

USER MANUAL

Timewatch Time & Attendance Management Software



Powered By:

TimeWatch
www.admantechologies.com

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Time Office Management System

TimeWatch "Time Office" is a 'time & attendance' management software solution for all types of organization larger or smaller. It delivers the functionality and flexibility to support the demanding and complex time management requirements of your organization. Going far beyond traditional time and attendance systems, the TimeWatch Time Office software can significantly improve the efficiency of your business, eliminating unneeded effort and simplifying the daily time management activities for all of the members of your workforce. Our time and attendance solution is designed specifically to support the complex requirements of enterprise-class implementations.

The **TimeWatch "Time & Attendance"** software is designed for every need of any modern Time Office. With several reports beautifully designed and accurately generated it fulfils the needs of all the departments of any industry or business establishments. All the repetitive, manual, time consuming work is made simpler and the reports are generated in time. This includes even some of the statutory reports required by Government.

Huge Number of reports is generated through our System, which has been highly appreciated not only by the Time Office, but also by the Personnel Department, Accounts Department, EDP Department and the General Management of every organization.

TimeWatch "Time Office" software can work even in an environment where the employees can record the attendance (by dropping the card to register 'IN' and 'OUT' timings) from any of several systems that could be working at a location and the attendance recording will be done automatically in the correct way.

This software is designed not only to cater to the needs of all kind of possible users e.g., factories, offices etc. To cater to the needs of the factories where an employee needs to sit beyond the normal limits of 12 the software takes two days data together for proper computation of attendance. In the Offices the sales service, account, personnel, administration on personnel needs to go out for sales calls, service calls, bank work, Labor Courts etc. The software provides the facility of calculating the outwork of such employees and also calculate the outwork as the employee's working hours.

Major Modules

- | | |
|--------------------------------|-------------------------------|
| ❖ Master Module | ❖ Employee Profile |
| ❖ Roster Management | ❖ Time Office Setup |
| ❖ Leave Management | ❖ User Management |
| ❖ OT Management | ❖ System (Readers) Management |
| ❖ Time & Attendance Management | ❖ Reports |

**Advantages of having this type of system are:**

- It is convenient for the employees, to utilize any of the machines installed in the premises, which is freer. As they can record 'IN' and 'OUT' from any of the **TimeWatch** systems which are there, it has an automatic reducing effect on the length of the queue.
- However because of any reason if dedicated machines are required for 'IN' and 'OUT', the same can also be done without any problem. **TimeWatch** has this provision.

Duplicate checking of entries

Many times an employee (mainly workers) drop/punch his card more than once in quick succession just to ensure and reassure himself that his attendance is marked. However, second punch is normally treated as 'OUT' punch. To circumvent such situation and ignore all the repeated punches received within a specified time. Say, 5 minutes or 10 minutes etc., a provision exists so that the repeat punches of the same employee received within this period will not be treated as 'OUT' punch.

Night Shift Operation

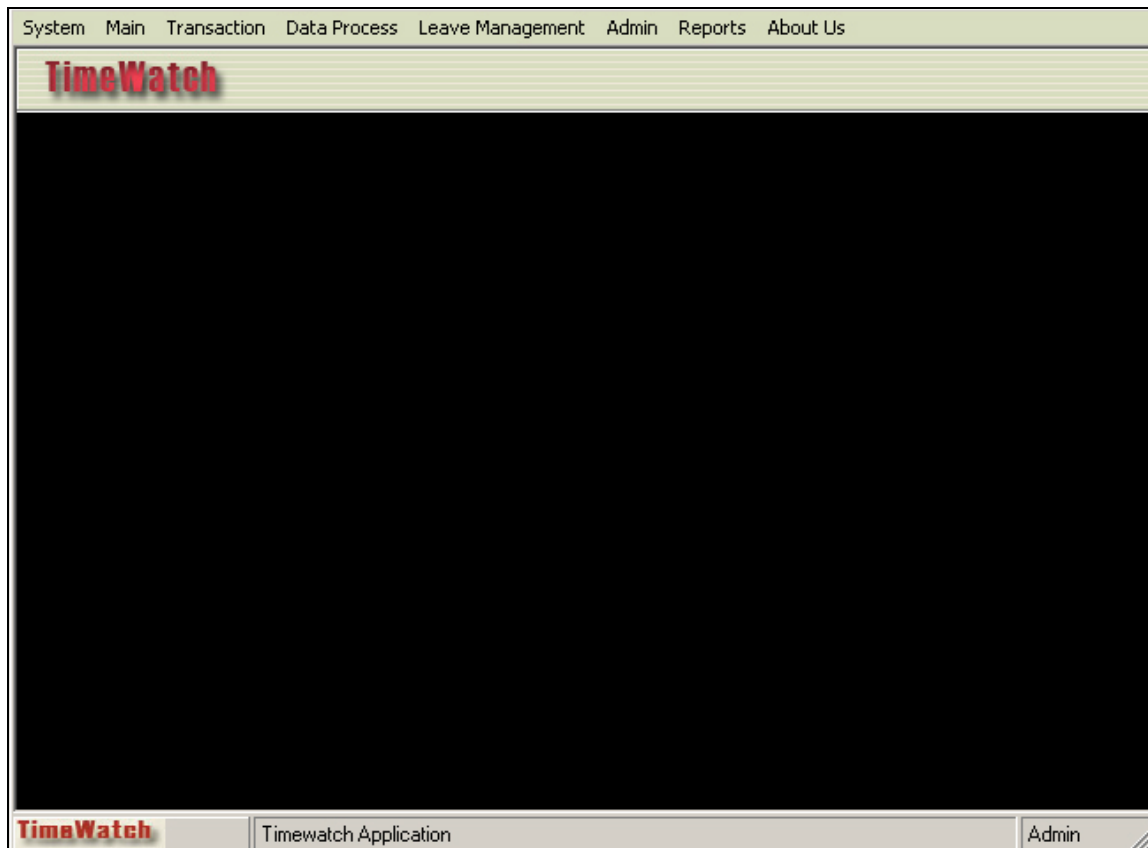
TimeWatch software works even for night shift operation i.e., person entering during night hours of one day can leave the next day morning or afternoon.

How to get started

Double click on TimeWatch shortcut it will show you License window and then ask for the valid user name and password that is shown below.



Enter a user name and password that is valid for Time Office then click ok button when this is valid then main screen display which is shown below.



This is the main screen of Time Office Software that shows all Masters, Transactions and Reports.



Menu Details

The **TimeWatch** Time Office s/w has a number of menus and sub-menus that contains various modules and functions or tasks that can be performed as a part of Time & Attendance system.

Following is the list of menus and the sub-menus available in the **TimeWatch** Time Office application:

System
Minimize
Maximize
Exit
Password
Calculator
Calendar
Communication
Monitor User Log
Payroll Management

Main
Controller
Company
Department
Section
Grade
Category
Shift
Bank
Branch
Dispensary
Dependants
Nominees

Transaction
Punch Entry for Attendance
Overstay to Overtime
Shift Change Window
Holiday Entry

Data Process
Attendance Register Creation
Attendance Register Updation
Back Date Processing

Leave Management
Leave Master
Leave Application
Leave Accrual
Auto Leave Accrual

Admin
Time Office Setup
User Privilege
Verification
Finger Setup

Reports
Daily
Monthly
Yearly
Memo
Leave
Master
Chart
Report Writer



1. System

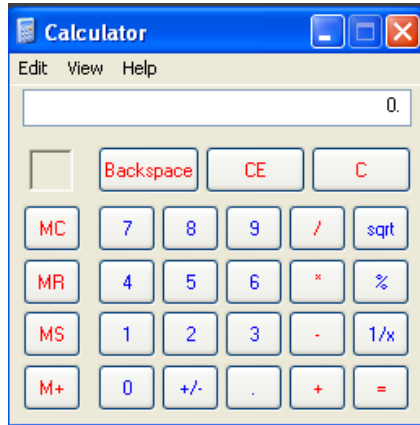
Utilities:

a) Change Password

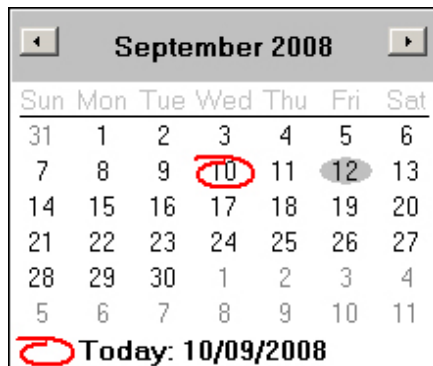
To Change password this option can used. User have to enter existing password and new password and new password confirmation to set new password.

