

MANUAL FOR eClockLite TIME ATTENDANCE AND PAYROLL SOFTWARE

About eClockLite

eClockLite is the kind of application software which reduces the human efforts. It keeps the records of the employee at regular basis. One can upload the data from the attendance machine in the database for the further use.

You can check the status of the employee, daily, monthly, yearly & leave reports, and Payroll report such as Salary Register, Salary Slip, ESI Register, PF Register (more than 30 different type reports in text and excel format). In this era no one wants to keep attendance manually because it will take time every day. This application is used to keep attendance up to date with the time attendance machine. You can add as much employee as you have in the organization. You can also add the Shift Type, company, Department, Category, Section, Grade in eClockLite according to the need in master entries.

eClockLite is not too large application so it is not complex. It is very easy to install & use. It is a user friendly application.

MINIMUM HARDWARE REQUIREMENTS

Processor: 400 MHz

RAM: 256 MB

Disk space: 100 MB

Operating System: Windows 2000 / XP / Vista / Win7 / Win10

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Report Set of eClockLite

Introduction

Time and Attendance is the process of:

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

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

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

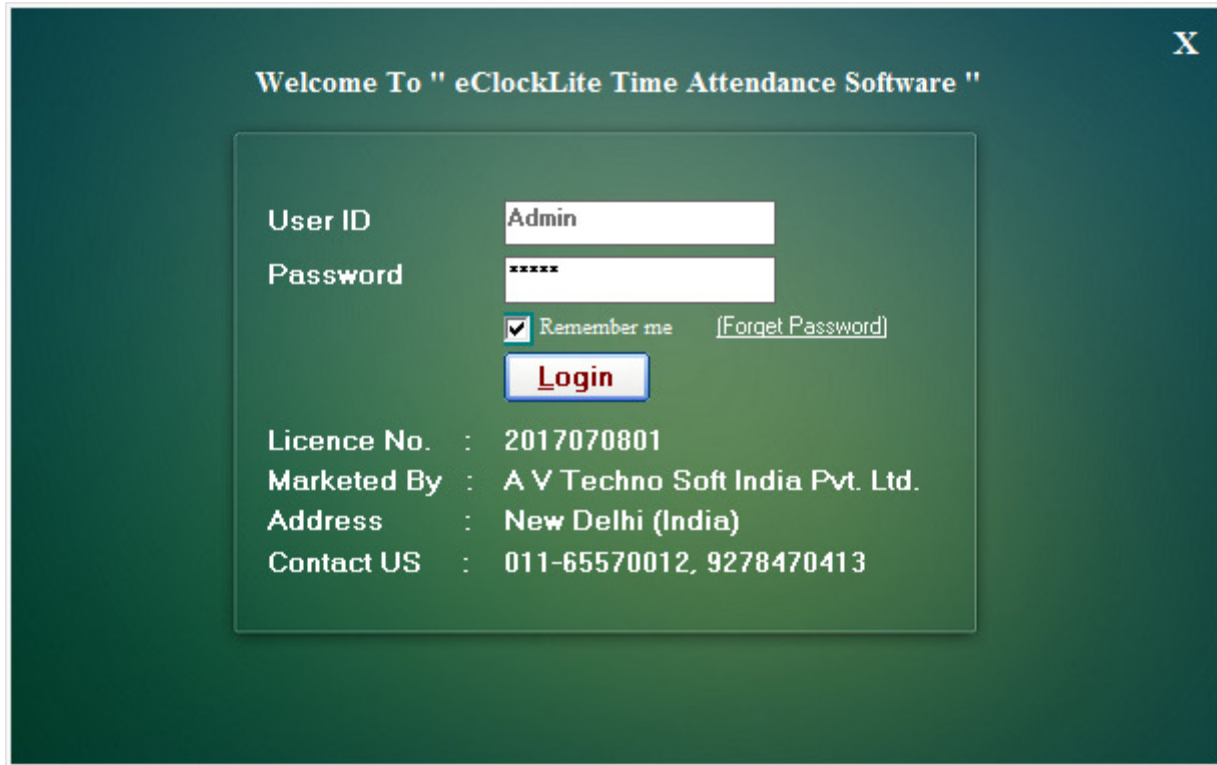


Figure : Login Window eClockLite

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

After Successfully login you will find the main screen like below.

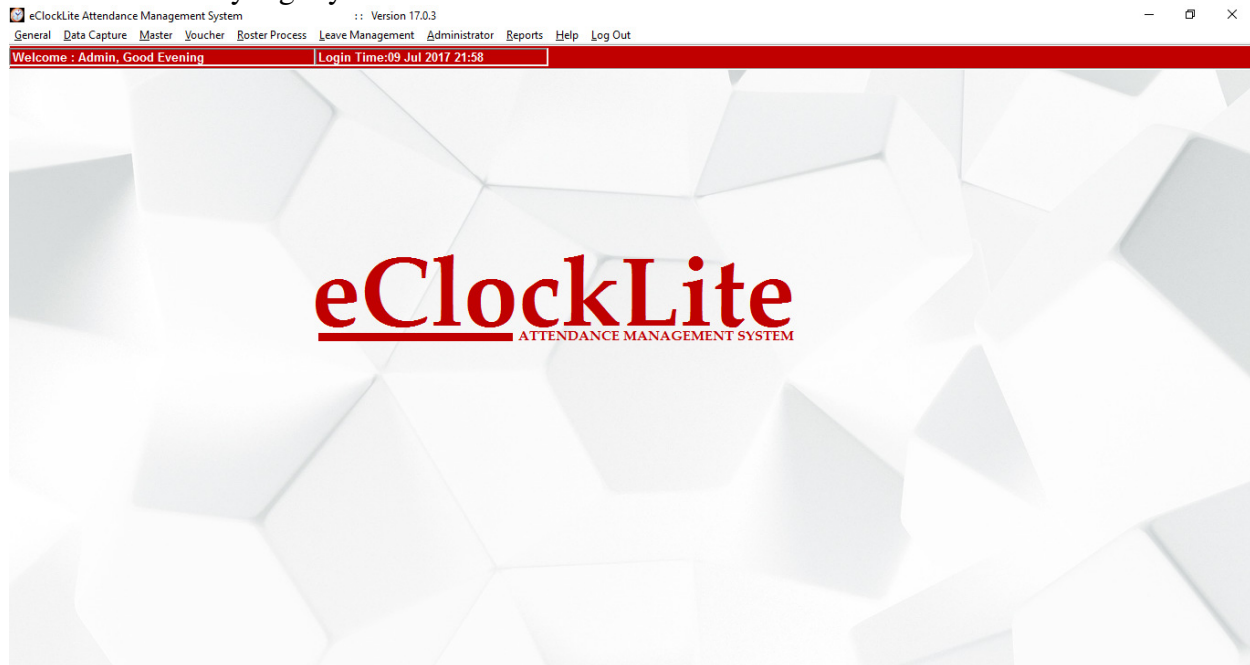


Fig : Main Screen



Fig : General option

1.1. *Change Password*

You can set password to restrict unauthorized user for access the time office software. If you are giving password first time then you have to enter “Admin” to the old password textbox and enter password which you want to give in the new password textbox then confirm it in the confirm new password textbox Press "Ok" button to activate the new password.

You can change password through this option. Enter old password in the old password textbox and continue the same process as new password creation and Email ID for password recovery then press "Ok". The new password will activate after pressing "Ok" button.

To cancel the new password creation process press "Cancel" button.



The image shows a 'Change Password' dialog box. At the top, there is a title bar with the text 'Change Password' and a red header bar with the same text in white. Below the header, there are two radio buttons: 'Super Password' (unselected) and 'Login Password' (selected). The 'Login Password' section contains four input fields: 'Old Password' (with a default value of 'Admin'), 'New Password', 'Confirm Password', and 'Email ID' (with a note '(Required to recover password)'). The 'Super Password' section contains three input fields: 'Old Password' (with a default value of 'Admin'), 'New Password', and 'Confirm Password'. At the bottom right, there are two buttons: 'OK' and 'Close'.

Figure : Change Password window

1.2. Calculator

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

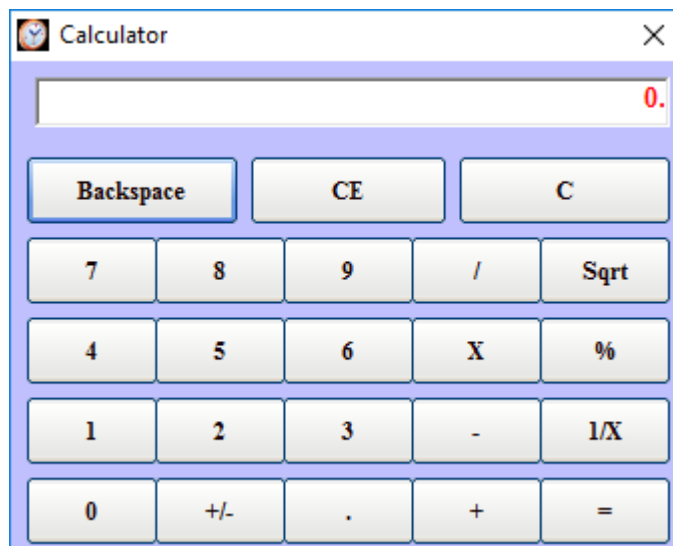


Figure: Calculator

1.3. Calender

You can see calendar and set date from this option.

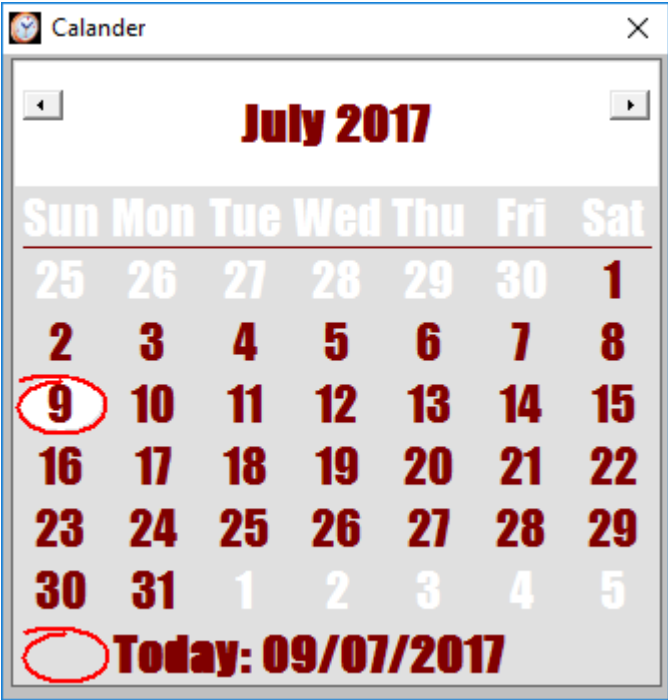


Figure : Calendar

1.4. NotePad

You Can Use it for creating notepad as in system.

