MANUAL FOR

eClockPro

TIME ATTENDANCE AND PAYROLL SOFTWARE

INDEX

Introduction

Time and Attendance is the process of:

- Recording employee arrival and departure times
- Recording and calculating actual hours worked
- Maintaining other time off or work overages

    eClockPro software is generally used to generate reports (after capturing punching data) on daily basis , monthly basis , yearly basis etc in excel, word and text format. With the help of this eClockPro software we can calculate over time of those employees who stay after their working hours and also can calculate out work.

    After installing eClockPro , you just double click on eClockPro and you will see login window as below and ask the valid user name and password with license detail:

Figure : Login Window eClockPro

Enter a user name and password that you can set for open eClockPro .

After Successfully login you will find the main screen like below.
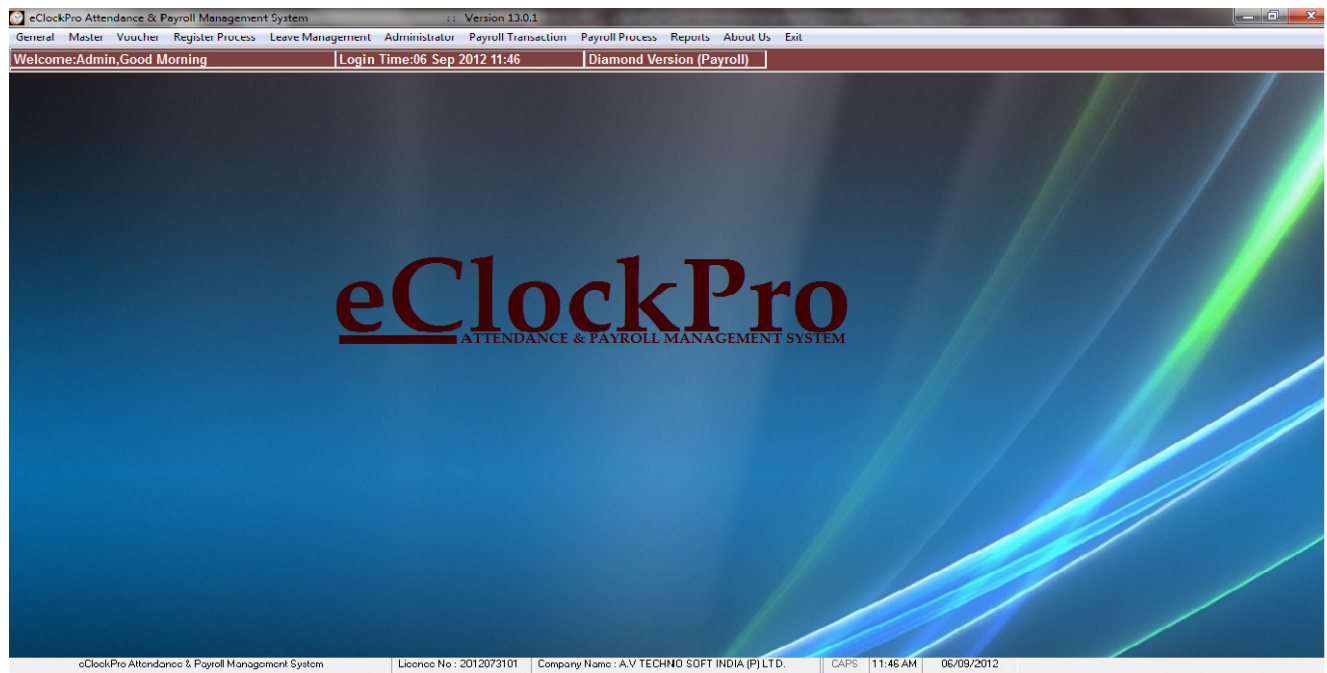
Figure : Main Screen for eClockPro

12.General

12.1. Change Password

You can set password to restrict unauthorized user for access the time office software. If you are giving password first time then you have to leave blank the old password textbox and enter password which you want to give in the new password textbox then confirm it in the confirm new password textbox Press "Ok" button to activate the new password.
You can change password through this option. Enter old password in the old password textbox and continue the same process as new password creation and press "Ok". The new password will activate after pressing "Ok" button.
       To cancel the new password creation process press "Cancel" button.
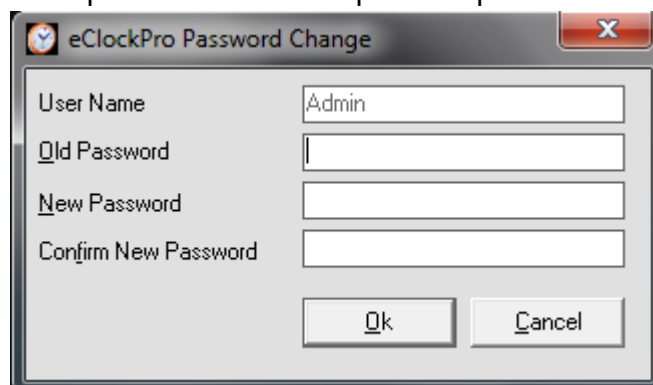
Figure : Change Password window

12.2. Switch User

You can use this option for switch user for change the user.
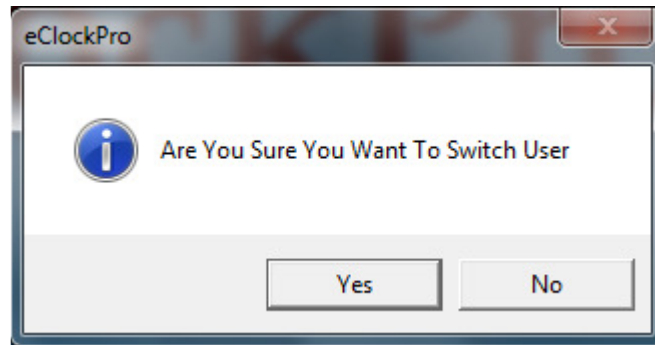
To cancel the switch user press "No" button

12.3. Calculator

You can do any mathematical calculation through this calculator as you do through the pocket calculator.
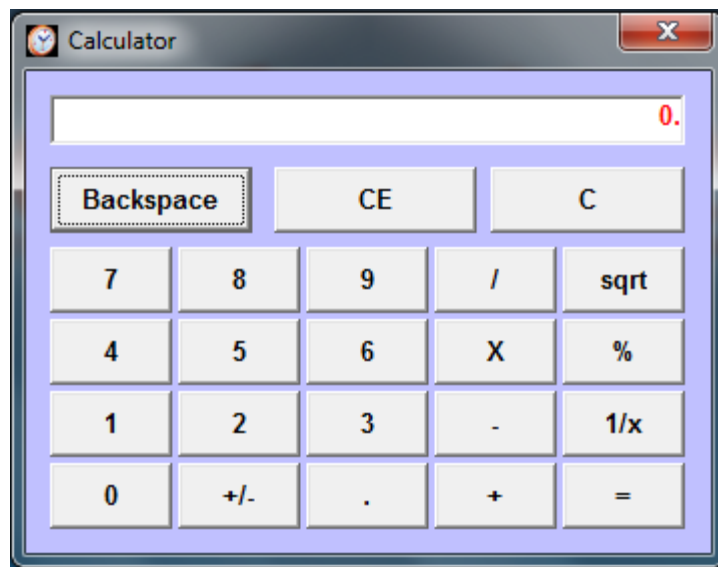
Figure: Calculator

12.4. Calender

You can see calendar and set date from this option.

Figure : Calendar

12.5. NotePad

You Can Use it for creating notepad as in system.
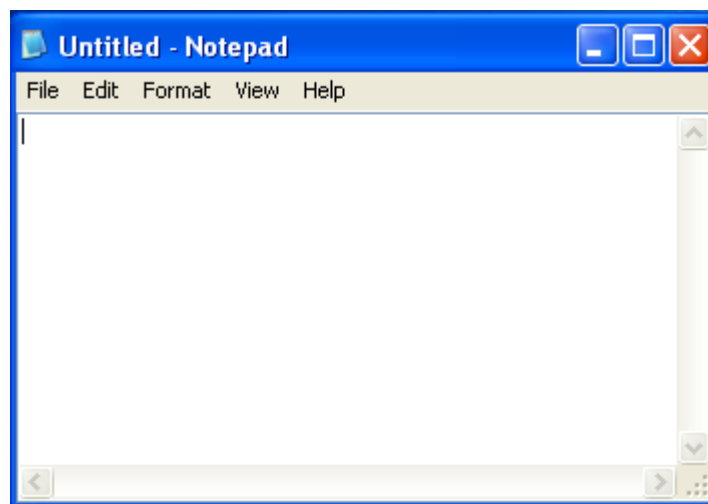
12.6. Machine Setting

You have to do machine setting for downloading and uploading data from machine (Attendance Machine)

To create a new machine master just click on add then you will find the below form.

You have to put machine name,machine IP ,Machine ID and Port No. then click on save button to create the master

You can also edit and delete the machine master after selecting the desired machine.

12.7. BioTime 4/5

You can use this option to download data from BioTime4 or BioTime5 Model Machine.

Select the connectivity option, if you have selected network device the select the desired machine to download the machine data. Then click on connect. When the machine connected then "Enroll Data Management" and "Log Data Management" buttons will highlight. For downloading punch data click on log data management then you will find the following screen.

Fig: Data Download

You can select the date range and click on download to get the punch data .

Remove All Data : To remove all punch data from machine.

Get Device ID : To get the machine serial No.

12.8. BioTime 4/5 (Text File)

You can also get the machine punch data through SD Card ,You can just insert the SD card in machine and select the option to get the punch data the data will saved in SD card in text format.

Copy the text file from SD Card and insert it into folder named "PenDrive" Which in application folder. Then go to data download option through text file and select the date rage and click on download.
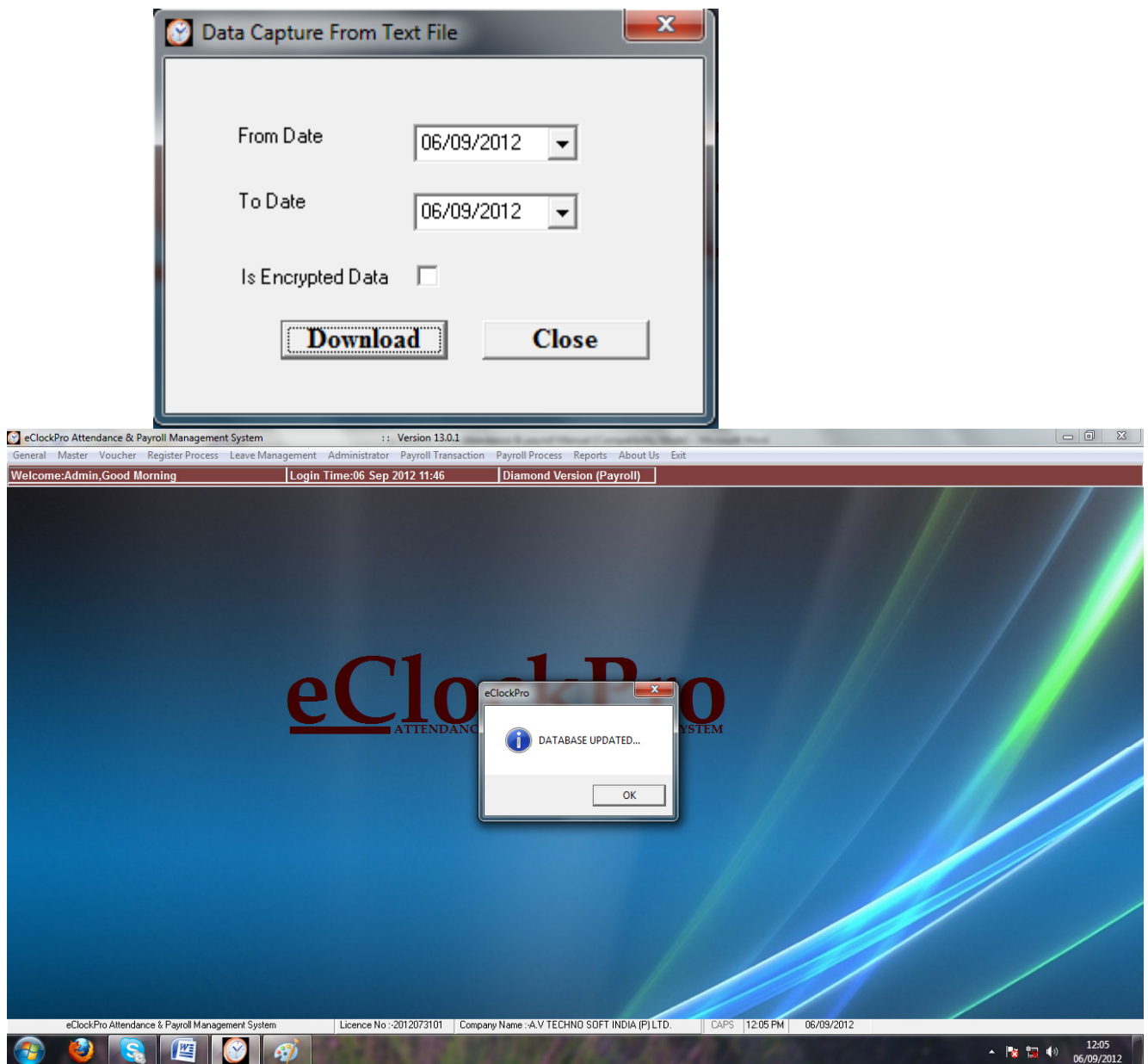
Figure : Data Download from text file

12.9. Database Backup

From this option you can take the backup of the database by single click. it create the bak file as backup. For this first click the button "select path" and select the desired file path then click on "take backup".this will create the eClockPro **ddmmyy**.bak at the selected path.DDMMYY will be current date on which we take backup.
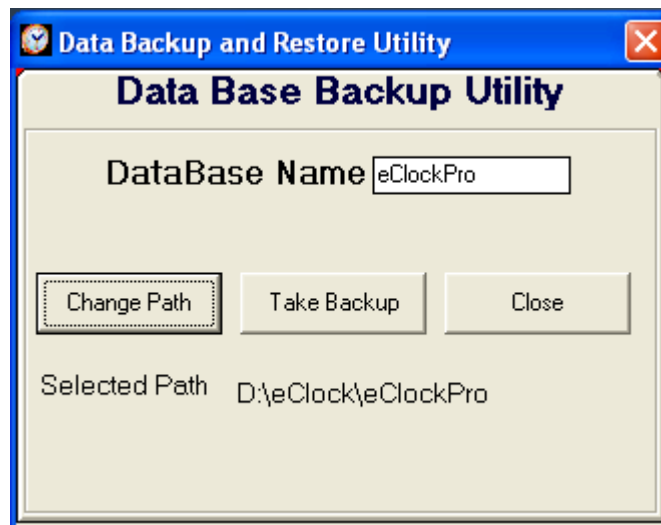
Figure : Database backup

12.10. Update Database

By using this option you can update data base.
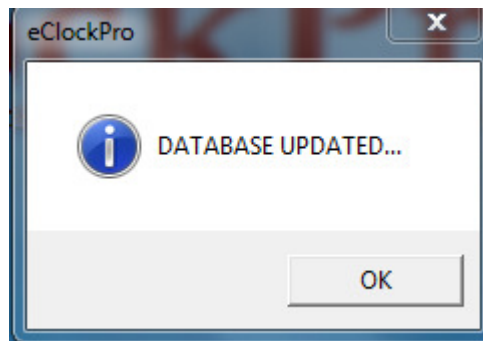
Figure: Update Database

12.11. Import Employee Master

This option is used for import data from the excel sheet. If You are doing master feeding from the excel sheet, you have to careful of one thing ; The excel sheet is in the proper format(The format is given in the software.). If you want to know the proper format, press "Excel file structure" button. The proper format will shown in the excel sheet.
For import the data from the excel sheet, press "Select Excel File" button. Then "select file dialog" box will open select the file in which you save the master data and press "Open" button, the selected excel file path will shown in the "Select File Textbox". then press "Import Data" button. Import data message will appear in the screen press "Ok" button. The import data process will done successfully.
Press "Close" button to close the import data window.

This is a Import Data Vizard. Data can Import from Excel Sheet.
Only Employee Master Data can be import.
Data Must Be On Sheet1, As below format.
Excel File Name : (*.XLS Any file)

Column Name	Fields Name	Fields Description
A	: * ACTIVE	– Y (Only Active Employee Can Transfer)
B	: * PAYCODE	– 10 Digit Alphanumeric Unique No
C	: * DATE OF JOINING	– Date should be in Currect Format(DD/MM/YYYY)
D	: * CARD NO	– 8 Digit Alphanumeric Unique No.
E	: * EMPLOYEE NAME	– Name Of Employee
F	: GUARDIAN NAME	– Father/Guardian Name
G	: Date OF BIRTH	– Date Of Birth If Available
H	: * COMPANY CODE	– 3 Digit Company Code, Which is available in Compan
I	: * DEPARTMENT CODE	– 3 Digit Department Code, Which is available in Depart
J	: * CATEGORY CODE	– 3 Digit Category Code, Which is available in Category
K	: * Section Code	– 3 Digit Section Code, Which is available in Section Ma
L	: * Grade Code	– 3 Digit Grade Code, Which is available in Grade Mast
M	: * Branch/Location Code	– 4 Digit B/Location Code, Which is available in B/Loca
N	: * Designation Code	– 3 Digit Desig Code, Which is available in Designation M

Select Excel Please

Select Excel File

Excel File Structure   **Import Data**   **Close**

Figure : Import Employee Master

13.Master

You can create one company as well as many companies through this option of time office software. Company code should be unique. It is must to enter unique company code and company name for the company creation.When you open the Company, you will see a Company Details window in which you see the following button like add, edit, delete, previous, find, next and close.

Figure : Master

13.1. Company Details

You can create one company as well as many companies in this master of time office software. Company code should be unique. When you open the company master, you will see a window in which you see the following information like Add, Edit, delete,previous, find, next and close.

Figure : company master -1

i. ADD: Press button "Add" to add a new company. A Company Master window will open , in the window there are some fields like company code, company name, company address, short name of company, Company PAN No., Company TAN No, Company License No and Company PF No, which you will fill to make the new company. Company code and company name are the compulsory field to create the company ..

Figure : Company Master-2

ii. EDIT: You can edit information in company master except company code. If you want any modification in the existing company, press "Edit" button. After pressing edit button complete information about company will shown in the window. Edit those options which you want to edit and press "Ok" button. All the modification will activated now.

iii. Delete: You can delete information through this option.

iv. Previous: Pressing button Previous, you can switch to previous company.

v. Find: You can use this option to search a company. For searching a company you have to press "Find" button. A dialog box will open enter the company code which you want to find in the textbox and press "Ok" button. The arrow will move to that company which you want to find.

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

vii. Close: You can close this window through this button.

13.2. Department Details

You can create a number of departments as per your requirement through this option. Department code should be unique. When you open the department, you will see a Department Details window in which you see the following button like add, edit, delete, previous, find, next and close.

Figure : Department Master-1

i.   Add: Press button "Add" to add a new department in the company. A Department Master window will open, in the window there are some fields like department code, Department name, HOD (Head of Department) and Email Id, which you have to fill to make the department in the company. Department code and department name are the compulsory field to create the department.

Figure : Department Master-2

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

iii.   Delete: You can delete information through this option.

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

v.   Find: If you can use this option to search a department.

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

vii.   Close: You can close this window through this button.

13.3. Section Details

In a company, department divides in many section. You can create sections through this option. Section code should be unique. Section code and section name are compulsory parameter for creating sections. When you open the section, you will see Section Details Window in which you see the following button add, edit, previous, delete, next, find and close.

Figure : Section Master-1

Add: - Press button "Add" to add a new section in the department. A Section Master window will open, in the window there are some fields like section code and section name, which
you will fill to make the section in the department. Section code and section name are the compulsory field to create the section.

Figure : Section Master-2

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

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

Previous: Press button "Previous", to switch to the previous section.
Find: You can use this option to search a section. For searching a section you have to press
"Find" button. A dialog box will open enter the section code which you want to find in the textbox and press "Ok" button. The arrow will move to that section which you want to find.

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

Close: You can close this window through this button.

13.4. Grade Details

You can create Grades to allot the employees through this option. Grade code and Grade name are compulsory parameter in Grade master. Grade code should be unique. When you open the Grade, you will see a Grade Detail window in which you see the following button like add, edit, delete, find and close.

Figure : Grade Master –1

Add: Press button "Add" to add a new Grade in the department. A Grade Master window will open, in the window there are some fields like grade code and grade name, which you will fill to make the grade .Grade code and Grade name are the compulsory field to create the
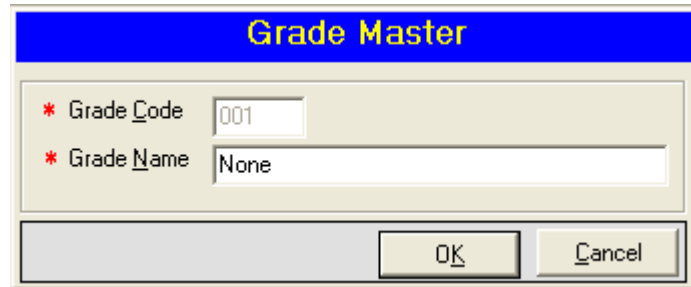
Grade.

Figure : Grade Master-2

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

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

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

Find: You can use this option to search a Grade. For searching a Grade you have to press "Find" button. A dialog box will open enter the Grade code which you want to find in the textbox and press "Ok" button. The arrow will move to that Grade which you want to find.

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

Close: You can close this window through this button.

13.5. Category Details

You can create category to categorize the employees as per your requirement through this option.Category code and Category name are compulsory in master. Category code should be unique.When you open the Category, you will see a Category details window in which you see the following button like add, edit, delete, find and close.

Figure: Category Master -1

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

Figure: Category Master-2

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

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

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

Find: You can use this option to search a Category. For searching a Category you have to press "Find" button. A dialog box will open enter the Category code which you want to find in the textbox and press "Ok" button. The arrow will move to that Category which you want to find.
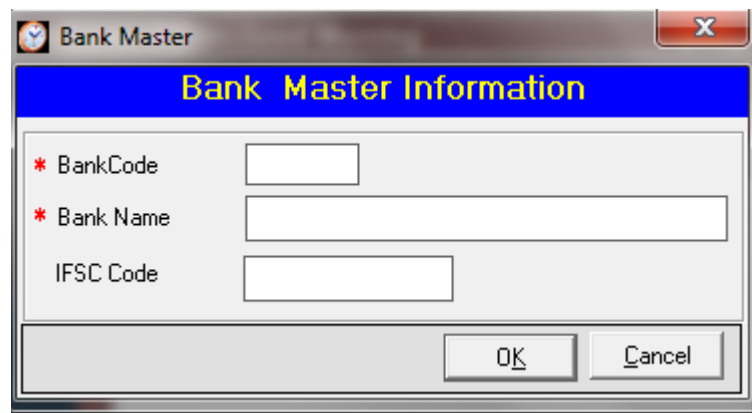
Next: Press button "Next" to switch to the next Category.

Close: You can close this window through this button.

13.6. Bank Details

You can create bank master to assign it to employee. And you can also generate any report bank wise.When you open bank master it will show you bank code, bank name and bank IFSC code.

When you click on add bank you will find the below box to enter bank detail .

Here bank code and bank name it compulsory field.
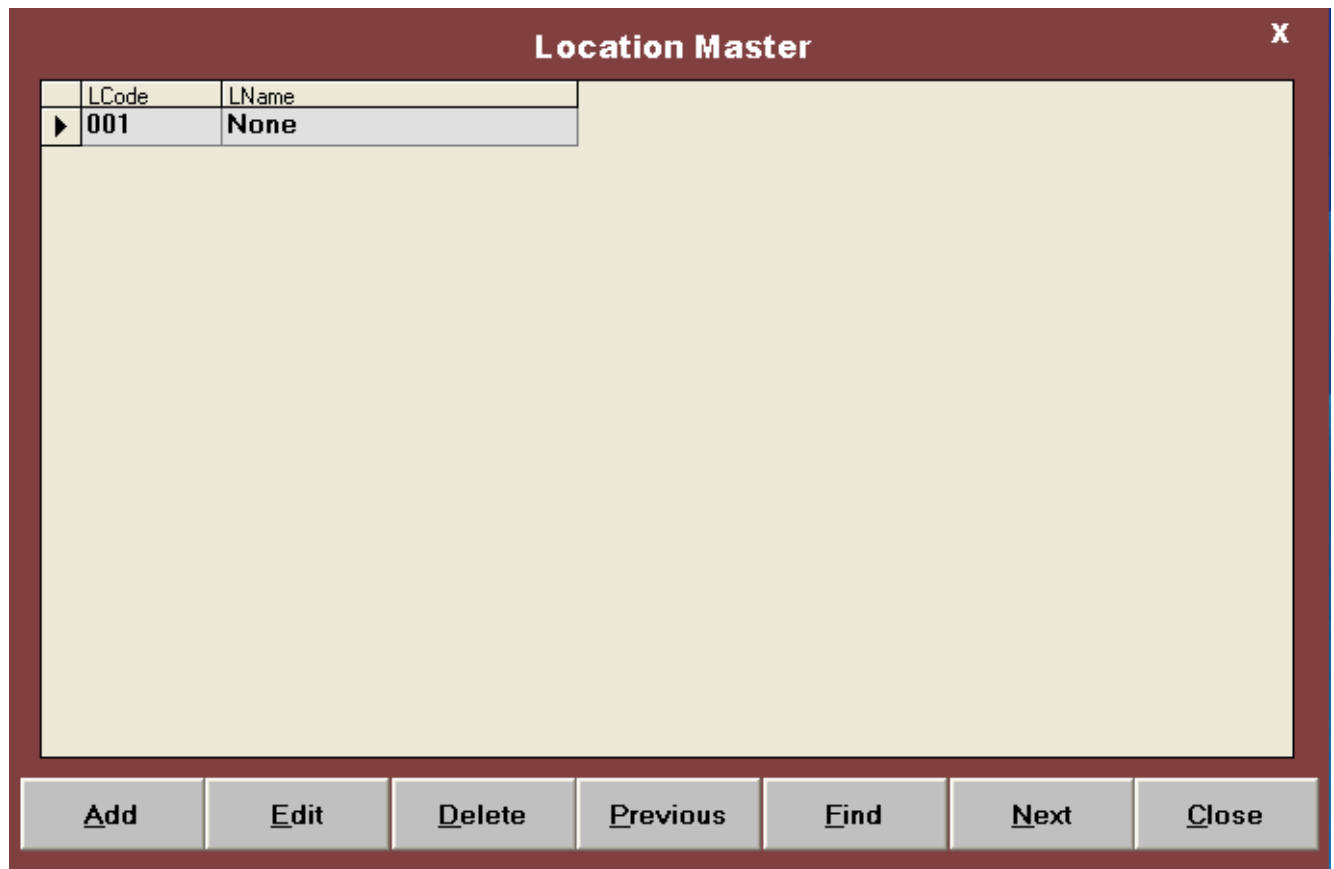
Figure : Bank Master

13.7. Branch/Location Details

You can create many Branches of the company as per requirement through this option. Branch code and Branch name are compulsory in master. Branch code should be unique. When you open the Branch, you will see a Branch Details window in which you see the following button like add, edit, delete, find and close.

Figure : Branch/Location Master-1

Add: Press button "Add" to add a new Branch for the Company. A Branch/Location Master window will open, in the window there are some fields like B/Location code and B/Location name, which you will fill to make the Branch .B/Location code and B/Location name are the compulsory field to create the Branch.
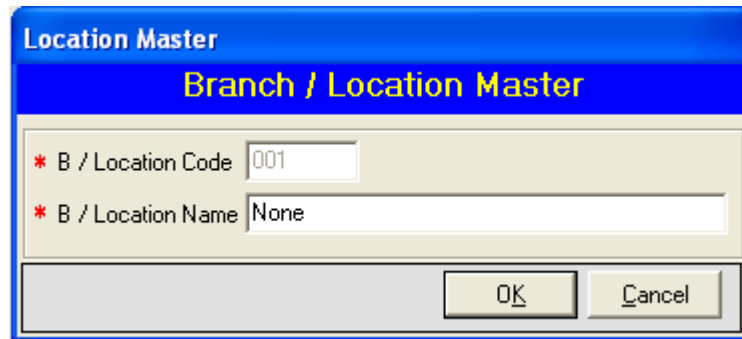
Figure : Branch/Location Master-2

Edit: You can edit information except B/Location code, If you want any modification in the existing Branch then press "Edit" button .After pressing edit button complete information about Branch will shown in the window. Edit those option which you want to edit and press "Ok" button. All the modification will activated now.

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

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

Find: You can use this option to search a Branch. For searching a Branch you have to press "Find" button. A dialog box will open enter the Branch code which you want to find in the textbox and press "Ok" button. The arrow will move to that Branch which you want to find.

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

Close: You can close this window through this button.

13.8. Designation Details

You can create many Designation of the company as per requirement through this option. Designation code and Designation name are compulsory in master. Designation code should be unique. When you open the Designation, you will see a Designation Details window in which you see the following button like add, edit, delete, find and close.

Figure: Designation Master-1

Add: Press button "Add" to add a new Designation for the Company. A Designation Master window will open, in the window there are some fields like Designation Code code and Designation name, which you will fill to make the Designation. Designation code and Designation name are the compulsory field to create the Designation.

Figure : Designation Master-2

Edit: You can edit information except Designation code, If you want any modification in the existing Designation then press "Edit" button .After pressing edit button complete information

about Branch will shown in the window. Edit those option which you want to edit and press "Ok" button. All the modification will activated now.

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

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

Find: You can use this option to search a Designation. For searching a Designation you have to press "Find" button. A dialog box will open enter the Designation code which you want to find in the textbox and press "Ok" button. The arrow will move to that Designation which you want to find.
Next: Press button "Next" to switch to the next Designation.

Close: You can close this window through this button.

13.9. Shift Details

So many company works 24 hours like production companies, for that purpose they make shift for the employee, for the working of 24 hours. You can create shift through this option. Shift code should be unique. When you open the Shift, you will see Shift Details Window in which you see the following button add , edit, previous, delete, next, find and close.

Shift	StartTime	EndTime	LunchStartTime	LunchEndTime	LunchDuration	OTStartAfter
▶ GEN	09:30	18:00	13:00	13:30	30	0

Add   Edit   Delete   Previous   Find   Next   Close

Figure : Shift Master-1

Shifts are identified by their unique codes. There are three type of shift fixed, rotational and ignore shift. You can enter any valid 3 character code for shift except **OFF** and **IGN** because OFF is reserved for weekly off and IGN is reserved for ignorable shift employees. IGN is used to allot for senior employees whose attendance is not compulsory.

Figure : Shift Master-2

There are following option you can use to make a shift.

Shift code : Add the new shift code.

Shift Start Time : This is the shift starting time.

Shift End Time : This is the shift end time.

Shift Hours : This is the total working hours

Lunch Start Time : This is lunch's starting time.

Lunch Duration : This is the duration of lunch.

Lunch End Time : This is lunch's end time.

Lunch deduction : This is the time period that will be deducted from the working hours.

Overtime deduct after: This is the limit of period after which the OT won't be

considered e.g. If OT deduct after is initialized as 3.00 hrs and employee having OT 5.00 hrs. Then it would consider 3.00 hrs. Only If you want to give actual overtime, set 23.59 in this option.

Overtime start after : This is the time period after which OT will be considered. If you set 30 minute in this option, between this duration OT will not calculate, But if employee stays till 31st minute in the company, he/her will get OT 31 min.

Overtime deduction : This is the time period that will deduct from the

overtime hours. Example : if over time is 4 hours and overtime deduction is 30 min , total over time will be 3 hours and 30 min.

Shift Position : Three types of shift as Day, Night and Half day.

13.10. Employee Details

You can do entry of new employee of the company through this option of time office software. Paycode and card no. should be unique. It must to enter unique Paycode, unique card no. and name and date of join for the employee creation. When you open the Employee master, you will see three type of parameter; All, Active and Nonactive.

All –see all (active & nonactive) employees of company

Active – see all active employees of company

Nonactive – see all nonactive employees who have left job from that Company.

Employee Details

PAYCODE	ACTIVE	PRESENTCARDNO	EMPNAME	GUARDIANNAME
▶ 0001	Y	00000001	RAM	
0002	Y	00000002	SHYAM	
0003	Y	00000003	MOHAN	
0004	Y	00000004	SOHAN	
0005	Y	00000005	DURGA	

Add	Edit	Delete	Previous	Find	Next	Close

Figure: Employee Master -1

Add: Press button "Add" to add a new employee in the company.
There are five type of information which used to complete the whole information regarding employee master.

2.8.1. Office details
2.8.2. Personal details
2.8.3. Time Office policy
2.8.4. Shift/WO policy
2.8.5. Extra details

2.8.1 Office Detail: There are information's about official details of an employee like active, card No, Name of employee, guardian name, pay code, company, department, category, section, grade, photograph, and signature, PF No, ESI No. and Dispensary.

1 You can decide that employee is on roll or not.

2 Pay code and card no should be unique.

3 You can add name of employee, guardian name, etc.

4 You can assign the respective company, department and category, etc to each employee,

which he/she belongs to. You can even include the scanned photographs of employee and employee signature.

5 You can add PF No. of employee.

6 You can add ESI No. of employee.

Figure : Official Detail in Employee Master

There are only three parameters are compulsory which are card no., name and pay code.

2.8.2. Personal Detail: There are much information regarding personal detail of a Employee like date of joining, date of birth, married status, blood group, qualification, Experience, permanent address & phone no, temporary address & phone no, designation, sex, email id, bus route and vehicle No.
_ You can add date of joining of employee.
_ You can add date of birth of employee.
_ You can add married status of employee.
_ You can add blood group and sex of employee.
_ You can add qualification and experience of employee.
_ You can add permanent address and temporary address with contact no of employee.
_ You can add bus route and vehicle no. of employee.

Date of joining is the compulsory parameter in personal details.
2.8.3. Time office policy: There are information regarding time office policy of a particular

employee like permissible late arrival, permissible early departure, maximum working hours in a day, round the clock work, Time loss, half day marking, short leave marking, present marking.

duration, maximum working hours for half day, maximum absent for short leave, punches, over
time and over stay.

1.**Permissible late arrival** :You can set time which you give to employee who comes late without marking as late.

2.**Permissible early departure**: You can set time which you give to employee who goes early without show early.

3. **Maximum working hours in a day** : If there is a shift and employee wants to continue next sift then you can set this
24:00.after 24 hours, employee has to punch again.

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

5.**Consider Time loss**: If you want to activate feature like time loss, half day and short leave, just tick out these option in the window.

6. **Present marking duration**: If working hour is less than this present marking duration, employee will show absent. If working hour is equal to
& greater then system check his half day/short day.

Figure: Time shift policy in Employee Master

7. **Maximum working hour for half day:** If employee working hours is between present working hour and max working hour for half day then he is half day present. If

working hour is greater than it, he is full day present.

8. **Maximum absent hours for short day**:

Absent hour= shift hour – working hour

If absent hour is greater than this max absent hour, he is marked SRT.

9. **Punches required in a day**:

No punch: This punch is used for senior employees whose attendance is not required.

Single punch : This punch is used for single punch to mark present. Out Punch will be taken automatically from the machine as shift out time whether out punch is existing or not.

Two punch: This option is for 2 punches like IN punch and out punch.

Four punches: This option is for 4 punches –IN, OUT, Lunch IN & Lunch OUT.

Multiple punch: This option is work for max 20 punches.

10. **Overtime and overstay**: When an employee works after his working hour, that works will count in overtime but if company don't want to give over time then it will show as overstay.

2.8.4. Shift/WO Policy: There are many information regarding shift/WO policy of a particular employee like shift type, shift, run auto shift, weekly off details and second weekly off.

Figure : Shift/WO Policy in Employee Master

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

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

2. Rotational shift: In the rotational, employee's shift will change after a duration of time. Even you can set a number of days after which shift will change. Shift remaining days specifies the number of days that are remaining in the first allocated shift. If you are not interested in entering each employee's shift details, the system can be used for automatically changing the shifts. For this purpose all the possible shifts in which an employee can come should be entered in the authorized shift field.

2.8.5 Extra Details: In the extra details you can add Father's name, Emergency contact no,Anniversary date, Insurance No., Employee's location, Nominee's Name, Nominee's relation and email address.

Figure: Extra Details in Employee Master

13.11.Employee PayMaster

Like time office Master, you have to do master feeding of all active employees in payroll software. There are following button in employee setup:

Add: By using this button, you have to create new employee setup.
Enter payroll code in this setup. This payroll code should be unique.
_ You have to set Basic salary for an employee.

_ Enter PF No., ESI No and PAN No.
_ You can select payment to employee by cash or by cheque or by Bank.
_ Enter employee's account no.
_ You can set employee's working on daily wages or on roll or piece rate.
_ You can set DA, Conveyance, medical and HRA on per day basis or fixed for month.

Figure : Employee Setup-1
_ You can set earnings and deductions in the employee setup.
_ You can set P& GS code, GGS code and LIC ID to employee.
_ You can tick on professional tax, ESI, VPF, Gratuity for activate these options.

Figure : Employee Setup-2

_ If you want to activate PF, tick on it and you have to feed PF information of employee.

Figure : PF Setup

13.12. Piece Master

This option is used in Export houses. You can set piece code and what type of work an employee did (name of work) and per rate a employer want to give on that piece. You can create new piece master and edit to edit in existing Piece master and delete to delete in existing piece master, etc.

Figure : Piece Master-1

Figure : Piece Master-2

14.Voucher

Voucher is used for enter some data directly like manual attendance, overstay to overtime,shift change , punch entry for over time & canteen and holiday entry. Whenever you will change anything in shift, over time , etc, you have to use back date entry for generate the reports.

14.1. Manually Punch

When an employee forgot his card, in that case you can mark his attendance present through thisoption in time office software. But when you will generate report, present will show with Manual.There are two

options in this punch entry for attendance window. One is punching posting and second is cancel.

Figure: Punch Entry for Attendance

Punch Posting:-Press button Punch posting to make a punch of any employee for the attendance who left the card. For punch entry enter the unique pay code of employee and press tab button of keyboard then card no and employee name and department will automatically show in their respective text boxes. Then enter date for process from then all processed and unprocessed punches will show in the respective grid. Enter date for which date you want punch entry and enter his coming time of office on that day. After all data will filled then press button "Punch posting" then the punch of the employee will save in the system. When you see the attendance report of that employee present will show manual.

Close:-Press button close to close the punch entry for attendance window.

14.2. Manual Punch Entry By Range

When an employee forgot his card, in that case you can mark his attendance present through this option for a selected range of employee in eClockPro software. And when you will generate report, present will show without Manual punch option. You can also specify the machine IP. Any one can not find the this punch is from machine and or through manual punch.There are four option in this punch entry for attendance window. Delete,Punch,Close and selection.
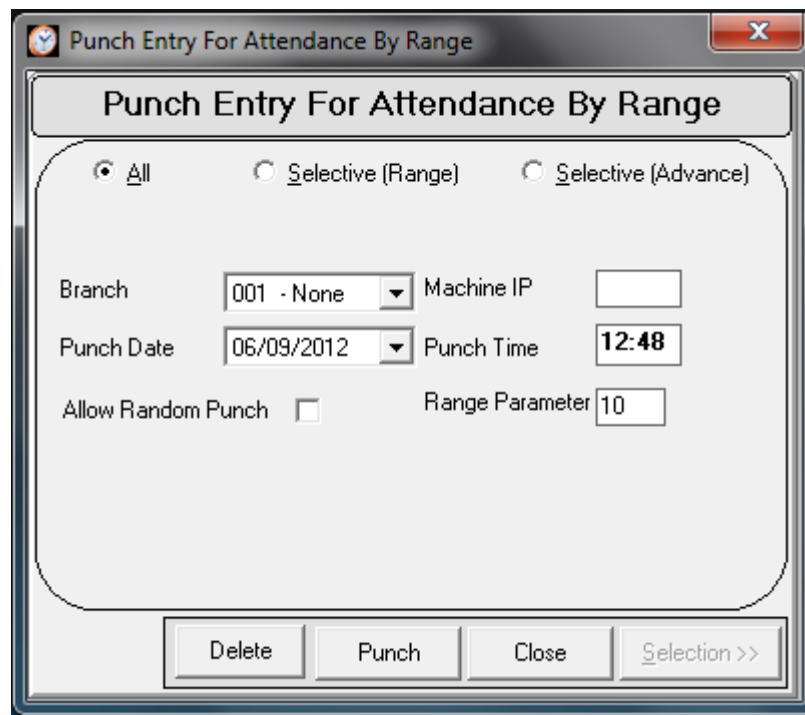
Figure : Punch Entry for Attendance By Range

Delete:- If you delete want to delete a selected range of punch then you can use this option.
Punch:- If you do any punch with selected range of employee or for full company then it is better to use this option.
Close:- From this option you can close the window "Punch Entry for Attendance By Range".
Selection:- If you select selective (Advance) then this option will highlight and you can select the company, department, dessination, branch or employee .

14.3. Extra Reliving Shift

If any employee do the releaving shift and you want to get the releaving shift report then you can enter the releaving shift with datewise and paycode wise and get it's report in daily >Extra /Releaving Shift .There is four buttons add, Delete, Save, Close.

Figure : Releaving Shift Voucher

Add : To Enter a new record.
Delete : To delete a particular entry.
Save : To save a new record.
Close : To close the window "Extra / Releaving Shift ".

14.4. Multiple Voucher

From this option you can do multiple work from the same window. you can put the paycode and select the date range the it will show you the whole month data and after that you can do manual punch, shift punch, gate pass, backdate processing, leave application, daily report, monthly report. And for all this option you don't need to select date and employee paycode ,the paycode which you have entered will select automatically.

Figure : Multiple Voucher

14.5. OverStay To OverTime

If an employee stays in company after working hours and company want to give him over time, you can give over time through OS to OT conversion voucher . There are two buttons in this window "Ok" and "Cancel".

Figure: Overstay to Overtime Voucher

Ok: - Press button ok to set the over time. Before press "ok" first enter unique paycode of the employee and press tab button of the keyboard. Then all detail of the employee like name, card no., designation, company, department, category, section etc will show automatically enter the date for which you want to convert overstay to overtime then actual overstay will show in the actual overstay textbox, enter the overtime granted time in the overtime granted textbox for which you want overstay to overtime conversion and press "ok" button, overstay will converted into overtime now.

Cancel:-Press button cancel to cancel the overstay to overtime conversion or close the window.

14.6. *Shift ChangeVoucher*

You can directly change shift for a particular day through this window. There are two buttons in the shift change window "Change" and "Close".

Figure : Shift Change Voucher

Change:- For change the shift of the employee, click on the change button. Before clicking on the change button you have to fill some information. Enter the Unique paycode of the employee and press tab button of the keyboard, then all the information of the employee will automatically in the related fields, then enter the year in which you want to shift change and select the month from the dropdown list then a list will generate in the left side of the window, in the list date, shift, shift attended, and status will show. Choose the date from the list which you want to change. After clicking on the date of the list the date will show in the date office textbox. Then select the shift in which employee will work from the dropdown list. After selecting the shift the shift information will show in the related textboxes. Then press button change to change the shift.

Close:-Press button close to close the shift change window.

14.7. Shift Change By Range

You can change shift for a particular time duration by this shift change voucher of multiple employee at once.
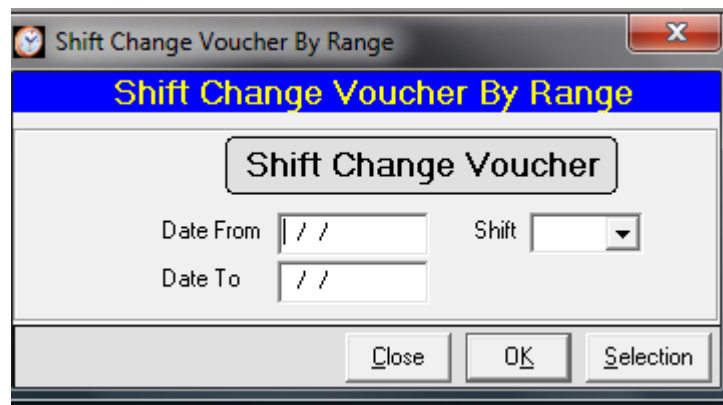
Figure : Shift Change Voucher by Range

14.8. Shift Replacement Voucher

By shift replacement voucher you can interchange the shift of two date and also copy change the from date shift to "TO" Date shift .
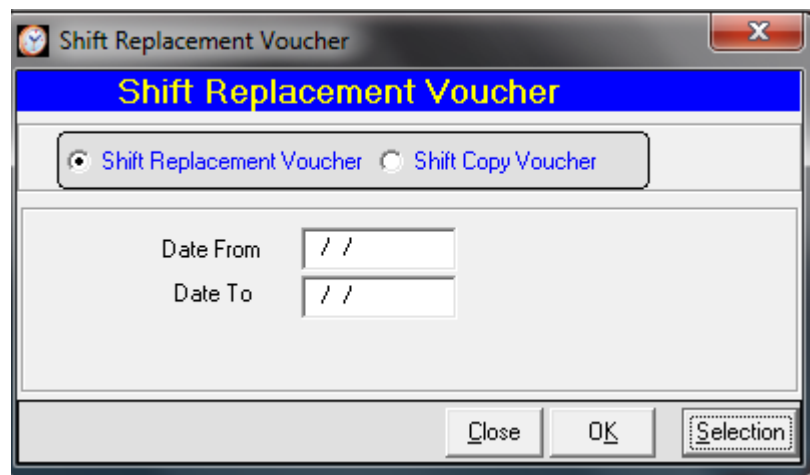

Figure : Shift Replacement Voucher

14.9. Punch entry for overtime

You can manually mark entry for over time through this option. There are two button in this manual punch voucher for the overtime calculation: one is update and second is close. You have to check " for over time addition" checkbox and enter over time(in hour) and then press button update to update in over time.

Figure : Manual Entry for Overtime

Update :-Press button update to update the overtime of the employee for a particular day. Before pressing update button you have to fill some information. Enter the Unique pay code of the employee and press tab button of the keyboard, All the information of the employee will automatically in the related fields. Enter the year and select the month to change for OT from the dropdown list, a list will generate in the left side of the window, in the list date, shift, in, out, hours work, OT duration, maximum OT duration, OT addition and status will show. Choose the date from the list which you want to change. After clicking on the date of the list the date will show in the date office textbox, enter over time in hour. After selecting the date, information of that day like in time and out time status and present value of that date will show in the related textboxes. Then press button update to update the overtime of the employee.

Close :-Press button close to close the "Manual punch voucher for the overtime calculation" window.

14.10.Gate Pass Voucher

You can manually do entry for gatepass through this option. There are two button in this manual punch voucher for the Gatepass calculation one is update and second is close. In this two option Persona and Official,select one of them and then select date and fill time ,and deduction option also avalible in this.

Figure: Punch entry for gate pass

Update :-Press button update to update the Gatepass entry of the employee fro a particular day.Before pressing update button you have to fill some information. Enter the Unique pay code of the employee and press tab button of the keyboard, then all the information of the employee will automatically in the related fields, then enter the date,and enter gatepass start time and total duration and select ducet option accordingly .Then press button update to update the GatePass entry of the employee.

Close :- Press button close to close the "Punch Entry for Gate Pass" window.

14.11.Holiday Voucher

You can add all holidays from this option.

Figure : Holiday Detail

If you work on this holiday and you will get OT, tick on OT factor option.Do not forget to select Company, Department and branch selection to declare Holiday.

Figure : Holiday Entry

15.Register Process

15.1. Register Creation

The Attendance Register is used to create for one year. Selecting option all will create Attendance Register for each & every employee of the organization.
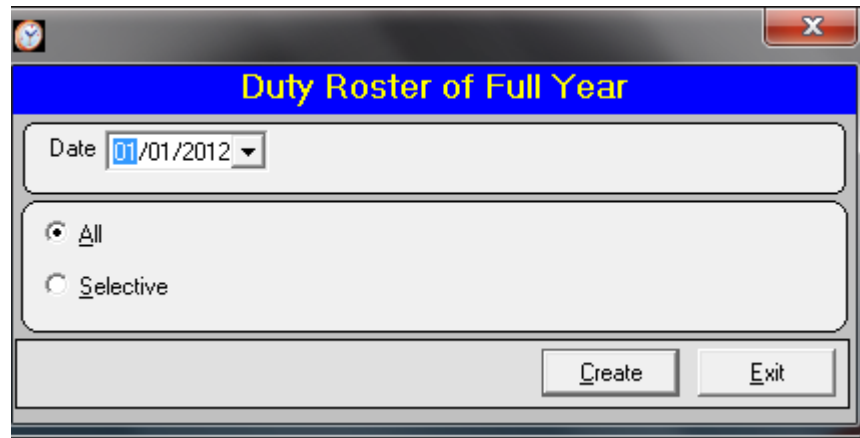

Figure : Register Creation-1

For creating Attendance Register of a particular employee, you have to tick on selective and then enter pay code of the employee.
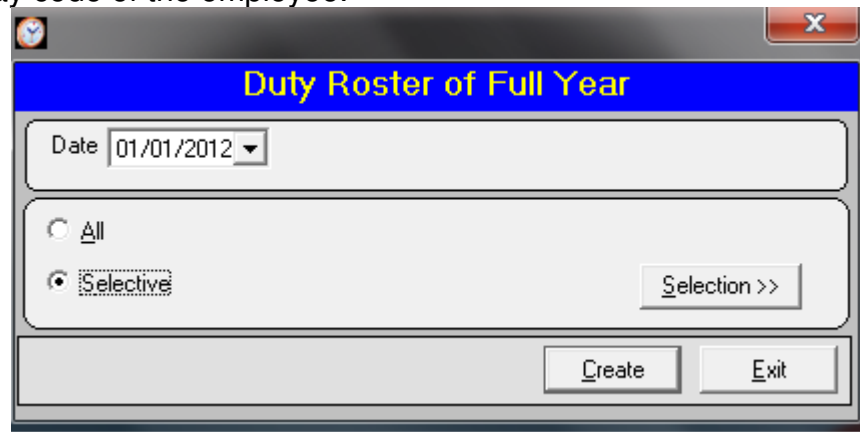

Figure : Register Creation-2

15.2. Register Updation

If the shift policies of all employees or selective employees have changed and that will be affective for the remaining year, you must use this option.First make all changes in the masters of a particular date and then use this option.

Figure : Register Updating-1

For a particular employee, you have to tick on selective and enter a paycode of that employee and then press update.

Figure : Register Updating-2

15.3. BackDay Processing

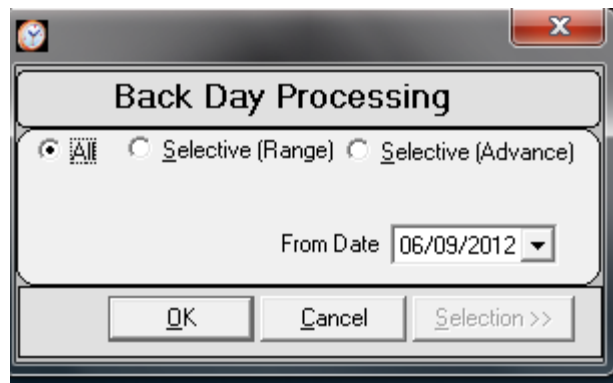If you manually mark in attendance , overtime, shift change window then you have to run this process.

Figure: Back Date Processing

15.4. Re Process

If Time office software is running and you want to generate report after capturing punching data , you have to run re-processing and punching data will automatically set at their places.
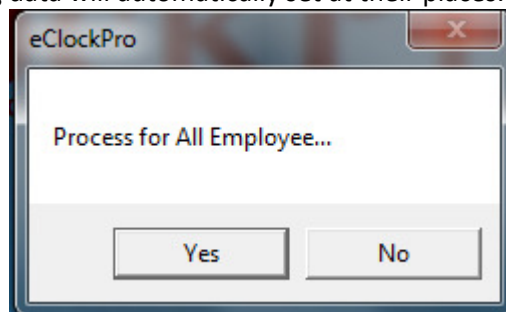

Figure: ReProcessing

16.Leave Management
5.7   Leave Master

You can create all possible leaves by using this option. You can create maximum twenty types of leave in the leave master. For create a new leave use Add. Edit in existing leave and use delete to delete existing leave, previous to switch to previous and find to search a leave in many leave , next to switch to next leave and finally use button to close the leave window.

Figure: Leave Master

In leave master, there are following field which you have to fill them:

_ Leave Field: Leave field will automatically generate from the software & compulsory parameter.i.e.L01, L02, etc.

_ Leave Code: Leave code is unique & compulsory parameter.

_ Leave Description: This is also compulsory parameter.

_ Weekly Off include (Yes/No): if weekly off is coming between leaves will be considered when you tick on "weekly off include". Else will not include.

Figure: Weekly Off Include (Yes/No)

_ Holiday Include (Yes/No): If holiday is coming between leaves will be considered when you tick on "holiday include". Else will not include.

_ Is accrual (Yes/No): This option is used for carry balance leaves for next year or lapse in this year . When you click on this option, sanction limit (min & max) window will open in the same window of leave master. If you enter min limit is 3 and max limit is 20, in that case you can't take less than 3 leave and more than 20 leaves at a time.

Figure : Accrual

_ Carried and Fixed- This option can be used for carry forward leave to the next year.
_ Leave Type: You can specify either Leave or Present or absent by using this option i.e. 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.

5.8   Leave Application

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

Figure : Leave Application

Once you give the pay code (single or range) and date you will select for leave then you have to select leave duration of quarter, half day, three fourth and full day. You have to select leave code, reason and also enter approved date

5.9   Leave Accural

You can put opening balance in the starting of the year by using this option. Enter paycode of that employee you want to put opening balance.

Figure: Leave Accrual

5.10   *Yearly Leave Accural*

This Option is used to automatic calculation of Leave of previous year and set as opening balance for current year. By using this option you can calculate auto leave opening. When you tick on L01, window will show three option old balances, opening balance and max accrual limit.

Figure: Yearly Leave Accrual

Window will also show carried for that leave carried for next year or will be lapse. In the opening balance, you can enter limit of present and limit of leave on this present .You can enter max accrual limit.

5.11   Current Year Leave Accural

This option is given so that if employee wants that if he is working for 20 days and after that if he wants to get one leave then with the help of clicking "Proceed" option his leave balance will be obtained every after 20 days. The figure of Leave Accural on current year is shown below :-
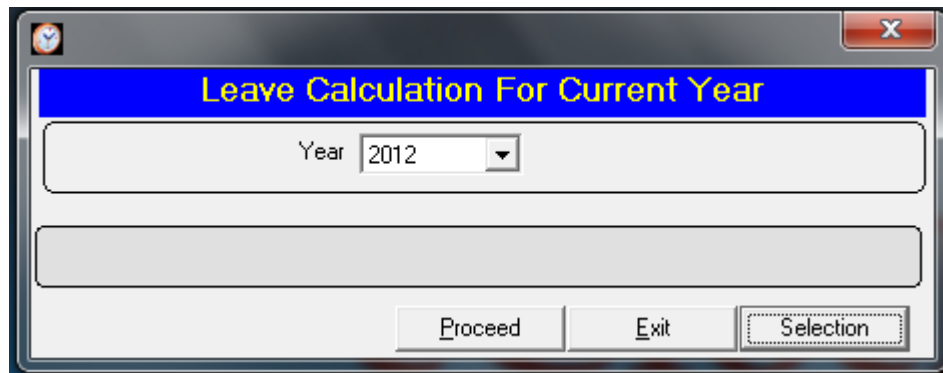
Figure : Leave Accrual On Current Year

Proceed : Proceed button will make leave calculation for current year alongwith maintaining leave balance of employees

Exit : Exit button will close this page.

Selection : Selection button will make help you to select employee department wise, compnaywise,branchwise etc..

5.12   Monthly Leave Accural

This Option is used to automatic calculation of Leave month wise . You can select the month and year to proceed the leave accural. Once you have run the accural you can not run it for the same month. There is also an option to rollback the month leave accural. There is five buttons cancel, proceed, exit, Rollback, Selection.

Figure : Monthly Leave Accural

Proceed : To run the monthly accural.

Exit: To close the application.

Rollback : If you run the monthly leave accural and want to remove it's effect then you can use this option.
Selection : You can use this option to run the monthly accural for a selected company, Department, Category, Branch , Employee etc..

5.13   *Leave Synchronization*.

Leave synchronization will help you to update your leave balance. Lets understand this concept through example- If an employee's leave balance of particular leave is 20 and he take that leave for 2 days then his

leave balance would be 18 after taking huis leave. But in case if he cancel his leave then his still leave balance would be 18. But with the help of leave synchronization option his leave balance will be updated and his balance would be 20. But he will will have to click on "Maintain Leave" button and "Update Leave" button.
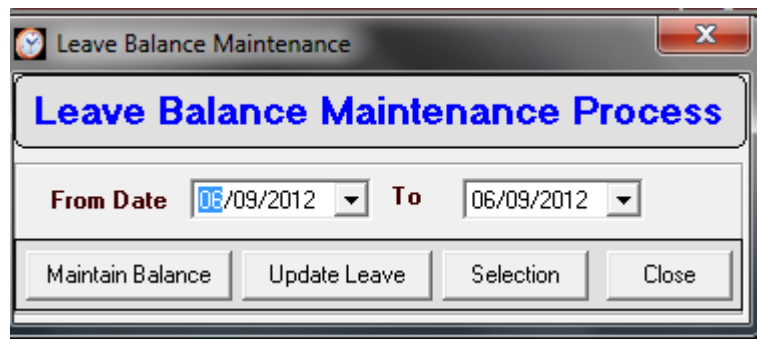

Figure : Leave Balance Maintenance

5.14   Leave Balance Import

By Using this option you can import the leave opening balance through excel.To import leave balance first generate excel file structure and fill the excel file as the structure then after selecting the file you can import the leave balance.
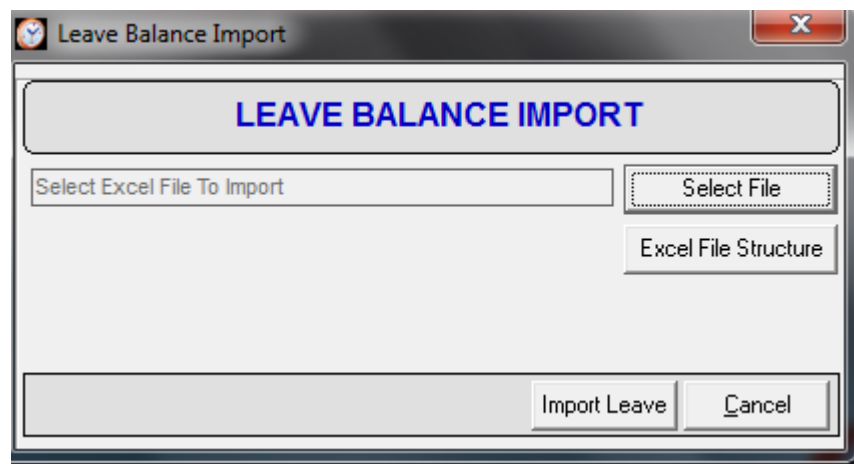

Figure : Leave Balance Import

17. Administrator
17.1. TimeOffice Setup
17.1.1. Corporate Setup

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

Figure : time office setup-1

There are following parameters which each company has to set for all employees:
_ Setup Register No.: This will automatically generate on every time when you edit in time office setup.
_ Duplicate check min: This is a time duration in which if a employee punch his/her card at many time, software will take first punch. Default time is 5 minute.
_ Four Punch in Night shift: By clicking on this option, you can allow maximum 4 punches in the night shift.
_ End time to IN Punch & End time for End Punch: this option is used for RTC employees only for the duration of more than 24 hours.
_ Maximum Late Arrival Duration: You can set maximum duration for late arrival (240minutes).
_ Maximum Early Departure Duration: You can set maximum duration for early departure (240minutes).
_ Half Day Making: If you want to allow to half day to all employees, click on this option.

Figure: time office setup-2

Figure: time office setup-3

Figure: time office setup-4

_ Short Leave Marking: If you want to allow to short leave to all employees, click on this option.
_ Present Marking Duration: You can set min time for mark present.
_ Maximum Working Hours for Half Day: You can set maximum hours for half day.
_ Maximum Absent Hours for Short Day: You can set maximum absent hours for short day.
_ Auto Shift allowed: By clicking this option, software will pick up shift automatically.
_ PremisEarly min auto shift: By setting this time duration, if an employee is coming earlier, that employee will belong to which shift.
_ Weekly Day include or not in Duty Roster: If you want to include weekly off in duty roster, click this option.
_ Present on WO present: If you are present on weekly off, click on this option.
_ Present on HLD present: If you are present on holiday, click on this option.
_ Maximum Working Duration: You can set maximum working hours for working in a month.

_ Permissible Late Arrival: You can set time which you give to employee who comes late without marking as late.
_ Permissible Early Departure: You can set time which you give to employee who goes early without marking early departure.
_ Over Time Allowed: By clicking on this option, you can activate this option.
_ Out Work Allowed: By clicking on this option, you can activate this option.
_ Overstay Allowed: By clicking on this option, you can activate over stay.
_ Mark AWA as AAA: If an employee is absent on Saturday and also absent on Monday. By clicking this option, Sunday will also count as absent.
_ No of present for WO: You can set no of days for weekly off.
_ Is Auto absent Allowed: If an employee is absent on Saturday, software will show his absent automatically by clicking this option.
_ Mark WO as Absent when no of present < no of present of WO: if no of weekly off is greater than no of present, weekly off will count as weekly off by clicking on this option.
_ There are some formulas for Over Time:
   OT=Out Time-Shift End Time
   OT=Working hours – shift hours
   OT=Early coming + Late Departure

OT parameter options:

1. check on "OT is allowed incase of early coming" : Over time will count on early coming.
2. check "round OT" to count OT round figure.

  a. General Round Off

In general round off there is two option "15" and "30" minutes
on 15 minutes if ot fractional point is between 0 to 15 it becomes 0 minutes

on 15 minutes if ot fractional point is between 15 to 45 it becomes 30 minutes
on 15 minutes if ot fractional point is between 45 to 60 it becomes 60 minutes
on 30 minutes if ot fractional point is between 0 to 30 it becomes 0 minutes
on 30 minutes if ot fractional point is between 30 to 60 it becomes 60 minutes

b. On minutes basis.

On minutes basis if you enter 10 in the text box then if ot fractional point is less than 10 then it becomes 0 and if it is greater than 10 then it becomes 60 minutes.You can change the text box option.

OT Durations:

1. **OT Early Coming Duration:** In this you have to enter time duration before that if an employee is coming, OT will not count. OT will count after that time.

2. **OT Late Departure Duration:** By setting this time duration, if an employee stay after working hours, after this duration OT will not count.

3. **OT restrict End Duration:** You have to set maximum over time.

17.1.2. TimeOffice setting

If you want to change in time shift policy for all employees or selected employees in employee master, use this option. If you change in permissible late arrival, permissible early departure and maximum working hours in a day and press button save to save these information only.

Figure: Time Office Setting

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

17.1.3. OT Adjustment Setup

From this option you can create multiple OT plan and apply this to employee. In a single plan you can create multile serial no. . there is many buttons the detail will be as below.

Figure : OT Adjustment Setup

New : to create a new plan.

Edit : To make changes in the existing plan.

Apply to Emp: For this first click on edit and select any serial no of desired plan then click on apply to emp it will give you a selection option ,you can select the desired employee to apply the plan.

Add detail : If you want to make more serial no in existing plan then edit a plan and click on "adddetail".

Close : To exit from late arrival deduction window.

17.1.4. Late Deduction Plan

From this option you can create multiple late plan and apply this to employee. in a single plan you can create multile serial no. . there is many buttons the detail will be as below.

Figure : Late Deduction Setup

New : to create a new plan.

Edit : To make changes in the existing plan.

Apply to Emp: For this first click on edit and select any serial no of desired plan then click on apply to emp it will give you a selection option ,you can select the desired employee to apply the plan.

Add detail : If you want to make more serial no in existing plan then edit a plan and click on "adddetail".

Close : To exit from late arrival deduction window.

17.2. Payroll Setting
17.2.1. Formula Setup

You can create Formula for the further calculation of earnings and deduction's over the salary through this option of the payroll software. You can also do modification in the existing formula and search the formula and delete the existing formula. When you press the Formula setup tab of setup window menu , you will see a Formula setting window in which you see the following button's like add, edit, delete, previous, find, next and close.

Figure : Formula Setup-1

Figure : Formula Setup-2

17.2.2. Payroll Policy Setup

In this payroll setup, you can feed information about all employees by using general setup, bonus setup, allowed, PF setup, ESI setup and extra setup.There are 6 parameters in payroll setup:

i. General Setup: In general set you can set earnings and deductions on rate per amount by using formulas which you made in formula setup. You can allot these earnings and deductions and TDS to selective employees.

i. Bonus/Gratuity Setup: You can give bonus to employee on wages or on basic pay.
_ You have to enter minimum working days on which you want to give bonus.
_ You can set bonus wages limit.
_ You can set bonus amount limit.
_ You can set bonus rate.
_ You can allow bonus on arrear by ticking on this box.
_ You can set minimum year for gratuity but it will apply when an employee work more than 5 years.
_ By tick on the box show "bonus on salary slip", you can add this option in salary slip and can also set for 6 months for which you are giving bonus.Gratuity will automatically calculate through formula

$$((BASIC + DA)* 15 / 26 * YEAR)$$

ii. **Allowed:** This option is used for activating reimbursement and leave incash on.

_ In General if you tick on options Prof. Tax, PF, ESI, VPF, Bonus, Gratuity, and then ticks will automatically generate in employee setup.

_ If you want to give reimbursement but don't want to show on salary slip but want to maintain in software, you have to tick on boxes in reimbursement. If you want to leave incash on basic ,HRA, DA , earnings then you have to tick on boxes in Leave Incash on. and if you want to deduct PF on leave incash , tick on "PF allowed on leave incash on".
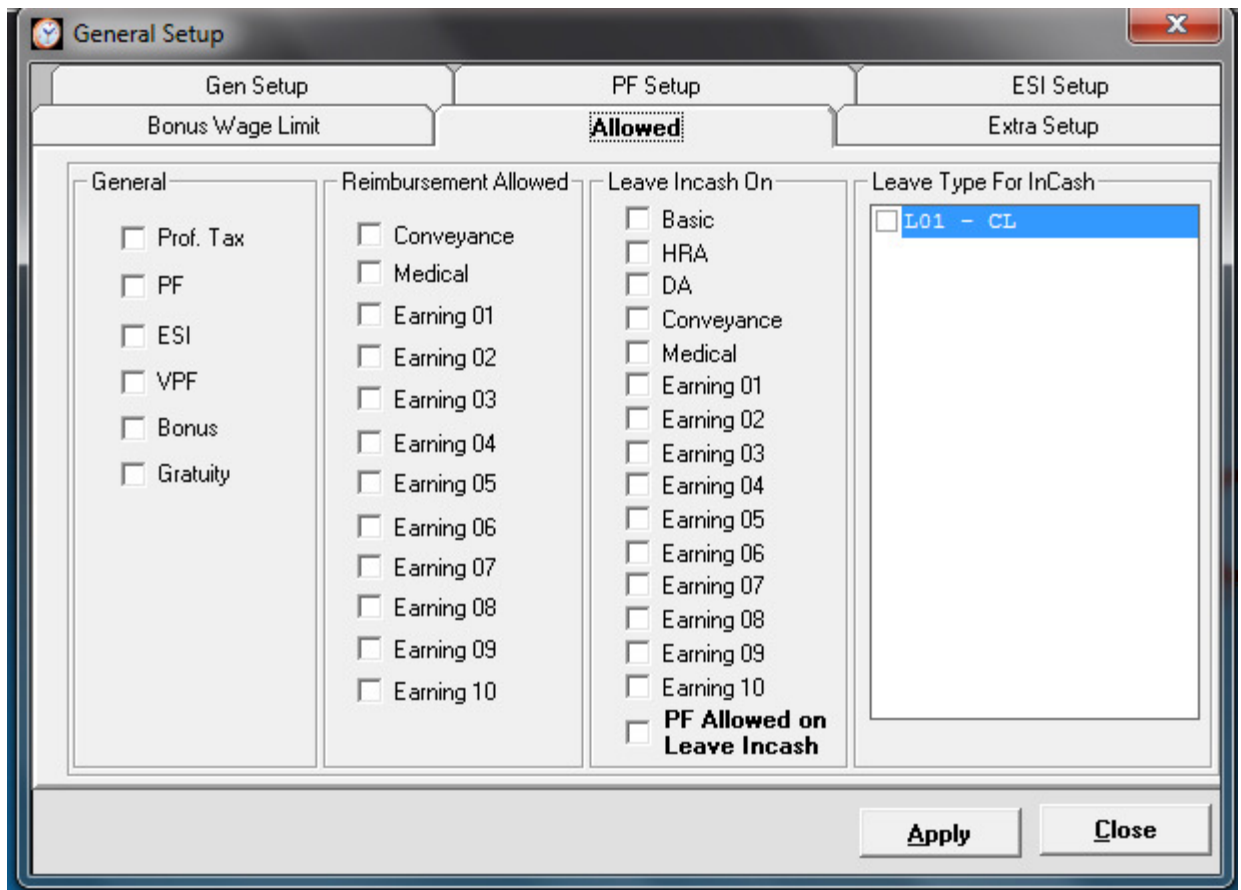
iii. **PF Setup:** In PF setup, employer can set limit of basic salary on which PF from the employee salary.

    _ By tick on fixed on limit of basic salary will be fixed.

    _ You can set percentage of PF deduction will be deducted from employer's account.

    This PF will be deducting into 2 parts.

    1. Percentage of Employee PF (EPF) will deduct from employer's account.

    2. Percentage of Family PF (FPF) will deduct from employer's account.

    _ Employee's PF deduction: This percentage of amount will be deduct from employee's salary.

    _ PF A/C 02, PF A/C 21, and PF A/C 22: Some amount of PF will be deposited in government's account.

    _ Amount on which PF will deduct: you can select option on which you want to deduct PF.

iv. ESI Setup: This option is used for ESI setup.

_ Limit of ESI deduction: You can set a amount of salary on which you can deduct ESI.

_ Employer's ESI deduction: Percentage of ESI which will be deducted from employer's account.

_ Employee's ESI deduction: Percentage of ESI which will be deducted from employee's account.

_ Allow ESI on Over Time: Check on this box and allow ESI on overtime.

_ Allow ESI on Arrear: check on this box and allow ESI on arrear. Amount on which ESI will be deducted: By check selective boxes on which you want to deduct ESI.

v. Extra Setup: This option is used to create financial year in the starting of the year and attendance incentive calculation setting . You can also set here the percentage of salary heads for doing master feeding.

17.2.3. Payroll Late Plan Setup

From this window you can create multiple late plan to deduct from salary.You can create multiple plan and assign it to selected employee according to company or branch or grade or employee etc.

17.3. User Privilege

Through this option you can give right to selective employee. When you will open user privilege from the main menu, you will get a browse window like below for existing user.
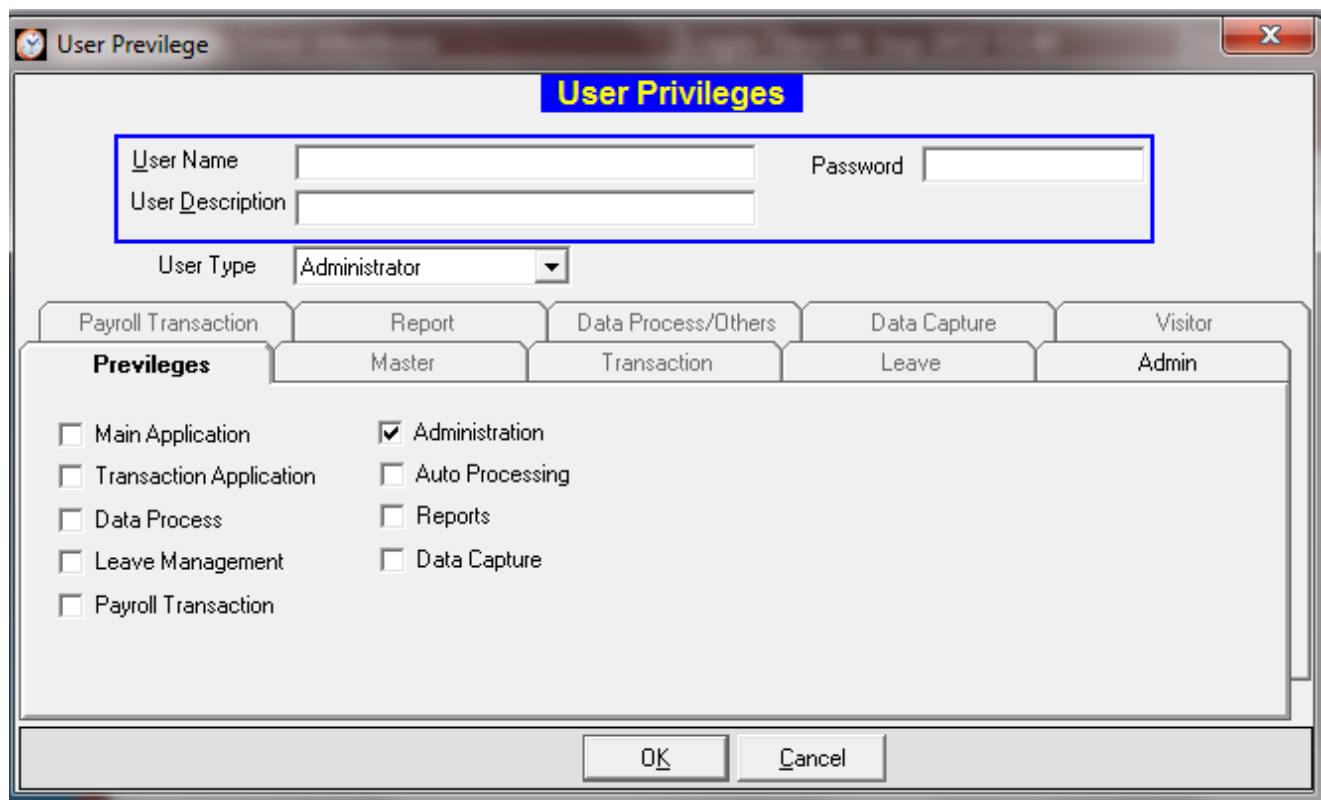
Figure: User Privilege-1

Pressing button add you will create a new user with password and you can give proper rights for which option he/she can access in time office software.

Figure: User Privilege

17.4. Verification

Before taking any general report you have to run this option for marking absent on weekly Off / Holiday if the employee is absent before and after the weekly Off / Holiday and this will effect only if you will tick on time office policy like No of weekly off is 3,Is auto absent allowed Yes, mark AWA (Absent Weekly off Absent) as AAA.

Figure: Verification

17.5. Late Deduction Process

If you want to make deduct the late accordin to plan you have apply to the employee then you can select the period and you can also select the employee then run the process,it will deduct the late according to apply plan.
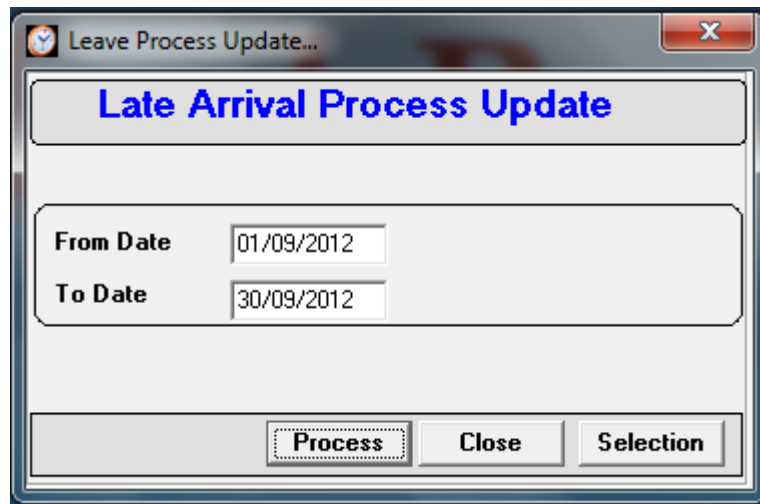
Figure : Late Arrival Process

17.6. Query Analyser

You can run your MS SQL Query form this windowto view ,update record,Delete Records etc. directly form database.You can select the table name from available table name detail.
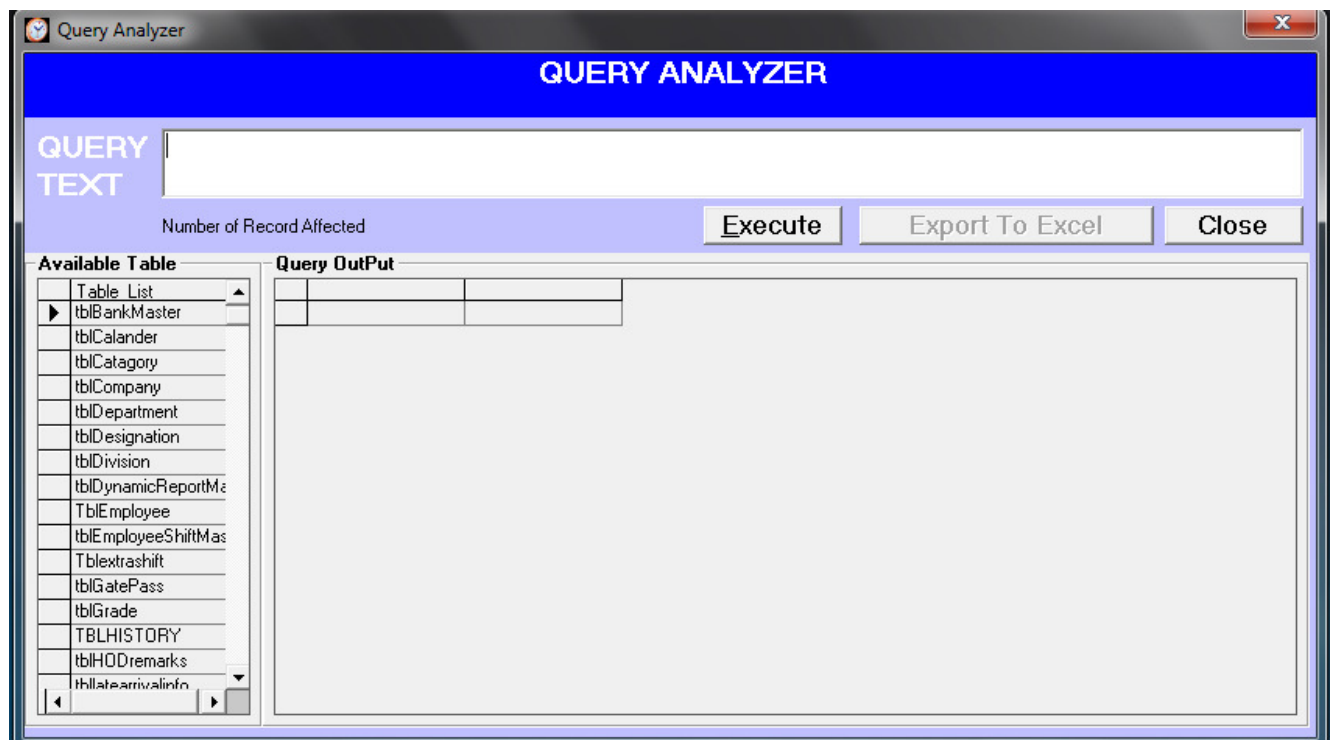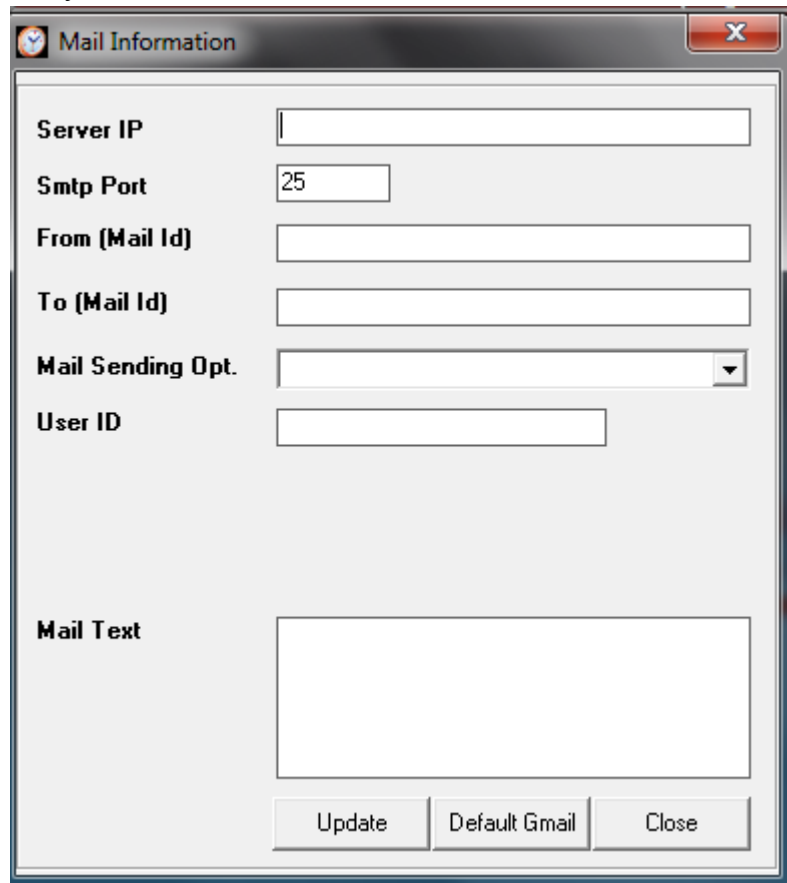
17.7. Mail Setting

If you have a machine at different location and by this setting when they will capture the data, a text report will automatically deliver to you.

_ Give that server's IP address.
_ Mail of that person from mail will come.
_ Mail id of that person when mail will automatically come.

_ Mail subject.
_ Mail sending option from which option you can to send the mail.
_ Mail text which you want to write.

Figure: Mail Setting

17.8. Auto Mail (Report)

If you want to send mail automatically of Late Arrival ,Absenteeism,Attendance, Early Departure and Daily performance register of a particular day, you have to tick on send mail in department master.

17.9. Mail Reports

If you want to send mail automatically with subject and text message of Late Arrival Absenteeism,Attendance and Early Departure of a particular day to the H.O.D of the related department the you will use this option of the time office software.

17.10. Send Mail

By this option you fill information Multiple Email ID. With Selection Option. of deparment ,and etc.

Fingure : Send Mail

18. Payroll Transaction
18.1. Attendance Analysis

By using this window you can maintain an employee's data. You can set how many days that employee worked? His absent, his OT hours, Late hours, Early hours, WO, CL,SL,PL/EL, Other leave, Late days, Early days,Holiday.

Figure: Attendance Analysis

18.2. Arrear Entry

By using this option, you can set arrear for a month or multiple months.You can also set basic salary, DA, HRA, Conveyance, medical andincentive on which you want to give arrear. You can give arrear to employee by two types: 1- as per actual paid days, paid days by user. When you will tick on paid day user, a window of "number of paid days will show and you can enter days.
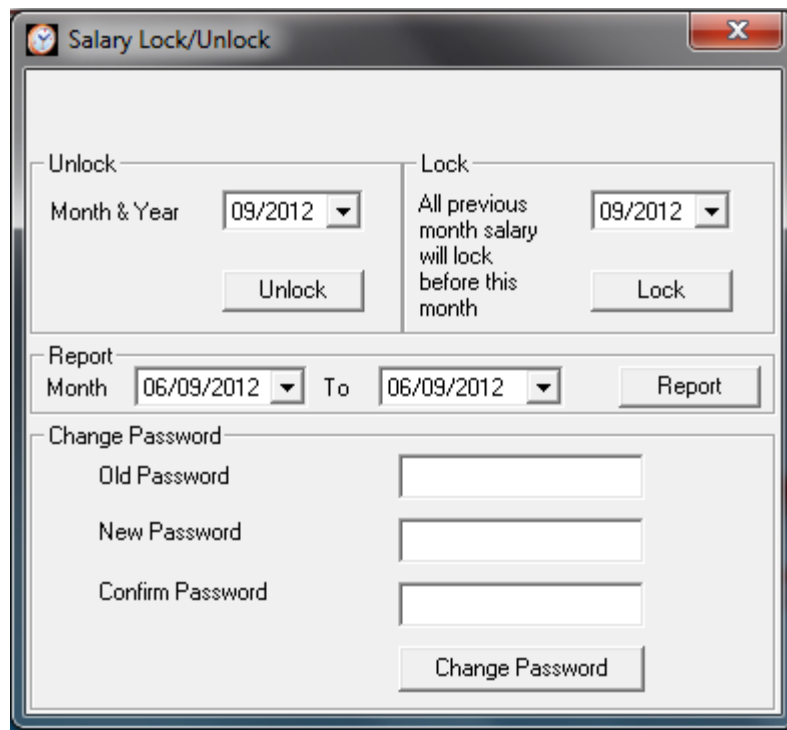
Figure : Arrear Entry

18.3. Salary Lock

By using this option you can lock and unlock the salary of the previous month. For locking you can directly do it after doing selection but for unlock you have to gave it's password to unlock the salary. You can also change it's password. You can also generate the history of lock ,unlock and password change.

18.4. Hold Salary

By using this option you can hold the employee salary for particular period and when you want to unhold this employee salary then you can also remove the check mark from there.
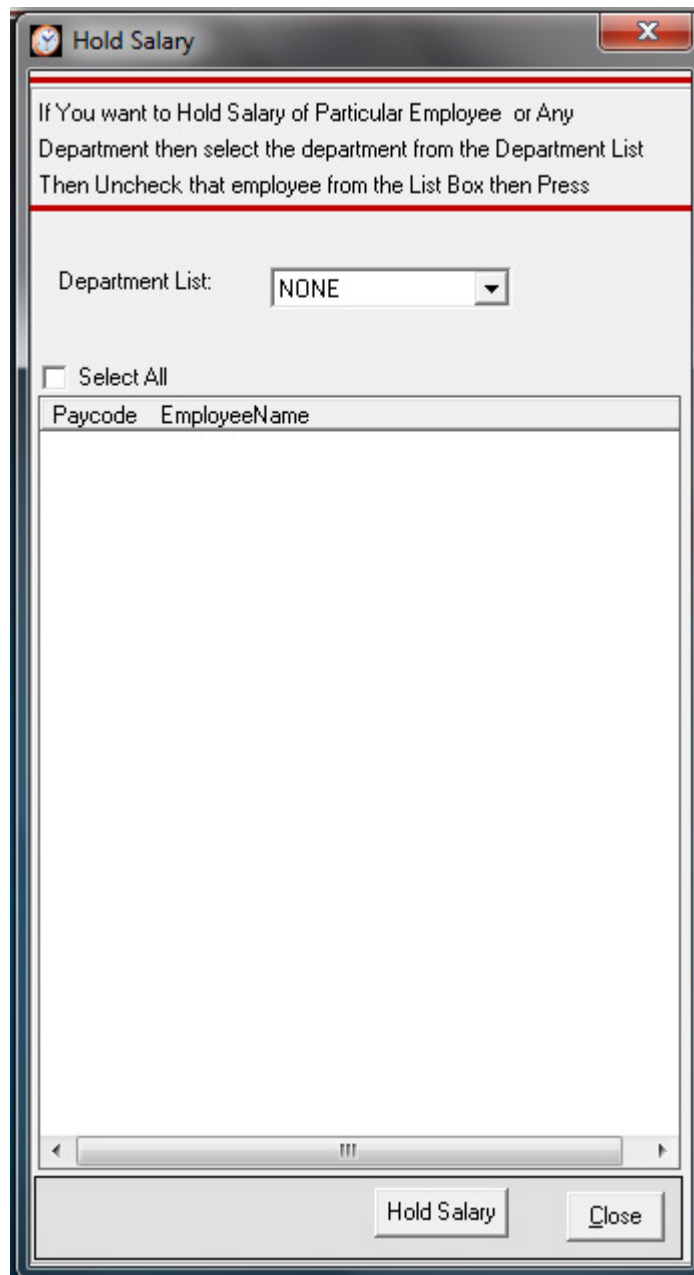
Figure : Hold Salary

18.5. Reimburshment

7.5.4 Reimb Description

You can give name of Reimbursement which you are giving to employee like incentive, OW, etc but you don't want to show this reimbursement on salary slip but want to maintain it in software.

Figure : Reimbursement Description

7.5.5 Reimb Setup

In this setup, you can see reimbursement description will automatically show. Just enter payroll code and press "tab" and details of that employee will automatically generate. You can set financial year. Now you feed opening balance for these reimbursement and then save this setup.

Figure : Reimbursement Setup

7.5.6 Reimb Transaction

After completing reimbursement setup, you open reimb transaction. Just enter paycode and press "tab" and opening balance of reimbursement will automatically show in employee monthly reimbursement paid window. Now you can give values of these reimbursements on monthly basis and this total amount should not exceed more than total amount of opening balance.

Figure : Reimbursement Transaction

18.6. Loan Setup

You can make entries of advance or Loan through this option. First you have to enter payroll number of a employee and press button tab to details of that employee like card no, company, employee name, department and category will automatically come on the screen.

I. Entries about Advance:
_ If you want to take advance, tick on advance.
_ Company ID number will automatically generate in the case of advance.
_ If you want to deduct that advance from salary, tick on box (deduct from salary).
_ You have to select on advance type by option advance/loan type.

_ If you can see entry of existing advance, just tick on box (view).
_ By clicking on new to create new window for advance. You can enter month in which employer is giving advance, total advance, you can make amount in installment and number of installment will be generated automatically.

_ By clicking on delete, you can delete existing window for advance.

II. Entries for loan:

   _ If you want to take loan, tick on box (loan).

   _ If you want to deduct that loan from salary, tick on box (deduct from salary).

   _ You have to select on Loan type(personal loan, home loan, vehicle loan, other loan) by option advance/loan type.

   _ If You can see existing loan, just tick on box (View).

   _ By clicking on new to create new window for Loan. You can enter month in which bank is approved loan, totalloan, you can make amount in installment and number of installment will be generated automatically.

   _ by clicking on delete, you can delete existing window for loan.

18.7. Loan Adjustment

Figure : Loan/Advance Adjustment

If an employee took some loan or advance and he want to return it as soon as possible, he will use this option.

18.8. Piece Entry

In this piece entry, you enter paycode and press "tab" and detail of that employee will automatically show on screen. You can select date on which you want to give salary. And select piece type and enter no of piece you that employee have made and then save, total amount will be calculated automatically.

Figure : Piece Entry

18.9. Leave Encashment

This option is related to leave accrual of time office software. You can see how many leaves are balanced in leave accrual and when you will enter paycode in Leave Encash Entry window and press "tab", information of that employee will automatically show on that window. And balance leaves will show with leave description will show in leave encash window. You have to enter number of leaves you want to encash.

Figure : Leave Encashment

18.10. Full and Final

This option is used for full and final entry for an employee. If an employee is leaving his job, enter paycode and enter resign date and enter payable month in which you give him all amount.

_ Tick on box Net Salary with previous month's salary.
_ You can enter Gratuity's amount.
_ You can select leaves for incash.

_ If an employee has resigned one month before, employer has to pay for 30 days in Notice Days Paid.
_ This full n final window will show pending loan/advance.
_ If you tick on PF on leave encash in option allowed on payroll setup, pressing apply setting, amount will automatically come in PF on leave in cash portion in full & final window.

Figure: Full & Final Entry

19. Payroll Process

8.5   Salary Process

By using this option, you can process for attendance data. There is three types of data, you can process:

Figure : Pay Processing

I.   Capture Data from Time Office and process: If you want to give salary to employee for actual days, you have to run this process.

II.   Process on Current Master Setup: if you have made entry on performance analysis and process this option, report will generate on this captured data.

III.   Process on Previous Data: If you want to see report for previous month, run this process.

8.6   Attendance Incentive

By using this option you can calculate attendance incentive for each month. Each month you have to run this setup before running salary process. You can make the attendance incentive setup according to your requirement.

Figure : Attendance Incentive

8.7   Bonus Process

Using this option if you have not done the bonus setup previously and you want to calculate the bonus for previous month data then you can use this option.

8.8   Gratuity Process

In gratuity process, you have to enter that date till that you want to process for gratuity.
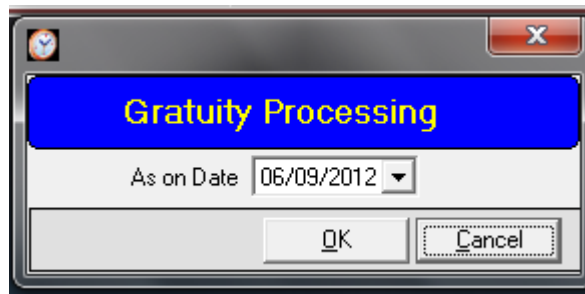
Figure : Gratuity Processing

20.Reports

After capturing punching data, you can generate time office reports and canteen report.

20.1. Time Office Report

Time office report generate on daily basis, monthly basis, yearly basis , memo, etc in text, excel and word format.

9.1.9 Daily

There are following types of reports you can generate on daily basis like late arrival, absenteeism, attendance, department summary, early departure, shift wise presence, machine raw punch, reason card punch, daily performance, early departure, time loss, etc.

Figure: Daily report

1 Late Arrival : You can generate late arrival report of those employees who come late on that day.

2 Absenteeism : You can generate absenteeism report of those employees who is absent on the day.

3 Attendance : You can generate attendance report of all employees for IN punch only on that day.

4 Department Summary : You can generate department wise attendance on that day.

5 Early Arrival : You can generate report of those employees who come earlier before the shift IN time on that day.

6 Shift Wise Presence : You can generate report of those employee's who are present in their shift on that day through shift wise report.

7 Machine Raw Punch : Through this report you can see all record of IN and OUT punching on that day.

8 Manual Punch Audit : If there will be any manual punch on a day,this report will show all manual punch on that day with reason which you have entered at time of manual punch.

9 Reason Card Punch : This reports show data of reason card punch

10 Location Wise Punch : This report show punch data location wise

11 Daily Performance : You can generate daily performance report of selected employee's.

12 Early Departure : You can generate early departure report of those Employees who go before shift end.

13 Time Loss : You can generate time loss report of those employee through which employee time loss is found.

14 Over Time : You can generate over time report of all employees who done overtime.

15 Over Time Summary : You can generate overtime report of employees who work after shift end.

16 Shift Change Statement : When you change shift of a particular day, shift statement

will show the shift of that employee.

17 Out Work : You can generate report of those employees who work in field.

18 Missing and Reverification : This report shows miss punch of employees but they were working on that day.

19 Daily Present : This reports of persent employee reports

20 Continuous Late Arrival : If an employee is coming late continuously, you can generate

his continuous late arrival report between duration of days.

21 Continuous Early Dearture : You can generate this report for employee who left continuously before shift end time.

22 Continuous Absenteeism : If an employee is continuous absent, you can generate this report.

23 Present : This report shows report of present employee's on that day.

24 Lunch Duration Report : This report shows lunch duration of employee's on that day.

25 Time slot punch audit : This report shows punching data of a particular employee who punched during a time slot.

26 Management Report : This is a dynamic report. This report shows in the excel sheet for the management.

9.1.10 Monthly

You can generate performance register, late arrival register, early departure register, absenteeism register ,etc register on monthly basis in text, excel and word. And also can generate muster roll, form no-12, form no-25 and employee wise and department wise reports**.**

1 Performance Register : This report shows the monthly performance of each and every employee's.

2 Late Arrival Register : This report shows the monthly report of late arrival if any available, of each and every employee's

3 Early Departure Register :This report shows the monthly report of early departure if any available, of each and every employee's.

4 Absenteeism Register : This report shows the monthly report of absenteeism if any available, of each and every employee's.

5 Over Time Register : This report shows over time for one month of all employees.

6 Over Stay Register :This report shows over stay of those employees who stay in company after his shift end.

7 Shift Schedule : This report shows shift chart of all employees for a month.This report can be generated for all Shifts (fixed, rotational,ignorable).This chart shows shift pattern, weekly off and theshift of each day employee wise.

8 Lunch Duration Report This report shows lunch duration of employee's.

9 Employee Wise Attendance : This report shows the attendance details of all employees like total present, absent, weekly off, holiday, Leave, OTand OT amount for a month.

10 Employee Wise Performance: This report shows attendance of each employee like attendance status , late arrival, early departure and hoursworked for every day of one month.

11 Department WiseAttendance : This report shows department wise attendance of employees like total employees in the department, number of presents,absents, leaves and weekly off and holiday.

12 Shift Wise Attendance : This report shows shift wise attendance of employees. Itshows the number of days present, absent, weekly off,leave, OT and OT amount.

13 Over Time Summary :This report shows total over time duration of One month of each and every employee.

14 Employee Status : This report shows status of employees of one month.

15 Manual OT deduction :This report shows report of OT deduction of all employee whose entry had done through "**punch entry for OT**"

16 Night Shift Punch: This report shows monthly report of employee's who work on night shift and punch for entry at night.

17 Location Wise Punch : This report shows monthly report of Location Wise Punch.

18 Gatepass Report : This report shows monthly report of GatePass.

19 Muster Roll : This report shows all detail like pay code, card no., employee name, day's work, holiday, CL, EL, total absent etc of employee and his present and absent status in the month.

20 Form 12 : This report shows all detail like, paycode, employee name, name of adult worker, father's name, nature of work, department, etc of employee and his present and absent status in the month.

21 Form 12 New : This report shows all detail like, paycode, employee name, name of adult worker, father's name, nature of work, department, etc of employee and his present and absent status
in the month.

22 Form 25 : This report shows all detail like, paycode, employee name, name of adult worker, father's name, nature of work, department, etc of employee and his present and absent status in the month.

23 Form 25 New : This report shows all detail like, paycode, employee name,name of adult worker, father's name, nature of work,department, etc of employee and his present and absent status in the month.

24 Form 26 : This report shows all detail like pay code, card no.,employee name, day's work, holiday, CL, EL, total absent etc of employee and his present and absent status in the month.

25 Employee Wise : This report shows all detail like, payroll, card no., employee name, present %, absent %, leave %, weekly off %, holiday % employee and his present and absent status in the month employee wise.

26 Department Wise : This report shows all detail like, payroll, card no., employee name, present %, absent %, leave %, weekly off %, holiday % employee and his present and absent status in the month department wise.

27 Early Departure : This report shows the monthly report of early departure if any available, of each and every employee's.

28 Total Loss and Overstay : This report shows the report of the employee's who do some time loss and overstay in the company after shift time.

29 Late and Overstay : This report shows the report of the employee's who are coming late and overstay in the company after shift time.

9.1.11Yearly

You can generate reports on yearly basis of every employee in form no. 14, yearly attendance details and from B.

Figure : Yearly Attendance Report

9.1.12 Memo

You can send notice and Memo to each department for late arrival,   absenteeism, continuous late arrival, continuous early departure and continuous absenteeism of employees.

1 Late Arrival : You can see late arrival of a particular employee and send notice to his department head.

2 Absenteeism : You can send notice/memo of that employee who was absent without notice.

3 Continuous Late Arrival :If a employee is coming late continuously, you can send notice/memo to that department in which he is working.

4 Continuous Early Departure :If a employee is coming early continuously, you can send notice/memo to that department in which he is working.

5 Continuous absenteeism : If a employee is absent continuously, you can send notice/memo to that department in which he is working.

9.1.13 Leave

1 Sanctioned leave : Reports of details of sanctioned leaves of all employees.

2 Leave Card : This is the card which can be given to Employees showing his / her leave status (Accrued, consumed and balance) till date.

3 Accrued Leave: Reports of all accrued leaves.

4 Consumed Leave : This report show how many leaves an employee has taken till now.

5 Balance Leave : This report show how many leave has been left to the employee till now.

6 Leave Register : This report shows employee wise accrual, Date wise consumption with reason and balance of each leave.

7 Leave approval : In this report you will see the approval person , leave type, total leave.

8 Monthly Leave Accural : If you run maonthly leave accrual then you can generate this report . this report shows leave accrual on monthly basis.

9.1.14 Master

This report shows all Master information according to your selection like, declared Holiday, Company, Department, Category, Shift, Employee setup information, employee general information, leave, Employee joining information, employee leaving information and employee who is not on payroll.
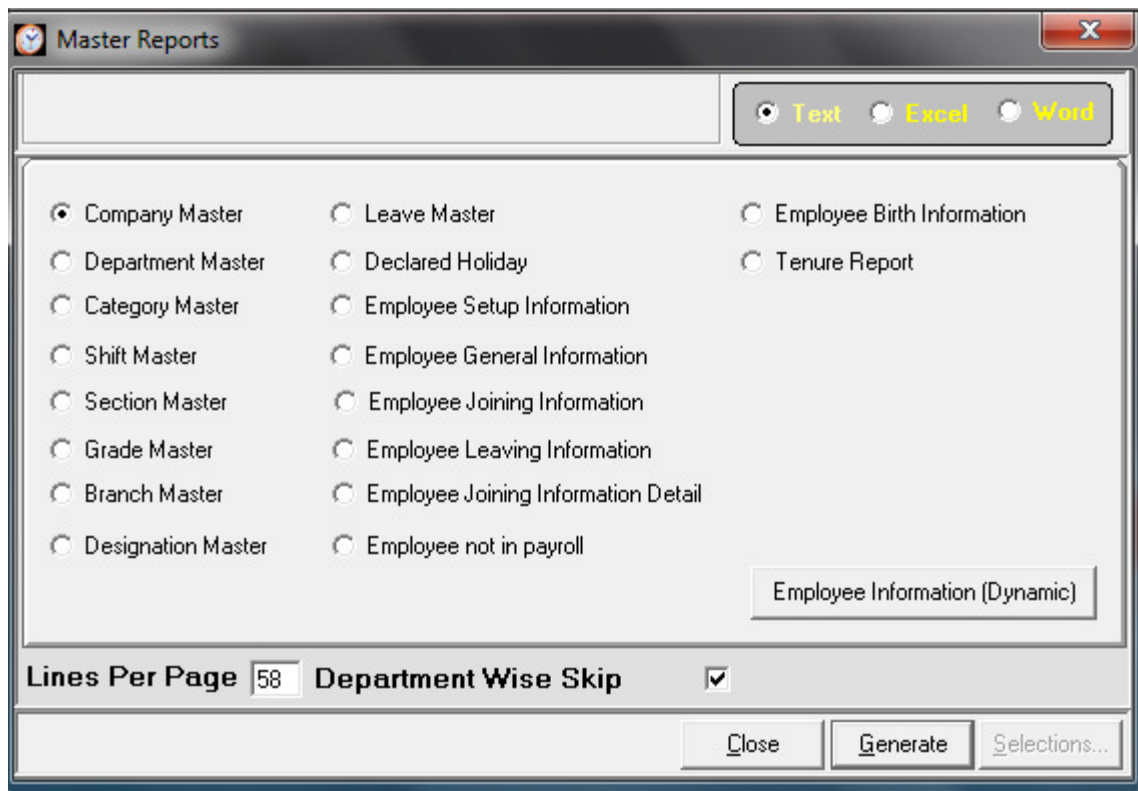
1 DeclaredHoliday : This report show the declared holiday of the year of the company.

2 Company :This report show all the company information which is in the time office software.

3 Department :This report show all the department in the company which is in the time office software.

4 Category : This report show all the category information which is in the time office software.

5 Shift : This report show all the shift information of the company which is in the time office software.

6 Employee Setup Information: This report show all the information of the employee setup which is in the time office software.

7 Employee General Information :This report show all the general information of the employee like name, father's name, address, designation,department, which is in the time office software.

8 LeaveThis report show all the leave type information which is declared by company in the time office software.

9 Employee Joining Information : This report show all the information related to joining of
employee which is in the time office software.

10 Employee Leaving Information: This report show all the information related to leaving of
the employee which is in the time office software.

11 Employee not in Payroll : This report show all the employee who is not in payroll.

12 Employee Birth Information: This report show all the employee Birth information.

13 Tenure Report : This report show all the employee six month period from joining date.

14 Employee information(Dynamic) : This report show all the selected information of selected employee in the excel sheet which is in the time office software.
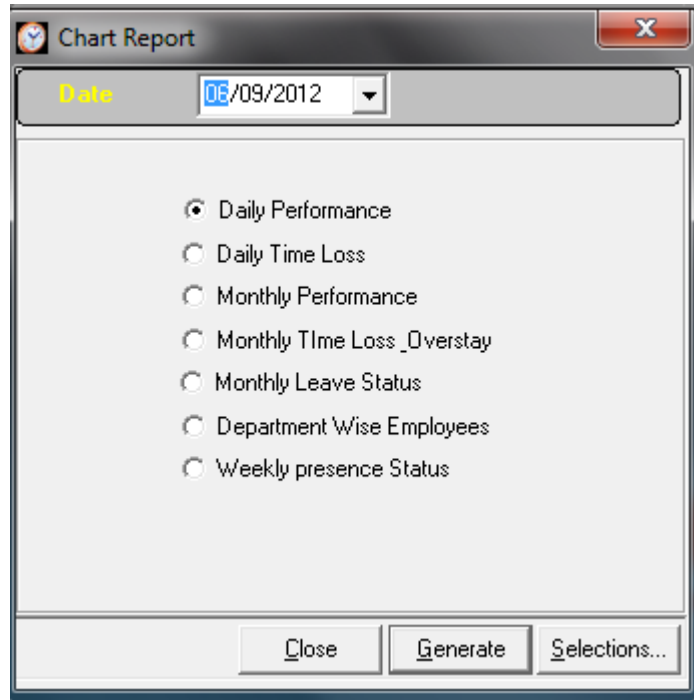
9.1.15 Chart

Figure : Chart Report

1 Daily Performance : This report show the daily performance of the selected employee in the form of Chart.

2 Daily Time Loss This report show the Daily Time Loss of selected employee in the form of Chart.

3 Monthly Performance This report show the monthly performance of selected employee in the form of Chart.

4 Monthly Time Loss Overstay : This report show the monthly time loss and overstay of the selected employee in the form of chart.

5 Monthly Leave Status This report show the monthly leave status of the selected employee in the form of chart.

6 Department wise Employee's : This report show all the information of the employee's department wise in the form of chart.

7 Weekly Presence This report show presence status of the selected employee in a week in the form of chart.
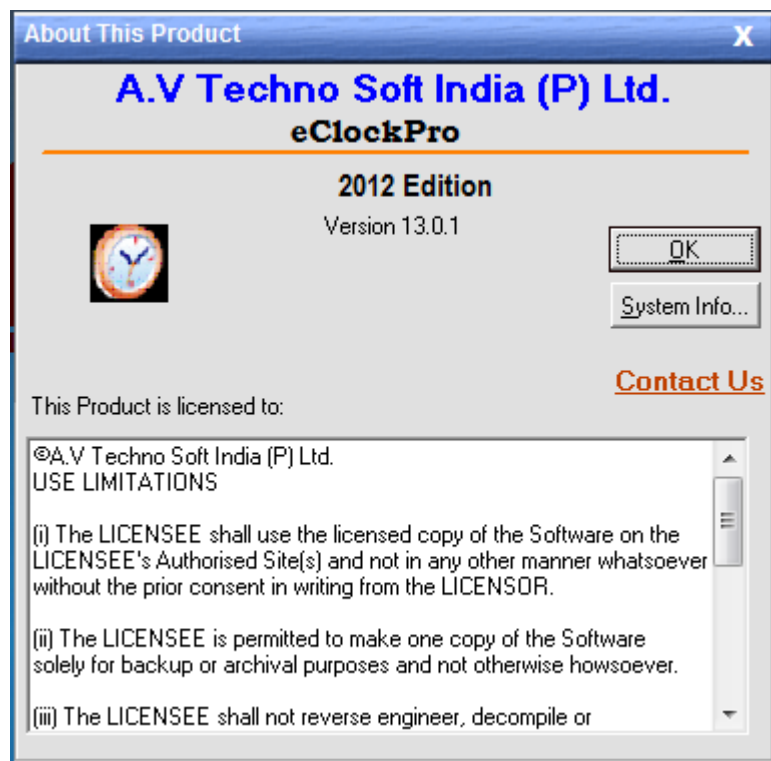
9.1.16 Extra

From this option you can generate the report when you have modified report accordning to your requirement.

20.2. Payroll Report

In this section you can generate Salary Reports, PF reports, ESI reports, Reimbursement reports,Statuary reports, Loan/Advance reports, Arrear & Bonus reports, Master reports, Piece information, and statement.
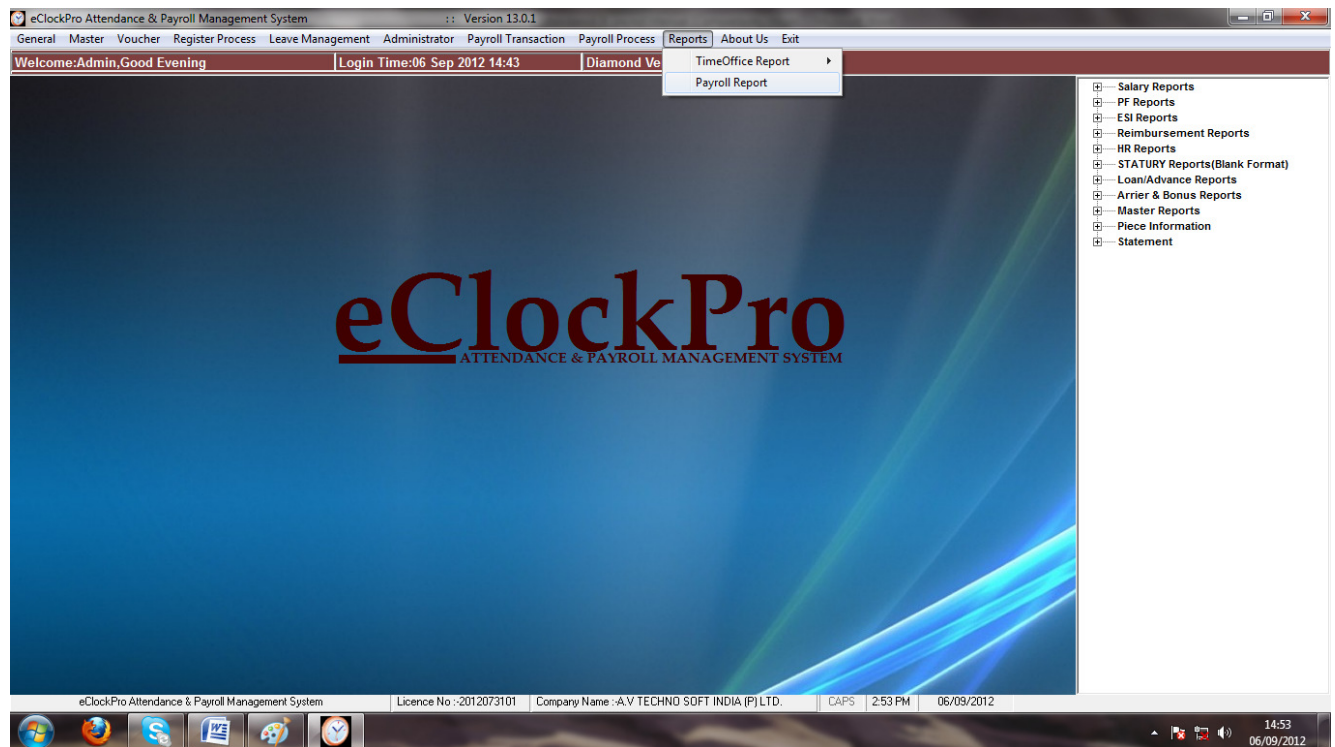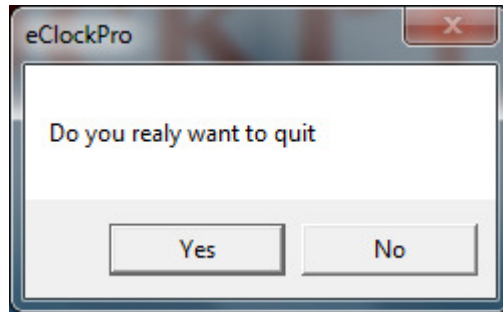

21.About Us

22. Exit

You can exit from the software through this option .For exit click yes

<u>GOOD BYE</u>