

# *eSSL- eTime Track-Lite*

--- eSSL Time Attendance & Payroll Management Help Manual

**Version** : eTimetracklite 11.9  
**Version Date** : 18<sup>th</sup> March, 2023  
**No. of Pages** : 143

**About This Manual:** This document introduces the main functions, the user interface and operations of the eTimetracklite Desktop software

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## What is Time Attendance and Payroll?

*eSSL - eTimeTrack-Lite* is automated **Time & Attendance** Systems that provides an alternative to the mechanical time clock systems or paper-based timesheets.

*eSSL - eTimeTrack-Lite* Software allows companies to track and evaluate the performance and work activities of employees using a single software application. Time & Attendance Software enables employees to store, track and organize the most important employee time related information in single place. The required information to track and monitor employee activities and management processes is available on a computer. This can also be invaluable for ensuring regulatory compliance with working regulations and proof of attendance.

### Why You Should Use Time Attendance and Payroll?

- Saving time for the accountant or book-keeper that was previously spent processing the old manual time and attendance system data
- To allow the attendance data to be collected at many computers around the company but processed and reported on central without the need for extra work
- So that local overtime laws are no longer a problem and can be adhered to in few seconds rather than hours spent on manual calculations
- Helps you keep track of your real labor costs as well as preventing overpayments, both of which will impact immediately on your bottom line
- Prevents buddy punching and fraudulent time keeping records.
- Helps the Supervisor to know who is at work in fraction of seconds saving the time and allowing them to react more quickly to staffing problems
- BY knowing your employment costs by shift and department you can have a check over, The internal efficiencies more closely

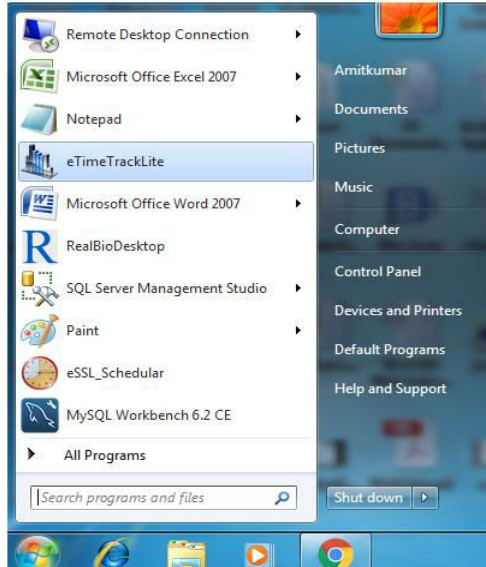
### *eSSL - eTimeTrack-Lite* Features

- Highly intuitive Set-Up Wizard that will get you up and running quickly
- User friendly appearance requires less time to get you educated for the software
- Flexible Shift timing can be defined with allowed grace time for late coming and early going. Also supports multiple breaks with a configurable Lunch break
- Weekly off 1 (e.g. Sunday) & Weekly Off 2 (e.g. Saturday, 1st, 2nd, 3rd, 4th, 5th)
- Easy Configuration of Company Holidays
- Leave Type is defined for Leave Entries
- Scheduling of shift for employees through excel sheet
- Shift calendar & Shift Roaster is defined for scheduling different shifts on different dates
- Scheduling of shift can be done by both Employee wise and Department wise
- Limited Leave quota management, that allows to assign Leave day(s) quota to employees. Consorted with "Leave Balance" report to track balance leave day(s) of employees.
- Invalid or missing punches can be detected by a Missed out Punch Report
- SMS can be sent to employee ,By this employee can track his or her punch records on daily basis
- Upload multiple users to multiple device
- Department Head can send Memo (Late Coming/Early Going, Absent, Half day, Missed Out Punch) to employee Individual or Group via mail
- Online downloader that collect data from device based upon time interval
- Scheduler that calculate the Attendance Data, Sync enrolled User Info & Punch records, Triggers mail to Head of the department and to employees like (Late Coming/Early Going, Absent, Half day, Missed Out Punch)

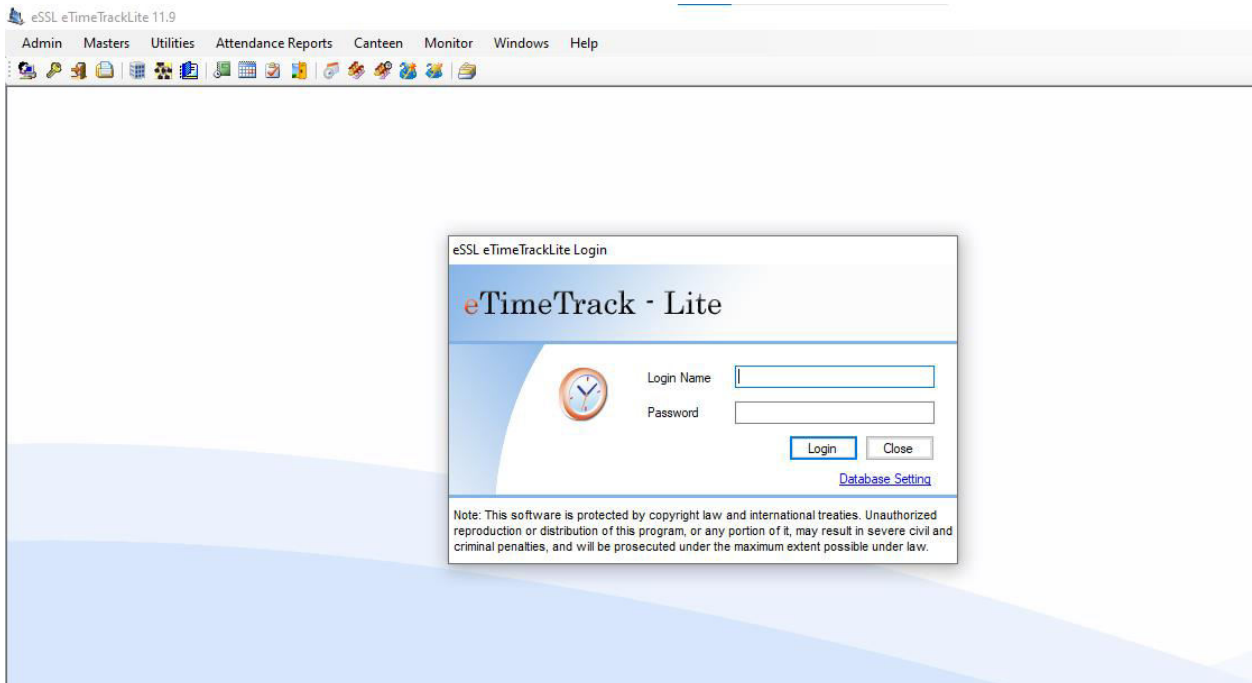
Continue ...

- Send sms notification for absentee employees
- Parallel Database , Helps in Integration with third party Payroll System
- Import/Export of the employee through the excel sheet
- Reports like ( Daily, Monthly, Yearly, Matrix, Memo, Exception ...etc)
- Work Code ,Customer can define work code based upon that employee reports can be generated
- Visitor Management helps to track the visitor in your company
- Canteen Management, Track the employee food consumption item wise & helps in employee & employer contribution, Streamline funds
- Audit report which records user operations in the application
- TLS 1.2 communication

Go to Programs click on eTimetracklite

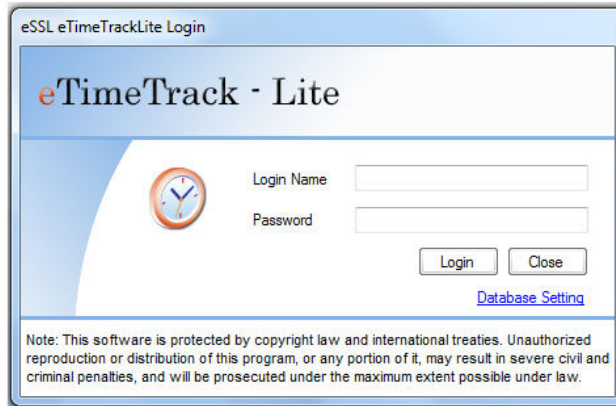


Continue ...

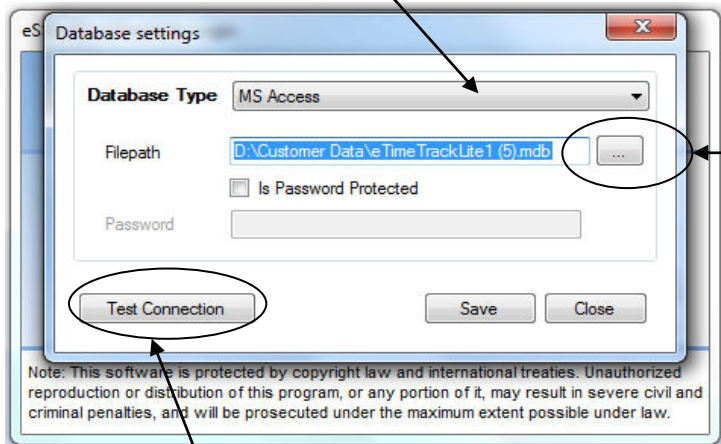


**Database settings:**

Click on Database



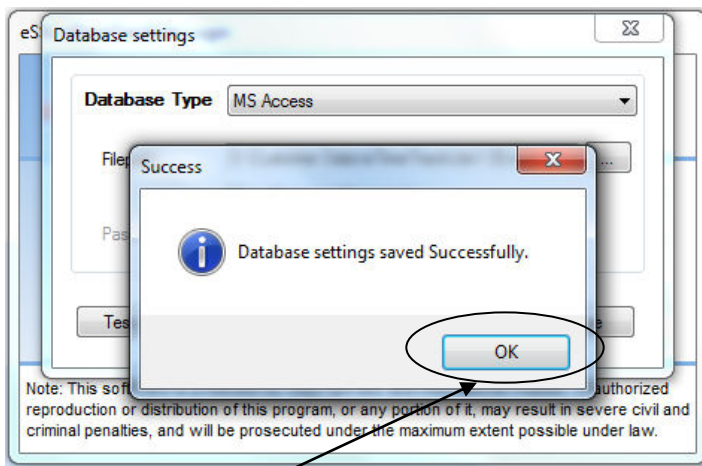
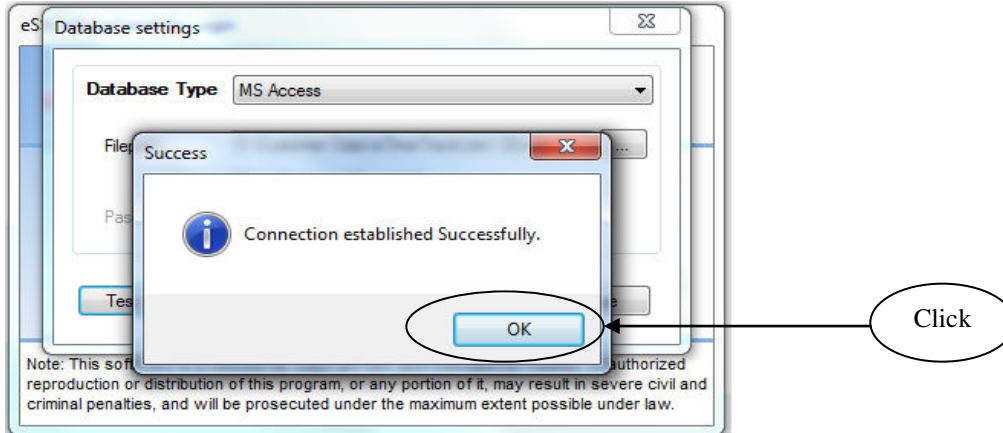
Connection for Ms Access  
Select Database Type as Ms Access



Browse Path of Database

Click on Test Connection

Continue ...



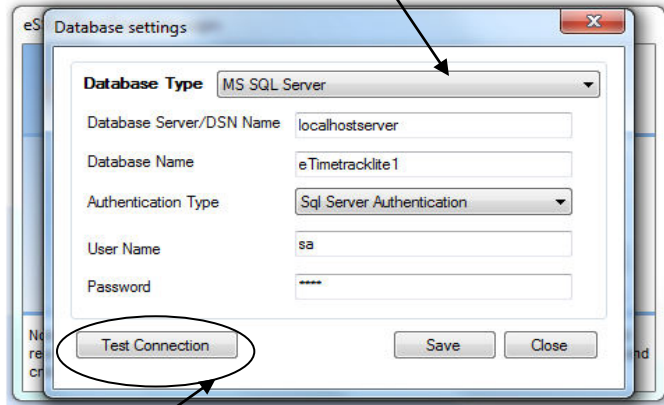
Click on OK button to save



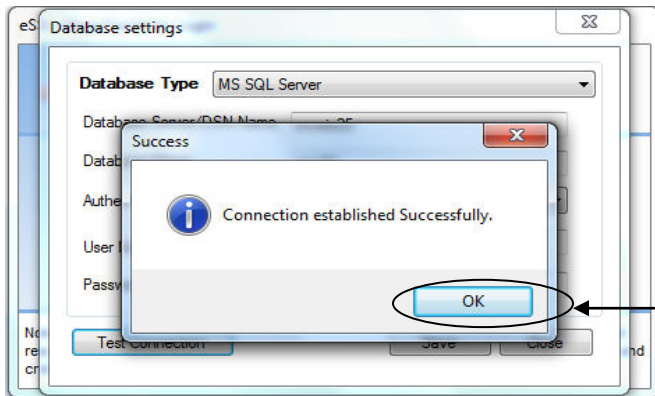
**Connection for Microsoft SQL Server**

**Select Database type as Ms SQL Server**

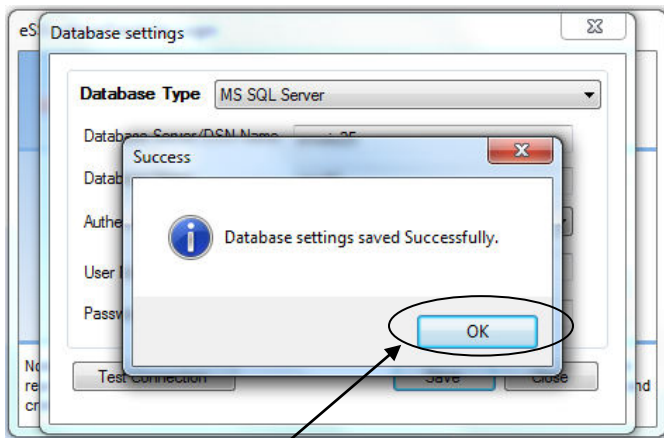
**Assign: Below Credentials**



**Click on Test Connection**



**Click**

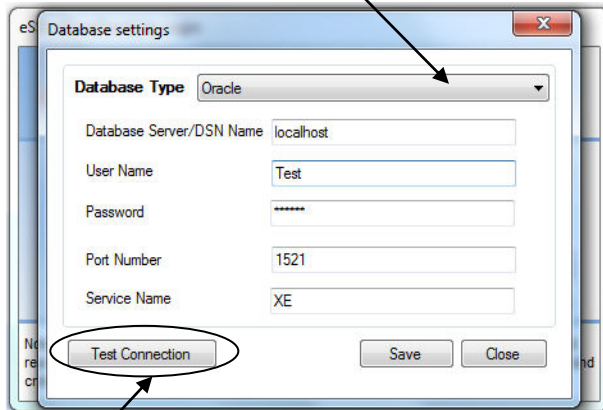


**Click on OK button to save**

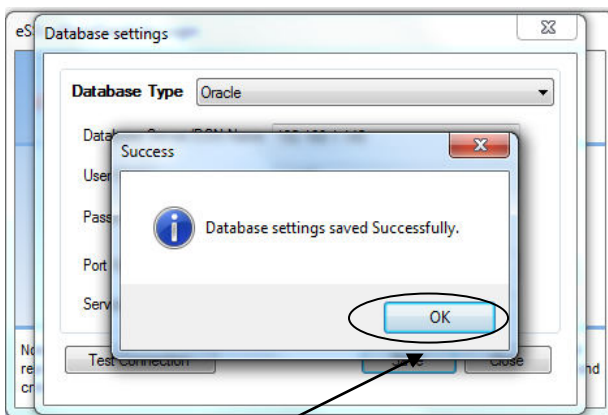
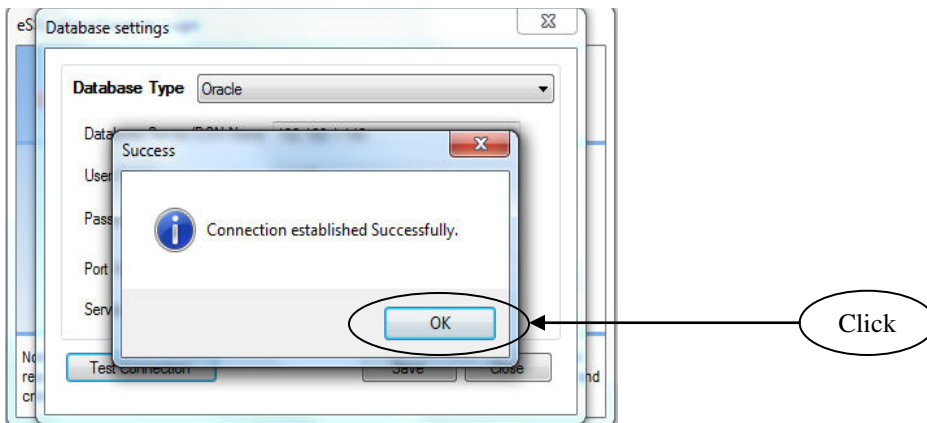
### Connection for Oracle Expression Edition

Select Database type as Oracle

Assign: Below Credentials



Click on Test Connection



Click on OK button to save

**Login Window**


Enter the below Credentials

Login Name : essl

Password : essl

eSSL eTimeTrackLite Login

## eTimeTrack - Lite

 Login Name

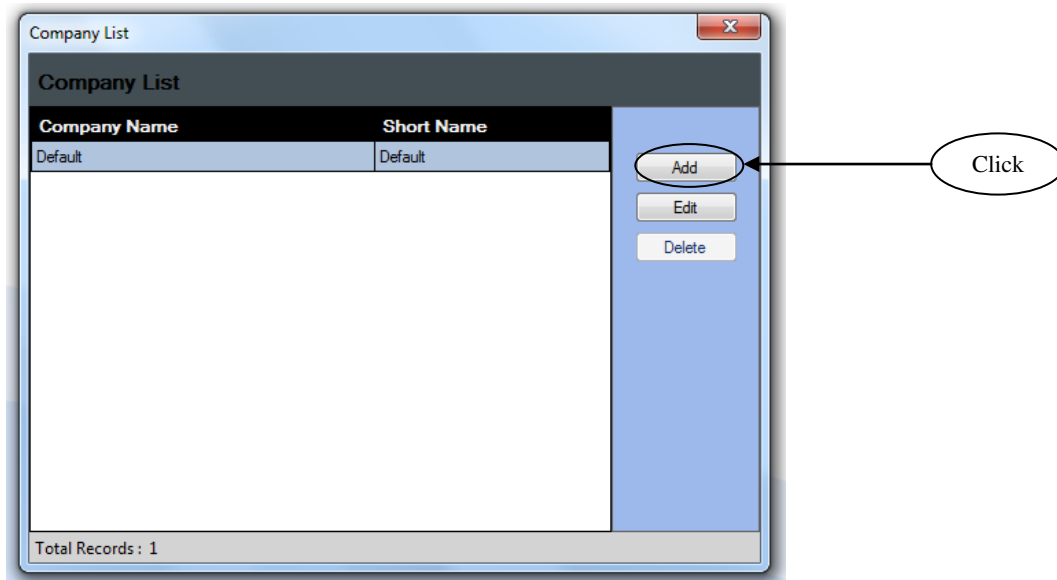
Password

[Database Setting](#)

Note: This software is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted under the maximum extent possible under law.

**Company:**

- eSSL eTimeTrack-Lite Software support Multiple companies
- User can Add, Edit & Delete companies if user has the permission to “Edit Companies”
- This form will display the List of Companies which is accessible by Login User
- Company details consist of Company Name, Short Name, Email-Id, Website address & Location address
- “Visible to All “ Check box is used to make Invisible Company which will be accessed by only the users who has permission to access Invisible Companies



- Name** : Enter Company name
- Short Name** : Enter Company Short Name
- Email Id** : Enter the Email id
- Website** : Enter Web address
- Logo** : Browse Company Logo Image
- Description** : Enter the description for the company


Company Details

Company Name:  Short Name:

Visible to All

eMail:  Website:

Address Details:

Logo Image: 

Preferred Size: 230 Pixels X 80 Pixels

Click

Company List

Company List

Company Name Short Name

Company Details

Company Name: eSSL

eMail:  Visible to All

eMail:  Website:

Address Details:

Success

Company Added Successfully.

Total Records : 1

**Master Details:**

Master Details form allows you to set master information related to Attendance calculation

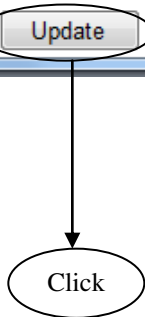
**Master Details consist of:**

- Whether Employee Code and Employee Code Stored in Device are same for application or not.
- Whether to allow a Fixed Shift for application or not. If Fixed Shift is checked then it will disable all shift Related options like Shift Details, Shift calendar, Employee Shift , Department Shift etc.
- “Attendance Year starts on” Field will allows to set the start Attendance date and Month from which Attendance calculation has to start. For e.g. If you are willing to generate monthly report then it will take that Attendance date as Start of the month and if you are willing to generate Yearly Report then it will take Attendance date and Month as start of year
- “Minimum difference between two Punches” Field will allow to set the difference between two punches .If the difference between punches is greater than specified minutes then it will discard the later punch
- “Punch Begin duration” Field is used to set maximum allowed time before Shift Begin Time
- If Employee does not have any assigned shift then whether to consider the shift of previous day or Auto Shift. Auto Shift will take the shift according to Firth Punch & Shift Begin Time
- If Fixed shift is selected then Roaster, Shift Calendar, Employee, Department Shift will be disabled
- Whether to take Auto backup after Specified Days & Save it to specified Path, This Feature is allowed only for Ms Access Database

The screenshot shows a window titled "Master Details" with a close button (X) in the top right corner. The form contains the following elements:

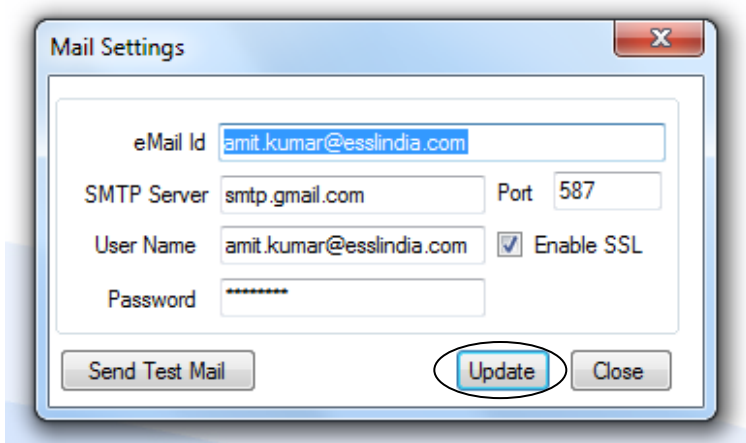
- Employee Code in Device is Same
- Fixed Shift
  - Begin Time: 09:00 (HH:MM 24 hr fmt)
  - End Time: 18:30 (HH:MM 24 hr fmt)
- Attendance Year Starts on: 1 (dropdown), Jan (dropdown)
- Minimum Difference between two Punches: 5 (text), In Mins
- Punch Begin Duration: 120 (text), In Mins
- When no shift assigned Consider: Auto Shift (dropdown)
- Auto BackUp
  - Every: 7 (dropdown), Days
  - Path: D:\RLogs (text), ... (button)

At the bottom of the form are two buttons: "Update" and "Close". An arrow points from the "Update" button to a circle containing the word "Click".



**Mail Settings:**

This from will help admin to set email settings of the application  
User can send & receive mail notification related to the function of the application



### SMS Settings:

This feature will enable to send sms to registered employee number

SMS details consist of URL Name, SMS Text Format

If you check mark on enable SMS for new punches received, It will send punch details of the employees, once this data received in application of the database based on the time interval set every 1hr, 2 hr, 3hr, 4 hr.. etc

If you check mark for send only for single Punch, It will send only First single punch of that day to employee

It will also send the SMS for absentee employees

SMS Settings

Enable SMS for new punch received in last  in hours

Send only for Single Punch

URL Name

SMS Text Format

Send SMS for Absentees

Absent Begin Time  HH:MM 24 hr fmt

Absent End Time  HH:MM 24 hr fmt

Absent Text Format

Last Run Date

Mobile Number To Test

Note: Please do not change the mentioned text format.

EmployeeCode=<<<EmployeeCode>>>  
EmployeeName=<<<EmployeeName>>>  
LogDate=<<<LogDate>>>  
LogTime=<<<LogTime>>>

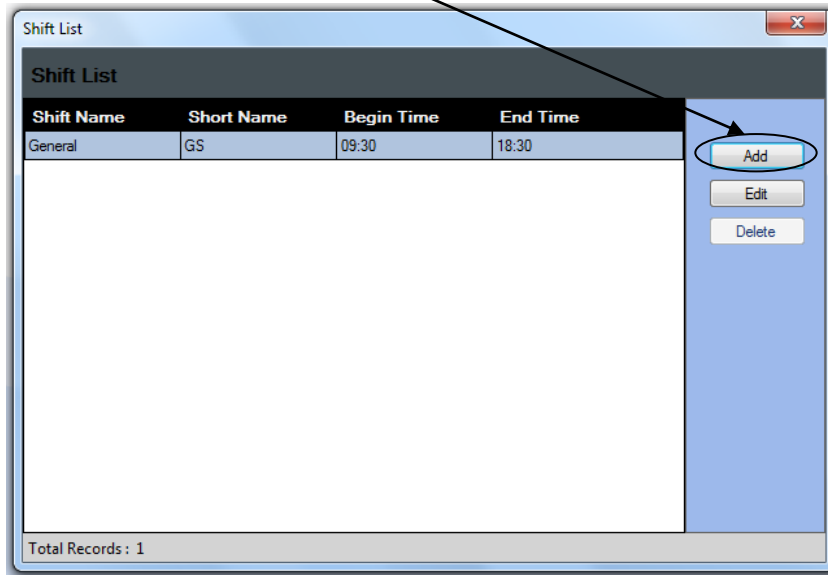
EX 1: <<<EmployeeCode>>> : <<<EmployeeName>>> punched at <<<LogDate>>> : <<<LogTime>>>  
EX 2: <<<EmployeeCode>>> : <<<EmployeeName>>> is absent on <<<LogDate>>>.

Click



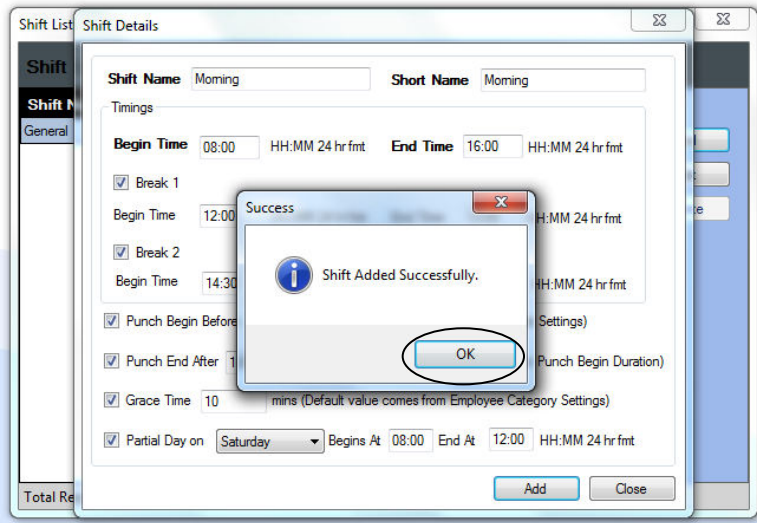
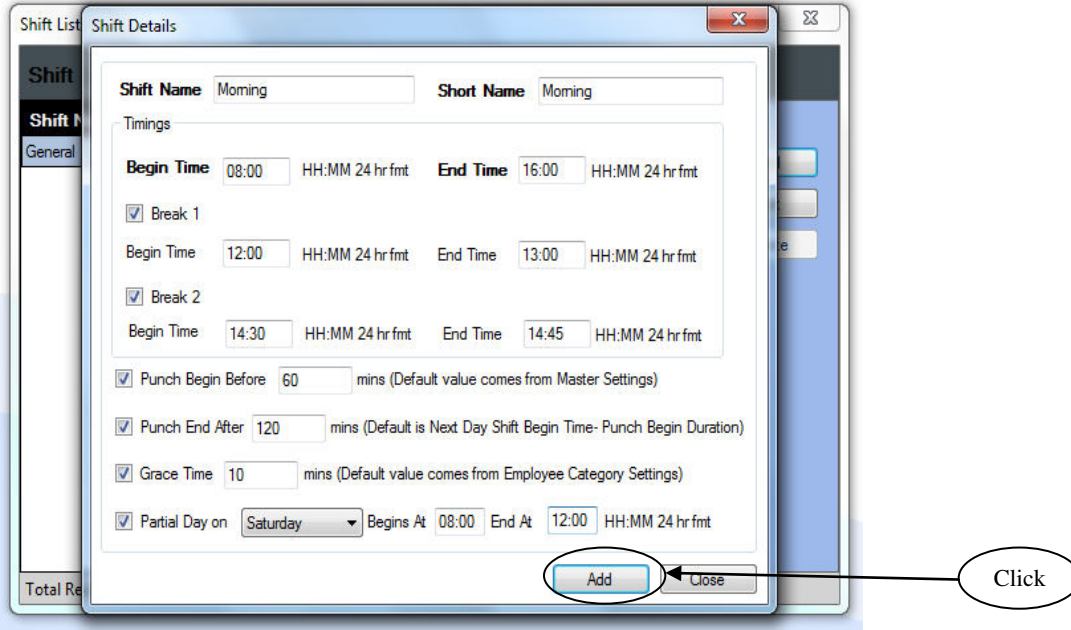
**Shift Details:**

This form will display the List of all shifts  
User can Add, Edit & Delete the shift



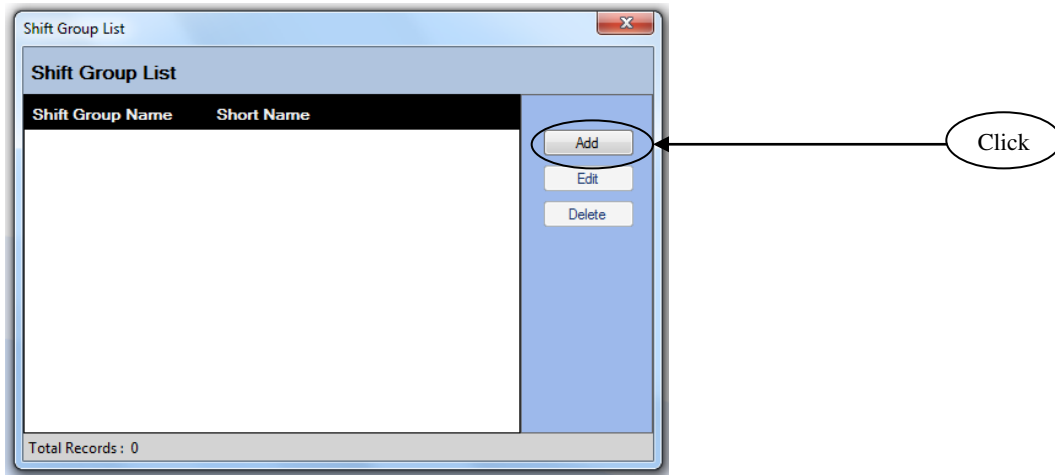
- Name** : Enter Shift Name
- Short Name** : Enter Shift Short Name
- Begin Time** : Enter Begin Time value (In 24 hour's format)
- End Time** : Enter End Time value (In 24 hour's format)
- Break1 Details** : Enter Break Time value (In 24 hour's format) & Range time should within shift Start & End time
- Break 2 Details** : Enter Break Time value (In 24 hour's format) & Range time should within shift Start & End time & should not clash with Break1 timings
- Punch Begin before** : Enter Punch Begin before in minute's w.r.t shift Begin time
- Punch end Time** : Enter Punch Begin before in minute's w.r.t shift End time
- Grace Time for Late Coming** : Enter in minute's
- Partial Day** : Set the partial week of the day & timings

Continue ...



**Shift Groups:**

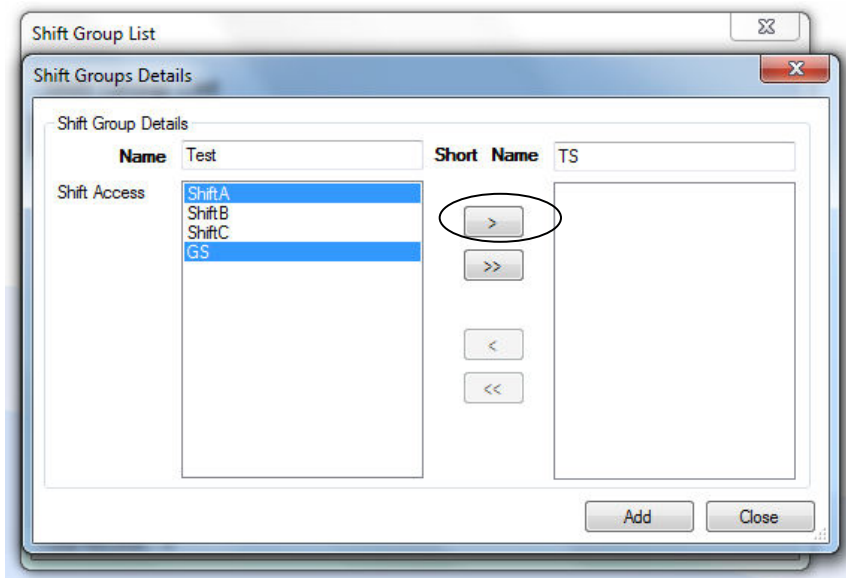
This form will display the List of all Shifts Groups  
 User can Add, Edit & Delete the shift group  
 Under group particular shift can be added



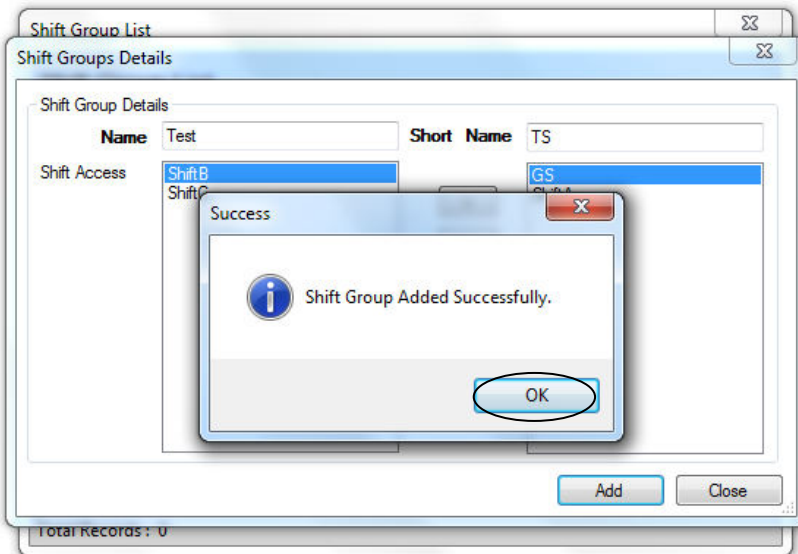
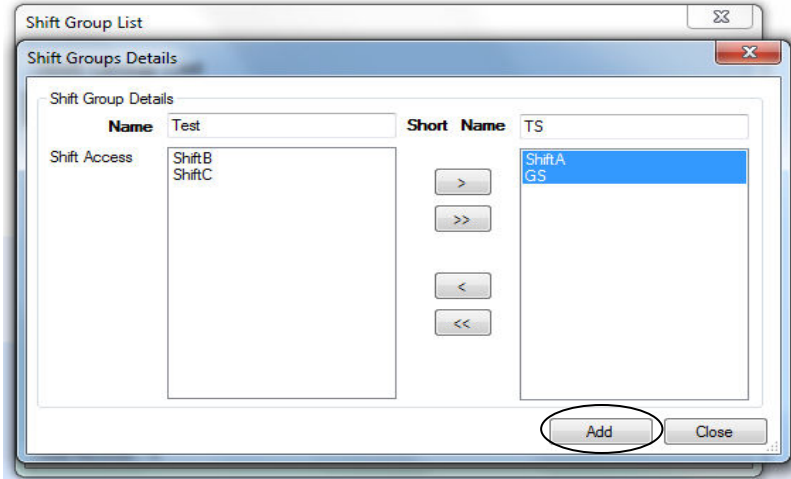
**Name** : Enter Shift Group name  
**Short Name** : Enter Shift Short Name

**Note:**

Left side will display all shifts, if user want to set “GS & Shift A” under Group test, Select that shift & click on right arrow, it will move on the right hand side than click on add



Continue ...