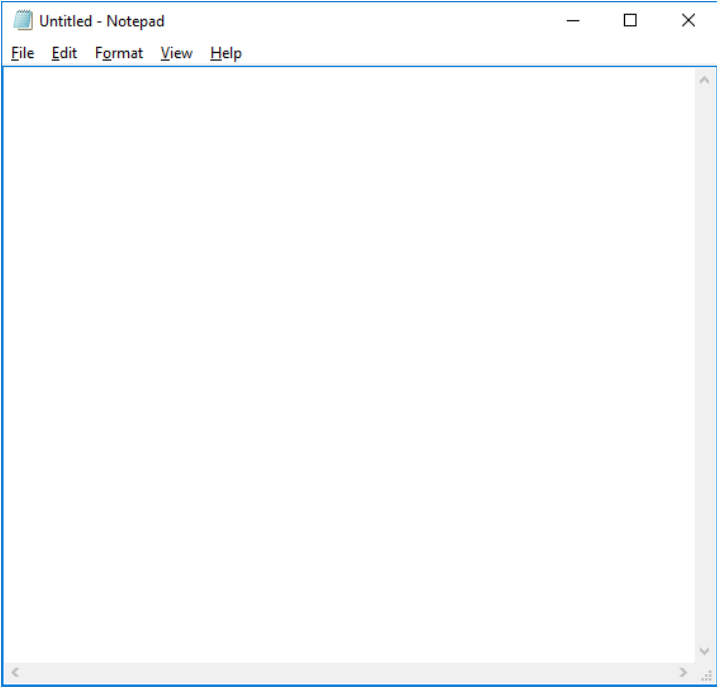


Fig : Notepad

1.5. Data Capture

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

Log Data	Total

Fig : Data Download

1.6. Data Capture (Text File)

You can also get the machine punch data through SD Card ,You can just insert the SD card in machine and select the option to get the punch data the data will saved in SD card in text format.Copy the text file from SD Card and insert it into folder named “PenDrive” Which in application folder. Then go to data download option through text file and select the date rage and click on download.

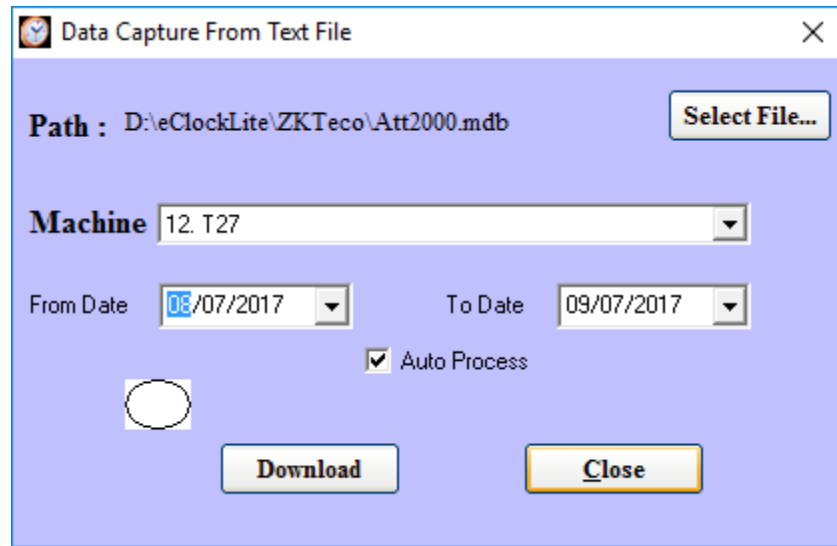


Fig : Download data from text file

1.7. Exit

Press this to exit from system.

2 Master

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

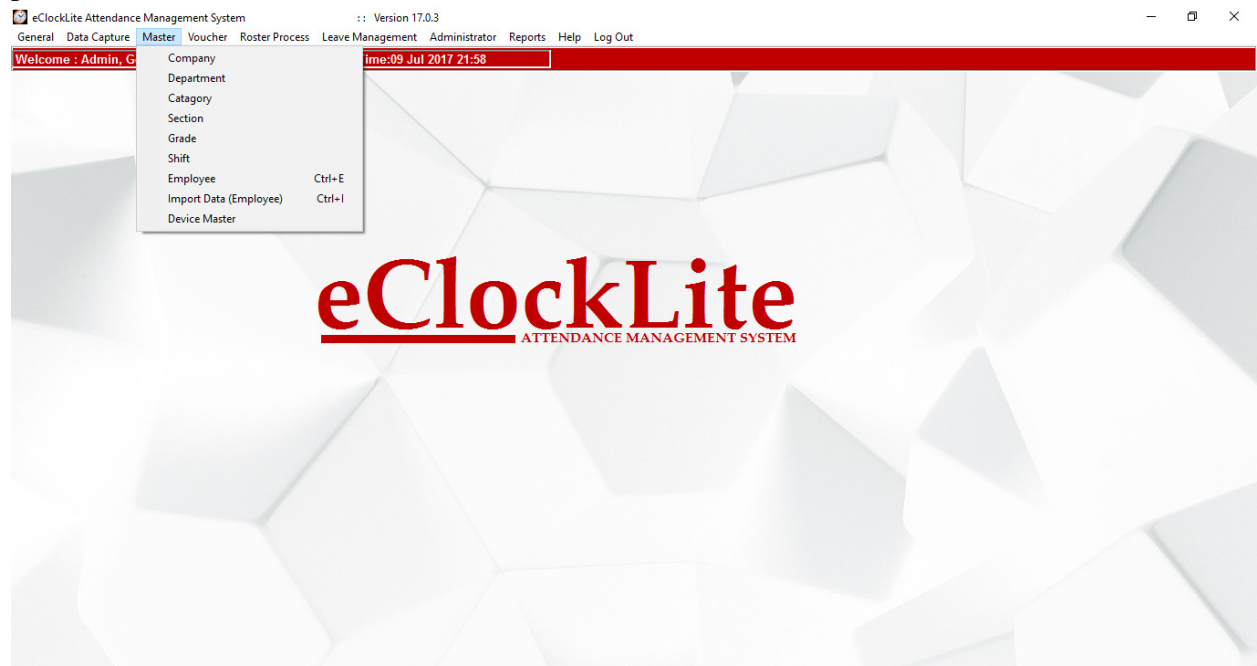


Fig : Main Screen Master Option

2.1 Company Details

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

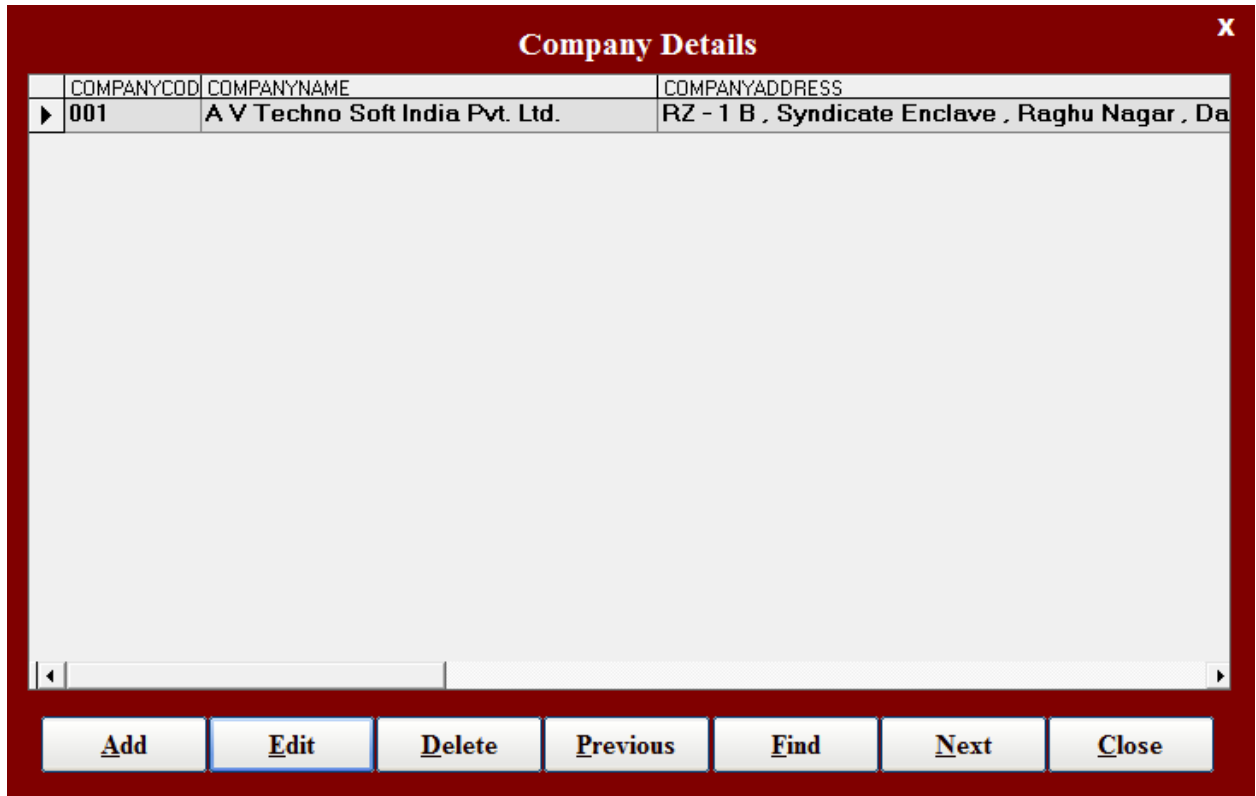


Figure : company master -1

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

Company Master	
* Company Code	001
* Company Name	A V Techno Soft India Pvt. Ltd.
Email ID Of Company (Require to Send Backup)	info@avtechnosoftindia.com
Contact No.	011-65570012 , 9278470413
Company Address	RZ - 1 B , Syndicate Enclave , Raghu Nagar , Dabri More , New Delhi - 11004!
Company PF No.	
<input type="button" value="OK"/> <input type="button" value="Close"/>	

Figure : Company Master-2

- ii. EDIT: You can edit information in company master except company code. If you want any modification in the existing company, press "Edit" button. After pressing edit button complete information about company will shown in the window. Edit those options which you want to edit and press "Ok" button. All the modification will activated now.
- iii. Delete: You can delete information through this option.
- iv. Previous: Pressing button Previous, you can switch to previous company.
- v. Find: You can use this option to search a company. For searching a company you have to press "Find" button. A dialog box will open enter the company code which you want to find in the textbox and press "Ok" button. The arrow will move to that company which you want to find.
- vi. Next: Pressing button Next to switch to the next company.
- vii. Close: You can close this window through this button.

9.1. Department Details

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

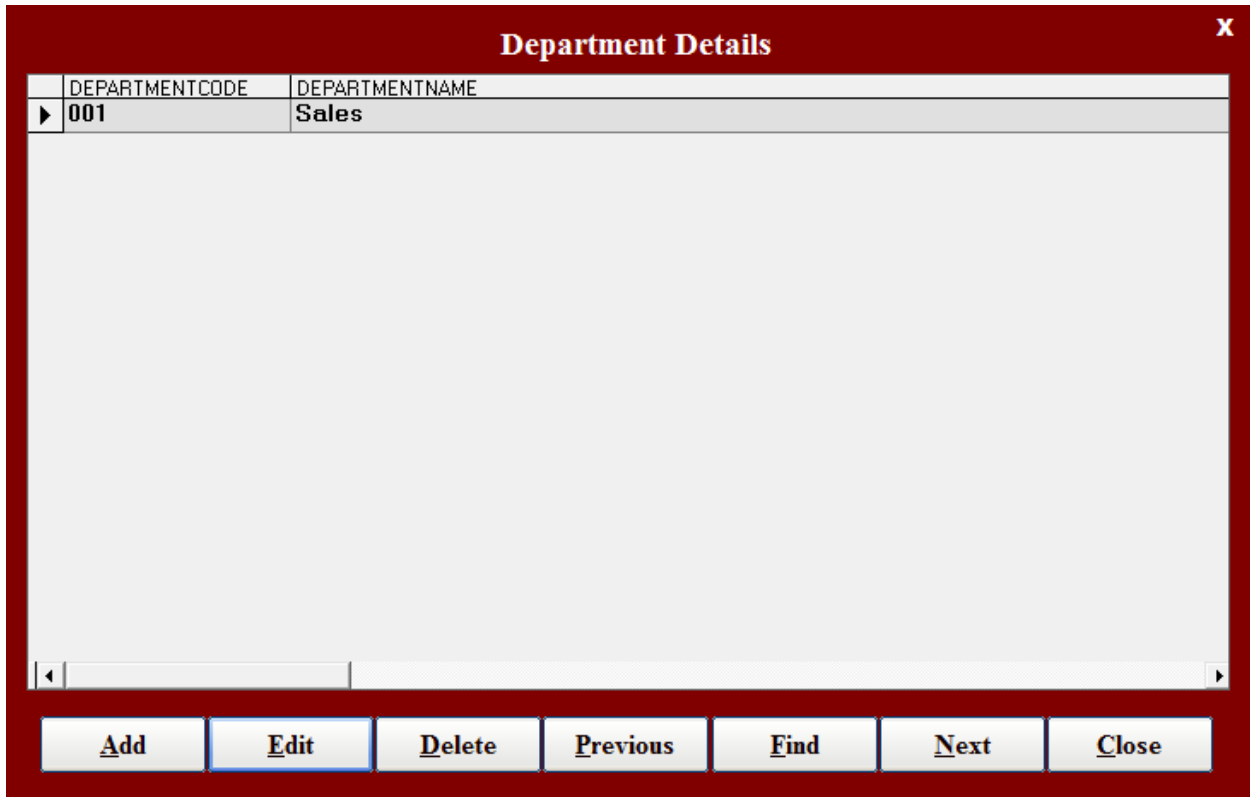


Figure : Department Master-1

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

Figure : Department Master-2

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

- iii. Delete: You can delete information through this option.
- iv. Previous: Pressing button previous to switch to the previous department.
- v. Find: If you can use this option to search a department.
- vi. Next: Pressing button to switch to the Next department.
- vii. Close: You can close this window through this button.

