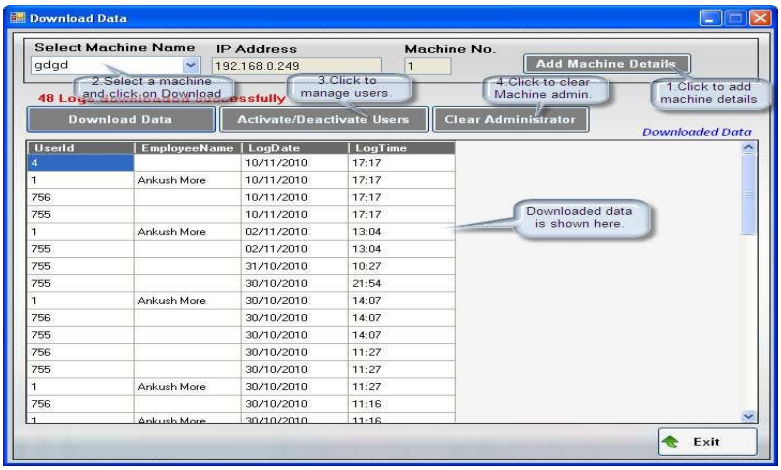


Step1: Download Data from Machine

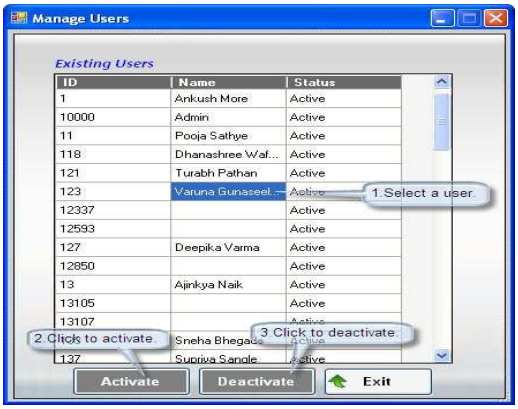
AlltheseactivitiesrequireproperconnectionofAttendanceMachineinLAN

Download data from Machine:

TiMEandPAY OFFICE provides the user with a facility to directly connect to the Attendance machine through LAN and download users and attendance logs from the machine.
The form structure is as shown above.
With this form you can-
1. Add multiple Attendance Machine details.
2. Download Users and Attendance logs from machine.
3. Activate/Deactivate Users.
4. Clear Attendance Machine Administrator.

Add Machine Details Form

Ø **Activate/Deactivate Users Form**



Steps to add Machine Details:

1. Click on "**Add Machine Details**" and small form pops up as shown in the left column above.

2. Enter the machine name, IP address and machine number. All the fields are mandatory

3. Click "**Save**" to save the machine details to the database.

Now you will observe that the entered machine details appear in the Available Machines list on the right side.

Delete Machine: Select any machine from the "**Available Machines**" list and click on "**Delete**".

Steps to Download Data from Machine:

1. All the available machine names are loaded in the Machine Name Combo. Please select the required machine. On selection the machine number IP of the selected machine is shown in the controls at the side.

2. Please make sure that the selected machine is properly connected in LAN.

To confirm you can type the following command in your System by going into **Start->Run->In the textbox type "ping",** then give 1 space, type the machine IP and enter. e.g. **"ping 192.168.0.201"** and then press enter. A black screen will pop up. Check if you get TTL response from machine or not. If you get response like "**TTL 64**" multiple times, the machine is properly connected in LAN .**If you get "Request timed out", it means your machine is not properly connected in LAN**.

3. Click on "**Download Data**" to start downloading. The downloaded data is displayed in the grid below.

Steps To Activate/Deactivate Users:

1. Click on "**Activate/Deactivate Users**" button. Manage Users form will pop up as shown above.

2. All the users with their ID, Name and the current status are loaded in the grid.

3. Select a particular user and click on "**Activate**" or "**Deactivate**" as required. The change in status is immediately reflected in the grid. **Steps to Clear Administrator from attendance Machine:**

1. Click on "**Clear Administrator**" button.

AlltheseactivitiesrequireproperconnectionofAttendanceMachineinLAN

Step 2: MASTER Entry

Ø **Company Master**

Company Master:

TiMEandPAYOFFiCE provides the user with a facility to maintain multiple **Companies**. Under each Company you can have multiple locations. For each Location you can have multiple Departments.

Company Master is the form provided to serve the purpose. The form structure is as shown above.

With this form you can-

1. **Add** a new Company

2. Set Financial Year for that Company

3. **Edit/Delete** the existing company.

Steps to Add Company Details:

1. You can manage multiple companies in a single click.

2. Enter the Company Name, Financial Start Year which is mandatory of all the companies required. Financial Year End is calculated automatically.

3. Enter other details such as phone number, address and email address.

4. You can also mark a particular company as default by checking the default checkbox in the rightmost column.

5. Please select all the records that you want to save with the help of checkbox provided in the first column.

6. Click "**Save**" to save the selected company details to the database.

Edit Details Of Existing Companies:

When the form opens, all the existing companies and their details are displayed in the grid.

1. Please select the companies which you want to edit. Change the desired field data by directly typing into the grid.

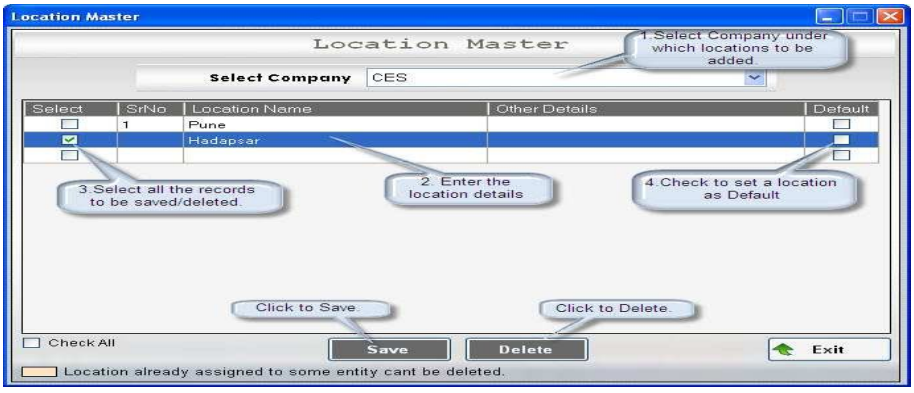
2. Click on "Save" to save details at once.

Delete Existing Companies:

1. Please select all the companies you wish to delete.

2. Click on "Delete" to delete the companies at once.

Ø **Location Master**



Location Master:

TiMEandPAY OFFICE provides the user with a facility to maintain multiple Locations under each added Company. Location Master is the form provided to serve the purpose. The form structure is as shown above.

With this form you can-

1. Add a new Location

2. Edit/Delete the existing locations.

Select the company under which you want to add/update/delete the locations.