A dialog box titled "Change Password" with three input fields: "Old Password", "New Password", and "Confirm New Password". At the bottom right, there are "Ok" and "Cancel" buttons.

b) Calculator



c) Calendar



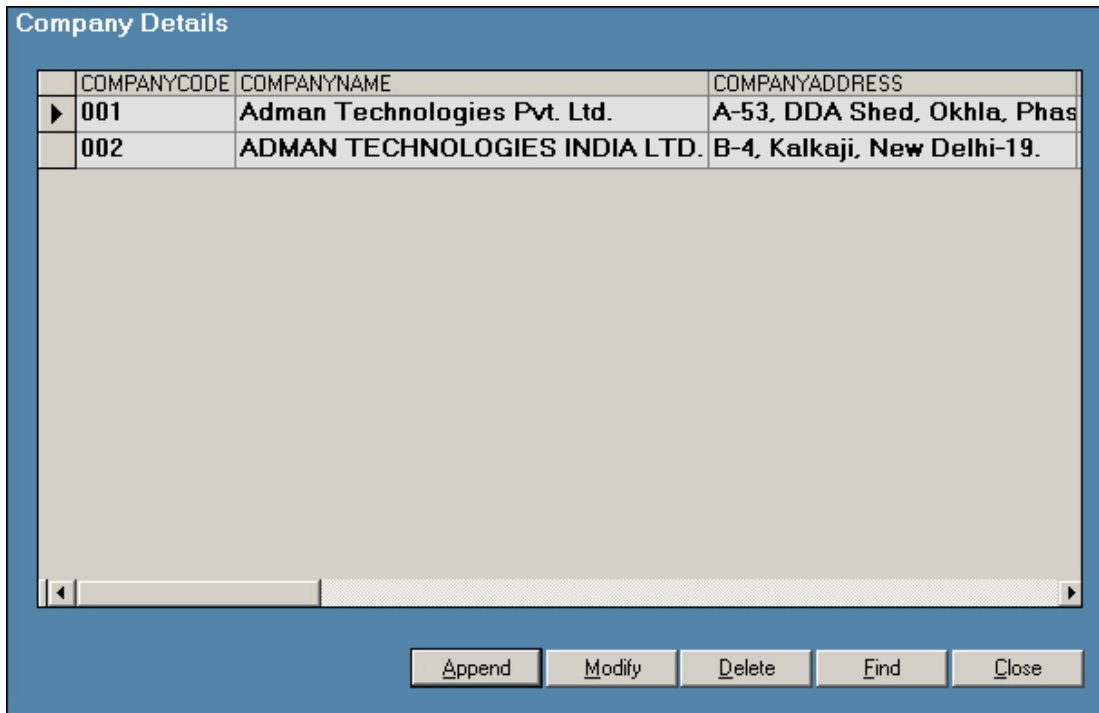


2. Main Window

a) Company Master

It is possible to have different companies in the same premises for the sakes of administration or any other reasons. In this case you can use a single computer to do all the time office jobs, and you can differentiate the employees by declaring a company and adding company code to each employee.

When you are opening the company master you will get a browse window contain all the details of available companies.



Each company has unique company code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee for specific company. However it is not required to remember all the company codes. The Time Office software facilitates company code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee for specific company. However it is not required to remember all the company codes.

This screen shows four-command button.

- 1. Append
- 2. Modify
- 3. Delete
- 4. Close

Now you can click on Append button to add new company. If you want to modify or delete an existing company you are required to select it first and click on the appropriate button.

The Append/Modify form will look like this.



Company Master

Company Code: 001 *

Company Name: Adman Technologies Pvt. Ltd. *

Company Address: A-53, DDA Shed, Okhla, Phase-2, N. Delhi-20.

Short Name Of Company: ADMAN

Company TAN No.: TAN001

Company PF No.: PF01

Company PAN No.: PAN01

Company LC No.: LC01

Buttons: OK, Cancel

Here you can enter your company details. The company code should be a unique value.

b) Department Master

Here we are entering the details of each department. When you are selecting the department master you will get a browse window with the details of the existing departments. Like in the case of Company Master you can add, modify or delete the department entries.

Department Details

DEPARTMENTCODE	DEPARTMENTNAME	DEPARTMENTHEAD	EMAIL_ID
001	CEO Office		
002	Administrators		
003	HR		
004	Finance		
005	Sales		
006	Development		
007	R & D		
008	Testing		
009	Support		
010	Accounts		
011	Purchase		

Buttons: Append, Modify, Delete, Find, Close



When you are selecting Append or modify option, it will give you a Department Master Entry form like,

The screenshot shows a 'Department Master' form with the following fields: Department Code (004), Department Name (Finance), HOD (Suresh Bhatnagar), and Email ID (suresh.b@admantechnologies.com). There are 'OK' and 'Cancel' buttons at the bottom right.

c) Section Master

This is utilized for defining the record of employees. This should be created before starting the transaction. Modification can be done at any time and the effect will start from that date.

The screenshot shows a 'Section Master' form with the following fields: Section Code (S01) and Section Name (DEPLOYMENT). There are 'OK' and 'Cancel' buttons at the bottom right.

d) Grade Master

The screenshot shows a 'Grade Master' form with the following fields: Grade Code (G01) and Grade Name (GRADE). There are 'OK' and 'Cancel' buttons at the bottom right.



e) **Category Master**

Here we are entering all the category details. You can categories the employees in different ways. Designation wise, Grade wise is examples. When you are selecting the category master the following form will open with the heads to be entered

Category Master

Category Code *

Category Name *

OK Cancel

It is not possible to edit the category code while you are modifying. If you really want to change the category code you can delete that entry and recreate it by adding a new category.

f) **Shift Master**

Through this option we declare all the possible shifts in the company along with the details.

Shift Master

Shift Setup

Shift Code *

Shift Start Time Lunch Start Time

Shift End Time Lunch Duration

Shift Hours Lunch End Time

Advanced Setup

Overtime Deduct After Lunch Deduction

Overtime Start After Shift Position

Overtime Deduction

OK Cancel

Shifts are identified by their unique shift code. You can enter any valid 3 character code here except **OFF** and **IGN** because these shifts are reserved.

Overtime start after and Overtime deduct after defines the minimum and maximum limit for the Overtime calculation. If you are giving any value in the Overtime deduction field, it will deduct that many hours from the individuals overtime.



