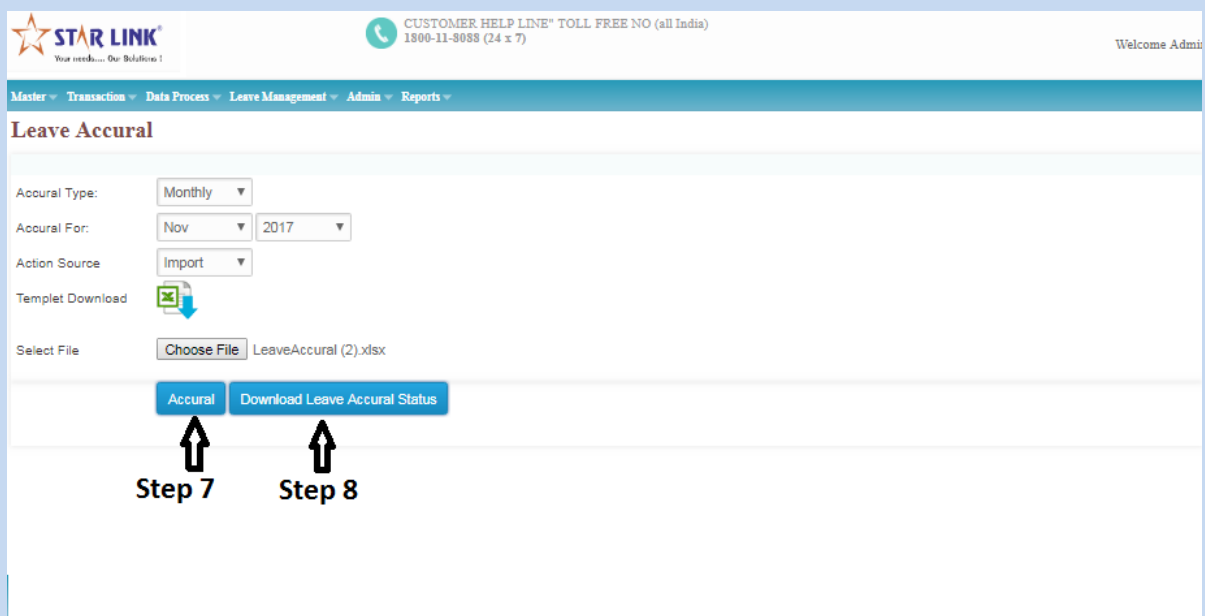
After successful accrual, Excel will be generated automatically showing status.

LeaveAccuralResult (8) - Microsoft Excel

	A	B	C	D	E
1	ID	PAYCODE	LEAVECOD	ACC_VALU	ERROR_MSG
2	1	000001	PL	4	Updated successfully
3	2	000002	PL	4	Updated successfully
4	3	000004	PL	4	Updated successfully
5	4	000005	PL	4	Updated successfully
6	5	000008	PL	4	Updated successfully
7	6	000020	PL	4	Updated successfully
8	7	000001	CL	3	Updated successfully
9	8	000002	CL	3	Updated successfully
10	9	000004	CL	3	Updated successfully
11	10	000005	CL	3	Updated successfully
12	11	000008	CL	3	Updated successfully
13	12	000020	CL	3	Updated successfully

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1			Company Name:-NONE,GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXPR											
2			Run Date & Time :-27/12/2017											
3			LeaveAccuralDetail for Nov 2017											
4														
5	Sno	Code	Name	Company	Departme	Catagory (	Location C	Leave Cod	Accured L	Days On A Year		Leave Yea	Accural Type	
6	1	000001	RAJ KAMAL JHA	TIE	141	CTR	L41	CL	3	0.00	2017	2017	Month	
7	2	000001	RAJ KAMAL JHA	TIE	141	CTR	L41	PL	4	0.00	2017	2017	Month	
8	3	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	CL	3	0.00	2017	2017	Month	
9	4	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	PL	4	0.00	2017	2017	Month	
10	5	000004	Vaidehi Thakar	TIE	125	CTR	L35	CL	3	0.00	2017	2017	Month	
11	6	000004	Vaidehi Thakar	TIE	125	CTR	L35	PL	4	0.00	2017	2017	Month	
12	7	000005	Sunil Jain	TIE	140	CTR	L41	CL	3	0.00	2017	2017	Month	
13	8	000005	Sunil Jain	TIE	140	CTR	L41	PL	4	0.00	2017	2017	Month	
14	9	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	CL	3	0.00	2017	2017	Month	
15	10	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	PL	4	0.00	2017	2017	Month	
16	11	000020	R C MALHOTRA	TIE	132	CTR	L40	CL	3	0.00	2017	2017	Month	
17	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 massage "Leave Accrual Successfully" then Click on ok button.

  vii)　Click on "Download Leave Accrual Status" and Report in Excel willbe generated.