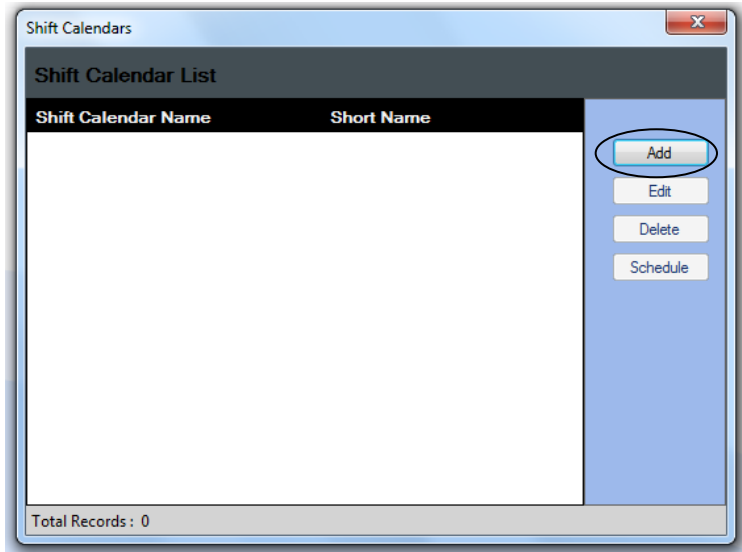


**Note:**

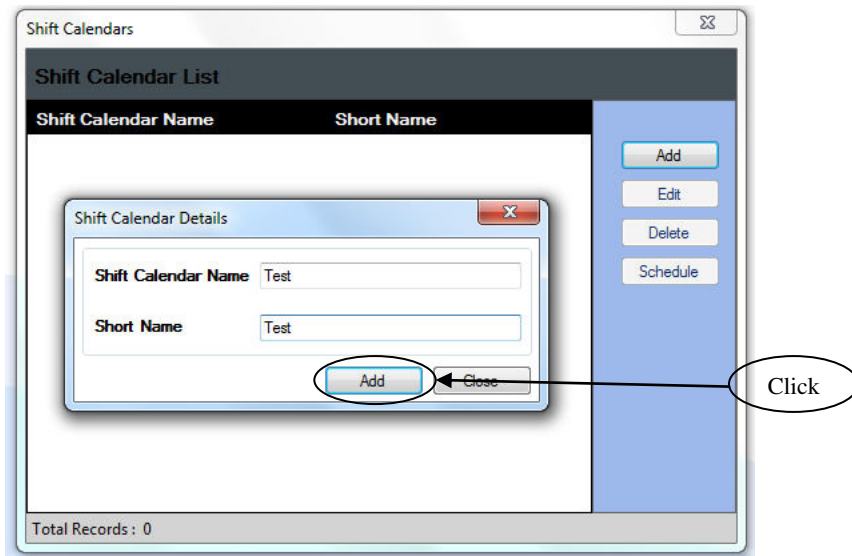
If you want to make shuffle shift than select the shift and click on (<) left arrow

**Shift Calendar:**

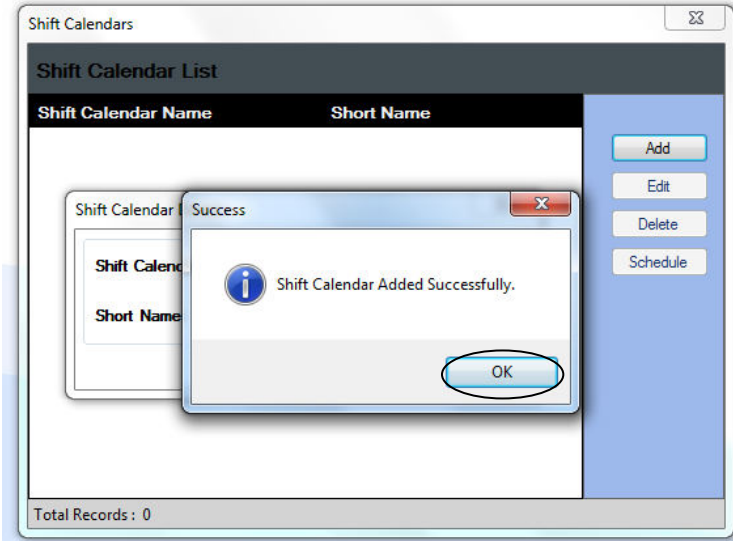
This form will display the List of all Shifts  
User can Add, Edit Delete & Schedule the Shift Calendar



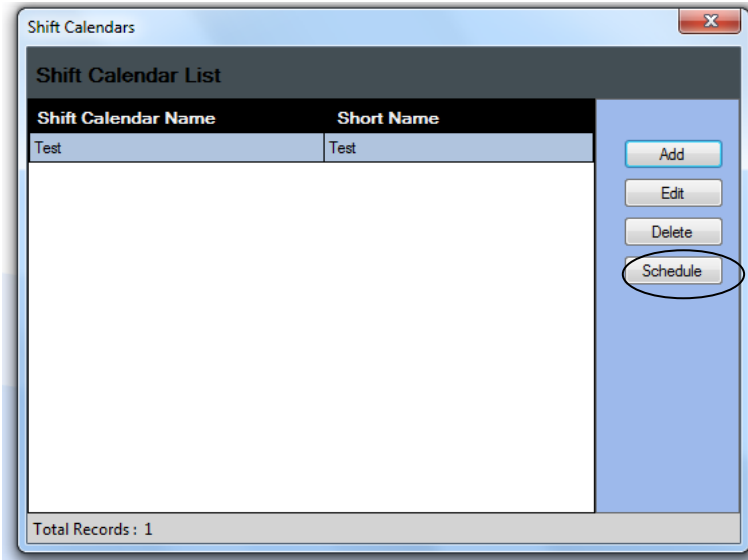
**Shift Calendar Name** : Enter Shift calendar name  
**Short Name** : Enter Shift calendar Short Name



Continue ...

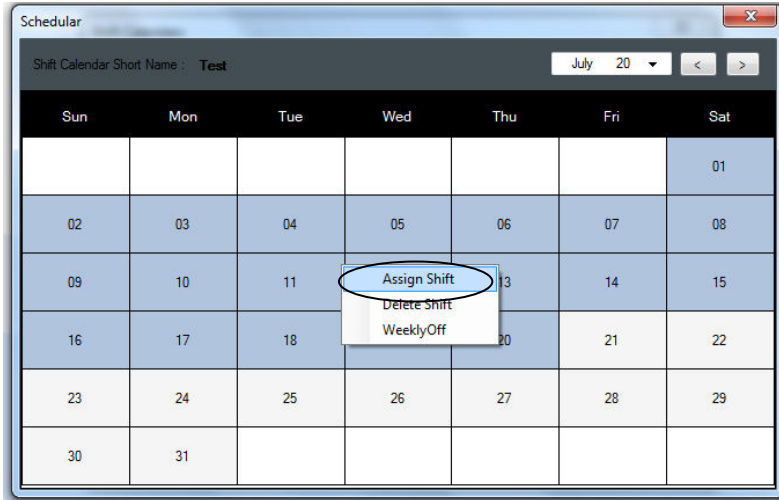


### Scheduling of the shift

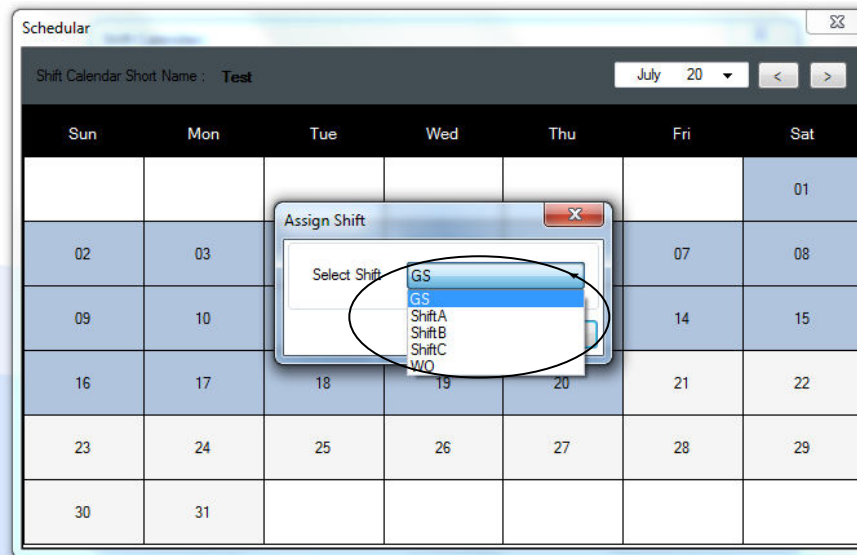


Continue ...

Select the month, you can select single cell or multiple cells, click on Assign Shift



Select the shift name from drop down list, you would like to assign for selected cells



Continue ...

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01-GS
02-GS	03-GS	04-GS	05-GS	06-GS	07-GS	08-GS
09-GS	10-GS	11-WO	12-WO	13-WO	14-GS	15-GS
16-GS	17-GS	18-WO	19-WO	20-WO	21	22
23	24	25	26	27	28	29
30	31					

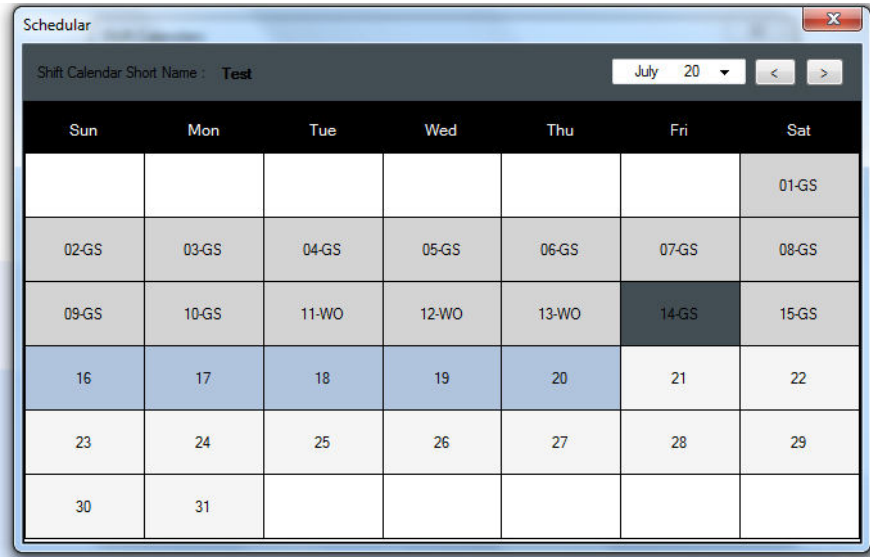
### Delete of assigned Shift

Select the month, you can select single cell or multiple cells, click on delete

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01-GS
02-GS	03-GS	04-GS	05-GS	06-GS	07-GS	08-GS
09-GS	10-GS	11-WO	12-WO	13-WO	14-GS	15-GS
16-GS	17-GS	18-WO	19-WO	20-WO	21	22
23	24	25	26	27	28	29
30	31					



Continue ...

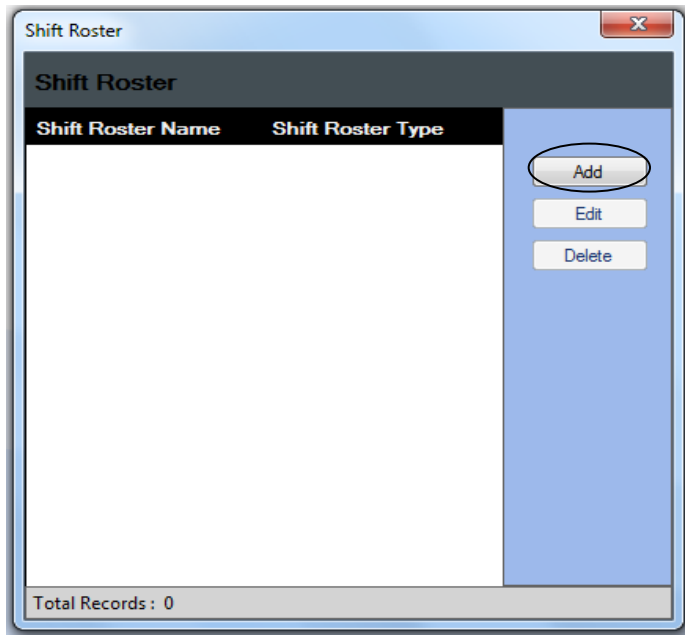


The screenshot shows a window titled "Scheduler" with a close button in the top right corner. Below the title bar, there is a text field labeled "Shift Calendar Short Name : Test" and a date selector showing "July 20" with left and right navigation arrows. The main area is a calendar grid with columns for days of the week (Sun to Sat) and rows for dates. The grid contains shift codes like "01-GS", "02-GS", etc., and dates from 16 to 31. The date 14 is highlighted in dark grey, and the dates 16, 17, 18, 19, and 20 are highlighted in light blue.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01-GS
02-GS	03-GS	04-GS	05-GS	06-GS	07-GS	08-GS
09-GS	10-GS	11-WO	12-WO	13-WO	14-GS	15-GS
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

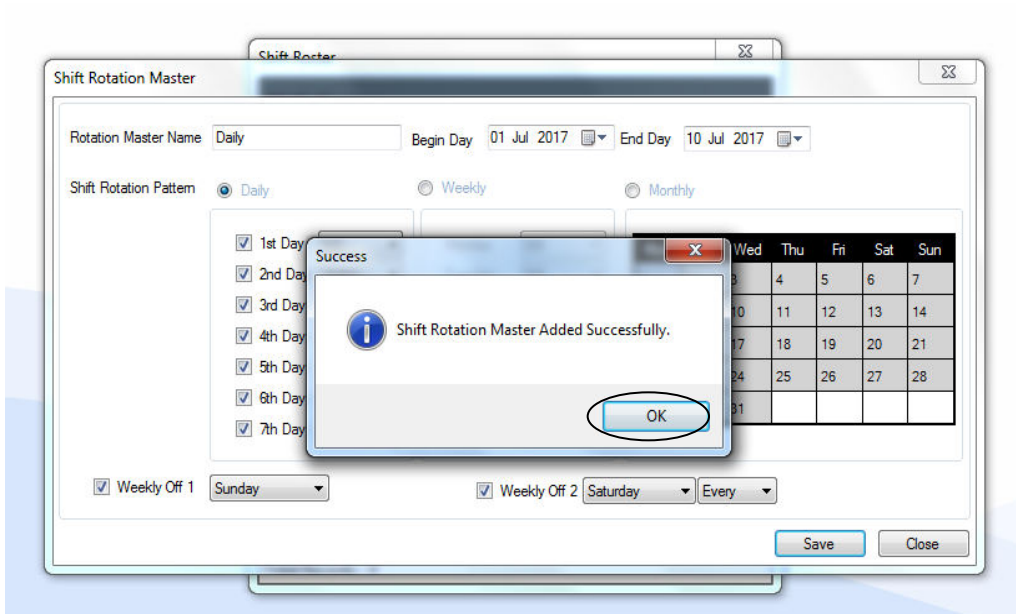
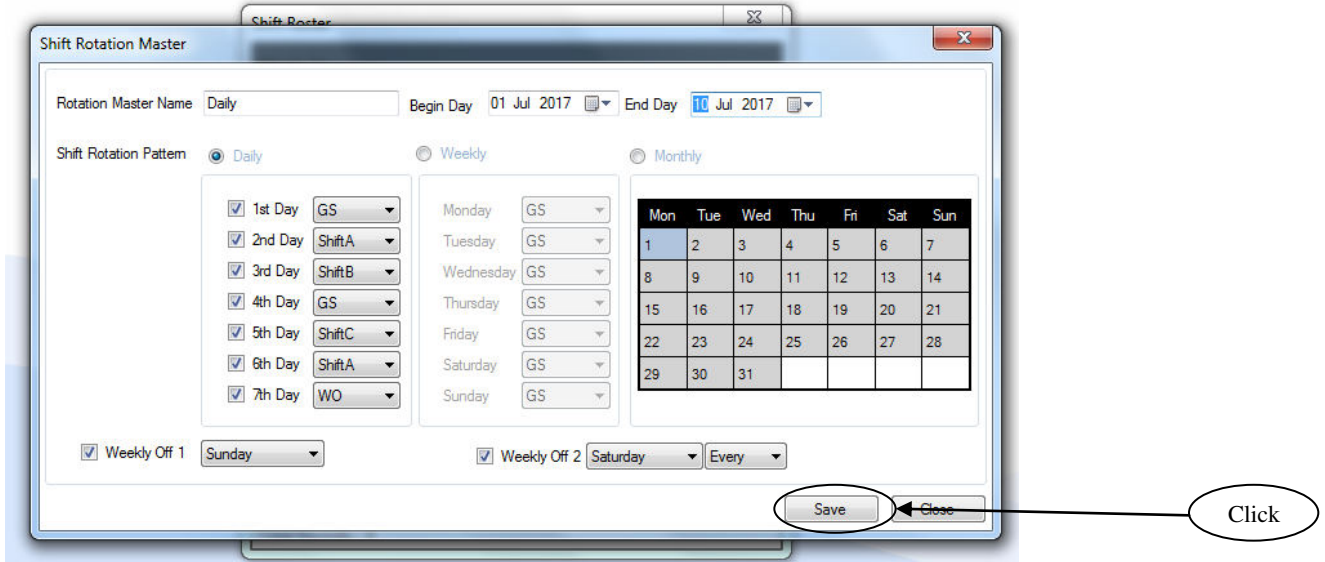
**Shift Roaster:**

This form will display the List of all Shifts Roaster  
User can Add, Edit & Delete the shift like Daily, Weekly & Monthly



- Rotation Master Name** : Enter rotation master name
- Begin Day** : Enter Start date
- End Day** : Enter End date
- Shift Rotation Pattern** : Select rotation pattern
- Weekly Off 1** : Select the weekly off 1 from the drop down
- Weekly Off 2** : Select the weekly off 2 from drop down & you can set condition like  
{(Every, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, or Alternate (1, 3), Alternate (2, 4))}

Continue ...



**Leave Types:**

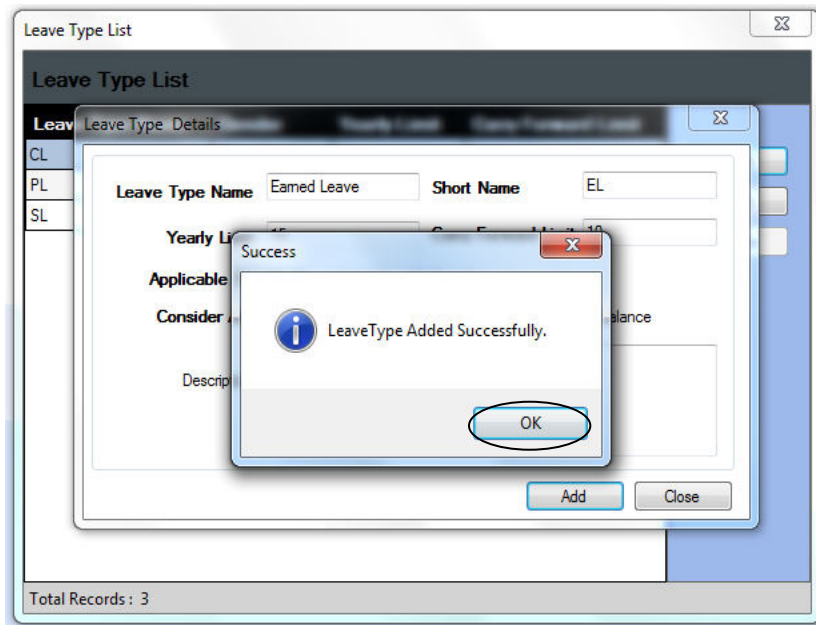
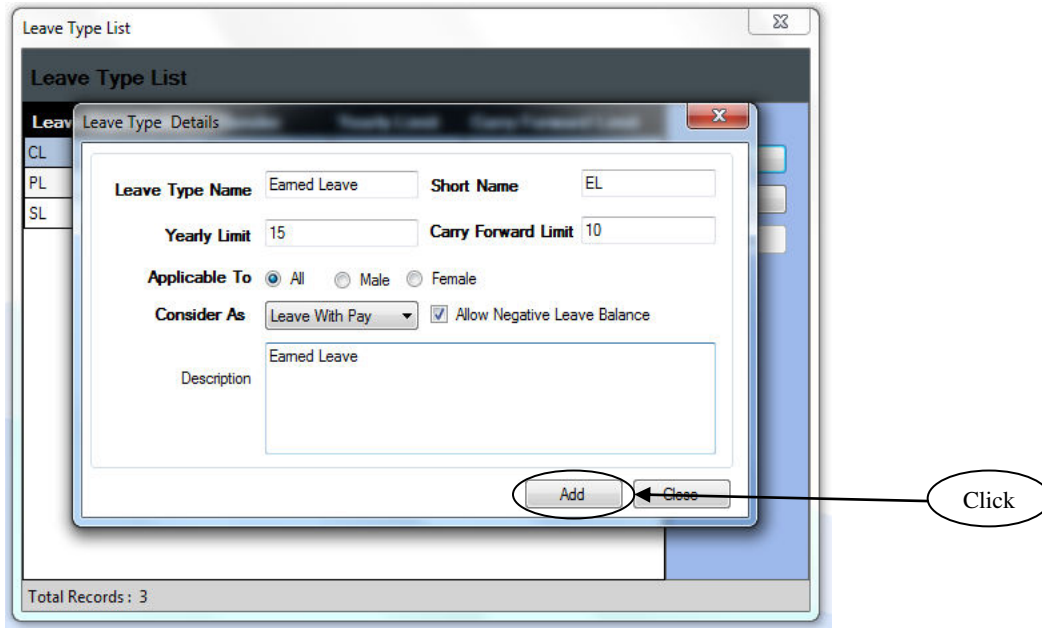
This form will display the List of all Leave Types  
User can Add, Edit & Delete the Leave types

Leave Type Name	Gender	Yearly Limit	Carry Forward Limit
CL	All	5	0
PL	All	10	2
SL	All	10	0

Total Records : 3

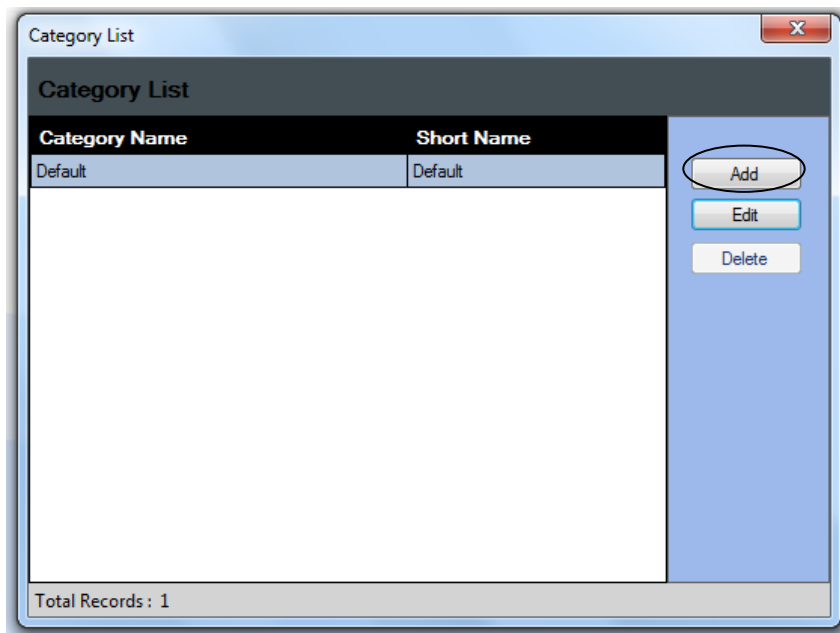
- Leave Type Name** : Enter Leave Type Name
- Short Name** : Enter Leave type Short Name
- Yearly Limit** : Enter yearly limit value
- Carry Forward Limit** : Enter carry forward limit value
- Applicable To** : Select the Gender type
- Consider as** : Select the leave type to be paid or without paid
- Allow Negative leave Balance** : Applicable means check mark this option
- Description** : Enter the description of the leave type

Continue ...



## Employee Categories:

This form will display the List of all Employee Categories  
You can Add, Edit & Delete the Categories



Attendance Calculation Details are:-

- OT Formula is used to set Method to calculate Overtime  
Note: OT Not applicable is used to ignore Overtime  
Minimum & Maximum OT minutes can be set

There are three types of OT Formula:

- a) Out Punch – Shift End time will Calculate OT by subtracting Out Time (Last out Punch) from Shift End Time if Out Time is Greater Than Shift End Time
  - b) Total Duration – Shift Duration will Calculate OT by subtracting Shift Duration from Total work duration
  - c) Early Coming + Late going will Calculate OT Adding early Coming minutes and Late Going Minutes which is depended on Shift Begin Time and End Time.
- “Neglect Last In Punch” is used when there is missed Out punch it will discard the Last In Punch
  - “Consider First & Last Punch” is used to consider the first day of the punch & last day of the punch
  - Grace Time is used to neglect Late coming \ Early going Minutes if it is less than Specified Minutes
  - Weekly Off1 can be set entire week falls in that month & Weekly Off2 can be set for particular (1st,2nd,3rd,4th &5th) weeks of the month
  - “Consider Early Coming Punch” will allow you to set whether to take Punches before Shift Begin Time or not

- “Consider Late going Punch” will allow you to set whether to take Punches after Shift End Time or not
- “Deduct Break Hours from Work duration” is used to set whether to deduct break hours from working Hours or Not, This Break Hours will be deducted according to Shift Break1 and Break2
- “Calculate Half Day If Work duration Less Than” is used to set whether to mark half day Present or not if work duration is Less than specified minutes
- “Calculate Absent If Work duration Less than” is used to set whether to mark “Absent” or not if work duration is less than specified minutes.
- “Marked Weekly Off & Holiday as Absent for Prefix day is absent” is used to mark Weekly off and holiday as Absent if employee is “Absent” on Previous day
- “Mark Absent” if late by mentioned minutes on the same day
- “Mark Absent Half day or Full day” if late occurrences are more than specified days

Category Details

Category Name: Business Analyst Short Name: BA

OT Formula: Out Punch - Shift End Time Min OT: 30 Max OT: 30 Mins

Consider Only First and Last Punch in Att Calculations Grace Time for Late Coming: 15 Mins

Neglect Last In Punch(For missed out punch) Grace Time for Early Going: 15 Mins

Weekly Off 1: Sunday  Weekly Off 2: Saturday

1st  2nd  3rd  4th  5th

Consider Early coming punch  Consider Late Going punch  Deduct Break Hours from Work Duration

Calculate Half Day if Work Duration is less than: 240 Mins

Calculate Absent if Work Duration is less than: 120 Mins

On Partial Day Calculate Half Day if Work Duration is less than: 240 Mins

On Partial Day Calculate Absent if Work Duration is less than: 120 Mins

Mark Weekly Off and Holiday as Absent if Prefix Day is Absent

Mark Weekly Off and Holiday as Absent if Suffix Day is Absent

Mark Weekly Off and Holiday as Absent if Both Prefix and Suffix Day is Absent

Mark: Half Day Absent when Late For: 3 days.

Mark Half Day if late by: Mins.

Mark Half Day if Early Going by: Mins.

Buttons: Add, Close

Category Details

Category Name: Business Analyst Short Name: BA

OT Formula: Out Punch - Shift End Time Min OT: 30 Max OT: 30 Mins

Consider Only First and Last Punch in Att Calculations Grace Time for Late Coming: 15 Mins

Neglect Last In Punch(For missed out punch) Grace Time for Early Going: 15 Mins

Weekly Off 1: Sunday  Weekly Off 2: Saturday

1st  2nd  3rd  4th  5th

Consider Early coming punch  Consider Late Going punch  Deduct Break Hours from Work Duration

Calculate Half Day if Work Duration is less than: 240 Mins

Calculate Absent if Work Duration is less than: 120 Mins

On Partial Day Calculate Half Day if Work Duration is less than: 240 Mins

On Partial Day Calculate Absent if Work Duration is less than: 120 Mins

Mark Weekly Off and Holiday as Absent if Prefix Day is Absent

Mark Weekly Off and Holiday as Absent if Suffix Day is Absent

Mark Weekly Off and Holiday as Absent if Both Prefix and Suffix Day is Absent

Mark: Half Day Absent when Late For: 3 days.

Mark Half Day if late by: Mins.

Mark Half Day if Early Going by: Mins.

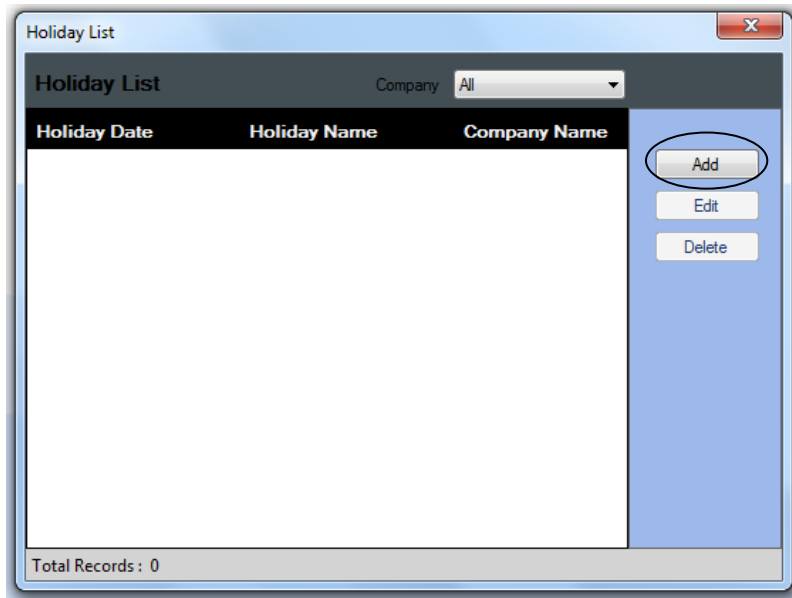
Buttons: Add, Close

Success: Category Added Successfully. OK

**Public Holiday:**

This form will display the list of all Public Holiday's

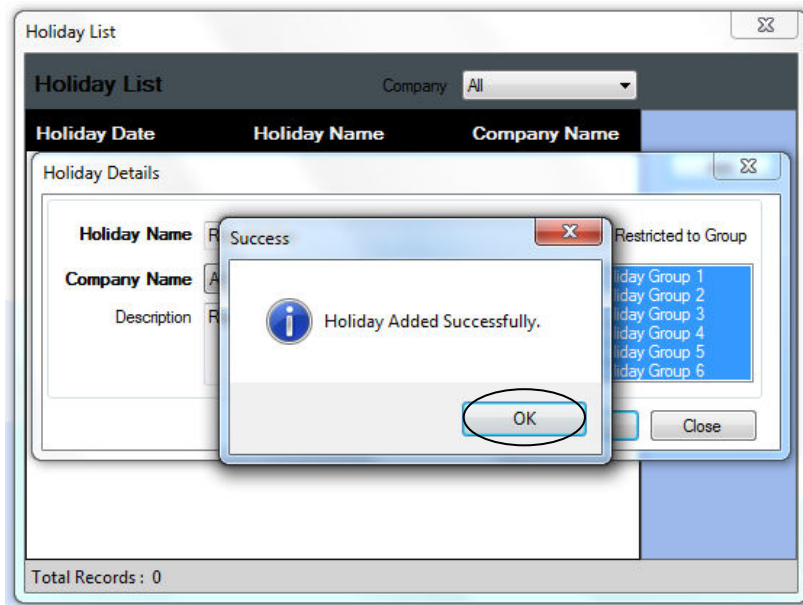
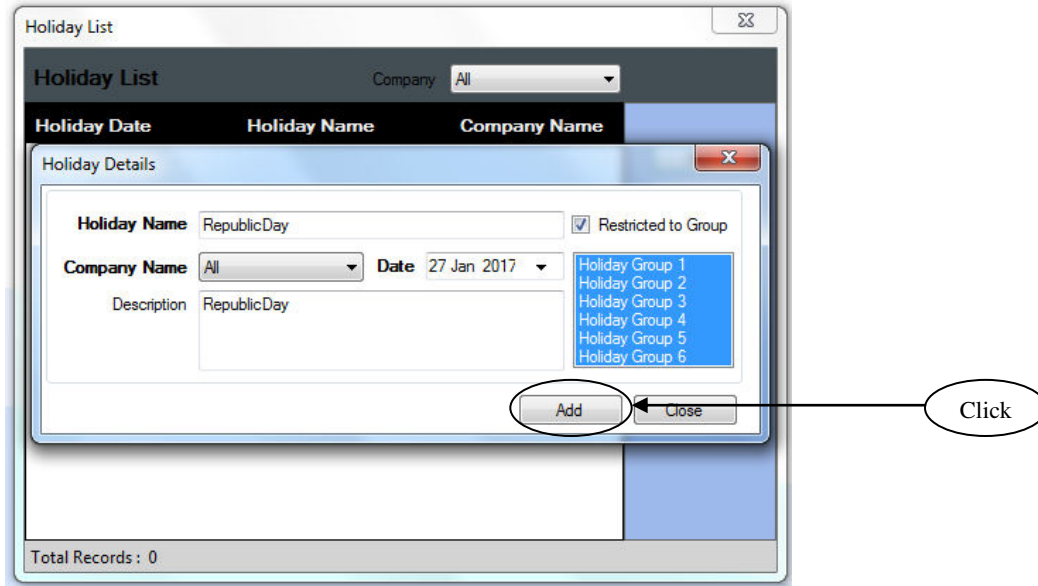
User can Add, Edit & Delete the holidays & it can be restricted to particular groups



- Holiday Name** : Enter Holiday Name
- Company Name** : Select the company from the drop down
- Date** : Set the date
- Description** : Enter holiday description
- Restricted to Group** : If restricted to group is unchecked then holiday will be by default to all groups, if you want to restrict the holiday to particular groups, Press control to select multiple group

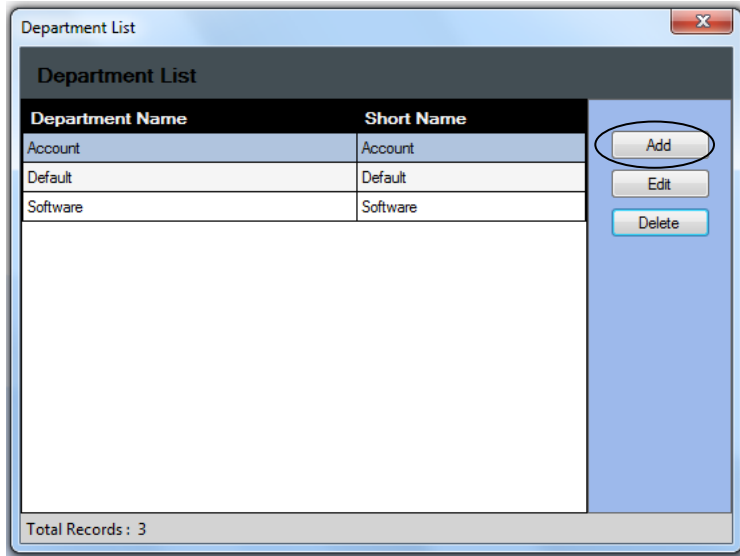


Continue ...