Shift code:	Insert the new shift code.
Shift Start Time:	This is the shift starting time.
Shift End Time:	This is the shift end time.
Shift Hours:	This is the time period that the shift contains, if this is wrong, it is sure that yours overtime and overstay will be wrong.
Lunch Start Time:	This is the starting time of lunch.
Lunch Duration:	This is the duration of lunch.
Lunch End Time:	This is the end time of lunch.
Lunch deduction:	This is the time period that will be deducted from the working hours.
Overtime deduct after:	This is the limit period after which the OT won't be considered e.g. If OT deduct after is initialized as 3.00 hrs and employee having OT 5.00 hrs. Then it would consider 3.00 hrs. only.
Overtime start after:	This is the minimum time period for OT consideration e.g. If OT start after is initialized as 15 minutes the OT will be calculated for only those employees, the time for which is more than 15 minutes.
Overtime deduction:	This is the time period that will deduct from the overtime hours.
Shift Position:	Three types of shift
Night:	That means last three punches of the next date only.
Day:	That means first three punches of the same date only.
Half:	This is the half-day shift for half day weekly off.

g) Employee Master

This is the most important master. It contains information about each employee and ways of computing and evaluating attendance data for daily and monthly reports.

Through this report you can go to any employee's master record and check various status, modify any information of particular record, add new employee records, delete existing master records.

Employee Details

	ACTIVE	PAYCODE	PRESENTCARDNO	EMPNAME	GUARDIANNAME
	Y	0001	00000001	VIRENDRA KUMAR	SRI SUREND
	Y	0002	00000002	Vikash Chandra	MR. G. BHAG
	Y	0003	00000003	Gagan Sood	MR. S. K. SOC
	Y	0004	00000004	Trivendra Gupta	MR. R. S. GU
	Y	0005	00000005	Raj Kumar Gupta	MR. RAM KUM
	Y	0006	00000006	ATUL CHAND	SRI DIWAN C
	Y	0007	00000007	VICTOR SYMONDS	MR. GEORGE
	Y	0008	00000008	JAYANT MAIETY	MR. VIJENDR
	Y	0009	00000009	SUBHASH YADAV	SRI RAM KRI
	Y	0010	00000010	DURGESH MANI PANDEY	SRI RADHAM
	Y	0011	00000011	SONU KASHYAP	SRI VIRENDR
	Y	0012	00000012	AJITESH SRIVASTAVA	MR. RAMESH
▶	Y	0013	00000013	RAJ KUMAR SHARMA	SRI SHIV KUM

All User

Above screen show the Employee master form has six buttons

1. **Append** To add new record
2. **Modify** To modify existing record
3. **Delete** To delete existing record
4. **Find** To locate any employee detail through Name
5. **Close** To close the current window

The entire employee personal details like name, address, shift details like weekly off day, shift pattern etc is entered through this option.

Because of data intensity this form is arranged into four racks. By selecting the tabs you can shift from rack to rack. The first and second screens contain the personnel details of an employee. The third contains the time office policies applicable for that employee and the fourth contains the shift information relating to that employee.

Official Detail:

The first field **Active** decides whether the employee is on roll or not. System will not do processing or run duty roster for the non-active employees. The Paycode and card no should be unique. You can assign the respective company, department and category to each employee, which he/she belongs to. You can even include the scanned photographs of employee and employee signature.


Employee Master

Office Detail | Personal Detail | TimeOfficePolicy | Shift/WO Policy

Office Details

Active: *
 User No.: *
 Printed Card No.:
 Emp Code.: *
 Name: *
 Gurdian Name:
 Company:
 Department:
 Catagory:
 Section:
 Grade: PF No:
 Designation: ESI No:
 Branch:
 Dispensary:

Photograph



Select Remove

Signature

Vikash Chandra

Select Remove

OK Cancel

Personal Detail:

Employee Master

Office Detail | **Personal Detail** | TimeOfficePolicy | Shift/WO Policy

Personal Details

Date of Join: *
 Date of Birth:
 Married:
 Blood Group:
 Qualification:
 Experience:
 Sex: Male Female
 Bank Name:
 A/c No:
 E-Mail:
 Bus Route:
 Vehicle No.:

Permanent

Address:
 PinCode:
 Telephone:

Temporary

Address:
 PinCode:
 Telephone:

OK Cancel

Time Office Policy:

Employee Master

Office Detail
Personal Detail
TimeOfficePolicy
Shift/WO Policy

Time Office Policy

Permissible Late Arrival	<input type="text" value="00:10"/>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Punches Required in a Day <ul style="list-style-type: none"> <input type="radio"/> No Punch <input type="radio"/> Single Punch Only <input type="radio"/> Two Punches <input checked="" type="radio"/> Four Punches <input type="radio"/> Multiple Punch </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> Single Punch Only <ul style="list-style-type: none"> <input type="radio"/> Fixed Out Time <input checked="" type="radio"/> Overwrite </div> <div style="margin-bottom: 5px;"> <input type="checkbox"/> Overtime Applicable <div style="display: inline-block; border: 1px solid gray; padding: 2px; margin-left: 5px;">Overtime Rate Per Hour <input type="text" value="0.00"/></div> </div> <input type="checkbox"/> Overstay Applicable
Permissible Early Deaprture	<input type="text" value="00:10"/>	
Maximum Working Hours in a Day	<input type="text" value="24:00"/>	
Round The Clock Working	<input type="checkbox"/>	
Consider Time Loss	<input checked="" type="checkbox"/>	
Half Day marking	<input type="checkbox"/>	
Short leave marking	<input type="checkbox"/>	
Present Marking Duration	<input type="text" value="04:00"/>	
Maximum Working Hours for half day	<input type="text" value="00:00"/>	
Maximum Working Hours for Short day	<input type="text" value="00:00"/>	

Permissible late arrival decides the duration an employee can come late without marking as *late*. Same way permissible early departure is the allowed early departure duration.

Maximum working hours in a day decides, up to what time system should look for out punch, after the In punch.

If the employee can work round the clock, the **Round The Clock Work** field should be selected. If you are deselecting the **Consider Time Loss** field, system will not calculate time loss (including late arrival and early departure).

If hours worked duration is lesser than the **Present Marking Duration** system will mark that employee as absent.

If you want to enable automatic half day assignment, you can select the **Half Day Marking** field. If you are selecting it you are required to give two more information to complete the calculations i.e. **Maximum absent hours for half day** and **Minimum absent hours for half day**. Here you are giving the limits for half-day assignment.

Overtime and Overstay will be calculated only if the respective fields are selected.

Punching Patterns:

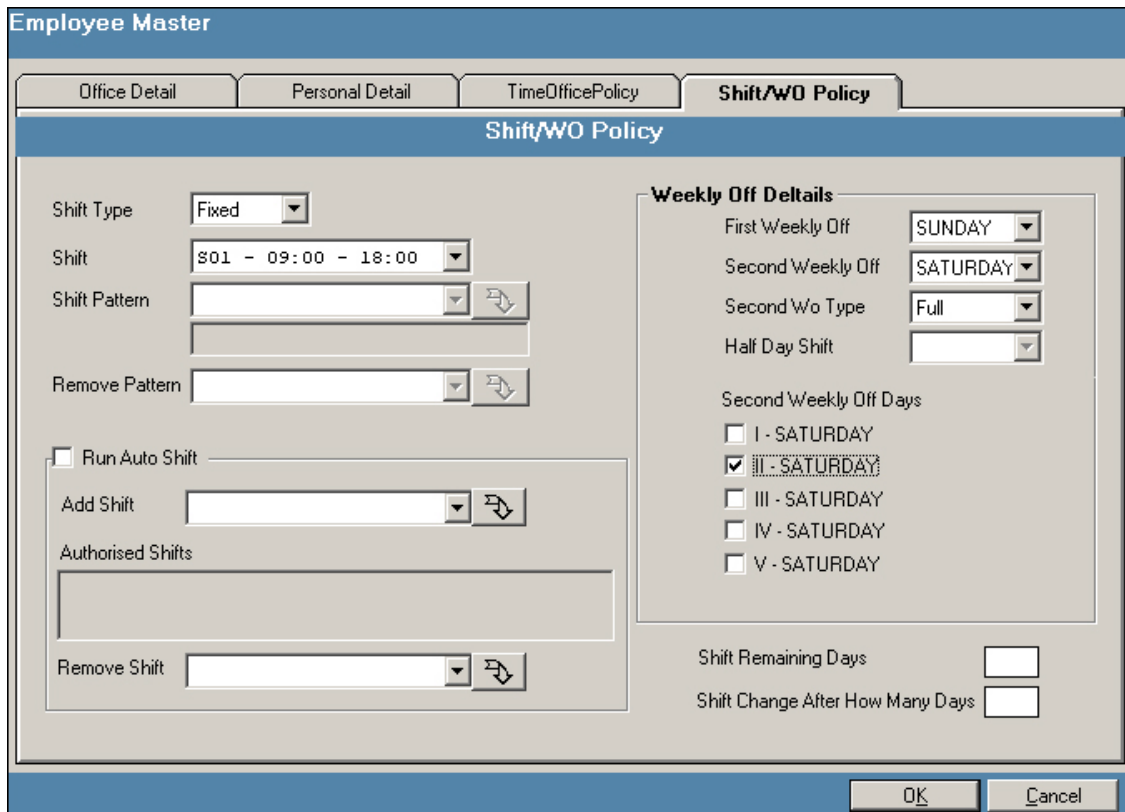
Following are the different types of Punching patterns that can be assigned to any employee in the Company:

- **Single Punch:** If desired, It is possible to do away with the 'OUT' punching for employees leaving at the shift end time only. In this case employees will have to record 'IN' time only. 'OUT' will be automatically assumed to be the shift end time. However, persons leaving early or staying overtime are expected to punch 'OUT' time also and such recordings will be accounted.
- **Double Punch:** Both 'IN' and 'OUT' timing are recorded.
- **Four Punch:** In addition to the two punches recorded while coming 'IN' and going 'OUT' you can also record 'LUNCH IN' and 'LUNCH OUT' timings.
- **Multiple Punch:** Maximum 20 punches are allowed.

For Directors, Senior Executives it may not be mandatory to record attendance daily. However, for the sake of proper records, and at the same time keeping in view their busy schedules, a feature has been provided by which it automatically posts 'IN/OUT' timings, without actually punching. If they do punch, the same will be recorded or otherwise it will be inserted automatically as per their shift timings.

For specific employees who are often doing outside work like Peons, Purchase Personnel, Account Personnel requiring to go to Bank etc., the punching can be multiple i.e. the personnel are required to punch the card when going out and when coming in. The time the person spends inside the office and outside for official purposes can be monitored. Owing to carious practical reason this facility is only for the day shift operations and is meant only for the white-collar employees who come in the general shift of the offices / factories. This facility will not be extended at present to night shift operation or for workers. More over in night shifts, such requirement hardly exists.

Shift/Weekly Off Policy:



The screenshot shows the 'Employee Master' application window with the 'Shift/WO Policy' tab selected. The form is divided into several sections:

- Shift Type:** Fixed (dropdown)
- Shift:** S01 - 09:00 - 18:00 (dropdown)
- Shift Pattern:** (dropdown with a refresh icon)
- Remove Pattern:** (dropdown with a refresh icon)
- Run Auto Shift
- Add Shift:** (dropdown with a refresh icon)
- Authorised Shifts:** (empty list box)
- Remove Shift:** (dropdown with a refresh icon)
- Weekly Off Details:**
 - First Weekly Off: SUNDAY (dropdown)
 - Second Weekly Off: SATURDAY (dropdown)
 - Second Wo Type: Full (dropdown)
 - Half Day Shift: (dropdown)
 - Second Weekly Off Days:
 - I - SATURDAY
 - II - SATURDAY
 - III - SATURDAY
 - IV - SATURDAY
 - V - SATURDAY
- Shift Remaining Days:** (text input)
- Shift Change After How Many Days:** (text input)

At the bottom right, there are 'OK' and 'Cancel' buttons.

The forth and the last screen contains the auto-shift and duty roster related information. The first field asks for the shift type. Possible shift types are **Fixed, Rotational & Ignore**. In case of fixed shift the employee's shift will be fixed for all the time. E.g. General shift will be there for Officers. In case of rotational shift type, you can specify the pattern of the shift in which the shifts for that employee rotates. Here you are required to enter two more fields to complete the shift pattern i.e. **Shift change after how many days** and **Shift remaining days**. The former field is clear, i.e. it will be 7 if weekly shift change is there. Duty roster is created from the 1st day of year or from the date of joining which ever is earlier. Shift Remaining days specifies the number of days that are remaining in the first allocated shift i.e. the first shift in the duty roster.

In addition to the shift details you are also required to give weekly off information to complete the duty roster information.

If you are not interested in entering each employee's shift details, the system can be used for automatically changing the shifts. For this purpose all the possible shifts in which an employee can come should be entered in the **Authorized Shifts** field.

3. Transaction Window

Transactions are used to make modifications in the table data. It can be a Punch Entry for Attendance to manually do the punching, or it can be a Leave Application to post the leaves etc.

a) Punch Entry for Attendance

This option is used to add or delete the punches. When you are selecting this from the main menu, you will get an entry form like,

ManualPunch Entry

Paycode * Process From * **ALOK KUMAR GUPTA**

Card No. Punch Date * Punch Time *

Processed Data							Un processed punches		
DateOffice	Status	ShiftAttende	LateArrival	In1Date	In1_Time	Out2_Date	PunchDate	In1	P
01/01/2008	P	GEN	0	01/01/2008	08:45	01/01/2008	01/01/2008	08:45	N
							01/01/2008	17:36	N

Found The Clock Work: Punch Posting Close

Now you can give the Paycode in the first text box. If that employee is a non-RTC employee, you can do manual punch day by only. But if it is a RTC case, you can do manual punch from the date you are giving in the *Process from* column up to the date in which the End of Day Clearance is done. In that case system will rearrange the whole punches also.

If you want to delete one punch, you first select that punch by clicking on the second grid and press *Delete* key.

b) Overstay to Overtime

OS-OT Voucher is using to enter the value of overtime manually.

Once you give the Paycode and Date, you will get a screen like,

OS to OT Conversion Voucher

Paycode * Date *

Name	AMIT GUPTA	Shift	Lunch
Card No.	00000213	Code	<input type="text" value="GEN"/> *
Designation		From	<input type="text" value="09:00"/>
Company	CANTABIL INTERNATIONAL (P) LTD.	To	<input type="text" value="17:30"/>
Department	ACCOUNTS SECTION	Hours	<input type="text" value="08:00"/>
Catagory	R		
Section	STAR CITY MALL		
Grade	A		

				Form	<input type="text" value="13:00"/>
				To	<input type="text" value="13:30"/>
				Hours	<input type="text" value="00:30"/>
				Deduction	<input type="text" value="00:00"/>

Shift In	Shift Out	Lunch Out	Lunch In	Actual Overstay	<input type="text" value="00:00"/>
Date	<input type="text" value="//"/>	<input type="text" value="//"/>	<input type="text" value="//"/>	OverTime Granted	<input type="text" value="00:00"/>
Time	<input type="text" value=":"/>	<input type="text" value=":"/>	<input type="text" value=":"/>	Overtime Amount	<input type="text" value="0.00"/>

Here you can simply enter the value of OT.

c) Shift Change Window

In case an employee is allowed to work in shifts than his usual shift, this change will have to be notified, in order to rectify the late / early and overstay / overtime duration's. You will be asked the employee's code and the dates for shift change. After entering the employee code and date the screen looks as given below highlighting at Shift. You have to enter the required shift, When your change option is entered all the status (Arrival/Departure, Working hour, OT etc. will be computed automatically and can seen on the spot in the screen.