Locations available under the selected company are listed in the grid as soon as you select some company.

Steps to Add New Location:

1. You can manage multiple locations in a single click.

2. Enter the Location Name which is mandatory and other details if required.

3. Please select all the records that you want to save with the help of checkbox provided in the first column.

4. Click "Save" to save the selected Location details to the database.

Edit Details Of Existing Locations:

On selecting a particular company, all the existing locations and their details under that company are displayed in the grid.

1. Please select the locations which you want to edit. Change the desired field data by directly typing into the grid.

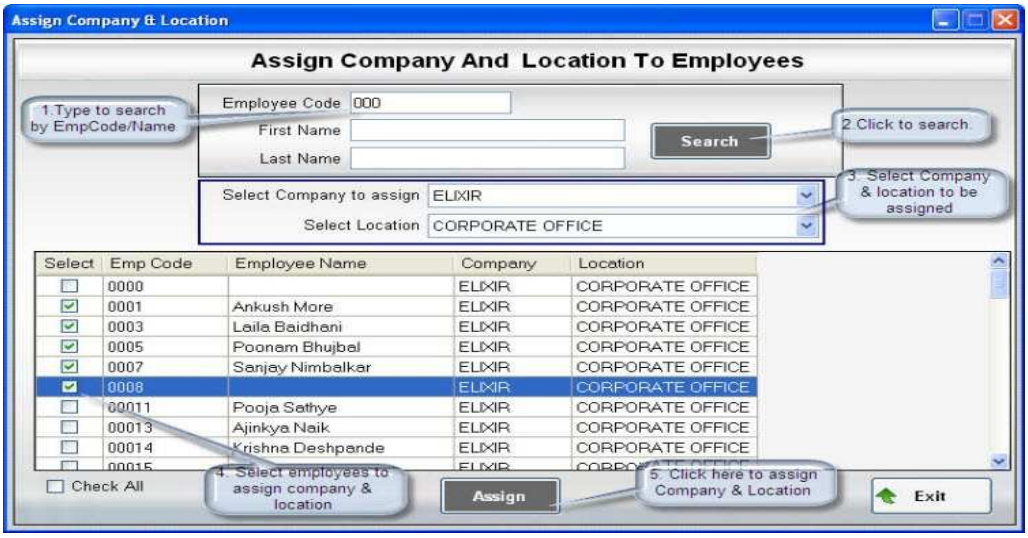
2. Click on "Save" to save details at once.

Delete Existing Locations:

1. Please select all the locations you wish to delete.

2. Click on "Delete" to delete the locations at once.

3. **Assign Company and Location**



Assign Company & Location:

TiMEandPAY OFFICE provides the user with a facility to assign employee to certain company out of multiple companies. You can assign company & location to an employee or a number of employees at a time.

Assign Company is the form provided to serve the purpose. The form structure is as shown above.

With this form you can-

1. Assign company and location for an employee.

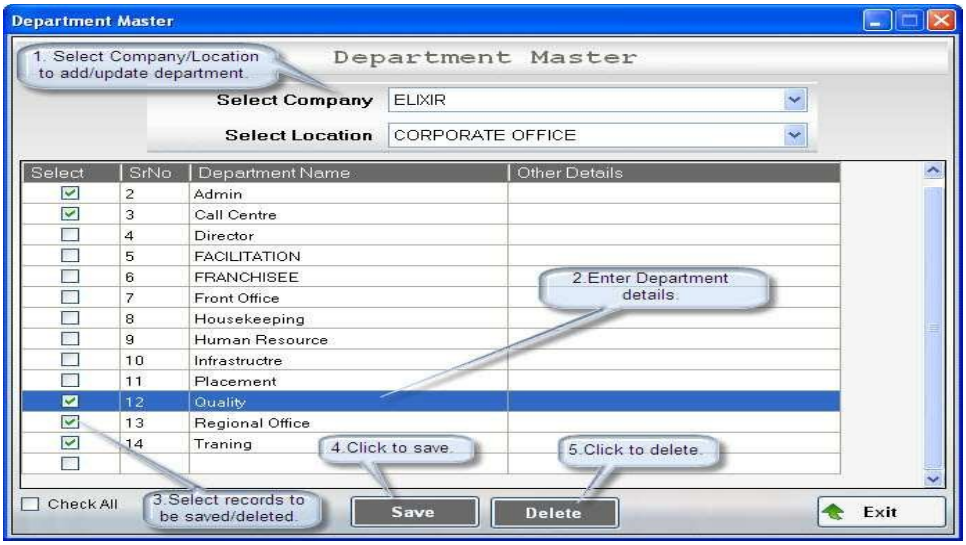
\Steps to assign Company & Location:

1. The employee list will be shown according to the user authority. You need to select the required employees.

2. Select the company & location which you want to assign.

3. Click on Assign. You can see the assigned Company & Location against those employees in the grid.

Ø **4. Department Master**



Department Master:

TiMEandPAYOFFiCE provides the user with a facility to maintain multiple Departments under each added Location. Department Master is the form provided to serve the purpose. The form structure is as shown above.

With this form you can-

1. Add a new Department

2. Edit/Delete the existing Departments.

Select the company and Location under which you want to add/update/delete the departments.

Departments available under the selected company and location are listed in the grid.

Steps to Add New Department:

1. You can manage multiple departments in a single click.

2. Enter the Department Name which is mandatory and other details if required.

3. Please select all the records that you want to save with the help of checkbox provided in the first column.

4. Click "Save" to save the selected Department details to the database.

Edit Details Of Existing Departments:

On selecting a particular company and location, all the existing departments and their details under that company and location are displayed in the grid.

1. Please select the departments you want to edit and change the desired field data by directly typing into the grid.

2. Click on "Save" to save details at once.

Delete Existing Departments:

1. Please select all the departments you wish to delete.

2. Click on "Delete" to delete the departments at once.

Ø 5. **Assign Location**

Assign Department:

TiMEandPAYOFFiCE provides the user with a facility to assign employee to certain department out of multiple departments. You can assign department to multiple employees at a time.

Assign Department is the form provided to serve the purpose. The form structure is as shown above.