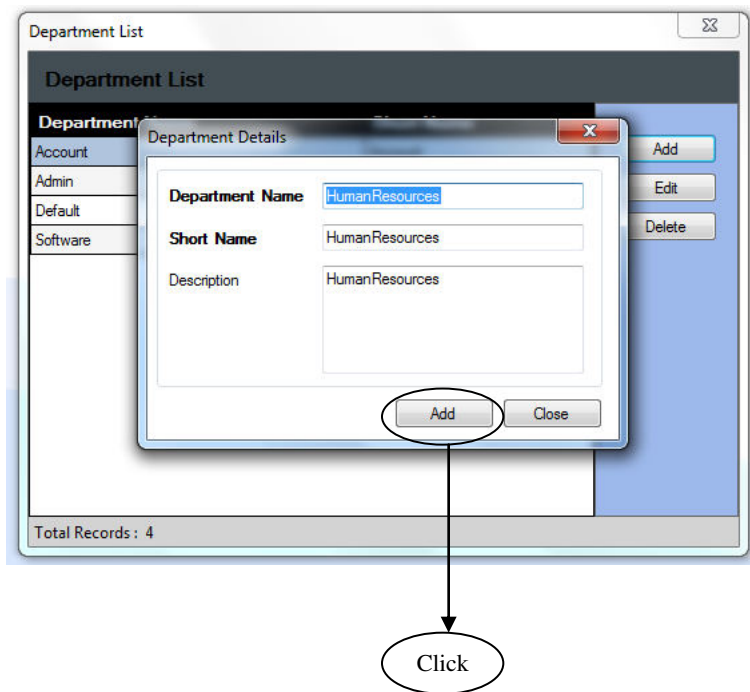


**Department:**

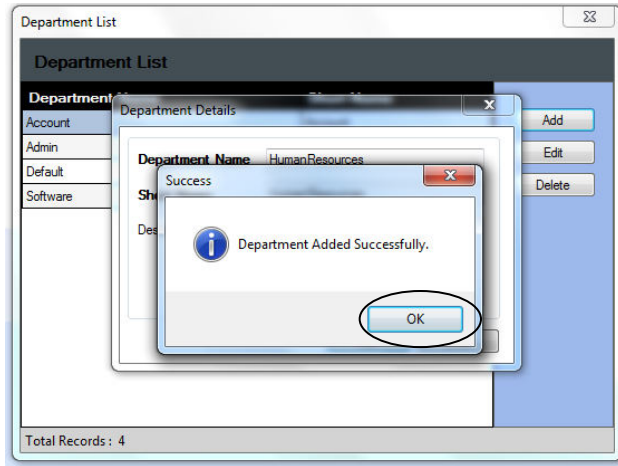
This form will display the list of all Departments  
User can Add, Edit & Delete the departments



- Name** : Enter Department name
- Short Name** : Enter Department Short Name
- Description** : Enter the description for the department



Continue ...



**Department Shift:**

This form will department shift list  
User can assign department shift

Department Shifts							
From Date	01 Feb 2017	To Date	21 Jul 2017	Department	All	Company	All
From Date	To Date	Company	Department	Shift Assigned	Shift Type	Last Modified Date	
01 May 2017	10 May 2017	Default	Service	Shift.A	Shift	21 Jul 2017	Assign
01 Apr 2017	10 Jul 2017	Default	Account	GS	Shift	21 Jul 2017	Edit
							Delete

Click on assign & select Company, Department, Shift & select the from date to date

**Department Shift Details**

Company: eSSL

Department: Service

Shift  Shift Calendar

Shift: Shift.A

From Date: 01 Jul 2017

To Date: 21 Jul 2017

Add Close



**Employees:**

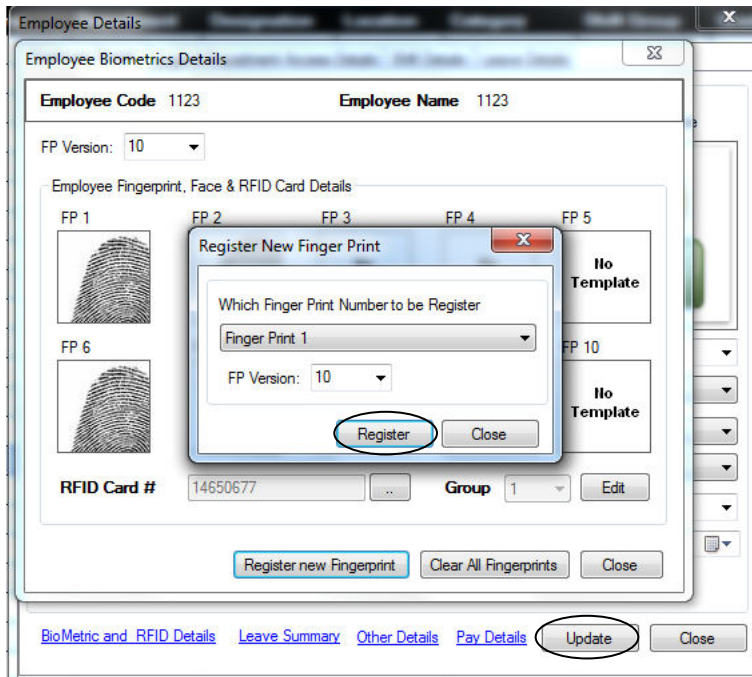
This form will display the list of all Employees, You can Add, Edit & Delete the Employees

- Employee Name** : Enter Employee Name
- Employee Code** : Enter Employee Code
- Device Code** : Enter employee code in the device
- Company** : Select the company from the drop down
- Department** : Select the department from the drop down
- Designation** : Enter designation of employee
- Gender** : Select the gender
- Holiday Group** : Select the holiday group from the drop down
- Employment Type** : Enter employment type of the employee
- Grade** : Enter grade of employee
- Date of Joining** : Set the date of employee joining
- Date of confirmation** : Set the date of employee confirmation
- Status** : Select the status from the drop down
- Location** : Enter employee location place name
- Shift Group** : Select the shift group name from the drop down, if applicable only
- Shift Roster** : Select the shift roster name from the drop down, if applicable only
- Category** : Select the category from the drop down
- Team** : Enter employee team name
- Aadhaar Number** : Enter the aadhaar number of the employee

**Photo:** Browse the path of the Image or you can also take photo of employee from the web cam also

**Biometric Details:**

Employee finger can be registered remotely via system by connecting the finger print scanner to the system



**Employee other Details:**

**Employee - 510 : Vijaykumar**

Father's Name:  Mother's Name:

Contact No.  Blood Group

Email Id

Date of Birth  Place of Birth

Nominee1  Nominee2

Residential Address

Permanent Address

Remarks

**Employee Shift Details:**

User can assign the shift to employee & delete the assigned shift  
 Select the month, you can select single cell or multiple cells, click on Assign Shift

Employee Details

Employee Details | Login & Department Access Details | **Shift Details** | Leave Details

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01-
02-	03-	04-	05-	06-	07-	08-
09-	10-	11-	12-	13-	14-	15-
16-	17-	18-	19-	20-	21-	22-
23-	24-	25-	26-	27-	28-	29-
30-	31-					

Context Menu (over 12-):

- Assign Shift
- WeeklyOff
- Delete Shift

Continue ...

Employee Details window showing a calendar grid for July 2017. The grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The rows represent days of the month, with shift assignments listed in each cell. The current date is July 17, 2017, which is highlighted in dark grey.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01-
02-ShiftA	03-ShiftA	04-ShiftA	05-ShiftA	06-ShiftA	07-ShiftA	08-ShiftA
09-ShiftA	10-ShiftA	11-ShiftA	12-ShiftA	13-ShiftA	14-ShiftA	15-ShiftA
16-	17-	18-	19-	20-	21-	22-
23-	24-	25-	26-	27-	28-	29-
30-	31-					

Select the month, you can select single cell or multiple cells, click on delete

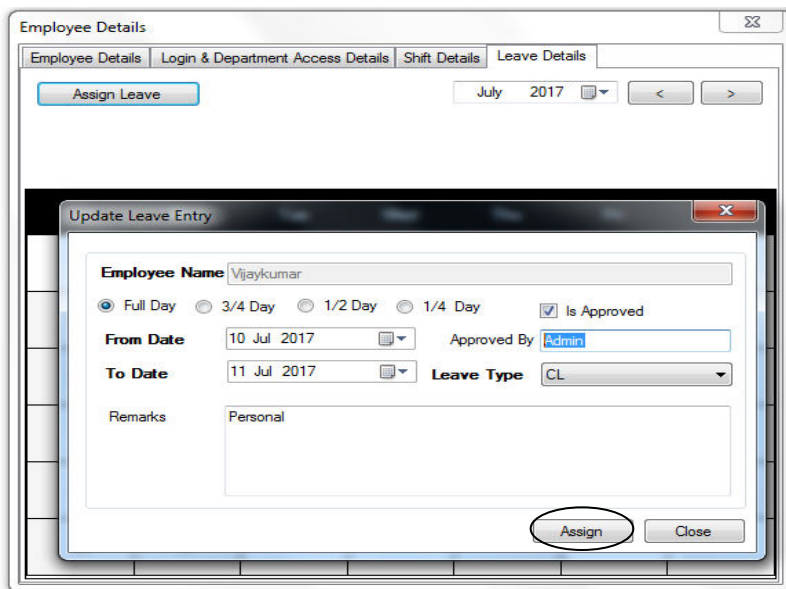
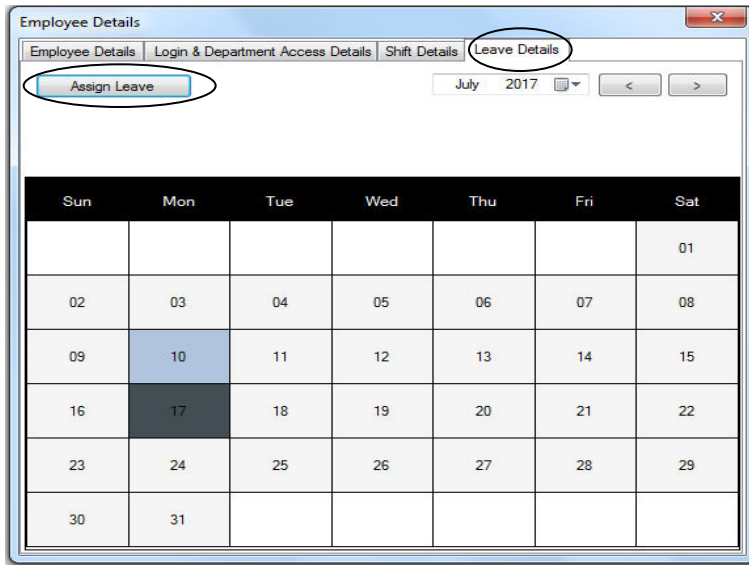
Employee Details window showing a calendar grid for July 2017. The grid is identical to the previous screenshot, but the cell for July 15 (Sat) is highlighted in blue, indicating it is selected.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01-
02-ShiftA	03-ShiftA	04-ShiftA	05-ShiftA	06-ShiftA	07-ShiftA	08-ShiftA
09-	10-	11-	12-	13-	14-	15-
16-	17-	18-	19-	20-	21-	22-
23-	24-	25-	26-	27-	28-	29-
30-	31-					

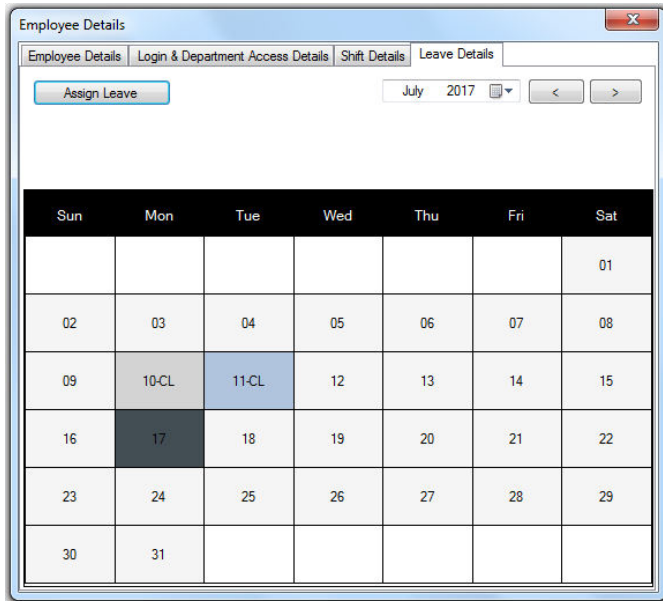
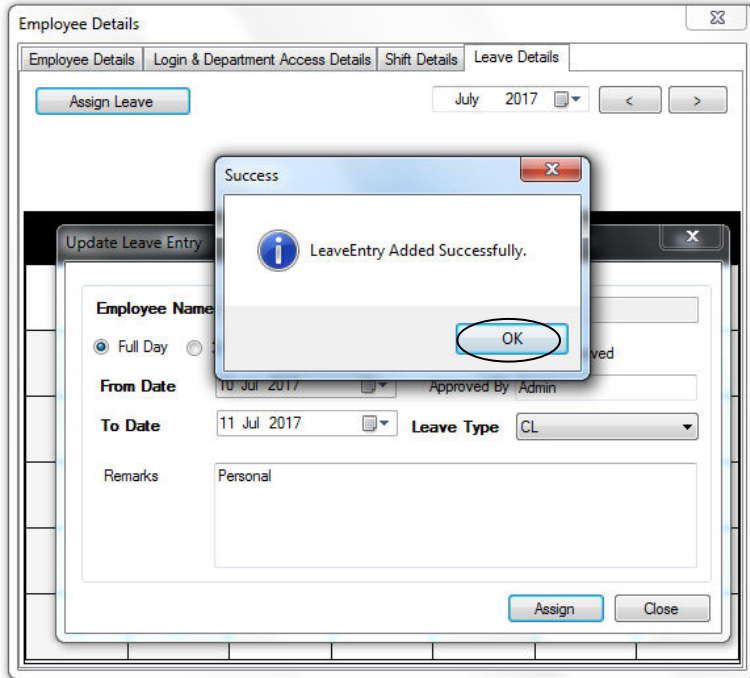


**Leave Details:**

User can assign the leave to the employee



Continue ...



**Leave Summary:**

- This form will display the employee summary based upon the year that includes leave type, Leave Allowed & Allowed leave & Leave Taken

Employee Details: Login & Department Access Details | Shift Details | **Leave Details**

Employee Name: Vijaykumar    Male  Female

**Employee Leaves**    Year: 2017

Leave Type	Year	Allowed Leaves(Std.)	Allowed Leaves(Actual)	Leave Taken
CL	2017	5	5	2
EL	2017	15	15	0
PL	2017	10	10	0
SL	2017	10	10	0

Status: Working    Team: Default

Date of Resigning: 01 Jan 3000    Date of Confirmation: 17 Jul 2017

Aadhaar Number:

[BioMetric and RFID Details](#)   [Leave Summary](#)   [Other Details](#)   [Pay Details](#)

This form also allows to Update Multiple Employee details which will you find in right click menu option

Admin Masters Utilities Attendance Reports Canteen Monitor Windows Help

**Employee List**

Company All Designation All Category All Status Working Employment Type All Location All

Emp Code	Emp Name	Company	Department	Designation	Location	Category	Shift Group	Grade	Team	Status	Emp. Type	Modified By
999	999	Default	Default	Electrician		2	None			Working	Permanent	essl
1003	Sathya Sheelan C	Default	Default			Default	None			Working	Permanent	
1006	ABC	Default	Default			Default	None			Working	Permanent	
1009	Chetan	Default	Default			Default	None			Working	Permanent	
1010	Ginsh CS	Default	Default			Default	None			Working	Permanent	
1011	Saleem	Default	Default			Default	None			Working	Permanent	
1014	BASAVARAJ H S	Default	Default			Default	None			Working	Permanent	essl
1015	Santhosh Kumar SB	Default	Default			Default	None			Working	Permanent	
1019	1019	Default	Default			Default	None			Working	Permanent	
1036	Hanumantha	Default	Default			Default	None			Working	Permanent	
1037	Roopa D	Default	Default			Default	None			Working	Permanent	
1038	Anshu	Default	Default			Default	None			Working	Permanent	
1040	Anand MK	Default	Default			Default	None			Working	Permanent	
1041	Guthyappa	Default	Default			Default	None			Working	Permanent	
1064	Shivkumar	Default	Default			Default	None			Working	Permanent	
1067	Arvind	Default	Default			Default	None			Working	Permanent	
1078	Chaluvaraju	Default	Default			Default	None			Working	Permanent	
1083	Basavraju CS	Default	Default			Default	None			Working	Permanent	
1091	Raju	Default	Default			Default	None			Working	Permanent	
1095	Vijayakshmi M	Default	Default			Default	None			Working	Permanent	
1097	abhi	Default	Default			Default	None			Working	Permanent	
1099	Mohit Bhandari	Default	Default			Default	None			Working	Permanent	

Filter: Employee Code, Employee Name, Department (Default, HR, Software), Filter, Reset

Right-click context menu options: Update Department, Update Category, Update Company, Update Status, Update Designation, Update Employment Type, Update Location, Update Grade, Update Team, Update Holiday Group, Update Shift Group

**Employee Shift:**

- This page will display the employee assigned shift records, you can assign the shift to single employee or multiple employees
- User can filter shift entries by Employee name, code, from date -To date, status etc...

**Employee Shift Details**

From Date: 17 Jun 2017 To Date: 17 Jul 2017

Company: All Designation: All Category: All Status: Working Employment Type: All Location: All Shift Assigned: All

**Assign Employee Shift**

From Date: 12 Jul 2017 To Date: 14 Jul 2017

Shift:  Shift Calendar  Shift **GS**

Filter:

Employee Code:  Company: All Department: All

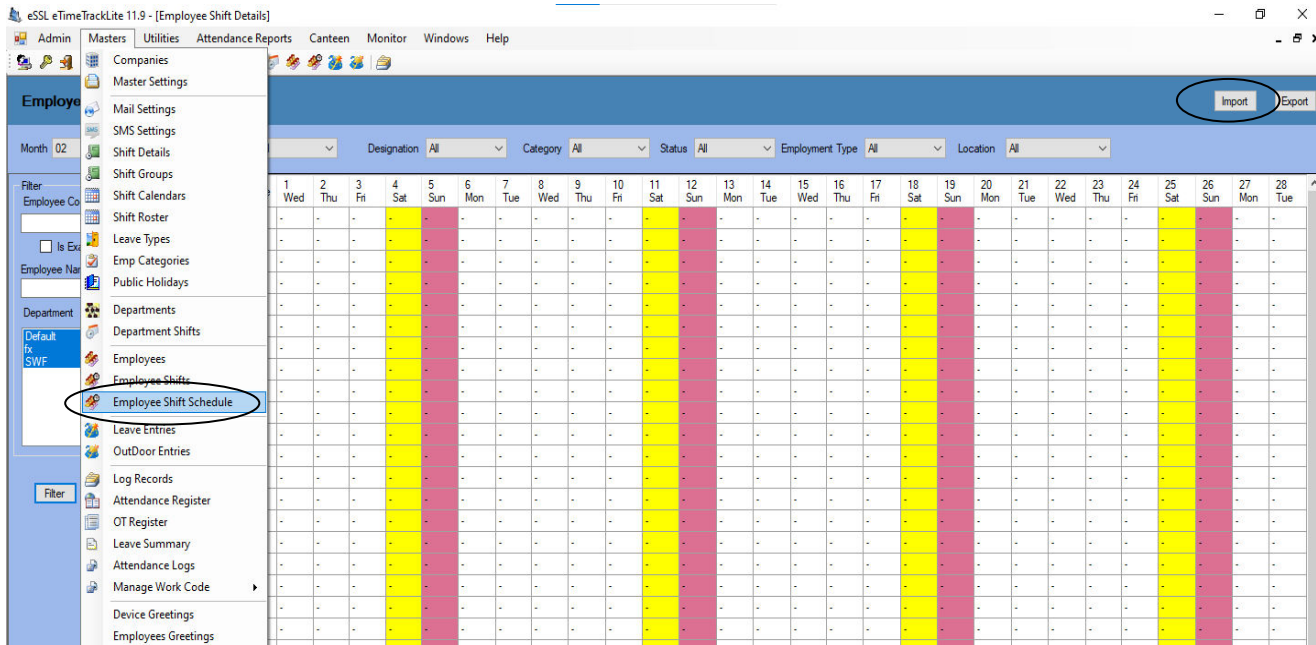
Employee Name:  Designation: All Employment Type: All

Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employment Type
<input type="checkbox"/>	110	Default	Default	Electrician	Default	Working	Permanent
<input type="checkbox"/>	111	Default	Default	SE	2	Working	Permanent
<input type="checkbox"/>	114	Default	Default	SE	Default	Working	Permanent
<input type="checkbox"/>	118	Default	Default		Default	Working	Permanent
<input type="checkbox"/>	119	Default	Default	SE	Default	Working	Permanent
<input type="checkbox"/>	400	Default	Default	Electrician	2	Working	Permanent
<input type="checkbox"/>	500	Default	Default		2	Working	Permanent
<input type="checkbox"/>	501	Default	Default		2	Working	Permanent
<input checked="" type="checkbox"/>	510	Default	Default		2	Working	Permanent
<input type="checkbox"/>	999	Default	Default	Electrician	2	Working	Permanent
<input type="checkbox"/>	1003	Sathy Sheelan C	Default		Default	Working	Permanent
<input type="checkbox"/>	1006	ABC	Default		Default	Working	Permanent
<input type="checkbox"/>	1009	Chetan	Default		Default	Working	Permanent
<input type="checkbox"/>	1010	Girish CS	Default		Default	Working	Permanent
<input type="checkbox"/>	1011	Saleem	Default		Default	Working	Permanent

Total Employee: 501 Total Selected Employee: 1

**Employee Shift Schedule:**

- This page will display the employee assigned shift records, you can assign the shift to single employee or multiple employees through excel sheet
- User can filter shift entries by Employee name, code, from date -To date, status etc...
- Shift short name is shift code name



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	A
1	EmployeeCode	1				5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2		100	GS	GS	General - GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	
3					WeeklyOff - WO																												

Continue ...

Employee Shift Details																																	Import	Export		
Month: 03 Year: 2023 Company: All Designation: All Category: All Status: All Employment Type: All Location: All																																				
Filter	Employee Code	EmployeeNa	EmployeeCode	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri		
		Prakash	1	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	GS	WO	WO	GS	GS	GS	
		Savitha	9	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	
		44	44	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	
		47	47	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG	MG
		49	49	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	
		Dupcard	100	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	
		Shiva	101	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	
		105	105	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	
		106	106	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	
		107	107	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	

User can also select the multiple cells and assign or delete shifts

Employee Shift Details																																	Import	Export	
Month: 03 Year: 2023 Company: All Designation: All Category: All Status: All Employment Type: All Location: All																																			
Filter	Employee Code	EmployeeNa	EmployeeCode	1 Wed	2 Thu	3 Fri	4 Sat	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	
		106	106	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS
		107	107	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS	WO	GS	GS	GS	GS	WO	WO	GS	GS	GS	GS
		138	138	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		139	139	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		FX1	201	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		FX2	202	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

**Leave Entries:**

- This page will display the employee leave records; User can assign the leave entry to single employee or multiple employees
- User can filter leave entries by Employee name, code, from date -To date, status, leave type etc...

Employee Leave Entries

From Date: 17 Jun 2017 To Date: 17 Jul 2017

Company: All Designation: All Category: All Leave Type: All Status: Working Employment Type: All Location: All

Filter: Employee Code, Employee Name, Department (Default, HR, Software), Is Exact Filter

Assign Leave

Full Day, 3/4 Day, 1/2 Day, 1/4 Day, Is Approved, Remarks: Out Of Station

From Date: 14 Jul 2017 Approved By: Admin

To Date: 14 Jul 2017 Leave Type: PL

Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employment Type
<input type="checkbox"/>	500	500	Default	Default		2	Working Permanent
<input type="checkbox"/>	501	501	Default	Default		2	Working Permanent
<input checked="" type="checkbox"/>	510	Vijaykumar	Default	Default		2	Working Permanent
<input type="checkbox"/>	999	999	Default	Default	Eletican	2	Working Permanent
<input type="checkbox"/>	1003	Sathya Sheelan C	Default	Default		Default	Working Permanent
<input type="checkbox"/>	1006	ABC	Default	Default		Default	Working Permanent
<input type="checkbox"/>	1009	Chetan	Default	Default		Default	Working Permanent
<input type="checkbox"/>	1010	Girish CS	Default	Default		Default	Working Permanent
<input type="checkbox"/>	1011	Saleem	Default	Default		Default	Working Permanent
<input type="checkbox"/>	1014	BASAVARAJ H S	Default	Default		Default	Working Permanent
<input type="checkbox"/>	1015	Santhosh Kumar SB	Default	Default		Default	Working Permanent

Total Employee: 501 Total Selected Employee: 1

Assign Leave Close



**Out Door Entries:**

- This page will display the employee outdoor records; User can assign the Outdoor entry to single employee or multiple employees
- User can filter Outdoor entries by Employee name, code, from date -To date, status etc...

**OutDoor Entries**

From Date: 17 Jun 2017 To Date: 17 Jul 2017

Company: All Designation: All Category: All Status: Working Employment Type: All Location: All

Filter: Employee Code, Employee Name, Department (Default, HR, Software)

**Assign OutDoor Entries**

From Date: 05 Jul 2017 To Date: 05 Jul 2017 Is Approved:  Approved By: Admin

Begin Time 1: 09:00 End Time 1: 13:10 Remarks: Client Meeting

Begin Time 2: End Time 2: Duration: 250 Mins

Filter: Employee Code, Employee Name, Company, Department, Category, Designation, Employment Type, Status

Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employment Type	
<input type="checkbox"/>	500	500	Default	Default	2	Working	Permanent	
<input type="checkbox"/>	501	501	Default	Default	2	Working	Permanent	
<input checked="" type="checkbox"/>	510	Vijaykumar	Default	Default	2	Working	Permanent	
<input type="checkbox"/>	999	999	Default	Default	Betrican	2	Working	Permanent
<input type="checkbox"/>	1003	Sathya Sheelan C	Default	Default	Default	Working	Permanent	
<input type="checkbox"/>	1006	ABC	Default	Default	Default	Working	Permanent	
<input type="checkbox"/>	1009	Chetan	Default	Default	Default	Working	Permanent	
<input type="checkbox"/>	1010	Girish CS	Default	Default	Default	Working	Permanent	
<input type="checkbox"/>	1011	Saleem	Default	Default	Default	Working	Permanent	
<input type="checkbox"/>	1014	BASAVARAJ H S	Default	Default	Default	Working	Permanent	
<input type="checkbox"/>	1015	Santhosh Kumar ...	Default	Default	Default	Working	Permanent	
<input type="checkbox"/>	1019	1019	Default	Default	Default	Working	Permanent	

Total Employee: 501 Total Selected Employee: 1

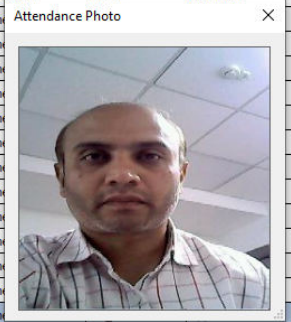
Assign OutDoor Entries Close

**Logs:**

- This page will display the employee logs records downloaded from devices to the application database
- User can filter log records by Employee name, code, date wise & device wise
- Employee Punch Photo (Att Photo) can be viewed when employee made swipe in the device

Device Logs													
Device: <span>All</span>   Emp Status: <span>Working</span>   Employment Type: <span>All</span>   Location: <span>All</span>   Log Status: <span>All</span>													
Filter	Log Date	Device	Direction	WorkCode	Emp Code	Emp Name	Location	Status	Emp Type	AttState	Verify Mode	Entry Status	Photo
Employee Code	03 Mar 2023 11:49:05	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FP	Approved	
<input type="checkbox"/> Is Exact Filter	03 Mar 2023 11:47:57	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FP	Approved	
Employee Name	03 Mar 2023 11:04:36	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FP	Approved	<a href="#">View</a>
Month	02 Mar 2023 18:09:10	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FP	Approved	<a href="#">View</a>
Year	02 Mar 2023 18:01:21	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FP	Approved	<a href="#">View</a>
From Date	01 Mar 2023 13:30:43	Silkbio	in	0	100	Dupcard		Working	Permanent	Check-In	VS_FP	Approved	<a href="#">View</a>
To Date	01 Mar 2023 13:30:27	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FACE	Approved	<a href="#">View</a>
Filter	01 Mar 2023 13:29:33	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FP	Approved	<a href="#">View</a>
Reset	01 Mar 2023 13:25:36	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FP	Approved	<a href="#">View</a>
	01 Mar 2023 13:24:38	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FP	Approved	<a href="#">View</a>
	01 Mar 2023 13:22:22	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FACE	Approved	<a href="#">View</a>
	01 Mar 2023 13:22:19	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FACE	Approved	<a href="#">View</a>
	01 Mar 2023 13:20:49	Silkbio	in	0	100	Dupcard		Working	Permanent	Check-In	VS_FP	Approved	<a href="#">View</a>
	01 Mar 2023 13:17:31	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FACE	Approved	<a href="#">View</a>

Log Date	Device	Direction	WorkCode	Emp Code	Emp Name	Location	Status	Emp Type	AttState	Verify Mode	Entry Status	Photo
03 Mar 2023 11:49:05	Silkbio	in	0	1123	1123		Working	Permanent	Check-In	VS_FP	Approved	
03 Mar 2023 11:47:57	Silkbio	in	0	1123	1123		Working	Permanent	Ch			
03 Mar 2023 11:04:36	Silkbio	in	0	1123	1123		Working	Permanent	Ch			<a href="#">View</a>
02 Mar 2023 18:09:10	Silkbio	in	0	1123	1123		Working	Permanent	Ch			<a href="#">View</a>
02 Mar 2023 18:01:21	Silkbio	in	0	1123	1123		Working	Permanent	Ch			<a href="#">View</a>
01 Mar 2023 13:30:43	Silkbio	in	0	100	Dupcard		Working	Permanent	Ch			<a href="#">View</a>
01 Mar 2023 13:30:27	Silkbio	in	0	1123	1123		Working	Permanent	Ch			<a href="#">View</a>
01 Mar 2023 13:29:33	Silkbio	in	0	1123	1123		Working	Permanent	Ch			<a href="#">View</a>
01 Mar 2023 13:25:36	Silkbio	in	0	1123	1123		Working	Permanent	Ch			<a href="#">View</a>
01 Mar 2023 13:24:38	Silkbio	in	0	1123	1123		Working	Permanent	Ch			<a href="#">View</a>
01 Mar 2023 13:22:22	Silkbio	in	0	1123	1123		Working	Permanent	Ch			<a href="#">View</a>
01 Mar 2023 13:22:19	Silkbio	in	0	1123	1123		Working	Permanent	Ch			<a href="#">View</a>
01 Mar 2023 13:20:49	Silkbio	in	0	100	Dupcard		Working	Permanent	Ch			<a href="#">View</a>
01 Mar 2023 13:17:31	Silkbio	in	0	1123	1123		Working	Permanent	Ch			<a href="#">View</a>



**Note:** Manual punches can be assigned to multiple employees; only manual punches can be edited or deleted

**Attendance Register:**

- This form will display the employee attendance records
- User can export the attendance logs
- User can filter by Company, Department, Designation, Employee type etc ...

Attendance Register Export

Month: Jun Year: 2016

Company: All Designation: All Category: All Status: Working Employment Type: All Location: All

Filter	Emp Code	Emp Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Employee Code	1003	Praveen	P	P	A	WO	P	P	A	P	P	A	WO	P	P	P	P	A	WO	P	P	P	P	P	A	WO	P	P	P	P	P		
<input type="checkbox"/> Is Exact Filter	1009	Chetan	P	P	P	WO	P	P	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	P	P		
Employee Name	1014	BASAVARAJGuru	A	A	A	WO	A	A	A	A	A	A	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P		
Department	1038	Patil	P	P	A	WO	P	P	P	P	A	WO	P	P	P	A	A	WO	A	P	P	P	P	A	WO	P	P	A	P				
Account	1041	Nagraj	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	A	WO	A	P	P	P	P	P	WO	P	P	P	P	P			
Default	1064	Shivkumar	1/2P	P	P	WO	P	1/2P	P	P	P	P	WO	P	1/2P	P	1/2P	A	P	WO	P	P	P	P	P	WO	A	A	A	A			
HR	1083	Basavraj Hiremath	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A			
Sales	1241	Prashanth	P	P	P	WO	A	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P			
Service	1471	Amol	P	P	P	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A				
Software	1605	Krishnan	A	P	P	WO	P	A	P	P	P	P	WO	A	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P			
TechSupport	1688	Shweta	P	P	P	WO	P	P	P	P	P	P	WO	P	A	P	P	P	WO	P	P	P	A	P	P	WO	P	P	A	A			

Abbreviations for Attendance Status are

- ✓ A - Absent
- ✓ P - Present
- ✓ CL, PL, SL – Leave Types
- ✓ OD - Out Door Duty
- ✓ WO - Weekly Off
- ✓ H – Holiday
- ✓ WOP –Weekly Off Present
- ✓ HP – Holiday Present

**OT Register:**

- This form will display the employee Over Time records
- User can export the OT
- User can filter records by Company, Department, Designation, Employee type etc ...

