

**Webpro Attendance software is configured on cloud computing server. Once configured the software can be opened in the browser using the following link:**

<http://64.79.70.34/webpro/login.aspx>.

Some common conventions:

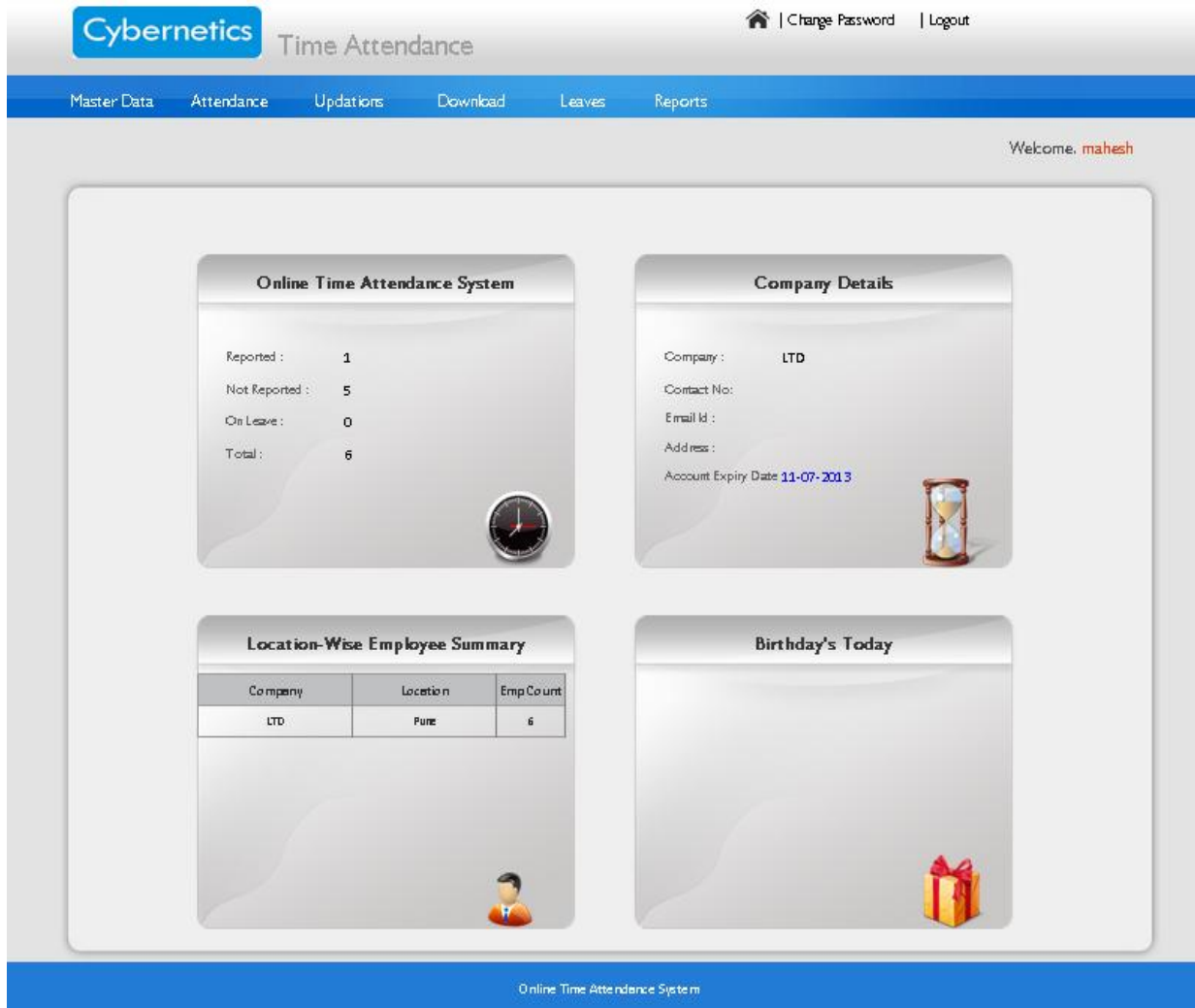
|               |   |
|---------------|---|
| <b>Add</b>    |  |
| <b>Edit</b>   |  |
| <b>Delete</b> |  |

▪ **Login Page:**

The username & password provide from our site.

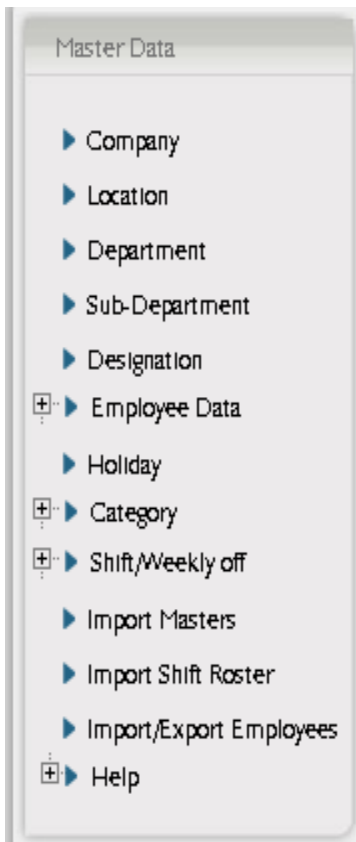


- 
- **HOME PAGE:**  
On the Home page you will find summary information for:
  - 1) Today's Attendance
  - 2) Company Details
  - 3) Location-wise Employees
  - 4) Birthdays



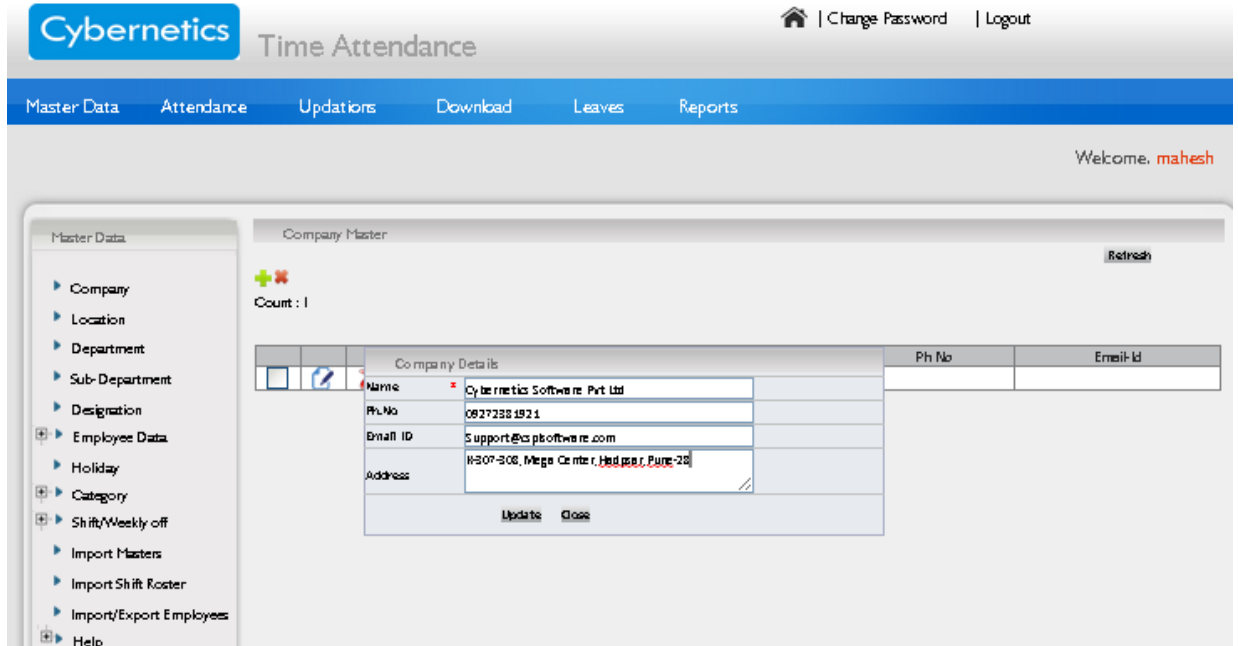
▪ **Master Data:**

Master data entry acts as the major input for any system. Following are the masters available in the system:



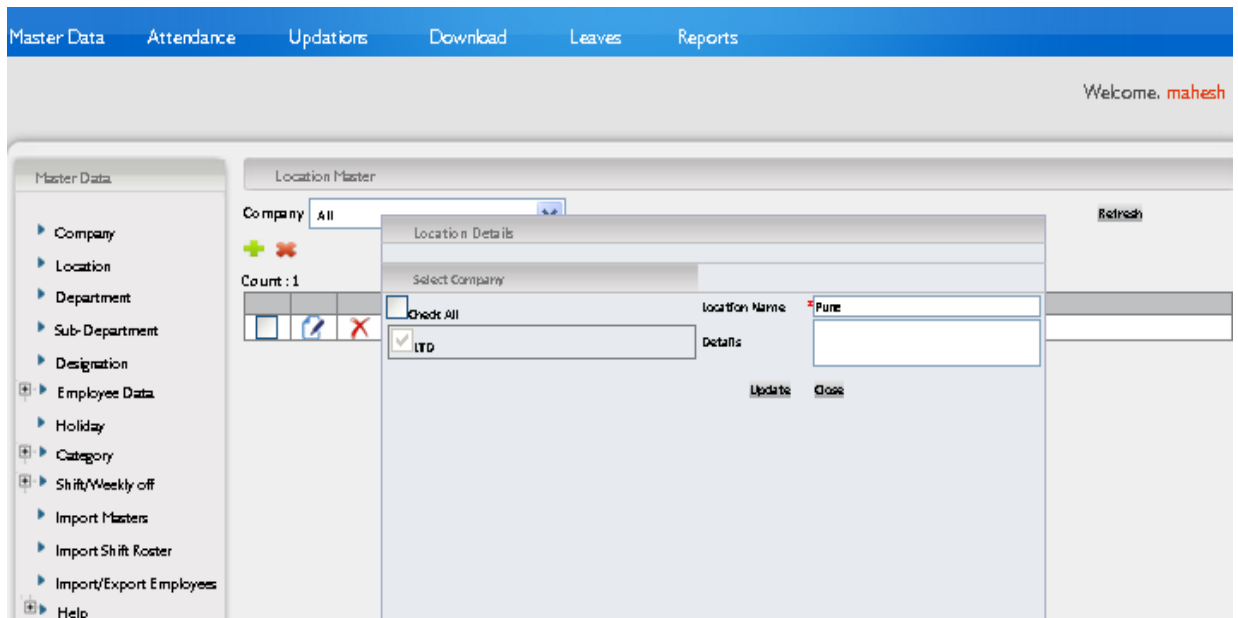
**COMPANY MASTER:**

The system allows the user to add and maintain multiple companies.



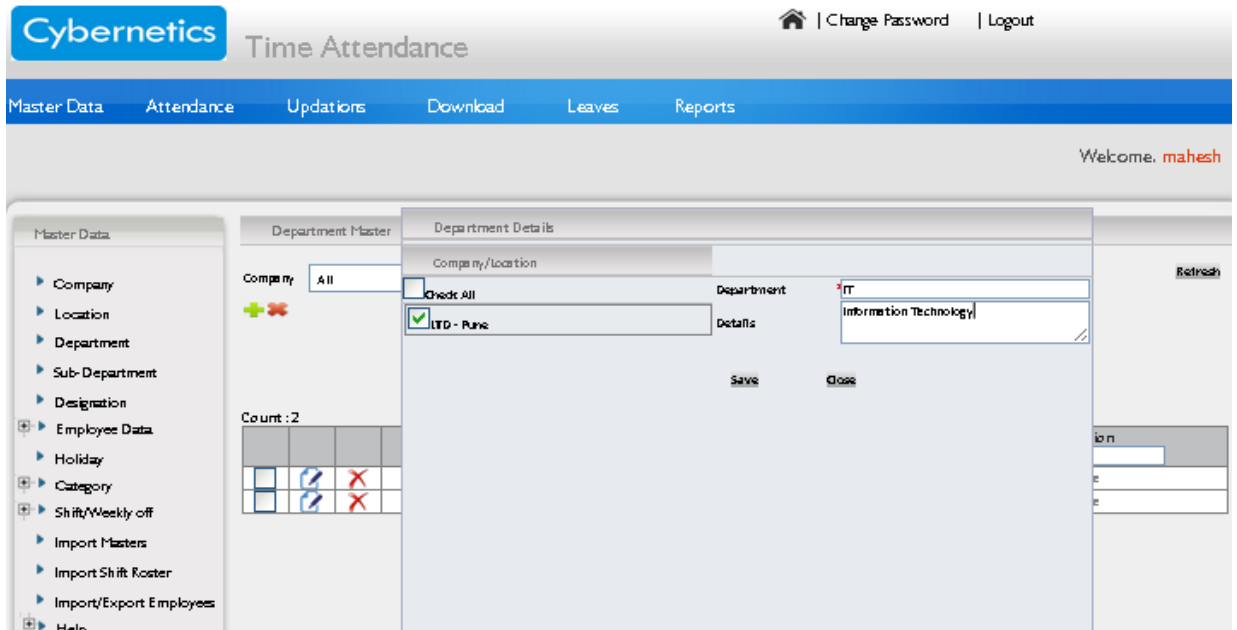
**LOCATION MASTER:**

You can also maintain multiple locations which further helps in grouping or classifying the employees.



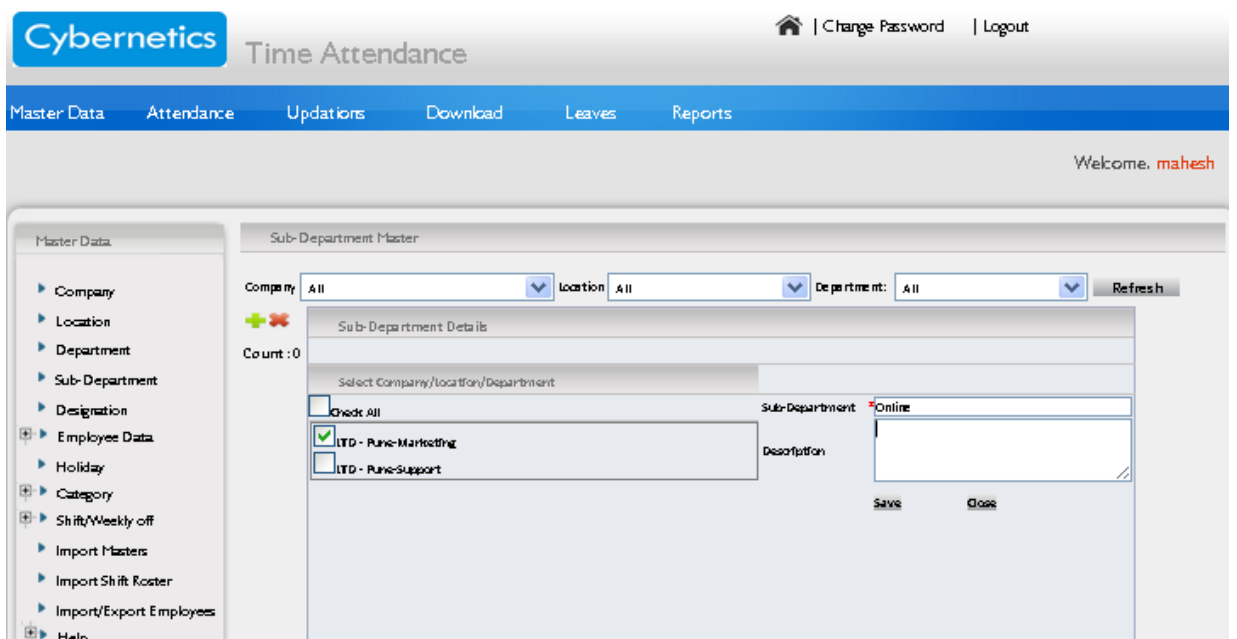
**DEPARTMENT MASTER :**

Multiple departments can be maintained in the system against a company-location.



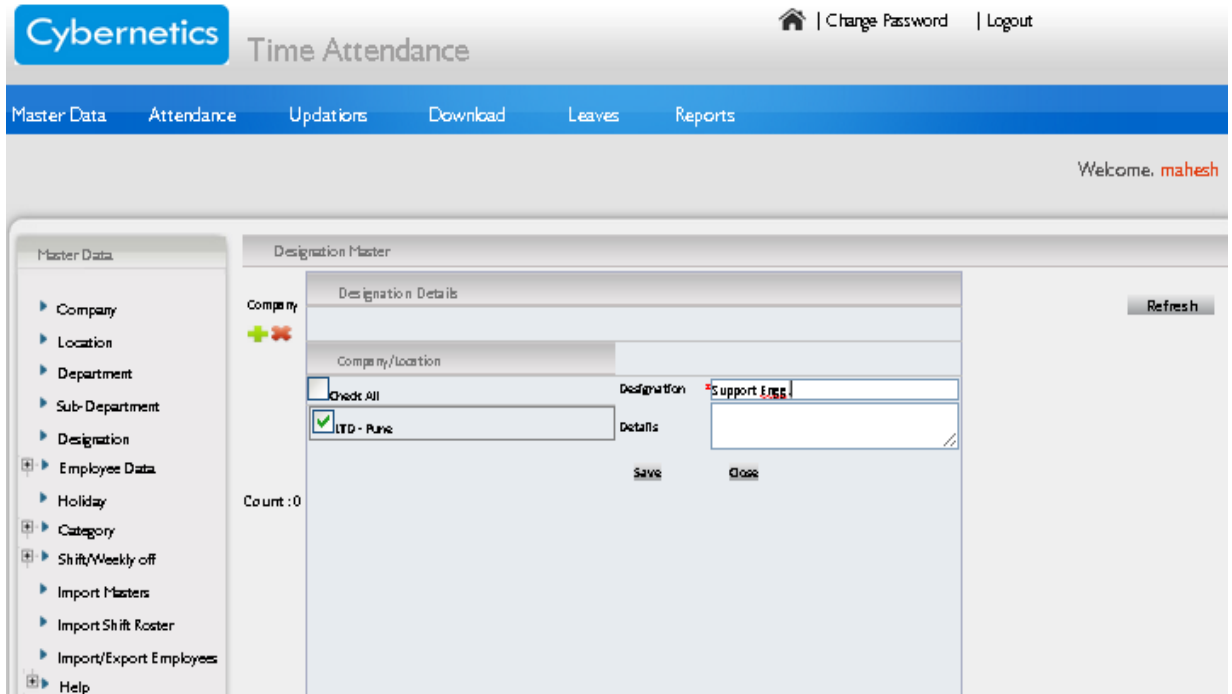
**SUB-DEPARTMENT MASTER:**

Multiple sub-departments can be maintained against a department.



**DESIGNATION MASTER:**

Multiple designations can be added & maintained against a location.



**EMPLOYEE DATA :**

The employee data has 2 sections i.e. Employee classification & Employee Details.

**1) EMPLOYEE CLASSIFICATION:**

In Employee Classification we can assign company, location, department, sub-department can be assigned to all/selected employees.

Also employee status (Active/De-active) can be modified here.

**STEPS FOR ASSIGNMENT:**

- 1) Select the data to assign company/location/department etc. whichever applicable. Also select the checkbox besides that option.
- 2) Select the employees in the table below. You can use the various search options available at the top to filter the employees you want. To search the records select the filter options & click on "Refresh".
- 3) Click on "ASSIGN" button to assign. You will get a message "Assigned successfully".

|                                     | Enrollment No. | Emp Code | Name        | Company | Location | Sub-Dept | Department | Designation | Status |
|-------------------------------------|----------------|----------|-------------|---------|----------|----------|------------|-------------|--------|
| <input type="checkbox"/>            | 7              | 0007     | MAHESH      | LTD     | Pune     |          |            |             | Active |
| <input type="checkbox"/>            | 8              | 0008     | Kashif      | LTD     | Pune     |          |            |             | Active |
| <input type="checkbox"/>            | 9              | 0009     | Amol        | LTD     | Pune     |          | Support    |             | Active |
| <input type="checkbox"/>            | 10             | 00010    | Santosh     | LTD     | Pune     |          | Support    |             | Active |
| <input checked="" type="checkbox"/> | 11             | 00011    | Bandana Rai | LTD     | Pune     |          |            |             | Active |
| <input type="checkbox"/>            | 100            | 000100   | Pramila     | LTD     | Pune     |          |            |             | Active |

**Employee Details :**

Here you can view/update detailed information for a particular employee e.g. address, birth date, join date, photo etc.

**Steps to edit the employee details:**

- 1) At the top, select company/location/department/sub-department to filter employees & click on "Refresh".
- 2) The employees will be listed as per the search criteria in the table below. Select the employee for which you want to edit the details by clicking on the "Select" option corresponding to that employee record in the table.
- 3) The details will be displayed in the right panel. You can edit the details & then click on "Save" button to modify that record.

Master Data Attendance Updatons Download Leaves Reports

Welcome, mahesh

Master Data Employee Details

Company All Location All Dept All Sub-Dept All Refresh

Employee Count : 6 Save

|        |   | Enrollment No. | Emp Code |
|--------|---|----------------|----------|
| Select | X | 11             | 00011    |
| Select | X | 100            | 000100   |
| Select | X | 9              | 0009     |
| Select | X | 8              | 0008     |
| Select | X | 7              | 0007     |
| Select | X | 10             | 00010    |

Code: 0007 Enrollment No.: 7  
 Name: MAHESH Contact No.: 9975998067  
 Dept.: Designation:  
 Sub-Dept.: Email Id: mahesh@csplsoftware.com  
 Address: Hadpsar  
 Gender: Male DOB: 15/05/1990  
 Join Date: dd/MM/yyyy DOL: dd/MM/yyyy  
 Photo: Choose File No file chosen

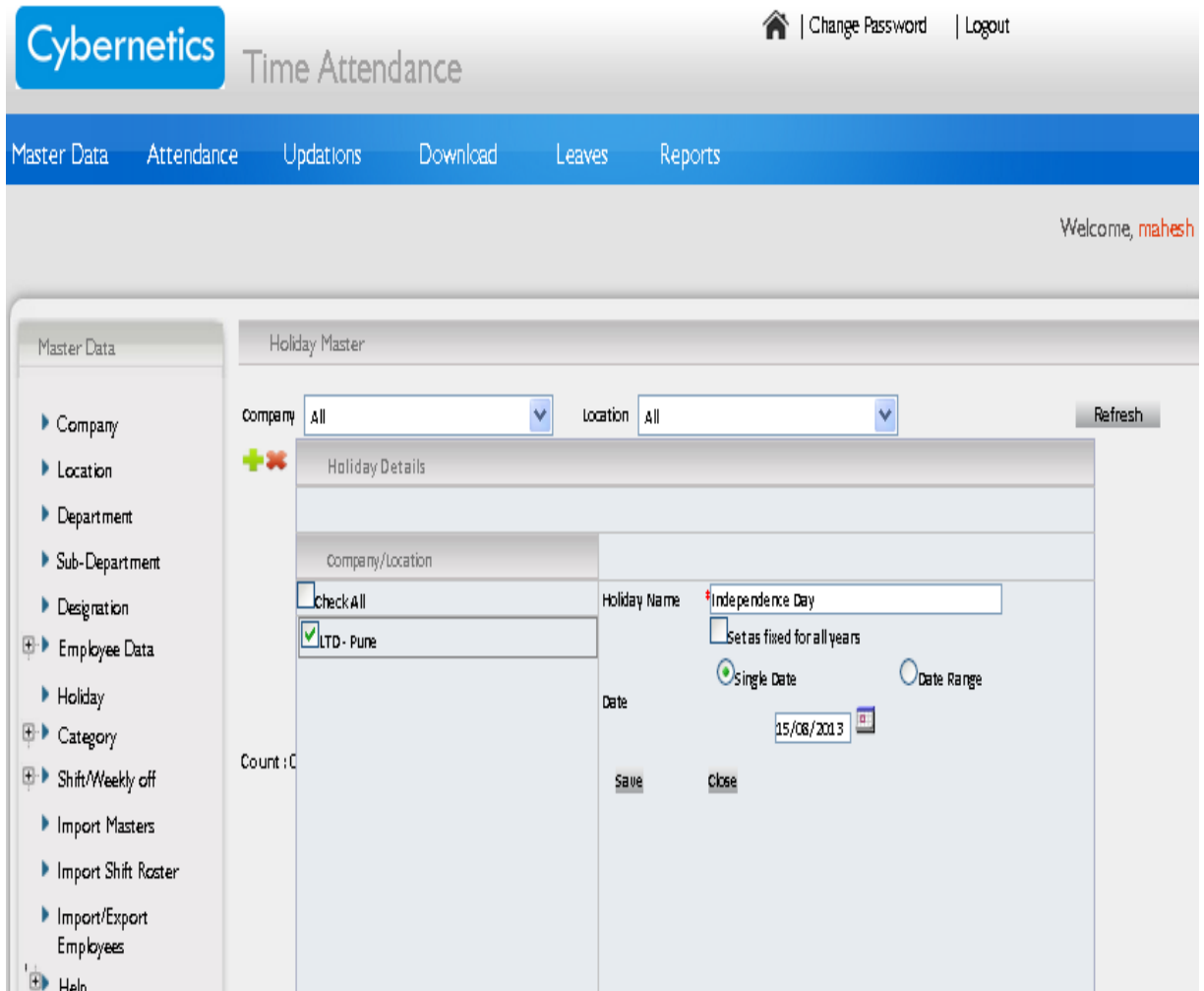


**HOLIDAY MASTER :**

Holidays can be maintained against a company-location.

**Steps to add Holiday:**

- 1) Select Company or location under which you want to add Holiday.
- 2) Enter the holiday name.
- 3) Select date or date range as per the holiday dates.
- 4) Click on "SAVE" to save the holiday details. You can also edit or delete the holiday.



**CATEGORY MASTER :**

A category is a set of rules defined which consist of settings for full day hrs, half day hrs, punch, compensation off, overtime, late/early etc which can be applied to the employees. It consists of 3 sections:

By default one default category for all employees is added in the system.

a) **Punch Settings:** This section contains settings for Check In, Check Out, Break time consideration in case of single or multiple punches.

|                 |  |  |   |  |                      |   |   |
|-----------------|--|--|---|--|----------------------|---|---|
| Single Punch    | <input checked="" type="radio"/> Error | <input type="radio"/> Present              |   |  | More than 4 Punches  |   |   |
| 2 Punches       | 1)Check In                             | 1)Check Out                                |   |  | b) For Odd Punches   |   |   |
| 3 Punches       | 1st Punch                              | Check In                                   |   |  | 1st Punch            | Check In                                |   |
|                 | 2nd Punch                              | <input type="radio"/> Check Out            | <input checked="" type="radio"/> Ignore | <input type="radio"/> Error              | Last Punch           | Check Out                               |   |
|                 | 3rd Punch                              | <input checked="" type="radio"/> Check Out | <input type="radio"/> Ignore            | <input type="radio"/> Error              | Other Punch          | <input checked="" type="radio"/> Ignore | <input type="radio"/> Error                   |
| 4 Punches       | 1st Punch                              | Check In                                   |   |  | b) For EVEN Punches  |   |   |
|                 | 2nd Punch                              | <input type="radio"/> Lunch Start          | <input checked="" type="radio"/> Ignore |  | 1st Punch            | Check In                                |   |
|                 | 3rd Punch                              | <input type="radio"/> Lunch End            | <input checked="" type="radio"/> Ignore |  | Last Punch           | Check Out                               |   |
|                 | 4th Punch                              | Check Out                                  |   |  | Other Punch          | <input checked="" type="radio"/> Ignore | <input type="radio"/> Consider as Break Times |
| Error Punch Day | <input type="radio"/> Absent           | <input checked="" type="radio"/> Present   | <input type="radio"/> Irregular         | <input type="checkbox"/> Use IN-OUT Mode | Max. Wrk Hrs allowed | 24:00                                   | Wrk Hrs                                       |

**b) General Settings:**

- 1) Specify whether to consider Punch timing for Check In time consideration or to overwrite shift In time as Check In time.
- 2) Specify time Interval within which punches would be ignored.ie. If specified 10 minutes then punches within 10 mins. range would be ignored.
- 3) You can also provide time round up facility. Select criteria before or after. Specify the time. Accordingly the punch times would be rounded up.

|  |                              |   |  |
|--|------------------------------|---|--|
| <b>Work Hour Settings</b>  |                              | <input type="checkbox"/> Round up work hrs            |  |
| Min Full Day Hrs.  | 08:00                        | Work Hours  | Select Round Up Type   |
| Min Half Day Hrs.  | 04:00                        | Work Hours  | <input type="radio"/> Nearest <input checked="" type="radio"/> Before <input type="radio"/> Next |
|  |                              |   | Select Time Slot   |
|  |                              |   | 00:15  |
| <b>Check In Time Settings</b>                                    |                              | <input type="checkbox"/> Compulsary Deduct Break time | 04:00 Hours  |
| <input checked="" type="radio"/> Use Punch time as Check In time |                              | <b>Compensation Off Setting</b>                       |  |
| <input type="radio"/> Overwrite Shift In time as Check In time   |                              | <input type="checkbox"/> Set Compensation Off.        |  |
| Ignore punches with difference of less than                      |                              | Min Wrk Hrs Applicable to Comp Off                    |  |
| 00:10  | minutes from previous punch. | Min Extra Hrs Applicable to Comp Off                  |  |
|  |                              | No of Comp Off In a Month                             |  |

**c) Overtime & Late/Early Settings:**

1) Overtime Settings:

1. Select option in order to Apply or Ignore Overtime Settings.
2. Set time interval after .before the shift work hours to start overtime.  
 Select "+" to indicate time after Shift Work Hours.  
 Select "-" to indicate time before Shift Work Hours.
3. Select Grace Overtime Hours: This indicates the grace time for overtime consideration.
4. You can also provide settings for compulsory overtime before or after shift.  
 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.  
 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.

2) Late/Early Settings:

1. Check the Checkbox at the top to Apply Early/Late Settings.
2. Set Late/Early Count as interval.  
 If After every interval checkbox is checked, then the following conditions are applied only after those many late counts.
3. You can either deduct leave or attendance days for late counts. If Deduct from Leave is true, then specified no. of leaves would be deducted from specified leave type.

|   |   |  |                                     |  |                                       |                                    |                                |
|---|---|--|-------------------------------------|--|---------------------------------------|------------------------------------|--------------------------------|
| Overtime Settings   |   | <input checked="" type="radio"/> Apply           | <input type="radio"/> Ignore        | Late/Early Deductions                              |                                       | <input type="checkbox"/> Late      | <input type="checkbox"/> Early |
| Overtime Starts After                                     |   |  |                                     | Late/Early Count                                   |                                       | <input type="text" value=""/>      | days                           |
| Wrk Hrs   |   | + <input type="button" value="v"/>               | <input type="text" value="00:00"/>  | Days   |                                       | <input type="text" value=""/>      | days                           |
| <input type="checkbox"/> Min OT hrs after Shift           | <input type="text" value="00:00"/>                            | <input type="checkbox"/> Min OT hrs before Shift | <input type="text" value="00:00"/>  | <input checked="" type="radio"/> From Attendance   |                                       |                                    |                                |
| Max OT Hrs Allowed  |   | <input type="text" value="04:00"/>               |                                     |  | <input type="radio"/> Hours           | <input type="text" value="00:00"/> | hours                          |
| <input type="checkbox"/> Consider OT for work on Wkly Off | <input type="checkbox"/> Consider OT for work on paid holiday |  | <input type="radio"/> From Overtime |  | <input type="radio"/> From Work Hours |                                    |                                |
| <input type="checkbox"/> OT approval required             |   |  |                                     | <input type="checkbox"/> Apply Late/Early Settings |                                       |                                    |                                |
| Grace Late  |   | <input type="text" value="00:20"/>               | Grace Early                         |  | <input type="text" value="00:20"/>    |                                    |                                |
| Late Allowed  |   | <input type="text" value="01:00"/>               | Early Allowed                       |  | <input type="text" value="01:00"/>    |                                    |                                |

**ASSIGN CATEGORY :**

**Steps to assign Category:**

- 1) To assign category select the company name and location
- 2) Select appropriate category.
- 3) Select from date to continue category.
- 4) Select employees from the list for which you want to assign the category and click on assign button to assign the category.
- 5) To view the details of employee category details click on "View" button.

The screenshot shows the 'Assign Category' interface. At the top, there is a navigation bar with 'Master Data', 'Attendance', 'Updates', 'Download', 'Leaves', and 'Reports'. A 'Welcome, mahesh' message is visible in the top right. The main area is titled 'Assign Category' and contains several dropdown menus: 'Company' (set to LTD), 'Location' (set to Pune), 'Department' (set to All), and 'Sub-Dept' (set to All). There is a 'Refresh' button to the right of these filters. Below the filters, there is a 'Category' dropdown (set to Default) and a 'From' date field (set to 05/02/2013). There are 'View' and 'Assign' buttons next to the date field. A 'Check All' checkbox is located below the date field. The 'Employee Count' is displayed as 6. At the bottom, there is a table with columns for 'Emp Code', 'Name', 'Department', and 'Sub-Dept'. Each row has a checkbox in the first column.

|                          | Emp Code | Name        | Department | Sub-Dept |
|--------------------------|----------|-------------|------------|----------|
| <input type="checkbox"/> | 0009     | Amol        |            |          |
| <input type="checkbox"/> | 00011    | Bandana Rai |            |          |
| <input type="checkbox"/> | 0008     | Kashif      |            |          |
| <input type="checkbox"/> | 0007     | MAHESH      |            |          |
| <input type="checkbox"/> | 000100   | Pramila     |            |          |
| <input type="checkbox"/> | 00010    | Santosh     | Support    |          |

**SHIFT MASTER :**

Shifts can be applied to a particular employee under a particular Company and Location. Shifts are of 2 types : 1)Regular Shift & 2)Flexi-Shift

**1) Regular Shift**

**Steps to add Shifts:**

- 1) You need to select the Company and Location to which the Shift is applicable.
- 2) Enter the Shift name and Shift Code which is mandatory.
- 3) You also need to enter the shift start/end time and Break Start/End time. Shift work Hours are generated automatically.
- 4) You need to specify work Hour duration for Half Days.
- 5) 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 day end-time. By default it is 24 hours from the day start time.
- 6) Night Shift: You can also set a particular shift as night shift by checking the checkbox provided
- 7) Default Shift: You can also set a particular shift as default. A default shift is applicable in case no shift is assigned to the employee.

The screenshot shows the 'Shift Details' form in the Cybernetics Time Attendance software. The interface includes a navigation menu on the left with options like 'Company', 'Location', 'Department', 'Employee Data', 'Category', and 'Shift/Weekly off'. The main form area contains the following fields and options:

- Select Company:** A dropdown menu with 'LTD - Pune' selected.
- Shift Code:** Text input field containing 'G1'.
- Shift Name:** Text input field containing 'Gen'.
- Note:** All the Timings in HH:mm format, Use (24 Hour Clock)
- Shift Start:** Text input field containing '09:00'.
- Break Start:** Text input field containing '13:00'.
- Break End:** Text input field containing '14:00'.
- Shift End:** Text input field containing '19:00'.
- Shift Work Hours:** Text input field containing '09:00'.
- Break Time:** Text input field containing '01:00'.
- Half Day Work Hrs:** Text input field containing '04:30'.
- Default Shift:** Text input field containing 'Not Assigned'.
- Current Default Start:** Text input field containing '08:00'.
- Day End Time (Next Day):** Text input field containing '07:59'.
- Night Shift:** A checkbox that is currently unchecked.
- Set this as default shift:** A checkbox that is currently unchecked.
- Buttons:** 'Update' and 'Close' buttons are located at the bottom of the form.
- Flexi-Shift:** A section on the right with a checkbox and the text 'No'.
- Refresh:** A button located at the top right of the form area.

2) **Flexi-Shift :**

In a flexible shift only the day start, day end & work hours are defined. The employee can come at any-time within the day start & day end & his day status is marked on the basis of his work hours. There is no late/early marking.

Flexi-Shift Details

Select Company

Check All

LTD - Pune

Shift Code: 02

Shift Name: Flexi

**Note: All the Timings in HH:mm format, Use (24 Hour Clock)**

Day Start Time \* 07:00 Day End Time (Next Day) \* 06:59

Shift Work Hours \* 08:00 Half Day Work Hrs \* 04:00

Set this as default shift

Save Close

**SHIFT ROSTER :**

Shift Roster can be prepared under a particular Company and Location. Shift Roster is a rotational shift pattern.

**Steps to add Shift Roster:**

- 1) You need to select the Company and Location to which the Shift Roster is applicable.
- 2) Enter the Roster name which is mandatory.
- 3) Enter no. of days and click on "Refresh".
- 4) Select appropriate shift or weekly off for each day.
- 5) Click "Save" to save the Shift Roster details to the database.

The screenshot displays the 'Shift Roster Details' form within the Cybernetics Time Attendance application. The interface includes a top navigation bar with 'Master Data', 'Attendance', 'Updates', 'Download', 'Leaves', and 'Reports'. A sidebar on the left lists various master data categories, with 'Shift/Weekly off' selected. The main form contains the following fields and table:

- Company:** LTD (dropdown)
- Location:** Pune (dropdown)
- Roster Name:** Weekly (text input)
- No of Days:** 7 (text input)
- Refresh:** (button)

| Day | Shift  |
|-----|--------|
| 1   | Gen    |
| 2   | Gen    |
| 3   | Gen    |
| 4   | Second |
| 5   | Second |
| 6   | Second |
| 7   | wkoff  |

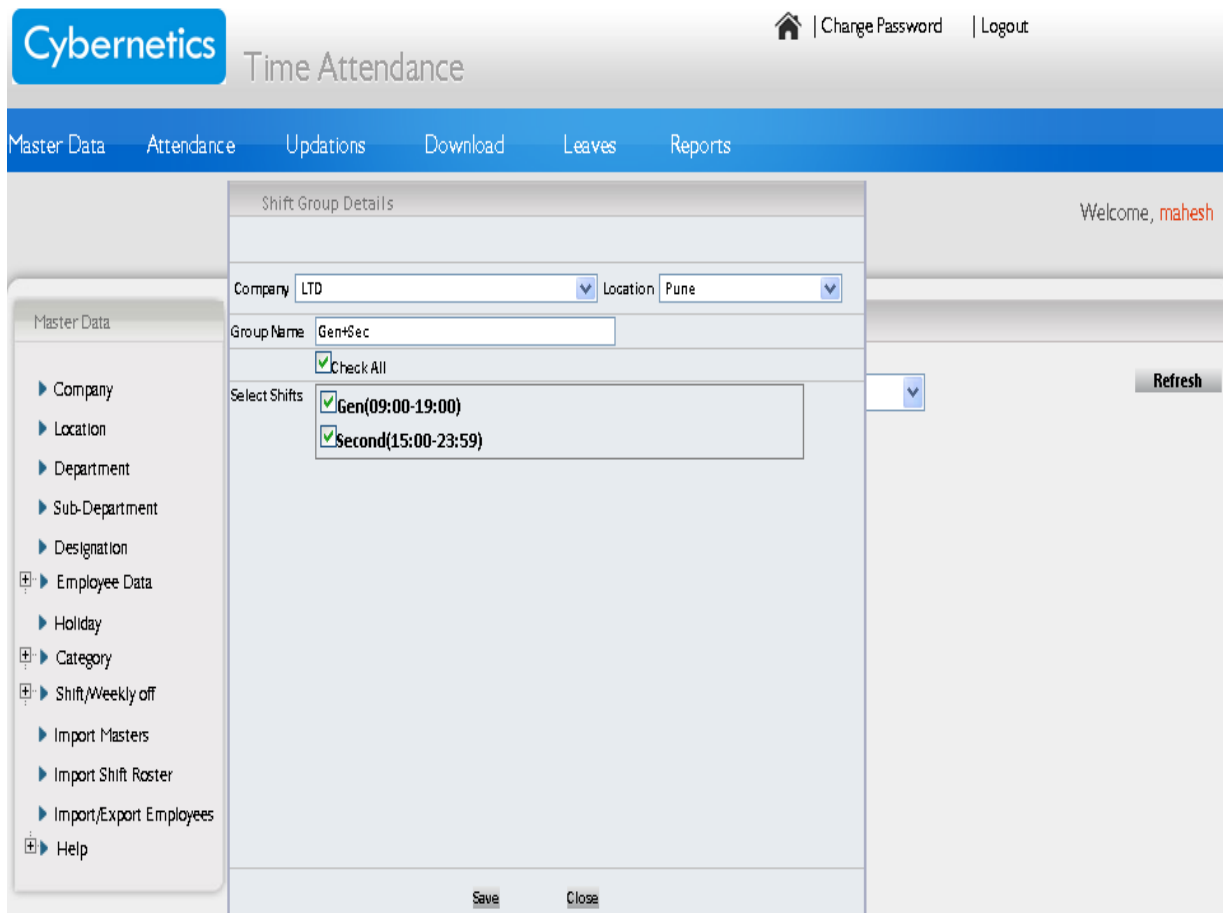
At the bottom of the form, there are 'Save' and 'Close' buttons. A 'Refresh' button is also visible on the right side of the form area.

**SHIFT GROUP:**

Multiple shifts can be grouped together to form a shift group. A shift group is used for assigning auto-shifts. When auto-shift is assigned you need to select the shift group. Only shifts from assigned shift group are applicable for auto-shifts. This is useful if there are multiple shifts starting in close proximity to reduce the chances of wrong shift assignment as shifts which are not applicable for the employee can be excluded from the shift group.

**STEPS TO ADD SHIFT GROUP :**

- 1) Select Particular Company and Location to which you want to add shift group.
- 2) Enter Shift group name.
- 3) Select shifts which you want to add in the group, and click on "SAVE" to add shift group.





**✚ ASSIGN SHIFTS :**

**Steps to assign shift :**

- 1) Select from date and to date to assign shift (If you want to continue the shift for employee then select the check box for continue shift and specify the date from which to assign shift.)
- 2) Select shift, Shift roster or shift group as applicable for employee.
- 3) Select check box for weekly off to assign and select day of weekly off.
- 4) Select employees to assign shift.
- 5) Click on "Assign" to assign the shift.
- 6) If you want to view the records for assigned shifts then click on "View" or "View details"

Master Data

- ▶ Company
- ▶ Location
- ▶ Department
- ▶ Sub-Department
- ▶ Designation
- ▶ Employee Data
- ▶ Holiday
- ▶ Category
- ▶ Shift/Weekly off
- ▶ Import Masters
- ▶ Import Shift Roster
- ▶ Import/Export Employees
- ▶ Help

Assign Shift

Company LTD
Location Pune
Dept All
SubDept All
Refresh

From 04/02/2013
Shift
Shift Roster
Auto-Shift
Continue

To 04/02/2013
Gen
Weekly
Shift Group
Gen+Sec

| Continue Weekly Off                 |                    | Week 1                              |                                     | Week 2                              |                                     | Week 3                              |                                     | Week 4                              |                                     | Week 5                              |                                     |
|-------------------------------------|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|                                     | Select Week Day    | 1st Half                            | 2nd Half                            | 1st Half                            | 2nd Half                            | 1st Half                            | 2nd Half                            | 1st Half                            | 2nd Half                            | 1st Half                            | 2nd Half                            |
| <input checked="" type="checkbox"/> | Weekly Off1 Sunday | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | Weekly Off2 Sunday | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | Weekly Off3 Sunday | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | Weekly Off4 Sunday | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | Weekly Off5 Sunday | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | Weekly Off6 Sunday | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>            | Weekly Off7 Sunday | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

Check All
Assign
View
View Details

**Employee Count : 6**

|                          | Emp Code | Name    | Department | Section |
|--------------------------|----------|---------|------------|---------|
| <input type="checkbox"/> | 00011    |         |            |         |
| <input type="checkbox"/> | 000100   |         |            |         |
| <input type="checkbox"/> | 0009     | Amol    | Support    |         |
| <input type="checkbox"/> | 0008     | Kashif  |            |         |
| <input type="checkbox"/> | 0007     | MAHESH  |            |         |
| <input type="checkbox"/> | 00010    | Santosh | Support    |         |

**Import Data from Excel Sheet :**

The following 3 options have been provided to bulk import data from Excel Sheets.

- 1) **Import Masters**
- 2) **Import/Export Employees** (the existing employee list can also be exported from the software in csv format.
- 3) **Import Shift Roster.**

A link has been provided to the left-side(Download format) to download the respective formats. Data can then be filled in the Excel sheet according to the format. There is an option to browse the data file. Once "Load" button is clicked all the data from Excel sheet is loaded onto the page. It can then be saved by clicking on the "Save" button. The data gets saved in the system.

The screenshot shows the 'Time Attendance' software interface. At the top right, there are navigation links: Home, VMS, Change Password, and Logout. Below the header is a blue navigation bar with options: Master Data, Attendance, Updates, Employee Requests, Leaves, and Reports. A user greeting 'Welcome, admin Last Login : 23-07-2012 17:49' is displayed on the right. The main content area is titled 'Import Data' and features a 'Download Format' link, a 'File Name' input field with a 'Browse...' button, a 'Sheet Name' dropdown set to 'Sheet1', and 'Load', 'Save', and 'Export Data' buttons. Below these controls is a table with 14 columns: Enrollment No (Numeric), Emp Code, Name, Company, Location, Designation, Department, Section, Father's Name, E-mail, Contact No, Address, Card No, Pin, and L. The table contains 10 rows of employee data.

| Enrollment No (Numeric) | Emp Code | Name                 | Company | Location | Designation     | Department      | Section | Father's Name | E-mail          | Contact No | Address | Card No | Pin | L |
|-------------------------|----------|----------------------|---------|----------|-----------------|-----------------|---------|---------------|-----------------|------------|---------|---------|-----|---|
| 1                       | 1        | Sheetal Mane         | Ubisoft | Pune     | HR              | HR              |         | A             | abc@ubisoft.com | 22222      | Mumbai  | 1       |     |   |
| 2                       | 2        | Ishita Chattopadhyay | Ubisoft | Pune     | HR              | HR              |         | B             | abc@ubisoft.com | 22222      | Mumbai  | 2       |     |   |
| 3                       | 3        | Anchal Basnet        | Ubisoft | Pune     | HR              | HR              |         | C             | abc@ubisoft.com | 22222      | Mumbai  | 3       |     |   |
| 4                       | 4        | Kishor Dudhal        | Ubisoft | Pune     | Admin           | Admin           |         | D             | abc@ubisoft.com | 22222      | Mumbai  | 4       |     |   |
| 5                       | 5        | Harsha Sershiya      | Ubisoft | Pune     | Finance         | Finance         |         | E             | abc@ubisoft.com | 22222      | Mumbai  | 5       |     |   |
| 6                       | 6        | Amol Potdar          | Ubisoft | Pune     | Purchase        | Purchase        |         | F             | abc@ubisoft.com | 22222      | Mumbai  | 6       |     |   |
| 7                       | 7        | Syed Abbas           | Ubisoft | Pune     | Producer        | Development     |         | G             | abc@ubisoft.com | 22222      | Mumbai  | 7       |     |   |
| 8                       | 8        | Nirav Faldu          | Ubisoft | Pune     | Lead Programmer | Development     |         | H             | abc@ubisoft.com | 22222      | Mumbai  | 8       |     |   |
| 9                       | 9        | Prashanth Kannan     | Ubisoft | Pune     | Manager QC      | Quality Control |         | I             | abc@ubisoft.com | 22222      | Mumbai  | 9       |     |   |
| 10                      | 10       | Pankaj               | Ubisoft | Pune     | Lead Artist     | Artist          |         | I             | abc@ubisoft.com | 22222      | Mumbai  | 10      |     |   |

➤ **Help->Contacts Details :**

Here you can view contacts details about company.

Help

▶ Contact Us

Contact Us


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[sales@csplsoftware.com](mailto:sales@csplsoftware.com)  
[support@csplsoftware.com](mailto:support@csplsoftware.com) (For technical query)

▪ **ATTENDANCE DATA :**

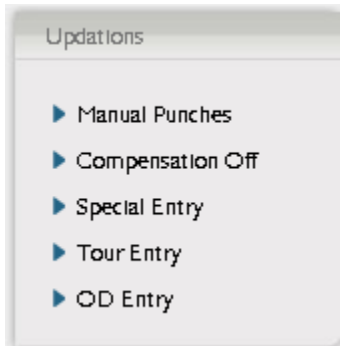
In this section you can see the attendance details (i.e. day status, shift, check-in, check-out, work hours, overtime hours, late time, early time etc.) of employees for the current month. The left pane contains a tree-view list of all the employees according to their company, location. You can select a particular employee or a location to view the attendance of current month.

The screenshot displays the 'Time Attendance' application interface. On the left, a tree view shows the hierarchy: CES > Mumbai > CES-109-Adinath Karale. The main area shows a 'Monthly Attendance Report' for the period from 01/04/2012 to 30/04/2012. Below this is a detailed table for employee Adinath Karale (Code: CES-109) showing attendance status for each day of the month.

| Days          | 1              | 2         | 3           | 4       | 5       | 6       | 7       | 8       | 9     | 10      | 11      | 12      | 13      | 14      | 15      |    |
|---------------|----------------|-----------|-------------|---------|---------|---------|---------|---------|-------|---------|---------|---------|---------|---------|---------|----|
| Total Days:30 | Status: WO     | PP*       | PP*         | XX      | PP*     | PP*     | PP*     | PP*     | WO    | PP*     | PP*     | AA      | AA      | XX      | XX      | W  |
| Full:7        | Leaves:0       | Shift: WO | General     | General | General | General | General | General | WO    | General | General | General | General | General | General | W  |
| Half:0        | Holidays:0     | Checkin   | 00:00 09:12 | 08:52   | 08:52   | 08:52   | 08:52   | 08:52   | 00:00 | 09:24   | 09:24   | 00:00   | 00:00   | 11:45   | 11:46   | 00 |
| Irregular:5   | Wk Off:3       | CheckOut  | 00:00 19:10 | 18:24   | 18:24   | 18:24   | 18:24   | 18:24   | 00:00 | 19:35   | 19:35   | 00:00   | 00:00   | 00:00   | 00:00   | 00 |
| Present:7     | Late:3         | Break     | 00:00 00:00 | 00:00   | 00:00   | 00:00   | 00:00   | 00:00   | 00:00 | 00:00   | 00:00   | 00:00   | 00:00   | 00:00   | 00:00   | 00 |
| Absent:5      | Early:0        | Wrk-Hrs   | 00:00 09:58 | 09:32   | 00:00   | 09:32   | 09:32   | 09:32   | 00:00 | 10:11   | 10:11   | 00:00   | 00:00   | 00:00   | 00:00   | 00 |
| Hrs:68:39     | Extra Hrs:8:58 | Extra Hrs | 00:00 01:28 | 01:02   | 00:00   | 01:02   | 01:02   | 01:02   | 00:00 | 01:41   | 01:41   | 00:00   | 00:00   | 00:00   | 00:00   | 00 |
| OT:0:0        | OT Hrs         | 00:00     | 00:00       | 00:00   | 00:00   | 00:00   | 00:00   | 00:00   | 00:00 | 00:00   | 00:00   | 00:00   | 00:00   | 00:00   | 00:00   | 00 |
| Penalty:      | Late           | 00:00     | 00:12       | 00:00   | 00:00   | 00:00   | 00:00   | 00:00   | 00:00 | 00:24   | 00:24   | 00:00   | 00:00   | 00:00   | 00:00   | 00 |
|               | Early          | 00:00     | 00:00       | 00:00   | 00:00   | 00:00   | 00:00   | 00:00   | 00:00 | 00:00   | 00:00   | 00:00   | 00:00   | 00:00   | 00:00   | 00 |

▪ **UPDATES :**

This section contains options for attendance data updates.



**Manual Punches :**

Facility to add manual punches has been provided for attendance adjustment. Manual Punches can be assigned to one or more employees.

**Steps :**

- 1) Click on the add sign (+) to add manual punches. A popup will be displayed for adding manual punches.
- 2) Select the company & location.
- 3) Select the employees from the list displayed in the bottom section.
- 4) Select the date & enter the punch timings.
- 5) Click on Assign to assign manual punches.
- 6) Assigned manual punches can be selected to delete by clicking on the delete sign (X) on the main page.
- 7) Also deleted punches can be viewed & restored by selecting "Deleted" option for the punch type in the search section & then selecting the deleted punch & clicking on "Restore".

Manual Punches

Company: All Location: All Dept.: All Section: All Refresh

From: 01/04/2012 To: 20/04/2012 Punch Type: Valid (dropdown menu with Valid and Deleted options)

Check All

|                          |   | Emp Code | Name     | Date      | Time     | Reason        |
|--------------------------|---|----------|----------|-----------|----------|---------------|
| <input type="checkbox"/> | X | CES-107  | Mahesh C | 10-4-2012 | 09:25:00 | Power Failure |
| <input type="checkbox"/> | X | CES-107  | Mahesh C | 10-4-2012 | 19:17:00 | Power Failure |
| <input type="checkbox"/> | X | CES-107  | Mahesh C | 2-4-2012  | 08:55:00 | Power Failure |
| <input type="checkbox"/> | X | CES-107  | Mahesh C | 2-4-2012  | 18:40:00 | Power Failure |

Add Manual Punches

Company: All Location: All Department: All Section: All Reason: forgot card

From Date: 20/04/2012 To Date: 20/04/2012

Punch 1: 09:00 Punch 2: Punch 3: Punch 4: Punch Status: IN OUT IN OUT

| Emp Code                            | Name    | Company        | Location | Department | Section        |
|-------------------------------------|---------|----------------|----------|------------|----------------|
| <input type="checkbox"/>            | CES-101 | Rajan S        | CES      | Mumbai     |                |
| <input checked="" type="checkbox"/> | CES-105 | Bandana Rai    | CES      | Mumbai     |                |
| <input type="checkbox"/>            | CES-104 | Kiran Patil    | CES      | Mumbai     | IT Development |
| <input type="checkbox"/>            | CES-103 | Ajit Bhoge     | CES      | Mumbai     | IT Development |
| <input type="checkbox"/>            | CES-102 | Sachin D       | CES      | Mumbai     | IT Development |
| <input type="checkbox"/>            | CES-108 | Amol Patavkar  | CES      | Mumbai     | IT Development |
| <input type="checkbox"/>            | CES-107 | Mahesh C       | CES      | Mumbai     | IT Development |
| <input type="checkbox"/>            | 2253    | test           | CES      | Mumbai     | IT Development |
| <input type="checkbox"/>            | 2234    | Test1          | CES      | Mumbai     | IT Development |
| <input type="checkbox"/>            | 2229    | Test3          | CES      | Mumbai     | IT Development |
| <input type="checkbox"/>            | K2259   | Aditi S        | CES      | Mumbai     | IT Development |
| <input type="checkbox"/>            | 656     | Ashwini D.     | CES      | Mumbai     | IT Development |
| <input type="checkbox"/>            | CES-109 | Adinath Karale | CES      | Mumbai     | IT Development |

Close

**Compensation-Off :**

Comp-off can be assigned to the employee in 2 cases: if he has worked on holiday/weekly-off or on the basis of his extra hours.

**STEPS TO ASSIGN COMP-OFF :**

- 1) Select the employee for whom comp-off is to be assigned. You can also filter the employees by company, location, department, sub-department or by name or emp-code.
- 2) Select the month/year & click on "Refresh".
- 3) If comp-off is to be assigned on the basis of weekly-of/holiday, the days for which the employee has worked on weekly-off/holiday are listed below in the left pane. Select the day. Select the comp-off date & click on "Save".
- 4) If comp-off is to be assigned on the basis of his extra hours, the total extra hours & available extra hours are displayed in the right pane. If extra hours are available you can select the comp-off date & click on "Save" to assign comp-off.
- 5) Also, existing comp-off can be deleted by clicking on the "X" sign corresponding to the comp-off date in the list.

Compensation Off

Company  Location  Dept.  Section

Search-Emp Code  Search-Name  Employee

---

Month  Year

Assign Comp-Off from  Weekly Off/Holiday  Extra Hours

Weekly Off/Holiday related Comp-Off details

|                          | Day Status | Date       | Comp Off Date |
|--------------------------|------------|------------|---------------|
| <input type="checkbox"/> | WO         | 01/04/2012 |               |

OT related Comp-Off Details

Total OT  Available OT

Comp Off Date

**SPECIAL ENTRY :**

This is a special feature provided where the admin can over-write the day status of an employee as present, not late, not early. Work hrs can also be specified in case of "Present".

**Steps to add special entry:**

- 1) Click on add sign (+) to add a special entry.
- 2) Select the company & location.
- 3) Select the employees to assign special entry to.
- 4) Enter the special entry mode-present, not late, not early and enter work hours.
- 5) Click on "Add Entry" to add the special entry.
- 6) Existing entries can be selected to delete by clicking on the delete sign(X).

Special Entry Details

Company: All Location: All

Department: All Section: All Refresh

Date: 20/04/2012 Entry Mode: Present

Reason: Work Hrs: Present, Not Late, Not Early Add Entry

|                                     | Emp Code | Name           | Department | Designation | Day Status |
|-------------------------------------|----------|----------------|------------|-------------|------------|
| <input checked="" type="checkbox"/> | CES-101  | Rajan S        |            |             | AA         |
| <input checked="" type="checkbox"/> | CES-105  | Bandana Rai    |            |             | AA         |
| <input type="checkbox"/>            | CES-104  | Kiran Patil    | IT         | Developer   | AA         |
| <input type="checkbox"/>            | CES-103  | Ajit Bhoge     | IT         | Developer   | AA         |
| <input type="checkbox"/>            | CES-102  | Sachin D       | IT         | Developer   | AA         |
| <input type="checkbox"/>            | CES-108  | Amol Patavkar  | IT         | Developer   | AA         |
| <input type="checkbox"/>            | CES-107  | Mahesh C       | IT         | Developer   | AA         |
| <input type="checkbox"/>            | 2253     | test           | IT         | Developer   | AA         |
| <input type="checkbox"/>            | 2234     | Test1          | IT         | Developer   | AA         |
| <input type="checkbox"/>            | 2229     | Test3          | IT         | Developer   | AA         |
| <input type="checkbox"/>            | K2259    | Aditi S        | IT         | Developer   | AA         |
| <input type="checkbox"/>            | 656      | Ashwini D.     | IT         | Developer   | AA         |
| <input type="checkbox"/>            | CES-109  | Adinath Karale | IT         | Developer   | AA         |

Close

**TOUR ENTRY :**

Tour entry can be added if the employee is outside for single/multiple days for official work.

Steps to add tour entry:

- 1) Click on add sign (+) to add a tour entry.
- 2) Select the company & location.
- 3) Select the employee & date for which to make tour entry.
- 4) Select the mode i.e. present or half-day & click on Add Entry to make the tour entry.
- 5) Select an existing tour entry to delete and click on delete sign(X) to delete it.



Tour Entry

Company  Location  Department  Section  Refresh

From  To

+ ✖

Count : 1

|                          | Emp Code | Name        | Date       | Mode    | Reason | Work Hrs |
|--------------------------|----------|-------------|------------|---------|--------|----------|
| <input type="checkbox"/> | CES-105  | Bandana Rai | 18/04/2012 | Present | tour   | 08:00    |

Tour Entry Details

Company  Location  Refresh

Department  Section

From Date  To Date  Work Hrs

Tour Mode  Reason

Add Entry

|                                     | Emp Code | Name           | Company | Location | Department | Section    |
|-------------------------------------|----------|----------------|---------|----------|------------|------------|
| <input checked="" type="checkbox"/> | CES-101  | Rajan S        | CES     | Mumbai   |            |            |
| <input type="checkbox"/>            | CES-105  | Bandana Rai    | CES     | Mumbai   |            |            |
| <input type="checkbox"/>            | CES-104  | Kiran Patil    | CES     | Mumbai   | IT         | Developmen |
| <input type="checkbox"/>            | CES-103  | Ajit Bhoge     | CES     | Mumbai   | IT         | Developmen |
| <input type="checkbox"/>            | CES-102  | Sachin D       | CES     | Mumbai   | IT         | Developmen |
| <input type="checkbox"/>            | CES-108  | Amol Patavkar  | CES     | Mumbai   | IT         | Developmen |
| <input type="checkbox"/>            | CES-107  | Mahesh C       | CES     | Mumbai   | IT         | Developmen |
| <input type="checkbox"/>            | 2253     | test           | CES     | Mumbai   | IT         | Developmen |
| <input type="checkbox"/>            | 2234     | Test1          | CES     | Mumbai   | IT         | Developmen |
| <input type="checkbox"/>            | 2229     | Test3          | CES     | Mumbai   | IT         | Developmen |
| <input type="checkbox"/>            | K2259    | Aditi S        | CES     | Mumbai   | IT         | Developmen |
| <input type="checkbox"/>            | 656      | Ashwini D.     | CES     | Mumbai   | IT         | Developmen |
| <input type="checkbox"/>            | CES-109  | Adinath Karale | CES     | Mumbai   | IT         | Developmen |

Close

**✚ OUTDOOR ENTRY :**

Outdoor entry can be assigned to employees which means time utilized for official work outside office which gets added into the work hours.

**Steps to add outdoor entry:**

- 1) Select the company & location.
- 2) Select the employee & date for which to make outdoor entry.
- 3) Enter the work hours on outdoor duty & click on "Add" to make outdoor entry.

4) Existing Outdoor entry can also be modified or deleted by selecting the record.

Outdoor Entry

Company: All | Location: All | Dept: All | Section: All

Search-Emp Code: | Search-Name: | Employee: 2229(Test3)

Date: 14/03/2012 | Hrs: 03:00 | Details: site visit

Add Entry Refresh

|   | Emp Code | Name  | Date       | OD Hrs | Details    |
|---|----------|-------|------------|--------|------------|
| <input type="checkbox"/> <input type="text"/> | 2229     | Test3 | 14/03/2012 | 03:00  | site visit |

**Download Data From USB**

You can upload data from pen drive. For that purpose select 1\_attlog.Dat file and select the date range & then click on "Upload Data"

Cybernetics Time Attendance

Home | Change Password | Logout

Master Data | Attendance | Updates | Download | Leaves | Reports

Welcome, mahesh

Download Data

Download From USB

From Date: 01/01/2013

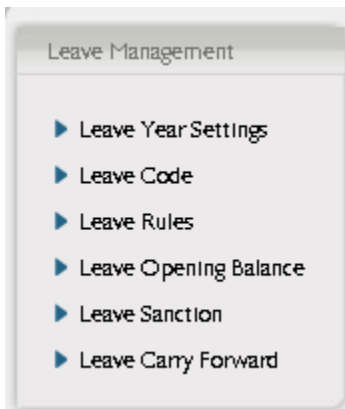
To Date: 31/01/2013

Select File: Choose File Attendance BACKUP AS ON 28.12.12

Upload Data

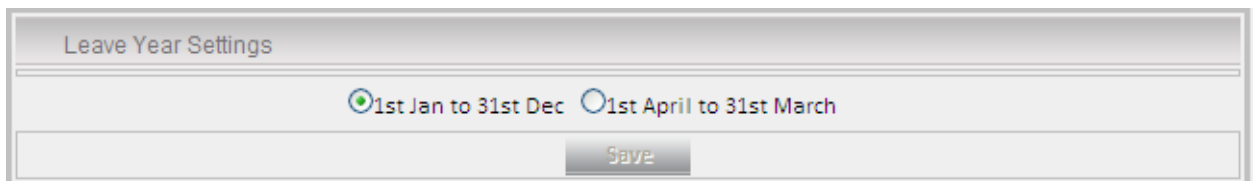
▪ **LEAVES :**

Leave Management plays a very important role in Attendance generation. Leave Management in Time Attendance allows the user to define their own leave codes and set rules for individual leave codes as explained below.



✚ **Leave Year Settings :**

Here you can define the leave accounting year whether it is from Jan-Dec or April-March.

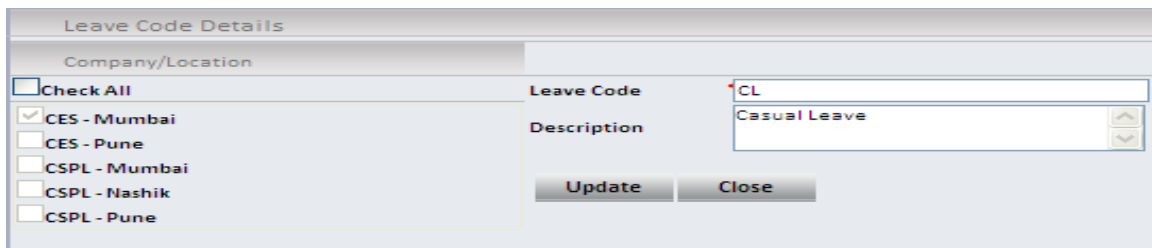


✚ **Leave Codes :**

User can define the leave codes according to company norms.

**Steps to define leave codes**

- 1) Select the company & location.
- 2) Enter the leave code & description.
- 3) Click on Save to add the leave code.
- 4) Added leave codes are seen in the grid as shown below. You can edit/delete the existing leave codes.



Leave Code Master

Company: All Location: All Refresh

Count : 2

|                          | Leave Code | Details      | Company | Location |
|--------------------------|------------|--------------|---------|----------|
| <input type="checkbox"/> | CL         | Casual Leave | CES     | Mumbai   |
| <input type="checkbox"/> | SL         | Sick Leave   | CES     | Mumbai   |

**Leave Rules :**

User can define the leave rules for individual leave codes category-wise. i.e. e.g. Leave Rules for CL can be different for two different attendance categories.

**Steps to define Leave Rules :**

- 1) Select the company, location & category.
- 2) Select the leave code.
- 3) Set appropriate values for all the rules displayed on the form i.e. Max./Min. Leaves allowed, Half days allowed, Accumulation, Max. Accumulation days etc.
- 4) Click on Save to add the leave rules.
- 5) Added leave rules are seen in the grid as shown below. You can edit/delete the existing leave rules.

LEAVE RULE DETAILS

Select Company: CES

Select Location: Mumbai

Category: Default

Leave Code: CL

Max. No. of days allowed: 24

Max. days allowed at a time: 24

Max. No. of times allowed: 12

Min. days allowed at a time: 0.5

Max. days for accumulation: 0

Max. negative balance: 0

Accumulation allowed

Encashment allowed

Negative balance allowed

Treat Weekly off in between leaves as Leave

Half day allowed

Treat holiday in between leaves as Leave

Update Close

LEAVE RULES

Company: All Location: All Refresh

Count : 2

|                          | Category | Leave Code | Company | Location | Total Days |
|--------------------------|----------|------------|---------|----------|------------|
| <input type="checkbox"/> | Default  | CL         | CES     | Mumbai   | 24         |
| <input type="checkbox"/> | Default  | SL         | CES     | Mumbai   | 12         |

**LEAVE OPENING BALANCE :**

Leave account of an employee starts when an opening balance is set for that employee against the required leave codes.

Through this form the admin or section head can set the opening balance for the employees for individual leave codes as explained below.

**Steps to set the Leave opening balance:**

- 1) Select the company & location and click on refresh to load the employees in the grid
- 2) Leave opening balance can be set category-wise. Select the category. The employees belonging to this category are displayed in the grid. The leave codes for which leave rules are assigned are loaded in the drop-down.
- 3) Select the required leave code; enter the leave balance count which you need to set as balance.
- 4) Select the employees for whom you want to assign the balance and then click on "Set". Clicking on set will delete all the existing leave entries of the selected employees for the current leave year.

Leave Opening Balance

Company:  Location:  Dept:  Section:

Category:  Leave Code:  Balance:  Leave Year:

Check All

Assigning Opening Balance will delete all previously assigned leaves if any for this Financial Year Count :

|                          | Emp Code | Name           | Company | Location | Department | Section     |
|--------------------------|----------|----------------|---------|----------|------------|-------------|
| <input type="checkbox"/> | CES-109  | Adinath Karale | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | K2259    | Aditi S        | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-103  | Ajit Bhoge     | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-100  | Ajit P         | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | K0009    | Alok D         | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-108  | Amol Patavkar  | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | 656      | Ashwini D.     | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-105  | Bandana Rai    | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-104  | Kiran Patil    | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-107  | Mahesh C       | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | 4343     | Pramila        | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-101  | Rajan S        | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-106  | Rupali S       | CES     | Mumbai   | IT         | Development |

**LEAVE SANCTION :**

Leave account of each employee is maintained separately in the software. Leave Sanctioning can be carried out in the following ways:

- 1) Admin /Section Head can directly sanction the leaves against employee.
- 2) Employee can request for a leave which will then be approved or rejected by admin/section head.

**Steps to sanction Leave:**

- 1) Select the company & location and click on refresh to load the employees in the grid
- 2) Select the employee from the Drop down. The employee category is displayed on the side,
- 3) Select the required leave code, the date range for leave. Select half day option if half day leave is to be assigned. Click on Sanction.
- 4) The Leave balance for all codes till date and the sanctioned leaves are displayed in two separate grids below. The sanctioned leaves can also be deleted if not used yet. Reflections in the leave balance are seen immediately.

Sanction Leave

---

Company:  Location:  Dept:  Section:

Leave Year: 2012-2012 Employee:  Category:  Leave Code:

From:  To:   Half Day

Available Leaves 22

Leave Duration 1

---

Available Leaves

Count : 2

| SrNo | LeaveCode | Allocated | Balance | Used |
|------|-----------|-----------|---------|------|
| 1    | CL        | 24        | 22      | 2    |
| 2    | SL        | 12        | 12      | 0    |

---

Used Leaves

Count : 2

| <input type="checkbox"/> | Date      | Leave Code | Half Day |
|--------------------------|-----------|------------|----------|
| <input type="checkbox"/> | 16/5/2012 | CL         | NO       |
| <input type="checkbox"/> | 17/5/2012 | CL         | NO       |

**LEAVE CARRY FORWARD :**

This means that the unused leaves of previous Leave year can be transferred to the next year. To allow this, the appropriate settings must be done in leave rules.

**Steps to Carry Forward Leaves:**

- 1) Select the company & location and click on refresh to load the employees in the grid. The employees who have any previous balance are shown in the grid
- 2) Select the category and leave code for which to carry forward leaves.

Leave Carry Forward

Company  Location  Leave Year 01/01/2012 To 31/12/2012

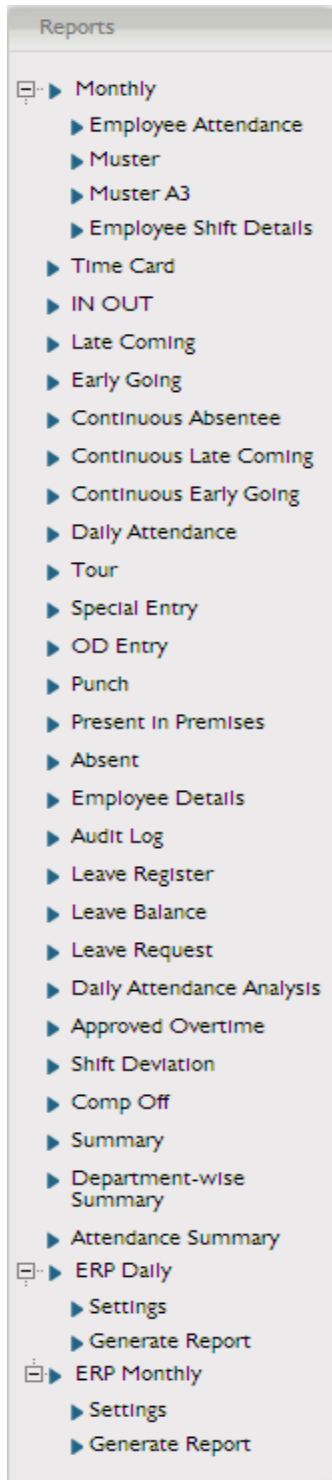
Category  Leave Code

(Leaves will be carried forward from previous year balance .)

Check All

▪ **REPORTS :**

A wide range of reports can be generated & exported from the system in various formats.





**Steps to generate Report:**

- 1) You need to select the Company and Location for whose employees to generate report.
- 2) You can filter the required employees department, sub-department, name or employee code-wise.
- 3) Select all the required employees. You can directly select all employees with "Check All" checkbox provided below every list.
- 4) Click on "View" to generate the report.
- 5) You can also export the reports by selecting the export format (PDF or Excel) & clicking on "Export".

View Reports

Company

All

Location

All

Department

All

Sub-Dept

All

Refresh

Type:

Monthly Attendance

From:

24/06/2012

To:

24/07/2012

Export Format

PDF

PDF

EXCEL

View

Export

Check All

Employee Count:

Employee Count : 17

|                          | Emp Code | Name           | Company | Location | Department | Sub-Dept    |
|--------------------------|----------|----------------|---------|----------|------------|-------------|
| <input type="checkbox"/> | CES-109  | Adinath Karale | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | K2259    | Aditi S        | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-103  | Ajit Bhoge     | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-100  | Ajit P         | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | K0009    | Alok D         | CES     | Mumbai   | IT         | Development |
| <input type="checkbox"/> | CES-108  | Amol Patavkar  | CES     | Mumbai   | IT         | Development |