With this form you can-

1. Assign department to an employee.

2. **Steps to assign Department:**

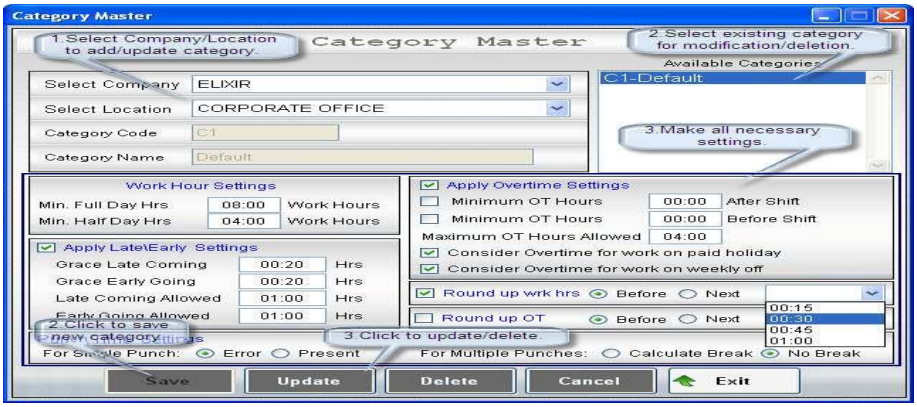
1. Select the required company & location. The departments belonging to that Company & Location are loaded in the dropdown box for you to select. The employees belonging to the selected company & location are loaded in the grid below.

2. Select the employees to which you want to assign the department. Also select the department which you want to assign to the selected employees.

4. In order to filter the employee list or search a particular employee, you can use the column header filters provided.

3. Click on Assign. You can see the assigned department against those employees in the grid.

6. Category Master



Category Master:

TiMEandPAY OFFICE provides the user with a facility to set Category. Category can be prepared under a particular Company and Location.

Category Master is the form provided to serve the purpose. The form structure is as shown above.

With this form you can-

1. Add Category for a particular Company and Location.

2. You can also edit the details or delete the existing Category.

Steps to add Category:

1. Enter the Category Code and name which is mandatory.

Work Hours Settings:

Specify Half Day Work Hours: i.e. if you work for less than the specified work hours it will be treated as Half Day.

Specify Absent Settings: i.e. if you work for less than the specified work hours it will be treated as absent.

Punch Time Settings:

1. For Single Punch: Specify whether to consider Single Punch as Error or Present.

2. For Multiple Punches: Specify whether the intermediate punches will be ignored or considered as break times.

Overtime settings:

1. Select checkbox "Apply Overtime Settings" to Apply Overtime Settings.

2.You can set Minimum Overtime required Before Shift or After Shift or both which means that the employee will be applicable to Overtime only if he/she satisfies the Min. Overtime required before or after shift.

3. Minimum OT hours Before Shift: If you check this checkbox and specify certain time interval, Overtime will be calculated only if the employee works for that time before shift.

To set Minimum Overtime before Shift: Check the "Min. OT Hours" checkbox for before shift and enter the time in Hours: Secs format in the textbox provided.

4. Minimum OT hours After Shift: If you check this checkbox and specify certain time interval, Overtime will be calculated only if the employee works for that time after shift.

To set Minimum Overtime after Shift: Check the "Min. OT Hours" checkbox for after shift and enter the time in Hours: Secs format in the textbox provided.

5. Maximum Overtime Limit: If you check this checkbox and specify certain time interval, that time interval would be the maximum Overtime that will be considered.

6. Overtime for Work Hours on Paid Holiday: Check the provided checkbox to consider work hours on Holiday as overtime.

7. Overtime for Work Hours on Paid Weekly Offs: Check the provided checkbox to consider work hours on Weekly off as overtime.

Late/Early settings:

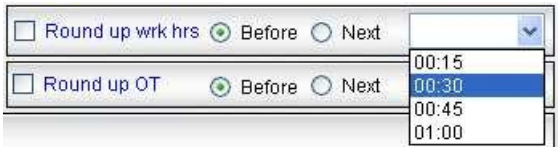
1. Check the Checkbox at the top to Apply Early/Late Settings. This setting includes 4 time intervals.

2. Grace Late Coming: The time you specify here is the grace time to come late. This means if any employee comes late by time less than or equal to this grace late time, he/she won't be considered as late.

3. Grace Early Going: The time you specify here is the grace time to leave early. This means if any employee leaves the office earlier than the assigned shift out time by time less than or equal to this grace early time, he/she won't be marked as left early.

4. Late Coming Allowed: The time you specify here is the max. Allowed to come late after the Shift start. IF any employee comes late beyond the late allowed time he/she will be marked as absent for the first half.

5. Early Going Allowed: The time you specify here is the max. Allowed time to leave early form office before Shift end. If any employee leaves earlier than the early allowed time he/she will be marked as absent for the second half.



Round Up Work Hours/Overtime Settings:

To round up work hours/overtime, check the corresponding checkbox. Check the options to round up i.e. Before/After and select the suitable time option to round up.

In case of before, the Work Hours or Overtime will be reduced to round up where as in case of after, the Work Hours or Overtime will be added to round up.

Repeat the above steps for adding more Categories.

Delete/Edit Details of Existing Categories:

You are also provided with the option of modifying or deleting an existing Category.

A list shown on the left side of the form displays a list of all the existing Categories.

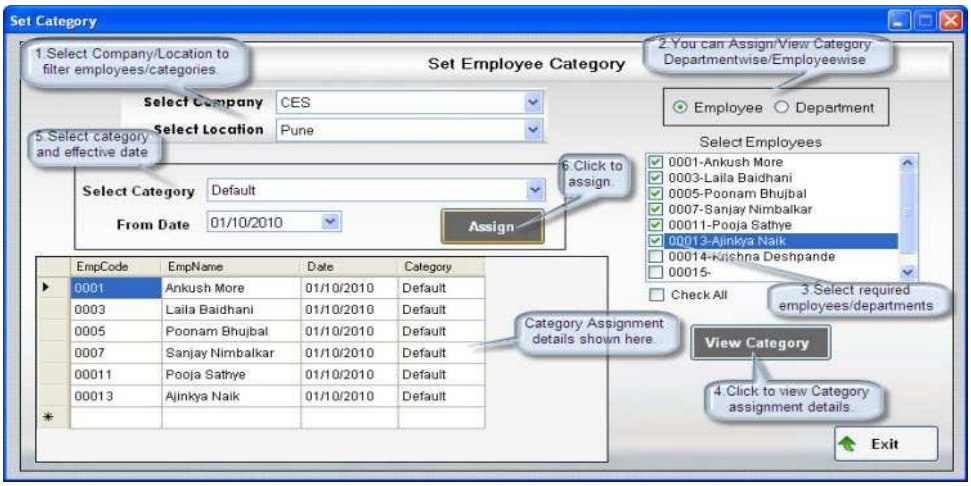
In order to edit/delete them you need to take following steps:

1. Select the Category. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "**Modify**" to enable them. Edit the details and click on "**Update**". This will save the changes.

3. To Delete: Just click on "**Delete**" and the Category details will get deleted.

7. Assign Category



Assign Category:
TiMEandPAYOFFiCE provides the user with a facility to set a category to an employee which contains the settings for the employee.
Assign Category is the form provided to serve the purpose.
With this form you can-
1. Assign the category for multiple employees.
Steps to assign category:
1. The employee list will be shown according to the user authority. You need to select the required employees. You can also assign the category department wise by selecting the department option.
2. You can also view the category history of the selected employees by clicking on "**View**". It will be shown on the grid at the side.
3. Select the category to be assigned and the date from which that category is to be applied.
4. Click on assign to assign the category.