OverTime Register Export

Month: Jun Year: 2016

Company: eSSL Designation: All Category: All Status: Working Employment Type: All Location: All

Emp Code	Emp Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1003	Praveen	150	146	72	0	0	216	0	0	171	76	0	0	162	128	4	169	59	0	0	187	130	99	136	64	0	0	191	141	139	144
1009	Chetan	101	89	85	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	95	87	
1014	BASAVARAJGuru	0	0	0	0	0	0	0	0	0	0	0	0	45	80	0	84	88	0	0	81	80	82	81	80	0	0	40	77	89	79
1041	Nagraj	91	89	93	0	0	84	87	89	91	86	0	0	89	86	0	89	99	0	0	0	92	87	86	84	0	0	81	86	83	85
1064	Shivkumar	0	0	81	0	0	84	0	0	0	82	0	0	79	0	0	0	0	0	0	86	84	88	735	675	119	0	0	0	0	
1083	Basavraju Hiremath	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1095	Daniel	96	79	76	0	0	86	0	717	160	567	0	0	78	87	74	88	76	0	0	98	76	81	84	89	0	0	79	73	84	0
1452	Karthik L	102	114	111	0	0	164	120	101	114	114	0	0	139	123	138	113	105	0	0	130	119	87	113	101	10	0	155	111	107	107
1689	Jason	91	82	96	0	0	98	96	90	95	95	0	0	107	97	93	72	96	0	0	100	93	84	84	106	0	0	107	94	83	87
1692	Peter	84	85	80	0	0	82	83	82	77	96	0	0	79	79	84	78	78	0	0	85	79	79	79	78	0	0	89	86	82	78
1698	Abram	112	0	57	27	0	0	91	0	85	107	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

User can update Over Time

OverTime Register

Month: Jun Year: 2016

Company: eSSL Designation: All Category: All Status: Working Employment Type: All Location: All

Emp Code	Emp Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20											
1003	Praveen	150	146	72	0	0	216	0	0	171	76	0	0	162	128	4	169	59	0	0	187											
1009	Chetan	101	89	85	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1014	BASAVARAJGuru	0	0	0	0	0	0	0	0	0	0	0	0	45	80	0	84	88	0	0	81	80	82	81	80	0	0	40	77	89	79	
1041	Nagraj	91	89	93	0	0	84	87	89	91	86	0	0	89	86	0	89	99	0	0	0	92	87	86	84	0	0	81	86	83	85	
1064	Shivkumar	0	0	81	0	0	84	0	0	0	82	0	0	79	0	0	0	0	0	0	86	84	88	735	675	119	0	0	0	0		
1083	Basavraju Hiremath	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1095	Daniel	96	79	76	0	0	86	0	717	160	567	0	0	78	87	74	88	76	0	0	98	76	81	84	89	0	0	79	73	84	0	
1452	Karthik L	102	114	111	0	0	164	120	101	114	114	0	0	139	123	138	113	105	0	0	130	119	87	113	101	10	0	155	111	107	107	
1689	Jason	91	82	96	0	0	98	96	90	95	95	0	0	107	97	93	72	96	0	0	100	93	84	84	106	0	0	107	94	83	87	
1692	Peter	84	85	80	0	0	82	83	82	77	96	0	0	79	79	84	78	78	0	0	85	79	79	79	78	0	0	89	86	82	78	
1698	Abram	112	0	57	27	0	0	91	0	85	107	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Note: In the original image, a tooltip 'Update OverTime Don't Perseve' is shown over the cell for Emp Code 1014, Day 4.*

Continue ...

**OverTime Register**

Month: Jun Year: 2016 Go

Company: eSSL Designation: All Category: All Status: Working Employment Type: All

Filter:

Employee Code:

Is Exact Filter

Employee Name:

Department:

- Account
- Default
- HR
- Sales
- Service
- Software
- TechSupport

Filter Reset

Emp Code	Emp Name	1	2	3	4	5	6	7	8
1003	Praveen	150	146	72	0	0	216	0	0
1009	Chetan	101	89	85	0	0	2	0	0
1014	BASAVARAJGuru								
1041	Nagraj								
1064	Shivkumar								
1083	Basavraju Hiremath								
1095	Daniel								
1452	Karthik L								
1689	Jason	91	82	96	0	0	98	96	90
1692	Peter	84	85	80	0	0	82	83	82
1698	Abram	112	0	57	27	0	0	91	0

Update OverTime

Overtime:  In Min

Preserved OverTime Value while Attendance Recalculation

Update Close

**OverTime Register**

Month: Jun Year: 2016 Go

Company: eSSL Designation: All Category: All Status: Working Employment Type: All

Filter:

Employee Code:

Is Exact Filter

Employee Name:

Department:

- Account
- Default
- HR
- Sales
- Service
- Software
- TechSupport

Filter Reset

Emp Code	Emp Name	1	2	3	4	5	6	7	8
1003	Praveen	150	146	72	0	0	216	0	0
1009	Chetan	101	89	85	0	0	2	0	0
1014	BASAVARAJGuru								
1041	Nagraj								
1064	Shivkumar								
1083	Basavraju Hiremath								
1095	Daniel								
1452	Karthik L								
1689	Jason	91	82	96	0	0	98	96	90
1692	Peter	84	85	80	0	0	82	83	82
1698	Abram	112	0	57	27	0	0	91	0

Update OverTime

Overtime:  In Min

Preserved OverTime Value while Attendance Recalculation

Success

OverTime Updated Successfully.

OK

**Note:** User can preserve or un-preserve the OT

**Leave Summary:**

- This page will display the Leave records of the employee by year wise like Leave take, Leave current balance, Leave balance at year begin
- User can Import leave balance
- User can Export the leave records
- User can edit the leave balance at year begin
- User can filter by Company, Department, Designation, Employee type etc ...

**Leave Summary** Show:  Leaves taken  Leaves Current Balance  Leaves Balance at Year begin

Year: 2017 Category: All Company: eSSL Designation: All Status: Working Employment Type: All Location: All

Emp Code	Emp Name	Company	Department	CL	PL	SL	EL
510	Vijaykumar	eSSL	Software	3	10	10	15
1015	Santhosh	eSSL	Software	5	10	10	15
1037	Rubesh	eSSL	TechSupport	5	10	10	15
1123	Amitkumar	eSSL	Software	5	10	10	15
1124	Pradeep	eSSL	Software	5	10	10	15
1125	Sourya	eSSL	Software	5	10	10	15
1133	Tom	eSSL	TechSupport	5	10	10	15
1135	Harry	eSSL	TechSupport	5	10	10	15
1165	Peter	eSSL	TechSupport	5	10	10	15
1507	Adam	eSSL	Account	5	10	10	15
1514	Lee	eSSL	Account	5	10	10	15
1527	Swapnil P	eSSL	Account	5	10	10	15

**Attendance Logs:**

- This page will display the employee Attendance records date wise
- User can Add the manual punches
- User can recalculate employee attendance
- User can update the remarks for particular attendance date
- User can filter status like Present, Absent, Late, Coming, Early going etc ...

Attendance Logs

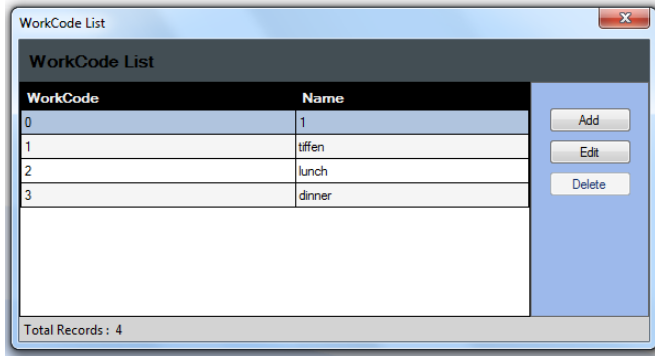
Attendance Date: 01 Jun 2016 Status: All

Buttons: Add Manual Punch, Recalculate Attendance, Update Remarks

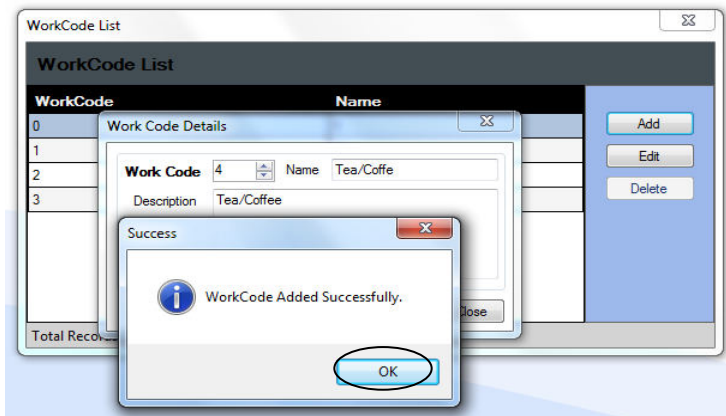
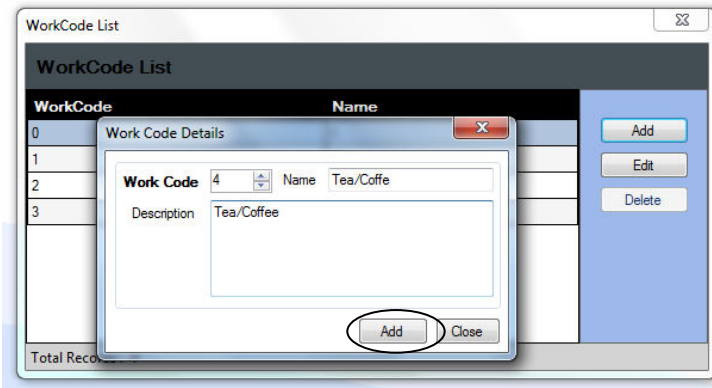
Att Date	Emp Code	Emp Name	Status	InTime	OutTime	Shift	Duration	OT	LateBy	EarlyBy	On Leave	On OD	PunchRecords	Remarks
01 Jun 2016	1180	Chandrashekar V	P	09:49	18:56	ShiftA	480	67	49	0			09:49in(T168),12:49out(T1...	
01 Jun 2016	1188	Shankarappa N	P	08:44	17:27	ShiftA	480	43	0	0			08:44in(T168),17:27out(T1...	
01 Jun 2016	1193	Nabraj Awasthi	P	08:37	18:39	ShiftA	480	122	0	0			08:37in(T168),18:39out(T1...	
01 Jun 2016	1205	1205	P	09:16	18:44	ShiftA	480	88	16	0			09:16in(T168),13:18out(T1...	
01 Jun 2016	1210	sunil	P	09:07	18:56	ShiftA	480	109	0	0			09:07in(T168),12:54out(T1...	
01 Jun 2016	1228	SHASHIKALA	P	09:12	18:21	ShiftA	480	69	12	0			09:12in(T168),14:11out(T1...	
01 Jun 2016	1237	Harshawardhana A	P	09:10	15:15	ShiftA	365	0	0	104			09:10in(T168),14:11out(T1...	
01 Jun 2016	1238	Moinuddin	P	09:14	17:00	ShiftA	466	0	14	0			09:14in(T168),17:00out(SE).	
01 Jun 2016	1240	Suresh	A			NS	0	0	0	0				
01 Jun 2016	1241	Prashanth	P	09:14	18:48	ShiftA	480	94	14	0			09:14in(T168),13:56out(T1...	
01 Jun 2016	1255	Soumya	P	10:19	18:59	ShiftA	480	40	79	0			10:19in(T168),18:59out(T1...	
01 Jun 2016	1257	Ashok Lenka	P	09:01	18:49	ShiftA	480	108	0	0			09:01in(T168),18:49out(T1...	
01 Jun 2016	1263	Sagarika	P	09:35	18:59	ShiftA	480	84	35	0			09:35in(T168),18:59out(T1...	
01 Jun 2016	1265	Rakesh Panicker	P	09:21	18:38	ShiftA	480	77	21	0			09:21in(T168),13:35out(T1...	
01 Jun 2016	1334	Savita	P	09:13	17:37	ShiftA	480	24	13	0			09:13in(T168),13:07out(T1...	

**Work Code:**

This form display work code list



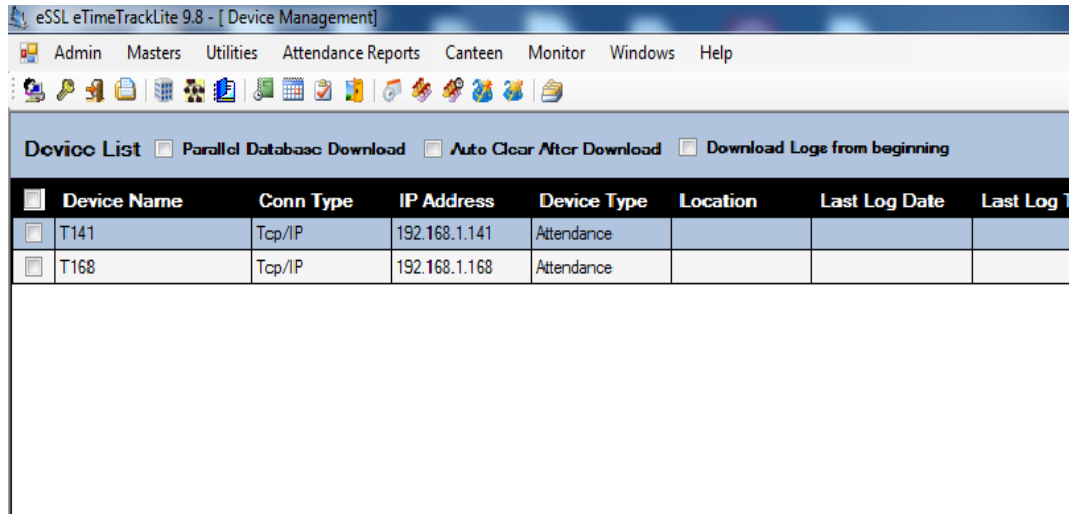
- Work Code** : Enter work code number
- Name** : Enter work code Name
- Description** : Enter work code description



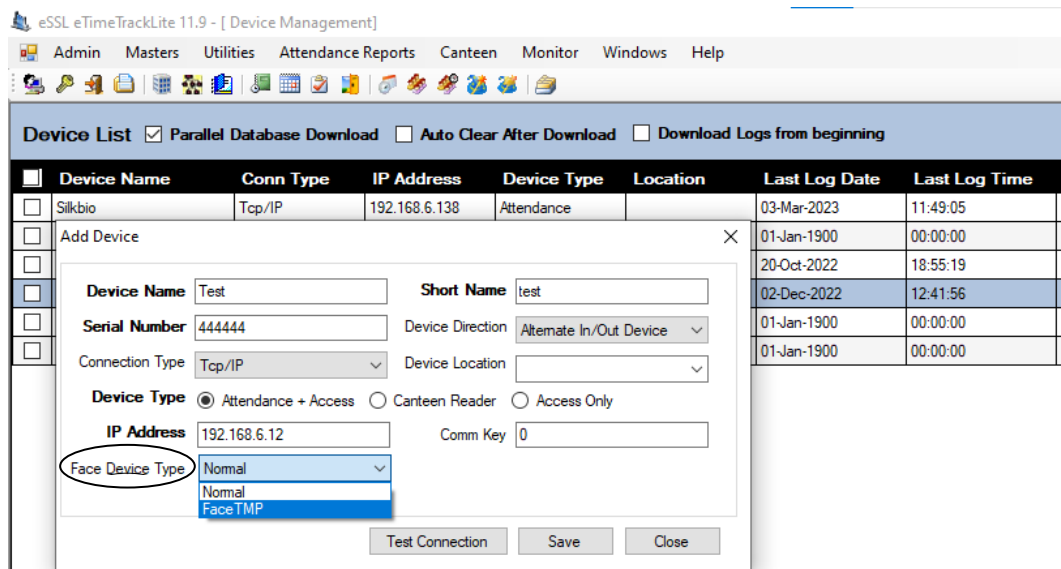


**Device Management:**

User can Add, Edit & Delete devices



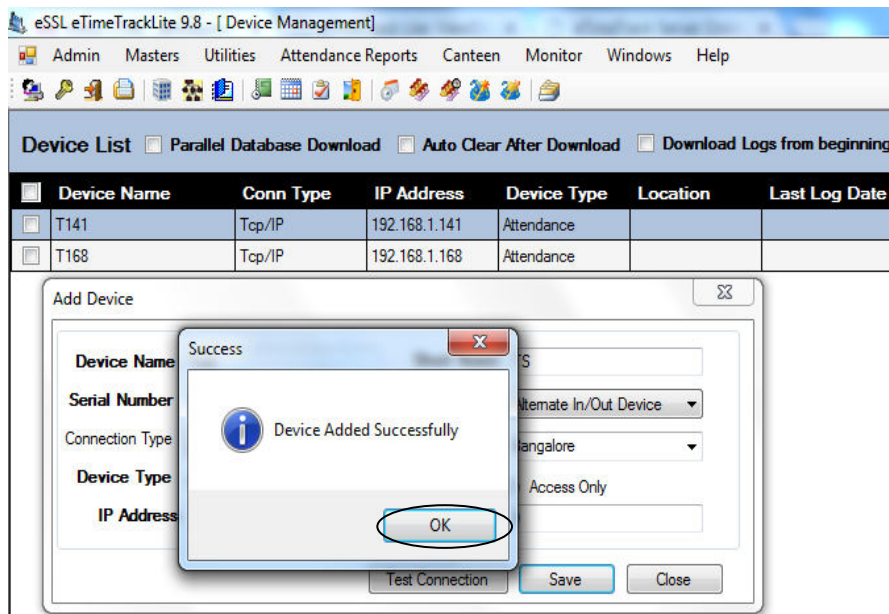
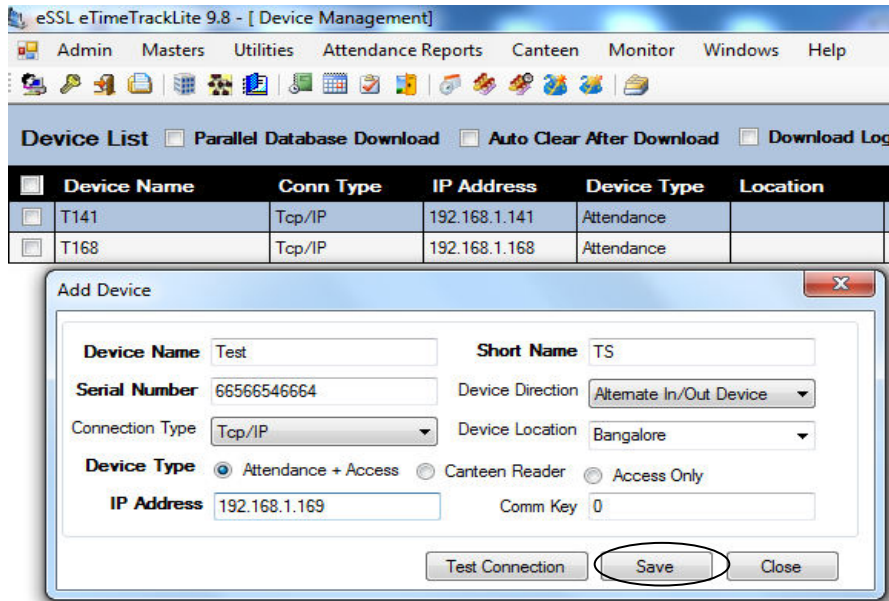
- Device Name** : Enter device name
- Short Name** : Enter device short name
- Serial Number** : Enter device Serial number
- Connection Type** : Select the connection type
- Device Type** : Select the device type
- IP address** : Enter the device IP Address
- Device Direction** : Select device direction from drop down
- Device Location** : Enter the location name
- Comm Key** : By default value will be "0" or Enter the comm key if set in the device
- Face Device Type** : Select Face device type from drop down



**Note:**

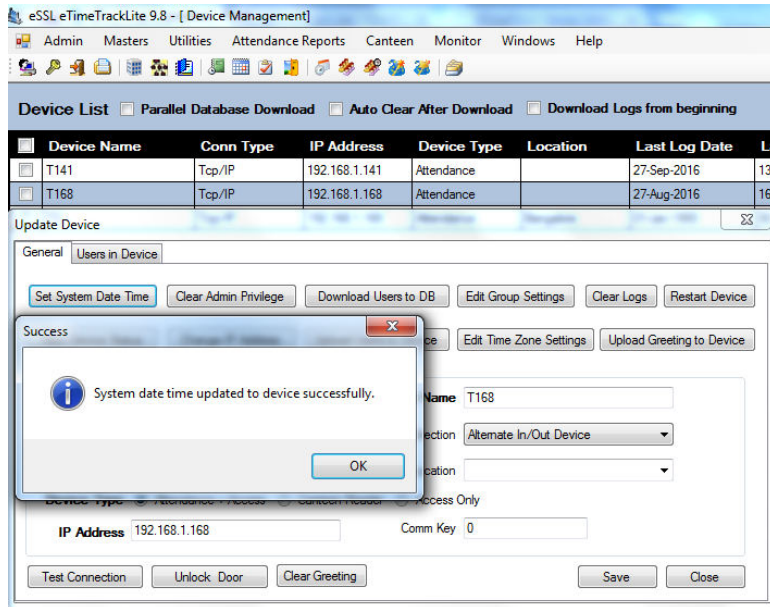
1. If device has punch records in the database application then we cannot delete the device
2. Device Type Normal – Regular Face Terminal
3. Device Type FaceTemp – AI series devices like Ace Mars, Neptune etc
4. User face template cannot be interchanged between normal and face temp devices

Continue ...



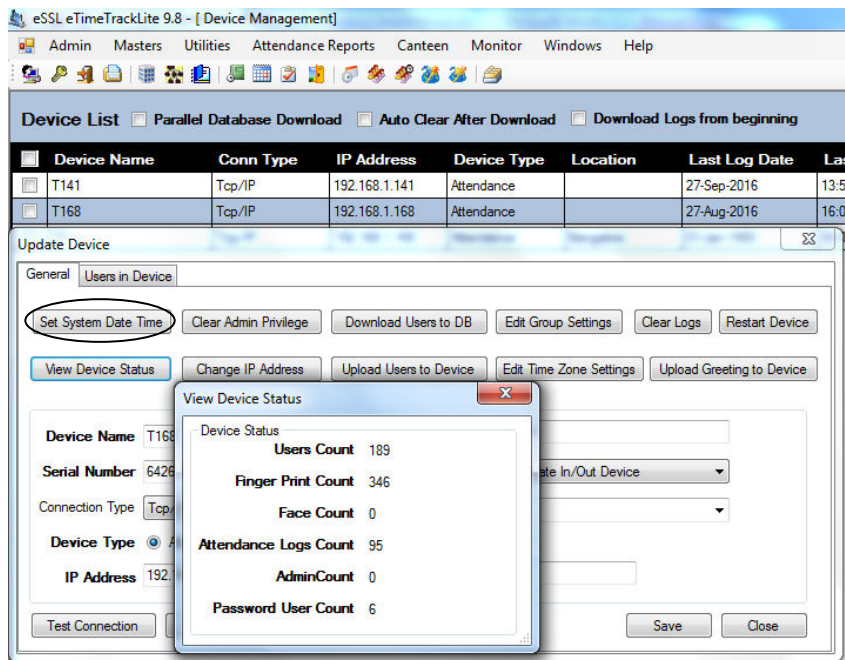
### Set Device Date & Time:

User can set the System date & time in the device



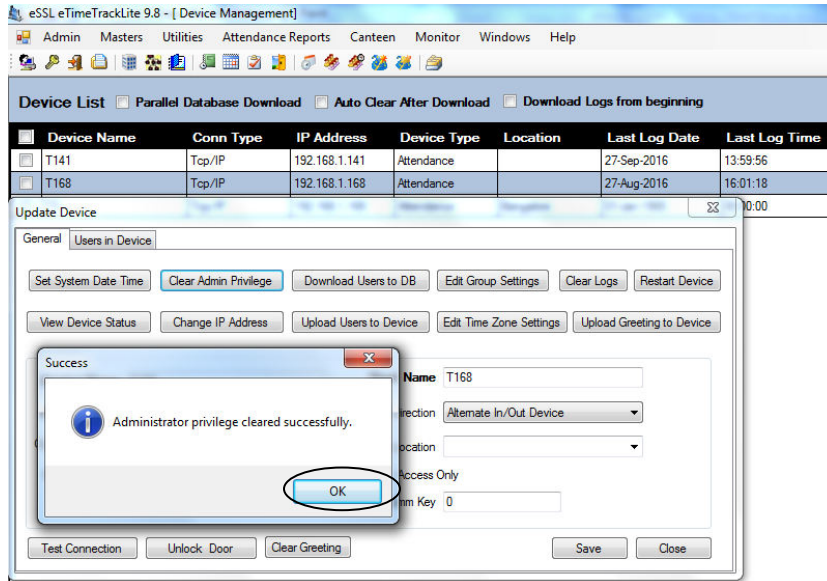
### View Device Status:

User can extract information from the device enrolled employee count, Finger count, Face count, Attendance Logs count, Admin count, Password user count



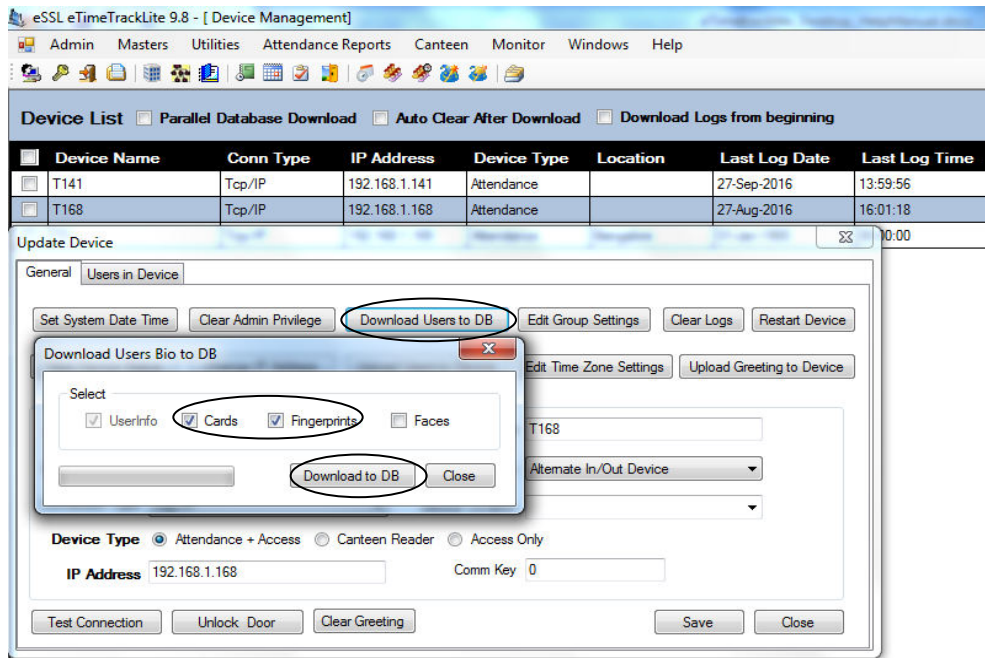
**Clear Admin Privilege:**

User can clear the all admin privilege set in the device



**Download Users:**

User can download enrolled employee information like (Name, Card Number, Finger Templates & Face Templates) to the application database



**Note:** Kindly select Finger or Face, One at a time to download

**Upload Users:**

- User can upload single or multiple employees from application database to device
- User can filter the employee based on Company, Department, Status, Designation etc

**Note:** Kindly select either Finger or Face, to upload to the device

**Device List**  Parallel Database Download  Auto Clear After Download  Download Logs from beginning Start Down

Device Name	Conn Type	IP Address	Device Type	Location	Last Log Date	Last Log Time	Logs Downloaded	Status
T141	Tcp/IP	192.168.1.141	Attendance					
T168	Tcp/IP	192.168.1.168	Attendance					

Update Device

General

**Upload Users to Device**

Filter

Employee Code   Company  Department  Designation

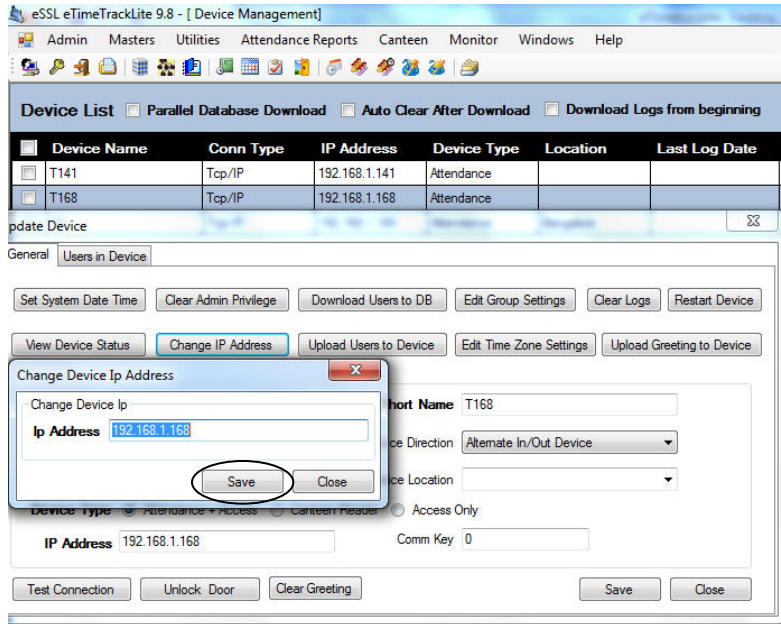
Employee Name   Category  Employment Type  Status

Device Code	Employee Code	Employee Name	Company	Department	Group ID	Card Number	Password	Fingerprint	Face
1015	1015	Santhosh Kumar SB	Default	Default	1		No	2	0
1019	1019	1019	Default	Default	1		No	2	0
1036	1036	Hanumantha	Default	Default	1		No	2	0
1037	1037	Roopa D	Default	Default	1		No	2	0
1038	1038	Anshu	Default	Default	1		No	2	0
1040	1040	Anand MK	Default	Default	1		No	2	0
1041	1041	Guthyappa	Default	Default	1		No	2	0
1064	1064	Shivkumar	Default	Default	1		No	2	0
1067	1067	Arvind	Default	Default	1		No	2	0
1078	1078	Chaluvvaraju	Default	Default	1		No	2	0
1083	1083	Basavraju CS	Default	Default	1		No	2	0
1091	1091	Raju	Default	Default	1		No	2	0
1095	1095	Vijaylakshmi M	Default	Default	1		No	1	0
1097	1097	abhi	Default	Default	1		No	1	0
1099	1099	Mohit Bhandari	Default	Default	1		Yes	2	0
1120	1120	Umesh S	Default	Default	1		No	2	0

List all Employees with Biometrics Details To Group 
 User Info  Cards  Fingerprints  Faces

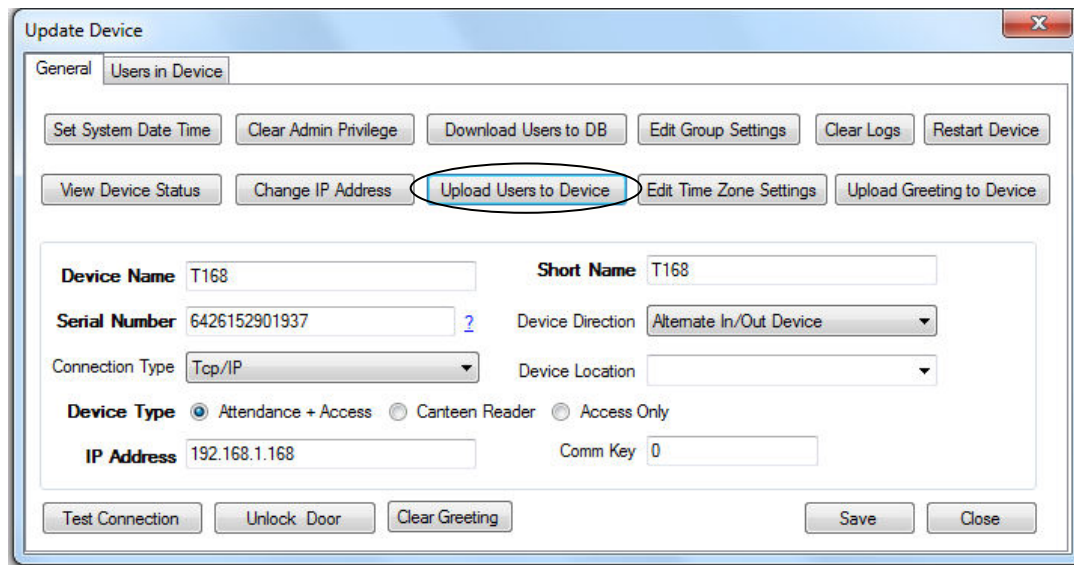
### Change IP Address:

User can set LAN IP address in the device



### Clear Logs:

User can clear log records from the device



**Note:** Log records in the device are deleted cannot be restored

**Download Logs:**

User can download the logs from single or multiple devices to application database

**Download Logs from beginning** : This function download the log records from beginning

**Auto Clear After Download** : This function will clear logs from the device after downloading to application Database

eSSL eTimeTrackLite 9.8 - [ Device Management ]

Admin Masters Utilities Attendance Reports Canteen Monitor Windows Help

Device List  Parallel Database Download  Auto Clear After Download  Download Logs from beginning

Start Download Stop Download Download USB

Device Name	Conn Type	IP Address	Device Type	Location	Last Log Date	Last Log Time	Logs Downloaded	Status
<input checked="" type="checkbox"/> T141	Tcp/IP	192.168.1.141	Attendance		27-Sep-2016	13:59:56		
<input checked="" type="checkbox"/> T168	Tcp/IP	192.168.1.168	Attendance		27-Aug-2016	16:01:18		
TS	Tcp/IP	192.168.1.169	Attendance	Bangalore	01-Jan-1900	00:00:00		



**Parallel Database:**

This API will dump log data from the device to the third party database by mapping the following database fields

- Database Type** : Select the database type from the drop down
- Server Name** : Enter the server name or IP address of the database
- User Name** : Enter the database user name
- Password** : Enter the database user password
- Table Name** : Enter the table name
- Service** : If connection type is Oracle then type as “XE” or as per the user input
- Port Number** : If connection type is Oracle then port number is “1521” or as per the user input
- Fields** : Map the fields name with your table schema

The screenshot shows a 'Parallel Database Export' dialog box with the following fields and options:

- Database Type:** MS SQL Server (selected in a dropdown menu)
- Service:** [Empty text box]
- Port:** [Empty text box]
- Server Name / IP:** ESSLBA\SQL2014
- Database Name:** PDB
- User Name:** sa
- Password:** \*\*\*\*
- Table Name:** TC
- Table Fields Mapping:**
  - Employee Code = [Empcode]
  - Emp. Device Code = [Empty text box]
  - Log Date Time = [Empty text box] Format: yyyy-MM-dd HH:mm:ss
  - Log Date = [Logdate] Format: yyyy-MM-dd
  - Log Time = [LogTime] Format: HH:mm:ss
  - Log Date Time 2 = [Empty text box] Format: yyyy-MM-dd HH:mm:ss
  - Log Date 2 = [Empty text box] Format: yyyy-MM-dd HH:mm:ss
  - Log Time 2 = [Empty text box] Format: yyyy-MM-dd HH:mm:ss
  - Download DateTime = [Empty text box] Format: yyyy-MM-dd HH:mm:ss
  - Direction = [Dir] In: [In] Out: [out]
  - Work Code = [Empty text box] Device Short Name = [Empty text box]
  - Serial Number = [Empty text box] Verification Mode = [Empty text box]
  - Att Photo = [Empty text box] Device Id = [Empty text box]
- Reserved Fields:**
  - Reserved Field1 = [Empty text box] Value: [Empty text box]
  - Reserved Field2 = [Empty text box] Value: [Empty text box]
- Buttons:** Test Connection, Manual Export To Parallel DB, Save, Close

**Note:** - User can export data to parallel data base manually for one month only at time

**Upload User to Multiple Devices:**

User can upload single or multiple employees to multiple devices

The screenshot shows a web application window titled "Upload Users To Multiple Devices". It features a filter section at the top with input fields for "Employee Code" and "Employee Name", and dropdown menus for "Company", "Department", "Designation", "Category", "Employment Type", and "Status". Below the filters are two tables. The first table lists employees with columns for Device Code, Employee Code, Employee Name, Company, Department, Group ID, Card Number, Password, Fingerprint, and Face. The second table, titled "Select Devices", lists devices with columns for Device Name, Conn Type, IP Address, Device Type, Location, and Status. At the bottom, there are checkboxes for "List all Employees with Biometrics Details", "User Info", "Cards", "Fingerprints", and "Faces", along with a "To Group" dropdown and "Upload" and "Close" buttons.