9.2. Category Details

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

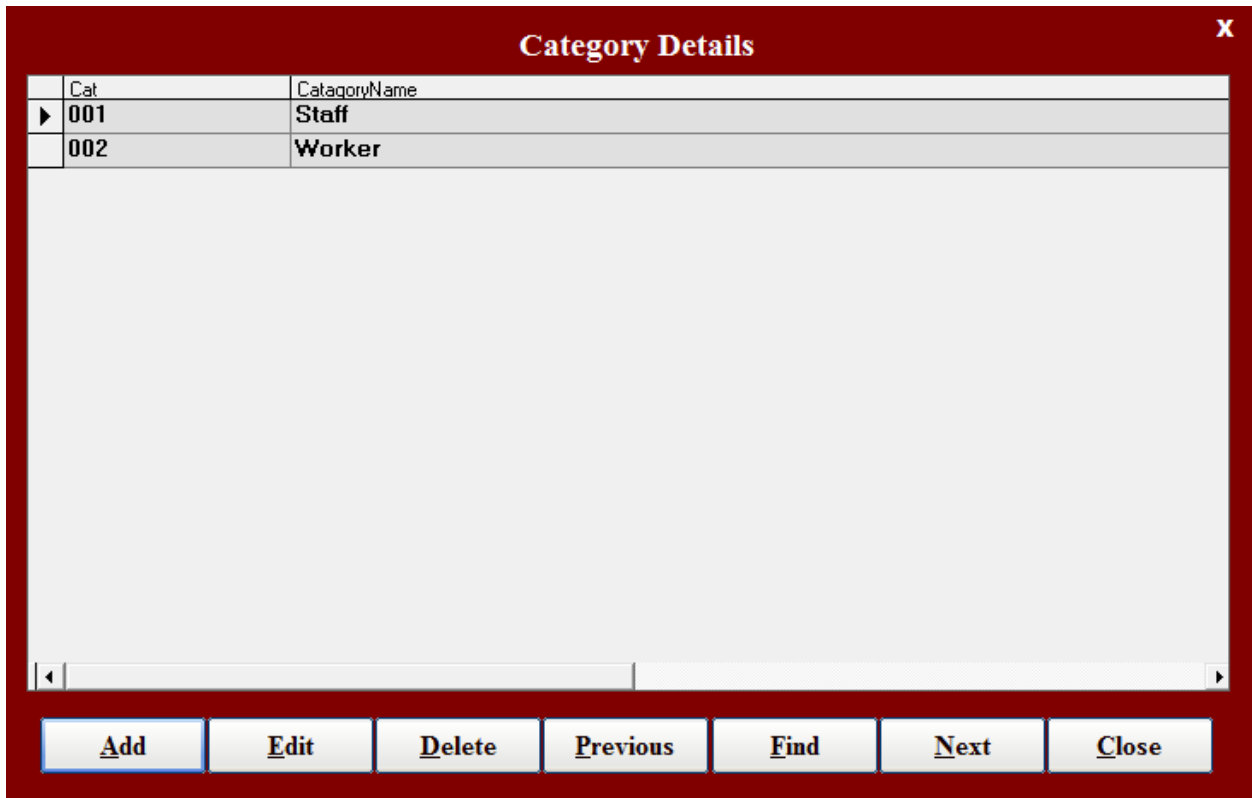


Figure: Category Master -1

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

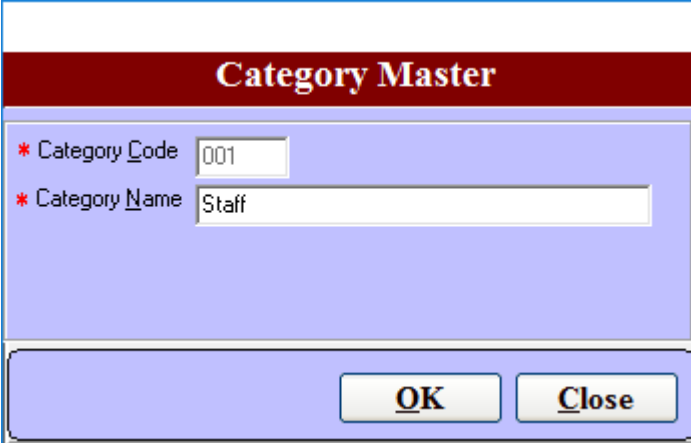


Figure: Category Master-2

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

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

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

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

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

Close: You can close this window through this button.

9.3. Section Details

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

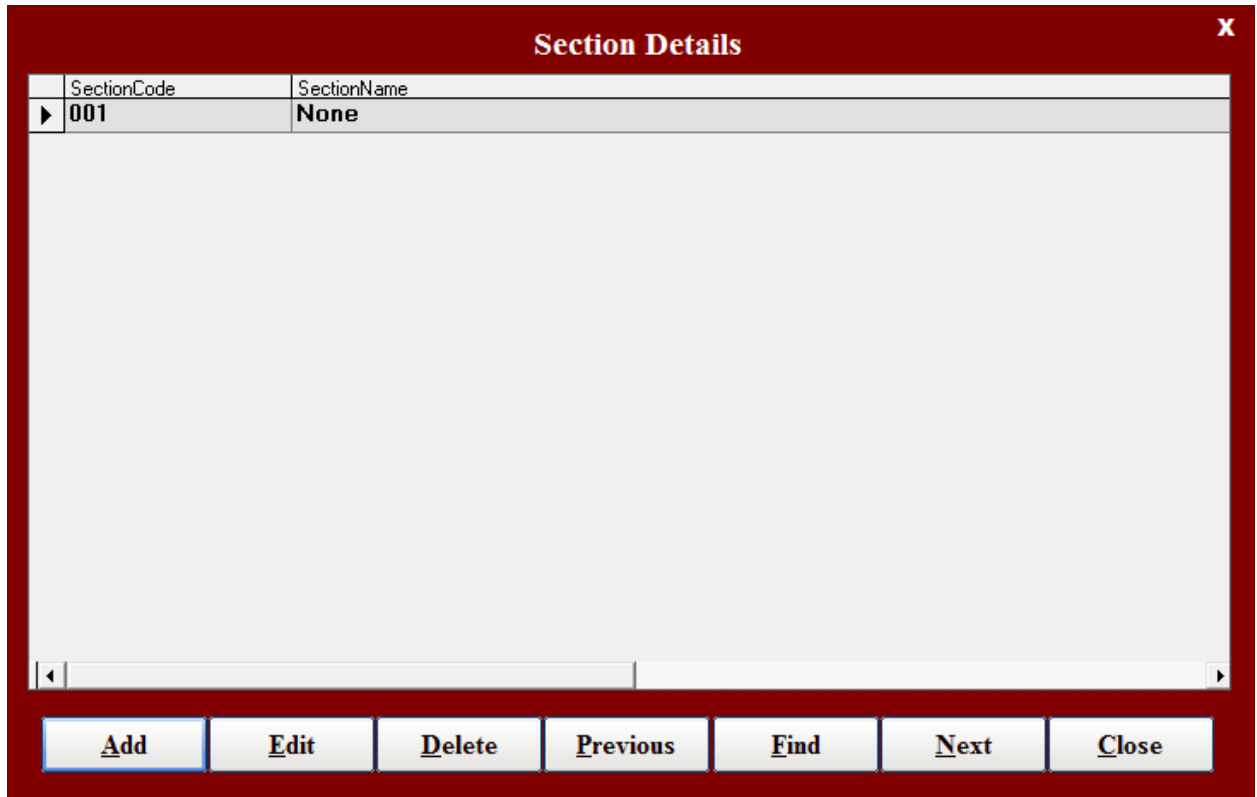


Figure : Section Master-1

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

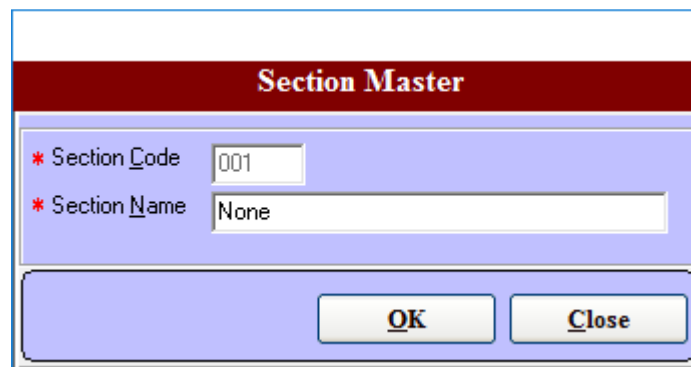


Figure : Section Master-2

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

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

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

Find: You can use this option to search a section. For searching a section you have to press

"Find" button. A dialog box will open enter the section code which you want to find in the textbox and press "Ok" button. The arrow will move to that section which you want to find.

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

Close: You can close this window through this button.

