Select Ma gdgd 2 48 Logand	chine Name IP 19: Select a machine click on Download	Address 2.168.0.249 3. essfully man	Ma 1 Click to age users	Add Machine 4. Click to clear Machine admin.	Details 1 Click to ad machine deta
Down	load Data	Activate/Deac	tivate Users	Clear Administrator	Downloaded Dat
UserId	EmployeeName	LogDate	LogTime		Downouled Dut
4		10/11/2010	17:17		
1	Ankush More	10/11/2010	17:17		
756		10/11/2010	17:17		-
755		10/11/2010	17:17	Downloaded da	ta
1	Ankush More	02/11/2010	13:04	Is shown here	
755		02/11/2010	13:04		
755		31/10/2010	10:27		
755		30/10/2010	21:54		
1	Ankush More	30/10/2010	14:07		
756		30/10/2010	14:07		
755		30/10/2010	14:07		
756		30/10/2010	11:27		
755		30/10/2010	11:27		
1	Ankush More	30/10/2010	11:27		
756		30/10/2010	11:16		
1	Ankush More	30/10/2010	11:16		

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

Mach	ine Details		Available Machin	es
Name	Machinename		TD-1-192.168.000.237	1
Machine No.	1			
IP Address	192.168.001.201	1		
Machine Type	NON TFT	~		
	TFT NON TET			

Ø Activate/Deactivate Users Form

ID	Name	Status	~
1	Ankush More	Active	
10000	Admin	Active	
11	Pooja Sathye	Active	
118	Dhanashree Waf	Active	
121	Turabh Pathan	Active	
123	Varuna Gunaseel. 	Active 1.Se	lect a use
12337		Active	
12593		Active	
127	Deepika Varma	Active	
12850		Active	
13	Ajinkya Naik	Active	
13105		Active	
13107	-	Aativa	-
ick to activate	Sneha Bhegad	lick to deactivate.	
13107 ick to activate	Sneha Bhegad	Astive lick to deactivate.	

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

ompany Master							
			Company Mas	ter			
Select SrNo	Company Name ELIXIR	Phone No	EmailID	Financial Start 01/04/2010	Financial End 31/03/2011 21/03/2011	Other Details	[De
0							1
be s	aved/deleted	betai	s mandatory.				
07	lake sure that Fin						
st	art Year is entered the stated format	Click	to Save	Click to delete.			
Check All	H				<u></u>		1
inancial Start Y	(ear Format.*dd/MM/yy	or"	Save	tte		Exu	
Company a	already assigned to son	ne entity cant be de	eleted.				

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 M	aster					
		Loc	ation 1	Master	Select Comp which location added	any under
		Select Company	CES			-
Select	SrNo	Location Name		Other Details		Default
	1	Pune				
	0	Hadapsar				
	Select all t o be saved	the records d/deleted.	2 Enter location	er the details	4. Check to se as Def	t a location ault
		Click to Save		Click to	Delete.	
Check.	All ation alread	dy assigned to some en	Save	Delete		Exit

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 Compa	ny And Lo	cation To Employees	
1 Type t	o search	Employee Code 000			
y EmpC	ode/Name	First Name		Security -	2 Click to search
-		Last Name		Search	
	Ī	Select Company to assign	ELIXIR	2	3. Select Comp & location to I
		Select Location	CORPORATE O	FFICE	assigned
Select	Emp Code	Employee Name	Company	Location	4
	0000		ELIXIR	CORPORATE OFFICE	
~	0001	Ankush More	ELIXIR	CORPORATE OFFICE	
2	0003	Laila Baidhani	ELIXIR	CORPORATE OFFICE	
~	0005	Poonam Bhujbal	ELIXIR	CORPORATE OFFICE	
~	0007	Sanjay Nimbalkar	ELIXIR	CORPORATE OFFICE	
~	8008		ELIXIR	CORPORATE OFFICE	
	80011	Pooja Sathye	ELIXIR	CORPORATE OFFICE	
	00013	Ajinkya Naik	ELIXIR	CORPORATE OFFICE	
and a second	00014	Krishna Deshpande	ELIXIR	CORPORATE OFFICE	