- **Leave Accrual Status Report:-**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1			**Company Name:- Star Link Communiacation Pvt Ltd**												
2			Run Date & Time :-27/12/2017												
3			LeaveAccuralDetail for 2017												
4															
5	Sno	Code	Name	Company	Departme	Catagory (	Location C	Leave Cod	Accured L	Days On A Year		Leave Yea	Accural 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):-**
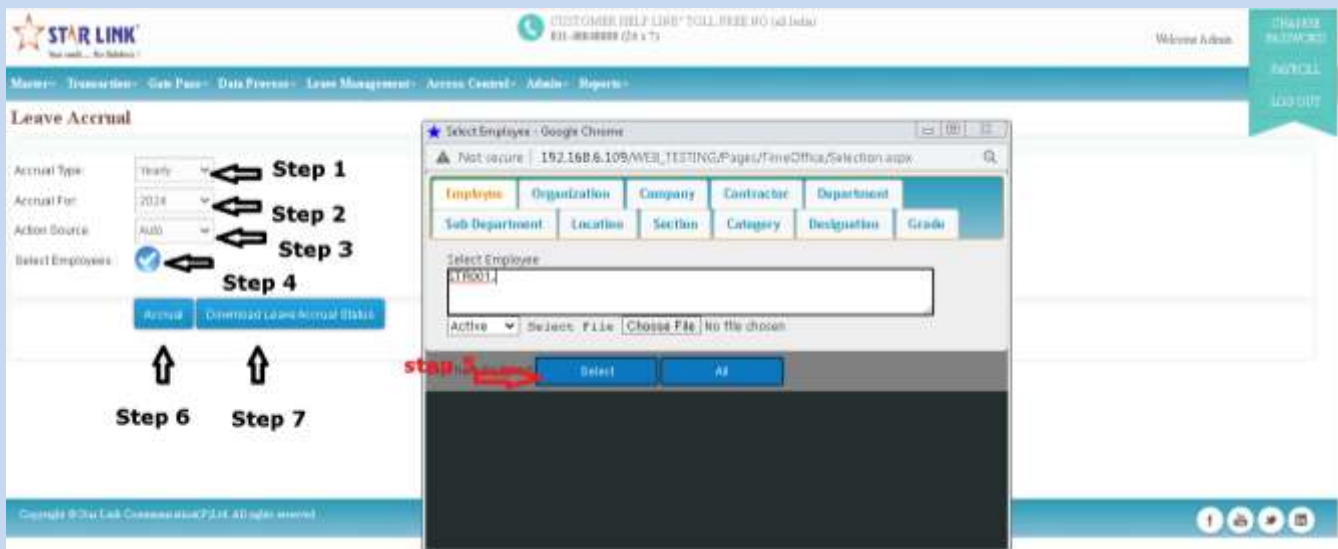   i) Click on "Accrual type" drop down box and Select Yearly.

    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	LEAVECOI	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															

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

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

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

Leave Accrual Report:-

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1			Company Name:-NONE											
2			Run Date & Time :-27/12/2017											
3			LeaveAccuralDetail for 2017											
4														
5	Sno	Code	Name	Company	Departme	Catagory (	Location C	Leave Cod	Accured L	Days On A	Year	Leave Yea	Accural Type	
6	1	T1401	Ravi T1401	C01	D01	C00	L01	EL	14	0.00	2017	2017	Year	
7	2	T1401	Ravi T1401	C01	D01	C00	L01	CL	12	0.00	2017	2017	Year	
8	3	T1402	Ravi T1402	C01	D01	C00	L01	EL	14	0.00	2017	2017	Year	
9	4	T1402	Ravi T1402	C01	D01	C00	L01	CL	12	0.00	2017	2017	Year	
10	5	T1403	Ravi T1403	C01	D01	C00	L01	EL	14	0.00	2017	2017	Year	
11	6	T1403	Ravi T1403	C01	D01	C00	L01	CL	12	0.00	2017	2017	Year	
12	7	T1404	Ravi 1403	C01	D01	C00	L01	EL	14	0.00	2017	2017	Year	
13	8	T1404	Ravi 1403	C01	D01	C00	L01	CL	12	0.00	2017	2017	Year	
14	9	T1405	Ravi T1405 isflexi	C01	D01	C00	L01	EL	14	0.00	2017	2017	Year	
15	10	T1405	Ravi T1405 isflexi	C01	D01	C00	L01	CL	12	0.00	2017	2017	Year	
16														
17														

6.3.2. Leave Accrual Manual :- Through this operation we can give the leave data manually to employess.

6.3.3. C-OFF Import Balance:- Through this operation we can insert the coff opening balance for employees through excel file.