Shift Change Voucher

Paycode * Year * Month to Change the Shift

Employee Details

Name Department Catagory

Designation Company Card No

Section Grade

Date	Shift	Shift_ATTended	Status
01 Mar 2008	OFF	OFF	WD
02 Mar 2008	OFF	OFF	WD
03 Mar 2008	GEN	GEN	A
04 Mar 2008	GEN	GEN	A
05 Mar 2008	GEN	SPL	A
06 Mar 2008	GEN	GEN	A
07 Mar 2008	GEN	GEN	A
08 Mar 2008	OFF	OFF	WD
09 Mar 2008	OFF	OFF	WD
10 Mar 2008	GEN	GEN	A

DateOffice *

Shift *

Shift Start Time

Shift End Time

Lunch Start Time

Lunch End Time

Shift Duration

d) Holiday Entry

Here you are declaring all the holidays applicable for whole employees. When you are selecting the *Holiday* from the Transaction menu you will get a browse window with the details of the entered holidays.

Holiday Details

DATE	HOLIDAY	companycode
26/01/2008	Republic Day	123
23/03/2008	Holi	123
10/10/2008	Diwali	123

When you are declaring a new holiday, an add holiday form will come up like,



Holiday entry

Date: 06/11/2008 *

Reason: Diwali *

OT Factor:

Adjusted against: / /

OK Cancel Selection

On holidays OT Amount will be OT * overtime Rate * OT Factor.

If you are declaring holiday against some weekly off (normally against Sunday) you can specify that date in the adjusted against field, so that the system will transfer the entire shift assigned for the holiday to the week off i.e. the adjusted against day.

Do not forget to select Company and Department selection to declare Holiday.

Selection Criteria

Company Department

Unselected

- D04 - DP SECTION
- D05 - ED WORKS
- D06 - COMPANY AFFAIRS
- D08 - ELECTRICAL SECTION
- D09 - S & T SECTION
- D10 - MECHANICAL SECTION
- D11 - ACCOUNTS SECTION
- D14 - ED PROJECT
- D15 - MARKETING

Selected

- D01 - MD SECTION
- D02 - D.F. SECTION
- D03 - DW SECTION
- D07 - CIVIL SECTION
- D12 - HRM SECTION
- D13 - ADMINISTRATION SECTION

Ok Cancel

When you are adding or deleting any holiday system will perform an automatic processing to make effect of holiday declaration, so there is no need for any sort of explicit processing.

4. Data Process

a) Attendance Register Creation

The Attendance Register is to be prepared for each year. It creates a yearly record. Selecting option **All** will create Attendance Register for each & every employee of the organization. For creating Attendance Register of a particular employee or for creating Attendance Register of selected date of a particular month to the last day of the same month of that year.



Roster Creation

Date: 01/01/2008

All
 Selective

Buttons: Create, Exit

b) Attendance Register Update

If the shift policies of a particular employee changes which will be effective for the remaining year this option is used. First of all make the changes in the employee master followed by selecting the date, month and the year from which this change is to be made effective; through the Attendance Register Update option.

Roster Update

Date: 24/09/2008

All
 Selective

PayCode: A0018R

Buttons: Update, Exit

c) Back Date Processing

For processing an already processed date this option is used.

Back Day Processing

All Selective Capture data

From Date: 24/09/2008

Paycode From: A001 To: A001

Buttons: OK, Cancel

5. Leave Management



a) Leave Master

All the possible leaves an employee can take are entered through this option.

Maximum of twenty types of leave can be entered to the system. For adding or modifying a record the following form occurs.

Here **Leave field** and **Leave Code** are unique names. Possible value range of *Leave field* is L01 to L20. **Weekly Off include (Yes/No)** If yes then the weekly off coming between the leaves will be considered as leave else it will be considered as weekly off.

Holiday Include (Yes/No) The calculation of the leave is done in the same fashion as in the case of Weekly Off include.

If you want to specify the opening balance of the leave i.e. *accrued leave* you are required to select the *Leave Accruable (Yes/No)*. Leaves like **On Duty** or **Leave Without Pay**, should not be entered here.

In the leave type you can specify either *Leave* or *Present* or *absent*. E.g. It will be *Leave* in case of CL or SL or EL and it will be *Present* in case of On duty and it will be *Absent* in case of Leave without pay.

Sanction limit (Min & Max)- here one can set the sanction limit for a particular leave for example if Min value is 2 in that case you can't apply less than 2 leave ,if Max value is 20 you can't apply more than 20 leave in a single stretch.

Carried and Fixed- This option can be used for carry forward leave in next year. This will calculate the leave based on formula you have set.

Leave Master

Leave Field: L01 *

Leave Code: CL *

Leave Description: CASUAL LEAVE *

Leave Type: Leave

Sanction Limit

Carried Fixed

Min: 00.00 Max: 00.00

Present: 00.00 Leave: 00.00

Max Accrual Limit: 000.00

Weekly Off Include (Yes/No):

Holiday Include (Yes/No):

Is Accrual (Yes/No):

OK Cancel

b) Leave Application

You can use this to enter any type leaves or tours for single or group of employees for a single or multiple days. Before using this Transaction, you should make sure that, all possible leave types are defined in the leave master.

Leave & Tour Voucher

Paycode From * To * Date from * Date To *

Voucher No. 0000000016
Name ALOK KUMAR GUPTA
Card No. 00000492
Designation
Company ADMAN TECHNOLOGIES (P) LTD.
Department ERP
Category R
Section STAR CITY MALL
Grade A

Leave Duration

Quarter
 Half Day
 Three Fourth
 Full Day

Leave Code ▾
Reason
Approved Date

Once you give the paycode (single or range) and date you can select the leave, you want to enter. For the ease of work, system will select the first leave in the leave master as the default leave. If you want change the leave type, simply click on it. And you will get a list, which will show even the balance also.

c) Accrual Leave

As we specified in the Leave Master here we are specifying how much leave an employee can avail in the current year. When you are selecting the *Accrued leave master* from the main menu.

Leave credited to each employee's account will be entered through this option. You will be asked to enter employee's code range (Paycode **from** and Paycode **to**) according to your requirement you have to enter.

The screen will be seen as follows:

Leave Accrual

Paycode From: * Paycode To: * Year: *

Name: ASHWANI KUMAR GUPTA
 Card No.: 00000351
 Designation:
 Company: ADMAN TECHNOLOGIES (P) LTD.
 Department: ACCOUNTS SECTION
 Catagory: R

Opening Balance

CASUAL LEAVE	<input type="text" value="018.00"/>
OUT DOOR DUTY	<input type="text" value="000.00"/>
EARNED LEAVE	<input type="text" value="000.00"/>
RESTRICTED HOLIDAY	<input type="text" value="000.00"/>
MEDICAL LEAVE	<input type="text" value="000.00"/>
COMPULSARY REST	<input type="text" value="000.00"/>
SICK LEAVE	<input type="text" value="014.00"/>

OK Close

d) Auto Accrual Leave

This Option is used to automatic calculation of Leave of previous year and set as opening balance for current year.

Auto Leave Opening Calculation

Year: ▼

Proceed Exit

6. Admin

a) Time office Setup

Corporate Policies						
SETUPID	PERMISLATEARR	PERMISEARLYDEP	DUPLICATECHECKMIN	ISOVERSTAY	S_EN	
▶ 1	10	10	5	N	21/0	
2	10	10	5	N	09/0	

It includes the general details / rules / policies which are followed by the company.

There is no provision for modifying or deleting the existing setup master information. This is intended to prevent the possible mistakes.