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

Departmen	nt Master					
1. Select to add/u	: Company pdate dep	Select Location	ELIXIR	OFFICE	×	
Select	1 Senia	I Donartmont Namo		L Other Details	Ecosit.	
Select	2	Admin	_	Onler Details	_	
	3	Call Centre				-
	4	Director				
	5	FACILITATION				-
	6	FRANCHISEE		2 Enter Depart	ment	
	7	Front Office		details		
	8	Housekeeping		1		
	9	Human Resource				
	10	Infrastructre				
	11	Placement				
	12	Quality		1		
~	13	Regional Office				
	14	Traning 4.Click	< to save.	5 Click to delet	e	
						~
Check /	All 3.S	elect records to saved/deleted	Save	Delete	•	Exit

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	n I	Departmen	nt				
1 Sel	lect Comp	any/L	ocation t	0	Select Company	ELD	KIR		~	2.5	elect department	
inter tr	ie employe	eside	epartmen	15.	Select Location	CO	RPORATE OFFICE	16	~	Add an E	o be assigned.	
					Select Department				~	-	Total No. Of Emplo	oyees:
Select	SrNo	~	Code	~	Name	~	Department	Category		Card No	1	
×	1		0000			1000		Default		1		
1	2		0801		Ankush More		Housekeeping	Default				
4	3		0003		Laila Baidhani		Quality	Default				
1	4		0005		Poonem Bhujbal		Front Office	Default				
-	5		0007		Sanjay Nimbalkar		Regional Office	Default				
~	6		8000					Default				
1	7		00011		Pooja Sathye		Quality	Default				
~	8		00013		Ajinkya Naik		Traning	Default				
9	9		00014		Krishna Deshpande		Regional Office	Default				
	10		00015					Default				
	11		00016		Sonali Khandagale		ADMIN	Default				
9	12	-	00018		Vinod Khandagale		ACCOUNTS	Default				
1	13	-	79619	0	2 Solost opploypes to	-	Infrastructre	Default				
1	14		00020	Contra la	assign department		Admin	Default				
S	15		00022		بر سرال سورات بسراندا	-	FACILITATION	Default				
9	16		00024		Yuvraj Kashid		Human Resource	e Default				
1	17		00025		Heena Lalwani		Human Resource	e Default				
1	18		00029					Default				

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

1.Select Compar- to add/update	ny/Location Cates	gory Master	2 Select existing category for modification/deletion. Available Categories
Select Company	ELIXIR	~	C1-Default
Select Location	CORPORATE OFFICE	~	
Category Code	[C1]		3.Make all necessary
Category Name	Default		settings.
Work Hi Min. Full Day Hrs Min. Half Day Hrs	08:00 Work Hours 04:00 Work Hours	Minimum OT Hou	ttings rs 00:00 After Shift rs 00:00 Before Shift
Apply Late\Early Grace Late Comi	r Settings ing 00:20 Hrs	Consider Overtime	a for work on paid holiday a for work on weekly off
Late Coming Allov	owed 01:00 Hrs ved 01:00 Hrs	Round up wrk hrs	
For Smalle Punch:	Js 3.Clic ⊙ Error ○ Present	k to update/delete. For Multiple Punches:	O0:45 01:00 ○ Calculate Break ⓒ No Break
Save	Update	Delete Car	ncel 🐟 Exit

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.

Work Ho	ur Settings	i.
Min. Full Day Hrs	08:00	Work Hours
Min. Half Day Hrs	04:00	Work Hours

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.

Punch Time Settings		
For Single Punch: 💿 Error 🔿 Present	For Multiple Punches: 🔘 Calculate Break 💿 No Break	

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.

Apply Overtime Settings		
Minimum OT Hours	00:00	After Shift
Minimum OT Hours	00:00	Before Shift
Maximum OT Hours Allowed	04:00	
Consider Overtime for wor	k on paid	d holiday
Consider Overtime for wor	k on wee	ekly off

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.