6.4. 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.**
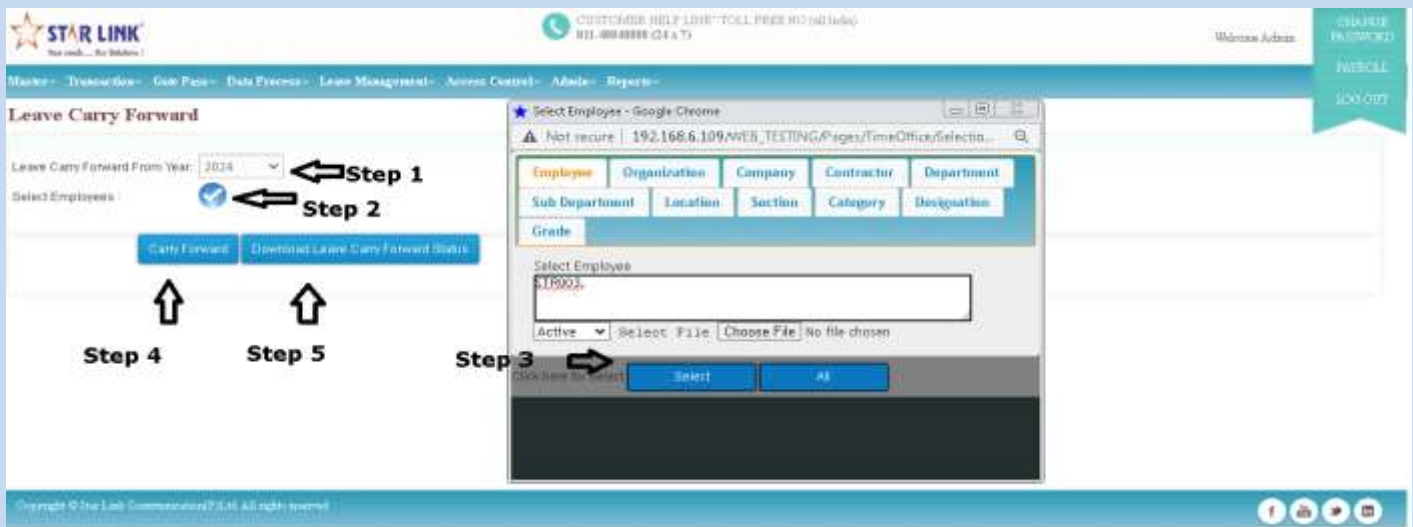
● Go to **Leave Management Menu** and Click on **Leave Carry Forward.**

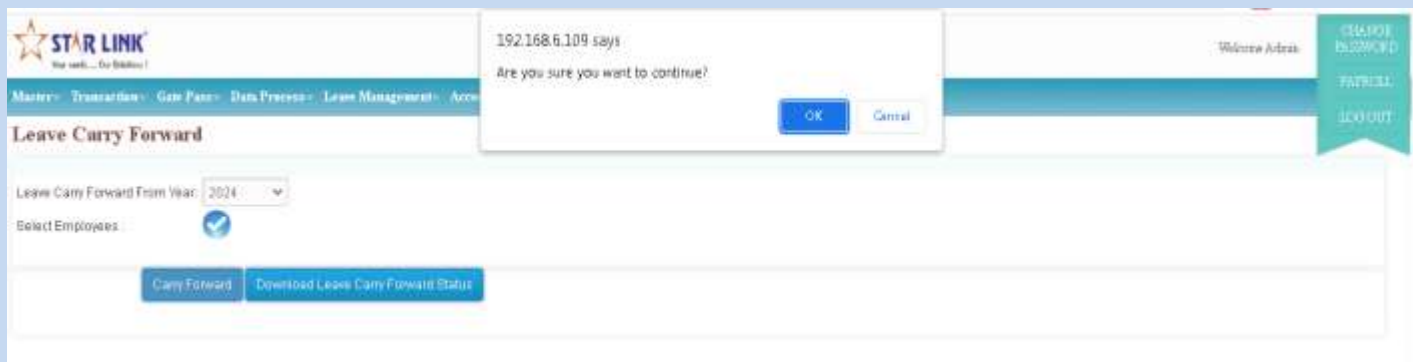After Clicking Leave Carry Forward option Leave Carry forward page willbe display.