Repeat the above steps for assigning the category to other employees.

Ø **8. Shifts Master**

Shifts Master:

TiMEandPAYOFFiCE provides the user with a facility to set Shifts. Shifts can be applied to a particular employee under a particular Company and Location.

Shifts Master is the form provided to serve the purpose. The form structure is as shown above.

With this form you can-

1. Add Shifts for a particular Company and Location.

2. You can also edit the details or delete the existing Shifts.

Steps to add Shifts:

1. Enter the Shift name and Shift Code which is mandatory.

2. You also need to enter the shift start/end time and Break Start/End time. Shift work Hours are generated automatically.

3. You need to specify work Hour duration for Half Days.

4. Day Start Time & Day End Time: These fields are auto generated. Generally applicable work duration for any employee is **considered to be 24 hours**. Day start/Day end times are used to facilitate this duration.

Day Start Time: It starts 1 hour before the Shift Start time.

Day End Time: It indicates the 24 hour work duration completion.

5. Night Shift: You can also set a particular shift as night shift by checking the checkbox provided.

6. Default Shift: You can also set a particular shift as default. A default shift is applicable in case no shift is assigned to a particular employee. Accordingly you need to make all the settings.

7. Click "**ADD**" to save the Shifts details to the database.

Now you will observe that the entered Shift appears in the Available Shifts list.

Repeat the above steps for adding more Shifts.

Delete/Edit Details of Existing Shifts:

You are also provided with the option of modifying or deleting an existing Shift.

A grid shown at the bottom of the form displays a list of all the existing Shifts.

In order to **edit/delete** them you need to take following steps:

1. Select the Shift. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "**Modify**" to enable them. Edit the details and click on "**Update**". This will save the changes.

3. To Delete: Just click on "**Delete**" and the Shift details will get deleted.

Ø **9.Shifts Roster**

Shifts Roster:

TiMEandPAY OFFICE provides the user with a facility to create Shift Rosters .Shift rosters will facilitate automatic assignment of shift pattern created in rotation from the applied date.

Shift Roster is the form provided to serve the purpose. The form structure is as shown above.

With this form you can-

1. Create Shift Roster for a particular Company and Location.

2. You can also modify or delete the existing Shift Rosters.

Steps to create Shift Roster:

1. Enter the Roster pattern name which is mandatory.

2. Select the no. of weeks for which to create the Shift Roster with the help of checkbox provided in the left. The corresponding rows get enabled when you select the week.

3. Select the shift for each day of the week selected with the help of dropdown which appears by clicking into the cell .Please make sure that the pattern has complete weeks. i.e. If it starts from Tuesday it should end on Monday.

4. You can also set a day as Weekly Off from the dropdown similarly.

5. Click "**ADD**" to save the Shift Roster details to the database.

Now you will observe that the entered Shift Roster appears in the Available Shift Rosters list.

Repeat the above steps for adding more Shift Rosters.

Delete/Edit Details of Existing Shift Rosters:

You are also provided with the option of modifying or deleting the existing Shift Rosters.

A grid shown at the bottom of the form displays a list of all the existing Shift Rosters.

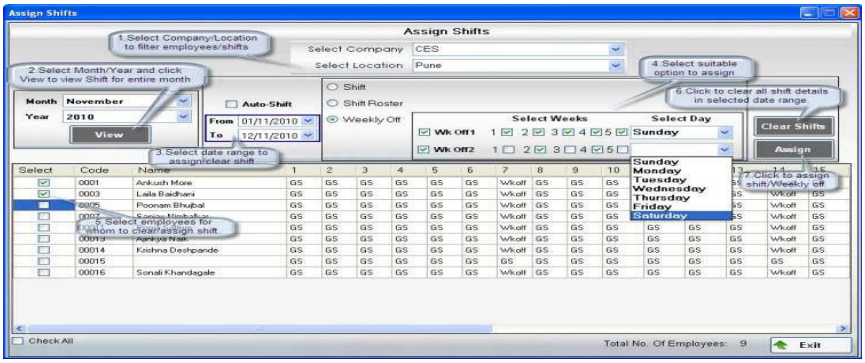
In order to edit/delete them you need to take following steps:

1. Select the Shift Roster. On selecting the pattern is reflected in the grid shown. A panel of buttons gets visible as shown below.

2. **To Edit Details**: The grid is currently disabled. Click on "**Modify**" to enable them. Edit the pattern as required and click on "**Update**". This will save the changes.

3. **To Delete**: Just click on "**Delete**" and the Shift Roster will get deleted.

Ø **10.Assign Shifts**



Assign Shifts:

TiMEandPAY OFFICE provides the user with a facility to assign shifts to employee. The shifts can be assigned directly within particular dates or by using a shift roster. Weekly-offs can also be assigned.

Assign Shifts is the form provided to serve the purpose.

With this form you can-

1. Assign shifts & weekly-offs for an employee using a shift-roster or directly.

2. Clear shifts of multiple employees.

Steps to assign Shift/Roster/Weekly Off:

1. Select the employee & dates within which to apply the shifts or weekly-offs.

2. Assign Shifts: Select the Shift option, select the shift from the combo box that is displayed in front.

3. Assign Shift Roster: Select the Shift Roster option, select the Shift Roster from the combo box that is displayed in front. Please make sure that the Roster start day should match the shift assigning day. i.e. if the Roster pattern starts from Monday, the Roster assigning date should also be some Monday.

4. Assign Weekly Off: Select the Weekly Off option. A panel to assign two weekly offs is visible as shown above. Select the appropriate weeks and the day to assign weekly off.

5. Click on "Assign" to assign.

Steps to Clear Shifts:

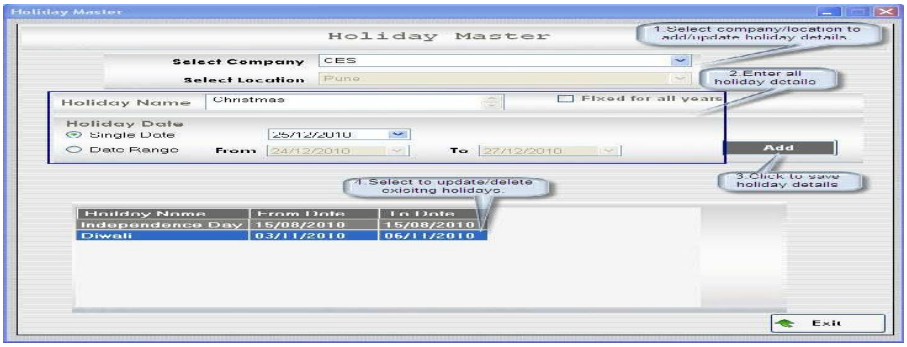
1. Select the employees & date range within which to clear shifts.