TimeOffice Policy			
SetUp Register No	<input type="text" value="3"/>	MaxWrkDuration	<input type="text" value="1440"/>
Duplicate Check Min	<input type="text" value="5"/>	Permissible Late Arrival	<input type="text" value="10"/>
Four Punch in Night Shift	<input type="checkbox"/>	Permissible Early Dep	<input type="text" value="10"/>
End Time for IN punch	<input type="text" value="05:00"/>	Over Time allowed	<input type="checkbox"/>
End Time for Out punch(Next Date) for RTC Employee with Multiple Punch	<input type="text" value="05:00"/>	Out Work Allowed	<input type="checkbox"/>
Maximum Working Min. to Verify	<input type="text" value="1020"/>	OverStay Allowed	<input type="checkbox"/>
Max Late Arrival Duration	<input type="text" value="240"/>	Skip Page on Department	<input checked="" type="checkbox"/>
Max Early Departure Duration	<input type="text" value="240"/>	Lines Per Page	<input type="text" value="58"/>
Half Day marking	<input type="checkbox"/>	No of Present for WD	<input type="text" value="3"/>
Short leave marking	<input type="checkbox"/>	isAuto Absent Allowed	<input type="checkbox"/>
Present Marking Dur	<input type="text" value="240"/>	Mark AWA as AAA	<input type="checkbox"/>
Maximum Working Hours for half day	<input type="text" value="300"/>	Mark WD as Absent when No of Present<No of Present for WD	<input type="checkbox"/>
Maximum Working Hours for Short day	<input type="text" value="120"/>		
Auto Shift Allowed	<input type="checkbox"/>		
PermisEarlyMinAutoShift	<input type="text" value="240"/>		
PermisLateMinAutoShift	<input type="text" value="240"/>		
Week Off include or not in Duty Roster	<input type="checkbox"/>		
isPresentOrWOPresent	<input type="checkbox"/>		
isPresentOrHLDPresent	<input type="checkbox"/>		

OT Options

OT = OutTime - ShiftEndTime
 OT = Working Hrs - ShiftHrs
 OT = Early Coming + Late Dep

OT Parameter Options

OT is allowed incase of early coming
 Round Over Time

OT Deductions

Deduct OT in HLD
 Deduct OT on WD

OT Durations

OT Early Coming Dur
 OT Late Coming Dur
 OT Restrict End Dur



Three columns are there in this form. We can give any value to the *Setup Register No.* Field. But the entries with the highest Setup ID value will be taken as the default system parameters. Late arrival upto *Permissible Late Arrival* duration (in minutes) will not be considered as late arrival. If the duration between two punches is less than the *Duplicate check minutes* system will ignore the second punch. The next three parameters define the equation for the *Missing and re-verification report*, i.e. If the hours worked is greater than *Maximum working minutes to verify* or late arrival is greater than *Max. Late arrival duration* or early departure is greater than *Max. Early departure duration* or status is *MIS* then that record will come in the *Missing and re-verification* report.

The next five parameters define the automatic half-day assignment rules. If *Half-day marking* option is selected then the system will check the following conditions to assign half day and short leave.

If Absenteeism hours between *Minimum Absent hours for half day* and *Maximum absent hours for half day* and *Half day marking* is selected, then status will be **HLF** i.e. Half Day.

If Absenteeism hours less than *Minimum Absent hours for half day* And > 0 And *Half day marking & Short leave marking* both checked, then the status will be **SRT** i.e. Short Leave.

If Hours worked $<$ *Present Marking Duration* then the status will be **A** i.e. Absent.

Over time will be calculated only if *over time allowed* is selected. Same way over stay will be calculated only if *over stay allowed* is selected. If *Over stay allowed* is selected then we can select or deselect the *Over stay minus* option also. Normally the Overstay is calculated using the following formulae.

$$\text{Overstay} = \text{Hours Worked} - \text{Shift Hours}$$

It can be a minus figure also; say when the employee works less than the shift hours. In this case if *Over stay minus* is deselected system will convert the overstay to zero.

MaxWrkDuration defines the duration after which the system can accept the following punches after the first punch. In punch will be accepted upto the value of *End time for In punch* of next day. If the employee is a non-RTC case system will ignore these two parameters. If the **Auto shift allowed** is selected then we can set the boundaries for automatic shift assignment. i.e. if the In punch is between (*Shift Start Time - PermisEarlyMinAutoShift*) and (*Shift Start Time + PermisLateMinAutoShift*) then system will assign that shift.

Cut off start time and Cut off end time defines the time width in which the system can search for In punch while taking spot report for RTC employees. **Out pass hours** and **Out pass frequency** are the duration and frequency for permissible out going. If **is Present on week off present** is selected, then the system will count **PresentValue** as 1 and **Wo_Value** as 0; if an employee punches on a week off. It applies to *is Present on Holiday present* also.

In the Over time policies, we can select one formulae to calculate the over time.

b) User Privilege

Through this option new users can be created or the existing users and their rights can be modified. While selecting the user privileges from the main menu you will get a browse window with the details of the existing users.

User Privileges

USER_R	USERDESCRIPTION	AutoProcess	DataProcess	Main
▶ Admin	Administrator	No	Yes	Yes
VikashChandra	Team Leader	Yes	No	No

Append Modify Delete Find Close

When you are running the setup program system will add a default user i.e. the Administrator with the default password. When you add or modify one user you will get an entry form like,

User Privileges

User Name: Password:

User Description:

User Type: ▼

Admin Payroll Report Data Process/Others

Privileges Main Transaction Leave

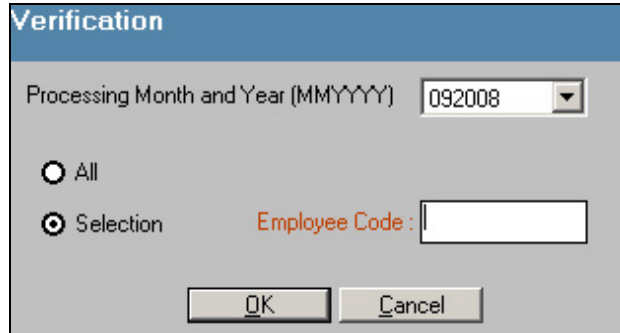
- Main Application
- Administration
- Transaction Application
- Auto Processing
- Data Process
- Reports
- Leave Management
- Payroll Management

OK Cancel

Here you change the password, you can alter the rights i.e. what all options a user can access.

c) Verification

Before taking any general report you have to run this option. It will mark absent on weekly Off / Holiday if the employee is absent before and after the weekly Off / Holiday.