Apply Late\Early Settin	gs	
Grace Late Coming	00:20	Hrs
Grace Early Going	00:20	Hrs
Late Coming Allowed	01:00	Hrs
Early Going Allowed	01:00	Hrs

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 wrk h	rs 💿 Before 🔘 Next	×
Round up OT	⊛ Before ○ Next	00:15 00:30
		= 00:45 01:00

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

Categ	вогу					
1.Sel filter	ect Compan employees	y/Location to categories.		Set Er	nployee Category	2 You can Assign/View Category Departmentwise/Employeewise
-	1	Select Company	CES		~	⊙ Employee ○ Department
5.Sel	ect category	Select Location	Pune		~	Select Employees
	Select Ca	ntegory Default	10	Δ	6 Click to assign	O001-Ankush More O003-Laila Baidhani O003-Laila Baidhani O005-Poonam Bhujbal O007-Sanjay Nimbalkar O0011-Pooja Sathye O0011-Pooja Sathye O0011-Paoja Sathye
	EmpCode	EmpName	Date	Category		00014-Krishna Deshpande
•	0001	Ankush More	01/10/2010	Default		Check All 3 Select required
	0003	Laila Baidhani	01/10/2010	Default		employees/departments
	0005	Poonam Bhujba	01/10/2010	Default	Category Assign	ment and a second se
	0007	Sanjay Nimbalka	ar 01/10/2010	Default	decana anown n	View Category
	00011	Pooja Sathye	01/10/2010	Default		
	00013	Alinkya Naik	01/10/2010	Default		4 Click to view Category
*						assignment details.
						🔶 Exi

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

2 Entre all a	1.0			Let.				co	mpany/location to
details	nitt		Select Compar	ny Ct	ES				idd/dpdate shints
	T		Select Location	on Pu	ine			~	
Shift N	ame	First Shif	t		Shift	Code FS			
Shift T	imings	Note : A	All the Timings	in HH	mm For	mat Use (24 Ho	our Clock)		
Shift	Start	07:00	Shift Work	Hours	07:00	Day Start Time	06:00	Night Shift	
Break	Start	11:00	Half Day Work	Hours	03:30	Day End Time	05:59	Set this sh	ift as Default shift
Break	End	12:00	Breat	k Time	01:00	Current D	efault Shift	General	
Shift	End	15:00		0	3 Click to	save			
		I	Save	-	shift det	ails (5.Select e to update	exisitng shift or delete	🐟 Exit
Shift Code	Shift	tName	Shift Start	Brea	k Start	Break End	Shift Ener	Night Shift	T
2011	Gene	rat	09:30	l le l			18,20	no	

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

	to add/update roste	rs				ex	Available	rs e Shift Roste
	Select Com	pany C	ES		*		Worker Ros	ster
	Select Loc	ation F	'une		~			
on to	rtal roster days Pattern Name	Staff Ro	oster	1. Too educe		Thursday	Training and	Cotuniou
F	Week Rotation 1	Sunday	Monuay	General	Vednesuay	General	Friday	Saturday
	Week Rotation 2	Wkoff	First Shift	First Shift	First Shift	First Shift	First Shift	First Shift
	Week Rotation 3	1	~					
	Week Rotation 4	First Shif	t					
	Week Rotation 5	General Wkoff		4.9 ea	Select shift/wee ch day of selec	ekly off for ted week.		
		1						

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

Select Company CES Select Manth/Year and clck Select Location Pune Select Manth/Year and clck Select Location Pune Select Se	hift details range
2 Salect Month/Yaar and click 1 Select Locothon Pune	hift details range
View to view Shift for entire month Workh November Year 2010 View Utew View View View View View Utew View View View View View View View View	hift details range
Year 2010 Year From 01/11/2010 Ownership Off Select Weeks Select Day Clear View To 12/11/2010 Ownership Off View off1 1 0 2 0 3 0 4 0 5 0 Sunday Clear	
	ar Shifts
3. Select cate angle to assurice as an of the select of the select cate angle to assure the select cate and the select cate as a select cate a	4 15
✓ 0001 Ankuth More GS GS GS GS GS GS Wordt GS GS GS GS GS Treesday S shift/W	eekly off
C 0003 Lala Baidhani GS	A off GS
Poonam Bhulbal GS GS GS GS GS GS Wkoff GS GS GS Friday SS W	/koff GS
5 Sector Minbatan GS GS GS GS GS GS What GS GS GS Sector BS	/kott GS
whom to clear assign shift GS	/koll GS
000113 Aperige Naik 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5 0.5	Acoff US
U0014 Krishna Deshpande US GS GS GS GS GS GS What GS	/kott GS
00015 05 05 05 05 05 05 05 05 05 05 05 05	S US