2. Click on clear shifts .The shifts for the selected date range will be cleared.

Repeat the above steps for assigning shifts.

You can also view the shifts for all employees for the entire month by selecting Month and Year and clicking on "**View**".

Ø **11.Holiday Master**



Holiday Master:

TiMEandPAYOFFiCE provides the user with a facility to maintain multiple Holiday details. You can have multiple Holidays under each Location.

Holiday Master is the form provided to serve the purpose. The form structure is as shown above.

With this form you can-

1. Add a new Holiday.

2. You can also edit the details or delete the existing Holidays.

Steps to add a Holiday:

1 Enter the Holiday Name which is mandatory.

2. Select the Holiday type i.e. Single Date or Date Range. Select the appropriate dates. In order to fix the holiday for all years, check the Checkbox provided below.

3. Click "ADD" to save the Holiday details to the database.

Now you will observe that the entered Holiday details appear in the Available Holidays grid below.

Repeat the above steps for adding more Holidays.

Delete/Edit Details of Existing Holidays:

You are also provided with the option of modifying or deleting an existing Holiday.

A grid in the bottom of the form displays a list of all the existing Holidays.

In order to edit/delete them you need to take following steps:

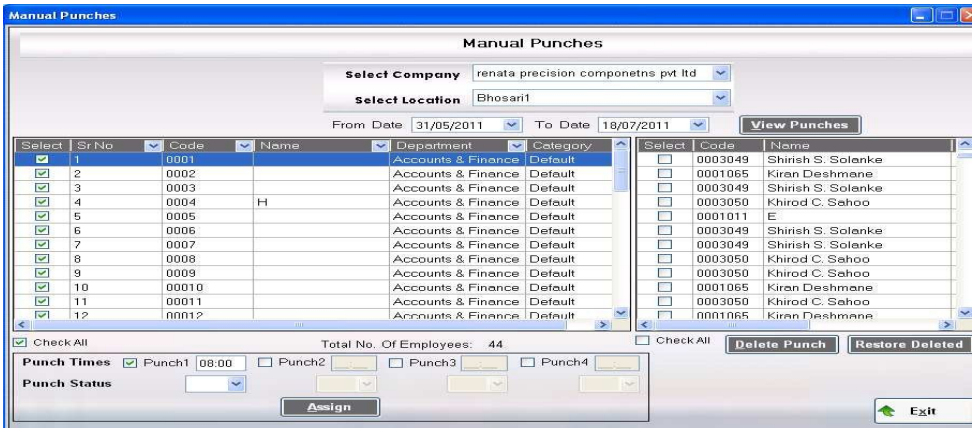
1. Select a Holiday you wish to edit/delete. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "**Modify**" to enable them. Edit the details and click on "**Update**". This will save the changes.

3. To Delete: Just click on "**Delete**" and the Holiday will get deleted with all its details.

Ø **Step 3: Updation Entry**

1) Manual Entry



Assign Manual Punches:

TiMEandPAYOFFiCE provides the authorised user with a facility to add manual punches to multiple employees.

Manual Punches is the form provided to serve the purpose.

With this form you can-
1. Assign manual punches to multiple employees.

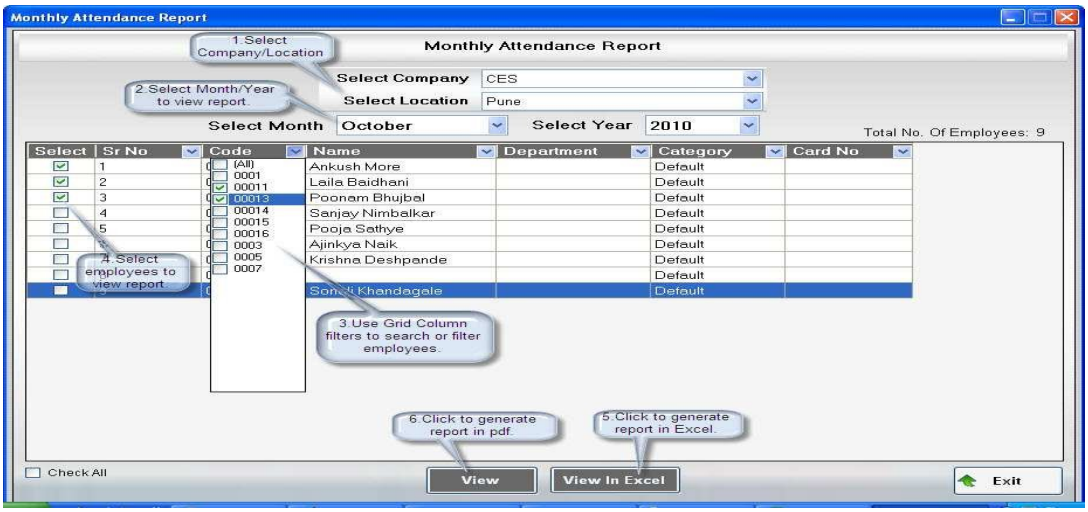
Steps to assign manual punches:
1.The employee list will be shown according to the user authority. You need to select the required employees.
2. You can also view the manual punches already assigned to selected employees on a selected date by clicking on "**View**". It will be shown on the grid at the side.
3. Check the required no. of punches; enter the punch times to be assigned and the date on which to add punches.
4. Click on assign to assign the punches.
5. You can also delete already added punches by selecting them shown aside and clicking on "**Delete**".
Repeat the above steps for assigning the punches to other employees.

Required employees.
2. The existing category and department of all the employees is shown in the same grid.
3. Select the category/department to be assigned. Select the employees required.
4. Click on assign to assign the department/punches.
Repeat the above steps for assigning the punches to other employees.

Step 4: Reports

Ø **1.Monthly**

Ø **A. Monthly attendance report:**

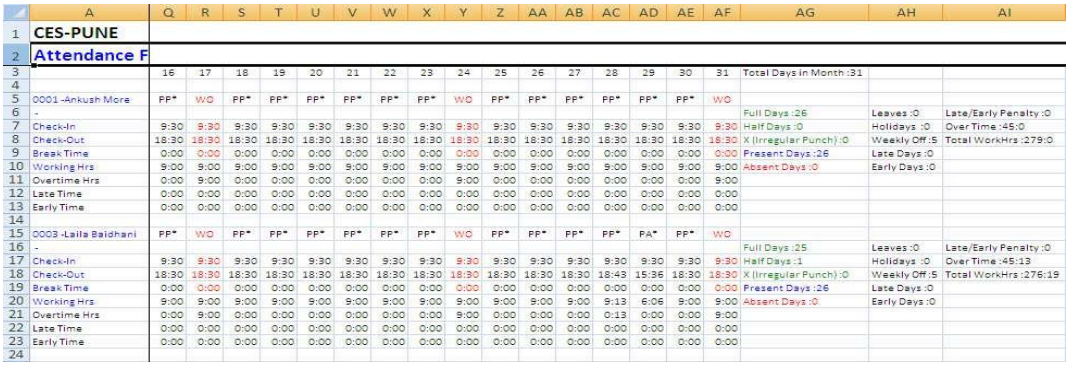


Monthly Attendance Report:

TiMEandPAYOFFiCE provides the user with a wide range of reports.