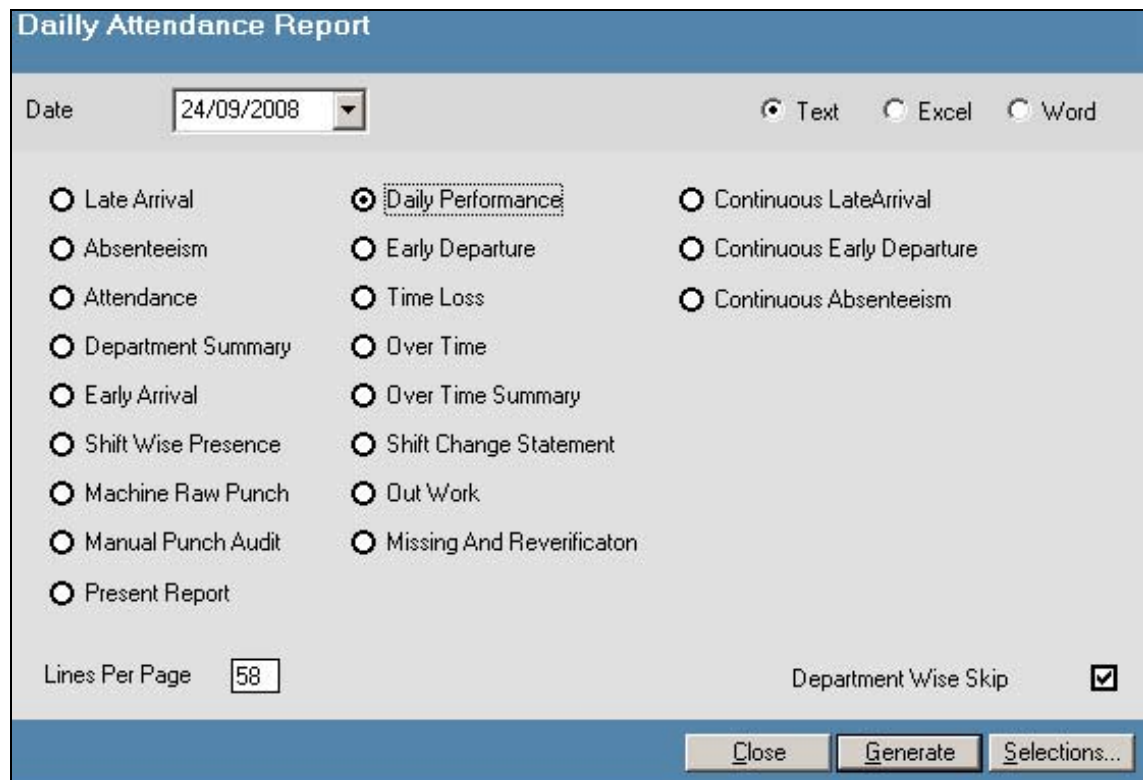


The 'Verification' dialog box has a title bar 'Verification'. It contains a dropdown menu for 'Processing Month and Year (MMYYYY)' with '092008' selected. Below this are two radio buttons: 'All' (unselected) and 'Selection' (selected). To the right of the 'Selection' radio button is a text input field labeled 'Employee Code :'. At the bottom are two buttons: 'OK' and 'Cancel'.

Click the Yes button for verification if you don't want then click No button.

7. Report**a) Daily**

This report can be generated after transferring the data from the TimeWatch machine into your computer. Management for making quick decisions may require these reports. All the following reports can be taken just after the shift start time. Please ensure that you transfer data of previous days before generating reports like Daily Performance, Over Time etc.



The 'Daily Attendance Report' dialog box has a title bar 'Daily Attendance Report'. It features a 'Date' dropdown set to '24/09/2008'. To the right are three radio buttons for output format: 'Text' (selected), 'Excel', and 'Word'. Below these are three columns of radio buttons for report types: 'Late Arrival', 'Absenteeism', 'Attendance', 'Department Summary', 'Early Arrival', 'Shift Wise Presence', 'Machine Raw Punch', 'Manual Punch Audit', 'Present Report', 'Daily Performance' (selected), 'Early Departure', 'Time Loss', 'Over Time', 'Over Time Summary', 'Shift Change Statement', 'Out Work', 'Missing And Reverificaton', 'Continuous LateArrival', 'Continuous Early Departure', and 'Continuous Absenteeism'. At the bottom left is a 'Lines Per Page' input field with '58'. At the bottom right is a 'Department Wise Skip' checkbox which is checked. At the very bottom are three buttons: 'Close', 'Generate', and 'Selections...'.



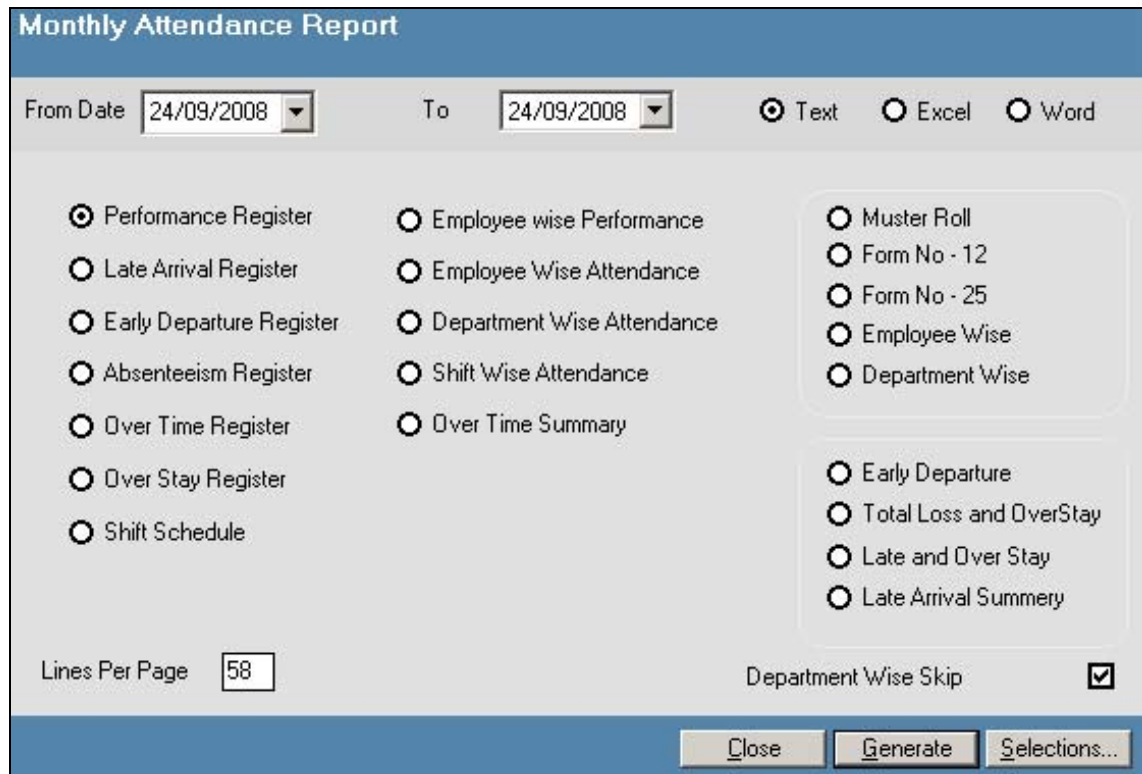
- Late Arrival:** This report provides the information of all the employees who have come late on the date specified.
- Absenteeism:** It provides the information of the employees who are absent on the date specified.
- Attendance:** This report shows the attendance of all the employees on the date specified. This report shows department wise analysis: showing number of employees present, absent, on leave and having weekly off on the date specified.
- Department Summary:** This report shows the department wise attendance details of employees like total employees in the department, number of presents, absent, on leave and on weekly off.
- Early Arrival:** This report shows the information of employees who have come earlier than the shift in time on the date specified.
- Shift Wise Presence:** This report shows the attendance details of employee's shift wise. It shows the number of days present, absent, weekly off, leave, OT and OT amount.
- Machine Raw Punch:** This report shows all the punches of that day including the manual punches (suffixed by the character "M" which distinguishes it from the machine punch).
- Manual Punch Audit:** This report can only be generated if authorized personnel do any manual punch on that day.
- Daily Performance:** This report shows the performance of all the employees on the selected date. The information's includes Employees name, shift of the employee, shift start time, details of all the punches, total hours worked, OT, OT amount etc.
- Early Departure:** This report shows total loss hours for the company, employee wise, on account of their early departure. It also shows the no of days the employee has left early.
- Time Loss:** If an employee comes after the permissible late arrival time or takes excess time for lunch than the allowed lunch duration time or goes before the permissible early departure time then the case is considered as a time loss. Details of such employees are obtained through this kind of report.
- Over Time Register:** Generated for Employees who work more than the working hours; the excess working hours is considered as over time (if allowed in Employee Master) and reflected in this report.
- Over Time Summary:** This report shows the department wise over time status of employees on that day.
- Shift Change Statement:** In case an employee is allowed to work in a shift other than his/her usual shift (through the authorized shift assignment of the Employee Master) the automatic shift change checks the arrival time of the employee and allocates the shift nearest to it. This change is notified through the shift change statement as it indicates the actual shift and changed shift of that employee.
- Out Work:** In case the software is set to calculate two punches, this report shows the punches in between the in punch and out punch, as out work of the employees on that day.
- Missing And Re-verification:** This report shows the details of employees whose in or out punch is missing and of the employees who have worked more than the permissible maximum working hours etc. Our Software brings to your notice the abnormalities for correction.
- Continuous Late Arrival:** This report shows the name of the employee who is coming continuous late (after permissible late arrival time) by more than the specified days.