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

	но	liday Master	1 Select company/location i add/update holiday details
Select Con	pany CES		
Select Lo	cation Pune		2.Enter all holiday detailo
Holiday Name Christi	mas		E Fixed for all years
Holiday Date	26/12/2010	N	
			Chick In same
	C	Select to update/delete cxiciting holidayo	holiday details
Holdoy Nome	From Dote	Lo Dote	
Diwali	03/11/2010	06/11/2010	

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

					ŀ	lanual	Punche	s				
				Select C	ompany	renata p	recision co	mpone	tns pvt lt	d 🛩		
				Select	.ocation	Bhosari	1			~		
				From Date	31/05/20	11 💌	To Date	18/07	/2011	-	liew Punches	
Select	SrNo	💉 Code	😒 Name	~ E	epartmen	t 🛩	Category	~	Select	Code	Name	-
		0001	1	A	counts &	Finance	Default			0003049	Shirish S. Solanke	
>	2	0002		A	counts &	Finance	Default	-		0001065	Kiran Deshmane	
~	3	0003		A	counts &	Finance	Default			0003049	Shirish S. Solanke	111
~	4	0004	н	A	counts &	Finance	Default			0003050	Khirod C. Sahoo	
~	5	0005		A	counts &	Finance	Default			0001011	E	
	6	0006		A	counts &	Finance	Default			0003049	Shirish S. Solanke	
	7	0007		A	counts &	Finance	Default			0003049	Shirish S. Solanke	10
~	8	0008		A	counts &	Finance	Default			0003050	Khirod C. Sahoo	- 11
~	9	0009		A	counts &	Finance	Default			0003050	Khirod C. Sahoo	
	10	00010		A	counts &	Finance	Default			0001065	Kiran Deshmane	
	11	00011		A	counts &	Finance	Default			0003050	Khirod C. Sahoo	10
	12	00012	101	A	counts &	Finance	Default	> ~	<	0001065	Kiran Deshmane	>
Check	k All			Total No. Of E	Employees	: 44			Check	CAII Dei	ete Punch Restore D	eleted
Punch	Times 💽	Punch1 08:00	Punch	12	Punch3	E	Punch4					
Punch	Status	1	~	~		~						

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:

nthly Attendance Repo	n)						
	1.Select Company/Location	Month	ly Attend	lance Rep	ort		
2 Select	Month/Year	Select Company	CES		~		
to view	v report.	Select Location	Pune		~		
	Select Month	October	y Se	elect Year	2010 💌	Total No	. Of Employees: 9
Select Sr No 🛛 🛛	Code 💽 N	ame	💌 Depa	rtment 📑	🖌 Category 🛛 💽	🖌 Card No	
☑ 1	((All) An	kush More			Default		
2	La	ila Baidhani			Default		
3	0 00013 Pc	ionam Bhujbal			Default		
4	00014 Se	njay Nimbalkar			Default		
5	00016 Pc	ioja Sathye			Default		
	🚺 0003 🔄 Aji	nkya Naik			Default		
A.Select	0005 Kri	shna Deshpande			Default		
engployees to					Default		
- wiew report	(Sc	in li Khandagale			Default		
		3 Use Grid Column filters to search or filte employees.					
Oberit All		6 Click to report i	generate n pdf.	5.Clic repo	k to generate ort in Excel		

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...

	А	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	BreakTime	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*	we	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	BreakTime	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...