9.4. *Grade Details*

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

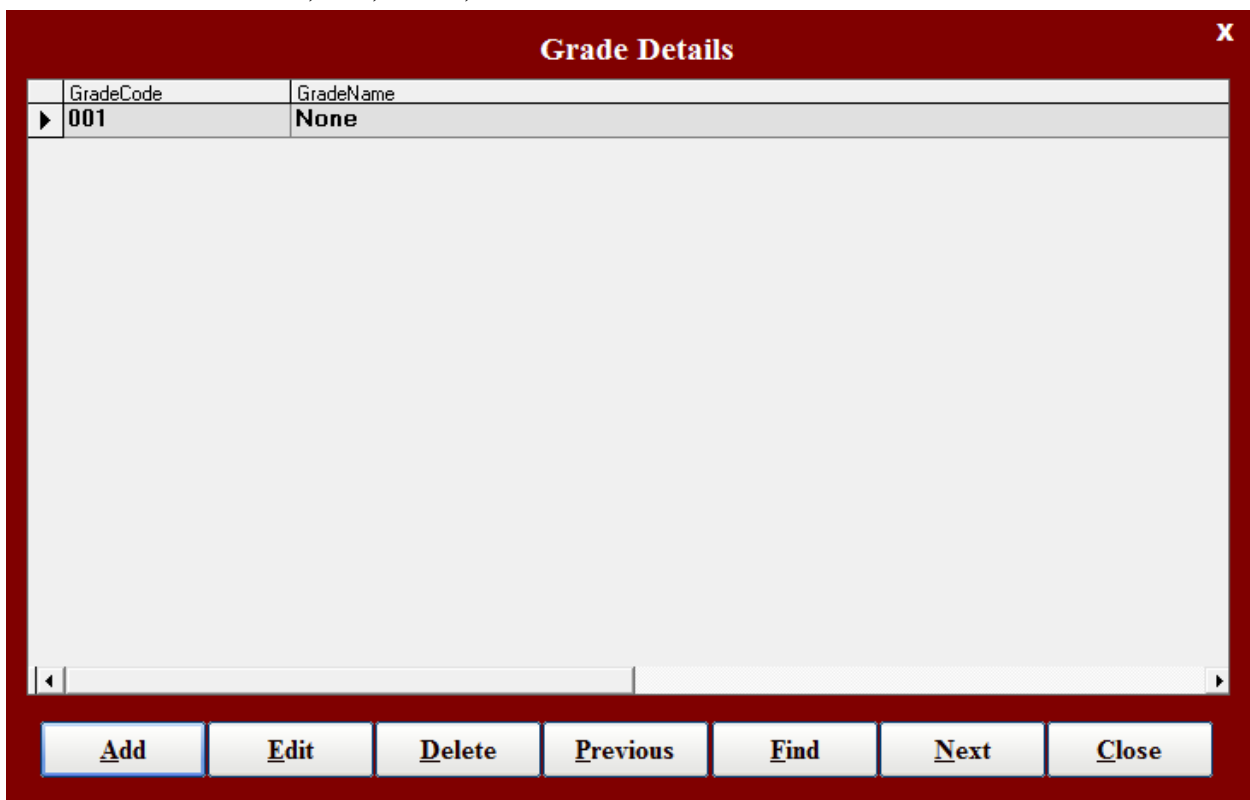


Figure : Grade Master –1

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

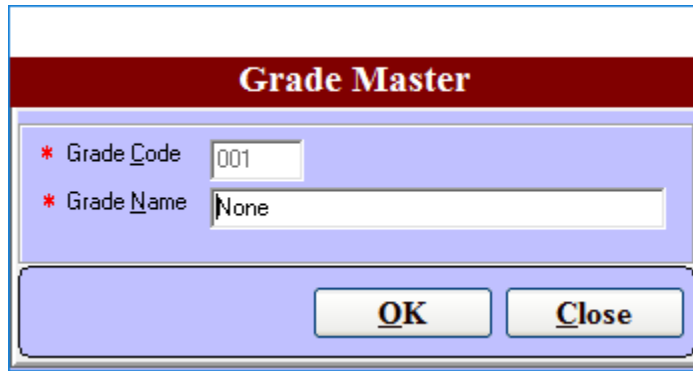


Figure : Grade Master-2

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

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

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

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

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

Close: You can close this window through this button.

9.5. *Shift Details*

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

Shift Details				
Shift	StartTime	EndTime	LunchTime	LunchEndTime
▶ GEN	09:30	18:00	13:00	13:30

<u>A</u> dd	<u>E</u> dit	<u>D</u> elete	<u>P</u> revious	<u>F</u> ind	<u>N</u> ext	<u>C</u> lose
-------------	--------------	----------------	------------------	--------------	--------------	---------------

Figure : Shift Master-1

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

Figure : Shift Master-2

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

Shift code : Add the new shift code.

Shift Start Time : This is the shift starting time.

Shift End Time : This is the shift end time.

Shift Hours : This is the total working hours

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

Lunch Duration : This is the duration of lunch.

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

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

Overtime deduct after: This is the limit of period after which the OT won't be considered e.g. If OT deduct after is initialized as 3.00 hrs and employee having OT 5.00 hrs. Then it would consider 3.00 hrs. Only If you want to give actual overtime, set 23.59 in this option.

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

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

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

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

9.6. Employee Details

You can do entry of new employee of the company through this option of time office software. Paycode and card no. should be unique. It must to enter unique Paycode, unique card no. and name and date of join for the employee creation.

Employee Details						
PAYCODE	ACTIVE	PRESENTCARDNO	EMPNAME	GUARDIANNAME	DATE	
0001	Y	00000001	Mr. MANISH KUMAR	SANTOSH PRASAD	23/	
0002	Y	00000002	SHYAMLENDU MITRA	PRABHAT KUMAR MITRA	28/	
0003	Y	00000003	Mr. DIPANKAR BANERJEE	SRI P.K. BANERJEE	21/	
0004	Y	00000004	Mr. ASHISH KUMAR MISHRA	LATE D. C. MISHRA	10/	
0005	Y	00000005	Mr. SUJAY KUMAR BEJ	BARA BEJ	03/	
0006	Y	00000006	Mr. SUNIL KUMAR PATHAK	SRI B. N. PATHAK	07/	
0007	Y	00000007	Mr. ROSHAN KUMAR JHA	VIJAY KUMAR JHA	01/	
0008	Y	00000008	Mr. S.SRINIVAS SHARMA	S.S.N MURTY	05/	
0009	Y	00000009	Mr. R SHANKAR SWAMY	R KUMAR SWAMY	27/	
0010	Y	00000010	Mr. P.DAMODAR RAO	P.KALIDAS RAO	09/	
0011	Y	00000011	Mr. DEVANAD SHARMA	R SHARMA	30/	
0012	Y	00000012	BAPAN GHOSH	CHITTARANJAN GHOSH	24/	
0015	Y	00000015	Mr. GANESH KUMAR YADAV	J.P.YADAV	13/	
0017	Y	00000017	Mr. RAJEEV KUMAR KARMAKAR	GOPAL KARMAKAR	03/	
0019	Y	00000019	Mr. RANBIR KUMAR SINHA	VINAY KUMAR SINHA	24/	
0020	Y	00000020	Mr. RAJ KUMAR SINGH	SRI K. N. SINGH	16/	
0021	Y	00000021	Mr. MANAS KANTI SARKAR	LATE S.N. SARKAR	10/	

Figure: Employee Master -1

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

- Office details
- Personal details
- Time Office policy
- Shift/WO policy

Address details

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

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

2 Pay code and card no should be unique.

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

4 You can assign the respective company, department and category, etc to each employee, which he/she belongs to. You can even include the scanned photographs of employee and employee signature.

5 You can add PF No. of employee.

6 You can add ESI No. of employee.

The screenshot shows a software window titled "Employee Master Entry" with a close button (X) in the top right corner. The form is divided into several sections. The top section contains fields for "Active" (True), "Enroll No." (00000001), "Pay Code" (0001), "Name" (Mr. MANISH KUMAR), "Gurdian Name" (SANTOSH PRASAD), "Company" (001 A V Techno Soft India Pvt. Ltd.), "Department" (001 Sales), "Catagory" (001 Staff), "Section" (001 None), and "Grade" (001 None). Below this is a navigation bar with tabs: "Photo/Signature", "Personal Detail", "TimeOfficePolicy", "Shift/WO Policy", "Address Detail", and "Leave Accrual". The "Personal Detail" tab is selected, showing a red header. The "Personal Details" section includes fields for "Date of Join" (02/01/2011), "Date of Birth" (23/01/1990), "Sex" (Male), "Married" (No), "Blood Group" (N/A), "Bank A/c No.", "E-Mail", "Bus Route", "Vehicle No.", "Qualification", "Experience", and "Designation" (9430100597). At the bottom right, there are "OK" and "Cancel" buttons.

Figure : Official Detail in Employee Master

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

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

- _ You can add date of joining of employee.
- _ You can add date of birth of employee.
- _ You can add married status of employee.
- _ You can add blood group and sex of employee.
- _ You can add qualification and experience of employee.
- _ You can add permanent address and temporary address with contact no of employee.
- _ You can add bus route and vehicle no. of employee.

Date of joining is the compulsory parameter in personal details.

Time office policy: There are information regarding time office policy of a particular employee like permissible late arrival, permissible early departure, maximum working hours in a day, round the clock work, Time loss, half day marking, short leave marking, present marking.

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

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

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

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

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

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

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

The screenshot shows the 'Employee Master Entry' window with the 'Time Office Policy' tab selected. The window is divided into several sections:

- Employee Details:**
 - Active: True
 - Enroll No.: 00000001
 - Pay Code: 0001
 - Name: Mr. MANISH KUMAR
 - Gurdian Name: SANTOSH PRASAD
 - Company: 001 A V Techno Soft India Pvt. Ltd.
 - Department: 001 Sales
 - Catagory: 001 Staff
 - Section: 001 None
 - Grade: 001 None
- Navigation Tabs:** Photo/Signature, Personal Detail, TimeOfficePolicy (selected), Shift/WO Policy, Address Detail, Leave Accrual.
- Time Office Policy Section:**
 - Permissible Late Arrival: 00:10
 - Permissible Early Deaprture: 00:10
 - Maximum Working Hours in a Day: 24:00
 - Round The Clock Working:
 - Present Marking Duration: 06:00
 - Maximum Working Hours for half day: 04:00
 - Consider Time Loss:
 - Half Day marking:
 - Overtime Applicable:
- Punches Required in a Day:**
 - No Punch
 - In Punch Required
 - Both Punch Required
 - Four Punches
 - Multiple Punches
- Buttons:** OK, Cancel

Figure: Time shift policy in Employee Master

7. Maximum working hour for half day: If employee working hours is between present working hour and max working hour for half day then he is half day present. If working hour is greater than it, he is full day present.

8. Maximum absent hours for short day:

$$\text{Absent hour} = \text{shift hour} - \text{working hour}$$

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

9. Punches required in a day:

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

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

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

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

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

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

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

The screenshot shows the 'Employee Master Entry' window with the 'Shift/WO Policy' tab selected. The fields are organized as follows:

- Active:** True
- Enroll No.:** 00000001
- Pay Code:** 0001
- Name:** Mr. MANISH KUMAR
- Gurdian Name:** SANTOSH PRASAD
- Company:** 001 A V Techno Soft India Pvt. Ltd.
- Department:** 001 Sales
- Category:** 001 Staff
- Section:** 001 None
- Grade:** 001 None

The 'Shift/WO Policy' section includes:

- Shift Type:** Fixed
- Shift:** GEN
- Run Auto Shift:** (checkbox)
- Shift Timing:** 09:30 to 18:00
- Shift Pattern:** (dropdown)
- Remove Pattern:** (dropdown)
- Shift Remaining Days:** (input field)
- Shift Change After How Many Days:** (input field)
- Weekly Off Details:**
 - First Weekly Off: SUNDAY
 - Second Weekly Off: NONE
 - Second Wo Type: (dropdown)
 - Half Day Shift: (dropdown)
- Second Weekly Off Days:** (checkboxes I, II, III, IV, V)

Buttons for 'Add Shift', 'Remove Shift', and 'Authorized Shifts' are also visible.

Figure : Shift/WO Policy in Employee Master

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

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

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

Employee Master Entry

Active	True	Company	001 A V Techno Soft India Pvt. Ltd.
* Enroll No.	00000001	Department	001 Sales
* Pay Code	0001	Catagory	001 Staff
* Name	Mr. MANISH KUMAR	Section	001 None
Gurdian Name	SANTOSH PRASAD	Grade	001 None

Photo/Signature | Personal Detail | TimeOfficePolicy | Shift/VO Policy | **Address Detail** | Leave Accrual

Address Detail

Permanent	Temporary
Address	Address
PinCode	PinCode
Telephone / Mobile No.	Telephone / Mobile No.

OK Cancel

Figure: Address Details in Employee Master

9.7. Leave Master

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

Leave Code			
LeaveField	LeaveCode	LeaveDescription	LeaveType
L01	EL	EARN LEAVE	L
L02	CL	CASUAL LEAVE	L
L03	OD	OUT DUTY	P

Figure: Leave Master

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

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

Leave Code: Leave code is unique & compulsory parameter.

Leave Description: This is also compulsory parameter. Weekly Off include (Yes/No): if weekly off is coming between leaves will be considered when you tick on “weekly off include”. Else will not include.

Leave Master

* Leave Field: L01

* Leave Code: EL

* Leave Description: EARN LEAVE

Weekly Off Include (Yes/No):

Holiday Include (Yes/No):

Leave Type: Leave

OK Close

Figure: Leave Master

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

9.8. *Device Master*

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

Machine Master

Machine Name	<input type="text" value="A"/>
Communication Method	<input type="text" value="TCP / IP"/> <input type="checkbox"/> IS Dynhns
Machine IP	<input type="text" value="192.168.88.202"/>
Machine Port No	<input type="text" value="4370"/>
Machine ID	<input type="text" value="1"/>
Data Required	<input type="text" value="All Data"/>
Machine Type	<input type="text" value="ZK (TFT)"/>
<input type="checkbox"/> IS Send Log Data Via Mail	<input type="text"/>

You have to put machine name, machine IP, Machine ID and Port No. then click on save button to create the master. You can also edit and delete the machine master after selecting the desired machine.

10. Voucher

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

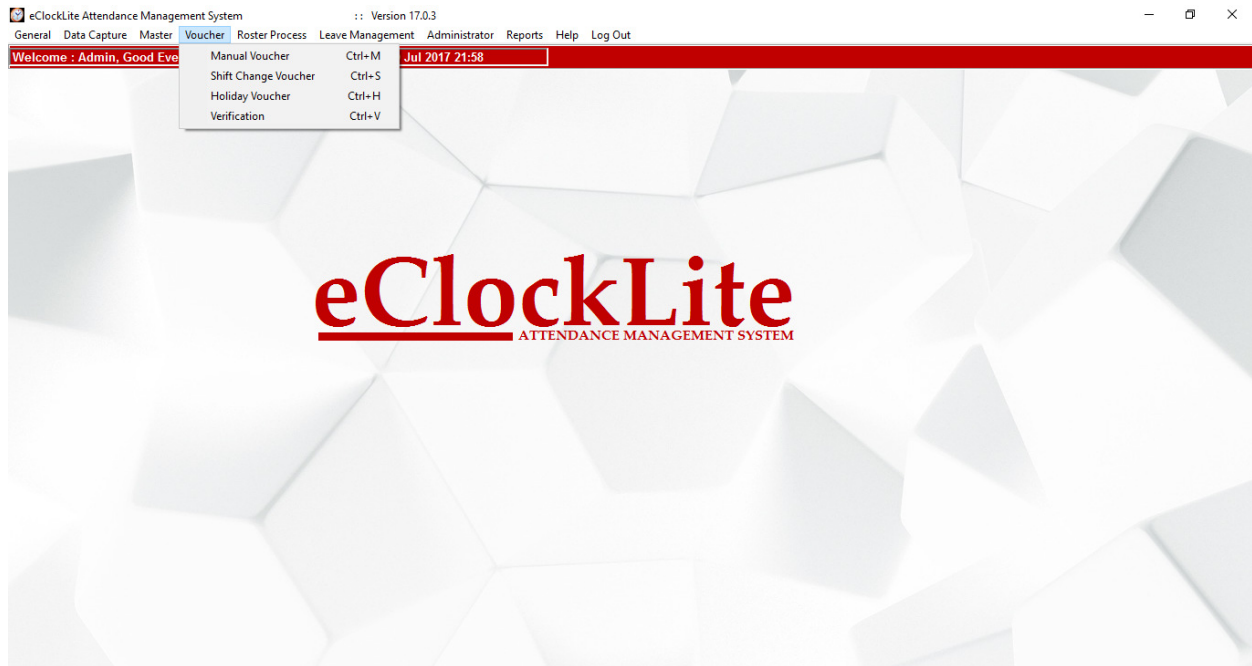


Fig : Main Screen Voucher

10.1. Manually Punch

When an employee forgot his card, in that case you can mark his attendance present through this option in time office software. But when you will generate report, present will show with Manual. There are two options in this punch entry for attendance window. One is punching posting and second is cancel.

Manual Voucher															
*Paycode <input type="text"/>	* Process From <input type="text" value="(DD/MM/YYYY)"/>	Emp Name <input type="text"/>													
Card No. <input type="text"/>	* Punch Date <input type="text" value="//"/>	Department <input type="text"/>													
	* Punch Time <input type="text" value="00:00"/>														
Processed Data		Un processed punches													
<table border="1"><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>						<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></table>									
		<input type="button" value="Punch"/> <input type="button" value="Close"/>													

Figure: Punch Entry for Attendance

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

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

10.2. Leave Voucher

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

Leave & Tour Application

Leave & Tour Application

* Paycode From * To * Date from 09/07/2017 * Date To 09/07/2017

Voucher No. 0000000002
Name
Card No.
Designation
Company
Department

Leave Code
Reason
Approved Date 09/07/2017 (DD/MM/YYYY)

Leave Duration

Half Day
 Full Day

OK **Close**

Figure : Leave Voucher

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

10.3. Leave Accural

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

Leave Accural Entry Form

* Paycode From * Paycode To * Year :

Name
Card No.
Designation
Company
Department

Opening Balance

EARN LEAVE
CASUAL LEAVE
OUT DUTY

OK **Cancel**

Figure: Leave Accural

10.4. Shift ChangeVoucher

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

Shift Change Voucher

* Paycode * Year * Month to Change the Shift

Employee Details

Name Company

Designation Department Card No

Section Grade Catagory

* DateOffice (DD/MM/YYYY) Shift Start Time Lunch Start Time

* Shift Shift End Time Lunch End Time

Shift Duration

Date	Shift	Shift_ATTended	Status
<div style="border: 1px solid gray; width: 100%; height: 100%;"></div>			

Figure : Shift Change Voucher

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

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

10.5. *Holiday Voucher*

You can create/insert holiday from holiday Voucher

The screenshot shows a window titled "Holiday Details" with a red border. At the top right is a close button "X". Below the title bar is a table with two columns: "DATES" and "HOLIDAY". The table is currently empty. Below the table is a large empty area. At the bottom of the window is a toolbar with seven buttons: "Add", "Edit", "Delete", "Previous", "Find", "Next", and "Close".

Fig : Hloiday Voucher –I

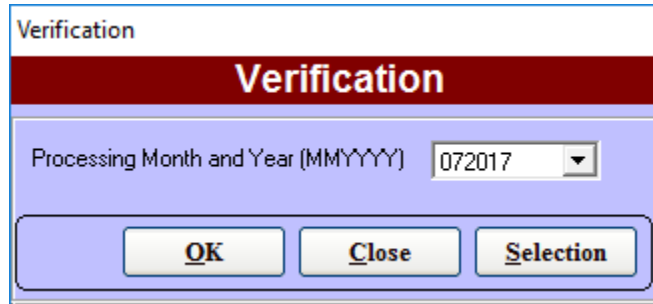
At Time of holiday entry don,t forget to select company & Department from selection

The screenshot shows a dialog box titled "Holiday Entry" with a red header bar. The main area has a light blue background. It contains two fields: "Date From" with a dropdown menu showing "09/07/2017" and "Reason" with a text input field. At the bottom are three buttons: "OK", "Close", and "Selection".

Fig : Holiday Voucher –II

10.6. WO Verification

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



Verification

Verification

Processing Month and Year (MMYYYY) 072017

OK Close Selection

Figure: WO Verification

11. Register Process

You Can Create register creation /updatation and data re calculation from this menu.

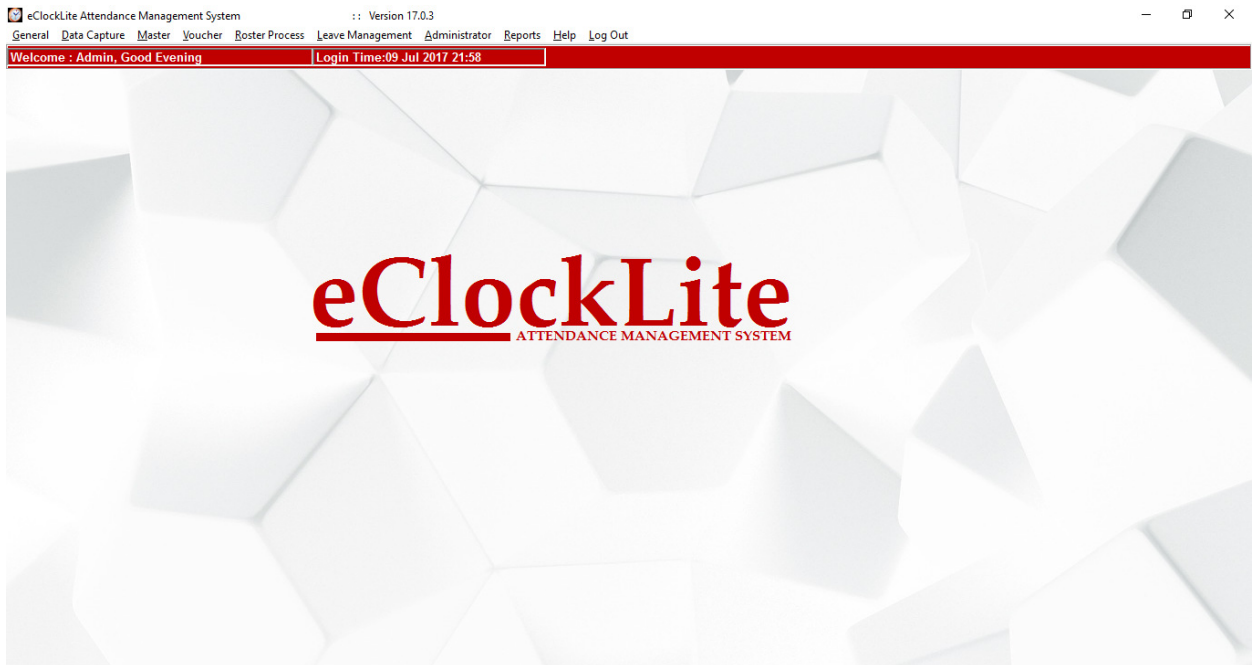



Fig : Register process

11.1. Register Creation

You have to create register for each and every employee of your organization. It will create for full year from the date of joining of employee .again every new year you have to create this for all employee. There is also a selection to run this process for selected employee.



The screenshot shows a dialog box titled "Duty Roster of Full Year". It features a date dropdown menu set to "01/01/2017". Below the date, there are two radio button options: "All" (which is selected) and "Selective". At the bottom of the dialog, there are two buttons: "Create" and "Close".

11.2. Register Updation

Whn you have done any changes in time office policy or shift policy of employee then you have to update the register from this option.



The screenshot shows a dialog box titled "Duty Roster of Full Year". It features a date dropdown menu set to "09/07/2017". Below the date, there are two radio button options: "All" (which is selected) and "Selective". At the bottom of the dialog, there are two buttons: "Update" and "Close".

Fig : Register Updation

11.3. BackDay Processing

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

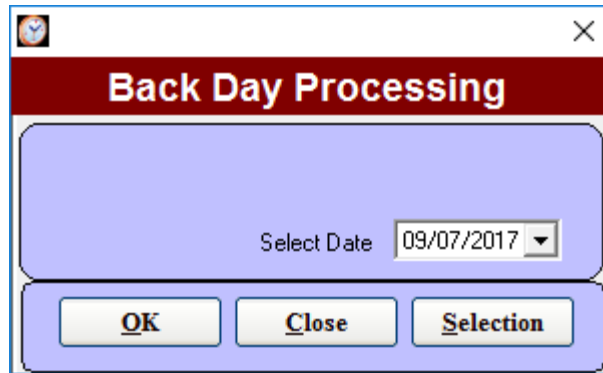


Fig : Back Date processing

11.4. Data Process

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

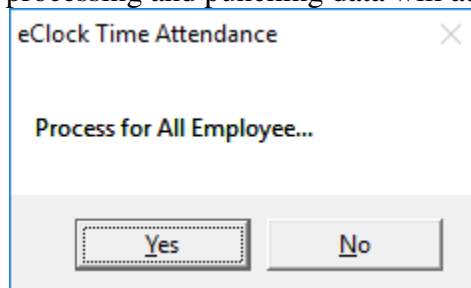


Figure: ReProcessing

12. Payroll

From this menu you can do the payroll related setting and Payroll processing.

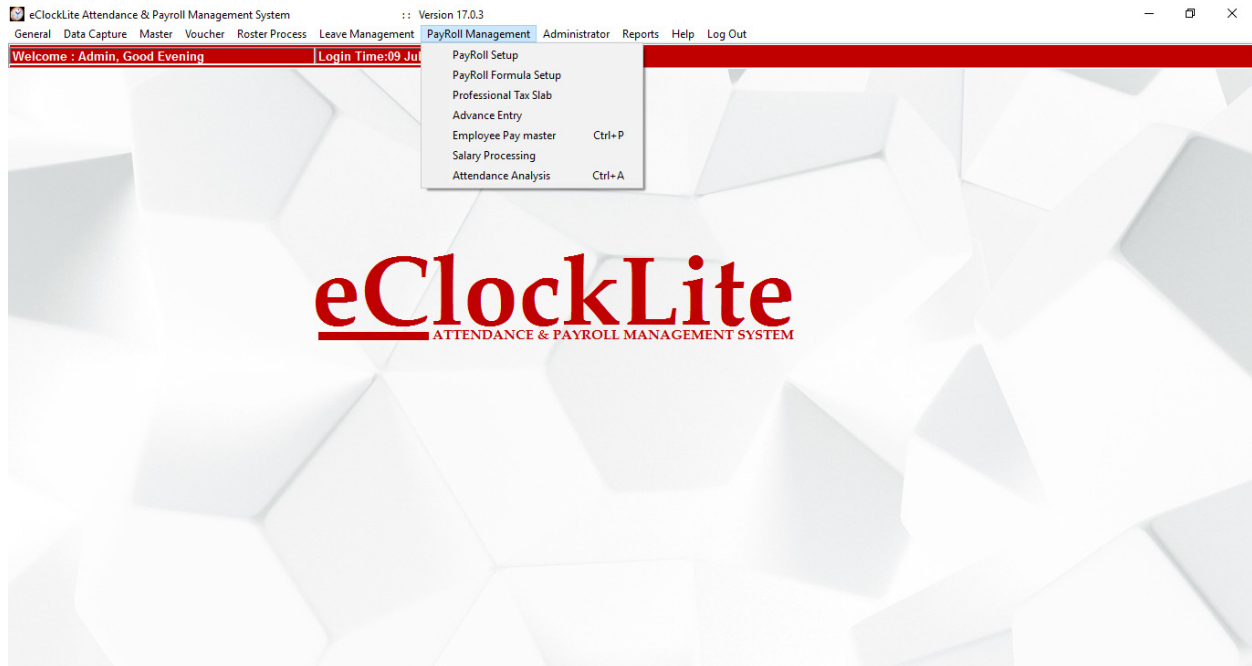


Fig : Payroll Management

12.1. Payroll Setup

You can do the ESI,PF, and other earning & deduction setting from here.

Earnings					Deductions					
Description	Rate / Amt	Formula	Rnd	S	Description	Rate / Amt	Formula	Rnd	S	
1	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10		0000000.00	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Basic Round Conveyance Round
 Hra Round Medical Round
 DA Round OT Amount Round

TDS : 0000000.00 None

On Every 0 Late Deduct 0.00 Days

Fig : Earning & deduction setting

PF Setup		
Limit of PF Deduction	006500.00	<input checked="" type="checkbox"/> Fixed
Employer's PF Deduction	12.00	<input type="checkbox"/> On Work Days
Employer's EPF Deduction	03.67	
Employer's FPF Deduction	08.33	
Employee's PF Deduction	12.00	
Employee's VPF Deduction	00.00	
Rounding with Decimal Place of	0	
PF A/C 02	01.100	
PF A/C 21	00.500	
PF A/C 22	00.010	
Fix EDIL on Pf Limit Deduction	<input type="checkbox"/>	
Amount on Which PF will Deducted		
		<input checked="" type="checkbox"/> Basic
		<input type="checkbox"/> HRA
		<input checked="" type="checkbox"/> DA
		<input type="checkbox"/> Conveyance
		<input type="checkbox"/> Medical
		<input type="checkbox"/> Earning 01
		<input type="checkbox"/> Earning 02
		<input type="checkbox"/> Earning 03
		<input type="checkbox"/> Earning 04
		<input type="checkbox"/> Earning 05
		<input type="checkbox"/> Earning 06
		<input type="checkbox"/> Earning 07
		<input type="checkbox"/> Earning 08
		<input type="checkbox"/> Earning 09
		<input type="checkbox"/> Earning 10

Fig : PF Setting

PF Setup: In PF setup, employer can set limit of basic salary on which PF from the employee salary.

- _ By tick on fixed on limit of basic salary will be fixed.
- _ You can set percentage of PF deduction will be deducted from employer's account.

This PF will be deducting into 2 parts.

1. Percentage of Employee PF (EPF) will deduct from employer's account.
 2. Percentage of Family PF (FPF) will deduct from employer's account.
- _ Employee's PF deduction: This percentage of amount will be deduct from employee's salary.
 - _ PF A/C 02, PF A/C 21, and PF A/C 22: Some amount of PF will be deposited in government's account.
 - _ Amount on which PF will deduct: you can select option on which you want to deduct PF.

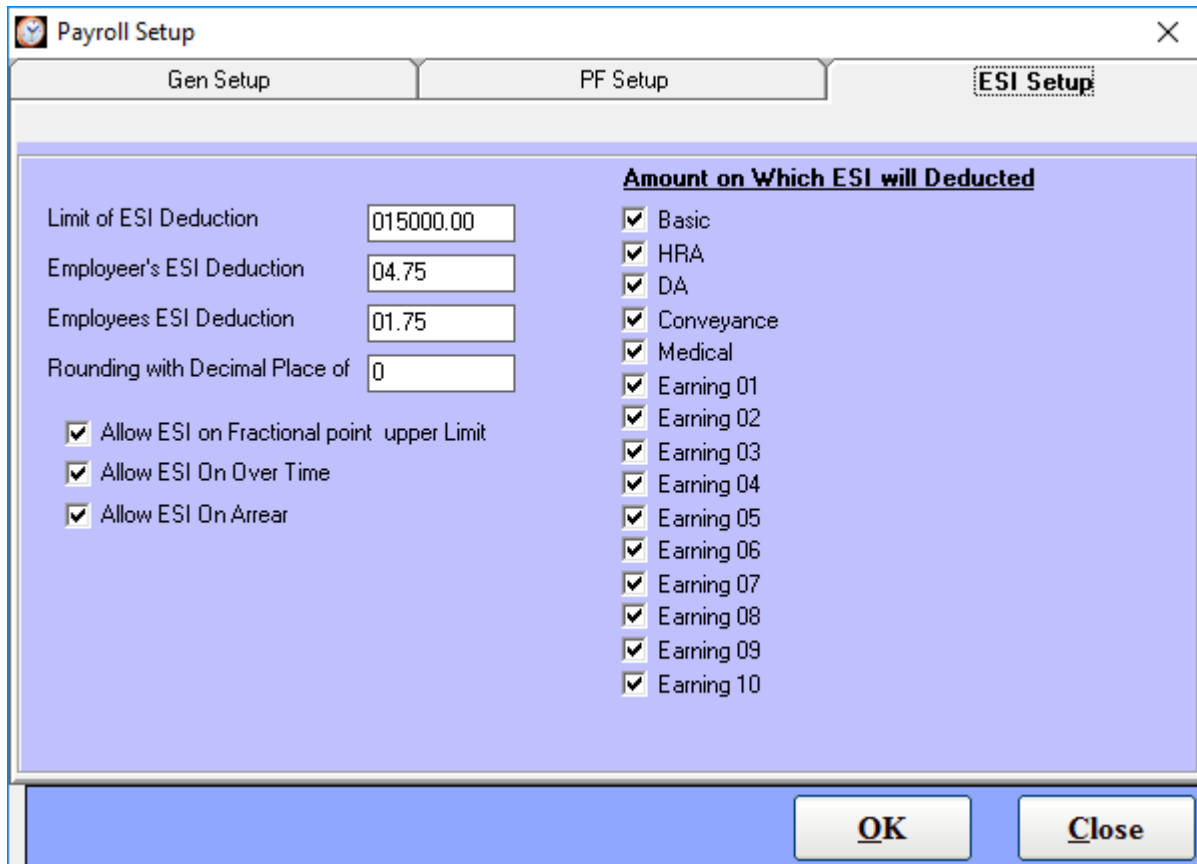


Fig : ESI Setting

ESI Setup: This option is used for ESI setup.

- _ Limit of ESI deduction: You can set a amount of salary on which you can deduct ESI.
- _ Employer's ESI deduction: Percentage of ESI which will be deducted from employer's account.
- _ Employee's ESI deduction: Percentage of ESI which will be deducted from employee's account.
- _ Allow ESI on Over Time: Check on this box and allow ESI on overtime.
- _ Allow ESI on Arrear: check on this box and allow ESI on arrear. Amount on which ESI will be deducted: By check selective boxes on which you want to deduct ESI.

12.2. Payroll formula Setup

You can Create formula for earnings,deduction,TDS & Overtime from this window.But You have to use the above given buttons.

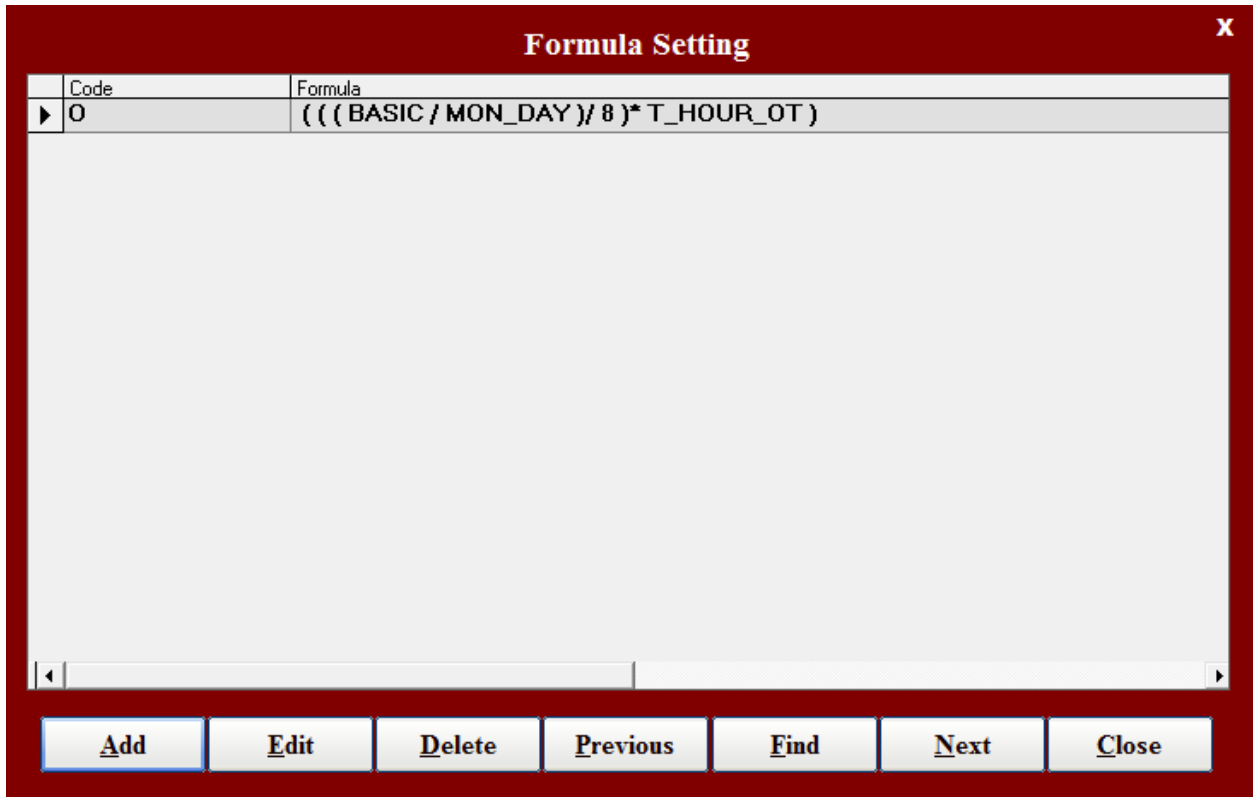


Fig : Payroll Formulla -I

Formula Setting

Formula Setup

BASIC	C.L.	DEDUCT_1	EARN_1
DA	S.L.	DEDUCT_2	EARN_2
HRA	PL_EL	DEDUCT_3	EARN_3
MED	OTHER_LV	DEDUCT_4	EARN_4
CONV	LEAVE	DEDUCT_5	EARN_5
PRE	TDAYS	DEDUCT_6	EARN_6
ABS	T_LATE	DEDUCT_7	EARN_7
Hid	T_EARLY	DEDUCT_8	EARN_8
WEEKLY_OFF	OT_RATE	DEDUCT_9	EARN_9
LATE	MON_DAY	DEDUCT_10	EARN_10
EARLY	T_HOUR_OT	TDS	

(

)

+

-

*

/

Formula Code

Fig : Payroll Formulla -II

12.3. Employee Pay Master

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

Add: By using this button, you have to create new employee setup.
Enter payroll code in this setup. This payroll code should be unique.

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

Payroll Master X

EmpName	DepartmentName	PAYCODE	VBASIC	VPaymentb

◀ | | ▶

Add **Edit** **Delete** **Previous** **Find** **Next** **Close**

Fig : Employee Pay Master -I

Master Information

Employee Setup

Paycode: Name: RAHUL BANRJI
 Card No.: Department: Sales

Basic: DA: PDays:

PF No: Conveyance: PDays:

ESI No: Medical: PDays:

PAN No.: HRA: PDays:

Payment by: O.T. Rate: Per Hour:

Bank A/c No: TDS:

Type Of Employee:

Allowed

Prof. Tax

PF

ESI No Limit

VPF

Deduction 1 to 5			Deduction 6 to 10			Earning 1 to 5			Earning 6 to 10		
	Description	Rate / Amt	Formula		Description	Rate / Amt	Formula		Description	Rate / Amt	Formula
1	Mobile	00200.00	None	1	Spl. Allowan	02000.00	None	1		00000.00	None
2		00000.00	None	2		00000.00	None	2		00000.00	None
3		00000.00	None	3		00000.00	None	3		00000.00	None
4		00000.00	None	4		00000.00	None	4		00000.00	None
5		00000.00	None	5		00000.00	None	5		00000.00	None

Fig : Employee Pay Master -II

You can to enter paycode and basic code first then do the other master setting as applicable.

12.4. Salary Process

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

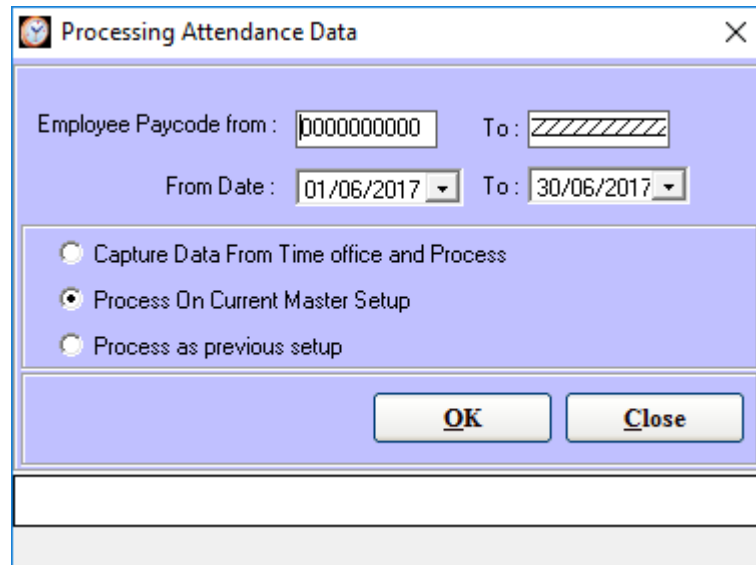


Fig : salary Process

1. Capture Data from Time Office and process: If you want to give salary to employee for actual days, you have to run this process.
2. Process on Current Master Setup: if you have made entry on performance analysis and process this option, report will generate on this captured data.
- 3.** Process on Previous Data: If you want to see report for previous month, run this process.

12.5. Attendance Analysis

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

Attendance Analysis

Attendance Analysis

Pay Code: 0307 Date: 06/2017 Name: ASHWANI KUMAR SINGH
 Card No.: 00000307 Department: Sales

Days Worked	00.00	CL	00.00
Absent / LWP	26.00	SL	00.00
O.T. Hours	00.00	PL/EL	00.00
Late Hours	000.00	Other Leave	00.00
Early Hours	000.00	Late Days	00.00
WD	04.00	Early Days	00.00
Holidays	00.00	Hour Worked	00.00

OK **Close**

Fig : Attendance Analysis

13. Administrator

You can do admin related setting from this menu

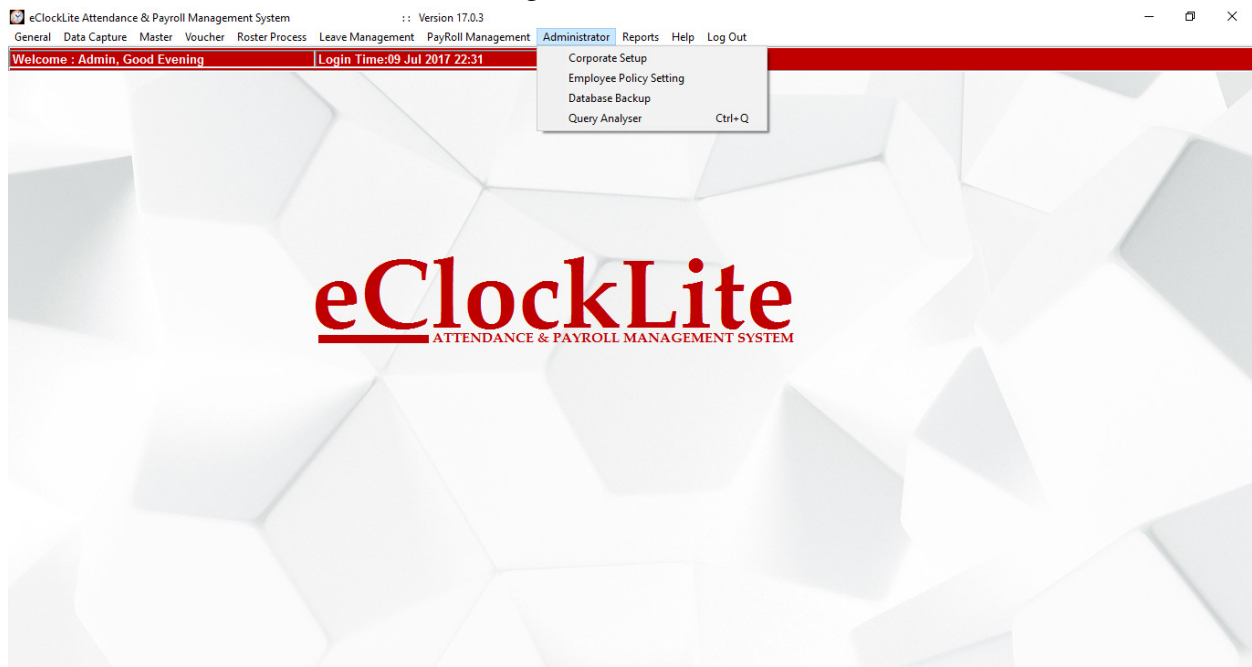
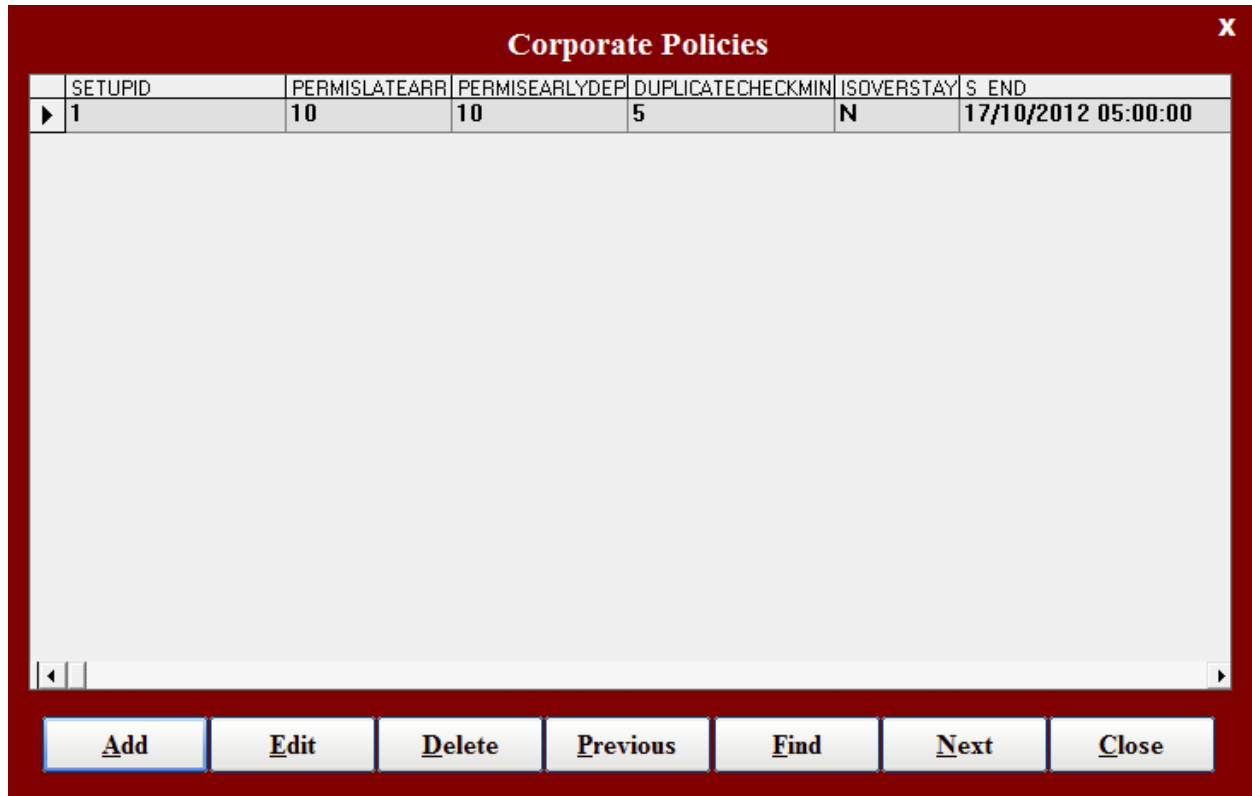


Fig : Administrator

13.1. Corporate Setup

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



The screenshot shows a window titled "Corporate Policies" with a red border. Inside, there is a table with the following data:

SETUPID	PERMISLATEARR	PERMISEARLYDEP	DUPLICATECHECKMIN	ISOVERSTAY	S_END
1	10	10	5	N	17/10/2012 05:00:00

Below the table is a control bar with the following buttons: Add, Edit, Delete, Previous, Find, Next, and Close.

Fig : Corporate Policy – I

Employees Corporate Policy

Employee Policy Setting

Time Attendance Setting	Shift/Wo Setting
<p>Permissions</p> <p>Permissible Late Arrival <input type="text" value="00:10"/></p> <p>Permissible Early Deaprture <input type="text" value="00:10"/></p> <p>Maximum Working Hours in a Day <input type="text" value="24:00"/></p> <p>Consider Time Loss <input checked="" type="checkbox"/></p> <p>Half Day marking <input checked="" type="checkbox"/></p> <p>Present Marking Duration <input type="text" value="06:00"/></p> <p>Maximum Working Hours for half day <input type="text" value="04:00"/></p> <p style="text-align: right;"><input type="button" value="Save"/></p>	<p>Punches Required in a Day</p> <p><input type="radio"/> No Punch</p> <p><input type="radio"/> In Punch Required</p> <p><input checked="" type="radio"/> Both Punch Required</p> <p><input type="radio"/> Four Punches</p> <p><input type="radio"/> Multiple Punches</p> <p style="text-align: right;"><input type="button" value="Save"/></p>
<p>Round The Clock Working</p> <p>Round The Clock Working <input type="checkbox"/> <input type="button" value="Save"/></p>	<p>Over Time Setting</p> <p>Overtime Applicable <input checked="" type="checkbox"/></p> <p style="text-align: right;"><input type="button" value="Save"/></p>

Fig : Time Office Setting

Employees Corporate Policy

Employee Policy Setting

Time Attendance Setting	Shift/Wo Setting
<p>Shift Policy</p> <p>Shift Type: Fixed (dropdown) Start: 09:30</p> <p>Shift: GEN (dropdown) End: 18:00</p> <p>Shift Pattern: (dropdown) [↔]</p> <p>Remove Pattern: (dropdown) [↔]</p> <p>Shift Remaining Days: 07</p> <p>Shift Change After How Many Days: 07</p> <p><input type="checkbox"/> Run Auto Shift</p> <p>Add Shift: (dropdown) [↔]</p> <p>Authorised Shifts: (text box)</p> <p>Remove Shift: (dropdown) [↔]</p> <p style="text-align: center;">Save</p>	<p>Weekly Off Details</p> <p>First Weekly Off: SUNDAY (dropdown)</p> <p>Second Weekly Off: NONE (dropdown)</p> <p>Second Wo Type: Full (dropdown)</p> <p>Half Day Shift: (dropdown)</p> <p>Second Weekly Off Days</p> <p><input type="checkbox"/> I</p> <p><input type="checkbox"/> II</p> <p><input type="checkbox"/> III</p> <p><input type="checkbox"/> IV</p> <p><input type="checkbox"/> V</p> <p style="text-align: right; margin-top: 20px;">Save</p>
<p>Clear Selection Selection Close</p>	

Fig : Shift Policy Setting

13.3. Query Analyser

You can run your MS Access (Database) Query form this window to view ,update record,Delete Records etc. directly form database.

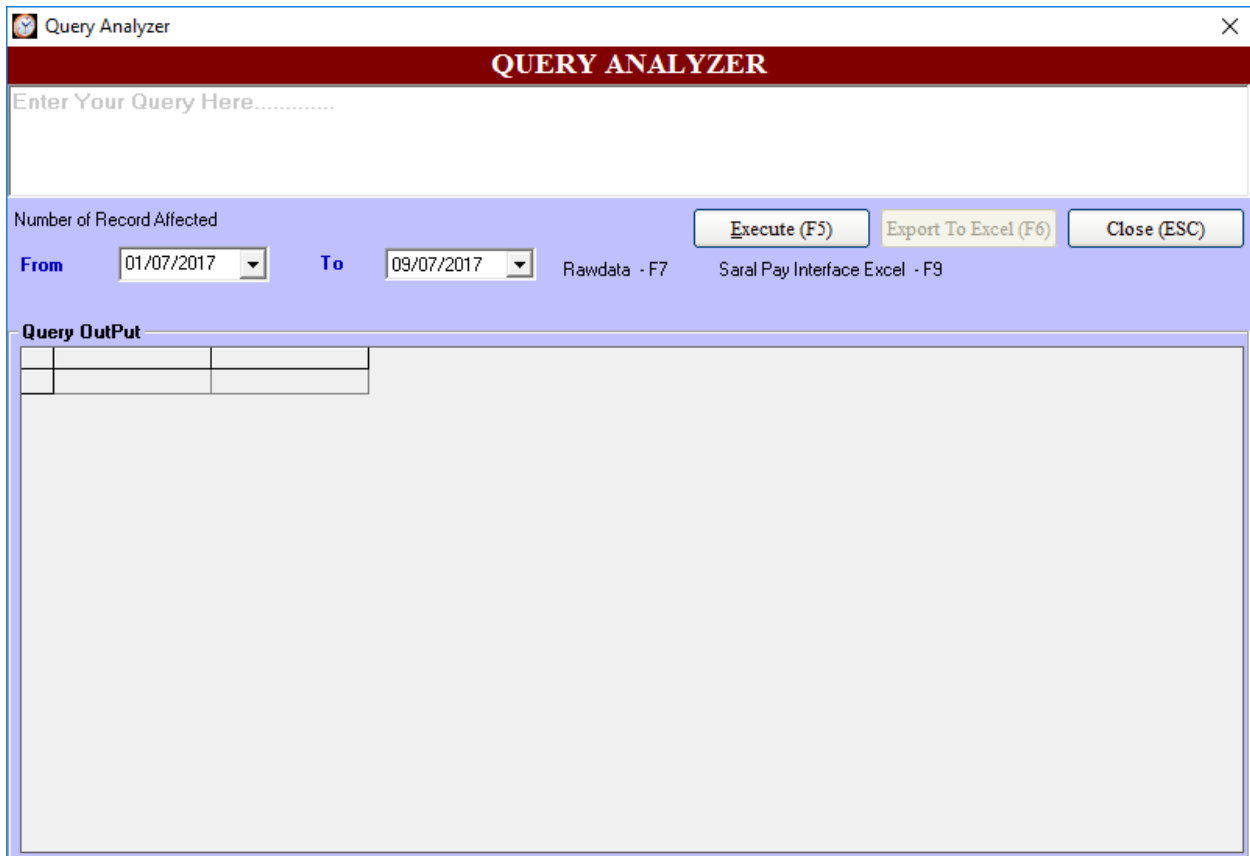


Fig : Query analyser

13.4. Update Database

By using this option you can update data base.

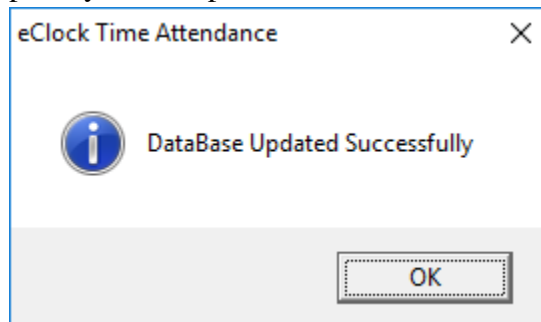


Fig : Update Database

14. Reports

From this Menu you can generate time attendance & Payroll report.

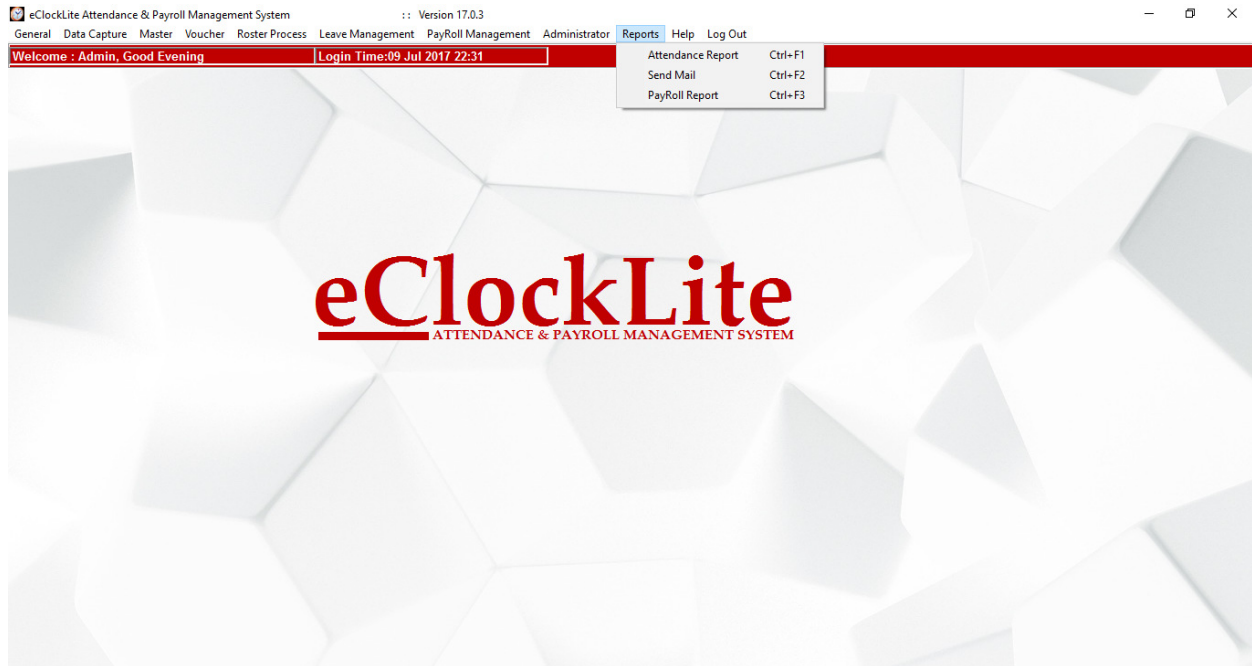


Fig : Report

14.1. Attendance Report

You Can generate the below mention time attendance report in both text and excel format.

Attendance Report

Date

Daily
 Monthly
 Yearly
 Leave
 Master

Daily Performance
 Daily Late Arrival
 Four Punch

Daily Attendance
 Daily Department Summary
 Daily Absenteeism
 Daily Over Time

Lines Per Page
Department Wise Skip

Fig : Attendance Report

14.2. Send Mail

You can send the below mention report directly through mail to each department head of their own department staff & worker only.



Fig : Send Mail

14.3. *Payroll Report*

You can generate the below four payroll report from this window.

PayRoll Report

From To

Select Report

Salary Register Salary Slip
 ESI Statement PF Statement
 Overtime Statement Professional tax Statement
 Loan Entry Statement Advance Deduction Statement

Shorting Options

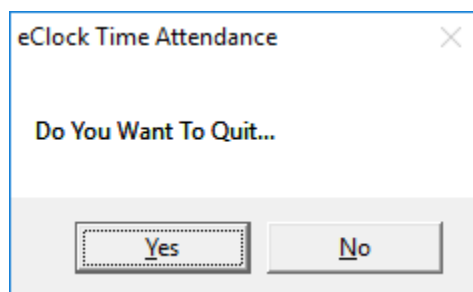
Paycode Employee Name
 Department + Name Department + Paycode

Fig : Payroll Report

15. About Us

16. Exit

You can use this menu to go out from the eClockLite Software.



DOS AND DON'TS:

Dos:

1. Before installing the application check care fully that Microsoft Excel must be installed on your computer(to view report in excel format).
2. Take regular backup of database.

Don'ts:

1. Never reinstall the application without taking the backup of the database.
2. Do not delete the database file.
3. Do not cut and paste the database file at another location from actual location.

Disclaimer: Manual readers assume all responsibility for application of information provided in this manual. Though the translation has been checked for accuracy, no claim of 100% accuracy is implied. Please use this manual at your own risk. This translation is being provided to the eClockLite as reference information only. Any actions taken as a result of a study of this manual are the responsibility of the reader, not the translator. Remember no manual can or should take the place of good common sense.

THANK YOU