Monthly Attendance Report provides all the month wise attendance details of each selected employee.

Steps to generate Report:
1. the employee list will be shown according to the user authority. You need to select the required employees. You can also use the Column wise filters to filter or search employees as shown above.
2. Select the required Month and Year.
3. Click on "View" to generate the report.
4. This report can be generated in both excel as well as pdf formats...



	A	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI
1	CES-PUNE																			
2	Attendance F																			
3	-	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Days in Month :31		
4																				
5	0001 -Ankush More	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO			
6	-																	Full Days :26	Leaves :0	Late/Early Penalty :0
7	Check-In	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	Half Days :0	Holidays :0	Over Time :45:0
8	Check-Out	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	X (Irregular Punch) :0	Weekly Off :5	Total WorkHrs :279:0
9	Break Time	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Present Days :26	Late Days :0	
10	Working Hrs	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	Absent Days :0	Early Days :0	
11	Overtime Hrs	0:00	9:00	0:00	0:00	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00	0:00	0:00	9:00			
12	Late Time	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00			
13	Early Time	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00			
14																				
15	0003 -Laila Baidhani	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PA*	PP*	WO			
16	-																	Full Days :25	Leaves :0	Late/Early Penalty :0
17	Check-In	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	9:30	Half Days :1	Holidays :0	Over Time :45:13
18	Check-Out	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:30	18:43	15:36	18:30	18:30	X (Irregular Punch) :0	Weekly Off :5	Total WorkHrs :276:19
19	Break Time	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	Present Days :26	Late Days :0	
20	Working Hrs	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:00	9:13	6:06	9:00	9:00	Absent Days :0	Early Days :0	
21	Overtime Hrs	0:00	9:00	0:00	0:00	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:13	0:00	0:00	9:00			
22	Late Time	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00			
23	Early Time	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00			
24																				

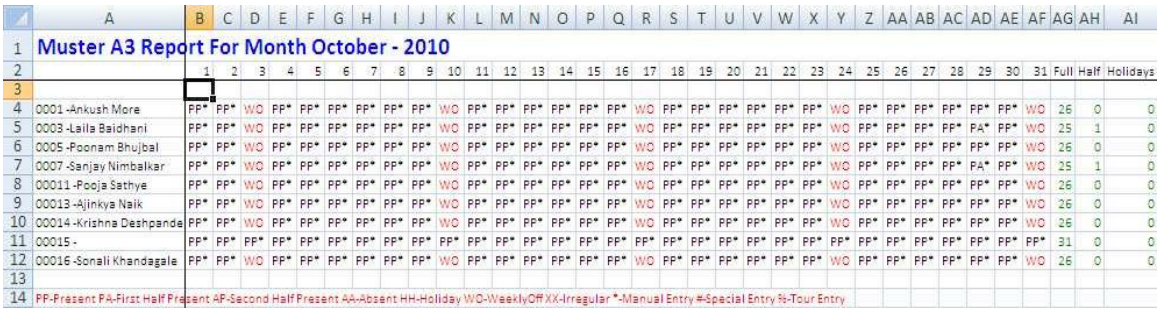
B. MusterA3 report:

Muster A3 Report:

TiMEandPAY OFFICE provides the user with a wide range of reports.

Monthly Attendance Report provides all the month wise attendance details of each selected employee.

Steps to generate Report:
1.The employee list will be shown according to the user authority. You need to select the required employees. You can also use the Column wise filters to filter or search employees as shown above.
2. Select the required Month and Year.
3. Click on "View" to generate the report.
4. This report can be generated in both excel as well as pdf formats...



Muster A3 Report For Month October - 2010

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Full	Half	Holidays
0001 -Ankush More	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	26	0	0
0003 -Laila Baidhani	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PA*	PP*	WO	25	1	0
0005 -Poonam Bhujbal	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	26	0	0
0007 -Sanjay Nimbalkar	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PA*	PP*	WO	25	1	0
00011 -Pooja Sathye	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	26	0	0
00013 -Ajinkya Naik	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	26	0	0
00014 -Krishna Deshpande	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	26	0	0
00015 -	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	PP*	31	0	0
00016 -Sonali Khandagale	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	PP*	PP*	PP*	PP*	PP*	PP*	WO	26	0	0

PP-Present PA-First Half Present AP-Second Half Present AA-Absent HH-Holiday WO-WeeklyOff XX-Irregular *-Manual Entry #-Special Entry %-Tour Entry

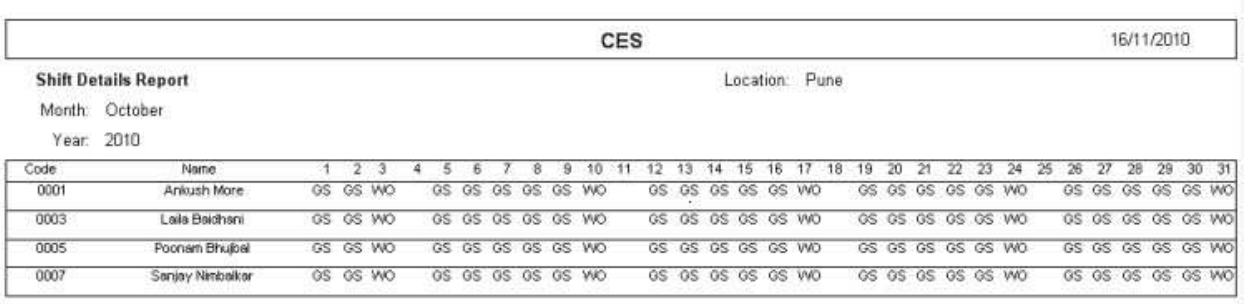
C. Employee shift details report:

Employee Shift Report:

TiMEandPAYOFFiCE provides the user with a wide range of reports.

Employee Shift Report provides all the month wise shift details of each selected employee.

Steps to generate Report:
1.The employee list will be shown according to the user authority. You need to select the required employees. You can also select employees department wise or category wise.
2. Select the required Month and Year.
3. Click on "View" to generate the report.
4. This report can be exported in many formats...