	A	В	С	D	Е	F	G	Н	Ē	J	К	L	М	Ν	0	Ρ	Q	R	S	Т	U	٧	W	Х	Y	Ζ	AA	AB	AC	AD	AE	AF	AG	AH	AI
1	Muster A3 Repo	rt	For	M	ont	h C	cto	be	r - 1	201	0																								
2		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
3																																			1.12
4	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
5	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
6	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
7	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
8	00011 -Pooja Sathye	PP*	PP*	WØ	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
9	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
10	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
11	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
12	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
13																																			
14	PP-Present PA-First Half Pre	sent	AP-Se	cond	i Half	Pres	ent Av	A-Abs	entH	H-Ha	liday	WO-V	Veek	lyOff.	XX-In	egula	er*-N	anua	I Ent	ry #-S	pecia	Entr	y 96-T	our Er	ntry										

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	3															1	16/1	1/20	10	
Shift De	tails Report														L	.oca	tion	P	une													
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	5 31
0001	Ankush More	GS	GS	WO		0S	GS	0S	0S	GS	WO		0S	0S	0S	GS	GS	VVO	1	GS	GS	GS	GS	GS	WO	G	0S	GS	GS	GS	GS	: WC
0003	Laila Baidhani	QS	0S	WO		GS	GS	05	GS	GS	WO	8	ĢS	0S	GS	GS	GS	VVO	1	GS	GS	GS	GS	GS	WO	8	QS	GS	GS	GS	GS	. WC
0005	Poonam Bhujbal	GS	GS	WO	- 7	GS	GS	GS	GS	GS	WO	ř.	GS	GS	GS	GS	GS	WW	1	GS	GS	GS	GS	GS	WO	2	GS	GS	GS	GS	GS	WC
0007	Sanjay Nimbalkar	0S	0S	WO		0S	GS	0S	0S	ĞS	YWO		ĞŜ	05	0S	GS	GS	VV0		GS	05	GS	0S	ĢŚ	140	5	0S	GS	05	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:

ERP 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.

Select DailyERPReport Select Company CES Company.Location Sove As Int Select Location Pure Int Select Location Pure Int Int Int generate report From Date D/10/2010 To Date 31/10/2010 Int Image: Int Int Image: Int Image: Int Int Int Int Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int Image: Int </th <th>f repo</th> <th>ort generat</th> <th>tion.</th> <th></th> <th></th> <th>ERP</th> <th>Report</th> <th></th> <th></th> <th>1.Select</th>	f repo	ort generat	tion.			ERP	Report			1.Select
Select Location Pune 3.Select date range to generate report From Date 1/10/2010 Total No. Of Employees: 9 alact Sr No Code Name Debatiment Category Card No 2 0001 Ankush More Debatiment Default Default Edeault 3 0002 Laite Baidhani Default Default Edeault <	S	elect D	ailyERPReport	×	Select	Company	CES		~	Company/Location
elect Sr No Code Name Department Category Card No 2 1 0001 Ankush More Default Default 2 0003 Loila Baidhani Default Default 3 0005 Poonam Bhujbal Default Default 4 0007 Sanjey Nimbalkar Default 6 00013 Ajirkya Naik Default 7 00014 Krishna Deshpande Default 9 00016 Sonali Khandagale Default Sclick to generate report	Say	elect date	e range to report.	From Date 01	Select /10/2010	Location	Pune Date 31	/10/2010 💌	*	Total No. Of Employees: 9
I 0001 Ankush More Default I 0003 Laile Baidhani Default I 3 0005 Poonem Bhujbel Default I 0007 Senigy Nimbalkar Default I 00011 Poold Sathyse Default I 00013 Ainkya Naik Default I 00014 Krishna Deshpande Default I 9 00015 Sonali Khandagale Default	elect	SrNo	Code	Name		Der	ortment	Category	Card No	V
2 0003 Loile Baidhani Default 3 0005 Poonem Bhuljbal Default 4 0007 Sanjay Nimbalkar Default 6 00013 Ajinkya Naik Default 7 00014 Krishna Deshpande Default 9 00016 Sonali Khandagale Default		1	0001	Ankush M	ore			Default		
3 0005 Poonam Bhujbal Default 4 0007 Sanjoy Nimbalkar Default 6 00013 Ajinkya Naik Default 7 00014 Krishna Deshpande Default 8 00015 Default 9 00016 Sonali Khandagale Default		2	0003	Laila Baid	hani			Default	10	
4 0007 Sanjey Nimbalkar Default 6 00013 Apinkya Naik Default 7 00014 Krishna Deshpande Default 9 00016 Sonali Khandogale Default	1	3	0005	Poonam E	hujbal			Default		
Correction C		4	0007	Sanjay Ni	mbalkar			Default		
6 00013 Ajinkya Naik Default 7 00014 Kisha Deshpande Default 8 00015 Default 9 00016 Sonali Khandagale Default				Pooja Sat	hye			Default		
7 00014 Krishna Deshpande Default 8 00015 Default 9 00016 Sonali Khandagale Default		6	00013	Ajinkya Ni	aik			Default		
8 00015 Default 9 00016 Sonali Khandagale Default 4.Select employees to generate report 5 Click to generate report		7	00014	Krishna De	eshpande			Default		
9 00016 Sonali Khandagale Default 4 Select employees to generate report 5 Click to generate report		8	00015					Default		
4. Select employees to generate report		9	00016	Sonali Khe	andagale			Default		
		4	Select employee generate repor	t t		gener	Slick to ate 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:

All Present Full Days Half Days Half Days	Irregular Days On Leave Weekly Off	Holidays Late Coming Early Going
-----------------------------------------------------------	------------------------------------------	----------------------------------

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	e Report	Location : : Pune					16/11/201		
		From :	01/10/2010	To :	10/10/20	010			
EmpCode :	0001	Employee	Ankush More	S			Dept :		
Date	Shift	In Time	OutTime	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 Baidhar	ni			Dept :		
Date	Shift	In Time	Out Time	Late	Early	V Vork 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	

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.

				CES				
Time Ca	rd Report		Loc	ation : Pur	ie		23	16/11/2010
		From : 01/	10/2010		To: 1	0/10/2010		
EmpCode	0001		Na	ame: Ankus	h More			
Department	2		Categ	gory: Defaul	t			
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	\/vkoff	09:30	18:30	-	-	09:00	09:00	\/kOff
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	VVkoff	09:30	18:30	=	-	09:00	09:00	WkOff
				0:00	0:00	90:00	18:00	
Fotal Davs	10						OT: 0:00	

Ø 5.Show All Punches Report:

	1				-
Select Punch Types	IIA 💿	🔘 Machine	🔘 Manual	O Deleted	

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



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					
		Date:0	5/10/2010		
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	Saniay Nimbalkar		09:30 18:30	

Step 4: Backup database

Master	Manage Data	Reports	Updation		
	Download	from machir	ne		
	Backup Database				
Contraction of the second	Register D	LL			

After click on backup database following message is displayed

Backup Database	
Do you want to take Databas	se Backup?
Yes No	

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

Save jn:	🥌 Local Disk (C:)	💌 🕝 🌮 🗁 🖬 •
	Accesscontrol	WebSite1
	AJAXEnabledWebSite1	WebSite2
My Recent	ava	WebSite4
Documents	Documents and Settings	C WebSite5
100	DotNetNuke_Community_05[1].06.00_Install	C WebSite6
	C Inetpub	C WINDOWS
Desktop	intel	201_Feb_2011.Mdb
Desktop	kop	18 Feb_2011.Mdb
-	bopran	23 Mar_2011.Mdb
	Program Files	CSRC-Jan_27-RS-GM-Edits.mdb
	RelyonSoft	Dayroll1.Mdb
My Documents	Sagar	Devroll, Mdb
	Sompath	SmartPro.mdb
	Standard User Manual	
33	AvarshaWeb	
My Computer		
	File name: 15 Apr. 2011 Mdb	Save
My Network	Save as type: Access Files(*.Mdb)	Cancel