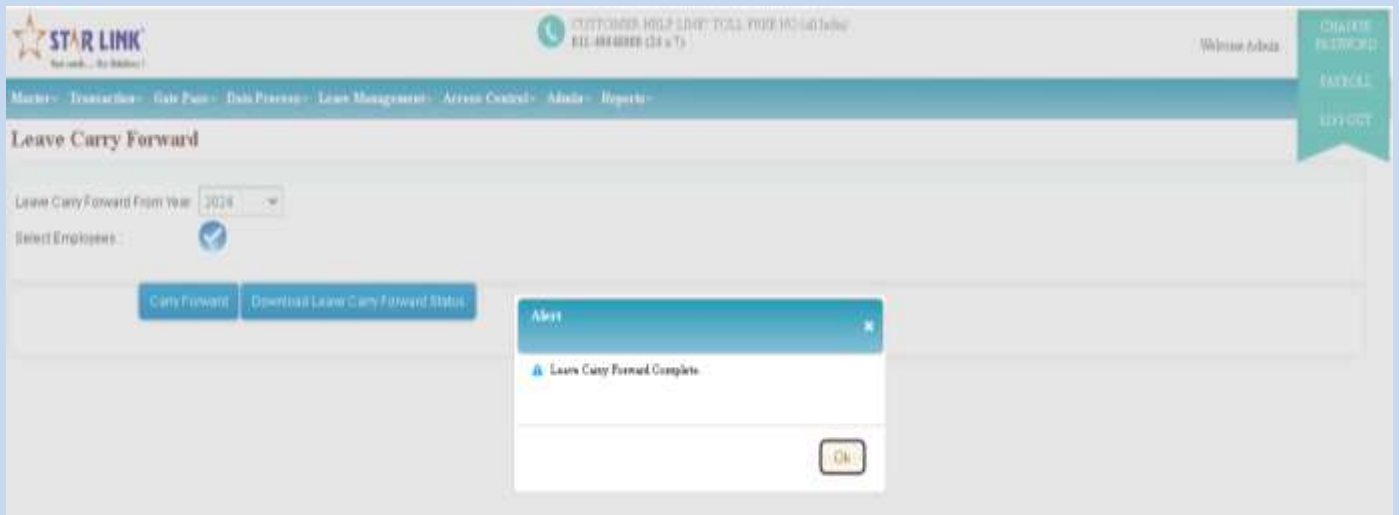● Select Leave Year eg 2024 and Select Employee through Employee Selection.

- After Selection of Employee Click on Carry Forward button. And after click carry forward button one message pop box open, Click on "OK".
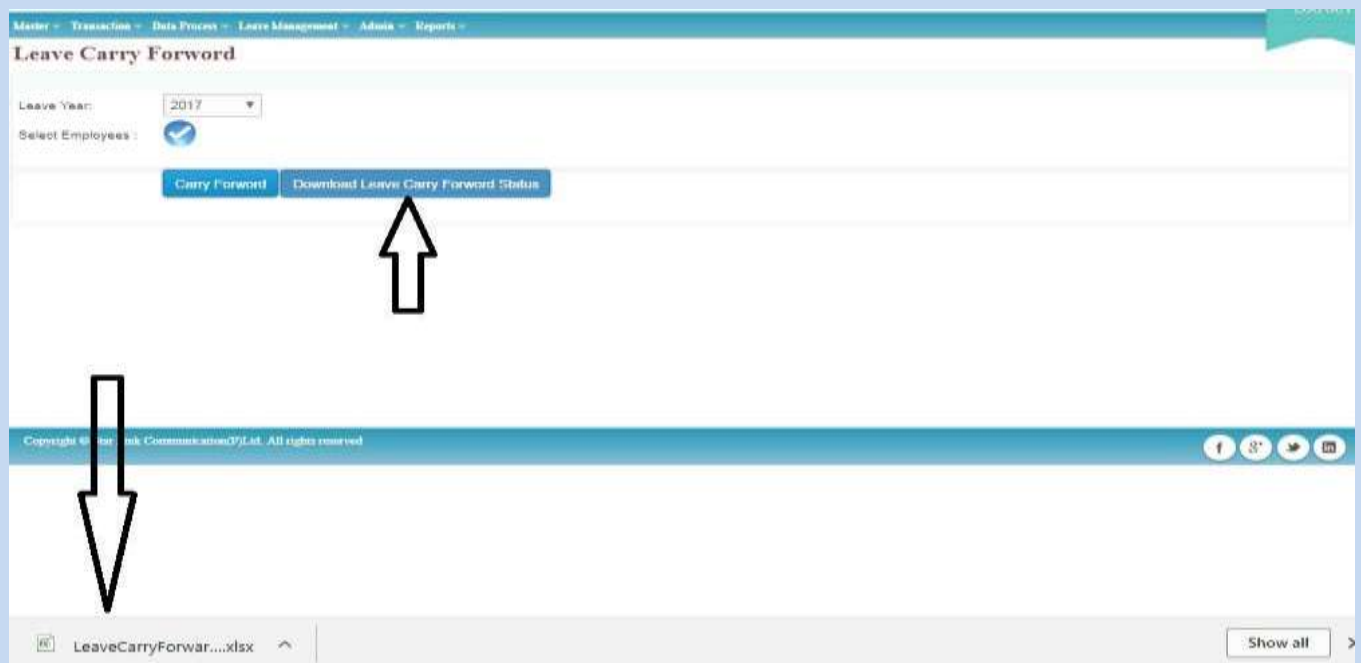

- After click on Ok button one more massage box of OK will display.

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

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

- 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	LEAVECOL	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	

6.5. Leave Encash :- If user want to encash the leave data then the user can use this operation.

6.5.1. Leave Encash:

6.5.2. C-Off Encash:- We can also encash the coff leaves.

6.5.3. C-Off Encash Delete :- If user want to delete the encash coff leaves then the user use this operation and this operation roll back the encash data.

7. Admin:-

7.1. Time office Setup

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

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.

- 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.
- Premis Early min auto shift: By setting this time duration, if an employee is coming earlier, thatemployee 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 afterworking 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, accured 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).

In out Applicable: -

General Setup

Gate Pass :

7.2. 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.

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

STAR LINK

CUSTOMER HELP LINE" TOLL FREE NO (all India)
011-0000000 (24 x 7)

Welcome Admin

CHANGE PASSWORD
PAYROLL
LOGOUT

Master Transaction Gate Pass Data Process Leave Management Access Control Admin Reports

Update Employee

Select Employee: ✓   Clear Selection

Office Detail | OT/OH Policy | RTC Policy | Punch Policy | Late/Early Policy | SRT/HLF Policy | Shift policy | WO Policy

OT/OH Policy

Overtime/OverStay ☑ Over Ti... ▾   Rate 000.00   IsCOF Applicable ☐   Is OT on WO/HLD ☐

Update (Note: OT Checkbox should be check on COF Or OT on WO/HLD)

STAR LINK

Update Employee

Select Employee: ✓   Clear Selection

Office Detail | OT/OH Policy | RTC Policy | Punch Policy | Late/Early Policy | SRT/HLF Policy | Shift policy | WO Policy

RTC Policy

Round The Clock Working: ☐

Update

STAR LINK

Update Employee

Select Employee: ✓   Clear Selection

Office Detail | OT/OH Policy | RTC Policy | Punch Policy | Late/Early Policy | SRT/HLF Policy | Shift policy | WO Policy

Punch Policy

Punch required in day   Two ▾

Update

No Punch
Single
Two
Four
Multiple

STAR LINK

Update Employee

Select Employee: ✓   Clear Selection

Office Detail | OT/OH Policy | RTC Policy | Punch Policy | Late/Early Policy | SRT/HLF Policy | Shift policy | WO Policy

Late/Early Policy

(Please check which you want to update in Employee master)

Permissible Late Arrival: 00:00 ☐(Time in Hours)

Permissible Early Departure: 00:00 ☐(Time in Hours)

Maximum Working Hours in day: 23:00 ☐(Time in Hours)

Update

STAR LINK
CUSTOMER HELP LINE* TOLL FREE NO (all India)
011-4000000 (24 x 7)
Welcome Admin
CHANGE PASSWORD
PAYROLL
LOGOUT

Master | Transaction | Gate Pass | Data Process | Leave Management | Access Control | Admin | Reports

Update Employee

Select Employee: ☑️   [Clear Selection]

| Office Detail | OT/OS Policy | RTC Policy | Punch Policy | Late/Early Policy | SRT/HLF Policy | Shift policy | WO Policy |

SRT/HLF Policy

Consider Time Loss	☐	Half Day marking	☑	Short Leave Marking	☑
Present Marking Duration	[03:00] (Time in Hours)	Max Work for Half Day	[06:00] (Time in Hours)		
Max Absent Hours for Short Day	[02:00] (Time in Hours)				

[Update]

STAR LINK
CUSTOMER HELP LINE* TOLL FREE NO (all India)
011-4000000 (24 x 7)
Welcome Admin
CHANGE PASSWORD
PAYROLL
LOGOUT

Master | Transaction | Gate Pass | Data Process | Leave Management | Access Control | Admin | Reports

Update Employee

Select Employee: ☑️   [Clear Selection]

| Office Detail | OT/OS Policy | RTC Policy | Punch Policy | Late/Early Policy | SRT/HLF Policy | Shift policy | WO Policy |

Shift Policy

Shift Type	[Fixed ▾]	Select Shift	[Select ▾]
Shift Pattern	First [Select ▾]	Second [Select ▾]	Third [Select ▾]
Remaining Day	[ ]	Change After Day	[ ]
Run Auto Shift	☑	Select Shift	[Select ▾] [Add]
		Run Auto Shift	[ ]

[Update]

STAR LINK
CUSTOMER HELP LINE* TOLL FREE NO (all India)
011-4000000 (24 x 7)
Welcome Admin
CHANGE PASSWORD
PAYROLL
LOGOUT

Master | Transaction | Gate Pass | Data Process | Leave Management | Access Control | Admin | Reports

Update Employee

Select Employee: ☑️   [Clear Selection]

| Office Detail | OT/OS Policy | RTC Policy | Punch Policy | Late/Early Policy | SRT/HLF Policy | Shift policy | WO Policy |

Weekly Off Policy

First WO	[None ▾]	Second WO	[None ▾]
Second WO Day	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Second WO Type	[Full ▾]
Half day Shift	[Select ▾]		

[Update]

7.3 Mail Setting:

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

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 After doing all mail setting press update.

7.4. Create User : Through this operation we can make the another user with role based authentication.

7.4.1. User: Through this page we can create multiple users with role based authentication as shown in below picture. We can give the limited permission to another users.

7.4.2. User Log :- This operation create the logs of working of another users.

7.4.3. Employee

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

7.5. Import/Export Data:-

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

7.5.2. 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.

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

7.5.3. Import Data From Excel

7.6. 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.

7.6.1. Column Setup:-

Go to Admin⬜Report Configuration ⬜ Click on Column Setup

On clicking Column setup, Page will look like as :

- 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,

7.6.2. Create Report:-

- Go to Admin Report Configuration ▯ Click on Create Report.
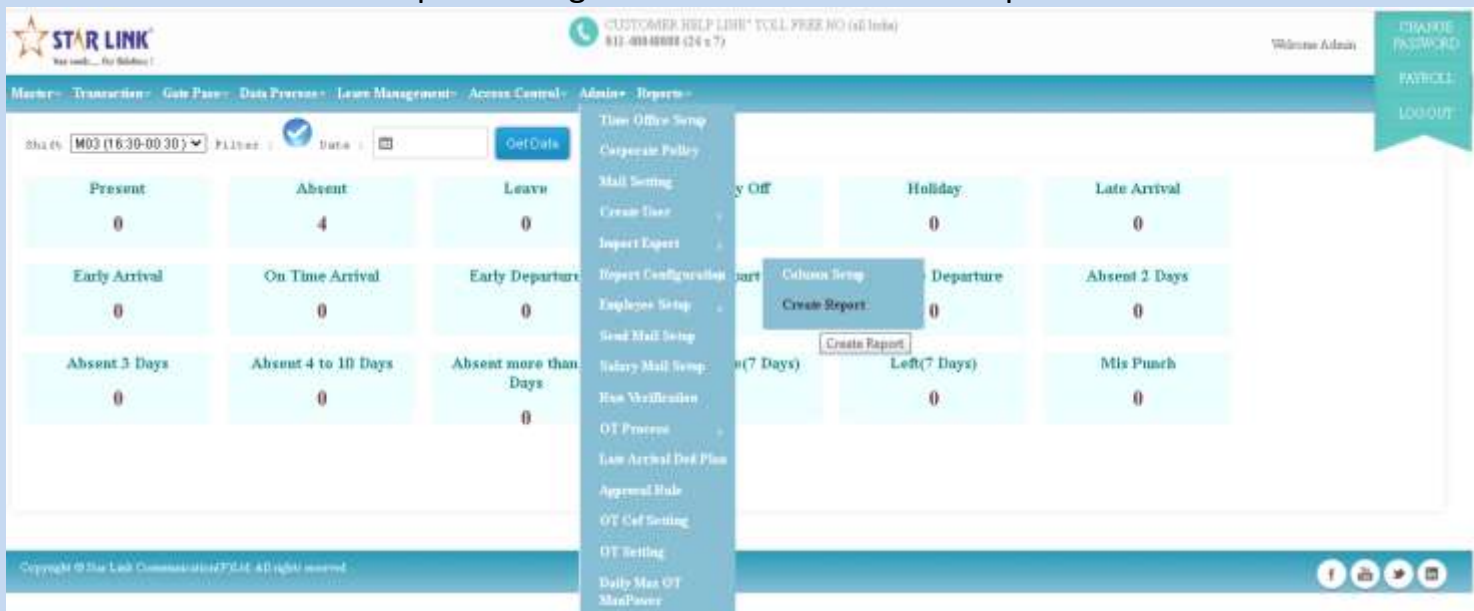
On Clicking Create report option, Report Master Page will be displayed as:

- **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 reportname in Report Name text box.