Device Code	Employee Code	Employee Name	Company	Department	Group ID	Card Number	Password	Fingerprint	Face	
<input checked="" type="checkbox"/>	1015	1015	Santhosh Kumar SB	Default	Default	1		No	2	0
<input checked="" type="checkbox"/>	1019	1019	1019	Default	Default	1		No	2	0
<input checked="" type="checkbox"/>	1036	1036	Hanumantha	Default	Default	1		No	2	0
<input checked="" type="checkbox"/>	1037	1037	Roopa D	Default	Default	1		No	2	0
<input checked="" type="checkbox"/>	1038	1038	Anshu	Default	Default	1		No	2	0
<input type="checkbox"/>	1040	1040	Anand MK	Default	Default	1		No	2	0
<input type="checkbox"/>	1041	1041	Guthyappa	Default	Default	1		No	2	0
<input type="checkbox"/>	1064	1064	Shivkumar	Default	Default	1		No	2	0
<input type="checkbox"/>	1067	1067	Arvind	Default	Default	1		No	2	0
<input type="checkbox"/>	1078	1078	Chaluvareju	Default	Default	1		No	2	0

Device Name	Conn Type	IP Address	Device Type	Location	Status
<input checked="" type="checkbox"/>	T141	Tcp/IP	192.168.1.141	Attendance	
<input checked="" type="checkbox"/>	T168	Tcp/IP	192.168.1.168	Attendance	
<input type="checkbox"/>	TS	Tcp/IP	192.168.1.169	Attendance	Bangalore

**Delete User from Multiple Devices:**

User can delete single or multiple employees from multiple devices

**Delete Users From Multiple Devices**

Filter:

Employee Code:  Filter

Employee Name:  Reset

Company: All Department: All Designation: All

Category: All Employment Type: All Status: All

Device Code	Employee Code	Employee Name	Company	Department	Group ID	Card Number	Password	Fingerprint	Face
<input checked="" type="checkbox"/>	1238	Moinuddin	Default	Default	1		No	2	0
<input checked="" type="checkbox"/>	1240	Suresh	Default	Default	1		No	2	0
<input checked="" type="checkbox"/>	1241	Prashanth R	Default	Default	1		No	2	0
<input checked="" type="checkbox"/>	1255	Soumya	Default	Default	1		No	2	0
<input checked="" type="checkbox"/>	1257	Ashok Lenka	Default	Default	1		No	2	0
<input checked="" type="checkbox"/>	1263	Sagarika	Default	Default	1		No	2	0
<input type="checkbox"/>	1265	Rakesh Panicker	Default	Default	1		No	2	0
<input type="checkbox"/>	1334	Savita	Default	Default	1		No	2	0
<input type="checkbox"/>	1372	Swetha M	Default	Default	1		No	2	0
<input type="checkbox"/>	1398	Shankarappa HK	Default	Default	1		No	2	0

Select Devices Location: All

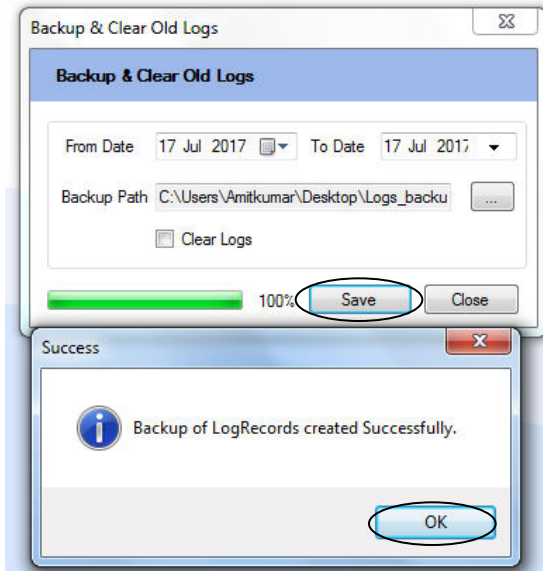
Device Name	Conn Type	IP Address	Device Type	Location	Status
<input checked="" type="checkbox"/>	T141	Tcp/IP	192.168.1.141	Attendance	
<input checked="" type="checkbox"/>	T168	Tcp/IP	192.168.1.168	Attendance	
<input type="checkbox"/>	TS	Tcp/IP	192.168.1.169	Attendance	Bangalore

Total 508 Users(6 Users Selected)

Delete Close

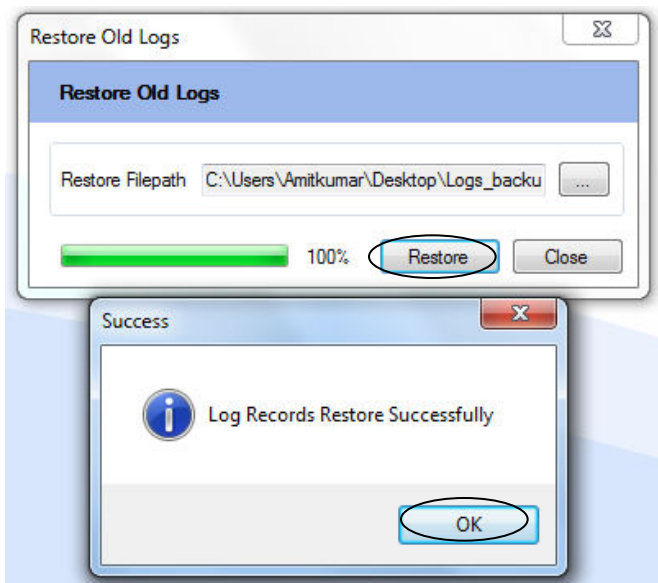
### Backup & Clear Old Logs:

User can back up the logs from date to date from database of the application & file will be created as “date” name with extension “bck” & at the same time if you check mark clear logs then logs will be deleted from the database



### Restore Logs:

User can restore the logs records from backup file that is created



**Import/Export:**

**Import Employee Details**

User can import employee details in bulk either from excel sheet or csv file

**Export Employee Details**

User can export employee details either in excel sheet or csv file

**Import Employee Other Details**

User can import employee other details in bulk either from excel sheet or csv file

**Export Employee Details**

User can export employee other details either in excel sheet or csv file

**Export Employee Leave Summary**

User can export employee leave balance and leave taken of particular year

**Import Employee Leave Balance**

User can import employee leave balance of particular year

Note: - Before importing please refer to sample file format for employee details and leave details in the application

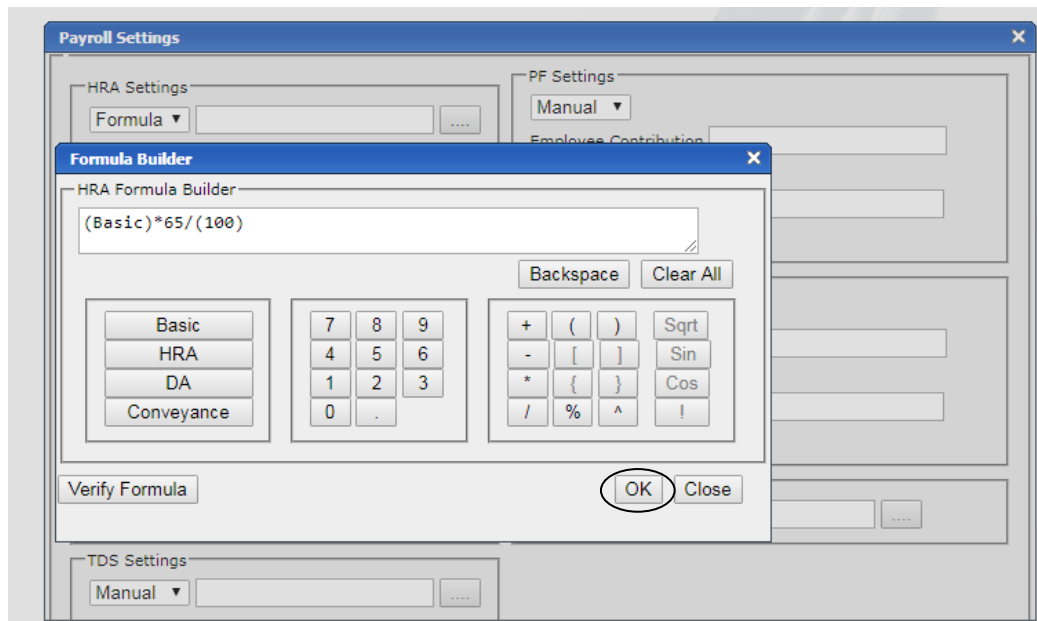
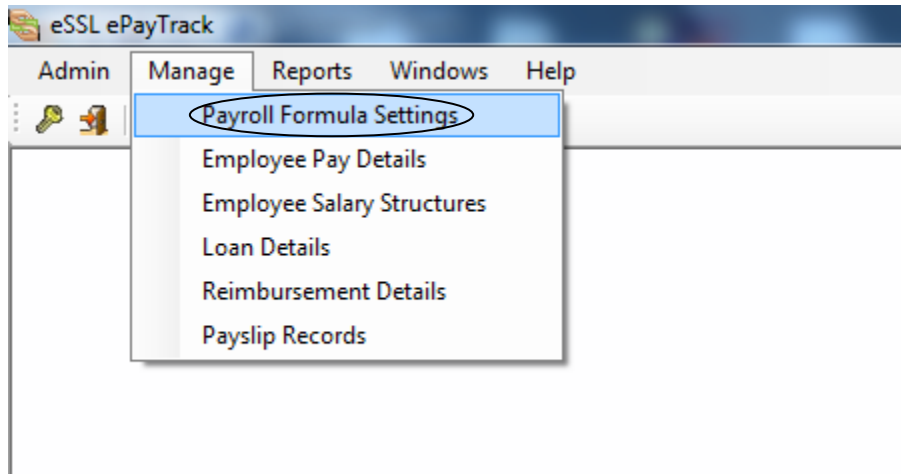
5) **Pay-Roll:**

This application includes simple basic Pay-Roll module

User can set Manual or Formula for values of HRA, DA, Convinces, TD, LOP, OT, PF etc...

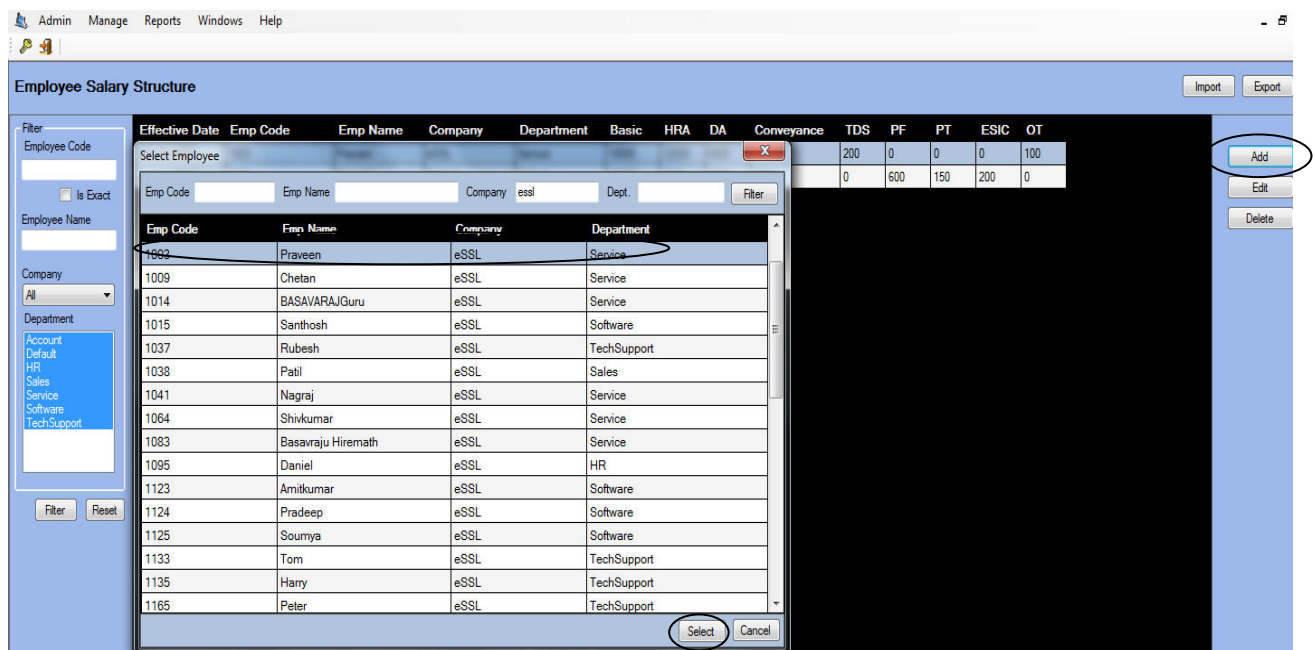
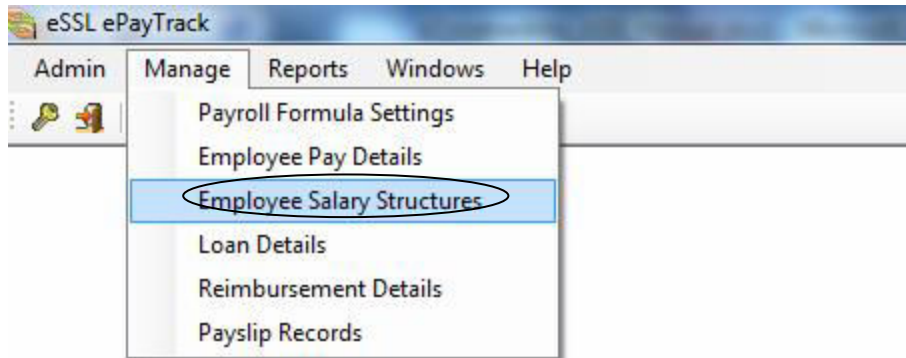
User can add the loan details & Reimbursement details also

User can generate the reports like Monthly Pay-Slip, TDS, PF, ESIC, LOP, Yearly Summary report etc ...



**Employee Salary structure:**

User can Add, Edit & Delete the employee salary components



Continue ...

**Employee Salary Structure** X

**Praveen:1003** Effective Date **January 2011**

**Standard Earnings**

Basic  HRA  DA  Conveyance

OT per Hour

**Standard Deductables**

TDS   ESIC  Employer Contribution to ESIC

PT   PF  Employer Contribution towards PF

LOP  Per Day  Fixed  Floating  Floating PF  Floating PT  Floating ESIC

Other Earning Components			Other Deductable Components		
Type	Amount	Remarks	Type	Amount	Remarks



**Additional Earning Components:**

Employee Salary Structure Effective Date: January 200

**1003:Praveen**

Standard Earnings

Basic: 10000    HRA: 12000    DA: 6400    Conveyance: 1600

OT per Hour: 100

Standard Deductables

TDS: 200     ESIC: 0    Employer Contribution to ESIC: 0

PT: 0     PF: 0    Employer Contribution towards PF: 0

LOP: 500    Per Day:  Fixed  Floating     Floating PF     Floating PT     Floating ESIC

Other Earning Components			Other Deductable Components		
Type	Amount	Remarks	Type	Amount	Remarks
<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <input type="button" value="Add"/> </div>					

Employee Salary Structure Effective Date: January 200

**1003:Praveen**

Standard Earnings

Basic: 10000    HRA: 12000    DA: 6400    Conveyance: 1600

OT per Hour: 100

Standard Deductables

TDS: 200     ESIC: 0    Employer Contribution to ESIC: 0

PT: 0     PF: 0    Employer Contribution towards PF: 0

LOP: 500    Per Day:  Fixed  Floating     Floating PF     Floating PT     Floating ESIC

**Earning Details**

Earning Type:

Amount:      Is Taxable

Remarks:

Other Deductable Components		
Type	Amount	Remarks

**Additional Deduction Components:**

Employee Salary Structure Effective Date January 200

**1003:Praveen**

Standard Earnings  
 Basic 10000 HRA 12000 DA 6400 Conveyance 1600  
 OT per Hour 100

Standard Deductables  
 TDS 200  ESIC 0 Employer Contribution to ESIC 0  
 PT 0  PF 0 Employer Contribution towards PF 0  
 LOP 500 Per Day  Fixed  Floating  Floating PF  Floating PT  Floating ESIC

Other Earning Components Update

Type	Amount	Remarks
Bonus	1000	Bonus

Other Deductable Components

Type	Amount	Remarks
<div style="border: 1px solid gray; padding: 5px; display: inline-block;">                     Add                      Edit                      Delete                 </div>		

Close

Employee Salary Structure Effective Date January 200

**1003:Praveen**

Standard Earnings  
 Basic 10000 HRA 12000 DA 6400 Conveyance 1600  
 OT per Hour 100

Standard Deductables  
 TDS 200  ESIC 0 Employer Contribution to ESIC 0  
 PT 0  PF 0 Employer Contribution towards PF 0  
 LOP 500 Per Day  Fixed  Floating  Floating PF  Floating PT  Floating ESIC

Other Earning Components Update

Type	Amount	Remarks
Bonus	1000	Bonus

Deductable Details

Deduction Type Bus Transport

Amount 500  Is Taxable

Remarks Bus Transport

Add
Close

Close

Continue ...

**Employee Salary Structure**  
Employee ID: 1003:Praveen Effective Date: January 200

**Standard Earnings**  
 Basic: 10000 HRA: 12000 DA: 6400 Conveyance: 1600  
 OT per Hour: 100

**Standard Deductables**  
 TDS: 200  ESIC: 0 Employer Contribution to ESIC: 0  
 PT: 0  PF: 0 Employer Contribution towards PF: 0  
 LOP: 500 Per Day:  Fixed  Floating  
 Floating PF  Floating PT  Floating ESIC

**Other Earning Components**

Type	Amount	Remarks
Bonus	1000	Bonus

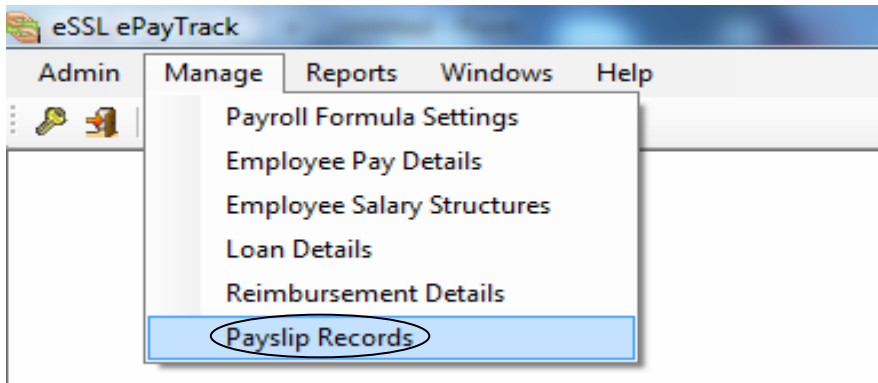
**Other Deductable Components**

Type	Amount	Remarks
Bus Transport	500	Bus Transport

Buttons: Update, Close

**Pay Slip Records:**

To generate the pay slip, need to re-calculate pay slip records of the employee



**Note:** Attendance Records should be recalculated

Continue ...

- You can filter the month & select single employee or multiple employees
- Right click on the Page
- Recalculate Pay Slip Details
- Freeze --- This option will freeze pay slip for particular month
- Un Freeze --- This option will Unfreeze pay slip for particular month

Employee Payslip Details

Month: Aug Year: 2017 Recalculate Payslip Details

Company: eSSL Designation: All Category: All Status: Working Employment Type: All Location: All

Emp Code	Emp Name	Basic	HRA	DA	Conveyance	OT	TDS	PF	ESIC	PT	LOP	Tot. Earning	Tot. Deduction	Net Salary
1003	Praveen	10000	12000	6400	1600	0	200	0	0	0	10500	31000	11200	19800
1009	Chetan	0	0	0	0	0	0	0	0	0	0	0	0	0
1014	BASAVARAJGuru	0	0	0	0	0	0	0	0	0	0	0	0	0
1015	Santhosh	0	0	0	0	0	0	0	0	0	0	0	0	0
1037	Rubesh	0	0	0	0	0	0	0	0	0	0	0	0	0
1038	Patil	0	0	0	0	0	0	0	0	0	0	0	0	0

You can also edit particular month pay slip

Pay Slip

**Pay Slip Details** Effective Date: August 2017

Employee: 1003:Praveen Freeze It

**Earnings**

Basic: 10000  
HRA: 12000  
DA: 6400  
Conveyance: 1600  
OT Hours: 00:00 OT Per Hour: 100  
Total OT: 0

**Deductions**

TDS: 200  
ESIC: 0  
PF: 0 PT: 0  
Absent Days: 21 LWOP Days: 0  
LOP Per day: 500  
Total LOP: 10500

Type	Amount	Remarks
Bonus	1000	Bonus

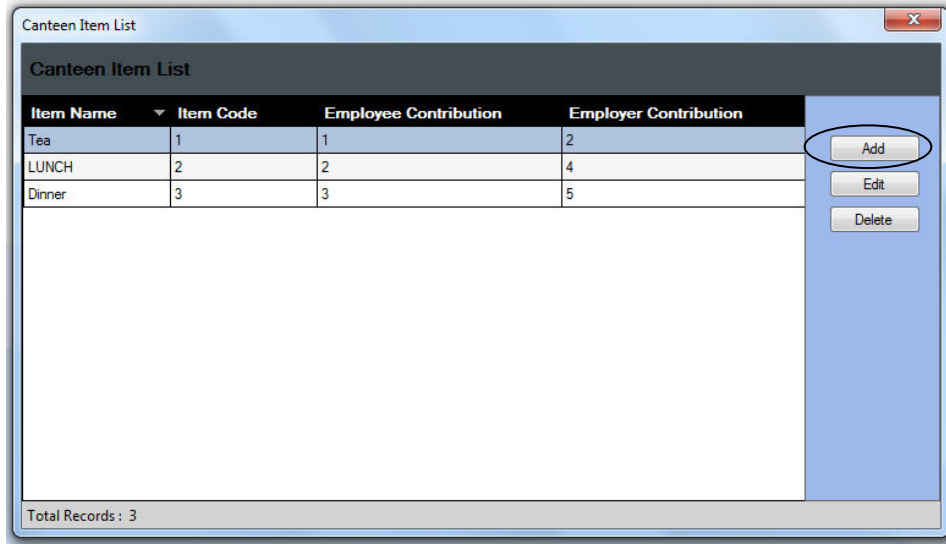
Type	Amount	Remarks
Bus Transport	500	Bus Transport

Total Earnings : 31000  
Total Deductions : 11200  
Net Pay : 19800 Nineteen Thousand Eight Hundred Rupees Only

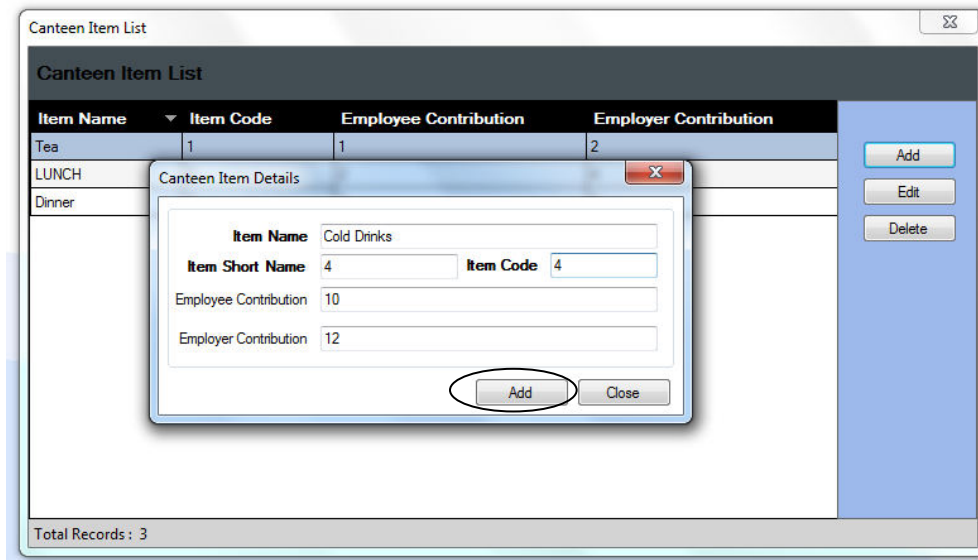
Update Close

6) **Canteen:**

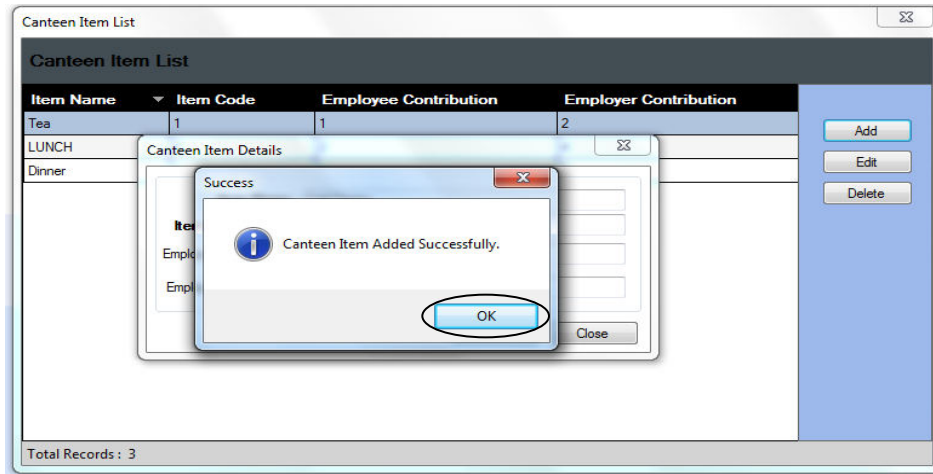
This form will display the list of all Canteen Items  
User can Add, Edit & Delete the Canteen Items



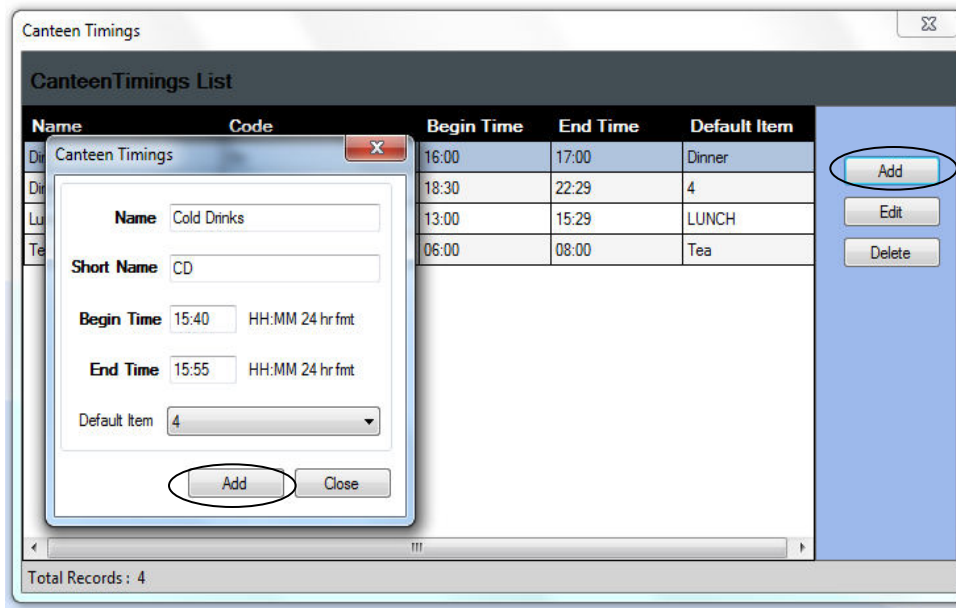
- Item Name** : Enter Item name
- Short Name** : Enter Item Short Name
- Employee contribution** : Enter amount
- Employer contribution** : Enter amount



Continue ...



User can define the canteen item timings



Continue ...

The screenshot shows the 'Canteen Timings' application window. On the left, there is a form for adding a new canteen timing with the following fields:

- Name: Cold Drinks
- Short Name: CD
- Begin Time: 15:40 (HH:MM 24 hr fmt)
- End Time: 15:55 (HH:MM 24 hr fmt)
- Default Item: 4

Buttons for 'Add' and 'Close' are visible below the form. On the right, a table lists existing canteen timings:

Name	Code	Begin Time	End Time	Default Item
Din	Din	16:00	17:00	Dinner
Dinner	Dinner	18:30	22:29	4
Lunch	Lunch	13:00	15:29	LUNCH
Tea	Tea	06:00	08:00	Tea

Buttons for 'Add', 'Edit', and 'Delete' are on the right. A 'Success' dialog box is open in the center, displaying the message: 'Canteen Timing Added Successfully.' with an 'OK' button circled in red. The status bar at the bottom indicates 'Total Records : 4'.

The screenshot shows the 'Canteen Timings' application window after the new entry has been added. The table now contains five records:

Name	Code	Begin Time	End Time	Default Item
Cold Drinks	CD	15:40	15:55	4
Din	Din	16:00	17:00	Dinner
Dinner	Dinner	18:30	22:29	4
Lunch	Lunch	13:00	15:29	LUNCH
Tea	Tea	06:00	08:00	Tea

The status bar at the bottom indicates 'Total Records : 5'.

**Note:** Each canteen items should not clash Begin & End time

7) **Online Downloader:**

- Online downloader is data(log records) collector from the device
- Logs can be downloaded to third party database
- Logs can be cleared after downloading
- User can select the time interval from the drop down ,as per that online downloader will be running in the loop

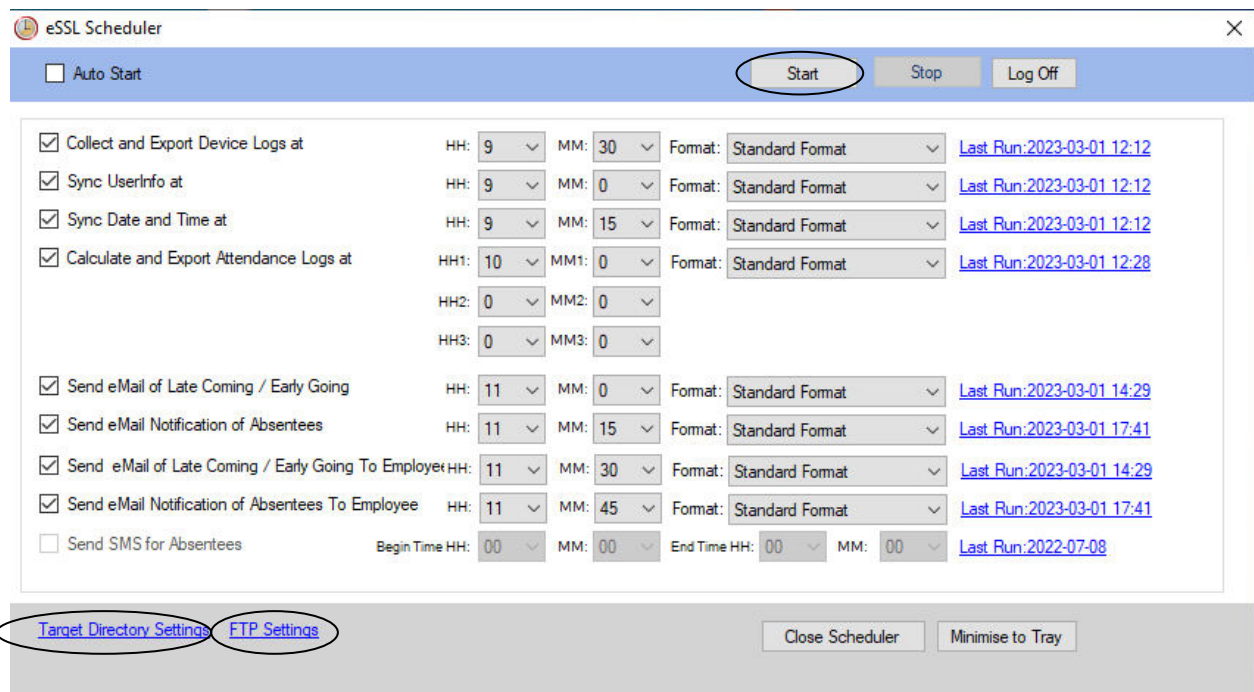
Device Name	Conn Type	IP Address	Device Type	Location	Last Log Date	Last Log Time	Logs Downloaded	Health Monitor	Status
<input checked="" type="checkbox"/> Silkbio	Tcp/IP	192.168.6.138	Attendance		10-Mar-2023	10:45:19	24/24	online	Last Download: 14-Mar-2023 16:53
<input type="checkbox"/> USB	USB		Attendance		01-Jan-1900	00:00:00			
<input checked="" type="checkbox"/> X990	Tcp/IP	192.168.6.141	Attendance		25-Feb-2023	15:49:10	5/5	online	Last Download: 14-Mar-2023 16:53
<input checked="" type="checkbox"/> AceMini	Tcp/IP	192.168.6.165	Attendance		02-Dec-2022	12:41:56		offline	Unable to connect the device
<input type="checkbox"/> Uiface	Tcp/IP	192.168.6.139	Attendance		01-Jan-1900	00:00:00			



8) **Scheduler:**

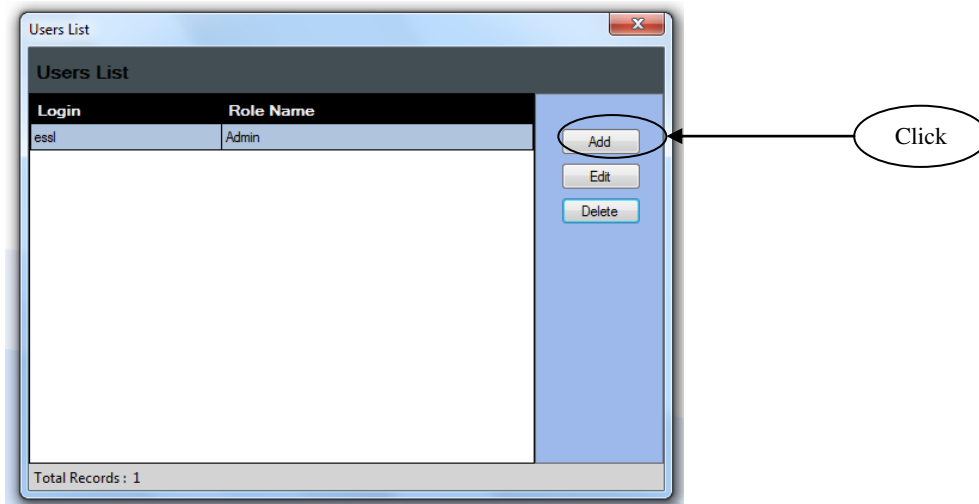
Following function of scheduler:

- Syncs Employee data from the device to application database
- Collect & export the logs records at specified local directory folder or FTP directory
- Sync System date & time with device
- Calculate & export attendance logs at specified local directory folder or FTP directory
- Send email of Late coming /Early going to department head
- Send email notification of Absentees to department head
- Sends SMS of Absentees employees
- User can schedule these parameters as per convenient timings
- Scheduler runs only once in 24 hours



9) **Admin:**

This Form will display the List of all Users.  
User can Add, Edit & Delete User's

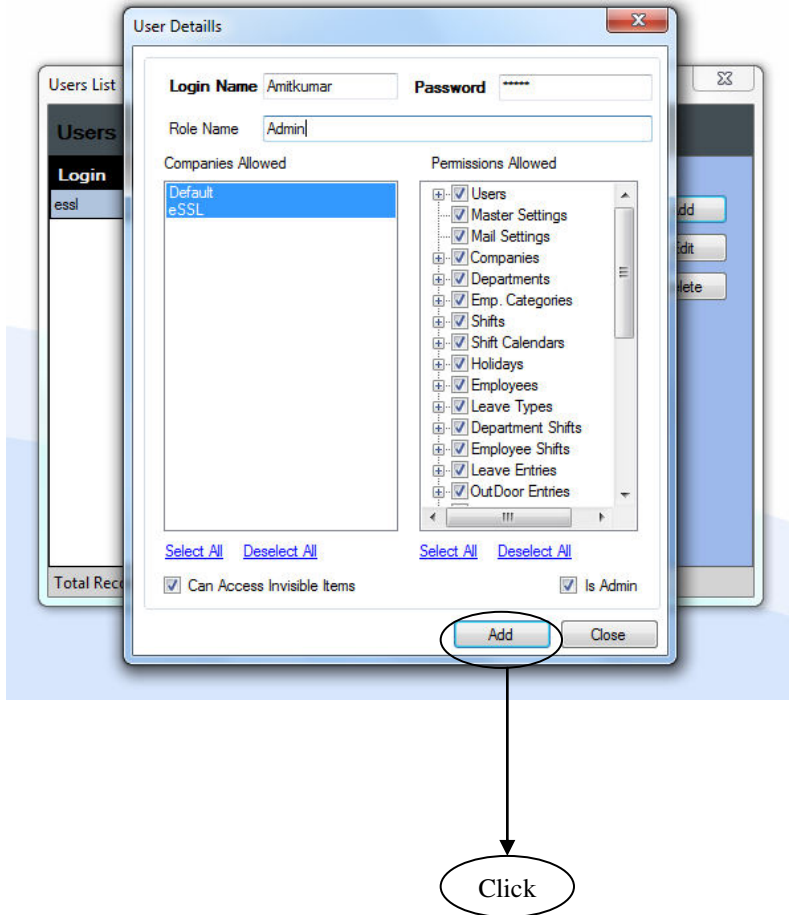


**Login Name** : Enter User login Name  
**Password** : Enter password  
**Role** : Enter the role name

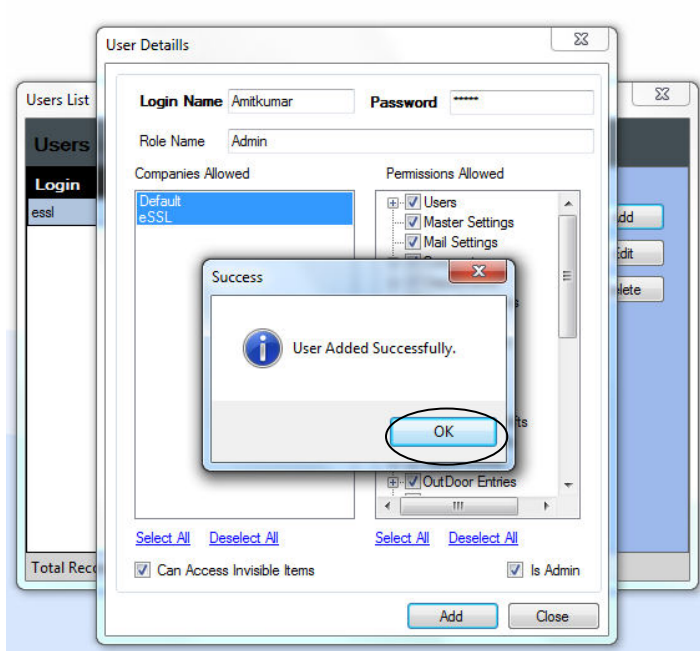
**Note:**

- Accessible companies & permission allowed to user
- Check Mark as "Is Admin" then user will able to access all Permission
- Can access invisible Items check box is used to give permission of accessing Invisible companies

Continue ...