CES 16/11/2010

Shift Details Report Location: Pune

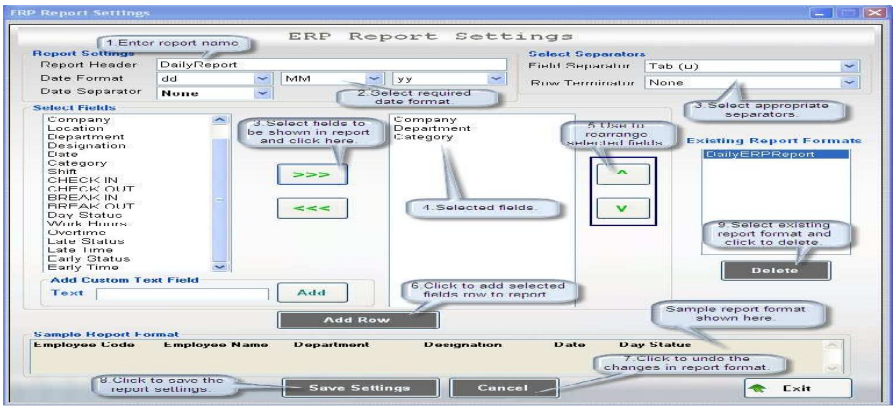
Month: October

Year: 2010

Code	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
0001	Ankush More	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO
0003	Laila Baidhani	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO
0005	Poonam Bhujbal	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO
0007	Sanjay Nimbalkar	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO		GS	GS	GS	GS	GS	WO

Ø **2.ERP Report:**

ERP report setting –Daily



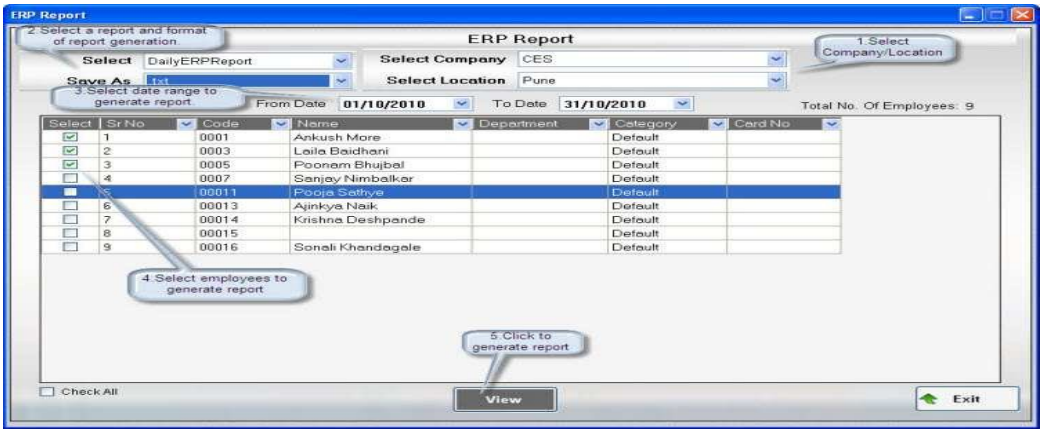
ERP Report Settings:

TiMEandPAYOFFiCE provides the user with a facility to design your own report structure, save it with a user defined name and use the template to generate report as and when required.

This can be done in 2 steps:
1. Design report structure and save to database.
2. Generate report for selected employees and selected period.

Steps to design report:
1. Enter the report name. Select the required date format and separators. Select field separator and row terminator.
2. All the available attendance related entities are shown in a list box in the central left of the form. Here you can select multiple fields and transfer them to the selected fields list in the right using the arrow buttons. Similarly you can also remove the selected fields by shifting them to the left.
3. You can also change the sequence of the selected fields using the Up-Down arrows.
4. Any custom text can be added as a field to the report using "Add Custom field".
5. Once all the required fields are ready, click on "Add Row". This is a mandatory step. You can see the Sample report format below. You can also add multiple rows.
6. Click on "Save Settings" to save the report format...
7. Similarly you can maintain multiple customized report formats.

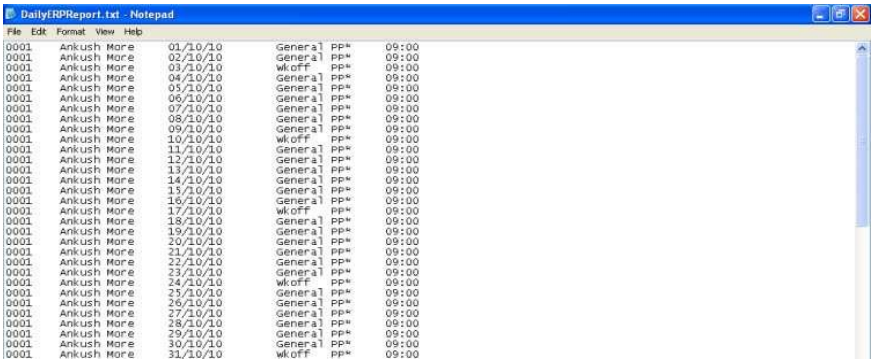
ERP Report



ERP Report Generation:

Once the ERP report is designed and saved, the next step is report generation.

Steps to generate Report:
1.All the saved ERP report formats are shown in a drop down. Select the report to be generated.
2. The ERP Report can be generated in a no. of formats. Select the required format to export.
3. Select the date range for which to generate the report.
4. All the employees of the selected company and location are displayed in the grid below. You can also use the column header filters to search or filter the employee list.
5. Select the required employees.
6. Click on "View" to generate the report in the required format. A sample report is shown below.



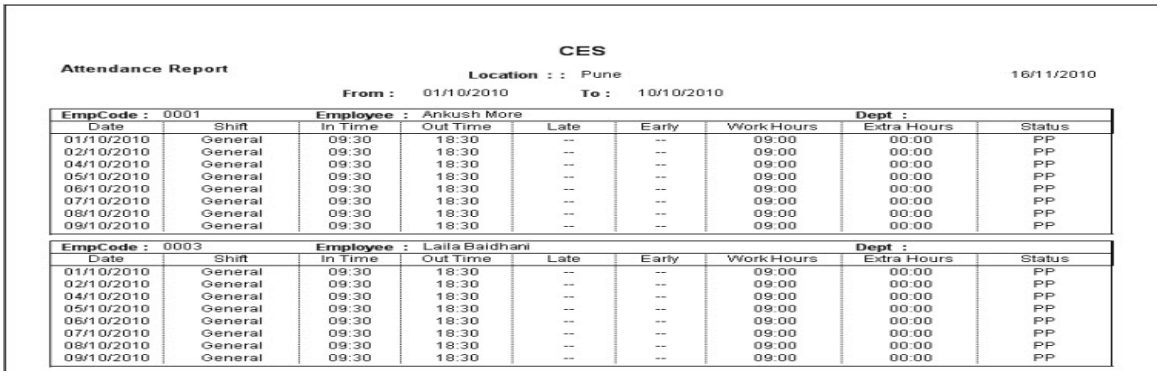
Ø **3.Attendance Report:**

Attendance Report:

TiMEandPAYOFFiCE provides the user with a wide range of reports.