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

- Click on "Map Column" button. And message will be displayed like Report Created Successfully.
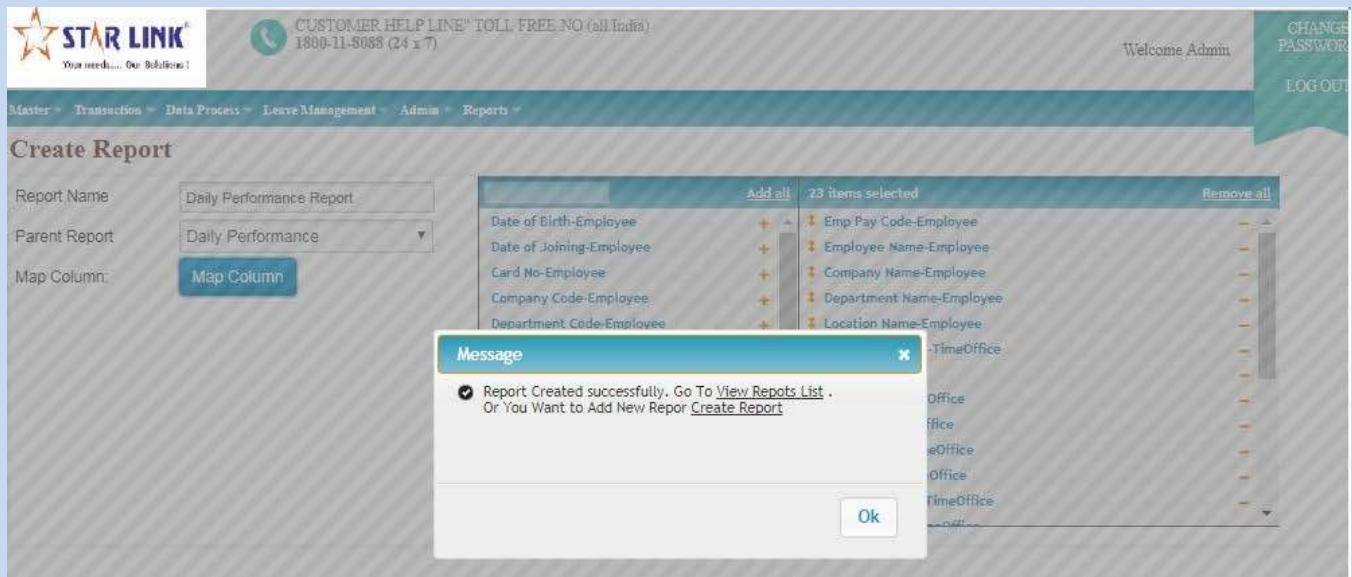
- Click on Ok button. Go to Report master page , you can see created reportavailable in page.

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

7.7. Employee Setup: This operation is used to create the auto generate paycode for employees.

7.7.1. Add / Update Auto Code :-

7.8. Send Mail Setup :- Send mail setup is use for sending the reports via mail.

7.9. Salary Mail Setup :- Salary mail setup is use for sending salary slip on mail.
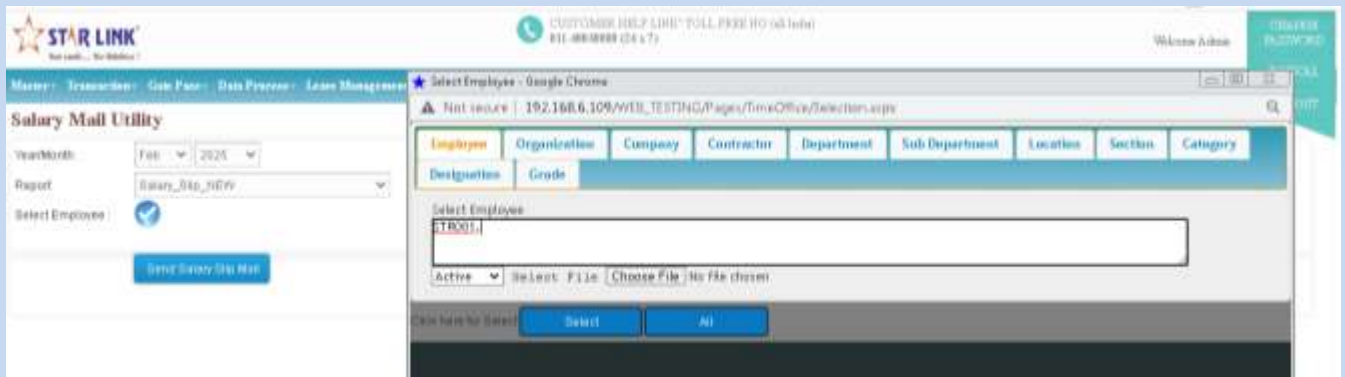
7.10. Run Verification:

Note: - 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.
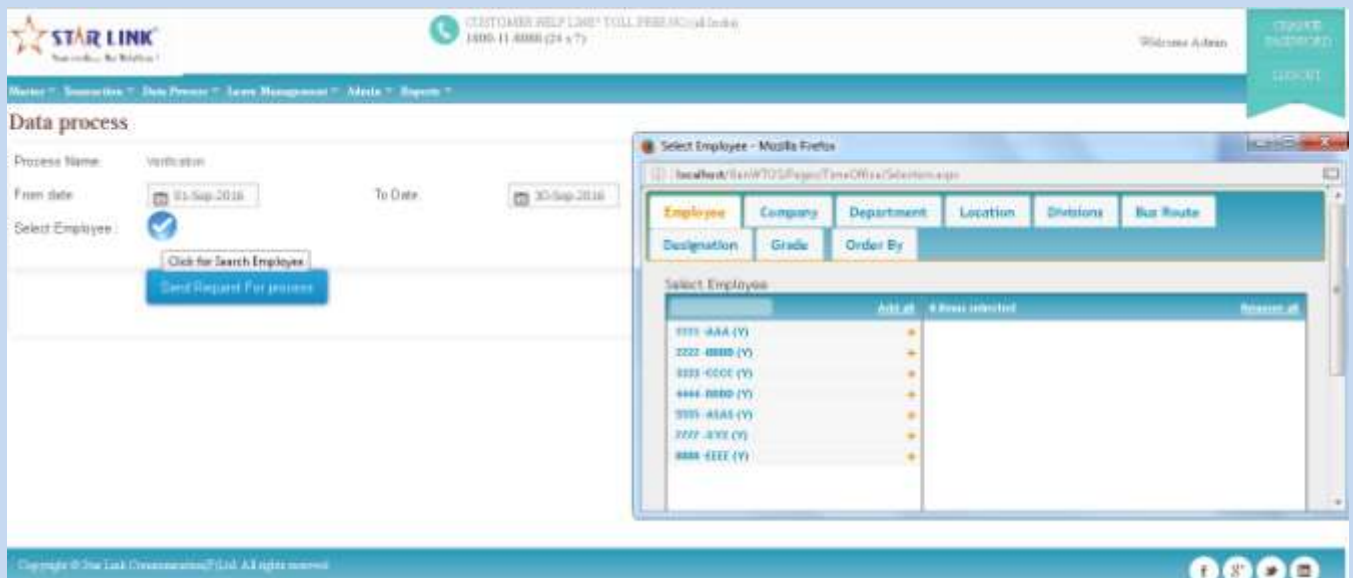
7.11. Late Arrival Deduction :- This feature is use to deduct the attendance of the employees for coming late arrival.

7.11.1. Add Late Arrival deduction plan

1. Write the plan code with three digits like. L01 etc.

2. Write the name of late plan.

3. Serial number is follow the auto generated series.

4. Then write the exempt days.

5. Then fill late minutes for the checking of late coming time.

6. Then give the every late days which is calculating attendance.

7. Then select the deduction value of attendance.

8. Then select the type of deduction which is deduct by late plan.

7.12. Approval Rule :- Approval rule is use for working on approval basis operations ex. manual punch, Shift Roster and Overtime.

7.12.1. Add Approval Rule:

1. First select the type of approval operation.

2. Then write the name what you want for your rule.

3. Then write the description of the rule.

4. Then select the requester user ID.

5. Then select the approver user ID on level basis.

7. Then assign the companies which is working under approval rule.

8. Then assign the branch which branch of the company is working under approval rule.

7.13. COF OT Setting :- This operation is use for approve the coff via LMS Software.

Add new COF Settings

The End