Continue ...



10) **Reports:**

User can recalculate the attendance of the employee from date To date

User can filter company & department

Re Calculate Attendance

From Date: 01 Mar 2023

To Date: 31 Mar 2023

**Select Companies**

- Default
- esal

**Select Departments**

- Default
- fx
- SWF

Select All  Deselect All

Select All  Deselect All

0%

Calculate Close

**Daily Reports:**

1.1) Basic Report

**Daily Attendance Report (Basic Report)**

Jun 01 2016 To Jun 01 2016

**Company:** eSSL

Printed On : Jul 20 2017 11:59

Attendance Date 01-Jun-2016

Department Account

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1507	Adam	NS			00:00	00:00	00:00	On Leave(PL)	
2	1514	Lee	ShiftA	09:08	18:37	8:00	1:29	9:29	Present	
3	1527	Swapnil P	ShiftA	09:04	18:57	8:00	1:53	9:53	Present	
4	1529	Nanda Kulkarni	ShiftA	09:11	18:57	8:00	1:46	9:46	Present	
5	1533	Manoj Joshi	ShiftA	10:26	18:55	8:00	00:29	8:29	Present	
6	1580	Sachi	ShiftA	09:42		7:18	00:00	7:18	Present (No OutPunch)	

Department HR

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1095	Daniel	ShiftA	08:56	18:32	8:00	1:36	9:36	Present	
2	1452	Karthik L	ShiftA	08:50	18:32	8:00	1:42	9:42	Present	
3	1689	Jason	ShiftA	09:01	18:32	8:00	1:31	9:31	Present	
4	1692	Peter	ShiftA	09:08	18:32	8:00	1:24	9:24	Present	
5	1698	Abram	ShiftA	08:53	18:45	8:00	1:52	9:52	Present	

1.2) Daily Detail Report

**Daily Attendance Report (Detailed Report)**

Jun 01 2016 To Jun 01 2016

Company: eSSL

Printed On : Jul 20 2017 12:00

Attendance Date : 01-Jun-2016

Department Account

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1507	Adam	NS	00:00	00:00			00:00	00:00	00:00	00:00	00:00	On Leave(PL)	
2	1514	Lee	ShiftA	09:00	17:00	09:08	18:37	8:00	1:29	9:29	00:00	00:00	Present	09:08:in(T168),18:37:out(T168),
3	1527	Swapnil P	ShiftA	09:00	17:00	09:04	18:57	8:00	1:53	9:53	00:00	00:00	Present	09:04:in(T168),18:57:out(T168),
4	1529	Nanda Kulkarni	ShiftA	09:00	17:00	09:11	18:57	8:00	1:46	9:46	00:11	00:00	Present	09:11:in(T168),18:57:out(T168),
5	1533	Manoj Joshi	ShiftA	09:00	17:00	10:26	18:56	8:00	00:29	8:29	1:26	00:00	Present	10:26:in(T168),14:04:out(T168),14:43:in(T168),18:56:out(T168),
6	1580	Sachi	ShiftA	09:00	17:00	09:42		7:18	00:00	7:18	00:42	00:00	Present (No OutPunch)	09:42:in(T168),17:00:out(SE),

Department HR

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1095	Daniel	ShiftA	09:00	17:00	08:56	18:32	8:00	1:36	9:36	00:00	00:00	Present	08:56:in(T168),18:32:out(T168),
2	1452	Karthik L	ShiftA	09:00	17:00	08:50	18:32	8:00	1:42	9:42	00:00	00:00	Present	08:50:in(T168),12:29:out(T168),12:40:in(T168),18:32:out(T168),
3	1689	Jason	ShiftA	09:00	17:00	09:01	18:32	8:00	1:31	9:31	00:00	00:00	Present	09:01:in(T168),18:32:out(T168),
4	1692	Peter	ShiftA	09:00	17:00	09:08	18:32	8:00	1:24	9:24	00:00	00:00	Present	09:08:in(T168),13:23:out(T168),14:39:in(T168),18:32:out(T168),
5	1698	Abram	ShiftA	09:00	17:00	08:53	18:45	8:00	1:52	9:52	00:00	00:00	Present	08:53:in(T168),10:53:out(T168),11:17:in(T168),18:45:out(T168),

Department Sales

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1038	Patil	ShiftA	09:00	17:00	08:27	18:18	8:00	1:51	9:51	00:00	00:00	Present	08:27:in(T168),18:18:out(T168),
2	1241	Prashanth	ShiftA	09:00	17:00	09:14	18:48	8:00	1:34	9:34	00:14	00:00	Present	09:14:in(T168),13:56:out(T168),14:12:in(T168),18:48:out(T168),
3	1471	Amol	ShiftA	09:00	17:00	09:09	18:53	8:00	1:44	9:44	00:00	00:00	Present	09:09:in(T168),18:53:out(T168),
4	1605	Krishnan	NS	00:00	00:00			00:00	00:00	00:00	00:00	00:00	Absent	
5	1688	Shweta	ShiftA	09:00	17:00	08:59	18:31	8:00	1:32	9:32	00:00	00:00	Present	08:59:in(T168),13:07:out(T168),14:07:in(T168),18:31:out(T168),
6	1706	Rohini	NS	00:00	00:00			00:00	00:00	00:00	00:00	00:00	Absent	

**1.3) Daily Summary Report**

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:00

Department: Account

Employee Code: 1507

Employee Name : Adam

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-Jun-2016			NS	00:00	On Leave(PL)	
02-Jun-2016	09:07	18:33	ShiftA	9:26	Present On Leave(PL)	
03-Jun-2016	09:13	18:35	ShiftA	9:22	Present On Leave(PL)	
04-Jun-2016	08:43	16:40	ShiftA	7:57	Present On Leave(PL)	
05-Jun-2016			NS	00:00	WeeklyOff On Leave(PL)	
06-Jun-2016	09:24	18:27	ShiftA	9:03	Present On Leave(PL)	
07-Jun-2016	09:14	18:28	ShiftA	9:14	Present On Leave(PL)	
08-Jun-2016	09:11	18:27	ShiftA	9:16	Present On Leave(PL)	
09-Jun-2016	09:13	18:29	ShiftA	9:16	Present On Leave(PL)	
10-Jun-2016	09:14	18:27	ShiftA	9:13	Present On Leave(PL)	

Total Duration=72 Hrs 47 Min , PresentDays=8 , Leaves=10 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 1514

Employee Name : Lee

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-Jun-2016	09:08	18:37	ShiftA	9:29	Present	
02-Jun-2016	09:12	18:35	ShiftA	9:23	Present	
03-Jun-2016	09:08	18:32	ShiftA	9:24	Present	
04-Jun-2016	09:09	16:01	ShiftA	6:52	Present	
05-Jun-2016			NS	00:00	WeeklyOff	
06-Jun-2016	09:06	18:37	ShiftA	9:31	Present	
07-Jun-2016	09:12	18:33	ShiftA	9:21	Present	
08-Jun-2016	09:10	18:34	ShiftA	9:24	Present	
09-Jun-2016	09:14	18:33	ShiftA	9:19	Present	
10-Jun-2016	08:52	18:32	ShiftA	9:40	Present	

Total Duration=82 Hrs 23 Min , PresentDays=9 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1



**1.4) Daily Detailed Summary Report**

**Daily Attendance Report (Detailed Summary Report)**

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:01

Department: Account

Emp Code: 1507 Employee Name : Adam

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
01-Jun-2016			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	On Leave(PL)	
02-Jun-2016	09:07	18:33	ShiftA	09:00	17:00	8:00	1:26	9:26	00:00	00:00	Present On Leave(PL)	09:07:in(T168),11:22:out(T168),14:40:in(T168),18:33:out(T168)
03-Jun-2016	09:13	18:35	ShiftA	09:00	17:00	8:00	1:22	9:22	00:00	00:00	Present On Leave(PL)	09:13:in(T168),13:22:out(T168),18:35:in(T168)
04-Jun-2016	08:43	16:40	ShiftA	09:00	17:00	7:57	00:00	7:57	00:00	00:00	Present On Leave(PL)	08:43:in(T168),16:40:out(T168)
05-Jun-2016			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	WeeklyOff On Leave(PL)	
06-Jun-2016	09:24	18:27	ShiftA	09:00	17:00	8:00	1:03	9:03	00:00	00:00	Present On Leave(PL)	09:24:in(T168),18:27:out(T168)
07-Jun-2016	09:14	18:28	ShiftA	09:00	17:00	8:00	1:14	9:14	00:00	00:00	Present On Leave(PL)	09:14:in(T168),13:38:out(T168),14:00:in(T168),18:28:out(T168)
08-Jun-2016	09:11	18:27	ShiftA	09:00	17:00	8:00	1:16	9:16	00:00	00:00	Present On Leave(PL)	09:11:in(T168),13:32:out(T168),14:05:in(T168),18:27:out(T168)
09-Jun-2016	09:13	18:29	ShiftA	09:00	17:00	8:00	1:16	9:16	00:00	00:00	Present On Leave(PL)	09:13:in(T168),12:58:out(T168),13:14:in(T168),13:40:out(T168),14:03:in(T168),18:29:out(T168)
10-Jun-2016	09:14	18:27	ShiftA	09:00	17:00	8:00	1:13	9:13	00:00	00:00	Present On Leave(PL)	09:14:in(T168),10:33:out(T168),10:57:in(T168),13:33:out(T168),14:05:in(T168),18:27:out(T168)

Total Duration=72 Hrs 47 Min , PresentDays=8 , Leaves=10 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Emp Code: 1514 Employee Name : Lee

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
01-Jun-2016	09:08	18:37	ShiftA	09:00	17:00	8:00	1:29	9:29	00:00	00:00	Present	09:08:in(T168),18:37:out(T168)
02-Jun-2016	09:12	18:35	ShiftA	09:00	17:00	8:00	1:23	9:23	00:12	00:00	Present	09:12:in(T168),18:35:out(T168)
03-Jun-2016	09:08	18:32	ShiftA	09:00	17:00	8:00	1:24	9:24	00:00	00:00	Present	09:08:in(T168),11:07:out(T168),11:21:in(T168),18:32:out(T168)
04-Jun-2016	09:09	16:01	ShiftA	09:00	17:00	6:52	00:00	6:52	00:00	00:58	Present	09:09:in(T168),16:01:out(T168)
05-Jun-2016			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	WeeklyOff	
06-Jun-2016	09:08	18:37	ShiftA	09:00	17:00	8:00	1:31	9:31	00:00	00:00	Present	09:08:in(T168),18:37:out(T168)

Total Duration=82 Hrs 23 Min , PresentDays=9 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1

Generated By:essl

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**1.5) Daily In-Out Duration Report**

**Daily Attendance Report (IN/OUT Punch Report)**

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:02

Date 01-June-2016

SNo	E. Code	Name	Department	Shift	IN-1	OUT-1	IN-2	OUT-2	IN-3	OUT-3	IN-4	OUT-4	IN-5	OUT-5
35	1706	Rohini	Sales	NS										
36	1708	Puja	Sales	ShiftA	09:13	18:34								
37	1740	Manju	TechSupport	ShiftA	08:50	13:36	14:04	18:54						
38	1784	Victor	Sales	NS										

Date 02-June-2016

SNo	E. Code	Name	Department	Shift	IN-1	OUT-1	IN-2	OUT-2	IN-3	OUT-3	IN-4	OUT-4	IN-5	OUT-5
39	1003	Praveen	Service	ShiftA	08:13	12:53	13:21	18:39						
40	1009	Chetan	Service	ShiftA	09:03	18:32								
41	1014	BASAVARAJGuru	Service	NS										
42	1015	Santhosh	Software	ShiftA	09:22	11:16	11:33							
43	1037	Rubesh	TechSupport	NS										
44	1038	Patil	Sales	ShiftA	08:32	18:20								
45	1041	Nagraj	Service	ShiftA	09:09	12:52	13:07	18:38						
46	1064	Shivkumar	Service	ShiftA	09:05	12:20								
47	1083	Basavraju Hiremath	Service	NS										
48	1095	Daniel	HR	ShiftA	09:08	18:27								
49	1123	Amitkumar	Software	ShiftA	09:40	17:00								

**1.6) In-Out Punch Report**

**Daily Attendance Report (In Out Duration Report)**

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:01

Attendance Date 10-Jun-2016

Department Sales

SNo.	Emp Code	Name	In Duration (In Hrs)	Out Duration( In Hrs)	Punch Records
1	1038	Patil	9:32	00:00	08:48:in(T168), 18:20:out(T168),
2	1241	Prashanth	9:24	00:00	09:13:in(T168), 14:02:out(T168), 14:26:in(T168), 18:38:out(T168),
3	1471	Amol	00:00	00:00	
4	1605	Krishnan	9:27	00:00	09:03:in(T168), 18:30:out(T168),
5	1688	Shweta	9:44	00:00	08:39:in(T168), 18:23:out(T168),
6	1706	Rohini	00:00	00:00	
7	1708	Puja	9:14	00:00	09:14:in(T168), 13:53:out(T168), 13:57:in(T168), 18:29:out(T168),
8	1784	Victor	00:00	00:00	

Department Service

SNo.	Emp Code	Name	In Duration (In Hrs)	Out Duration( In Hrs)	Punch Records
1	1003	Praveen	9:16	00:00	08:14:in(T168), 17:30:out(T168),
2	1009	Chetan	00:00	00:00	
3	1014	BASAVARAJGuru	00:00	00:00	
4	1041	Nagraj	9:26	00:00	09:10:in(T168), 12:55:out(T168), 13:12:in(T168), 18:36:out(T168),
5	1084	Shivkumar	9:21	00:00	09:05:in(T168), 18:27:out(T168),
6	1083	Basavraju Hiremath	00:00	00:00	

Department Software

SNo.	Emp Code	Name	In Duration (In Hrs)	Out Duration( In Hrs)	Punch Records
1	1015	Santhosh	9:20	00:00	09:24:in(T168), 13:41:out(T168), 14:32:in(T168), 18:44:out(T168),
2	1123	Amitkumar	6:55	00:00	10:04:in(T168), 17:00:out(SE),
3	1124	Pradeep	00:00	00:00	
4	1125	Soumya	00:00	00:00	

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## 1.7) Daily Late Coming Report

### Daily Attendance Late Coming (Detailed Report)

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:06

Attendance Date : 01-Jun-2016

Department Account

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1529	Nanda Kulkarni	ShiftA	09:00	17:00	09:11	18:57	8:00	1:46	9:46	00:11	00:00	Present	09:11:in(T168),18:57:out(T168).
2	1533	Manoj Joshi	ShiftA	09:00	17:00	10:26	18:55	8:00	00:29	8:29	1:26	00:00	Present	10:26:in(T168),14:04:out(T168),14:43:in(T168),18:55:out(T168).
3	1580	Sachi	ShiftA	09:00	17:00	09:42		7:18	00:00	7:18	00:42	00:00	Present (No OutPunch)	09:42:in(T168),17:00:out(SE).

Department Sales

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1241	Prashanth	ShiftA	09:00	17:00	09:14	18:48	8:00	1:34	9:34	00:14	00:00	Present	09:14:in(T168),13:56:out(T168),14:12:in(T168),18:48:out(T168).
2	1708	Puja	ShiftA	09:00	17:00	09:13	18:34	8:00	1:21	9:21	00:13	00:00	Present	09:13:in(T168),18:34:out(T168).

Department Software

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1015	Santhosh	ShiftA	09:00	17:00	09:21	18:41	8:00	1:20	9:20	00:21	00:00	Present	09:21:in(T168),10:25:out(T168),10:36:in(T168),13:42:out(T168),14:49:in(T168),18:41:out(T168).

Department TechSupport

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1165	Peter	ShiftA	09:00	17:00	09:24	18:27	8:00	1:03	9:03	00:24	00:00	Present	09:24:in(T168),13:03:out(T168),13:22:in(T168),14:43:out(T168),14:52:in(T168),18:27:out(T168).
2	1703	Mishra	ShiftA	09:00	17:00	09:11		7:49	00:00	7:49	00:11	00:00	Present (No OutPunch)	09:11:in(T168),17:00:out(SE).

Attendance Date : 02-Jun-2016

Department Account

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1514	Lee	ShiftA	09:00	17:00	09:12	18:35	8:00	1:23	9:23	00:12	00:00	Present	09:12:in(T168),18:35:out(T168).
2	1529	Nanda Kulkarni	ShiftA	09:00	17:00	11:51	18:37	6:46	00:00	6:46	2:51	00:00	Present	11:51:in(T168),18:37:out(T168).

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## 1.8) Daily Early Going Report

### Daily Attendance Early Going (Detailed Report)

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:06

Attendance Date : 02-Jun-2016

Department Service

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1064	Shivkumar	ShiftA	09:00	17:00	09:05	12:20	3:15	00:00	3:15	00:00	4:39	%Present	09:05:in(T168),12:20:out(T168),

Department Software

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1015	Santhosh	ShiftA	09:00	17:00	09:22	11:33	2:11	00:00	2:11	00:22	5:26	%Present	09:22:in(T168),11:16:out(T168),11:33:in(T168),

Department TechSupport

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1135	Harry	ShiftA	09:00	17:00	08:45	13:01	4:16	00:00	4:16	00:00	3:58	Present	08:45:in(T168),13:01:out(T168),

Attendance Date : 03-Jun-2016

Department TechSupport

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1135	Harry	ShiftA	09:00	17:00	09:40	11:38	1:58	00:00	1:58	00:40	5:21	Absent	09:40:in(T168),11:38:out(T168),

Attendance Date : 04-Jun-2016

Department Account

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1514	Lee	ShiftA	09:00	17:00	09:09	16:01	6:52	00:00	6:52	00:00	00:58	Present	09:09:in(T168),16:01:out(T168),
2	1527	Swapnil P	ShiftA	09:00	17:00	09:12	16:40	7:28	00:00	7:28	00:12	00:19	Present	09:12:in(T168),16:40:out(T168),
3	1529	Nanda Kulkarni	ShiftA	09:00	17:00	09:01	14:23	5:22	00:00	5:22	00:00	2:36	Present	09:01:in(T168),13:53:out(T168),14:23:in(T168),
4	1580	Sachi	ShiftA	09:00	17:00	09:38	16:28	6:50	00:00	6:50	00:38	00:31	Present	09:38:in(T168),13:38:out(T168),13:49:in(T168),16:28:out(T168),

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**1.9) Missed Out Punch Report**

**Daily Attendance Missed Out Punch (Basic Report)**

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:08

Attendance Date 06-Jun-2016

Department Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1123	Amitkumar	ShiftA	10:23		6:37	00:00	6:37	Present (No OutPunch)	

Attendance Date 07-Jun-2016

Department HR

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1095	Daniel	ShiftA	09:24		7:36	00:00	7:36	Present (No OutPunch)	

Attendance Date 08-Jun-2016

Department Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1015	Santhosh	ShiftA	09:24		7:36	00:00	7:36	Present (No OutPunch)	

Department TechSupport

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1133	Tom	ShiftA	09:11		7:49	00:00	7:49	Present (No OutPunch)	

Attendance Date 10-Jun-2016

Department Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1123	Amitkumar	ShiftA	10:04		6:56	00:00	6:56	Present (No OutPunch)	

**1.10) Daily Leave Report**

**Daily Attendance On Leave (Basic Report)**

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:06

Attendance Date 08-Jun-2016

Department Account

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1507	Adam	ShiftA	09:11	18:27	8:00	1:16	9:16	Present On Leave (PL)	

Attendance Date 09-Jun-2016

Department Account

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1507	Adam	ShiftA	09:13	18:29	8:00	1:16	9:16	Present On Leave (PL)	

Attendance Date 10-Jun-2016

Department Account

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1507	Adam	ShiftA	09:14	18:27	8:00	1:13	9:13	Present On Leave (PL)	

**1.11) Designation wise Report**

**Daily Designation Report (Basic Report)**

Jun 01 2016 To Jun 01 2016

Company: eSSL

Printed On : Jul 20 2017 12:27

Attendance Date 01-Jun-2016

Designation Manager

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1003	Praveen	ShiftA	08:07	18:37	8:00	2:30	10:30	Present	
2	1095	Daniel	ShiftA	08:56	18:32	8:00	1:36	9:36	Present	

Designation RSM

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1038	Patil	ShiftA	08:27	18:18	8:00	1:51	9:51	Present	

Designation Snr Developer

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1125	Soumya	NS			00:00	00:00	00:00	Absent	

Designation Snr Service Eng

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1083	Basavraju Hiremath	NS			00:00	00:00	00:00	Absent	

Designation Snr.Business Analyst

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1123	Amitkumar	NS			00:00	00:00	00:00	Absent	



**1.12) Daily Grade wise Report**

**Daily Gradewise Report (Basic Report)**

Jun 01 2016 To Jun 01 2016

Company: eSSL

Printed On : Jul 20 2017 12:28

Attendance Date 01-Jun-2016

Grade G2

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
12	1680	Priyanka	ShiftA	09:08	18:30	8:00	1:22	9:22	Present	
13	1688	Shweta	ShiftA	08:59	18:31	8:00	1:32	9:32	Present	
14	1692	Peter	ShiftA	09:08	18:32	8:00	1:24	9:24	Present	
15	1703	Mishra	ShiftA	09:11		7:49	00:00	7:49	Present (No OutPunch)	
16	1704	Preethi	ShiftA	09:05	18:29	8:00	1:24	9:24	Present	
17	1706	Rohini	NS			00:00	00:00	00:00	Absent	
18	1708	Puja	ShiftA	09:13	18:34	8:00	1:21	9:21	Present	
19	1740	Manju	ShiftA	08:50	18:54	8:00	2:04	10:04	Present	
20	1784	Victor	NS			00:00	00:00	00:00	Absent	

Grade G3

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1003	Praveen	ShiftA	08:07	18:37	8:00	2:30	10:30	Present	
2	1014	BASAVARAJGuru	NS			00:00	00:00	00:00	Absent	
3	1083	Basavraju Hiremath	NS			00:00	00:00	00:00	Absent	

**1.13) Employee wise Report**

**Daily Attendance Report (Basic Report)**

Jun 01 2016 To Jun 05 2016

Company: eSSL

Printed On : Jul 20 2017 12:21

Attendance Date 01-Jun-2016

Emp. Type Permanent

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1003	Praveen	ShiftA	08:07	18:37	8:00	2:30	10:30	Present	
2	1009	Chetan	ShiftA	09:08	18:49	8:00	1:41	9:41	Present	
3	1014	BASAVARAJGuru	NS			00:00	00:00	00:00	Absent	
4	1015	Santhosh	ShiftA	09:21	18:41	8:00	1:20	9:20	Present	
5	1037	Rubesh	NS			00:00	00:00	00:00	Absent	
6	1038	Patil	ShiftA	08:27	18:18	8:00	1:51	9:51	Present	
7	1041	Nagraj	ShiftA	09:10	18:41	8:00	1:31	9:31	Present	
8	1064	Shivkumar	NS			00:00	00:00	00:00	Absent	
9	1083	Basavraju Hiremath	NS			00:00	00:00	00:00	Absent	
10	1095	Daniel	ShiftA	08:56	18:32	8:00	1:36	9:36	Present	
11	1123	Amitkumar	NS			00:00	00:00	00:00	Absent	
12	1124	Pradeep	NS			00:00	00:00	00:00	Absent	
13	1125	Soumya	NS			00:00	00:00	00:00	Absent	
14	1133	Tom	ShiftA	08:58		8:00	00:02	8:02	Present (No OutPunch)	
15	1135	Harry	ShiftA	08:56	18:37	8:00	1:41	9:41	Present	
16	1165	Peter	ShiftA	09:24	18:27	8:00	1:03	9:03	Present	
17	1241	Prashanth	ShiftA	09:14	18:48	8:00	1:34	9:34	Present	
18	1452	Karthik L	ShiftA	08:50	18:32	8:00	1:42	9:42	Present	
19	1471	Amol	ShiftA	09:09	18:53	8:00	1:44	9:44	Present	
20	1507	Adam	NS			00:00	00:00	00:00	On Leave(PL)	
21	1514	Lee	ShiftA	09:08	18:37	8:00	1:29	9:29	Present	
22	1527	Swapnil P	ShiftA	09:04	18:57	8:00	1:53	9:53	Present	
23	1529	Nanda Kulkarni	ShiftA	09:11	18:57	8:00	1:46	9:46	Present	
24	1533	Manoj Joshi	ShiftA	10:26	18:55	8:00	00:29	8:29	Present	

**1.14) Team Wise Report**

**Daily Attendance Report (Basic Report)**

Jun 01 2016 To Jun 01 2016

Company: eSSL

Printed On : Jul 20 2017 12:25

Attendance Date 01-Jun-2016

Team T2

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
12	1704	Preethi	ShiftA	09:05	18:29	8:00	1:24	9:24	Present	
13	1740	Manju	ShiftA	08:50	18:54	8:00	2:04	10:04	Present	

Team T4

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1003	Praveen	ShiftA	08:07	18:37	8:00	2:30	10:30	Present	
2	1009	Chetan	ShiftA	09:08	18:49	8:00	1:41	9:41	Present	
3	1014	BASAVARAJGuru	NS			00:00	00:00	00:00	Absent	
4	1041	Nagraj	ShiftA	09:10	18:41	8:00	1:31	9:31	Present	
5	1064	Shivkumar	NS			00:00	00:00	00:00	Absent	
6	1083	Basavraju Hiremath	NS			00:00	00:00	00:00	Absent	

Team T5

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1015	Santhosh	ShiftA	09:21	18:41	8:00	1:20	9:20	Present	
2	1123	Amitkumar	NS			00:00	00:00	00:00	Absent	
3	1124	Pradeep	NS			00:00	00:00	00:00	Absent	
4	1125	Soumya	NS			00:00	00:00	00:00	Absent	
5	1571	Sagrika	ShiftA	08:59	18:32	8:00	1:33	9:33	Present	

**1.15) Daily Short work Duration Report**

**Daily Attendance Short Worked (Basic Report)**

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:07

Attendance Date 09-Jun-2016

Department Service

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1064	Shivkumar	ShiftA	09:05	13:15	4:10	00:00	4:10	Present	

Department Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1123	Amitkumar	ShiftA	10:15	10:42	00:27	00:00	00:27	Absent	

Department TechSupport

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1135	Harry	ShiftA	08:54	13:11	4:17	00:00	4:17	Present	

Attendance Date 10-Jun-2016

Department Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1123	Amitkumar	ShiftA	10:04		6:56	00:00	6:56	Present (No OutPunch)	

**1.16) Daily Absent Report**

**Daily Attendance Absent (Basic Report)**

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:04

Attendance Date 10-Jun-2016

Department Sales

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
3	1784	Victor	NS			00:00	00:00	00:00	Absent	

Department Service

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1009	Chetan	NS			00:00	00:00	00:00	Absent	
2	1014	BASAVARAJGuru	NS			00:00	00:00	00:00	Absent	
3	1083	Basavraju Hiremath	NS			00:00	00:00	00:00	Absent	

Department Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1124	Pradeep	NS			00:00	00:00	00:00	Absent	
2	1125	Soumya	NS			00:00	00:00	00:00	Absent	

Department TechSupport

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1037	Rubesh	NS			00:00	00:00	00:00	Absent	
2	1135	Harry	NS			00:00	00:00	00:00	Absent	

**1.17) Daily Extra Work Duration Report**

**Daily Attendance Extra Worked (Basic Report)**

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:07

Attendance Date 07-Jun-2016

Department Account

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
5	1580	Sachi	ShiftA	09:14	18:31	8:00	1:17	9:17	Present	

Department HR

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1452	Karthik L	ShiftA	08:30	18:30	8:00	2:00	10:00	Present	
2	1689	Jason	ShiftA	08:54	18:30	8:00	1:36	9:36	Present	
3	1692	Peter	ShiftA	09:07	18:30	8:00	1:23	9:23	Present	
4	1698	Abram	ShiftA	09:01	18:32	8:00	1:31	9:31	Present	

Department Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1015	Santhosh	ShiftA	09:22	18:38	8:00	1:16	9:16	Present	
2	1123	Amitkumar	ShiftA	10:11	18:53	8:00	00:42	8:42	Present	
3	1571	Sagrika	ShiftA	09:08	18:30	8:00	1:22	9:22	Present	

## 2.0 Monthly Report

### 2.1) Monthly Basic Report

#### Monthly Status Report (Basic Report)

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 12:29

Department		Account																												P	A	L	H	HP	WO	WOP							
Sl	Emp. Code	Name	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th											
1	1507	Adam	PL	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PL	PL	PLP	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PLP	PLP	PLP	24	0	30	0	0	0	0
2	1514	Lee	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	26	0	0	0	0	4	0	
3	1527	Swapnil P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	26	0	0	0	0	4	0		
4	1529	Nanda Kulkarni	P	P	P	P	WO	P	A	A	A	A	WO	P	P	A	A	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	19	7	0	0	0	4	0		
5	1533	Manoj Joshi	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	26	0	0	0	0	4	0		
6	1580	Sachi	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	26	0	0	0	0	4	0		

Department		HR																												P	A	L	H	HP	WO	WOP						
Sl	Emp. Code	Name	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th										
1	1095	Daniel	P	P	P	P	WO	P	P	P	P	P	A	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	25	1	0	0	0	4	0
2	1452	Karthik L	P	P	P	P	WO	P	P	P	P	P	A	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	25	1	0	0	0	4	0
3	1689	Jason	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	26	0	0	0	0	4	0	
4	1692	Peter	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	26	0	0	0	0	4	0	
5	1696	Abram	P	P	P	P	WO	P	P	P	P	P	P	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	A	A	A	10	16	0	0	0	4	0	

Department		Sales																												P	A	L	H	HP	WO	WOP						
Sl	Emp. Code	Name	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th										
1	1038	Patti	P	P	P	A	WO	P	P	P	P	P	A	WO	P	P	P	P	P	A	WO	A	A	A	A	A	WO	A	A	A	A	A	A	A	19	7	0	0	0	4	0	
2	1241	Prashanth	P	P	P	P	WO	A	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	25	1	0	0	0	4	0
3	1471	Amol	P	P	P	P	WO	A	A	A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	A	A	A	4	22	0	0	0	4	0	
4	1605	Krishnan	A	A	P	P	WO	P	A	P	P	P	P	WO	A	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	22	4	0	0	0	4	0	
5	1688	Shweta	P	P	P	P	WO	P	P	P	P	P	P	WO	P	A	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P	22	4	0	0	0	4	0
6	1706	Rohini	A	A	P	P	WO	P	P	P	A	A	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	22	4	0	0	0	4	0	
7	1708	Puja	P	P	P	P	WO	P	P	P	P	P	P	WO	A	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	25	1	0	0	0	4	0	

Generated By:essl

Page No. 1

2.2) Monthly Detail Basic Report

Monthly Status Report (Basic Work Duration)

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 12:56

Days	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th
------	-----	------	-----	------	-----	-----	-----	-----	------	------	-------	------	------	------	------	-------	------	-------	------	------	------	------	-------	------	-------	------	------	------	------	-------

Department: Account

Emp. Code :	1507																																	
Emp. Name :	Adam																																	
Status	PL	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	
InTime	09:07	09:13	08:43		09:24	09:14	09:11	09:13	09:14	08:59		09:15	09:12	09:14	09:15	09:12	08:54		18:31	18:30	18:30	18:30	17:52	16:01		09:16	09:12		09:10					
OutTime	18:33	18:35	16:40		18:27	18:28	18:27	18:29	18:27	15:54		18:27	18:27	18:25	18:27	18:46	16:01		09:15	14:43	14:10	14:14	14:08			17:22	18:38		18:29					
Total	00:00	9:26	8:52	7:57	00:00	9:03	9:14	9:16	9:16	9:13	6:55	00:00	9:12	9:15	9:11	9:12	9:34	7:07	00:00	14:44	20:13	19:40	18:44	20:16	13:59	00:00	9:06	9:26	00:00	9:19				

Emp. Code :	1514																																		
Emp. Name :	Lee																																		
Status	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
InTime	09:08	09:12	09:08	09:09		09:06	09:12	09:10	09:14	08:52	08:55		09:18	08:58	09:05	09:08	09:08	09:05		09:11	09:05	09:05	09:03	09:02	09:05		09:20	09:11	09:12	09:03					
OutTime	18:37	18:35	18:32	16:01		18:37	18:33	18:34	18:33	18:32	16:00		18:34	18:36	18:54	18:39	18:38	16:15		18:37	18:34	18:39	18:32	18:33	16:04		18:31	18:32	18:35	18:33					
Total	9:29	9:23	9:24	6:52	00:00	9:31	9:21	9:24	9:19	9:40	7:05	00:00	9:16	9:38	9:49	9:31	9:30	7:10	00:00	9:26	9:29	9:34	9:29	9:31	6:59	00:00	9:11	9:21	9:23	9:30					

Emp. Code :	1527																																		
Emp. Name :	Swapnil P																																		
Status	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
InTime	09:04	09:06	09:01	09:12		09:07	09:07	09:07	09:07	08:58	09:26		09:08	08:58	09:17	09:06	09:02	09:30		09:03	09:06	09:08	09:15	09:07	09:06		09:09	09:15	10:57	08:57					
OutTime	18:57	18:28	18:21	16:40		18:24	18:27	18:26	18:25	18:20	15:59		18:23	18:26	18:28	18:34	17:04	17:28		18:24	18:37	18:25	18:27	18:22	16:00		18:29	18:22	18:24						
Total	9:53	9:22	9:20	7:28	00:00	9:17	9:20	9:19	9:18	9:22	6:33	00:00	9:15	9:28	9:11	9:28	8:02	7:58	00:00	9:21	9:31	9:17	9:12	9:15	6:54	00:00	9:20	9:07	7:27	8:03					