Attendance Report provides the optional attendance details of each selected employee over a selected date range.

Steps to generate Report:
1.The report shows a Day Status selection panel as shown above. Here you can select the status you require to consider in the report. Only those dates matching the status selected are shown in the report.
2. Employees belonging to selected company & location are shown which can be filtered as all other forms...
3Select the employees for which report are to be generated and click on view.
4. A sample report format is shown below…



CES

Attendance Report — Location : : Pune — 16/11/2010

From : 01/10/2010 To : 10/10/2010

EmpCode : 0001		Employee : Ankush More						
Date	Shift	In Time	Out Time	Late	Early	Work Hours	Extra Hours	Status
01/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
02/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
04/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
05/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
06/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
07/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
08/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
09/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP

EmpCode : 0003		Employee : Laila Baidhani						
Date	Shift	In Time	Out Time	Late	Early	Work Hours	Extra Hours	Status
01/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
02/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
04/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
05/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
06/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
07/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
08/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP
09/10/2010	General	09:30	18:30	--	--	09:00	00:00	PP

Ø **4.Time Card Report:**

Time Card Report:

TiMEandPAYOFFiCE provides the user with a wide range of reports.

Time Card Report provides all the essential attendance details with their total counts and work hour counts of each selected employee over a selected time interval.

Steps to generate Report:
1.The employee list will be shown according to the user authority. You need to select the required employees. You can also use the Column wise filters to filter or search employees as shown above.
2. Select the required date range.
3. Click on "View" to generate the report.
4. This report can be exported in multiple formats.

Time Card Report View

CES

Time Card Report — Location : Pune — 16/11/2010

From : 01/10/2010 To : 10/10/2010

Emp Code: 0001 Name: Ankush More
Department: Category: Default

Date	Shift	In Time	Out Time	Late	Early	Work Hours	Extra Hours	Status
01/10/2010	General	09:30	18:30	-	-	09:00	00:00	PP*
02/10/2010	General	09:30	18:30	-	-	09:00	00:00	PP*
03/10/2010	Wkoff	09:30	18:30	-	-	09:00	09:00	WkOff
04/10/2010	General	09:30	18:30	-	-	09:00	00:00	PP*
05/10/2010	General	09:30	18:30	-	-	09:00	00:00	PP*
06/10/2010	General	09:30	18:30	-	-	09:00	00:00	PP*
07/10/2010	General	09:30	18:30	-	-	09:00	00:00	PP*
08/10/2010	General	09:30	18:30	-	-	09:00	00:00	PP*
09/10/2010	General	09:30	18:30	-	-	09:00	00:00	PP*
10/10/2010	Wkoff	09:30	18:30	-	-	09:00	09:00	WkOff
				0:00	0:00	90:00	18:00	

Total Days: 10 OT: 0:00

Present: 8 | Weekly Off: 2 | Halfday: 0 | Comp Off: 0 | OD : 0

Absent: 0 | Holiday: 0

.

Ø **5.Show All Punches Report:**

Show All Punches Report:

TiMEandPAYOFFiCE provides the user with a wide range of reports.

Show All Punches Report provides the user to view all or selected type of punches of each selected employee over a selected date range.To facilitates this, a punch type selection panel is given on the report as shown above.

Steps to generate Report:
1.The employee list will be shown according to the user authority. You need to select the required employees. You can also use the Column wise filters to filter or search employees as shown above.
2. Select the required type of punches and date range.
3. Click on "View" to generate the report.
4. This report can be exported in multiple formats.

Show All Punches Report View

CES

Punch Report — Location : Pune — 16/11/2010

Punch Type :All
For Employee : Multiple
Punches For Date Range : From: 01/10/2010 To: 15/10/2010

Emp Code: 0001 Employee Name: Ankush More Department:

Sr No.	Date	Time
1	01/10/2010	09:30,18:30
2	02/10/2010	09:30,18:30
3	03/10/2010	09:30,18:30
4	04/10/2010	09:30,18:30
5	05/10/2010	09:30,18:30
6	06/10/2010	09:30,18:30
7	07/10/2010	09:30,18:30
8	08/10/2010	09:30,18:30
9	09/10/2010	09:30,18:30
10	10/10/2010	09:30,18:30
11	11/10/2010	09:30,18:30
12	12/10/2010	09:30,18:30
13	13/10/2010	09:30,18:30
14	14/10/2010	09:30,18:30
15	15/10/2010	09:30,18:30

Ø **6.Daily Attendance Report:**

TiMEandPAY OFFICE provides the user with a wide range of reports.

Daily Attendance Report provides the user to view all or selected type of punches of each selected employee over a selected date range.

Steps to generate Report:
1.The employee list will be shown according to the user authority. You need to select the required employees. You can also use the Column wise filters to filter or search employees as shown above.
2. Select the required date range.
3. Click on "View" to generate the report.
4. This report can be exported in multiple formats.

Daily Attendance Report View

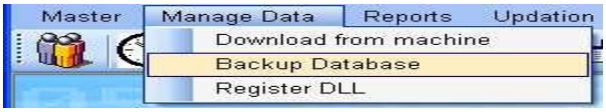
CES

Daily Attendance Report Location: Pune 16/11/2010

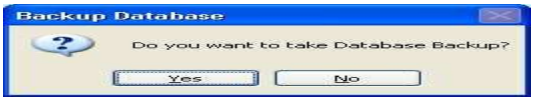
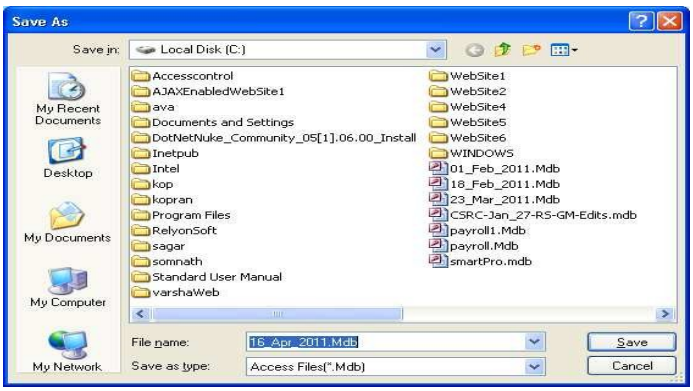
Date:05/10/2010

Sr No.	Emp Code	Employee Name	Department	Time
1	0001	Ankush More		09:30,18:30
2	0003	Laila Baidhani		09:30,18:30
3	0005	Poonam Bhujbal		09:30,18:30
4	0007	Sanjay Nimbalkar		09:30,18:30

Step 4: Backup database



After click on backup database following message is displayed



The database backup is stored on following path with current date: