TimeDESK Time Management Software

A BRIEF

We welcome you to a brief introduction of our Application Software. As the name "TimeDESK" suggest, the software is used as a vital tool for the HR and Accounts Departments for generation of various types of Attendance and Payroll Reports.

The software is robust software which can be installed and run on any Windows Operating Platform. The software can be integrated with any make/model of the readers to generate different types of Attendance and Payroll Reports.

The software has the features to cater to any office establishments (like factories, offices. Call centers etc). All the parameters of attendance like OT, Leave Module, Round the Clock Working etc are well taken into consideration to generate the Attendance. The software can work for On roll / Casual / Daily Basis / Piece Rate employees.

The greatest advantage of having this type of system lies in the point that the HR/Accounts Department can bank on this software for the correct and factual data. This is in both ways convenient to the employee as well the employer as transparency is maintained.

Duplicate checking of entries

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

Night Shift Operation

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

Punching Patterns Allowed for Employees in the Company

- **Single Punch** : If desired, It is possible to do away with the 'OUT' punching for employees leaving at the shift end time only. In this case employees will have to record 'IN' time only. 'OUT' will be automatically assumed to be the shift end time. However, persons leaving early or staying overtime are expected to punch 'OUT' time also and such recordings will be accounted.

- **Double Punch** : Both 'IN' and 'OUT' timing are recorded.

- **Four Punch** : In addition to the two punches recorded while coming 'IN' and going 'OUT' you can also record 'LUNCH IN' and 'LUNCH OUT' timings.

- **Multiple Punch** : Maximum 20 punches are allowed.

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

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

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

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

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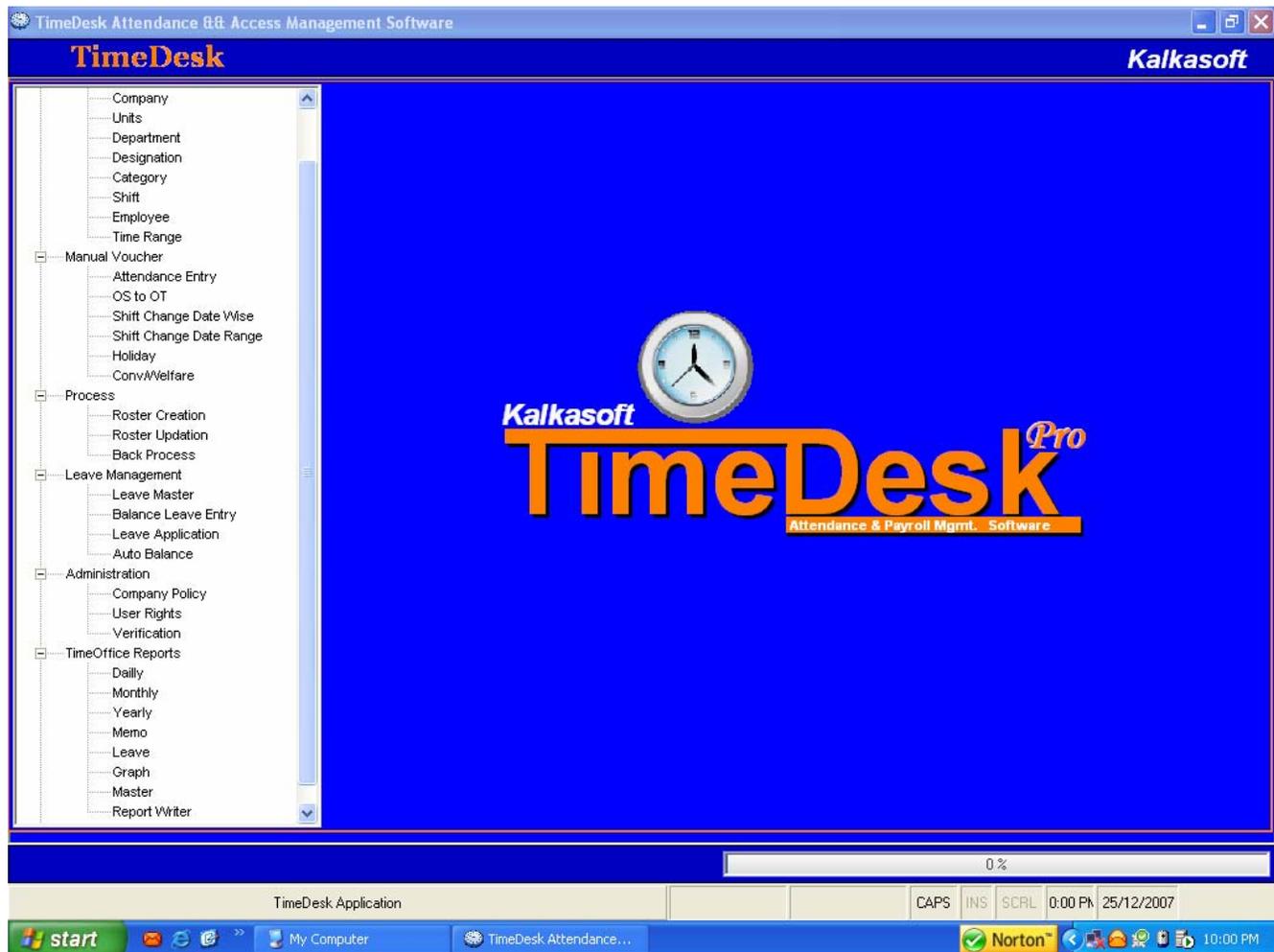
HOW TO GET STARTED

Double click on TimeDESK shortcut it will show you License window as given below:

The software will then ask for a valid user name and password that is shown below. Enter a user name and password that is valid for Time Office then click ok button.
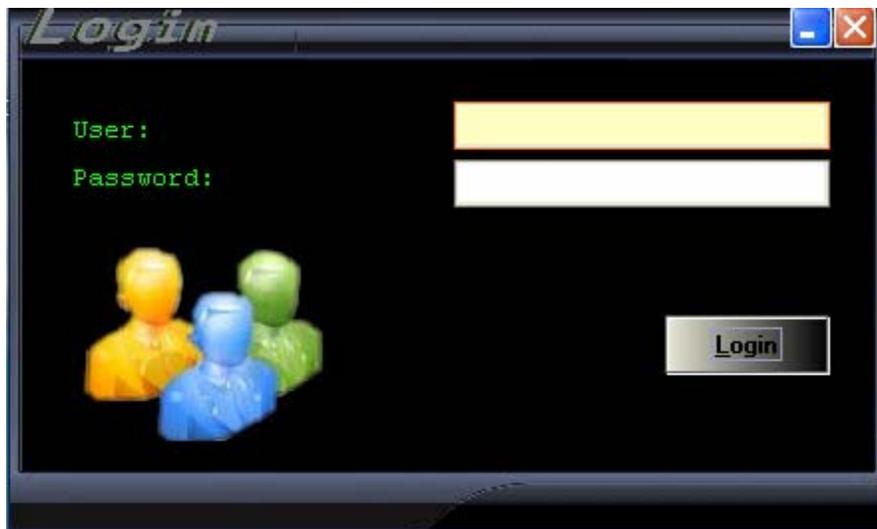
After validation of the user name and password the main screen as given below will be displayed:

The screen shows the different module mainly:

1. Attendence Masters – The same contains the details of all The masters required for the generation of different Attendance related reports.
2. Manual Vouchers – All types of entry that the operator needs to do to operate the software.
3. Process – All the different processes to run the software.
4. Leave Management - The full Leave Module
5. Administration – Administrative Utilities are contained in the module.
6. Time Office Reports- Differernt types of Time Office Reports. The same also contains a Report Writer Module to generate User created reports.

ATTENDANCE MASTERS

The Time Office contains 7 types of masters the details of which are given below. All the masters has five level of sub command menu like:

1. Append – To add new record.
2. Modify - To modify an existing record.
3. Delete – Go to the record and the same can be deleted.
4. Find – To find a record for Modification or Deletion
5. Close – To close the Form

COMPANY MASTER

It is possible to have different companies in the same premises for the sake of administration or any other reasons. In this case you can use a single software to do all the time office jobs, and you can differentiate the employees by declaring a company and adding company code to each employee.
When you open the company master you will get a browse window which contains all the details of available companies.
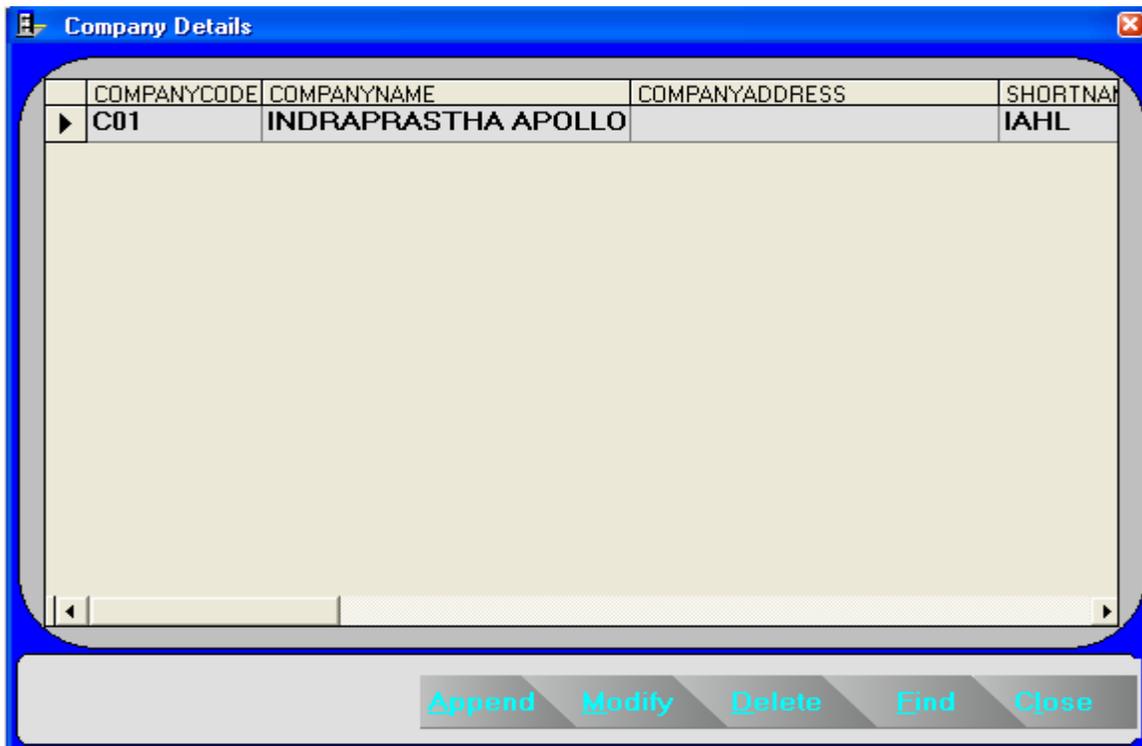
Each company has unique company code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee to a specific company. However it is not required to remember all the company codes. The Time Office software facilitates company code.

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

The Append/Modify form will look like this.

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

UNIT MASTER

A single company can have mulitple units located at different places. The unit Master helps us to create multiple units in a single company. The unit may be located at different locations/areas like Noida, Delhi, Gurgaon etc. When you open the Unit master you will get a browse window contain all the details of available units.

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

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

The Append/Modify form will look like this.

DEPARTMENT MASTER

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

When you select Append or Modify option, it will give you a Department Master Entry form like,

DESIGNATION MASTER

Here we enter the details of designation available in the organization. When you select the Designation master you will get a browse window with the details of the existing designations. Like in the case of other masters you can add, modify or delete the designation entries.

When you select Append or Modify option, it will give you a Designation Master Entry form like :

CATEGORY MASTER

Here we enter the details of Category available in the organization. When you select the Category master you will get a browse window with the details of the existing categories. Like in the case of other masters you can add, modify or delete the category entries.

When you select Append or Modify option, it will give you a Category Master Entry form like:

SHIFT MASTER

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

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

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

Shift code : Insert the new shift code.

Shift Start Time : This is the shift starting time.

Shift End Time : This is the shift end time.

Shift Hours : This is the time period that the shift contains, if this is wrong, it is sure that yours overtime and overstay will be wrong.

Lunch Start Time : This is the starting time of lunch.

Lunch Duration : This is the duration of lunch.

Lunch End Time : This is the end time of lunch.

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

Overtime deduct after : This is the limit period after which the OT won't be considered e.g. If OT deduct after is initialized as 3.00 hrs and employee having OT 5.00 hrs. Then it would consider 3.00 hrs. only.

Overtime start after : This is the minimum time period for OT consideration e.g. If OT start after is initialized as 15 minutes the OT will be calculated for only those employees, the time for which is more than 15 minutes.

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

Shift Position : Three types of shift

> **Night** : That means last three punches of the next date only.
> **Day** : That means first three punches of the same date only.
> **Half** : This is the half-day shift for half day weekly off.

EMPLOYEE MASTER

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

Through this report you can go to any employee's master record and check various status, modify any information of particular record, add new employee records, delete existing master records.
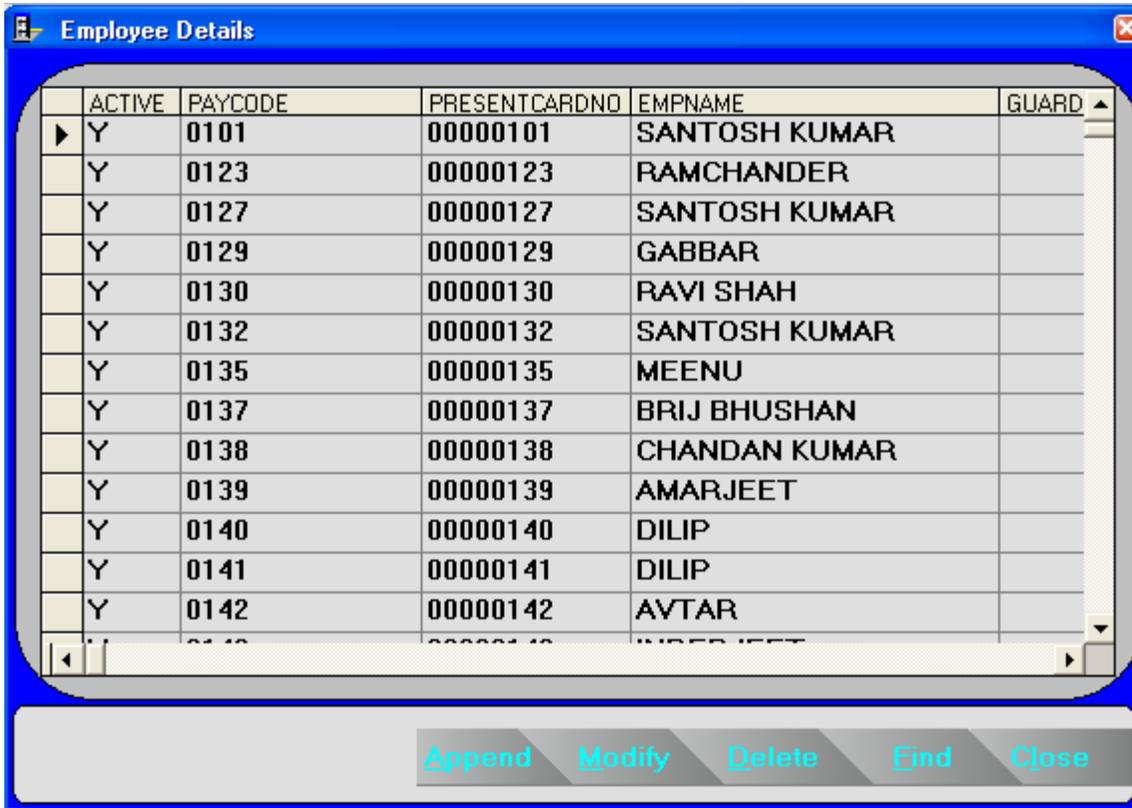
Above screen show the Employee master from has six buttons

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

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

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

Employee Personal Entry Screen

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

Office Details

Active   True ▼

Employee Personal Entry Screen

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

Personal Details

* Date of Join   01/02/2007

Date of Birth   30/12/1899

Married   No ▼

Blood Group   O+ ▼

Qualification

Experience

Sex
◉ Male   ○ Female

E-Mail

Bus Route

Vehicle No.

Permanent
Address

PinCode
Telephone

Temporary
Address

PinCode
Telephone

Save   Cancel

The first field *Active* decides whether the employee is on roll or not. System will not do processing or run duty roster for the non-active employees. The paycode and cardno should be unique. You can assign the respective company, Unit Department, category and Designation to each employee, which he/she belongs to. You can even include the scanned photographs of employee and employee signature.

13

Employee Personal Entry Screen

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

Time Office Policy

Permissible Late Arrival   `00:10`

Permissible Early Deaprture   `00:10`

Maximum Working Hours in a Day   `16.00`

Round The Clock Working   ☑

Consider Time Loss   ☑

Half Day marking   ☐

Short leave marking   ☐

Present Marking Duration   `00:00`

Maximum Working Hours for half day   `00:00`

Maximum Working Hours for Short   `00:00`

Punches Required in a Day
- ○ No Punch
- ○ Single Punch Only
- ○ Two Punches
- ○ Four Punches
- ◉ Multiple Punch

Single Punch Only
- ○ Fixed Out Time
- ◉ Overwrite

☐ Overtime Applicable
Overtime Rate Per Hour   `0.00`

☐ Overstay Applicable

Save   Cancel

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

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

If the employee can work round the clock, the ***Round The Clock Work*** field should be selected. If you are deselecting the ***Consider Time Loss*** field, system will not calculate time loss (including late arrival and early departure).
If hours worked duration is lesser than the ***Present Marking Duration*** system will mark that employee as absent.

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

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

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

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

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

TRANSACTION WINDOW (MANUAL VOUCHER)

Transactions are used to make modifications in the table data. It can be a Punch Entry for Attendance to manually do the punching, OS to OT conversion, Shift Chage Date Wise or Shift Change Date Range Wise. The details of which are given below :

PUNCH ENTRY FOR ATTENDANCE

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

Now you can give the paycode in the first text box. If that employee is a non-RTC employee, you can do manual punch day by only. But if it is a RTC case, you can do manual punch from the date you are giving in the *Process from* column upto the date in which the End of Day Clearance is done. In that case system will rearrange the whole punches also.
If you want to delete one punch, you first select that punch by clicking on the second grid and press *Delete* key.

OVERSTAY TO OVERTIME

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

Once you give the paycode and date, you will get a screen like,

Here you can simply enter the value of OT.

SHIFT CHANGE DATE WISE WINDOW

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

SHIFT CHANGE DATE RANGE WISE

This voucher is used to change the shift for a range of emplyees and also for a date range.
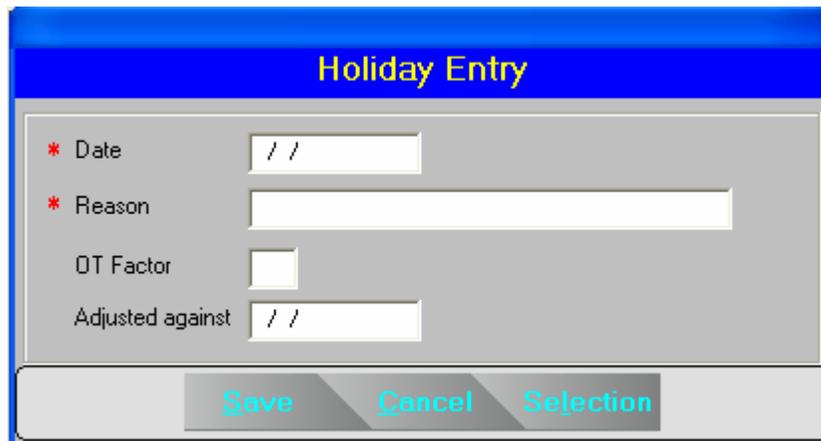

HOLIDAY

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

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

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

Do not forget to select Company and Department selection to declare Holiday.
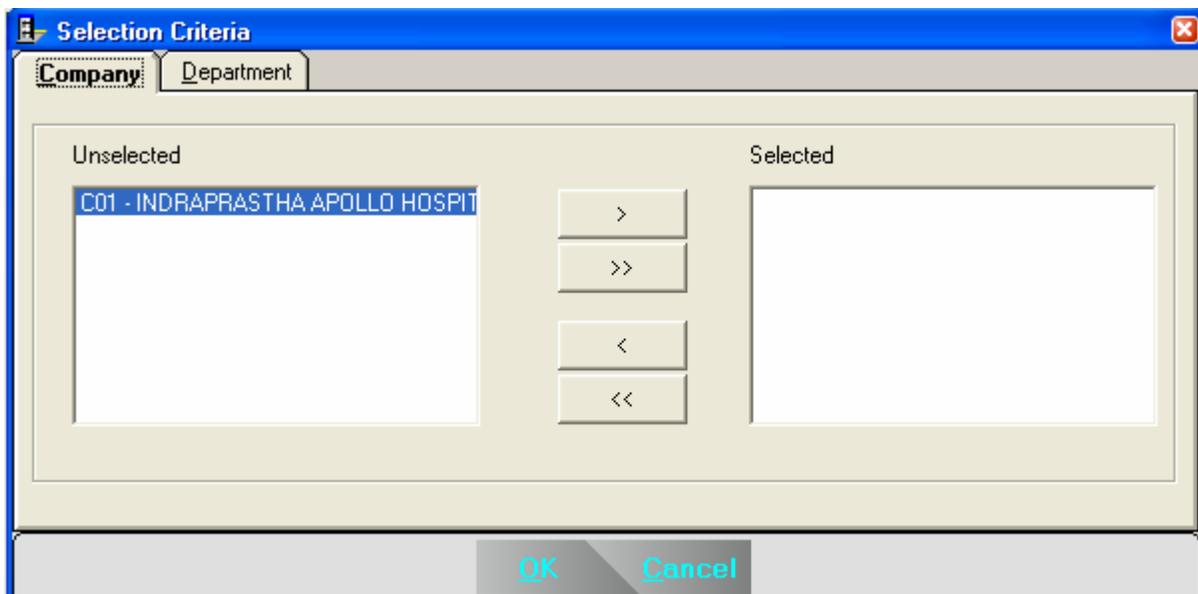
When you are adding or deleting any holiday system will perform an automatic processing to make effect of holiday declaration, so there is no need for any sort of explicit processing.

PROCESS

ROSTER CREATION

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


ROSTER UPDATION

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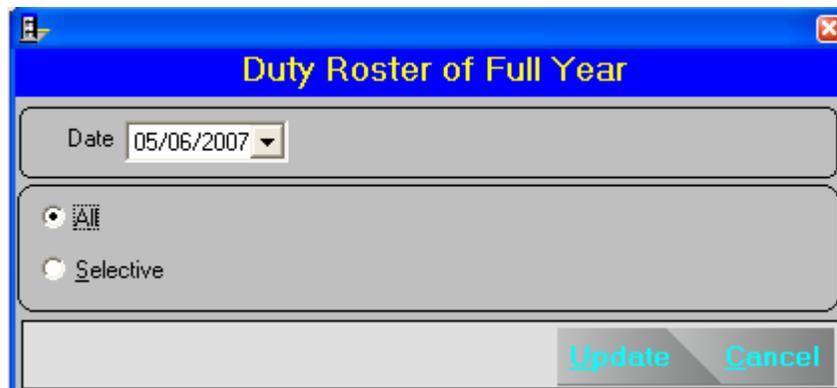
BACK PROCESS

For processing an already processed date this option is used.
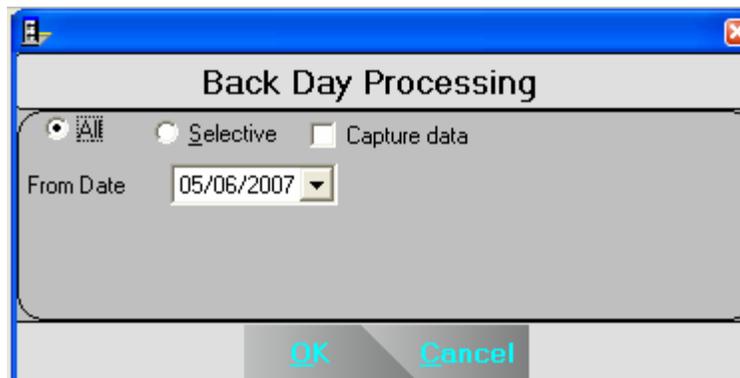
LEAVE MANAGEMENT

LEAVE MASTER

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

Maximum of twenty types of leave can be entered to the system. For adding or modifying a record the following form occurs.
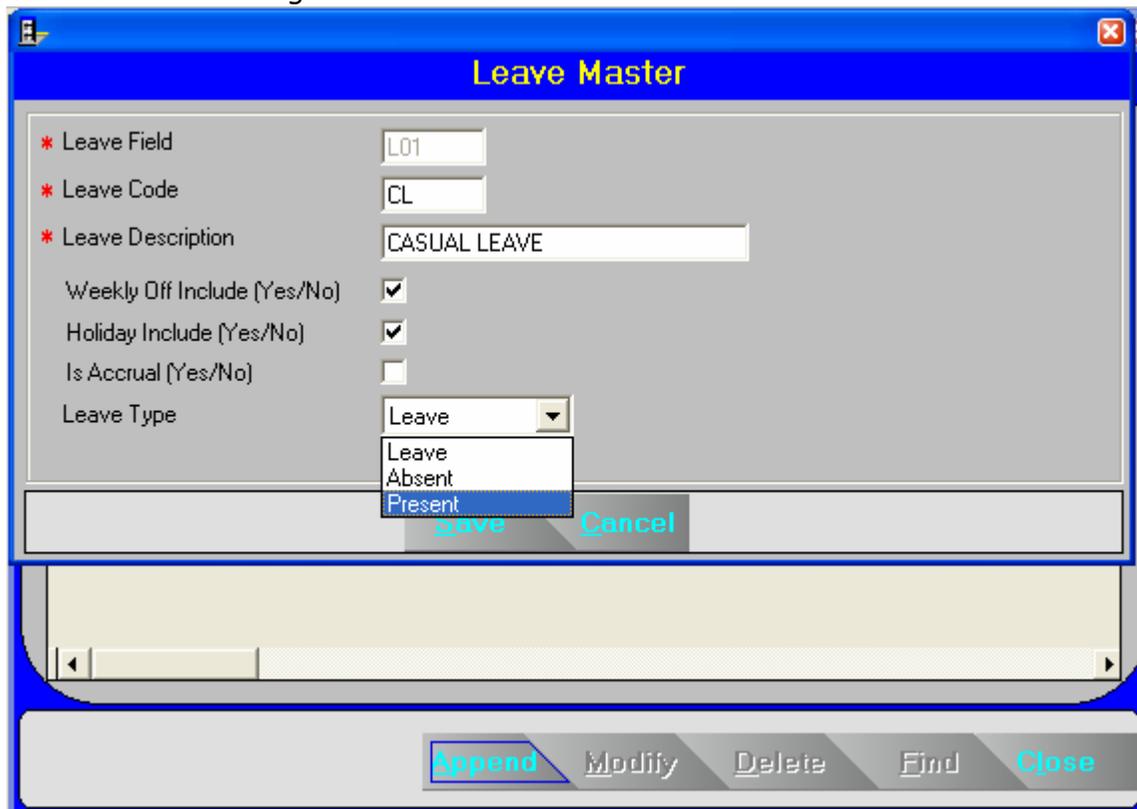
Here **Leave field** and **Leave Code** are unique names. Possible value range of *Leave field* is *L01* to *L20*. In Leave Code we can enter leaves like CL, EL etc.
Weekly Off include (Yes/No) If yes then the weekly off coming between the leaves will be considered as leave else it will be considered as weekly off.

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

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

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

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

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

BALANCE LEAVE ENTRY

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

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

The screen will be seen as follows -

Balance Leave Entry

* Paycode From `0101`   * Paycode To `0101`   * Year : `2007`

Name	SANTOSH KUMAR
Card No.	00000101
Designation	
Company	INDRAPRASTHA APOLLO HOSPITAL
Department	PREM ENGINEERING
Catagory	GRADE - I

Save

Cancel

Opening Balance

CASUAL LEAVE   `000.00`

LEAVE APPLICATION

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

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

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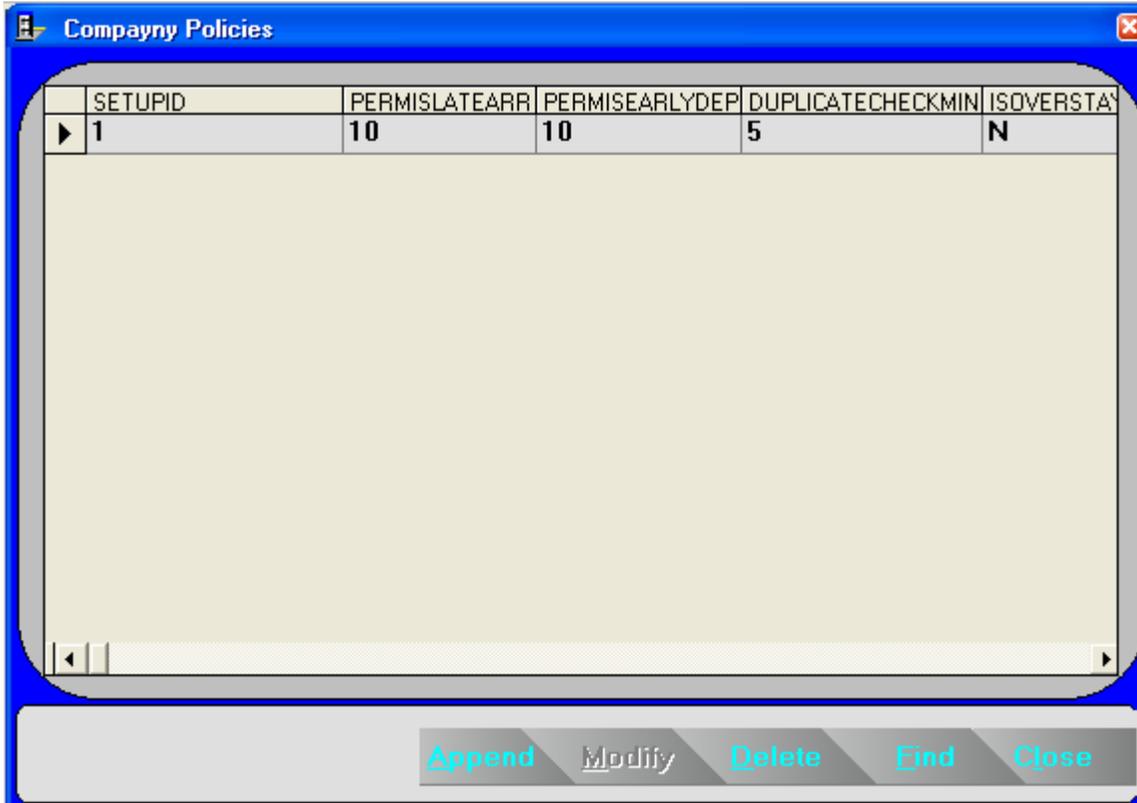
This Option is used to automatic calculation of Leave of previous year and set as opening balance for current year.

ADMINISTRATION

COMPANY POLICY

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

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

Company Policies

SetUp Register No	2	MaxWrkDuration	1440	**OT Options**
Duplicate Check Min	5	Permisable Late Arival	10	○ OT = OutTime - ShiftEndTime
Four Punch in Night Shift	☐	Permissable Early Dep	10	◉ OT = Working Hrs - ShiftHrs
End Time for IN punch	05:00	Over Time allowed	☐	○ OT = Early Coming + Late Dep

Late arrival upto *Permissible Late Arrival* duration (in minutes) will not be considered as late arrival.

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

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

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

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

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

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

Overstay = Hours Worked – Shift Hours

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

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

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

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

USER RIGHTS

Through this option new users can be created or the existing users and their rights can be modified. While selecting the user privileges from the main menu you will get a browse window with the details of the existing users like
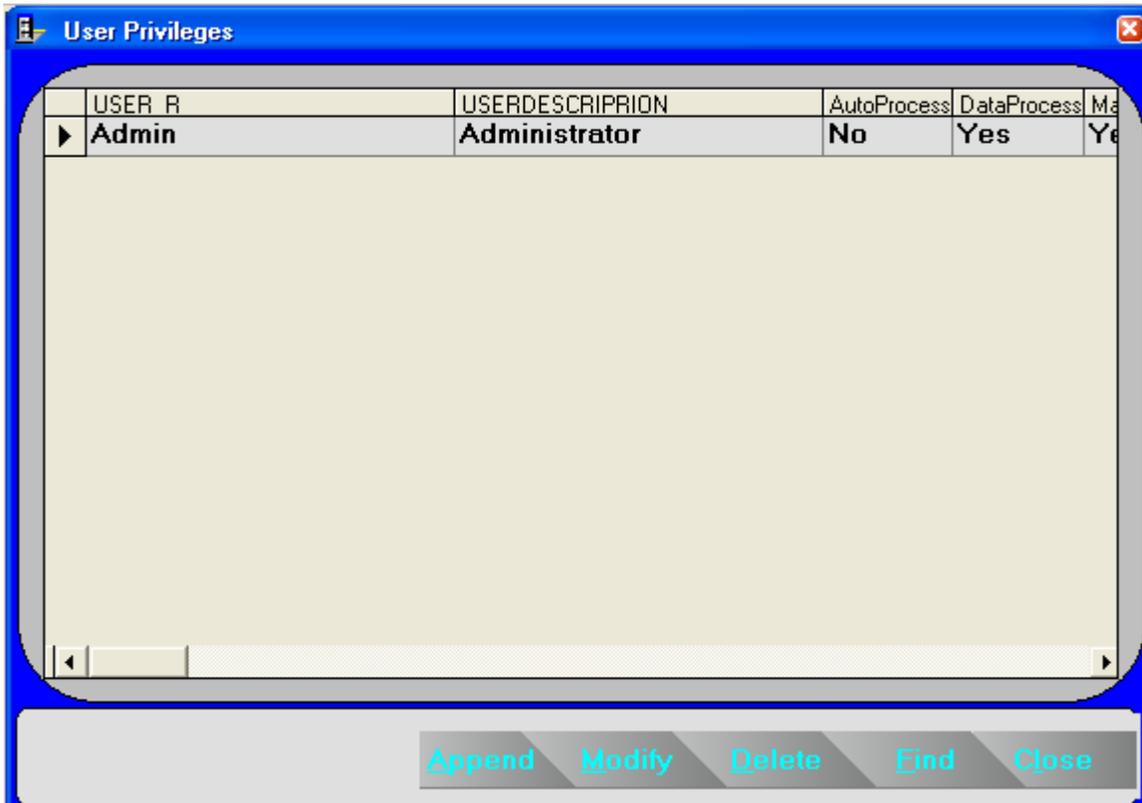
When you are running the setup program system will add a default user i.e. the Administrator with the default password. When you add or modify one user you will get an entry form like,
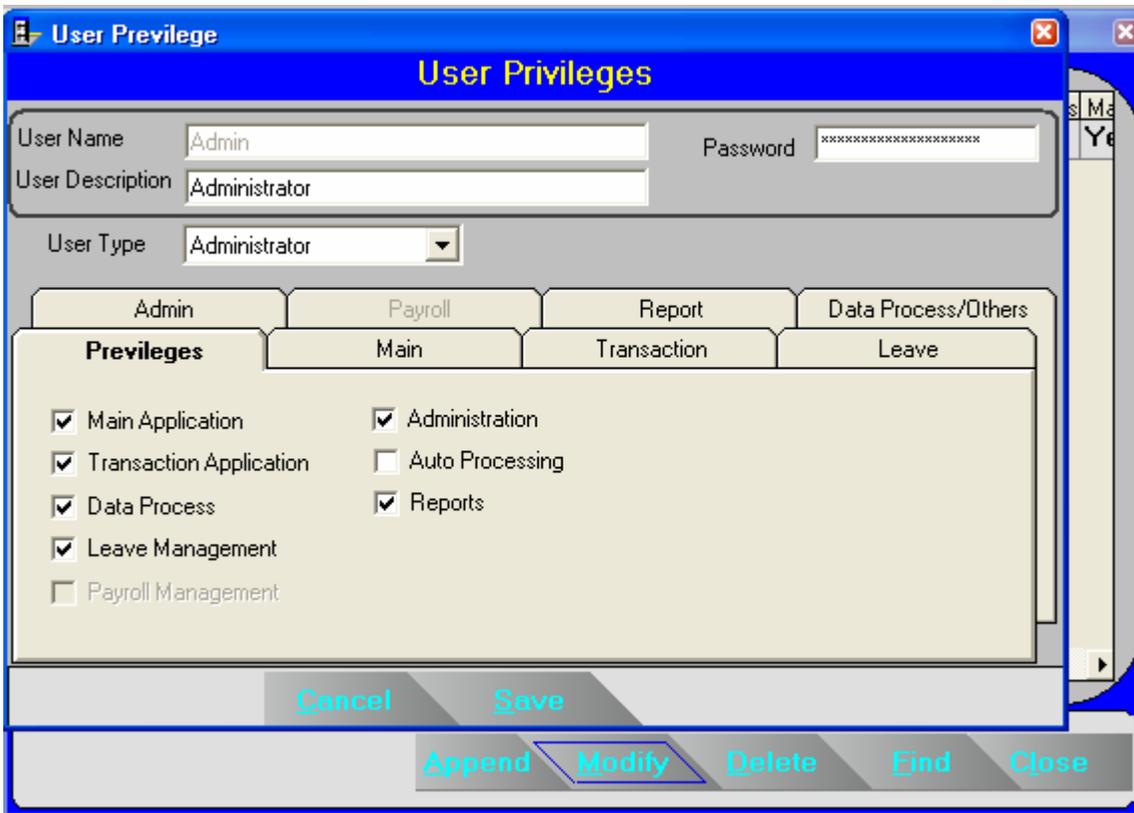
Here you change the password, you can alter the rights i.e what all options a user can access.

VERIFICATION

Before taking any general report you have to run this option. It will mark absent on weekly Off / Holiday if the employee is absent before and after the weekly Off / Holiday.
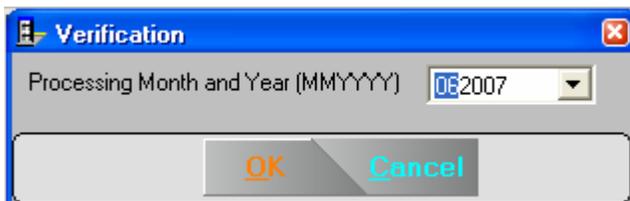
Click the Yes button for verification if you don't want then click No button.

TIME OFFICE REPORTS

DAILY

This report can be generated after transferring the data from the TIMEDESK machine into your computer. Management for making quick decisions may require these reports. All the following reports can be taken just after the shift start time. Please ensure that you transfer data of previous days before generating reports like Daily Performance, Over Time etc.
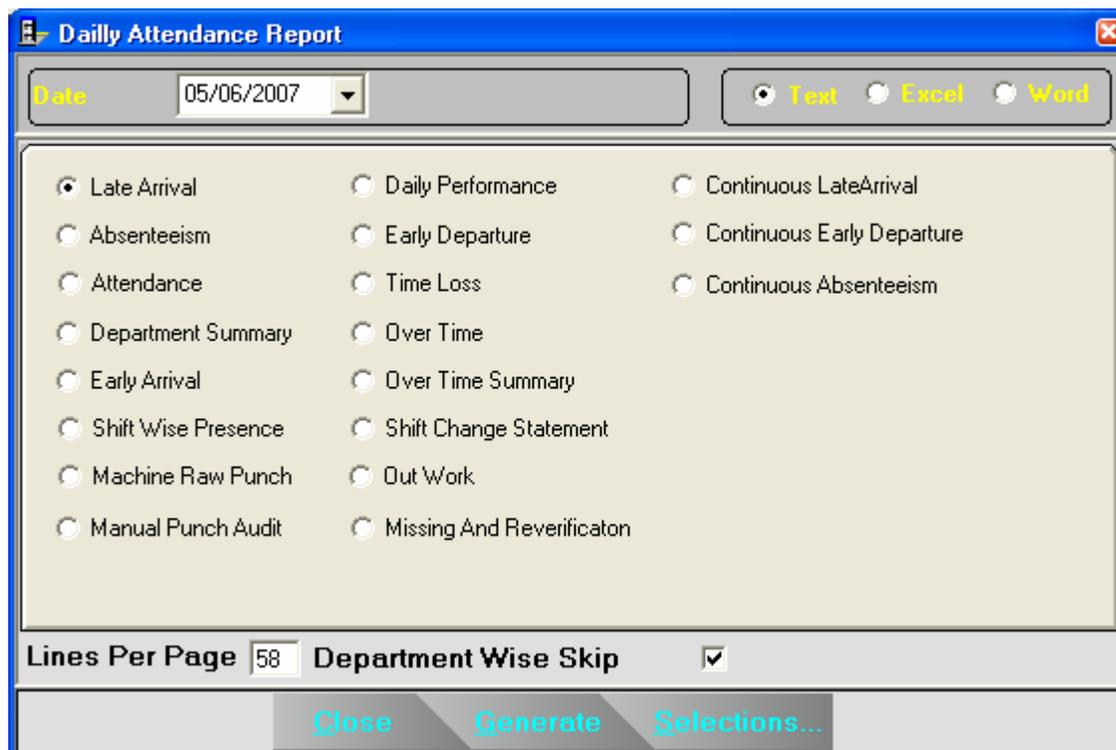
Late Arrival : This report provides the information of all the employees who have come late on the date specified.

Absenteeism : It provides the information of the employees who are absent on the date specified.

Attendance : This report shows the attendance of all the employees on the date specified. This report shows department wise analysis: showing number of employees present, absent, on leave and having weekly off on the date specified.

Department Summary : This report shows the department wise attendance details of employees like total employees in the department, number of presents, absent, on leave and on weekly off.

Early Arrival : This report shows the information of employees who have come earlier than the shift in time on the date specified.

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

Machine Raw Punch : This report shows all the punches of that day including the manual punches (suffixed by the character "M" which distinguishes it from the machine punch).

Manual Punch Audit : This report can only be generated if authorized personnel do any manual punch on that day.

Daily Performance : This report shows the performance of all the employees on the selected date. The information's includes Employees name, shift of the employee, shift start time, details of all the punches, total hours worked, OT, OT amount etc.

Early Departure : This report shows total loss hours for the company, employee wise, on account of their early departure. It also shows the no of days the employee has left early.

Time Loss : If an employee comes after the permissible late arrival time or takes excess time for lunch than the allowed lunch duration time or goes before the permissible early departure time then the case is considered as a time loss. Details of such employees are obtained through this kind of report.

Over Time : Generated for Employees who work more than the working hours; the excess working hours is considered as over time (if allowed in Employee Master) and reflected in this report.

Over Time Summary : This report shows the department wise over time status of employees on that day.

Shift Change Statement : In case an employee is allowed to work in a shift other than his/her usual shift (through the authorized shift assignment of the Employee Master) the automatic shift change checks the arrival time of the employee and allocates the shift nearest to it. This change is notified through the shift change statement as it indicates the actual shift and changed shift of that employee.

Out Work : In case the software is set to calculate two punches, this report shows the punches in between the in punch and out punch, as out work of the employees on that day.

Missing And Reverification : This report shows the details of employees whose in or out punch is missing and of the employees who have worked more than the permissible maximum working hours etc. Our Software brings to your notice the abnormalities for correction.

Continuous Late Arrival : This report shows the name of the employee who is coming continuous late (after permissible late arrival time) by more than the specified days.

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

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

MONTHLY

These reports are generated monthly.

Performance Register   **:** This report shows the Monthly performance of an employee, horizontally.

Employee Wise Performance : This report shows the Monthly performance of an employee, vertically.

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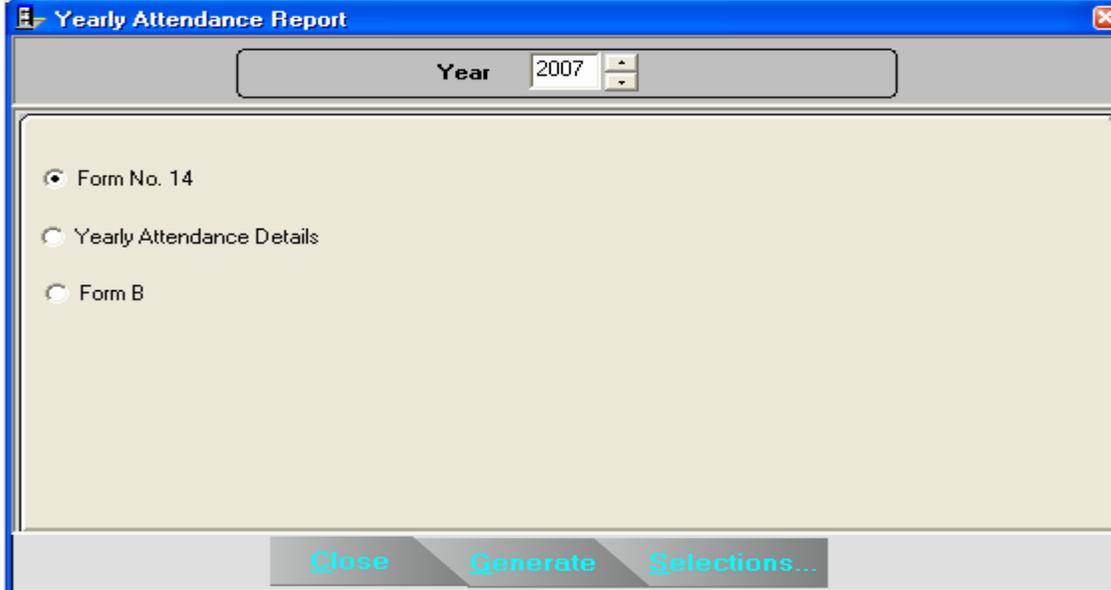
Department Wise Attendance   **:** This report shows the department wise attendance details of employees like total employees in the department, number of presents, absents, leaves and weekly off.

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

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

Form No-12   **:** This report provides information of attendance of each and every employee date wise divided into two parts. This report also shows the total working hours, over time hours and details of all deductions.

Over Time Register   **:** Employees who work more than the working hours; the excess working hours is considered as over time (if allowed in Employee Master) and reflected in this report.

Over Time Summary : This report shows the department wise over time status of employees on that day.

Shift schedule : This report shows the shift chart of the employees of a month. This report can be generated for all shifts (fixed, rotational, ignorable) / rotational shifts only / fixed shifts only. This chart shows shift pattern, weekly off (First and second) and the shift of each day employee wise.

Early Departure : This report shows total loss hours for the company, employee wise, on account of their early departure before permissible time limit. It also shows the no of days the employee has left early.

Time Loss And Over Stay : Only those employees name will be shown in this report who have come after the permissible late arrival time and worked more than the working hours. This report consists of the total late hours, number of days late and total over stay employee wise.

Late and Over Stay : This report shows the information of all the employees who have come late on the date specified. You can take this report any time after the shift start time.

YEARLY

This report shows the all Yearly Report according to your selection like, FormNo. 14, Yearly Attendance Details and Form B.

Memo

This is for sending Notice and Memo for each department.

Late Arrival Notice / Memo

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

Absenteeism

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

Continuous Late Arrival

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

Continuous Early Departure

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

Continuous Absenteeism

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

<u>Leave</u>

Sanctioned Leaves : This report shows the details of leaves sanctioned like sanctioned leave date, leave amount, voucher number etc. employee wise.

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

**Accrued Leaves** : This report shows employee wise leave wise accrued leaves till date.

Consumed Leaves : This report employee wise consumption of each leave till date.

Balance Leaves : This report shows employee wise balance of each leave till date.

Leave Register : This report shows employee wise accrual, date wise consumption with reason and balance of each leave
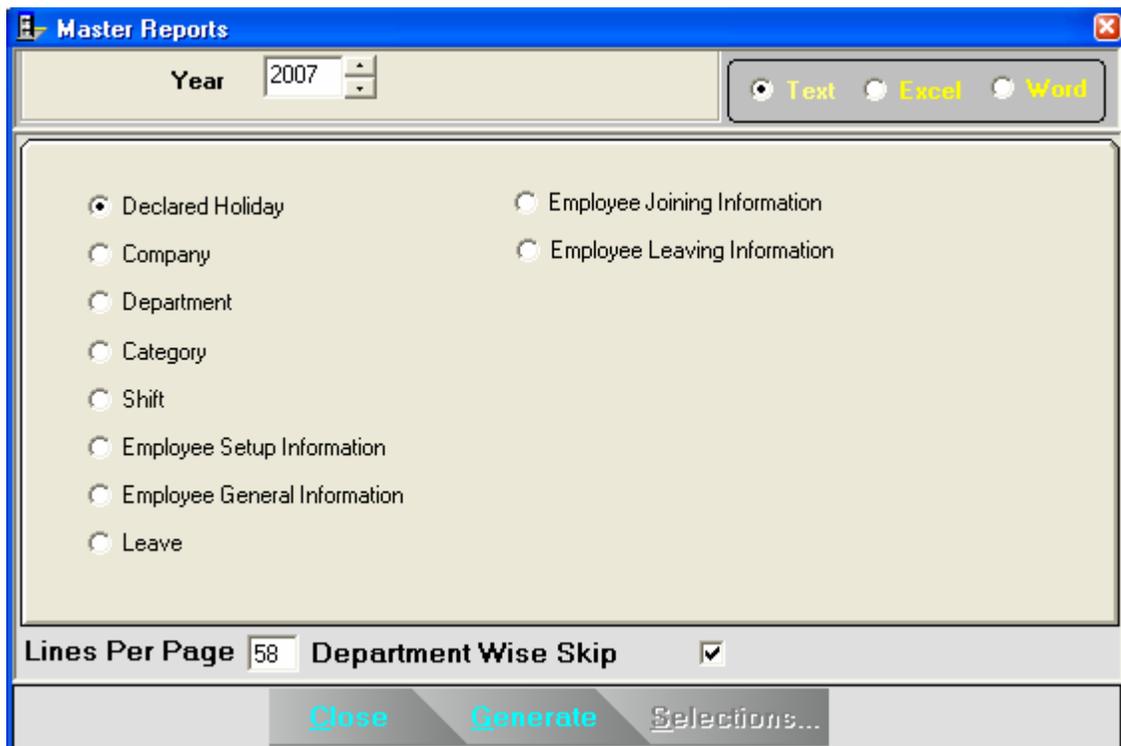
Chart Reports

You can generate the chart (Bar, Pie and Line Charts for the following reports). This is helpful for visual analysis of the records.
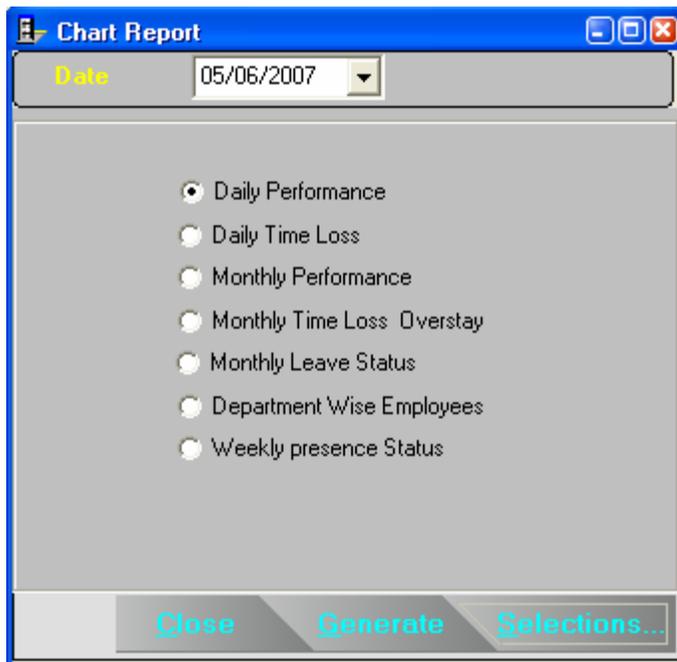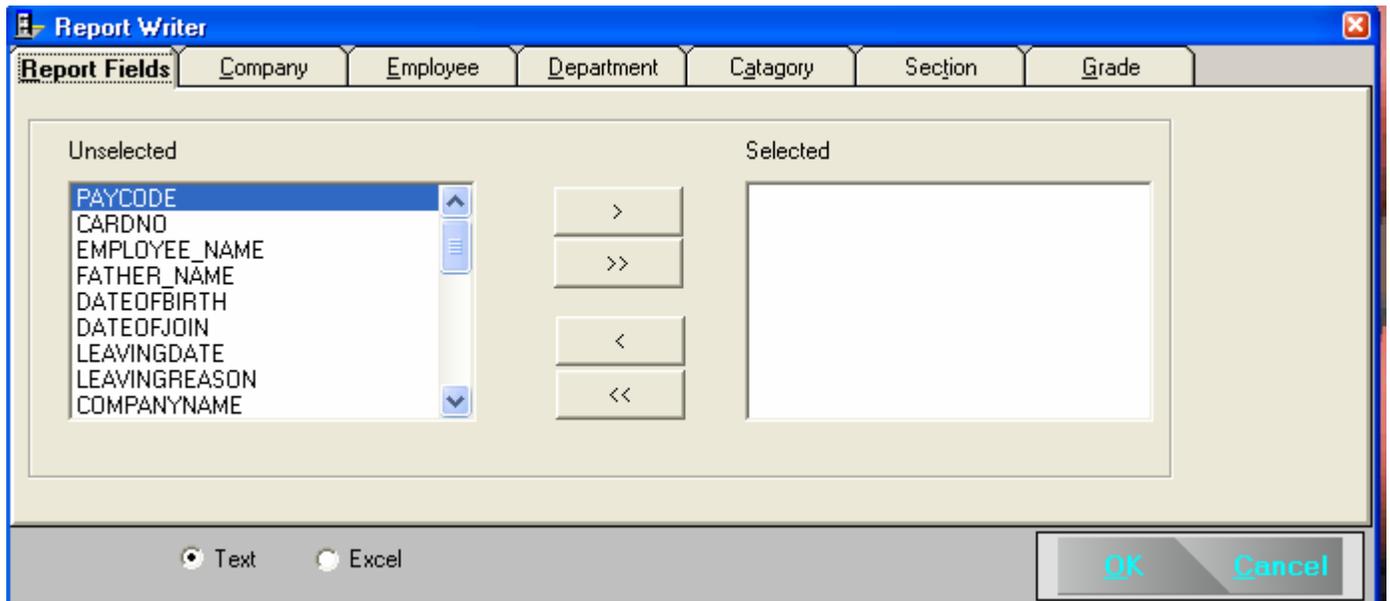
Master

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

Report Writer

This is used to generate user level report as per the master fields.

Selection Criteria

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