Emp. Code :	1529																																			
Emp. Name :	Nanda Kulkarni																																			
Status	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
InTime	09:11	11:51	09:13	09:01		08:56							08:52	09:13				10:54	09:11		09:08	09:15	09:08	08:59	09:07	09:04		09:38	09:21	09:04	09:08					
OutTime	18:57	18:37	18:15	14:23		18:59							18:40	18:27				18:29	16:01		18:36	18:39	18:34	18:42	18:39	16:04		18:45	18:17	18:21	18:42					
Total	9:46	6:46	9:02	5:22	00:00	10:03	00:00	00:00	00:00	00:00	00:00	00:00	9:48	9:14	00:00	00:00	7:35	6:50	00:00	9:28	9:24	9:26	9:43	9:32	7:00	00:00	9:07	8:56	9:17	9:34						

Emp. Code :	1533																																		
Emp. Name :	Manoj Joshi																																		
Status	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
InTime	10:26	09:11	09:12	09:12		10:57	09:09	09:12	09:13	09:14	09:14		09:14	09:14	09:15	09:14	09:14	09:28		09:13	09:15	09:14	09:15	09:15	09:15		09:14	09:15	08:56	09:14					
OutTime	19:56	18:33	18:27	17:25		18:33	18:30	18:34	18:30	18:33	16:00		18:33	18:32	18:33	18:33	18:33	16:11		18:33	18:33	18:33	18:30	18:35	16:04		18:45	18:44	18:32	18:41					
Total	8:29	9:22	9:15	8:13	00:00	7:36	9:21	9:22	9:17	9:19	8:46	00:00	9:19	9:18	9:18	9:19	9:19	8:43	00:00	9:20	9:18	9:19	9:15	9:20	8:49	00:00	9:31	9:29	9:36	19:27					

Emp. Code :	1580																																		
Emp. Name :	Sachi																																		
Status	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
InTime	09:42	10:34	10:33	09:38		10:17	09:14	09:22	09:26	10:11	09:22		09:40	09:36	09:47	09:42	09:26	10:00		09:20	09:17	09:25	09:49	09:33	09:50		09:22	10:15	09:42	09:23					



## 2.3) Monthly Detailed Report

### Monthly Status Report (Detailed Work Duration)

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 12:32

Days	1 W	2 Th	3 F	4 S	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th
------	-----	------	-----	-----	-----	-----	-----	-----	------	------	-------	------	------	------	------	-------	------	-------	------	------	------	------	-------	------	-------	------	------	------	------	-------

Department: TechSupport

Status	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	P	P	WO	P	P	P	P	P	WO	P	P	P	P	
InTime	09:11	09:13	09:04	09:04		09:05	09:13	09:11	09:13	09:07	09:12		09:11	09:07			12:23	15:06		09:12	09:11	09:08	09:13	09:09	09:09		09:07	09:12	09:14	09:13
OutTime		18:42	18:34	18:38		18:31	18:35	18:37	18:43	18:48	18:06		15:17	15:28			09:01			18:34	18:39	18:41	18:40		16:25	18:56	18:38	18:39	18:40	
Duration	7:49	8:00	8:00	7:34	00:00	8:00	8:00	8:00	8:00	8:00	8:54	00:00	6:06	8:00	00:00	00:00	8:00	12:00	00:00	8:00	8:00	8:00	8:00	7:51	7:16	00:00	8:00	8:00	8:00	
Late By	00:11	00:13					00:13	00:11	00:13		00:12		00:11							00:12	00:11		00:13					00:12	00:14	00:13
Early By				00:21							00:53														00:35					
OT		1:29	1:30			1:26	1:22	1:26	1:30	1:41				1:21			12:38	1:55		1:22	1:28	1:33	1:27			1:49	1:26	1:25	1:27	
Shift	ShifA	ShifA	ShifA	ShifA	NS	ShifA	ShifA	ShifA	ShifA	ShifA	ShifA	NS	ShifA	ShifA	NS	NS	ShifB	ShifC	NS	ShifA	ShifA	ShifA	ShifA	ShifA	ShifA	NS	ShifA	ShifA	ShifA	ShifA

Employee: 1704 : Preethi Total Duration: 155:21 Hrs. Total OT: 29:22 Hrs. Present: 25 Absent: 1 WeeklyOff: 4 Holidays: 0 Leaves Taken: 0 Late By Hrs: 1:29 Late By Days: 7 Early By Hrs: 3:55 Early going By Days: 4



Status	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	A	P	P	P	P	P	WO	P	P	P	P	
InTime	09:05	09:02	09:08	09:08		09:10	09:10	09:13	09:13	09:06	09:10		09:05	09:04	09:11	09:05	09:13	09:13		09:05	09:07	09:10	09:14	09:09		09:08	09:08	09:06	09:12	
OutTime	18:29	18:36	18:25	18:00		18:31	18:29	18:36	18:26	18:28	15:54		18:33	18:31	18:27	18:32	18:28	18:09		18:34	18:33	18:43	18:37	15:58		18:35	18:40	18:28	18:35	
Duration	8:00	8:00	8:00	8:52	00:00	8:00	8:00	8:00	8:00	8:00	8:44	00:00	8:00	8:00	8:00	8:00	8:00	8:56	00:00	00:00	8:00	8:00	8:00	8:00	8:49	00:00	8:00	8:00	8:00	
Late By									00:13	00:13					00:11										00:14				00:12	
Early By				00:59							1:05							00:50							1:01					
OT	1:24	1:34	1:18			1:21	1:19	1:23	1:13	1:22			1:28	1:27	1:16	1:27	1:15			1:29	1:26	1:33	1:23			1:27	1:30	1:22	1:23	
Shift	ShifA	ShifA	ShifA	ShifA	NS	ShifA	ShifA	ShifA	ShifA	ShifA	ShifA	NS	ShifA	ShifA	ShifA	ShifA	ShifA	ShifA	NS	NS	ShifA	ShifA	ShifA	ShifA	ShifA	NS	ShifA	ShifA	ShifA	ShifA

Employee: 1740 : Manju Total Duration: 154:43 Hrs. Total OT: 25:23 Hrs. Present: 20 Absent: 6 WeeklyOff: 4 Holidays: 0 Leaves Taken: 0 Late By Hrs: 1:03 Late By Days: 2 Early By Hrs: 5:51 Early going By Days: 4



Status	P	P	P	A	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	A	P	P	WO	A	A	A	A
InTime	08:50	08:44	08:57			08:58	09:15	08:53	09:48	08:50	08:55		08:53	08:53	09:02	08:53	08:45	08:44		08:51	09:02	08:47		09:02	08:56				
OutTime	18:54	18:38	18:12			18:23	18:23	18:46	18:30	18:24	15:55		18:26	18:59	18:26	18:32	18:30	18:08		18:41	18:42	13:57		18:33	16:05				
Duration	8:00	8:00	8:00	00:00	00:00	8:00	8:00	8:00	8:00	8:00	7:00	00:00	8:00	8:00	8:00	8:00	8:00	7:24	00:00	8:00	8:00	5:10	00:00	8:00	7:59	00:00	00:00	00:00	00:00
Late By																													
Early By																													
OT	2:04	1:54	1:15			1:25	1:08	1:53	00:42	1:34			1:33	2:06	1:24	1:39	1:45			1:50	1:40			1:31					
Shift	ShifA	ShifA	ShifA	NS	NS	ShifA	ShifA	ShifA	ShifA	ShifA	ShifA	NS	ShifA	ShifA	ShifA	ShifA	ShifA	ShifA	NS	ShifA	ShifA	ShifA	NS	ShifA	ShifA	NS	NS	NS	NS

**2.4) Monthly Status Summary Report**

**Monthly Status Report (Summary Report)**

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20

Department: Software

Emp. Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave	Total Present
1015	Santhosh	24	2	0	0	4	0	0	0	0	0	0	24
1123	Amitkumar	15	11	0	0	4	0	0	0	0	0	0	15
1124	Pradeep	0	26	0	0	4	0	0	0	0	0	0	0
1125	Soumya	0	26	0	0	4	0	0	0	0	0	0	0
1571	Sagrika	23	3	0	0	4	0	0	0	0	0	0	23

Department: TechSupport

Emp. Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave	Total Present
1037	Rubesh	0	26	0	0	4	0	0	0	0	0	0	0
1133	Tom	26	0	0	0	4	0	0	0	0	0	0	26
1135	Harry	9	17	0	0	4	0	0	0	0	0	0	9
1165	Peter	25	1	0	0	4	0	0	0	0	0	0	25
1680	Priyanka	20	6	0	0	4	0	0	0	0	0	0	20
1703	Mishra	24	2	0	0	4	0	0	0	0	0	0	24
1704	Preethi	25	1	0	0	4	0	0	0	0	0	0	25
1740	Manju	20	6	0	0	4	0	0	0	0	0	0	20

## 2.5) Monthly OT Summary Report

### Monthly Status Report (OT Summary)

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 12:35

Department: Account

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total
Adam:1507		1:26	1:22			1:03	1:14	1:16	1:16	1:13			1:12	1:15	1:11	1:12	1:34			2:44	8:13	7:40	7:44	8:16	1:50		00:06	1:26	1:19		54:41
Lee:1514	1:20	1:23	1:24			1:31	1:21	1:24	1:19	1:40			1:16	1:38	1:49	1:31	1:30			1:26	1:29	1:34	1:29	1:31			1:11	1:21	1:23	1:30	32:09
Swaponi P:1527	1:53	1:22	1:20			1:17	1:20	1:19	1:18	1:22			1:15	1:28	1:11	1:28	00:02			1:21	1:31	1:17	1:12	1:15			1:20	1:07	00:03		25:41
Nanda Kulkarni:1529	1:48		1:02			2:03							1:48	1:14						1:28	1:24	1:26	1:43	1:32			1:07	00:56	1:17	1:34	20:20
Manoj Joshi:1533	00:29	1:22	1:15	00:13			1:21	1:22	1:17	1:19			1:19	1:18	1:18	1:19	1:19			1:20	1:18	1:19	1:15	1:20			1:31	1:29	1:36	1:27	27:46
Sachi:1580		00:10	00:11			00:26	1:17	1:15	1:09	00:39	1:15		1:04				1:09			1:12	1:40						1:11	1:10	1:25		15:13

Department: HR

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total
Daniel:1095	1:36	1:19	1:16			1:20		11:57	2:40	9:27			1:18	1:27	1:14	1:28	1:16			1:38	1:16	1:21	1:24	1:29			1:19	1:13	1:24		47:28
Karthik L:1452	1:42	1:54	1:51			2:44	2:00	1:41	1:54	1:54			2:19	2:03	2:18	1:53	1:45			2:10	1:59	1:27	1:53	1:41	00:10		2:35	1:51	1:47	1:47	43:18
Jason:1689	1:31	1:22	1:36			1:38	1:36	1:30	1:35	1:35			1:47	1:37	1:33	1:12	1:36			1:40	1:33	1:24	1:24	1:46			1:47	1:34	1:23	1:27	34:06
Peter:1692	1:24	1:25	1:20			1:22	1:23	1:22	1:17	1:36			1:19	1:19	1:24	1:18	1:18			1:25	1:19	1:19	1:19	1:18			1:29	1:26	1:22	1:18	30:02
Abram:1698	1:52		00:57	00:27			1:31		1:25	1:47																					7:59

Department: Sales

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total
Patil:1038	1:51	1:48	1:42			1:43	1:49	1:16	1:38	1:32			1:31	00:12	1:50	1:21						2:22	1:42	1:30	1:45		1:40	1:34	1:40		30:26
Prashanth:1241	1:34	1:17	1:14				1:20	1:20	1:22	1:25			1:26	1:25	1:27	1:20	1:26			1:23	1:24	1:27	1:25	1:20			12:02	7:43	7:46	7:46	58:52
Amol:1471	1:44	1:22		00:42																											3:48
Krishnan:1605			1:27			1:24		1:31	1:25	1:27				1:25	1:18	1:21	1:34			1:26	1:35	1:19	1:33	00:25			1:32	1:34	1:44	1:24	25:24
Shweta:1688	1:32	1:16	1:30			1:59	1:14	1:22	1:32	1:44			1:29		1:27	1:25	1:17			1:38	1:37	1:33		1:25			1:28				25:28
Rohini:1706		1:22				1:24	1:28	1:11					1:24	1:25	1:20	1:21	1:11			1:18	1:19		1:15	1:23			1:24	1:38	1:09	1:22	22:54
Puja:1708	1:21	1:18	1:12			1:17	1:11	1:18		1:15				1:27	1:11	1:09	1:14			1:16	1:13	1:11	1:14	1:16			1:12	1:21	1:11		23:47

Department: Service

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total
Praveen:1003	2:30	2:26	1:12			3:36			2:51	1:16			2:42	2:08	00:04	2:49	00:59			3:07	2:10	1:39	2:16	1:04			3:11	2:21	2:19	2:24	43:04
Chetan:1009	1:41	1:29	1:25			00:02																							1:35	1:27	7:39
BASAVARAJGuru:1014													00:45	1:20		1:24	1:28			1:21	1:20	1:22	1:21	1:20			00:40	1:17	1:29	1:19	16:26

Generated By:essl

Page No 1

## 2.6) Monthly OT Hours Report

### Monthly Status Report (Hour Wise Summary)

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 12:50

Department: Account

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total WH	Total OT	Total
Adam:1507		1:26	1:22			1:03	1:14	1:16	1:16	1:13			1:12	1:15	1:11	1:12	1:34			2:44	8:13	7:40	7:44	8:16	1:59		00:06	1:26	1:19		213.59	54.41	268.40
Lee:1514	1:29	1:23	1:24			1:31	1:21	1:24	1:19	1:40			1:16	1:38	1:49	1:31	1:30			1:26	1:29	1:34	1:29	1:31			1:11	1:21	1:23	1:30	204.06	32.09	236.15
Swapnil P:1527	1:53	1:22	1:20			1:17	1:20	1:19	1:18	1:22			1:15	1:28	1:11	1:28	00:02			1:21	1:31	1:17	1:12	1:15			1:20	1:07		90.03	204.20	254.41	230.01
Nanda Kulkarni:1529	1:46		1:02			2:03							1:48	1:14						1:28	1:24	1:26	1:43	1:32			1:07	00:56	1:17	1:34	145.33	20.20	165.53
Manoj Joshi:1533	00:29	1:22	1:15	00:13			1:21	1:22	1:17	1:19			1:19	1:18	1:18	1:19	1:19			1:20	1:18	1:19	1:15	1:20			1:31	1:29	1:36	1:27	203.54	27.46	231.40
Sachi:1550		00:10	00:11			00:26	1:17	1:15	1:09	00:39	1:15		1:04				1:09			1:12	1:40						1:11	1:10	1:25	166.12	15.13	201.25	

Department: HR

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total WH	Total OT	Total
Daniel:1066	1:36	1:19	1:16			1:26		1:57	2:40	9:27			1:18	1:27	1:14	1:28	1:16			1:38	1:16	1:21	1:24	1:29			1:19	1:13	1:24		204.05	47.26	251.33
Karthik L:1452	1:42	1:54	1:51			2:44	2:00	1:41	1:54	1:54			2:19	2:03	2:18	1:53	1:45			2:10	1:59	1:27	1:53	1:41	00:10		2:35	1:51	1:47	1:47	199.05	43.18	242.23
Jason:1689	1:31	1:22	1:36			1:38	1:36	1:30	1:35	1:35			1:47	1:37	1:33	1:12	1:36			1:40	1:33	1:24	1:24	1:46			1:47	1:34	1:23	1:27	204.32	34.06	238.38
Peter:1692	1:24	1:25	1:20			1:22	1:23	1:22	1:17	1:36			1:19	1:19	1:24	1:18	1:18			1:25	1:19	1:19	1:19	1:18			1:29	1:26	1:22	1:18	203.12	30.02	233.14
Abram:1698	1:52		00:57	00:27		1:31		1:25	1:47																						74.49	7.59	82.48

Department: Sales

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total WH	Total OT	Total	
Patil:1038	1:51	1:48	1:42			1:43	1:49	1:16	1:38	1:32			1:31	00:12	1:50	1:21						2:22	1:42	1:30	1:45			1:40	1:34		1:40	152.00	30.26	182.26
Prashanth:1241	1:34	1:17	1:14				1:20	1:20	1:22	1:25			1:26	1:25	1:27	1:20	1:26			1:23	1:24	1:27	1:25	1:20			1:20	7:43	7:46	7:46	207.40	56.52	266.32	
Amol:1471	1:44	1:22		00:42																												31.40	3.48	35.28
Krishnan:1605			1:27			1:24		1:31	1:25	1:27			1:25	1:18	1:21	1:34				1:26	1:35	1:19	1:33	00:25			1:32	1:34	1:44	1:24	171.29	25.24	196.53	
Shweta:1688	1:32	1:16	1:30			1:59	1:14	1:22	1:32	1:44			1:29		1:27	1:25	1:17			1:38	1:37	1:33	1:25				1:28				168.37	25.28	194.05	
Rohini:1706			1:22			1:24	1:28	1:11					1:24	1:25	1:20	1:21	1:11			1:18	1:19		1:15	1:23			1:24	1:38	1:09	1:22	169.45	22.54	192.39	
Puja:1708	1:21	1:18	1:12			1:17	1:11	1:18		1:15			1:27	1:11	1:09	1:14				1:16	1:13	1:11	1:14	1:16			1:12	1:21	1:11		192.21	23.47	216.08	

Department: Service

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total WH	Total OT	Total	
Praveen:1003	2:30	2:26	1:12			3:36			2:51	1:16			2:42	2:08	00:04	2:49	00:59			3:07	2:10	1:39	2:16	1:04			3:11	2:21	2:19	2:24	166.06	43.04	209.10	
Chetan:1009	1:41	1:29	1:25			00:02																										81.53	7.39	89.32

Generated By:essl

Page No 1

2.7) Monthly Designation Report

Monthly Attendance Sheet Summary  
Jun 01 2016 To Jun 30 2016

Printed On : Jul 20 2017 12:51

Company Name:eSSL																																		
SL No.	Designation	Total Employees	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Jun.2016	
1	Snr Business Analyst	2	0	1	1	0	0	1	1	0	0	1	0	0	1	0	1	1	1	0	0	1	1	1	1	1	0	0	1	0	0	0	0	15
2	Manager	2	2	2	2	1	0	2	2	1	2	2	0	0	2	2	2	2	2	1	0	2	2	2	2	2	1	0	2	2	2	2	46	
3	Executive	22	17	17	19	18	0	17	18	18	15	15	0	15	16	15	15	17	17	0	16	17	17	15	17	17	0	18	18	18	18	423		
4	Developer	3	2	1	1	2	0	2	2	2	2	2	0	2	2	2	1	1	2	0	1	2	2	2	2	2	0	2	1	2	2	46		
5	Lead	5	4	4	3	2	0	3	3	3	4	3	3	0	3	3	4	4	3	3	0	4	4	3	3	2	2	0	2	2	2	3	79	
6	RSM	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	0	0	0	0	1	1	1	1	0	0	1	1	0	1	19	
7	Electrician	2	1	1	2	2	0	2	1	2	2	2	0	2	1	2	1	1	1	0	1	2	2	2	2	2	0	1	1	1	1	40		
8	Snr Service Eng	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	Snr Developer	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total:		39	27	27	29	25	0	28	26	25	26	26	22	0	26	25	27	25	25	24	0	25	29	28	26	27	24	0	25	23	23	25	0	668

**3) Yearly Report:**

**Yearly Summary Report**

Jan 01 2017 To Jul 21 2017

**Company:** eSSL

Printed On : Jul 21 2017 15:02

**Department:** Service

**Employee Code :** 1064

**Employee Name :** Shivkumar

Month	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
January	2	24	0	0	5	0	0	0	0	0	0
February	3	21	0	0	4	0	0	0	0	0	0
March	0	11	0	0	2	0	0	18	0	0	18
April	2	0	0	0	0	0	0	30	0	0	30
May	2	0	0	0	0	0	0	31	0	0	31
June	0	0	0	0	0	0	0	30	0	0	30
July	0	5	0	0	0	0	0	16	0	0	16

**4.0) Leave Report:**

**Leave Entries Report (All)**

Jun 01 2016 To Jun 05 2016

Company: eSSL

Printed On : Jul 20 2017 13:07

Date: 01-Jun-2016

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
1507	Adam	Account	PL	True	Admin	

Date: 02-Jun-2016

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
1507	Adam	Account	PL	True	Admin	

Date: 03-Jun-2016

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
1507	Adam	Account	PL	True	Admin	

Date: 04-Jun-2016

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
1507	Adam	Account	PL	True	Admin	

Date: 05-Jun-2016

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
1507	Adam	Account	PL	True	Admin	

**5.0) Out Door Report:**

**OutDoor Entries Report (All)**

Jan 01 2017 To Jul 21 2017

Company: eSSL

Printed On : Jul 21 2017 15:14

Date: 06-Feb-2017

Employee Code	Employee Name	Department	Duration	IsApproved	ApprovedBy	Outdoor Entries Remarks
1003	Praveen	Service	480	True	Admin	Exhibition
1009	Chetan	Service	480	True	Admin	Official
1014	BASAVARAJGuru	Service	480	True	RSM	Exhibition
1041	Nagraj	Service	480	True	Manager	Official
1064	Shivkumar	Service	480	True	Admin	Official
1083	Basavraju Hiremath	Service	480	True	Admin	Official

Date: 07-Feb-2017

Employee Code	Employee Name	Department	Duration	IsApproved	ApprovedBy	Outdoor Entries Remarks
1003	Praveen	Service	480	True	Admin	Exhibition
1009	Chetan	Service	480	True	Admin	Official
1014	BASAVARAJGuru	Service	480	True	RSM	Exhibition
1041	Nagraj	Service	480	True	Manager	Official
1064	Shivkumar	Service	480	True	Admin	Official
1083	Basavraju Hiremath	Service	480	True	Admin	Official



**6.0) Department Summary Report:**

**Department Summary Report**

Jun 01 2016 To Jun 05 2016

Company: eSSL

Printed On : Jul 20 2017 13:08

Attendance Date: 01-Jun-2016

Department Name	P	A	H	HP	WO	WOP	On Leave	On OD	On OT	Late Coming	Early Going	Tot. Employee
Account	5	0	0	0	0	0	1	0	0	0	0	6
HR	5	0	0	0	0	0	0	0	5	0	0	5
Sales	5	3	0	0	0	0	0	0	8	0	0	8
Service	3	3	0	0	0	0	0	0	6	0	0	6
Software	2	3	0	0	0	0	0	0	5	5	0	5
TechSupport	7	1	0	0	0	0	0	0	0	0	0	8

Attendance Date: 02-Jun-2016

Department Name	P	A	H	HP	WO	WOP	On Leave	On OD	On OT	Late Coming	Early Going	Tot. Employee
Account	6	0	0	0	0	0	1	0	6	0	0	6
HR	5	0	0	0	0	0	0	0	5	0	0	5
Sales	5	3	0	0	0	0	0	0	8	0	0	8
Service	3.5	2.5	0	0	0	0	0	0	6	0	0	6
Software	2.5	2.5	0	0	0	0	0	0	0	5	5	5
TechSupport	7	1	0	0	0	0	0	0	0	0	0	8

**7.0) Leave Summary:**

**Leave Summary Report**

Year:2017

**Company:** eSSL

Printed On : Jul 21 2017 15:05

**Department:** Service

**Employee Code:** 1003

**Employee Name:** Praveen

Leave Type	Leave Allowed	Leave Taken	Leave Balance
CL	5	2	3
EL	15	0	15
PL	10	2	8
SL	10	0	10

**Employee Code:** 1009

**Employee Name:** Chetan

Leave Type	Leave Allowed	Leave Taken	Leave Balance
CL	5	1	4
EL	15	0	15
PL	10	2	8
SL	10	0	10

**8.0) Random Check Report:**

**Random Check Report - in( Time : 09:20 )**

Jul 01 2016 To Jul 01 2016

Company: eSSL

Printed On : Jul 20 2017 13:18

Date: 01-Jul-2016

Date & Time	Employee Code	Employee Name	Department
01-Jul-2016 08:16	1003	Praveen	Service
01-Jul-2016 09:12	1014	BASAVARAJGuru	Service
01-Jul-2016 08:43	1038	Patil	Sales
01-Jul-2016 09:09	1041	Nagraj	Service
01-Jul-2016 09:08	1064	Shivkumar	Service
01-Jul-2016 09:10	1095	Daniel	HR
01-Jul-2016 09:00	1133	Tom	TechSupport
01-Jul-2016 08:55	1135	Harry	TechSupport
01-Jul-2016 09:13	1165	Peter	TechSupport
01-Jul-2016 08:42	1452	Karthik L	HR
01-Jul-2016 09:13	1507	Adam	Account
01-Jul-2016 09:05	1514	Lee	Account
01-Jul-2016 08:57	1527	Swapnil P	Account
01-Jul-2016 09:09	1529	Nanda Kulkarni	Account
01-Jul-2016 08:38	1605	Krishnan	Sales
01-Jul-2016 09:05	1680	Priyanka	TechSupport
01-Jul-2016 08:59	1688	Shweta	Sales
01-Jul-2016 08:56	1689	Jason	HR
01-Jul-2016 09:04	1692	Peter	HR
01-Jul-2016 09:15	1703	Mishra	TechSupport
01-Jul-2016 09:10	1704	Preethi	TechSupport
01-Jul-2016 09:10	1706	Rohini	Sales
01-Jul-2016 09:14	1708	Puja	Sales

**9.0) Log Report:**

**i. Device wise**

**Log Records Report (Device Wise)**

Jul 01 2016 To Jul 05 2016

Printed On : Jul 20 2017 13:21

Device Name T168

Log Date	Direction	Employee Code	Employee Name	Company	Department
01-Jul-2016 08:43:21		1038	Patil	eSSL	Sales
01-Jul-2016 18:21:23		1038	Patil	eSSL	Sales
04-Jul-2016 08:39:54		1038	Patil	eSSL	Sales
04-Jul-2016 18:21:02		1038	Patil	eSSL	Sales
05-Jul-2016 08:49:30		1038	Patil	eSSL	Sales
05-Jul-2016 18:20:10		1038	Patil	eSSL	Sales
01-Jul-2016 09:10:13		1095	Daniel	eSSL	HR
01-Jul-2016 18:33:52		1095	Daniel	eSSL	HR
02-Jul-2016 09:13:28		1095	Daniel	eSSL	HR
02-Jul-2016 16:01:17		1095	Daniel	eSSL	HR
04-Jul-2016 09:10:34		1095	Daniel	eSSL	HR
04-Jul-2016 18:35:18		1095	Daniel	eSSL	HR
05-Jul-2016 09:13:27		1095	Daniel	eSSL	HR
05-Jul-2016 18:34:41		1095	Daniel	eSSL	HR
01-Jul-2016 09:00:37		1133	Tom	eSSL	TechSupport
01-Jul-2016 18:38:49		1133	Tom	eSSL	TechSupport
02-Jul-2016 09:04:30		1133	Tom	eSSL	TechSupport
02-Jul-2016 16:10:30		1133	Tom	eSSL	TechSupport
04-Jul-2016 09:08:16		1133	Tom	eSSL	TechSupport

ii. Date Wise

**Log Records Report (Date Wise)**

Jul 01 2016 To Jul 05 2016

Company: eSSL

Printed On : Jul 20 2017 13:22

Department Sales

Date: 2016-07-01

Log Date	Employee Code	Employee Name	Direction	DeviceName
08:43:21	1038	Patil		T168
18:21:23	1038	Patil		T168
09:33:54	1241	Prashanth		T168
13:26:07	1241	Prashanth		T168
14:23:52	1241	Prashanth		T168
18:31:58	1241	Prashanth		T168
08:38:35	1605	Krishnan		T168
14:20:37	1605	Krishnan		T168
14:42:45	1605	Krishnan		T168
18:33:37	1605	Krishnan		T168
08:59:03	1688	Shweta		T168
18:27:07	1688	Shweta		T168
09:10:50	1706	Rohini		T168
17:15:44	1706	Rohini		T168
17:19:51	1706	Rohini		T168
18:33:14	1706	Rohini		T168
09:14:07	1708	Puja		T168
18:32:17	1708	Puja		T168

iii. Employee Wise

**Log Records Report (Employee Wise)**

Jul 01 2016 To Jul 05 2016

Company: eSSL

Printed On : Jul 20 2017 13:20

Department

Software

Employee

1015 : Santhosh

Log Date	DeviceName	Direction
01-Jul-2016 09:14:38	T168	
01-Jul-2016 13:45:11	T168	
01-Jul-2016 14:34:29	T168	
01-Jul-2016 18:40:23	T168	
02-Jul-2016 09:16:19	T168	
02-Jul-2016 14:04:37	T168	
02-Jul-2016 14:29:03	T168	
02-Jul-2016 15:53:57	T168	
04-Jul-2016 10:20:23	T168	
04-Jul-2016 13:03:40	T168	
04-Jul-2016 14:09:30	T168	
04-Jul-2016 18:57:10	T168	
05-Jul-2016 09:16:11	T168	
05-Jul-2016 11:33:14	T168	
05-Jul-2016 11:45:07	T168	
05-Jul-2016 14:11:58	T168	
05-Jul-2016 14:53:23	T168	
05-Jul-2016 18:35:57	T168	

**10.0) Daily Log Matrix Report:**

**Daily Log Report**

Jun 01 2016 To Jun 05 2016

Company: eSSL

Printed On : Jul 20 2017 13:22

Log Date 01 Jun 2016

Emp Code	Emp Name	Department	Log Records												Status			
1706	Rohini	Sales																A
1708	Puja	Sales	09:13	18:34														P
1740	Manju	TechSupport	08:50	13:36	14:04	18:54												P
1784	Victor	Sales																A

Log Date 02 Jun 2016

Emp Code	Emp Name	Department	Log Records												Status			
510	Vijaykumar	Software																
1003	Praveen	Service	08:13	12:53	13:21	18:39												P
1009	Chetan	Service	09:03	18:32														P
1014	BASAVARAJU uru	Service																A
1015	Santhosh	Software	09:22	11:16	11:33	19:08												½P
1037	Rubesh	TechSupport																A
1038	Patil	Sales	08:32	18:20														P
1041	Nagraj	Service	09:09	12:52	13:07	18:38												P
1064	Shivkumar	Service	09:05	12:20														½P
1083	Basavraj Hiremath	Service																A
1095	Daniel	HR	09:08	18:27														P
1123	Amitkumar	Software	09:40	19:06														P
1124	Pradeep	Software																A
1125	Soumya	Software																A
1133	Tom	TechSupport	09:06	18:37														P
1135	Harry	TechSupport	08:45	13:01														P

**11.0) Continuous Abnormal Report:**

**Continous Abnormally Report (Absent)**

May 30 2016 To Jun 30 2016 (For 3 Days )

Company: eSSL

Printed On : Jul 20 2017 17:10

Department: Account

Sno.	Employee Code	Employee Name	Number of Times
1	1529	Nanda Kulkarni	1 ( 07-Jun-2016 ; 08-Jun-2016 ; 09-Jun-2016 ; )

Department: HR

Sno.	Employee Code	Employee Name	Number of Times
1	1698	Abram	5 ( 13-Jun-2016 ; 14-Jun-2016 ; 15-Jun-2016 ; 16-Jun-2016 ; 17-Jun-2016 ; 18-Jun-2016 ; 20-Jun-2016 ; 21-Jun-2016 ; 22-Jun-2016 ; 23-Jun-2016 ; 24-Jun-2016 ; 25-Jun-2016 ; 27-Jun-2016 ; 28-Jun-2016 ; 29-Jun-2016 ; )



**12.0) Last Day Status Report:**

**Last Day Status Report**

Jun 01 2016 To Jun 02 2016

Company: eSSL

Printed On : Jul 20 2017 17:16

SNo	Upload Date	Device Code	Device Name	Logdate	Emp. Code	Emp. Name	Department	Last Day Status	InOut Status
1		1015	T168	01-06-2016 09:21	1015	Santhosh	Software	01-06-2016	IN
2		1015	T168	01-06-2016 18:41	1015	Santhosh	Software	01-06-2016	OUT
3		1015	T168	02-06-2016 09:22	1015	Santhosh	Software	02-06-2016	IN
4		1015	T168	02-06-2016 11:33	1015	Santhosh	Software	02-06-2016	OUT
5		1123		01-06-2016	1123	Amitkumar	Software	01-06-2016	IN
6		1123		01-06-2016	1123	Amitkumar	Software	01-06-2016	OUT
7		1123	T168	02-06-2016 09:40	1123	Amitkumar	Software	02-06-2016	IN
8		1123	SE	02-06-2016 17:00	1123	Amitkumar	Software	02-06-2016	OUT
9		1124		01-06-2016	1124	Pradeep	Software	01-06-2016	IN
10		1124		01-06-2016	1124	Pradeep	Software	01-06-2016	OUT
11		1124		02-06-2016	1124	Pradeep	Software	02-06-2016	IN
12		1124		02-06-2016	1124	Pradeep	Software	02-06-2016	OUT
13		1125		01-06-2016	1125	Soumya	Software	01-06-2016	IN
14		1125		01-06-2016	1125	Soumya	Software	01-06-2016	OUT
15		1125		02-06-2016	1125	Soumya	Software	02-06-2016	IN
16		1125		02-06-2016	1125	Soumya	Software	02-06-2016	OUT
17		1571	T168	01-06-2016 08:59	1571	Sagrika	Software	01-06-2016	IN
18		1571	T168	01-06-2016 18:32	1571	Sagrika	Software	01-06-2016	OUT
19		1571	T168	02-06-2016 08:50	1571	Sagrika	Software	02-06-2016	IN
20		1571	T168	02-06-2016 18:31	1571	Sagrika	Software	02-06-2016	OUT

---

### 13.0) Generate Memo:

#### a) Absent

#### Memo

Printed On : Jul 20 2017 17:17

---

Employee Code: 1014  
Employee Name: BASAVARAJGuru  
Company: eSSL  
Department: Service

Attendance Date: 01 Jun 2016  
Ref No.

Sub: ABSENTEEISM NOTICE/MEMO.

Dear BASAVARAJGuru ,

It has been observed from the Attendance Record that you were Absent from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the Authorised person immediately.

Administrator

#### b) Late

#### Memo

Printed On : Jul 20 2017 17:19

---

Employee Code: 1135  
Employee Name: Harry  
Company: eSSL  
Department: TechSupport

Attendance Date: 02 Jun 2016  
Ref No.

Sub: LATE-COMING/EARLY-GOING NOTICE/MEMO.

Dear Harry ,

It has been observed from the Attendance Record that you were Coming Late or Going Early from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the Authorised person immediately.

Administrator

**C) Half Day**

**Memo**

Printed On : Jul 20 2017 17:22

---

Employee Code:	1064	Attendance Date:	07 Jun 2016
Employee Name:	Shivkumar	Ref No.	
Company:	eSSL		
Department:	Service		

Sub: HALF DAY FOR LATE-COMING/EARLY-GOING NOTICE/MEMO.

Dear Shivkumar ,

It has been observed from the Attendance Record that you were late coming/early going unauthorisedly i.e. without permission on below said attendance date. Hence, we have marked you as Half day.

Administrator

**d) Missed Out Punch**

**Memo**

Printed On : Jul 20 2017 17:21

---

Employee Code:	1038	Attendance Date:	14 Jun 2016
Employee Name:	Patil	Ref No.	
Company:	eSSL		
Department:	Sales		

Sub: MISSED OUT PUNCH NOTICE/MEMO.