Continuous Early Departure: This report shows the information of employees who are leaving before the permissible early departure time continuously.

Continuous Absenteeism: This report shows the information of employees who have been absent continuously for specified number of day(s) till the current date.

b) Monthly

These reports are generated monthly.



Performance: This report shows the Monthly performance of an employee.

Employee Wise Attendance: This report shows the attendance details of employees like total present, absent, leave, weekly off, OT and OT amount for a month.

Department Wise Attendance: This report shows the department wise attendance details of employees like total employees in the department, number of presents, absents, leaves and weekly off.

Shift Wise Attendance: This report shows the attendance details of employee's shift wise. It shows the number of days present, absent, weekly off, leave, OT and OT amount.

Muster Roll: This report shows the entire month's attendance details of all the employees in a single chart. This report can be generated on 80 columns or 132-column stationery. This specimen is for 80 column. The same report in a better manner can be generated in 132 column.



- Form No-12:** This report provides information of attendance of each and every employee date wise divided into two parts. This report also shows the total working hours, over time hours and details of all deductions.
- Over Time Register:** Employees who work more than the working hours; the excess working hours is considered as over time (if allowed in Employee Master) and reflected in this report.
- Over Time Summary:** This report shows the department wise over time status of employees on that day.
- Shift schedule:** This report shows the shift chart of the employees of a month. This report can be generated for all shifts (fixed, rotational, ignorable) / rotational shifts only / fixed shifts only. This chart shows shift pattern, weekly off (First and second) and the shift of each day employee wise.

Analysis

- Employee Wise:** This report shows the attendance details of employees like total present, absent, leave, weekly off, OT and OT amount for a month.
- Department Wise:** This report shows the department wise attendance details of employees like total employees in the department, number of presents, absents, leaves and weekly off.
- Regularity Chart:** This report shows the regularity chard of the employee.

Loss Reports

- Early Departure:** This report shows total loss hours for the company, employee wise, on account of their early departure before permissible time limit. It also shows the no of days the employee has left early.
- Time Loss And Over Stay:** Only those employees name will be shown in this report who have come after the permissible late arrival time and worked more than the working hours. This report consists of the total late hours, number of days late and total over stay employee wise.
- Late and Over Stay:** This report shows the information of all the employees who have come late on the date specified. You can take this report any time after the shift start time.

Leave

- Leave Card:** This is the card which can be given to employees showing his / her leave status (Accrued, consumed and balance) till date.
- Sanctioned Leaves:** This report shows the details of leaves sanctioned like sanctioned leave date, leave amount, voucher number etc. employee wise.
- Accrued Leaves:** This report shows employee wise leave wise accrued leaves till date.
- Consumed Leaves:** This report employee wise consumption of each leave till date.
- Balance Leaves:** This report shows employee wise balance of each leave till date.
- Leave Register:** This report shows employee wise accrual, date wise consumption with reason and balance of each leave



c) Yearly

This report shows the all Yearly Report according to your selection like, Form14, Form B etc.

Yearly Attendance Report

Year 2008

Form No. 14

Yearly Attendance Details

Form B

Close Generate Selections...

d) Memo

This is for sending Notice and Memo for each department.

Memo Report

From Date To Text Excel Word

Late Arrival
 Absenteeism
 Continuous Late Arrival
 Continuous Early Departure
 Continuous Absenteeism

Lines Per Page Department Wise Skip

Late Arrival Notice / Memo

After capturing the date from the TimeWatch machine you can get the information of late arrival of the Employee. For this report you have select a particular date and then press the generate button for generation of report and send the Notice / Memo.

Absenteeism

This report shows the attendance chart of the Employees on the desired date. It is used for any date of which data has been captured from the terminal.

Continuous Late Arrival

This report shows continuously how many days the Employee is late.

Continuous Early Departure

This report shows continuously how many days the Employees is early Departure.

Continuous Absenteeism

This report shows how many days the Employee is Continuous Absenteeism.

e) Leave

Leave Report

From D: To: Text Excel Word

Sanctioned Leaves
 Leave Card
 Accrued Leaves
 Consumed Leaves
 Balance Leaves
 Leave Register

Lines Per Page: Department Wise Skip:

f) Master

This report shows the all Master information according to your selection like, Declared Holiday, Company, Department, Category, Shift, Employee, Personal Information of Employee.

Master Reports

Year Text Excel Word

Declared Holiday
 Company
 Department
 Category
 Shift
 Employee Setup Information
 Employee General Information
 Leave
 Employee Joining Information
 Employee Leaving Information

Lines Per Page Department Wise Skip

Selection Criteria

When you click the selection button then you have an option for selection criteria means if you want to generate a report for a particular Company or Department or Category wise or between the Paycode then this is useful for you.

Selection Criteria

Unselected		Selected
A0037R - A.P. NARANG	>	A0018R - ASHWINI KR MISHRA
A0050R - ABBAS HUSSAIN	>>	A0021R - ANIL KUMAR NIGAM
A0055R - ABADUL RAMAN SHEIKH	<	
A0064R - ACHIN CHAUDHARY	<<	
A0065R - ADHIR CHAKRABORTY		
A0080R - AJAY BHAYANA		
A0081R - AJAY GOEL		
A0085R - AJAY KUMAR PANJIYAR		
A0104R - ALI SAMAR		

Active Employee
 Not Active Employee

Solutions to various practical problems experienced in the Industry are given below:

- For employee going out for official work and not expected to come back, he is supposed to register his OUT time, while going out for work. His early departure status can be changed to '**ON DUTY**' through Leave & Tour voucher option. This is required to be done only if the time loss to the company of that specific employee is to be monitored and to be used for deduction in salary.
- Similarly for employee coming 'IN' late after attending to the official work before shift start time, he will register his 'IN' time and the late arrival status can be changed to '**ON DUTY**' through gate pass voucher entry. This is required to be used for deduction in salary.
- For person going out of station for official work, his attendance will be marked through Leave/Tour Voucher entry.
- Person staying for Over Time will have to register his 'OUT' time only when he finally leaves the work place. He is not expected to register his time at regular shift end time.
- If a person genuinely forgets to bring the card and in case the company allows for such entries to be done then there is a provision for manual punch entry at computer level so that the entry can be entered by an authorized person.
- If the employee misses either the 'IN' or the 'OUT' punch, the software has the intelligence to point out these cases and help the operator to interact with these individuals who are trying to manual entry can be done as explained above.
- All the reports can be obtained on screen or printer or in a file.
- All reports can be obtained in:
 - Employee code wise
 - Department wise
 - Paycode wise
 - Category wise.
 - Grade wise
 - Section wise

This software handles such key data like employee's daily attendance utmost care has been taken in making the software secure enough to stop manipulation of data.