Dear Patil ,

It has been observed from the Attendance Record that you are not punching properly which is resulting into Missed Out Punch records in our attendance reports. Kindly explain the reason and co-operate with us to know exact out punch.

Administrator

**14.0) Special Report:**

**a) Department Vs Employee Matrix**

**Department Employment Type Matrix**

Company: eSSL  
Jun 01 2016 To Jun 30 2016

Department/Emp Type	Permanent	Total
Service	89	89
Software	63	63
Sales	139	139
HR	112	112
TechSupport	150	150
Account	147	147
<b>Total</b>	<b>700</b>	<b>700</b>

Generated By:essl Printed on: Jul 20 2017 17:23

**b) Company Vs Employee Matrix**

**Company Employment Type Matrix**

Jun 01 2016 To Jun 30 2016

Company\EmploymentType	Permanent	Total
eSSL	700	700
<b>Total</b>	<b>700</b>	<b>700</b>

Generated By:essl Printed on: Jul 20 2017 17:26

**c) Employee Graph**

**Employee Graph**

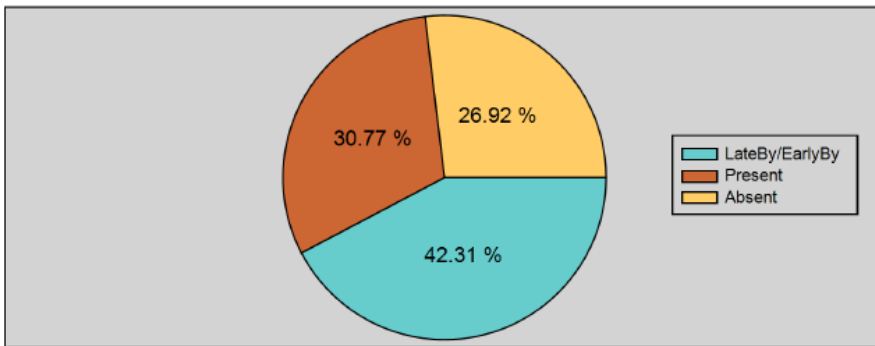
Jun 01 2016 To Jun 30 2016

Company: eSSL

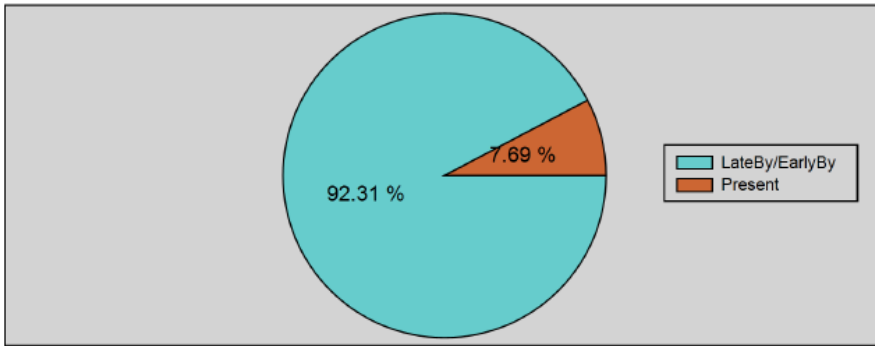
Printed On : Jul 20 2017 17:28

Department :Account

Employee: Nanda Kulkarni : 1529



Employee: Manoj Joshi : 1533



**d) Department Graph**

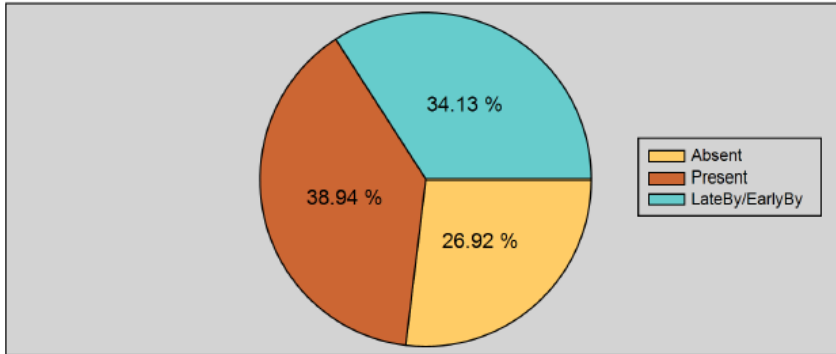
**Department Graph**

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 17:29

Department :TechSupport



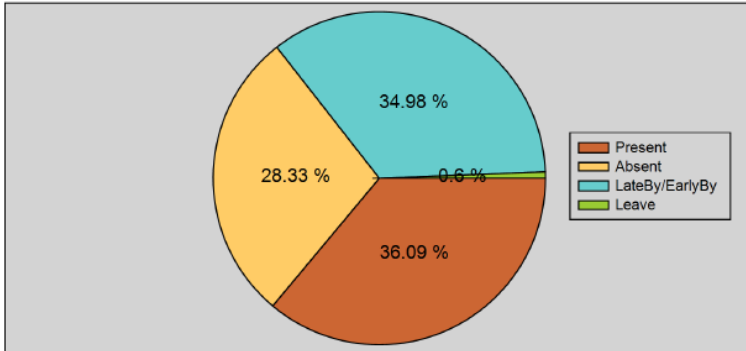
e) Company Graph

**Company Graph**

Jun 01 2016 To Jun 30 2016

Printed On : Jul 20 2017 17:30

Company : eSSL



**15.0) Customized Reports:  
15.a) Muster Roll Report**

NAME OF ESTABLISHMENT: \_\_\_\_\_  
NAME OF EMPLOYER : \_\_\_\_\_  
REGISTRATION NO : \_\_\_\_\_

**MUSTER ROLL CUM WAGES REGISTER**

[ See Rule (27)1 ]  
**REGISTER OF EMPLOYMENT**  
IN A SHOP OR COMMERCIAL ESTABLISHMENT  
Where Opening and Closing Hours are Ordinarily uniform

For The Month Ending June To 2016

Employee Code	Employee Name	Sex	Age	Working Hrs From To	Leave Bal.	Date of Entry	Lunch Time From To	Destination/ Nature of Work	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total Day	Rate/Mon	Es Sa
1507	Adam	M		09:00 17:00	30			Executive	PL	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PLP	PLP	PLP	PLP	PLP	PLP	PLP	24			
1514	Lee	M		09:00 17:00	0			Executive	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	30			
1527	Swapnil P	M		09:00 17:00	0			Executive	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	30			
1529	Nanda Kulkarni	M		09:00 17:00	0			Executive	P	P	P	P	WO	P	A	A	A	A	A	WO	P	P	A	A	P	WO	P	P	P	P	P	P	P	P	P	P	P	23			
1533	Manoj Joshi	M		09:00 17:00	0			Executive	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	30		
1580	Sachi	F		09:00 17:00	0			Executive	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	30		

**15. b) Form J**

NAME OF ESTABLISHMENT: \_\_\_\_\_  
NAME OF EMPLOYER : \_\_\_\_\_  
REGISTRATION NO : \_\_\_\_\_

**FORM "J"**

[ See Rule (20)1 ]  
**REGISTER OF EMPLOYMENT**  
IN A SHOP OR COMMERCIAL ESTABLISHMENT  
Where Opening and Closing Hours are Ordinarily uniform

For The Month Ending June To 2016

Sl No.	Name of Employee	Sex	Age	Contracting Time	Closing Time	Hours Worked On														Total Hours Worked During Week Ending	Days on Which Over Time Work is Done & Extent of each overtime on each occasion during the Week Ending	Extent of each overtime Worked during the Week Ending	Extent of each overtime Worked previously during the Year																	
						Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun																					
1	Pati	M	09:00	17:00		9:51	9:48	9:42	00:00	00:00	9:43	9:49	9:16	9:38	9:32	00:00	00:00	9:31	8:12	9:50	9:21	00:00	00:00	00:00	00:00	10:22	9:42	9:30	9:45	00:00	00:00	9:40	9:34	00:00	9:40	00:00				
2	Prashanth	M	09:00	17:00		9:34	9:17	9:14	7:14	00:00	00:00	9:20	9:20	9:22	9:25	6:46	00:00	9:26	9:28	9:27	9:20	9:26	6:51	00:00	9:23	9:24	9:27	9:25	9:20	6:49	00:00	20:02	19:43	19:46	19:46	00:00				
3	Amol	M	09:00	17:00		9:44	9:22	7:40	8:42	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			
4	Kirshnan	M	09:00	17:00		00:00	00:00	9:27	6:55	00:00	9:24	00:00	9:31	9:25	9:27	6:57	00:00	00:00	9:28	9:18	9:21	9:34	6:57	00:00	9:26	9:35	9:19	9:33	9:25	6:40	00:00	9:32	9:34	9:44	9:24	00:00				
5	Shweta	M	09:00	17:00		9:32	9:16	9:30	7:02	00:00	9:39	9:14	9:22	9:32	9:44	7:07	00:00	9:29	00:00	9:27	9:25	9:17	6:44	00:00	9:38	9:37	9:33	00:00	9:25	7:05	00:00	9:28	4:39	00:00	00:00	00:00				
6	Rohini	M	09:00	17:00		00:00	00:00	9:22	7:40	00:00	9:24	9:28	9:11	00:00	00:00	6:59	00:00	9:24	9:25	9:20	9:21	9:11	6:59	00:00	9:18	9:19	9:11	9:15	9:23	6:56	00:00	9:24	9:38	9:09	9:22	00:00				
7	Puja	M	09:00	17:00		9:21	9:18	9:12	7:20	00:00	9:17	9:11	9:18	6:52	9:15	6:41	00:00	00:00	9:27	9:11	9:09	9:14	7:04	00:00	9:16	9:13	9:11	9:14	9:16	6:21	00:00	9:12	9:21	9:11	6:03	00:00				
8	Victor	M				00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			



**15.C) Detail Form J**

NAME OF ESTABLISHMENT: \_\_\_\_\_  
 NAME OF EMPLOYER: \_\_\_\_\_  
 REGISTRATION NO: \_\_\_\_\_

**FORM "J"**

[ See Rule (2011) ]  
**REGISTER OF EMPLOYMENT**

**IN A SHOP OR COMMERCIAL ESTABLISHMENT**  
 Where Opening and Closing Hours are Ordinarily uniform

For The Month Ending June To 2016

Sl. No.	Employee	Sex	City	Religion	Date of Birth	Hours Worked On																															Total Hours Worked During Week Ending	Days on Which OverTime Work is Done & Extent of each overtime on each occasion during the Week Ending	Extent of each overtime Worked during the Week Ending	Extent of each overtime Worked Previously during the Year		
						01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
1	Name:Santhosh Code:1016 Designation:Developer DOJ:01-Jan-1900	M				09:00	17:00			9:20	2:11	9:24	6:37	00:00	8:34	9:16	7:36	9:20	9:20	6:48	00:00	6:57	9:14	5:26	3:47	9:26	6:52	00:00	00:00	9:31	9:04	9:14	8:38	6:47	00:00	21:11	21:45	19:37	20:39	30:00		
2	Name:Amitkumar Code:1123 Designation:Snr Business Analyst DOJ:01-Jan-1900	M				09:00	17:00			09:00	7:20	7:53	00:00	00:00	6:37	8:42	00:31	00:27	6:56	00:00	00:00	6:30	00:00	7:29	6:58	6:33	00:00	00:00	6:59	7:21	6:26	8:27	7:02	00:00	00:00	7:03	00:00	00:00	00:00	30:00		
3	Name:Pradeep Code:1124 Designation:Developer DOJ:01-Jan-1900	M				09:00	17:00			09:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	30:00		
4	Name:Soumya Code:1125 Designation:Snr Developer DOJ:01-Jan-1900	M				09:00	17:00			09:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	30:00		
5	Name:Dagrika Code:1571 Designation:Developer DOJ:01-Jan-1900	M				09:00	17:00			9:33	9:41	00:00	7:01	00:00	9:32	9:32	9:39	9:27	9:25	6:36	00:00	9:41	9:46	9:42	9:20	00:00	7:23	00:00	9:27	9:30	9:54	9:08	9:33	7:04	00:00	6:54	00:00	9:38	7:43	30:00		

**16.0) Employee Detail Report**


**Employee Details Report (Working)**

Jul 21 2017 To Jul 21 2017

Company: eSSL

Printed On : Jul 21 2017 12:29

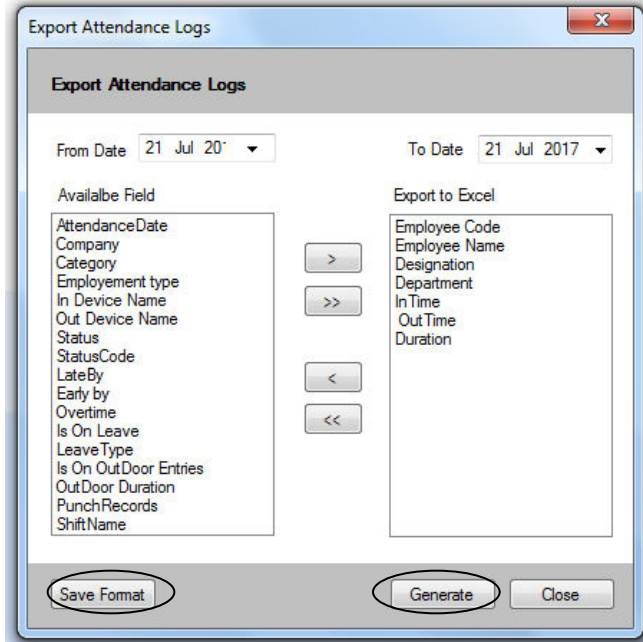
Department Software

Employee: 1123: Amitkumar (Male)			
Email: amit.kumar@esslindia.com Contact No: 9483522226			
DOJ: 20-Jan-2011 DOC: 20-Jan-2011 DOR:			
Employment Type: Permanent Location: Bangalore			
Company	eSSL	Department	Software
Category	Default	Designation	Snr.Business Analyst
Place of Birth		DOB	01-May-1982
FatherName	Shivakumar	MotherName	Anuradha
Residential Address			
Permanent Address			
Nominee 1		Nominee 2	

**17.0) Export Logs:**

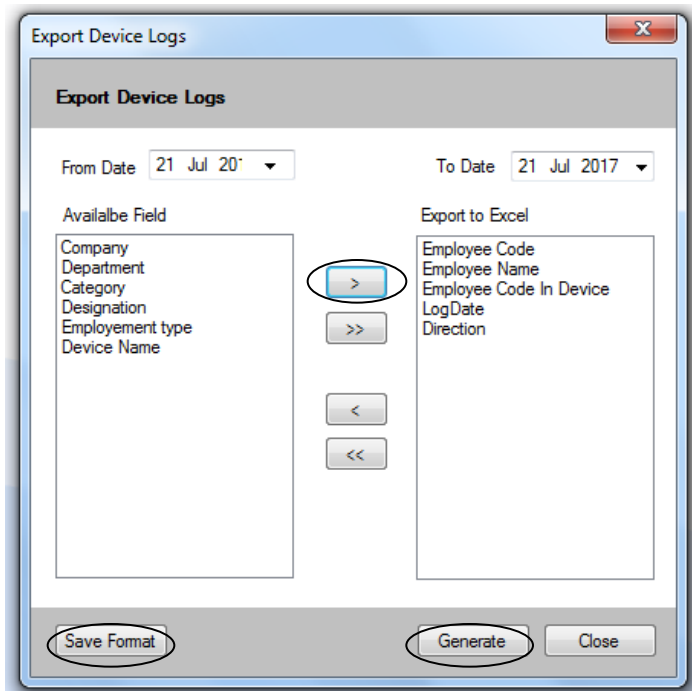
**17.1) Attendance Logs**

This function helps the user to choose required fields to export the attendance logs, Click on save format & generate



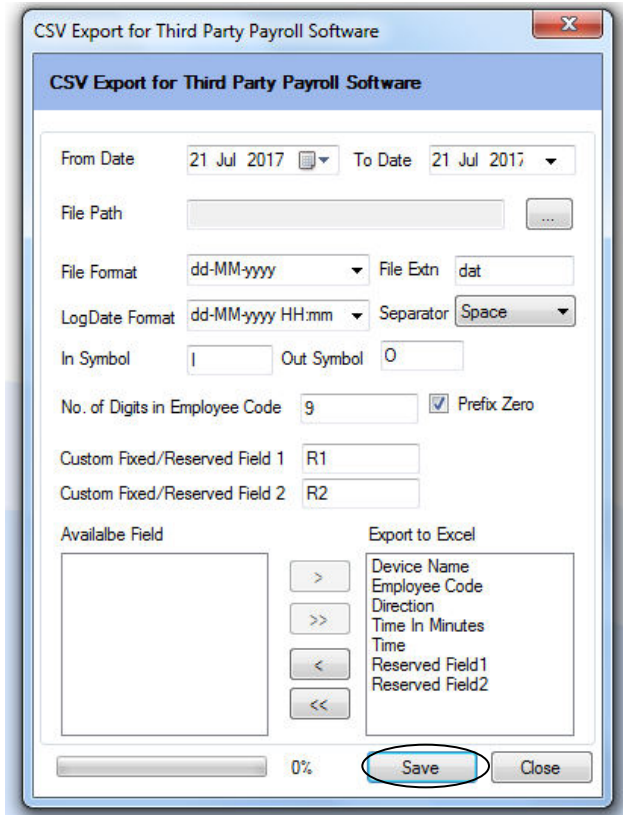
**17.2) Device Logs**

This function helps the user to choose required fields to export the device logs, Click on save format & generate



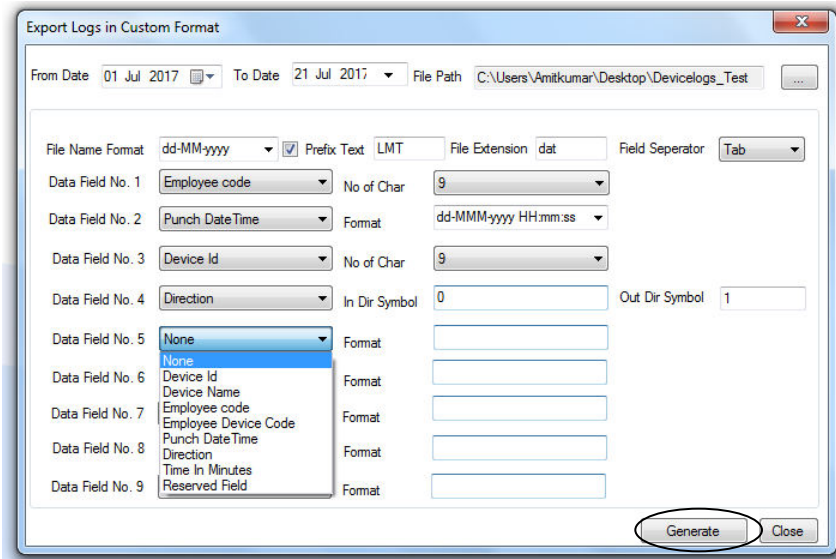
### 17.3) Device Logs Third Party Format

- This function helps the user to choose required fields to export the device logs in the third party format
- File can be generated date wise, Month wise etc & file extension can be “Text file, Csv file, Dat file”
- Fields can be separated by “Tab, Space, Coma, None”
- User can set the value for direction of the In Punches & Out Punches
- Click on save format & can save file as per set directory folder



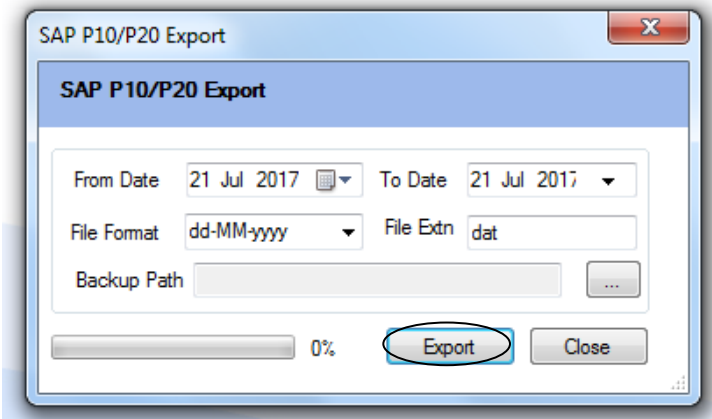
### 17.4) Export Device logs in custom format

- This function helps the user to choose required fields to export the device logs in the custom format
- File can be generated date wise, Month wise etc & Prefix file can be defined
- File extension can be “Text file, Csv file, Dat file”
- Fields can be separated by “Tab, Space, Coma, None”
- User can select fields name from the drop down list
- User can set the value for direction of the In Punches & Out Punches
- User can save file as per set directory folder



### 17.5)SAP Format

- This function helps the user to generate Standard SAP P10/P20 device logs of the employee
- File can be generated date wise, Month wise etc
- File extension can be “Text file, Csv file, Dat file”
- User can save file in set directory folder



**18.0) Extra Reports:**

**18.1) Custom Monthly Status Report**

**Custom Monthly Status Report**

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 21 2017 13:02

Department: Service  
Employee Code: 1003  
EmployeeName: Praveen

ND	WO	HD	CL	PL	ML	WD	Late Coming Days	Early Going Days
30	4	0	0	0	0	26		07 Tue 14:23 15 Wed 16:23

**18.2) Monthly Late Arrival/Early Departure Report**

**Monthly Late Arrival/Early Departure Report**

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 21 2017 13:04

Department: Account

Emp. Code	Emp Name	Late Days	Late Beyond 15 mins	Early Departure > 15 mins
1507	Adam	0	0	0
1514	Lee	8	2	4
1527	Swapnil P	7	4	3
1529	Nanda Kulkarni	9	4	3
1533	Manoj Joshi	24	3	3
1580	Sachi	26	25	7

**18.3) Monthly OT Hours Report**

**Monthly Status Report (Hour Wise Summary)**

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 21 2017 13:05

Department: Account

Employee	1W	2Th	3F	4St	5S	6M	7T	8W	9Th	10F	11St	12S	13M	14T	15W	16Th	17F	18St	19S	20M	21T	22W	23Th	24F	25St	26S	27M	28T	29W	30Th	Total WH	Total OT	Total	
Adam:1507		1:28	1:22			1:03	1:14	1:16	1:16	1:13			1:12	1:15	1:11	1:12	1:34			2:44	8:13	7:40	7:44	8:16	1:59	00:08	1:26		1:19		213:59	54:41	268:40	
Lee:1514	1:29	1:23	1:24			1:31	1:21	1:24	1:19	1:40			1:16	1:38	1:49	1:31	1:30			1:28	1:29	1:34	1:29	1:31			1:11	1:21	1:23	1:30		204:06	32:09	236:15
Swapnil P:1527	1:53	1:22	1:20			1:17	1:20	1:19	1:18	1:22			1:15	1:28	1:11	1:28	00:02			1:21	1:31	1:17	1:12	1:15			1:20	1:07	00:03		204:20	25:41	230:01	
Nanda Kulkarni:1529	1:46		1:02			2:03							1:48	1:14						1:28	1:24	1:26	1:43	1:32			1:07	00:56	1:17	1:34		145:33	20:20	165:53
Manoj Joshi:1533	00:29	1:22	1:15	00:13			1:21	1:22	1:17	1:19			1:19	1:16	1:18	1:19	1:19			1:20	1:18	1:19	1:15	1:20			1:31	1:29	1:36	1:27		203:54	27:46	231:40
Sachi:1580		00:10	00:11			00:26	1:17	1:15	1:09	00:39	1:15		1:04				1:09			1:12	1:40						1:11	1:10	1:25		186:12	15:13	201:25	

**18.4)Monthly Designation Report**

**Monthly Attendance Sheet Summary**

Jun 01 2016 To Jun 30 2016

Printed On : Jul 21 2017 13:06

Company Name:eSSL

SL. No.	Designation	Total Employees	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Jun.2016		
1	Snr.Business Analyst	2	0	1	1	0	0	1	1	0	0	1	0	0	1	0	1	1	1	0	0	1	1	1	1	1	0	0	1	0	0	0	15		
2	Manager	2	2	2	2	1	0	2	2	1	2	2	0	0	2	2	2	2	2	1	0	2	2	2	2	2	1	0	2	2	2	2	46		
3	Executive	22	17	17	19	18	0	17	16	16	15	15	15	0	15	16	15	15	17	17	0	16	17	17	15	17	17	0	16	16	16	16	423		
4	Developer	3	2	1	1	2	0	2	2	2	2	2	2	0	2	2	2	1	1	2	0	1	2	2	2	2	2	0	2	1	2	2	46		
5	Lead	5	4	4	3	2	0	3	3	3	4	3	3	0	3	3	4	4	3	3	0	4	4	3	3	2	2	0	2	2	2	3	79		
6	RSM	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	0	0	0	0	1	1	1	1	0	0	1	1	0	1	19		
7	Electrician	2	1	1	2	2	0	2	1	2	2	2	2	0	2	1	2	1	1	1	0	1	2	2	2	2	2	0	1	1	1	1	40		
8	Snr Service Eng	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
9	Snr Developer	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>Total:</b>			39	27	27	29	25	0	28	26	25	26	26	22	0	26	25	27	25	25	24	0	25	29	28	26	27	24	0	25	23	23	25	0	668

### 18.5) Daily Snapshot Report

User can view employee punch records within start time and end time like status Punched, Not punched or direction wise IN/OUT

The screenshot shows a web application window titled "Daily Snapshot Report". The interface includes the following elements:

- Date Selection:** A date picker set to "14 Mar 2023".
- Status Selection:** A dropdown menu currently showing "All", with a list of options: "All", "Punched", "Not Punched", "Direction-In", and "Direction-Out".
- Time Selection:** "Start Time" is set to "10:00" and "End Time" is set to "11:37". The label "HH:MM 24 hr" is present.
- Employee Filters:** A section titled "Filter Employee" with a checkbox. It contains fields for "Employee Code" (with an "Exact" checkbox), "Employee Name", "Employee Category" (dropdown), "Employee Designation" (dropdown), "Employee Location" (dropdown), and "Employee Type" (dropdown).
- Company and Department Filters:** Two sections, "Filter Company" and "Filter Department", each with a checkbox and a list box. The "Filter Company" list shows "Default" and "Test". The "Filter Department" list shows "Default", "X", and "SWF".
- Selection Controls:** Radio buttons for "Select All" and "Deselect All" are provided for both the Company and Department filters.
- Other Options:** A checkbox for "Show Company Logo" is checked.
- Buttons:** "Generate" and "Close" buttons are located at the bottom right of the window.

Continue ...

**Punched**

Daily Snapshot Report

1 of 2 100% Find | Next

**Daily Snapshot Report (Punched)**

2023-03-14 09:00 To 2023-03-14 13:08

Company: eSSL Printed On : Mar 15 2023 13:11

Department Accounts

Date: 2023-03-14

Employee Code	Employee Name	Punch Records	Status
1240	Suresh V	09:37:06;	Punched
1241	Prashanth R	09:37:06;	Punched
1398	Shankarappa	09:37:06;	Punched
1452	Karthik	09:37:06;	Punched

**Not Punched**

Daily Snapshot Report

1 of 3 100% Find | Next

**Daily Snapshot Report (Not Punched)**

2023-03-14 09:00 To 2023-03-14 13:08

Company: eSSL Printed On : Mar 15 2023 13:09

Department Accounts

Date: 2023-03-14

Employee Code	Employee Name	Punch Records	Status
1014	Basavaraju H S		Not Punched
1015	Santhosh Kumar		Not Punched
1210	Sunil Kumar HM		Not Punched



**18.6) Daily Exception Report**

**DAILY EXCEPTION REPORT**

Mar 10 2023 To Mar 10 2023

Company: Default

Printed On : Mar 14 2023 18:00

EMP NO	EMPLOYEE NAME	GRADE	IN	OUT	IN	OUT	TOT. WORK DURATION	MISSED PUNCH	SHORT	OT
Attendance Date:2023-03-10										
Default		Total:1								
1123	1123		10:45	17:00			6:15	XXXX	XXXX	00:00
Total Labour		1								
Department Total:		1								
Total: 1										

Generated By:essl

Page No. 1

**18.7) Custom OT Report**

User can define custom OT header like normal work duration, holiday and weekly off. Respective OT value can be defined so that OT is multiplied by that value

Custom OT Report X

**Custom OT Report** Group By Department Wise

---

**Parameter Settings**

Multiply Normal OT by  no of time.      Multiply Weekly Off OT by  no of time.

Multiply Holiday OT by  no of time.

WorkDuration Transaction Code       Holiday OT Transaction Code

Normal OT Transaction Code       Weekly Off OT Transaction Code

From Date 01 Feb 2023      To Date 28 Feb 2023

Filter Employee

Employee Code   Exact

Employee Name

Employee Category All

Employee Designation All

Employee Location All

Employee Type All

Show Company Logo

Filter Company       Filter Department

Default Post

Default Post

SWP

Select All     Deselect All   
  Select All     Deselect All

Recalculate Attendance

**Custom OT Report**

Feb 01 2023 To Feb 28 2023

Company: Default

Printed On : Mar 14 2023 18:33

Department: Default

Employee Name	Employee Code	Normal Worked Hours For the Selected Duration WDT	Overtime Hrs (Normal OT)- All Working days after Hrs ROT	Overtime Hrs (HP)- Public Holidays HOT	Overtime Hrs (WOP)- WeeklyOff WOT
Shiva	101	23:00	2:18	24:00	16:00

Generated By:Admin

Page No. 1

**18.8) Daily Sheet Designation wise**

**Daily Sheet Designation**

Mar 14 2023 To Mar 14 2023

Company: eSSL

Printed On : Mar 15 2023 15:01

Attendance Date: 14-Mar-2023

Designation Name	Total Employees	Total Present
Leads	17	8
Packing	6	4
Executive	7	4
Service Engineer	33	17
Business Analyst	5	4
Sales	42	26
Developer	12	9
TechSupport	26	10
Quality Control	25	15
Marketing	17	11
Manager	12	7
Operations	19	10
<b>Total:</b>	<b>221</b>	<b>125</b>

Generated By: essl

Page No. 1

**19.0) Work Code Reports:**

**19.1) Daily Report**

**WorkCode Wise Daily Report**

Jun 01 2017 To Jul 21 2017

Company: Default

Printed On : Jul 21 2017 14:41

Department Default

Date : 22-Jun-2017 WorkCode : 0 WorkCode Name : 1

SNo	EmployeeCode	Employee Name	FirstPunch	LastPunch	Duration
1	1531	Gokul	22-Jun-2017 13:24:30	22-Jun-2017 13:24:44	00:00
2	1531	Gokul	22-Jun-2017 13:24:30	22-Jun-2017 13:24:44	00:00

Date : 22-Jun-2017 WorkCode : 1 WorkCode Name : tiffen

SNo	EmployeeCode	Employee Name	FirstPunch	LastPunch	Duration
1	1531	Gokul	22-Jun-2017 13:25:17		

Date : 22-Jun-2017 WorkCode : 2 WorkCode Name : lunch

SNo	EmployeeCode	Employee Name	FirstPunch	LastPunch	Duration
1	1531	Gokul	22-Jun-2017 13:25:29	22-Jun-2017 13:26:58	00:01

Date : 29-Jun-2017 WorkCode : 0 WorkCode Name : 1

SNo	EmployeeCode	Employee Name	FirstPunch	LastPunch	Duration
1	1255	Soumya	29-Jun-2017 12:31:03		
2	1255	Soumya	29-Jun-2017 12:31:03		

**19.2) Daily Work code Summary Report**

**WorkCode Wise Summary Report**

Jul 01 2017 To Jul 21 2017

Company: eSSL

Printed On : Jul 21 2017 14:42

WorkCode : 0 WorkCode Name : 1

SNo	EmployeeCode	Employee Name	Department	Total Duration
1	1123	Amitkumar	Software	26:51

WorkCode : 1 WorkCode Name : tiffen

SNo	EmployeeCode	Employee Name	Department	Total Duration
1	1123	Amitkumar	Software	00:00

WorkCode : 2 WorkCode Name : lunch

SNo	EmployeeCode	Employee Name	Department	Total Duration
1	1123	Amitkumar	Software	00:00

WorkCode : 3 WorkCode Name : dinner

SNo	EmployeeCode	Employee Name	Department	Total Duration
1	1123	Amitkumar	Software	00:00

## 20.0) Canteen Reports

### 20.1) Daily Report

**Daily Canteen Report**  
Jul 01 2017 To Jul 06 2017

Company: Default

Printed On : Jul 06 2017 11:25

Date : 03-Jul-2017

Company Total (Date Wise)	Tea/Coffe	Dinner	Emp Cont	Empr Cont
	4	1	8	14

Department : Default

Employee	Tea/Coffe	Dinner	Emp Cont	Empr Cont
100 Vijay	2		1.5	4
1450 Kumar	2	1	6.5	10
<b>Total</b>	<b>4</b>	<b>1</b>	<b>8</b>	<b>14</b>

Date : 04-Jul-2017

Company Total (Date Wise)	Tea/Coffe	Lunch	Dinner	Emp Cont	Empr Cont
	1	1	2	15	19.75

Department : Default

Employee	Tea/Coffe	Lunch	Dinner	Emp Cont	Empr Cont
100 Vijay	1		1	5.75	8
1450 Kumar		1	1	9.25	11.75
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>15</b>	<b>19.75</b>

### 20.2) Daily summary Report

**Daily Summary Canteen Report**  
Jul 01 2017 To Jul 06 2017

Company: Default

Printed On : Jul 06 2017 11:25

Company Total (Date Wise)	Tea/Coffe	Lunch	Dinner	Emp Cont	Empr Cont
	7	1	3	24.5	37.75

Department : Default

Employee	Tea/Coffe	Lunch	Dinner	Emp Cont	Empr Cont
100 Vijay	5		1	8.75	18
1450 Kumar	2	1	2	15.75	21.75
<b>Total</b>	<b>7</b>	<b>1</b>	<b>3</b>	<b>24.5</b>	<b>37.75</b>

**20.4) Canteen Work code wise Report**

**Work Code Report(Daily)**

Jul 04 2017 To Jul 05 2017

Printed On : Jul 06 2017 11:29

2017-07-04

Employee Code:Name	Tea	Lunch	Dinner														
1123:Amitkumar	1	1	2														
1450:Kumar	0	0	0														
1531:Pradeep	1	1	2														
<b>Total:</b>	<b>2</b>	<b>2</b>	<b>4</b>														

2017-07-05

Employee Code:Name	Tea	Lunch	Dinner														
1123:Amitkumar	1	0	0														
1450:Kumar	0	0	0														
1531:Pradeep	0	0	1														
<b>Total:</b>	<b>1</b>	<b>0</b>	<b>1</b>														

**20.5) Canteen Work code Consolidated Report**

**Work Code Report(Consolidated)**

Jul 01 2017 To Jul 06 2017

Printed On : Jul 06 2017 11:30

Employee Code:Name	Tea	Lunch	Dinner														
1123:Amitkumar	2	1	4														
1450:Kumar	0	0	0														
1531:Pradeep	1	1	3														
<b>Total:</b>	<b>3</b>	<b>2</b>	<b>7</b>														

## 21) Audit Report

User operation logs type related to the application like add, update and delete can be viewed.

Audit Logs				
Filter	Log Date Time	User Name	Operation Type	Description
Month 3	15 Mar 2023 13:00:16	essl	Update LeaveType CL	Success.
Year 2023	15 Mar 2023 13:00:00	essl	Update Device MUA1495	Success.
From Date 01 Mar 2023	15 Mar 2023 12:59:46	essl	Update Department Service	Success.
To Date 31 Mar 2023	15 Mar 2023 12:59:43	essl	Update Department Marketing	Success.
	15 Mar 2023 12:59:38	essl	Update Department Default	Success.
	15 Mar 2023 12:08:19	essl	User Log In	Success.