

eClockPro TIME
ATTENDANCE REPORT SET
VERSION - 13.1

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1. DAILY REPORT

1.1. LATE ARRIVAL

This report shows the employees who have come later than the Permissible Late Arrival allowed in employee master on the date for which the report is generated. It also shows the late duration like whether he has come within 0-10 mins,10-30 mins, 30 to 1 Hr or more than 1 Hr by marking ** below the Late field for which he has come late and bus route define in employee master.

DEMO COMPANY

Page No.1 Late Arival Report for 12/Oct/2011 Run Date : 12/11/2011

Srl No.	PayCode	Cardno.	Employee Name	Shift	Start	In	Shift Late	Late	Bus Route		
								>(0.01)	>(0.10)	>(0.30)	>(1.00)
1	00000007	00000007	Test	GN	09:00	09:19	0.19	**			
2	00000008	00000008	Test	GN	09:00	09:11	0.11	**			
3	00000015	00000015	Test	GN	09:00	09:49	0.49		**		
4	00000031	00000031	Test	GN	09:00	09:12	0.12	**			
5	00000041	00000041	Test	GN	09:00	13:44	4.44		**		
6	00000045	00000045	Test	GN	09:00	09:12	0.12	**			
7	00000071	00000071	Test	G1	09:00	09:11	0.11	**			
8	00000080	00000080	Test	GN	09:00	09:57	0.57		**		
9	00000085	00000085	Test	GN	09:00	09:12	0.12	**			
10	00000094	00000094	Test	GN	09:00	09:11	0.11	**			
11	00000128	00000128	Test	G1	09:00	09:18	0.18	**			
12	00000151	00000151	Test	G1	09:00	09:18	0.18	**			
TOTAL :-					12		8.34				
GRAND TOTAL :-					12		8.34				

1.2. ABSENTEEISM

This report shows the employees who are absent, on leave, on Duty on the date for which the report is generated.

DEMO COMPANY

Page No.1 ABSENCE FROM DUTY ON 12/Oct/2011 Run Date : 12/11/2011

Srl No.	Payroll No	Card No	Employee's Name	Absent	Leave	On Duty	Remark	Contact No.	
1	00000098	00000098	Test				OD		
2	00000109	00000109	Test				OD		
3	00000110	00000110	Test	A					
4	00000112	00000112	Test				OD		
5	00000116	00000116	Test				OD		
6	00000124	00000124	Test				OD		
7	00000126	00000126	Test	A					
8	00000131	00000131	Test		CL				
9	00000134	00000134	Test				OD		
10	00000141	00000141	Test				OD		
11	00000142	00000142	Test				OD		
12	00000143	00000143	Test				OD		
13	00000144	00000144	Test				OD		
14	00000146	00000146	Test				OD		
15	00000149	00000149	Test	A					
16	00000152	00000152	Test				OD		
TOTAL ABSENT:-				3					
GRAND TOTAL :-				3					

1.3 ATTENDANCE

This report shows the attendance of all the employees for a specified date. One can take this report any time after the start of the shift.

DEMO COMPANY

Page No.1 Attendance Report for 12/Oct/2011 Run Date : 12/11/2011

Srl No.	PayCode	CardNo	Employee Name	Designation	Shift	Start	In	Shift Late	Status
1	00000026	00000026	Test	Sales Coordinator	GN	09:00	09:08		P
2	00000031	00000031	Test		GN	09:00	09:12	0.12	P
3	00000034	00000034	Test		GN	09:00			OD
4	00000035	00000035	Test		GN	09:00	09:00		P
5	00000037	00000037	Test	Manager (Account)	GN	09:00			CL
6	00000040	00000040	Test		GN	09:00	08:57		P
7	00000041	00000041	Test	G. M. Sales	GN	09:00	13:44	4.44	P
8	00000063	00000063	Test	Sales & Support Engineer	GN	09:00			OD

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----- TOTAL PRESENT :- 15
TOTAL ABSENT :- 0
TOTAL LEAVE :- 1
-----
----- GRAND TOTAL PRESENT:- 15
GRAND TOTAL ABSENT :- 0
GRAND TOTAL LEAVE :- 1

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1.4. DEPARTMENT SUMMARY

This report shows the Department-wise strength on the date for which the report is generated.

DE

MO COMPANY Page

No.1

Department Summary for 12/10/2011 Run Date & Time : 12/11/2011 14:10

Srl	Department	Total	Present	On	Absent	Leave
Weekly Off	OTHrs %OF	Absent No.	Code Name	Employee		Duty
1 AC Account 50.00%	2.00 0.00	0.00	1.00	1.00	0.00	0.00
2 AD Administration 0.00%	7.00 7.00	0.00	0.00	0.00	0.00	0.00
3 CSE dept1 3.23%	31.00 13.00	17.00	1.00	0.00	0.00	0.00
4 PRD PRODUCTION 0.00%	3.00 3.00	0.00	0.00	0.00	0.00	0.00
5 RD dept2 0.00%	1.00 1.00	0.00	0.00	0.00	0.00	0.00
6 SDD dept3 0.00%	6.00 6.00	0.00	0.00	0.00	0.00	0.00
7 SL1 SALES 7.69%	13.00 8.00	3.00	1.00	1.00	0.00	0.00
TOTAL :-	63.00 38.00	20.00	3.00	2.00	0.00	0.00 4.76%

1.5. EARLY ARRIVAL

This report is same as the Late Arrival Report except that it shows the employees who have come earlier than the Shift Start Time on the date for which the report is generated. It also shows the early duration like whether he has come within 0-10 mins,10-30 mins, 30 to 1 Hr or more than 1 Hr by marking ** below the Early field for which he has come Early and the bus route defined in employee master.

DEMO COMPANY

Page No.1 Early Arrival Report for 12/Oct/2011 Run Date : 12/11/2011

Srl No.	PayCode	Cardno	Employee Name	Shift	Start	In	Shift Early	Early >(0.01)	Early >(0.10)	Early >(0.30)	Early >(1.00)	Bus Route
1	00000040	00000040	Test	GN	09:00	08:57	0.03	**				
2	00000043	00000043	Test	GN	09:00	08:53	0.07	**				
3	00000050	00000050	Test	GN	09:00	08:17	0.43			**		
4	00000054	00000054	Test	GN	09:00	08:18	0.42			**		
5	00000069	00000069	Test	GN	09:00	08:47	0.13		**			
6	00000074	00000074	Test	G1	09:00	08:32	0.28		**			
7	00000113	00000113	Test	G1	09:00	08:53	0.07	**				
8	00000115	00000115	Test	G1	09:00	08:43	0.17		**			
9	00000135	00000135	Test	G1	09:00	08:58	0.02	**				
10	00000147	00000147	Test	G1	09:00	08:58	0.02	**				
11	00000148	00000148	Test	G1	09:00	08:48	0.12		**			
12	00000150	00000150	Test	G1	09:00	08:29	0.31			**		
13	00008001	00008001	Test	G1	09:00	08:58	0.02	**				

1.6. SHIFT WISE PRESENCE

This report shows the Shift Wise Present Status for the employee on the date for which the report is generated.

DEMO COMPANY

Page No.1 Shift Wise Report For date:-12/Oct/2011 Run Date : 12/11/2011

Sr.No.	Payroll	Card No	Employee's Name	Shift	Start	In	Late	Status
*** Shift : G1								
1	00000152	00000152	Test	G1	09:00			OD

2	00008001	00008001	Test	G1	09:00	08:58		P
3	00000148	00000148	Test	G1	09:00	08:48		P
4	00000149	00000149	Test	G1	09:00			A
**5	Shift 0000150	00000150	Test	G1	09:00	08:29		P
6	00000151	00000151	Test	G1	09:00	09:18	0.18	P

This report shows the Raw Punch (the actual Punch that is being done in the machine) on the date for which the report is generated. This report can be generated for multiple dates also.

7	00000037	00000037	Test	GN	09:00			CL
8	DEMO COMPANY 00000026	00000026	Test	GN	09:00	09:08		P

Page No.1 MACHINE RAW PUNCH DATA REPORT FOR 01/Oct/2011
Run Date : 12/11/2011

1.7. MACHINE RAW PUNCH

Srl No.	PayRoll No	Card No	Name	Punch			
				1	2	3	4

*** Date 01-Oct-2011

1	00000004	00000004	Test	10:45	-	-	-	-
2	00000005	00000005	Test	09:01	-	-	-	-
3	00000007	00000007	Test	09:07	-	18:16	-	-

*** Date 03-Oct-2011

4	00000004	00000004	Test	10:02	-	-	-	-
5	00000005	00000005	Test	08:52	-	-	-	-
6	00000007	00000007	Test	09:09	-	18:14	-	-

1.8. MANUAL PUNCH AUDIT

This report shows the Manual Punch (the Punch that is being done manually) on the date for which the report is generated with reason. This report can be generated for multiple dates also.

DEMO COMPANY

Page No.1 MANUAL PUNCH DATA REPORT FOR 01/Oct/2011
Run Date : 12/11/2011

Srl No.	PayRoll No	Card No	Name	Punch				Reason			
				1	2	3	4	1	2	3	4

*** Date 12/10/2011

1 00000052 00000052 Test 09:02 - 18:00 M- 1. 2. 3. 4.

*** Date 25/10/2011

2 00000054 00000054 Test 08:30 M- 16:07 - 1. 2. 3. 4.

*** Date 18/10/2011

3 00000071 00000071 Test 09:10 M- 20:21 M- 1. BUS LATE 2. LATE WORKING 3. 4.

1.9 REASON CARD

This report shows the Punch that is being done through the Reason Card on the date for which the report is generated.

DEMO COMPANY

Page No.: 1

REASON CARD REPORT FOR :- 01/01/2011 TO 31/01/2011
Run Date : 12/11/2011

 CARD EMPLOYEE'S TIME REASON

NO. NO. NO. NAME

 ** DATE :01/01/2004
 1 0001 00000001 MR R.B.SINGH 09:00:00 ON DUTY
 2 0003 00000003 MR SANJAY SINGH 09:00:00 ON DUTY
 3 0005 00000005 MR R. SUSHIL NAIR 09:30:00 ON DUTY
 4 0009 00000009 MR SHAJI MATHEW 09:30:00 ON DUTY

1.10 Location wise punch

This report shows the location of punch that on which machine the employee has punch his attendance.

Page No.1 Run Date & Time : 05/12/2011 11:43

Machine Wise Report 05/12/2011

PayCode	Employee Name	PunchTime	MachineLocation	Srl
0 0015	MR. JOSEPH V.V.	11:37	Delhi	
				Total-: 1

1.11 DAILY PERFORMANCE REPORT

This report shows the Daily Performance for the employee on the date for which the report is generated.

DEMO COMPANY

Page No.1

Run Date & Time : 12/11/2011

Daily Performance for 12/10/2011

Cardno	Employee Name	Shift	Start In	Lunch In	Lunch Out	Hours Worked	Status	Early Arrival	Shift Early	Shift Lunch	Excess	Ot	Overtime Amount	Over Stay	Manual No.	Srl	PayCode
1 00000131	00000131 Test	G1	09:00				CL										
2 00000134	00000134 Test	G1	09:00				OD										
3 00000135	00000135 Test	G1	09:00	08:58		17:34	8.36	P	0.02			0.26					
4 00000136	00000136 Test	G1	09:00	09:05		15:03	5.58	P				2.57					
5 00000137	00000137 Test	G1	09:00	09:09		18:00	8.51	P									
6 00000141	00000141 Test	G1	09:00					OD									

Shift	Lunch	Lunch Excess	Srl	PayCode	Cardno	Employee Name	Shift	Start	End	Status	Early	Shift	ArrivalLate
				Ot	Loss	Over	Manual No.						
1	0289		00000289	MR. SHANKER SAN JENA	GEN	09:00	17:30	P			0.03	0.03	
2	0384		00000384	MR. DEVENDRA KUMAR GUPTA	A	07:00	15:00	P			0.08	0.08	M
3	1001		00001001	MR. DEVI DUTT	N1	19:00	03:00	SRT			0.23	0.23	
4	1002		00001002	MR. NARAYAN BAHADUR	A	07:00	15:00	P			1.01	2.00	1.01
5	1011		00001011	MR. MUKESH CH. MISHRA	N1	19:00	03:00	P			1.02	4.00	1.02

1.14. OVER TIME

This report is same as above one except it shows the total Over Time the employee has done and the Overtime Amount for that particular employee on the date for which the report is generated.

DEMO COMPANY

Page No.1 Run Date & Time :
05/12/2011 10:16

Over Time for
05/11/2011

Srl	PayCode	Cardno	Employee Name	Ot	Overtime No.	Amount
1	1151	00001151	MR. KRISHNA KANT	8.00		
2	1152	00001152	MR. MAINU YADAV	5.30		
3	3017	00003017	GOVIND KUMAR	8.30		
4	3018	00003018	SIKANDAR AJAM	1.30		
5	3025	00003025	SUMER SINGH	8.00		
				GRAND TOTAL	31.30	0.00

1.15. OVERTIME SUMMARY

This report shows the total Over Time the employee has done and the Overtime Amount

Srl No.	PayCode	Card No.	Employee Name	Actual Shift	Shift	Start	In	Out	Hours Worked	Status	Early Arrival	Shift Late	Manual
1	0254	00000254	MRS. RITU MANDAVI	A	GEN	09:00	08:56	17:30	8.04	P	0.04		
2	0265	00000265	MR. SUNIL KUMAR SHARMA	A	GEN	09:00	08:51	17:28	8.07	P	0.09		
3	0287	00000287	MR. RAM KUMAR BHATT	A	GEN	09:00	08:56	17:47	8.21	P	0.04		
4	0289	00000289	MR. SHANKER SAN JENA	A	GEN	09:00	08:56	18:39	9.13	P	0.04		
5	0311	00000311	MR JAI SINGH LATALA	A	GEN	09:00	08:58	17:46	8.18	P	0.02		
6	0322	00000322	MR MUKESH TYAGI	A	B	15:00	14:48	23:28	8.10	P	0.12		
7	0331	00000331	MR SUNIL KUMAR	A	GEN	09:00	09:02	17:46	8.14	P		0.02	
8	0359	00000359	MR. ANIL KUMAR PANDEY	A	C	23:00	22:54	07:21	7.57	P	0.06		
9	0371	00000371	MR KANAHIYA LAL GUPTA	A	C	23:00	22:53	07:26	8.03	P	0.07		
10	0386	00000386	MS. PRAJNA CHAKRABORTY	A	GEN	09:00	08:57	16:56	7.29	SRT	0.03		
11	0387	00000387	MR. MANISH KR. SHARMA	A	B	15:00	14:47	23:29	8.12	P	0.13		
12	0393	00000393	MR. RAGHUNANDAN PATEL	A	GEN	09:00	08:58	17:31	8.03	P	0.02		
13	0398	00000398	MR. SUNIL KUMAR AGGARWAL	A	GEN	09:00	08:49	18:36	9.17	P	0.11		
14	0408	00000408	MR. DEEPAK KUMAR SHARMA	GEN	B	15:00	14:47	23:29	8.12	P	0.13		
15	1152	00001152	MR. MAINU YADAV	A	GEN	09:00	08:58	23:02	13.34	P	0.02		
16	3018	00003018	SIKANDAR AJAM	A	N2	21:00	21:04	06:57	9.23	P			

1.17. OUT WORK REPORT

This report shows the Number of Times the employee has gone out for OutDoor Works on the date for which the report is generated.

DEMO COMPANY

Page No.: 1

Run Date & Time : 03/12/2011 17:17

OUT WORK REPORT FOR :- 03/04/2004

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	TOTAL OW	I	II	III	IV	V	VI	VII	VIII	IX	X
1	0004	00000004	MR SANJAY ARORA	3.00	10.00	12.00								
					11.00	14.00								

1.18. MISSING & REVERIFICATION REPORT

This report shows the employees who have not punched their cards as per the punches required for a day or who have incorrect shift allocation on the date for which the report is generated. This report facilitates the user to Correct the shifts, punches for further processing.

DEMO COMPANY

Missing punch, incorrect shift or reverification report of 12/11/2011

Srl	PayCode	Cardno	Employee Name	Shift	In	Lunch	In	Out	Worked	Lunch
1	0265	00000265	MR. SUNIL KUMAR SHARMA	GEN	09:07				0.07	MIS
2	0280	00000280	MR. SANJAY PRASAD	GEN	09:02				0.02	MIS
3	0284	00000284	MR. RAGHVENDRA MISHRA	N1	18:15					MIS
4	0350	00000350	MR NIRMAL VASHISTHA	B	15:27				0.27	MIS
5	0358	00000358	MR DEEPENDRA KUMAR JAIN	A	06:54					MIS
6	0364	00000364	MR SAURABH SHARMA	A	06:50					MIS
7	0379	00000379	MS. SARMILA PALAI	A	17:44				10.44	MIS
8	0389	00000389	MR. VIKAS MISHRA	A	06:55					MIS
9	0411	00000411	MR. OM PRAKASH YOGI	GEN	09:04	14:48	17:56		0.04	MIS
10	0412	00000412	MR. MUSTAK KHAN	GEN	08:49					MIS
11	1026	00001026	MR. RATHISH CHANDRAN	A	06:50					MIS
12	1068	00001068	MRS. VALSAMMA	A	06:52					MIS
13	1108	00001108	MR. DASHRATH	A	07:15				0.15	MIS
14	1127	00001127	MR. SURENDRA SINGH	A	06:54					MIS
15	1141	00001141	MR. RATHEESH KUMAR	A	06:59					MIS
16	1217	00001217	MR SURENDAR KUMAR CHOUBEY	B	15:20	14:50	23:00		0.20	P 15.30
17	3014	00003014	RUKMANI	A	17:54				10.54	MIS
18	3015	00003015	AYUB KHAN	A	06:50					MIS

1.19 Daily Present

This report shows the Daily Performance for the employee who is not absent in excel format only on the date for which the report is generated.

Company Name:Demo

Run Date & Time :05/12/2011 11:23

DAILY PERFORMANCE REPORT FOR DATE : 05/11/2011

Sr.No.	Pay Code	Card No	Employee Name	Shift	Start	In	Lunch Out	Lunch In	Out	Hrs Works	Status	Early Arriv.	Late Arriv.	Shift Early	Excess Lunch	Ot	Ot Amt	Os	Manual
1	0015	00000015	MR. JOSEPH V.V.	GEN	09:00	08:19			18:03	9.14	P	0.41							

2	0283	00000283	MR. PRADEEP SHARMA	GEN	09:00	08:55			21:24	11.59	P	0.05						
3	0400	00000400	MR. KRISHAN SINGH CHAUHAN	GEN	09:00	08:55			17:48	8.23	P	0.05						

1.20. CONTINUOUS LATE ARRIVAL REPORT

This report shows the employees who have come late in the shift than the Permissible Late Arrival allowed for the employee from the date the user has entered and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously coming late for any number of days.

DEMO COMPANY

Page No.1

Run Date & Time : 03/12/2011 17:15

Continuous late arrival report from 01/11/2011 to 30/11/2011

Srl No.	PayCode	Card No.	Employee Name	Late Since	No of Days	Late	-----Late----- >(0.10) >(0.30) >(1.00)			Bus Route
1	0034	00000034	MR. VIJAY KUMAR RAJPUT	09/11/2011	6.00	0.47			**	
2	0034	00000034	MR. VIJAY KUMAR RAJPUT	16/11/2011	6.00	0.37			**	
3	0121	00000121	MR. MOHAN KUMAR	14/11/2011	6.00	4.51			**	
4	0212	00000212	MR. SANJEEV PORWAL	04/11/2011	6.00	7.19			**	
5	0212	00000212	MR. SANJEEV PORWAL	11/11/2011	6.00	3.15			**	
6	0310	00000310	MR SUSHIL KUMAR	14/11/2011	6.00	6.01			**	
7	0331	00000331	MR SUNIL KUMAR	14/11/2011	6.00	0.30	**			
8	0396	00000396	MR. NAVEEN PRAJAPAT	15/11/2011	6.00	0.18	**			
9	0412	00000412	MR. MUSTAK KHAN	14/11/2011	6.00	1.14			**	
10	0413	00000413	MS. MEGHA GUPTA	14/11/2011	6.00	0.31		**		
11	1002	00001002	MR. NARAYAN BAHADUR	14/11/2011	6.00	5.47			**	
12	1009	00001009	MR. RAM BAHADUR	14/11/2011	6.00	6.40			**	
13	1011	00001011	MR. MUKESH CH. MISHRA	05/11/2011	6.00	5.53			**	
14	1011	00001011	MR. MUKESH CH. MISHRA	19/11/2011	6.00	5.09			**	
15	1112	00001112	MR. JAGANNATH RAY	10/11/2011	6.00	1.48			**	
16	3013	00003013	PAREM LATA	14/11/2011	6.00	43.47			**	

1.21. CONTINUOUS EARLY DEPARTURE REPORT

This report is same as the above mentioned one except that it shows the employees who have gone earlier in the shift than the Permissible Early Departure allowed for the employee from the date

and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously going early for any number of days.

Continuous Early Departure report from 01/11/2011 to 30/11/2011

Srl No.	PayCode	Card No.	Employee Name	Early Since	No of Days	Early	-----Early----- >(0.10)	>(0.30)	>(1.00)	Bus Route
1	0031	00000031	KAILASH CHANDRA KHULLAR	10/11/2011	1.00	1.14			**	
2	0032	00000032	MR. RAMNIWAS BURDAK	06/11/2011	1.00	0.13	**			
3	0207	00000207	MR. MEGHNATH YADAV	01/11/2011	1.00	0.18	**			
4	0209	00000209	MR. SARJIT SINGH	05/11/2011	1.00	2.01			**	
5	0210	00000210	MR. VISHAL KULSHRESTHA	11/11/2011	1.00	0.15	**			
6	0212	00000212	MR. SANJEEV PORWAL	22/11/2011	1.00	1.41			**	
7	0218	00000218	MR. MUKESH KUMAR	20/11/2011	1.00	2.02			**	
8	0224	00000224	MR. ASHOK SINGH	11/11/2011	1.00	2.00			**	
9	0227	00000227	MR. PRADEEP KUMAR	21/11/2011	1.00	1.36			**	
10	0229	00000229	MR. HIMANSU SEKHAR PANDA	07/11/2011	1.00	0.12	**			
11	0233	00000233	MRS. RENU BALA MISHRA	17/11/2011	2.00	4.17			**	
12	0235	00000235	MRS RANJEETA CHOUDHARY	18/11/2011	1.00	2.04			**	
13	0243	00000243	MR. GOURAV TEOTIA	19/11/2011	1.00	2.26			**	
14	0245	00000245	MR. MOHAN LAL YADAV	18/11/2011	1.00	1.52			**	
15	0264	00000264	MR. DEEPAK KR. SRIVASTAVA	15/11/2011	1.00	1.27			**	

1.22. CONTINUOUS ABSENTEEISM REPORT

This report is same as the above mentioned one except that it shows the employees who are continuously absent from the date and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously absent for any number of days.

Continuous Absenteeism report from 01/11/2011 to 30/11/2011

Srl. No.	PayCode	Card No.	Employee Name	Absent Since	No of Days	-----Absent----- > (1) > (5) > (10)	Bus Route
1	0025	00000025	MR R V NAIR	07/11/2011	6.00	**	
2	0025	00000025	MR R V NAIR	14/11/2011	6.00	**	
3	0025	00000025	MR R V NAIR	21/11/2011	6.00	**	
4	0029	00000029	MR KUMAR GURU SATYANATHAN	07/11/2011	6.00	**	
5	0030	00000030	MR CHANDRA PRAKASH	07/11/2011	6.00	**	
6	0031	00000031	KAILASH CHANDRA KHULLAR	14/11/2011	6.00	**	
7	0033	00000033	MR. ALOK KUMAR VARSHNEY	07/11/2011	6.00	**	
8	0212	00000212	MR. SANJEEV PORWAL	25/11/2011	6.00	**	
9	0217	00000217	MR. BIMLESH KUMAR SHARMA	24/11/2011	6.00	**	
10	0270	00000270	MR. SIVA DAS V. NAIR	24/11/2011	6.00	**	
11	0271	00000271	MR. GURDEEP SINGH	25/11/2011	6.00	**	
12	0277	00000277	MR. NARESH SINGH	25/11/2011	6.00	**	

1.23

Present

Page No.1

Present DUTY ON 05/Nov/2011

Run Date: 05/12/2011

Srl No.	Payroll No	Card No	Employee's Name	Absent	Leave	On Duty	Remark
1	0032	00000032	MR. RAMNIWAS BURDAK				
2	0254	00000254	MRS. RITU MANDAVI				
3	0255	00000255	MR.SONISH KUMAR				
4	0256	00000256	MR. DHARM PAL				
5	0265	00000265	MR. SUNIL KUMAR SHARMA				
6	0284	00000284	MR. RAGHVENDRA MISHRA				
7	0285	00000285	MR. ALOK NATH				
8	0304	00000304	MR VIDHYA SAGAR				
9	0311	00000311	MR JAI SINGH LATALA				
10	0322	00000322	MR MUKESH TYAGI				
11	0331	00000331	MR SUNIL KUMAR				
12	0358	00000358	MR DEEPENDRA KUMAR JAIN				
13	0359	00000359	MR. ANIL KUMAR PANDEY				
14	0371	00000371	MR KANAHIYA LAL GUPTA				
15	0376	00000376	MR ROHITASH KUMAR				

16	0378	00000378	MR. NITESH KR. GUPTA		
17	0386	00000386	MS. PRAJNA CHAKRABORTY		
18	0387	00000387	MR. MANISH KR. SHARMA		
19	0393	00000393	MR. RAGHUNANDAN PATEL		
20	0398	00000398	MR. SUNIL KUMAR AGGARWAL		
21	0403	00000403	MR. AVINASH VERMA		
22	0408	00000408	MR. DEEPAK KUMAR SHARMA		
23	1012	00001012	MR. RUDA RAM	RH	personal work
24	1151	00001151	MR. KRISHNA KANT		
25	1152	00001152	MR. MAINU YADAV		
26	1202	00001202	MR. DEEPAK KUMAR	SL	not well
27	3017	00003017	GOVIND KUMAR		
28	3018	00003018	SIKANDAR AJAM		
29	3025	00003025	SUMER SINGH		

1.24 Lunch Duration Report

This report shows the employee lunch detail (in case of four punch) and excess lunch time and duration.

Page No.1

Run Date & Time : 05/12/2011

10:32

Lunch Duration Report For 05/12/2011

Excess	Srl	PayCode	Cardno	Employee Name	Shift	L Start Time	L End Time	L Duration	L
	1	0005	00000005	MR. VIJAYAN K.U.	A	00:30			
	2	0007	00000007	MR. VERKEY P.A.	A	00:30			
	3	0009	00000009	MR. VIMAL SHARMA	A	00:30			
	4	0015	00000015	MR. JOSEPH V.V.	GEN	11:29	12:09	00:30	00:40 00:10

1.25 Time slot punch audit-

This report shows the punches between the specified time. When we generate the report it gives an option to gave the time slot.

Page No.1 Punch Audit report of date 05/Dec/2011
And Time Duration Between 09:00 And 18:00
Run Date : 05/12/2011

No.	Srl	PayRoll No	Card No	Name	Punch
	1	0015	00000015	MR. JOSEPH V.V.	09:00
	2	0015	00000015	MR. JOSEPH V.V.	11:29
	3	0015	00000015	MR. JOSEPH V.V.	12:09
	4	0015	00000015	MR. JOSEPH V.V.	18:00

1.26 Releaving / Extra Shift Report

This report is only in excel format and same as daily performance. it shows the extra shift if entered from releaving shift window.

Company Name:Demo Company
Run Date & Time :05/12/2011 10:37
Releaving / Extra Shift Report From : 05/11/2011 To : 05/11/2011

Sr.No.	PayCode	Date	Employee Name	Shift	Start	In	LunchOut	LunchIn	Out	Hrs Works	Status	Early Arriv.	Late Arriv.	Shift Early	Excess Lunch	Ot	Ot Amt	Os	Manual
1	0015	05/11/2011	MR. JOSEPH V.V.	GEN+N2	09:00	08:19			18:03	9.14	P	0.41							
2	0283	05/11/2011	MR. PRADEEP SHARMA	GEN	09:00	08:55			21:24	11.59	P	0.05							
3	0400	05/11/2011	MR. KRISHAN SINGH CHAUHAN	GEN	09:00	08:55			17:48	8.23	P	0.05							

1.27

Management report

This report is generate according to user needs, you can set your own report header and you can generate three report in same excel sheet.

Management Information Report

Select Date: 23/07/2012

Report Option: New Report

Print Company Name Set Rows Equal

Header Position: Left Middle Right Centre None

Report Header: [Text Field]

Left Position: None

Middle Position: None

Right Position: None

Close Generate Selections...

2. MONTHLY REPORTS

2.1

PERFORMANCE REGISTER

This report shows the Monthly Performance for each individual employee for each individual date with all the details as total No. of Days Present, Absent, Hours Out Time, Total Hours Worked, Total Hour OverTime Done and the Status (Present, Absent, Leave Type taken , Weekly Off etc) for each individual date.

DEMO COMPANY

Page No.1

Run Date & Time : 05/12/2011 16:51

Performance Register from 01/11/2011 To 30/11/2011

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

	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
PayCode :0005	Card No. :00000005 Name :MR. VIJAYAN K.U. Present 26 Absent 0 Holiday 0 Weekly_Off 4 Leave 0 Hours_Worked 195.0 LateHours=0.00 Overtime 0.00 OT Amount 0																													
In Time	07:00	07:00	07:00	07:00	07:00		07:00	07:00	07:00	07:00	07:00	07:00		07:00	07:00	07:00	07:00	07:00	07:00		07:00	07:00	07:00	07:00	07:00	07:00		07:00	07:00	07:00
Out Time	15:00	15:00	15:00	15:00	15:00		15:00	15:00	15:00	15:00	15:00	15:00		15:00	15:00	15:00	15:00	15:00	15:00		15:00	15:00	15:00	15:00	15:00	15:00		15:00	15:00	15:00
Late																														
Hrs. Wkd.	7.30	7.30	7.30	7.30	7.30		7.30	7.30	7.30	7.30	7.30	7.30		7.30	7.30	7.30	7.30	7.30	7.30		7.30	7.30	7.30	7.30	7.30		7.30	7.30	7.30	
Over Time																														
Status	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	WO	P	P	P
Shift Att.	A	A	A	A	A	OFF	A	A	A	A	A	A	OFF	A	A	A	A	A	A	OFF	A	A	A	A	A	A	OFF	A	A	A

	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
PayCode :0007	Card No. :00000007 Name :MR. VERKEY P.A. Present 18.5 Absent 7.5 Holiday 0 Weekly_Off 4 Leave 0 Hours_Worked 187.3 LateHours=77.27 Overtime 0.00 OT Amount 0																													
In Time	18:20	18:06	17:57	18:03		08:56	08:57	08:53	08:56	08:53	08:54		08:51	09:02	08:54	17:49	18:17	17:53		08:57	08:55	08:55	08:58							
Out Time	09:00	08:55	09:01			18:18	22:20	17:51	18:17		18:16		18:27	18:02	08:53	08:56	08:52			18:06	19:13	17:46								
Late	11.20	11.06	10.57	11.03									0.02			10.49	11.17	10.53												
Hrs. Wkd.	14.10	14.19	14.34			8.52	12.53	8.28	8.51		8.52		9.06	8.30	23.29	14.37	14.05			8.39	9.48	8.21								
Over Time																														
Status	HLF	HLF	HLF	MIS	A	WO	P	P	P	P	MIS	P	WO	P	P	P	P	MIS	WO	P	P	P	MIS	A	A	WO	A	A	A	
Shift Att.	A	A	A	A	A	OFF	GEN	GEN	B	GEN	GEN	GEN	OFF	GEN	GEN	GEN	A	A	A	OFF	GEN	GEN	GEN	GEN	A	A	OFF	A	A	A

2.4 ABSENTEEISM REGISTER

This report shows the details of the employee who are absebt date wise for each employee for the period the report is generated.

Page No.1 Run Date & Time : 05/12/2011 16:54

Absenteeism Register from 01/11/2011 To 30/11/2011

Srl	Pay Code	Card No.	Employee's Name	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	Contact No				
1	0210	00000210	MR. VISHAL KULS																															1.00	1.00	1.00	1.00	5.00	
2	0211	00000211	MR. T.S. XAVIER																															1.00	1.00	1.00	1.00	5.00	
3	0278	00000278	MR. N N CHATURV																															1.00	1.00	1.00	1.00	5.00	
4	0375	00000375	MR. HIMANSHU SA																															1.00	1.00	1.00	1.00	5.00	
5	1008	00001008	MR. NARESH KUMA																															1.00	1.00	1.00	1.00	5.00	
6	1216	00001216	MR GIRVAR SINGH																															1.00	1.00	1.00	1.00	5.00	

2.2 LATE ARRIVAL REGISTER

This report shows the details of the employee who have come late date wise and the total duration for the period the report is generated.

Late Arrival Register from 01/11/2011 To 30/11/2011

Run Date & Time : 05/12/2011 16:57

Srl	Pay Code	Card No.	Employee's Name	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
1	0210	00000210	MR. VISHAL KULSHRESTHA	0.03			0.10	0.43		0.03	0.09	0.07	0.02	0.03						0.02	0.02	0.08		0.08	0.03	0.02	0.04						1.49	
2	0211	00000211	MR. T.S. XAVIER KUTTY							0.03	0.07		0.02																					0.12
3	0278	00000278	MR. N N CHATURVEDI	0.15						0.06	0.19	0.10	0.03		0.03		0.03					0.06				0.07								1.12
4	0375	00000375	MR. HIMANSHU SAXENA	0.16						10.59		0.10	0.05									0.04	0.05		0.01		0.07	0.02					11.49	
5	1008	00001008	MR. NARESH KUMAR	0.06	0.08	0.08	0.01	0.13			0.08	0.05	0.02	0.04	0.07		0.17	0.04				0.02											1.32	
6	1216	00001216	MR GIRVAR SINGH																					1.10	0.07									1.10

2.3

EARLY DEPARTURE REGISTER

This report shows the details of the employee who have gone early date wise and the total duration for the period the report is generated.

Early Departure Register from 01/11/2011 To 30/11/2011

Run Date & Time : 05/12/2011 16:58

Srl	Pay Code	Card No.	Employee's Name	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
1	0210	00000210	MR. VISHAL KULSHRESTHA											0.15																				1.58
2	0375	00000375	MR. HIMANSHU SAXENA											1.53																				1.53

2.6

OVER STAY REPORT

This report shows the details of the employee who have stayed more than the actual shift hours and the total duration for the period the report is generated.

Over Stay Register from 01/11/2011 To 30/11/2011

Run Date & Time : 05/12/2011 17:01

-- Sr1	Pay Code	Card No.	Employee's Name	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
1	1008	00001008	MR. NARESH KUMAR	2.30	1.00	1.00	4.30	7.30		2.00	3.30	2.30		5.30	6.30	7.30	4.00	2.30		3.00		9.30	5.00	4.30	2.30								75.00	
2	1216	00001216	MR GIRVAR SINGH	2.30	2.30		4.30	5.00	9.00		3.30	2.30		5.30	9.00	3.30	2.30	3.00		3.30	4.30	23.30	5.00	2.30									92.00	
-- Grand Total																												167.0						

2.5 OVER TIME REPORT

This report shows the details of the employee who have done overtime date wise and the total duration for the period the report is generated.

Page No.1 DEMO COMPANY

Over Time Register from 01/11/2011 To 30/11/2011

Run Date & Time : 05/12/2011 17:01

Sr1	Pay Code	Card No.	Employee's Name	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
1	1008	00001008	MR. NARESH KUMAR	2.30	1.00	1.00	4.30	7.30		2.00	3.30	2.30		5.30	6.30	7.30	4.00	2.30		3.00		9.30	5.00	4.30	2.30								75.00	
2	1216	00001216	MR GIRVAR SINGH	2.30	2.30		4.30	5.00	9.00		3.30	2.30		5.30	9.00	3.30	2.30	3.00		3.30	4.30	23.30	5.00	2.30									92.00	
Grand Total																												167.0						

2.7 SHIFT SCHEDULE

This report shows the details of the shift the employee has to attend date wise (the one created through the Duty Roster Option and changed through the Shift Change Voucher) for the period the report is generated.

Page No.1 DEMO COMPANY

Shift Schedule for the month of November , 2011

Run Date & Time : 05/12/2011 17:07

Srl No.	Code	Code	Pay Code	Name	Designation	Shift	Shift	Weekly Off	2nd Off	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Type	Pattern	1st	2nd	F/H	Days																								
1	00000210	0210	MR. VISHAL KULSHRESTHA	Sr. Officer	F	A	SUN	NON	A	A	A	A	A	A	OFF	A	A	A	A	A	A	A	A	A	A	A	A	A	A
2	00000211	0211	MR. T.S. XAVIER KUTTY	Officer	F	A	SUN	NON	A	A	A	A	A	A	OFF	A	A	A	A	A	A	A	A	A	A	A	A	A	A
3	00000278	0278	MR. N N CHATURVEDI	Asst.	F	A	SUN	NON	A	A	A	A	A	A	OFF	A	A	A	A	A	A	A	A	A	A	A	A	A	A
4	00000375	0375	MR. HIMANSHU SAXENA	Asst Despatch	F	A	SUN	NON	A	A	A	A	A	A	OFF	A	A	A	A	A	A	A	A	A	A	A	A	A	A
5	00001008	1008	MR. NARESH KUMAR		F	A	SUN	NON	A	A	A	A	A	A	OFF	A	A	A	A	A	A	A	A	A	A	A	A	A	A
6	00001216	1216	MR GIRVAR SINGH	Opretor Forklift	F	A	SUN	NON	A	A	A	A	A	A	OFF	A	A	A	A	A	A	A	A	A	A	A	A	A	A

2.13 EMPLOYEE WISE ATTENDANCE

This report shows the Attendance details of the employee in a concise form for the period the report is generated.

Page No.1

Run Date & Time : 05/12/2011 17:10

Attendance Detail Employee Wise from 01/11/2011 To 30/11/2011

Srl	OT	Payroll	Card	Employee Name	Present	Absent	Weekly	Holiday	Leave	OT
Off	Total	Amount	No.	No.	No.	No.	No.	No.	No.	No.
1	0210	00000210	MR. VISHAL KULSHRESTHA	20.00	5.00	4.00	0.00	1.00	0.00	0.00
2	0211	00000211	MR. T.S. XAVIER KUTTY	20.00	5.00	4.00	0.00	1.00	0.00	0.00
3	0278	00000278	MR. N N CHATURVEDI	20.00	5.00	4.00	0.00	1.00	0.00	0.00
4	0375	00000375	MR. HIMANSHU SAXENA	21.00	5.00	4.00	0.00	0.00	0.00	0.00
5	1008	00001008	MR. NARESH KUMAR	20.50	5.00	4.00	0.00	0.50	75.00	0.00
6	1216	00001216	MR GIRVAR SINGH	21.00	5.00	4.00	0.00	0.00	92.00	0.00

2.14 DEPARTMENT WISE SUMMARY DETAILS

This report shows the Department wise Attendance details in a concise form for the period the report is generated.

Page No.1

Run Date & Time : 05/12/2011 17:12

Attendance Detail Department Wise from 01/11/2011 To 30/11/2011

Srl No.	Department Code	Name	Total Employee	Present	Absent	Leave	Weekly Off	Holiday
---------	-----------------	------	----------------	---------	--------	-------	------------	---------

1	D05	Production	52.00	767.50	506.00	44.50	213.00	0.00
2	D11	Purchase	6.00	97.50	55.00	3.50	24.00	0.00
3	D14	Information Technology	3.00	56.50	19.50	2.00	12.00	0.00

TOTAL :-			61.00	921.50	580.50	50.00	249.00	0.00

2.15

SHIFT WISE ATTENDANCE

This report shows the Attendance details of each individual employee shift wise in a concise form for the period the report is generated.

Leave :- 0
Comp. Working Days :- 0

PRESENT --> P = Present; POW = Present On Weekly off; POH = Present On Holiday; WO = Weekly Off; OD = On Duty
ABSENT --> A = Absent; A1 = Absent or leave before & after weekly off; CWD = Compensatory Working Day ; LWP = Leave Without Pay
LEAVE --> CL = CASUAL LEAVE; CO = COMPANSATORY OFF; EL = EARNED LEAVE; ESL = ESIC LEAVE APPROVED; LWP = LEAVE WITHOUT PAY; O/D = OUT DOOR DUTY; RH = RH; SL = SICK LEAVE; SPL = SPECIAL LEAVE;
MISC --> HLD = Holiday; MIS = Missing punch entry; ?_ = Invalid declaration

2.21

FORM 12

This is a standard government report and is generated as per the government standards.

Demo Company
Page No. 1 A

01/Nov/2011 To 30/Nov/2011
05/12/2011 16:43:03

Time of Commencement	Shift Timing
Shift A	07:00 15:00
Shift B	15:00 23:00
Shift C	23:00 07:00
Shift GEN	09:00 17:30
Shift N1	19:00 03:00
Shift N2	21:00 05:30

Form No. 12
(Rule No. 76)
Register of adult workers as per prescribed under sec. 62 of the act

Rest Period	Time of Completion
13:00 13:30	
20:30 21:00	
01:30 02:00	
13:30 14:00	
22:30 23:00	
01:30 02:00	

Sr. No.	PayCode	Emp. No.	Name of Adult Worker	Father's Name	Nature Of Work	Department	Corresponding Form 11	Total No. of Days Worked	Rate of Basic Wage	Rate of Allowance	Total Amount	Deduction if any	Actual No. of weekly	Compensatory holiday will be given	Remarks of indication showing that the payment have been made together with the date
		10005	MR. VIJAYAN K.U.	SH. T. VISHWANATHAN	AGM	Finance & Accounts	IA	26.00				0.00	0.00		
		20007	MR. VERKEY P.A.	SH. AVGUSTY	Sr. Manager	Maintenance/Engineering/Utilities	IA	18.50				0.00	0.00		
		30009	MR. VIMAL SHARMA	LATE. B.S. SHARMA	Manager	Purchase	IA	19.00				0.00	0.00		
		40011	MR. JASKANT SINGH YADAV	SH. TARA CHAND YADAV	Manager	Production	IA	19.00				0.00	0.00		
		50012	MR. MANISH SINGHAL	SH. LAXMI NARAYAN SINGHAL	Manager	Stores	IA	21.00				0.00	0.00		

2.21

Form 12b (2ND part of the same report)

Demo Company Page No. 1 B

01/Nov/2011 To 30/Nov/2011
05/12/2011 16:43:03

Run Date & Time : 05/12/2011 17:18
Over Time Summary from 01/11/2011 To 30/11/2011

Srl No.	Payroll No.	Card No.	Employee Name	OT	OT Amount
1	1008	00001008	MR. NARESH KUMAR	75.00	0.00
2	1216	00001216	MR GIRVAR SINGH	92.00	0.00
GRAND TOTAL				167.0	0.00

2.28 LATE AND OVER STAY

This report shows the total number of Days an employee has come Late and has stayed more than the Shift Hours for the period the report is generated.

Demo Company
Run Date & Time : 05/12/2011 17:20
Late And Over Stay from 01/11/2011 To 30/11/2011

Srl No.	Payroll No.	Card No.	Employee Name	Late	No. of Days	Over Stay
1	0210	00000210	MR. VISHAL KULSHRESTHA	1.49	15.00	0.00
2	0211	00000211	MR. T.S. XAVIER KUTTY	0.12	3.00	0.00
3	0278	00000278	MR. N N CHATURVEDI	1.12	9.00	0.00
4	0375	00000375	MR. HIMANSHU SAXENA	11.49	9.00	0.00
5	1008	00001008	MR. NARESH KUMAR	1.32	14.00	0.00
6	1216	00001216	MR GIRVAR SINGH	1.10	1.00	0.00

2.27 TIME LOSS AND OVERSTAY

This report shows the total loss an employee has done (in Hours and No. of Days)in the Form of Late Arrival in the Shift, Early arrival , Excess Lunch Time taken, Stayed more than the Shift end Time for the period the report is generated.

Run Date & Time : 05/12/2011 17:21total Loss & Over Stay Hours from 01/11/2011 To 30/11/2011

Payroll No.	Card No.	Employee Name Hours & Days	Late Hours & Days	Early Hours & Days	Excess Lunch Hours	Loss Stay	Over No.	Srl
1 0210	00000210	MR. VISHAL KULSHRESTHA	1.49 15	1.58 2	0.00 0	3.47	0.00	
2 0211	00000211	MR. T.S. XAVIER KUTTY	0.12 3	0.00 0	0.00 0	0.12	0.00	
3 0278	00000278	MR. N N CHATURVEDI	1.12 9	0.00 0	0.00 0	1.12	0.00	
4 0375	00000375	MR. HIMANSHU SAXENA	11.49 9	1.53 1	0.00 0	13.42	0.00	
5 1008	00001008	MR. NARESH KUMAR	1.32 14	0.00 0	0.00 0	1.32	0.00	
6 1216	00001216	MR GIRVAR SINGH	1.10 1	0.00 0	0.00 0	1.10	0.00	

2.10 EMPLOYEE WISE PERCENTAGE

This report gives an analysis of the total Attendance employee wise in percentage for the period the report is generated.

Run Date & Time : 05/12/2011 17:23

Percentage Analysis - Employee Wise from 01/11/2011 To 30/11/2011

Payroll No.	Card No.	Employee Name	Present	%	Absent	%	Leave	%	Weekly Off	%	Holiday	%	Srl
1 0210	00000210	MR. VISHAL KULSHRESTHA	20.00	66.67	5.00	16.67	1.00	3.33	4.00	13.33	0.00	0.00	
2 0211	00000211	MR. T.S. XAVIER KUTTY	20.00	66.67	5.00	16.67	1.00	3.33	4.00	13.33	0.00	0.00	
3 0278	00000278	MR. N N CHATURVEDI	20.00	66.67	5.00	16.67	1.00	3.33	4.00	13.33	0.00	0.00	
4 0375	00000375	MR. HIMANSHU SAXENA	21.00	70.00	5.00	16.67	0.00	0.00	4.00	13.33	0.00	0.00	
5 1008	00001008	MR. NARESH KUMAR	20.50	68.33	5.00	16.67	0.50	1.67	4.00	13.33	0.00	0.00	
6 1216	00001216	MR GIRVAR SINGH	21.00	70.00	5.00	16.67	0.00	0.00	4.00	13.33	0.00	0.00	

2.11 DEPARTMENT WISE PERCENTAGE

This is same as the above report except that it gives an analysis department wise in percentage for the period the report is generated.

Run Date & Time : 05/12/2011 17:24

Percentage Analysis - Department wise from 01/11/2011 To 30/11/2011

Srl No.	Department Code Name	Total Employee	Present	%	Absent	%	Leave	%	Weekly Off	%	Holiday	%
---------	----------------------	----------------	---------	---	--------	---	-------	---	------------	---	---------	---

1	D03	HR,P&A	22.00	371.00	56.21	191.00	28.94	9.00	1.36	89.00	13.48	0.00	0.00
2	D04	Finance & Accounts	10.00	216.50	72.17	42.50	14.17	1.00	0.33	40.00	13.33	0.00	0.00
3	D05	Production	52.00	767.50	49.20	506.00	32.44	44.50	2.85	213.00	13.65	0.00	0.00
4	D06	Quality Assurance	31.00	565.00	60.75	201.50	21.67	33.50	3.60	130.00	13.98	0.00	0.00
5	D07	Quality Control	39.00	663.00	56.67	320.00	27.35	24.00	2.05	163.00	13.93	0.00	0.00
6	D08	Packing	110.00	1816.50	55.05	919.50	27.86	97.00	2.94	459.00	13.91	0.00	0.00
7	D09	Maintenance/Engineering/Utilities	84.00	1271.00	50.44	769.00	30.52	52.00	2.06	351.00	13.93	0.00	0.00
8	D10	Stores	11.00	204.00	61.82	64.00	19.39	17.00	5.15	45.00	13.64	0.00	0.00
9	D11	Purchase	6.00	97.50	54.17	55.00	30.56	3.50	1.94	24.00	13.33	0.00	0.00
10	D12	Planning	3.00	58.00	64.44	17.00	18.89	3.00	3.33	12.00	13.33	0.00	0.00
11	D14	Information Technology	3.00	56.50	62.78	19.50	21.67	2.00	2.22	12.00	13.33	0.00	0.00
12	D15	Marketing	53.00	1346.00	84.65	30.00	1.89	2.00	0.13	212.00	13.33	0.00	0.00

2.8

Lunch Duration Report

This report shows the employee lunch detail (in case of four punch) and excess lunch time and duration.

Page No.1

Demo Company

Run Date & Time : 05/12/2011 17:33

Lunch Duration Report 01/12/2011 To 31/12/2011

	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
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
PayCode : 0023	Card No. : 00000023 Name : DR SATEESH KUMAR CHAUHAN																														
Lunch Start Time	13:00																														
Lunch End Time	13:40																														
Lunch Duration	0.30	0.30	0.30		0.30	0.30	0.30	0.30	0.30	0.30		0.30	0.30	0.30	0.30	0.30	0.30		0.30	0.30	0.30	0.30	0.30	0.30		0.30	0.30	0.30	0.30	0.30	0.30
Excess Lunch	0.40																														
Time Loss	0.10																														
Shift Att.	A	A	GEN	OFF	A	A	A	A	A	A	OFF	A	A	A	A	A	A	OFF	A	A	A	A	A	A	OFF	A	A	A	A	A	A

2.9.

Location Wise Punch

This report shows the location of punch that on which machine the employee has punch his attendance.

Page No.1

Demo Company

Run Date & Time : 05/12/2011 17:35

Location Wise Report Of The Employee's 01/12/2011 To 31/12/2011

Srl No.	PayCode	Employee Name	PunchTime	MachineLocation
0	0015	MR. JOSEPH V.V.	01/12/2011 11:44	Delhi
1	0015	MR. JOSEPH V.V.	03/12/2011 15:14	Delhi
2	0015	MR. JOSEPH V.V.	05/12/2011 11:37	Delhi
Total-:			3	

2.12. Employee Wise Performance

Page No.1 DEMO COMPANY
 Run Date & Time : 06/12/2011 09:19
 Monthly Performance from 01/11/2011 To 30/11/2011

Date	Days	Shift	In	Out	Late	Early	Hours	Over	Status
			Arrival	Departure	Worked Time				
** CODE & NAME :-0015 MR. JOSEPH V.V.									
01/11/2011	Tue	GEN	08:22	17:54			9.02		P
02/11/2011	Wed	GEN	08:19	17:45			8.56		P
03/11/2011	Thu	GEN	08:21	17:30			8.39		P
04/11/2011	Fri	GEN	08:22	19:02			10.10		P
05/11/2011	Sat	GEN	08:19	18:03			9.14		P
06/11/2011	Sun	OFF							WO
07/11/2011	Mon	GEN	08:25	18:12			9.17		P
08/11/2011	Tue	GEN	08:21	18:53			10.02		P
09/11/2011	Wed	GEN	08:21	18:19			9.28		P
10/11/2011	Thu	GEN	08:21	18:26			9.35		P
11/11/2011	Fri	GEN	08:20	18:03			9.13		P
12/11/2011	Sat	GEN	08:25	17:56			9.01		P
13/11/2011	Sun	OFF							WO
14/11/2011	Mon	GEN	08:23	19:20			10.27		P
15/11/2011	Tue	GEN	08:23	18:16			9.23		P
16/11/2011	Wed	GEN	08:22	18:30			9.38		P
17/11/2011	Thu	A							CL
18/11/2011	Fri	GEN	08:22	18:13			9.21		P
19/11/2011	Sat	GEN	08:22	17:47			8.55		P
20/11/2011	Sun	OFF							WO
21/11/2011	Mon	GEN	08:20	18:17			9.27		P
22/11/2011	Tue	GEN	08:23	18:35			9.42		P
23/11/2011	Wed	GEN	08:47	18:10			8.53		P
24/11/2011	Thu	GEN	08:27						MIS

Srl	Pay Code	Card No.	Employee's Name	01	02	03	04	05	06
07	08	09	10	Total					

1 0121 00000121 MR. MOHAN KUMAR 2.00 0.35 2.35

2.19 Night Shift Punch

This report only show the record of those employee who have attend the night shift.the format will be as below.

Company Name: DEMO
COMPANY
Run Date & Time : 06/12/2011
09:25

Night Shift Report from 01/11/2011 To 10/11/2011

PayCode	Name	ShiftName	Night Shift Count		
0256	MR. DHARM PAL	N1	3		
0304	MR VIDHYA SAGAR	C	2		
0307	MR KAPIL SIWACH	C	3		
0310	MR SUSHIL KUMAR	N1	1		
0332	MR ANISH KR SAINI	C	5		
0338	MR NITESH KUMAR YADAV	C	2		
0342	MR RAMESH SAIN	C	2		
0349	MR MINENDRA KUMAR SAINI	C	4		
0349	MR MINENDRA KUMAR SAINI	N2	1		
0359	MR. ANIL KUMAR PANDEY	C	6		
0371	MR KANAHIYA LAL GUPTA	C	4		
0376	MR ROHITASH KUMAR	C	1		
0379	MS. SARMILA PALAI	N1	2		
0381	MR. SHUBHAM SAXENA	C	2		
0385	MR. RAJESH KUMAR	C	2		
0387	MR. MANISH KR. SHARMA	C	1		
0394	MR. NARENDRA KUMAR	C	1		
0399	MR. ANOOP PALIWAL	C	1		
0408	MR. DEEPAK KUMAR SHARMA	C	2		
3018	SIKANDAR AJAM	N2	5		

2.22 FORM -12 NEW (PART 1)

This is a standard government report and is generated as per the government standards.

DEMO COMPANY

Page No. 1 A

01/Nov/2011 To 10/Nov/2011
06/12/2011 09:27:37

Time of Shift Timing	
Commencement	Completion
of Work	of Work
MON to FRI Shift A 07:00 15:00	
Saturday Shift B 15:00 23:00	
Sunday Shift GEN 09:00 17:30	
System of Shift N1 19:00 03:00	
Rotation Shift N2 21:00 05:30	

Form No. 12
(Rule No. 76)

Register of adult workers as per prescribed under sec. 62 of the act

Rest Period		Time of Completion	
From	To	From	To
13:00	13:30		
20:30	21:00		
01:30	02:00		
13:30	14:00		
22:30	23:00		
01:30	02:00		

Sr. No.	PayCode	Emp. No.	Name of Adult Worker	Father's Name	Nature Of Work	Department	Letter of group as in form no	No of Relay if working in	Number and date of certificate if an adolescent	Remarks	
									No of Certificate and date	Token No gining reference To Certificate	
1	0210				00000210	MR. VISHAL KULSHRESTHA	SH. V.P. KULSHRESTHA	Sr. Officer	Finished Goods Store	IA	
2	0211				00000211	MR. T.S. XAVIER KUTTY	SH. G. SAKARIA	Officer	Finished Goods Store	IA	
3	0278				00000278	MR. N N CHATURVEDI	SH. K D CHATURVEDI	Asst.	Finished Goods Store	IA	
4	0375				00000375	MR. HIMANSHU SAXENA	SH. DINESH SAXENA	Asst Despatch	Finished Goods Store	IA	
5	1008				00001008	MR. NARESH KUMAR	SH. GULAB SINGH		Finished Goods Store	IA	
6	1216				00001216	MR. GIRVAR SINGH	SH. MOHAN SINGH	Operator Forklift	Finished Goods Store	IA	

2.22 FORM -12 NEW (PART 2)

This is a standard government report and is generated as per the government standards.

01/Nov/2011 To 10/Nov/2011

Page No. 1 B

06/12/2011 09:27:37

	Time of Commencement	Rest Period
	From	To
MON to FRI	Shift A 07:00	15:00
Saturday	Shift B 15:00	23:00
Sunday	Shift C 23:00	07:00
System of Rotation	Shift GEN 09:00	17:30
	Shift N1 19:00	03:00
	Shift N2 21:00	05:30

Form No. 12
(Rule No. 76)
Register of adult workers as per prescribed under sec. 62 of the act

Rest Period	Time of Completion
From	To
13:00	13:30
20:30	21:00
01:30	02:00
13:30	14:00
22:30	23:00
01:30	02:00

SR.	PayCode	Emp. No.	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
10210	00000210		P	P	P	ISL	ISL	P	P	ISRT	ISRT	W
210211	00000211		P	P	P	P	P	P	P	P	P	P
310278	00000278		P	P	P	P	P	P	P	P	P	P
410375	00000375		P	P	P	P	P	P	P	P	P	P
511008	00001008		P	P	P	P	P	P	P	P	P	P
611216	00001216		P	P	P	P	P	P	P	P	P	P

PRESENT --> P = Present ; POW = Present on weekly off ; POH = Present on holiday ; OD = On duty
 ABSENT --> A = Absent ; AI = Absent or leave before and after weekly off ; WED = Compensatory working day ; LMP = Leave without pay
 LEAVE --> CL = CASUAL LEAVE; CO = COMPANSATORY OFF; EL = EARNED LEAVE; ESL = ESIC LEAVE APPROVED; LMP = LEAVE WITHOUT PAY; O/D = OUT DOOR DUTY; RH = RH; SL = SICK LEAVE; SPL = SPECIAL LEAVE; MISC --> HLD = Holiday ;
 = Holiday ; MIS = Missing punch entry ; ? = Invalid Declaration

2.24 FORM -25 NEW

This is a standard government report and is generated as per the government standards.

Page No.1

ATTENDANCE REGISTER
FORM NO. 25

Page No. 1
06/12/2011 09:32:46

	Time of Commencement	Rest Period
	From	To
MON to Saturday	Shift A 07:00	15:00
Sunday	Shift B 15:00	23:00
System of Rotation	Shift C 23:00	07:00
	Shift GEN 09:00	17:30
	Shift N1 19:00	03:00
	Shift N2 21:00	05:30

Rest Period	Time of Completion
From	To
13:00	13:30
20:30	21:00
01:30	02:00
13:30	14:00
22:30	23:00
01:30	02:00

November-2011

EMPLOYEES INFORMATION	ATTENDANCE																														A.W. Days	Rest & Hol days	Leaves CL	Leaves SL	Leaves PL	Leaves LWP	Abs. ent Days	Wages Payable	Remark							
	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																
SR.NO. 1.00 NAME MR. JOSEPH V.V. S/O SH. SHAI VARGHASE ESTI NO. DOB 15/04/1959 PF.NO. DL/18095 139 DOJ 16/09/1996 Desig. Sr. Manager Deptt. Planning	P	P	P	P	P	W	P	P	P	P	P	P	W	P	P	P	CL	P	P	W	P	P	P	P	A	A	W	A	A	A		4	1	0	0	0	5	25								
SR.NO. 2.00 NAME DR. SATEESH KUMAR CHAUHAN S/O SH. TEJPAL SINGH ESTI NO. DOB 01/12/1969 PF.NO. DL/18095 990 DOJ 10/10/2010 Desig. Head (R&D) Deptt. R&D, F&D, Regulatory	P	P	P	P	P	W	P	P	P	P	P	P	W	P	P	P	CL	P	P	W	P	P	P	P	ISL	ISL	W	P	P	P	P	A	A	W	A	A	A	18	4	0	2	0	0	6	24	

2.25 FORM-26

This is a standard government report and is generated as per the government standards.

MUSTER ROLL
FORM NO. 26

Page No. 1
06/12/2011 09:33:51

	Time of Commencement of Work	Rest Period From To
MON to FRI	Shift A	07:00 15:00
	Shift B	15:00 23:00
Saturday	Shift C	23:00 07:00
Sunday	Shift GEN	09:00 17:30
System of Rotation	Shift N1	19:00 03:00
	Shift N2	21:00 05:30

Rest Period From To	Time of Completion of Work
20:30 21:00	
01:30 02:00	
13:30 14:00	
22:30 23:00	
01:30 02:00	

November-2011

EMPLOYEES INFORMATION	ATTENDANCE																														A.W. Days	Rest & Hol days	Leaves				Abs. ent	Wages Days	Remark		
	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			CL	SL	PL/EL	LWP				Rest	
ISR.NO. 1.00 NAME MR. JOSEPH V.V. S/O SH. SHAI VARGHASE ESI NO. DL/18095 139 DOJ 15/04/1959 16/09/1996 Desig. Sr. Manager Deptt. Planning		P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	CL	P	P	WO	P	P	P	P	A	A	WO	A	A	A	A		4	1	0	0	0	0	5	25
ISR.NO. 2.00 NAME MR. DIPAK BHAKTA S/O SH. NANI GOPAL BHAKTA ESI NO. DL/18095 459 DOJ 01/11/1973 01/04/2004 Desig. Dy. Manager Deptt. Packing		P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	RH	CL	P	WO	P	P	P	P	A	A	WO	A	A	A	A	20	4	1	0	0	0	0	5	25

2.29 GATE PASS REPORT

From this option we can generate the gate pass report which entered from transaction > Gate pass entry. We can generate it for personel ,official or both gate pass. The report will be as below.

Page No.1 DEMO COMPANY
GatePass Report
Summary From 01/12/2011 To 31/12/2011

Run Date & Time : 06/12/2011 10:42

No.	Paycode	Name	Dateoffice	StartTime	EndTime	GatePass Time	GatePass_Type	Srl
1	0029	MR KUMAR GURU SATYANATHAN	06/12/2011	12:00	14:00	2.00	Personal	
								Total:-
								2

3. MEMO REPORTS

3.1. LATE ARRIVAL

The memo for each individual employee can be generated and given to each individual employee. The memo clearly explains the total duration he was late and the date he was late. This is a useful tool for the Personnel Department as the memo is generated automatically.

Name : MR. VIJAY KUMAR RAJPUT
 Name : SH. RAM PAL SINGH
 Department : D07 Quality Control
 Card No. : 00000034

CNo: _____ Father's
 Date: 06/11/2011
 Paycode : 0034

REG: YOUR LATE ARRIVAL NOTICE/MEMO.

We found from our record of TIME OFFICE that you were 1.46 Hours late on the Date Nov 06 2011 (Sunday) without prior permission. Please give an explanation to the Time Office immediately.

For

(Personnel Officer)

3.2. ABSENTEEISM

The memo for each individual employee can be generated and given to each individual employee. The memo clearly explains the date he was absent along with the day.

Name : MR. ONKAR KALIA

CNo: _____ Father's Name :

LT. SH. DURGA DAS KALIA
Department : D05 Production
Card No. : 00000024

Date: 06/11/2011
Paycode : 0024

REG: YOUR ABSENTEEISM NOTICE/MEMO.

We found from our record of TIME OFFICE that you were absent on the
Date Nov 06 2011 (Sunday) without prior permission. Please give an explanation to the Time
Office immediately.

For

(Personnel Officer)

3.3. COUNTINOUS LATE ARRIVAL

**The memo for each individual employee can be generated and given to each individual employee.
The memo clearly explains the date range he was Late Arrival along with the day . At the time of report generation it ask for the
No of days for countinous Late Arrival.**

Name : MR. MANISH SINGHAL C.No. : _____ F/Name :
SH. LAXMI NARAYAN SINGHAL Date : 06/12/2011
Card No. : 00000012 PayCode : 0012

REG: Continuous Late Arrival Memo/Notice

We have found from our record of TIME OFFICE that you have been Late
since 15/11/2011 (Total 5 days)0.21 Hrs. till Date 19/11/2011
without prior permission. Please give an explanation to the TIME OFFICE
immediately.

For

(PERSONNEL OFFICER)

3.4. COUNTINUOUS EARLY DEPARTURE

**The memo for each individual employee can be generated and given to each individual employee.
The memo clearly explains the date range he was Early departure along with the day . At the time of report generation it ask for the
No of days for countinous Early departure.**

Name : MRS. RENU BALA MISHRA C.No. : _____ F/Name :
SH. RAJ KUMAR TRIPATHI Date : 06/12/2011
Card No. : 00000233 Pay Code : 0233

REG: Continuous Early Departure Memo/Notice

We have found from our record of TIME OFFICE that you are
going early since 17/11/2011 (Total 2 days) 4.17 Hrs.
till Date 18/11/2011 without prior permission. Please give an explanation
to the TIME OFFICE immediately.

For

(PERSONNEL OFFICER)

3.5. COUNTINUOUS ABSENTEEISM

**The memo for each individual employee can be generated and given to each individual employee.
The memo clearly explains the date range he was absent along with the day . At the time of report generation it ask for the
No of days for countinous absenteeism.**

Name : MR. VERKEY P.A. C.No. : _____ F/Name : SH.
AVGUSTY Date : 06/12/2011
Card No. : 00000007 PayCode : 0007

REG: Continuous Absenteeism Memo/Notice

We have found from our record of TIME OFFICE that you have been Absent
since 28/11/2011 to 02/12/2011 without prior permission. Please give an
explanation to the Time Office immediately.

For

(PERSONNEL OFFICER)

4. LEAVE REPORTS

4.1. SANCTIONED LEAVE

This report shows the details of the Sanctioned Leave taken by the employee. Apart from other Details, it also shows whether the Leave has been posted through Voucher or is through the Reason Card.

Page No.1

DEMO COMPANY

Run Date & Time : 06/12/2011 10:16

Sanctioned Leave Report from 01/05/2011 To 31/05/2011

----- Paycode		Card	Employee Name			DESIGNATION		-----Date-----			
- Voucher	Leave	Leave	Posted	Remarks	From	To	No	Type	Amount		
No.											
0236	00000236	MR. BHANU PRATAP VERMA	Jr. Microbiologist		15/05/2011	16/05/2011	0000004687	CL	2.00	Y	PERSONAL
0237	00000237	MR. SUSHIL KUMAR SHARMA	Officer		02/05/2011	02/05/2011	0000004547	CL	1.00	Y	PERSONAL
0237	00000237	MR. SUSHIL KUMAR SHARMA	Officer		28/05/2011	28/05/2011	0000004804	SL	1.00	Y	sickness
0239	00000239	MR. OM DUTT	Asst. Officer		17/05/2011	18/05/2011	0000004686	CL	2.00	Y	PERSONAL
0239	00000239	MR. OM DUTT	Asst. Officer		05/05/2011	05/05/2011	0000004548	RH	1.00	Y	PETSONAL
0246	00000246	MR. MANOJ KUMAR DHAKED	Micro Biologist		27/05/2011	27/05/2011	0000004769	RH	1.00	Y	PERSONAL WORK
0314	00000314	MR VIJENDRA KUMAR	Jr. Chemist		11/05/2011	12/05/2011	0000004636	SL	2.00	Y	SICKNESS
0330	00000330	MS NISHTHA SRIVASTVA	Tr. Chemist		14/05/2011	14/05/2011	0000004692	SL	1.00	Y	SICKNESS
0338	00000338	MR NITESH KUMAR YADAV	Tr. Chemist		14/05/2011	16/05/2011	0000004733	CL	3.00	Y	PERSONAL
0338	00000338	MR NITESH KUMAR YADAV	Tr. Chemist		07/05/2011	07/05/2011	0000004732	SL	1.00	Y	SICKNESS
1066	00001066	MRS. SUNITA DEVI			06/05/2011	08/05/2011	0000004566	EL	3.00	Y	PERSONAL
1149	00001149	MRS. SADHNA GUPTA			15/05/2011	19/05/2011	0000004664	EL	5.00	Y	PERSONAL
1149	00001149	MRS. SADHNA GUPTA			24/05/2011	26/05/2011	0000004790	EL	3.00	Y	PERSONAL
1149	00001149	MRS. SADHNA GUPTA			22/05/2011	22/05/2011	0000004789	SL	1.00	Y	SICKNESS

4.2 LEAVE CARD

The Leave Card for each individual employee for a particular year can be generated which gives the details of the Accrual Leaves, Consumed Leaves and the Leave Balance to his credit.

Leave Card for the Year :- 2011

Employee's Card No : 00000227
 Employee's PayRoll Code & Name : 0227
 MR. PRADEEP
 KUMAR Department Code & Name : D08 Packing

Leave Type	Leave Accrued	Leave Consumed	Leave Encash	Leave Balance
LEAVE WITHOUT PAY	58.00	0.00	0.00	58.00
CASUAL LEAVE	6.00	5.00	0.00	1.00
EARNED LEAVE	54.50	13.00	0.00	41.50
SICK LEAVE	13.00	11.00	0.00	2.00
OUT DOOR DUTY	58.00	0.00	0.00	58.00
COMPANSATORY OFF	60.00	0.00	0.00	60.00
RH	58.00	0.00	0.00	58.00
Total :-	307.50	29.00	0.00	278.50

4.3. Accural Leaves

This report shows the details of the Leave Accrued for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master.

Accrued Leaves
 Report for the
 Year 2011

Srl	Payroll	Employee Name	L01	L02	L03	L04	L05	L06	L07	L08	L09	L10
-----Accrued-----		No.	L01	L02	L03	L04	L05	L06	L07	L08	L09	L10
		LWP CL	EL	SL	O/D	CO	RH	ESL	SPL			

1	0005	MR. VIJAYAN K.U.	60.00	6.00	63.00	16.00	59.00	60.00	10.00	0.00	0.00
2	0007	MR. VERKEY P.A.	60.00	6.00	51.00	13.00	57.00	60.00	10.00	0.00	0.00
3	0008	MR. DEEPAK SAXENA	60.00	6.00	27.00	20.00	59.00	60.00	10.00	0.00	0.00

L01 - LEAVE WITHOUT PAY
L04 - SICK LEAVE
L07 - RH

L08 - ESIC LEAVE APPROVED

L02 - CASUAL LEAVE
L05 - OUT DOOR DUTY
L09 - SPECIAL LEAVE

L03 - EARNED LEAVE
L06 - COMPANSATORY OFF

4.4. Consumed leaves

This report shows the details of the Leave Consumed for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master.

Page No.1

DEMO COMPANY

Run Date & Time : 06/12/2011 10:20
Consumed Leaves for the Year 2011

Srl	Payroll	Employee Name	Consumed	L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11
		No.		EL	SL	O/D	CO	RH	ESL	SPL				
		LWP	CL											
1	0029	MR KUMAR GURU SATYANATHAN	0.00	3.00	0.00	3.00	0.00	0.00	2.00	0.00	0.00			

L01 - LEAVE WITHOUT PAY
L04 - SICK LEAVE
L07 - RH

L02 - CASUAL LEAVE
L05 - OUT DOOR DUTY
L08 - ESIC LEAVE APPROVED

L03 - EARNED LEAVE
L06 - COMPANSATORY OFF
L09 - SPECIAL LEAVE

4.5 Balance Leaves

This report shows the details of the Leave Balance for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master.

Page No.1

DEMO COMPANY

Run Date & Time : 06/12/2011 10:23
Balance Leaves Report for the Year 2011

Srl	Payroll	Employee Name	Balance										
No.			L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	
			LWP	CL	EL	SL	O/D	CO	RH	ESL	SPL		
1	0029	MR KUMAR GURU SATYANATHAN	50.00	1.50	0.00	4.00	50.00	0.00	-2.00	0.00	0.00		

L01 - LEAVE WITHOUT PAY
L04 - SICK LEAVE
L07 - RH

L02 - CASUAL LEAVE
L05 - OUT DOOR DUTY
L08 - ESIC LEAVE APPROVED

L03 - EARNED LEAVE
L06 - COMPANSATORY OFF
L09 - SPECIAL LEAVE

4.6.

LEAVE REGISTER

This report shows the details of the all types of Leaves Accrued, Consumed and Balance for each individual employee during a particular year.

Page No.1

DEMO COMPANY

Run Date & Time : 06/12/2011 10:26

Leave Register for the Year :- 2011

0029		00000029		MR KUMAR GURU SATYANATHAN		C/o SH K S SATHYANATH	
LWP	-	LEAVE WITHOUT PAY	[A]	Accrued :	50.00		
				Balance :	50.00		
CL	-	CASUAL LEAVE	[L]	Accrued :	4.50		
28/07/2011		0000005516		[Posted]	1.00		
24/10/2011		0000006390		[Posted]	1.00		
25/10/2011		0000006346		[Posted]	1.00		
				Balance :	1.50		
EL	-	EARNED LEAVE	[L]	Accrued :	0.00		
				Balance :	0.00		
SL	-	SICK LEAVE	[L]	Accrued :	7.00		
20/10/2011		0000006344		[Posted]	1.00		
21/10/2011		0000006344		[Posted]	1.00		
22/10/2011		0000006344		[Posted]	1.00		
				Balance :	4.00		
O/D	-	OUT DOOR DUTY	[P]	Accrued :	50.00		
				Balance :	50.00		
CO	-	COMPANSATORY OFF	[P]	Accrued :	0.00		
				Balance :	0.00		
RH	-	RH	[P]	Accrued :	0.00		
25/06/2011		0000005096		[Posted]	1.00		
23/10/2011		0000006391		[Posted]	1.00		
				Balance :	-2.00		
ESL	-	ESIC LEAVE APPROVED	[A]	Accrued :	0.00		

SPL - SPECIAL LEAVE

Balance : 0.00

 [P] Accrued : 0.00

 Balance : 0.00

4.7. LEAVE APPROVAL

This report shows the leave with leave approval date, which is entered at the time of leave approval.

Page No.1 DEMO COMPANY

Run Date & Time : 06/12/2011 10:27

Leave Report According To Approval Date from 01/01/2011 To 31/12/2011

Paycode	Card No.	Employee Name	DESIGNATION	Apr. Date	-----Date----- From	To	Leave Type	Leave Amount
0029	00000029	MR KUMAR GURU SATYANATHAN		29/06/2011	25/06/2011	25/06/2011	RH	1.00
0029	00000029	MR KUMAR GURU SATYANATHAN		09/08/2011	28/07/2011	28/07/2011	CL	1.00
0029	00000029	MR KUMAR GURU SATYANATHAN		28/10/2011	20/10/2011	22/10/2011	SL	3.00
0029	00000029	MR KUMAR GURU SATYANATHAN		31/10/2011	23/10/2011	23/10/2011	RH	1.00
0029	00000029	MR KUMAR GURU SATYANATHAN		31/10/2011	24/10/2011	24/10/2011	CL	1.00
0029	00000029	MR KUMAR GURU SATYANATHAN		28/10/2011	25/10/2011	25/10/2011	CL	1.00

4.8. Monthly leave accrual

When we do the leave accrual on monthly basis the this report shows that in which how many leave is accrued.

Company Name: DEMO COMPANY
 Run Date & Time : 06/12/2011
 10:29

Monthly Leave Accrual Report : 112011

Paycode	Card No.	Employee Name	Designation	Transfer Date	LWP	CL	EL	SL	O/D	CO	RH	ESL	SPL
0029	00000029	MR KUMAR GURU SATYANATHAN		06-Dec-11	0	2	5	3	0	0	0	0	0

5. YEARLY REPORTS

5.4 YEARLY ATTENDANCE DETAILS

This report shows the Yearly Attendance details of each individual employee in a concise form for The whole year month wise.

DEMO COMPANY
YEARLY ATTENDANCE DETAILS FOR THE YEAR 2011

Run at: 06/12/2011

S No : 1
Card No. : 00000210
PayCode : 0210
Emp Name : MR. VISHAL KULSHRESTHA

Month	PRE	ABS.	WO	CL	LEAVE EL	SL	OTHERS	OT	OT AMOUNT
January	22.50		5.00	1.50					
February	21.50	0.50	4.00	2.00			1.00	19.30	
March	23.00		3.00	1.00		2.00			
April	22.50	2.50	4.00			1.00	2.00		
May	24.00	1.50	3.00			1.50	2.00		
June	25.50	0.50	4.00						

5.5 NEW YEARLY ATTENDANCE DETAILS

This report shows the Yearly Attendance details of each individual employee in a concise form for Employee wise.

Page No.1

Run Date & Time : 06/12/2011 13:01

Attendance Detail Employee Wise from Jan 01 2011 To Dec 31 2011

Srl No.	Payroll No.	Card No.	Employee Name	Present	Absent	Weekly Off	Holiday	Leave	OT	OT Amount	Total Days
1	0210	00000210	MR. VISHAL KULSHRESTHA	252.0	37.00	48.00	12.00	16.00	19.30	0.00	328.00
2	0211	00000211	MR. T.S. XAVIER KUTTY	248.5	34.50	47.00	12.00	23.00	0.00	0.00	330.50
3	0278	00000278	MR. N N CHATURVEDI	260.0	33.50	48.00	12.00	11.50	0.00	0.00	331.50
4	0375	00000375	MR. HIMANSHU SAXENA	158.0	32.00	31.00	7.00	6.00	0.00	0.00	202.00
5	1008	00001008	MR. NARESH KUMAR	260.5	33.00	47.00	12.00	12.50	1255.	0.00	332.00
6	1216	00001216	MR GIRVAR SINGH	189.5	33.50	36.00	8.00	8.00	691.3	0.00	241.50

5.6 FORM B

This is a standard government report and is generated as per the government standards.

Page No. 1

DEMO COMPANY

FORM B

See Rule 7(2)

Register Of Festival Holidays, Casual & Sick Leave of MR. G.B. DHOLA for the Year 2011 Under the Industrial Establishment (National Festival, Casual & Sick Leave) Rules 1965.

1. Date of Joining Service: 01/04/2007 Token No.: 0001
2. Whether covered by the Employee's State Insurance Scheme, Yes/No.

1	2			3			4	5
Serial No.	Number of Festival Holidays Casual/Sick leave due at the beginning of the year.			Period for which Festival Holiday/Casual/Sick leave applied for			Whether Granted or Refused	Remarks
	Festival	Casual	Sick	From	To	Number of Days	Balance	
				& kind of Leave				
1	11	6.00	9.00	01/01/2011	01/01/2011	1 HLD	10.00	
2				26/01/2011	26/01/2011	1 HLD	9.00	
3				27/01/2011	29/01/2011	3 SL	6.00	
4				19/03/2011	20/03/2011	2 HLD	7.00	
5				22/03/2011	24/03/2011	3 SL	3.00	

5.1 FORM 14

This is a standard government report and is generated as per the government standards.

FORM NO. 14
(Rule No.102)

S. No.
Maintenance/Engineering/Utilities
Serial No. in the register of Adult/Child Worker : 0018

LEAVE WITH WAGES REGISTERS
NAME OF FACTORY : DEMO COMPANY
Date and amount of payment made in

No..... Department :
Name : MR. ARUNESH KUMAR PANDEY
Guardian Name : SH. SALIGRAM PANDEY
Date of Discharge

Date of Entry into service : 22/09/2007

lieu of leave due _____

Calendar year of service	Wages earned during the period	Wages during the period	No. of days worked during the calendar year	Total of column 4, 6 and 7	Total Leave Credit	Total Leave earned during the year	Whether leave is in accordance with scheme under section 179 (8) was refused	Leave enjoyed From To	No. of Days	Balance of leave	Normal wages accruing through the period	Cash equivalent of advantage wages for	Rate of concession leave	CL	SL	CO	AB	WO	LWP	SPL	ESI	

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
2011	Jan		22	0	0	0	22	-8	13	5									1.00	0.00	0.00	2.00	3.00	0.00	0.00	0.00
	Feb		19.5	0	0	0	19.5	-8	13	5									1.00	0.00	0.00	3.50	4.00	0.00	0.00	0.00
	Mar		21	0	4	25	-8	13	5			09/03/2011	10/03/2011	2	3				0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00
	Apr		18	0	0	18	-8	13	5			12/03/2011	13/03/2011	2	1				2.00	0.00	0.00	4.00	5.00	0.00	0.00	0.00
S. No.	25						25																			
Department	Corporate & Secretariate							LEAVE WITH WAGES REGISTERS																		
Serial No. in the register of Adult/Child Worker	0105																									
May			23.5	0	0	23.5	-8	13	5										0.00	0.00	1.00	3.50	1.00	0.00	0.00	0.00
Jun			24	0	0	24	-8	13	5										1.00	1.00	0.00	0.00	5.00	0.00	0.00	0.00
Jul			23	0	0	23	-8	13	5										0.00	0.00	2.00	3.00	4.00	0.00	0.00	0.00
Aug			22.5	0	0	22.5	-8	13	5										1.00	0.00	0.00	1.50	4.00	0.00	0.00	0.00
Sep			21	0	0	21	-8	13	5										0.00	1.00	0.00	1.00	3.00	0.00	0.00	0.00
Oct			12	0	4	16	-8	13	5										0.00	0.00	0.00	10.00	2.00	0.00	0.00	0.00
Nov			1	0	0	1	-8	13	5			07/11/2011	10/11/2011	4	-3				0.00	0.00	0.00	25.00	5.00	0.00	0.00	0.00
Dec																			0.00	0.00	0.00					
Signature of Employee Received Leave Book													Note : Separate page will be allotted to each Worker													

5.2 FORM 14 NEW

This is a standard government report and is generated as per the government standards.

FORM NO. 14
(Rule No.102)

NAME OF FACTORY : INDIA LIMITED, AHLCON PARENTERALS(INDIA) LIMITED,
Date and amount of payment made in

Date of Discharge
lieu of leave due _____

Date of Entry into service : 04/08/2008

Calendar year of service	Wages earned during the period	Wages during the period	No. of days worked during the calendar year	Total of column 3	Leave Credit of column 4	Total of column 5	Whether leave in accordance with scheme mentioned in column 7	Leave enjoyed From To	No. of Days	Balance of leave to credit	Normal rate of wages	Cash equivalent of advantage accruing through concession leave	Rate of wages for the period	CL	SL	CO	AB	WO	LWP	SPL	ESI

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
2011	Jan																									
	Feb																									
	Mar		10		0		0	10		0		0							0.00	0.00	0.00	2.00	1.00	0.00	0.00	0.00
	Apr		20.5		0		0	20.5		0		0							3.00	0.50	0.00	2.00	4.00	0.00	0.00	0.00
	May		26		0		0	26		0		0							0.00	0.00	0.00	1.00	3.00	0.00	0.00	0.00
	Jun		26		0		0	26		0		0							0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00
	Jul		22		0		0	22		0		0							0.00	4.00	0.00	0.00	5.00	0.00	0.00	0.00
	Aug		24		0		0	24		0		0							0.00	0.00	1.00	1.00	1.00	0.00	0.00	0.00
	Sep		23		0		0	23		0		0							0.00	1.00	0.00	2.00	4.00	0.00	0.00	0.00
	Oct		21.5		0		0	21.5		0		0							0.00	0.00	0.00	1.50	4.00	0.00	0.00	0.00
	Nov		17		0		0	17		0		0							0.00	0.00	0.00	9.00	4.00	0.00	0.00	0.00
	Dec		1		0		0	1		0		0							0.00	0.00	0.00	26.00	4.00	0.00	0.00	0.00

Signature of Employee Received Leave Book Note : Separate page will be allotted to each Worker

6. MASTERS REPORTS

6.1 COMPANY MASTER

This report gives the details of the Company as entered in the masters.

Page No.1

Run Date & Time : 06/12/2011 13:12

Company Master

Srl No.	Company Code	Company Name	Short Company Name
1	A01	DEMO COMAPNY,	D
2	A02	DEMO COMAPNY1	d1

6.2 DEPARTMENT MASTER

This report gives the details of the Department as entered in the masters.

DEMO COMPANY

Page No.1

Run Date & Time : 06/12/2011 13:13

Department Master

Srl	Department	Department Name	Head of the Department
-----	------------	-----------------	------------------------

No. Code

1	D02	Corporate & Secretariate	aa
2	D03	HR,P&A	
3	D04	Finance & Accounts	
4	D05	Production	
5	D06	Quality Assurance	ss
6	D07	Quality Control	gg
7	D08	Packing	
8	D09	Maintenance/Engineering/Utilities	
9	D10	Stores	
10	D11	Purchase	
11	D14	Information Technology	
12	D15	Marketing	

6.3

CATEGORY MASTER

This report gives the details of the Category as entered in the masters.

DEMO COMPANY

Page No.1

Run Date & Time : 06/12/2011 13:15

Category Master

Srl	Category Code	Category Name
1	C01	Senior Staff
2	C02	Staff
3	C03	Regular Worker
4	C04	CASUAL WORKER

6.4

SHIFT MASTER

This report gives the details of the Shift as entered in the masters.

Page No.1

Run Date & Time : 06/12/2011 13:16

Shift Master

Srl No.	Shift Code	In time	Lunch Out Time	Lunch In Time	Out Time	Lunch Deduction	Shift Hours	<-----Over Time-----> Minimum	Ded.Time	Ded	Type of Shift
1	A	07:00	13:00	13:30	15:00	30.00	7.30	1.00	0.00	23.59	DAY
2	B	15:00	20:30	21:00	23:00	30.00	7.30	1.00	0.00	23.59	DAY
3	C	23:00	01:30	02:00	07:00	30.00	7.30	1.00	0.00	23.59	NIGHT
4	GEN	09:00	13:30	14:00	17:30	30.00	8.00	1.00	0.00	23.59	DAY

6.5

LEAVE MASTER

This report gives the details of the Leave as entered in the masters.

Leave Codes Listing

Srl No.	Field Name	Leave Code	Description	Type of Leave	Weekly Off Consider
1	L01	LWP	LEAVE WITHOUT PAY	A	Y
2	L02	CL	CASUAL LEAVE	L	Y
3	L03	EL	EARNED LEAVE	L	N
4	L04	SL	SICK LEAVE	L	Y
5	L05	O/D	OUT DOOR DUTY	P	N
6	L06	CO	COMPANSATORY OFF	P	N
7	L07	RH	RH	P	N
8	L08	ESL	ESIC LEAVE APPROVED	A	Y
9	L09	SPL	SPECIAL LEAVE	P	Y

6.8

EMPLOYEE GENERAL INFORMATION

This report gives the personal details of the Employee working in the company. The report can be generated for either Active Employees or Non- Active Employees or for both type of employees

Personal Information of Employees														
Srl No.	PayRoll Code	Emp Code	Sex	Blood Group	Date of Birth	Name	Guardian's Name	Designation Category	Address	Permanent	Local	Joining Date	Qualification	Experience
1	0161	00000161	M	N/A	01/07/1986	MR MOHD SAQIB	SH SHEED AHMED	TSE(Delhi) Staff				01/07/2010		
2	1029	00001029	M	N/A	28/05/1984	MR. RESHAM B. BHANDARI	SH. KHIM BHADUR	Mixing Attendant Regular Worker				01/07/2006		

6.9

DECLARED HOLIDAY

This report gives the details of the Department as entered in the masters.

List Of Holidays for Company DEMO COMPANY,
Year :- 2011

Sr.No.	Date	Day	Holiday	Adjusted	Over Time Department Branch against Factor	
1	01/01/2011	Saturday	New Year Day	0	Director	NONE
2	01/01/2011	Saturday	New Year Day	0	Corporate & Secretariate	NONE
3	01/01/2011	Saturday	New Year Day	0	HR,P&A	NONE
4	01/01/2011	Saturday	New Year Day	0	Finance & Accounts	NONE
5	01/01/2011	Saturday	New Year Day	0	Production	NONE
6	01/01/2011	Saturday	New Year Day	0	Quality Assurance	NONE
7	01/01/2011	Saturday	New Year Day	0	Quality Control	NONE
8	01/01/2011	Saturday	New Year Day	0	Packing	NONE
9	01/01/2011	Saturday	New Year Day	0	Maintenance/Engineering/Utilities	NONE
10	01/01/2011	Saturday	New Year Day	0	Stores	NONE
11	01/01/2011	Saturday	New Year Day	0	Purchase	NONE
12	01/01/2011	Saturday	New Year Day	0	Planning	NONE
13	01/01/2011	Saturday	New Year Day	0	Finished Goods Store	NONE
14	01/01/2011	Saturday	New Year Day	0	Information Technology	NONE
15	01/01/2011	Saturday	New Year Day	0	Marketing	NONE
16	01/01/2011	Saturday	New Year Day	0	Civil	NONE
17	26/01/2011	Wednesday	Republic Day	0	Director	NONE
18	26/01/2011	Wednesday	Republic Day	0	Corporate & Secretariate	NONE
19	26/01/2011	Wednesday	Republic Day	0	HR,P&A	NONE
20	26/01/2011	Wednesday	Republic Day	0	Finance & Accounts	NONE
21	26/01/2011	Wednesday	Republic Day	0	Production	NONE
22	26/01/2011	Wednesday	Republic Day	0	Quality Assurance	NONE
23	26/01/2011	Wednesday	Republic Day	0	Quality Control	NONE
24	26/01/2011	Wednesday	Republic Day	0	Packing	NONE
25	26/01/2011	Wednesday	Republic Day	0	Maintenance/Engineering/Utilities	NONE
26	26/01/2011	Wednesday	Republic Day	0	Stores	NONE
27	26/01/2011	Wednesday	Republic Day	0	Purchase	NONE
28	26/01/2011	Wednesday	Republic Day	0	Planning	NONE
29	26/01/2011	Wednesday	Republic Day	0	Finished Goods Store	NONE
30	26/01/2011	Wednesday	Republic Day	0	Information Technology	NONE
31	26/01/2011	Wednesday	Republic Day	0	Marketing	NONE
32	26/01/2011	Wednesday	Republic Day	0	Civil	NONE

6.7 EMPLOYEE SETUP INFORMATION

This report gives the Official details of the Employee working in the company. The report can be generated

for either Active Employees or Non- Active Employees or for both type of employees

Page No.1

Run Date & Time : 06/12/2011 13:20

Employee Master Listing															
Srl No.	M P L O Y E E PayCode Card No.	Name Guardian's Name	Sex	Date of Birth/Join	Designation Category Department	Shift Type/Shift	1st WO 2nd WO	Permisable Late 2nd WO Days Early	Working Range Present Duration	Auto Short Allow. Auto Shift Allow.	Half Allow. Shift Pattern	Authorised Shift	OT Allowed OS Allowed OT Rate	Round The Punch Type	The Allowed
1	0010 00000010	MR. HRADESH AGARWAL SH. JAGDISH NARAYAN AGARW	M	15/01/1968 11/02/2009	Manager (Costing) Senior Staff Finance & Accounts	F A	SUN NON	10.00 10.00	24.00 03.45	Y Y Y		A ,B ,C	N N 00.00	Y First Two Punch Allowed	
2	0030 00000030	MR CHANDRA PRAKASH SH OM PRAKASH SALUJA	M	04/12/1963 04/04/2011	Senior Staff Quality Control	F A	SUN NON	00.00 10.00	24.00 03.45	Y Y Y		A ,B ,C	N N 00.00	Y First Two Punch Allowed	

6.9 EMPLOYEE JOINING INFORMATION

This report gives the employee detail of those employee who have join the company in selected month

Page No.1

DEMO COMPANY

Run Date & Time : 06/12/2011 13:58

Employee Master Listing

Srl	PayCode	Name	Sex		
Date of Birth	Designation	Guardian's Name	Date of Join	Category	
1	0388	MR. PRADEEP KUMAR	M	23/08/1986	Chemist
	00000388	SH. KRISHAN KUMAR		23/06/2011	Staff
2	0389	MR. VIKAS MISHRA	M	12/01/1985	Chemist
	00000389	SH. SANTOSH MISHRA		23/06/2011	Staff
3	1223	MR. TEK CHAND	M	16/01/1993	Mixing Operator
	00001223	SH. VIPTI RAM		10/06/2011	Regular Worker
4	1224	MR. YOGENDRA MISHRA	M	08/02/1969	DM Plant Operator
	00001224	SH. PREM NARAYAN MISHRA		23/06/2011	Regular Worker
5	1227	MR. YOGENDRA MISHRA	M	08/02/1969	DM PLANT OPERATOR
	00001227	SH. PREM NARAYAN MISHRA		28/06/2011	Regular Worker

6.10

EMPLOYEE LEAVING INFORMATION

This report gives the employee data who has leave the company in the selected month.

Page No.1

DEMO COMPANY

Run Date & Time : 06/12/2011 13:59

Employee Master Listing

Srl No.	PayCode Card No.	Name Guardian's Name	Sex	Date of Birth Date of Join	Designation Category	Date of Leaving Leaving Reason
1	0250 00000250	MR. CHANDRESH KUMAWAT SH. SOHAN LAL	M	04/04/1985 08/12/2008	Jr. Chemist Staff	24/06/2011 Resign
2	0333 00000333	MR SARFRAJ AHMED SH ASS AHMED	M	09/07/1985 19/07/2010	Jr. Chemist Staff	21/06/2011 resigned
3	0341 00000341	MR SANJAY KUMAR SH MAHENDRA SINGH	M	04/03/1985 20/09/2010	Tr. H.S. Staff	12/06/2011 Resignation
4	0347 00000347	MR KAILASH CHAND YADAV SH LAL CHAND YADAV	M	15/03/1986 06/12/2010	Tr. Chemist Staff	02/06/2011 Resign
5	0354 00000354	MS KANCHAN KAUL SH K J KAUL	F	22/08/1986 04/01/2011	Tr. Executive(Regulatory) Staff	30/06/2011 Resign
6	1010 00001010	MR. CHANDRA SEKHAR SINGH MR. PARAS NATH SINGH	M	15/05/1972 16/05/2008	Head Guard Regular Worker	17/06/2011 Resignation
7	1145 00001145	MR. JAI PRAKASH SH. BHIM SINGH	M	24/10/1986 01/05/2009	Regular Worker Regular Worker	06/06/2011 Resignation
8	1227 00001227	MR. YOGENDRA MISHRA SH. PREM NARAYAN MISHRA	M	08/02/1969 28/06/2011	DM PLANT OPERATOR Regular Worker	28/06/2011 resigned

6.11

EMPLOYEE NOT IN PAYROLL

This report gives the data of those employee whose master not in payroll.

Company Name:demo

Run Date & Time :06/12/2011 13:59

EMPLOYEE Not IN Payroll Master

Srl. No.	Pay Code	Card No.	Birth Date	Name	Guardian's Name	Designation	Joining Date
1	0414	00000414	10/04/1990	MR. ARJUN KUMAR	SH. MOHAN CHAND	ASSISTANT	01/11/2011
2	0816	00000816	08/01/1989	MS. JYOTI ARYA	SH. GOVIND SINGH ARYA	ASSISTANT	01/11/2011
3	1238	00001238	01/09/1978	MR. SADANAND SHARMA	SH. BAYSH SHRMA	HELPER	16/11/2011
4	3001	00003001		GEETA SINGH			01/10/2011
5	3002	00003002		MINAKSHI			01/10/2011
6	3003	00003003		GEETA			01/10/2011
7	3004	00003004		CHINTA MANI			01/10/2011

6.12

EMPLOYEE BIRTH INFORMATION

This report gives the employee data whose dateofbirth is in given month.

Company Name:DEMO
Run Date & Time :06/12/2011
14:01

EMPLOYEE BIRTH REPORT

Paycode	EmployeeName	Designation	Department	DateOf Birth
0004	MR. PIYUSH ARORA	DGM	Quality Assurance	28/06/1964
0013	MR. ASHOK KUMAR CHAUHAN	Asst. Manager	HR,P&A	03/06/1969
0018	MR. ARUNESH KUMAR PANDEY	Asst. Manager	Maintenance/Engineering/Utilities	11/06/1968
0021	MR PIYUSH ARORA	DGM	Quality Assurance	28/06/1964
0026	CAPT. RAJENDRA YADAV	Asst. Mgr.(Seq. & Admin.)	HR,P&A	05/06/1956
0108	MR. SANJEEV KUMAR	MR	Marketing	19/06/1984
0124	MR. AMIT KUMAR	MR	Marketing	25/06/1979
0134	MS. BHARTI GUPTA	Product Specilist	Marketing	03/06/1988
0142	MR PRIYANSHU SRIVASTVA	TSE(Kanpur)	Marketing	21/06/1987
0152	MR JAVED HUSSAIN BHATI	TSE(Bikaner)	Marketing	16/06/1981
0162	MR MUKESH SONI	TSE(Jaipur)	Marketing	04/06/1977
0196	MR SOMRAJ GHOSH	Sr. Manager(I.M.)	Marketing	09/06/1976
0212	MR. SANJEEV PORWAL	Asst. Manager	Production	25/06/1973

6.13

TENURE REPORT

This report shows the data of those employee ,who have not completed his six month.

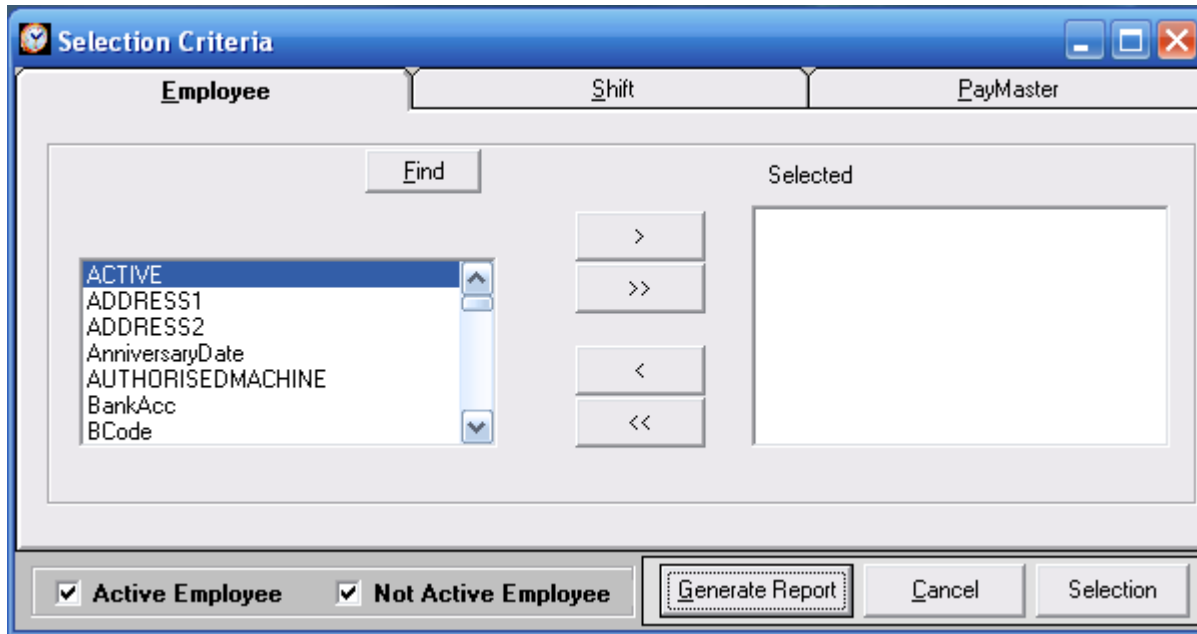
Company Name:demo
Run Date & Time :06/12/2011
14:03

TENURE REPORT
EMPLOYEELIST

EmployeeCode	EmployeeName	Department	Date of Joining
0024	MR. ONKAR KALIA	Production	01/12/2010
0189	MR NITIN SRIVASTAVA	Marketing	06/12/2010
0190	MR KANTI KOTHARI	Marketing	06/12/2010
0191	MR VISHAL BHARADWAJ	Marketing	15/12/2010
0192	MR MANDEEP SINGH	Marketing	13/12/2010
0344	MR. UMESH YADAV	Production	01/12/2010
0345	MR. KRISHNA KUMAR GUPTA	Production	01/12/2010
0346	MR CHANDRA PRAKASH SAINI	Production	06/12/2010
0347	MR KAILASH CHAND YADAV	Production	06/12/2010
0348	MR KAMAL SINGH A. BIST	Production	09/12/2010
0349	MR MINENDRA KUMAR SAINI	Quality Control	15/12/2010
0350	MR NIRMAL VASHISTHA	Production	15/12/2010
0351	MR KUSHLA NAND	Packing	27/12/2010
1205	MR SHIV MURAT SINGH	Maintenance/Engineering/Utilities	14/12/2010
1206	MR TEJENDER PRASAD	Maintenance/Engineering/Utilities	08/12/2010
1207	MR RAKESH KUMAR TIWARI	Maintenance/Engineering/Utilities	16/12/2010
1208	MR GOPI RAM	Maintenance/Engineering/Utilities	21/12/2010

6.14 EMPLOYEE INFORMATION (DYNAMIC)

From this option we can generate report in excel with selected field from employee master ,shift and payroll master.



8. CHART REPORTS

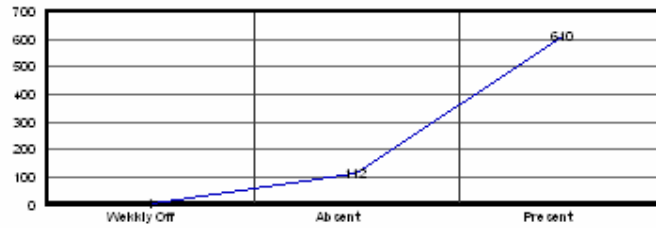
8.1 Daily Performance

STATUS NO. OF PERSONS

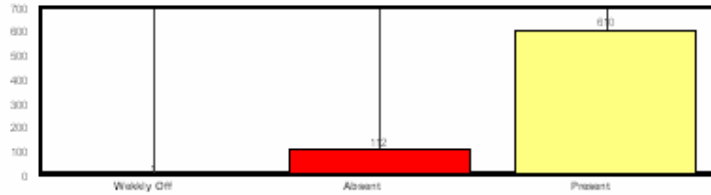
DAILY PERFORMANCE OF 07/05/2011

Run Date: 07/12/2011

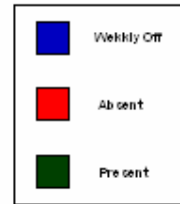
LINE GRAPH



BAR GRAPH



PIE GRAPH

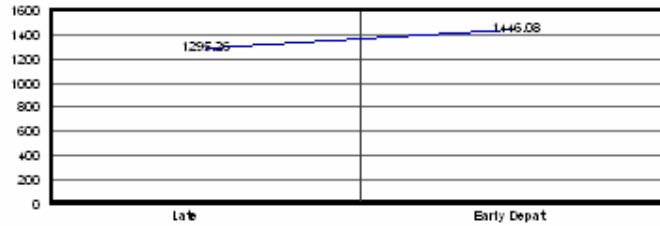


Weekly Off	1.00
Absent	112.00
Present	610.00

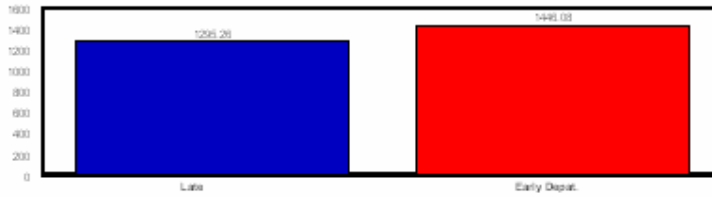
8.2 Daily Time Loss

STATUS TIME IN HRS.
DAILY TIMELOSS OF 07/05/2011 Run Date : 07/12/2011

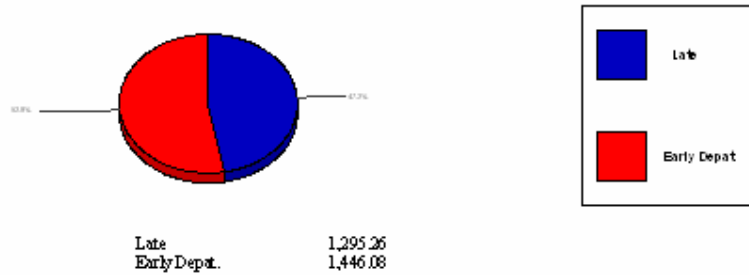
LINE GRAPH



BAR GRAPH



PIE GRAPH

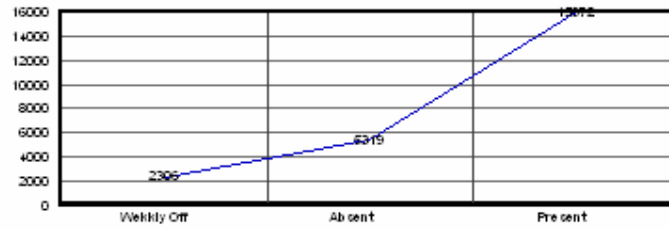


8.3 Monthly Performance

STATUS NO. OF PERSONS
MONTHLY PERFORMANCE FROM 01/05/2011 TO 31/05/2011

Run Date: 07/12/2011

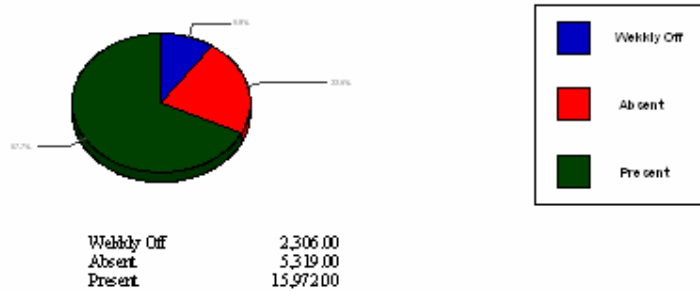
LINE GRAPH



BAR GRAPH



PIE GRAPH

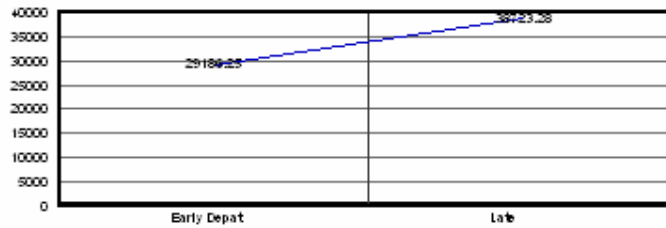


8.4 Monthly Time Loss & Overstay

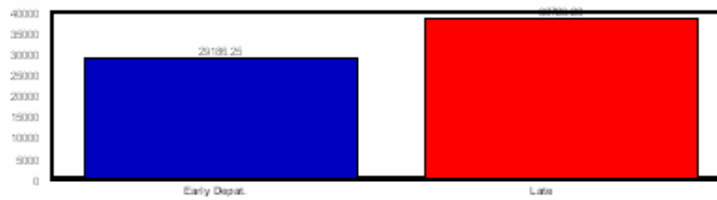
STATUS TIME IN HRS.
MONTHLY TIMELOSS FROM 01/05/2011 TO 31/05/2011

RunDate : 07/12/2011

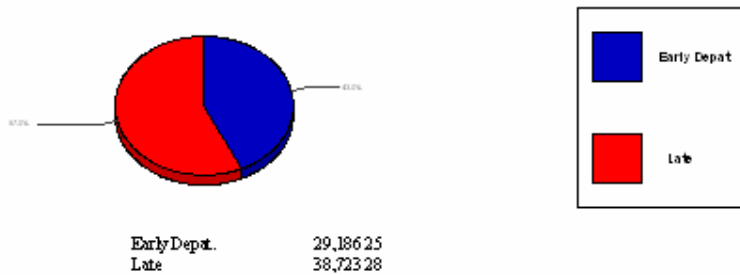
LINE GRAPH



BAR GRAPH

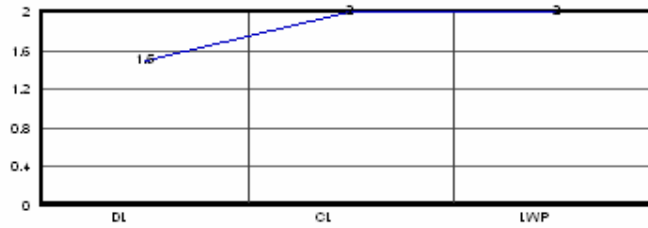


PIE GRAPH

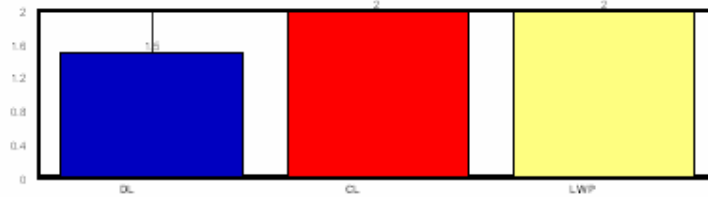


8.5 Monthly Leave Status

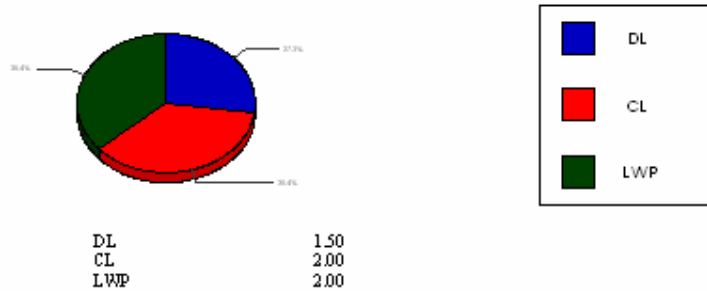
LMT GRAPH



BAR GRAPH



PIE GRAPH



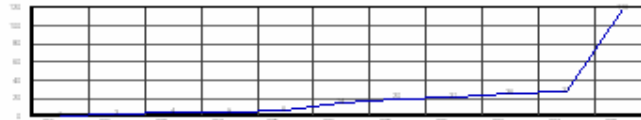
8.6 Department Wise Employee

STATUS
DEPARTMENT WISE EMPLOYEE

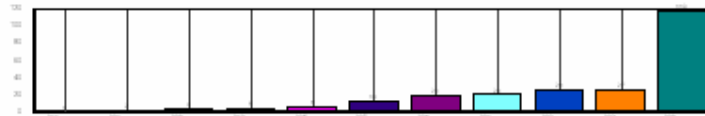
NO. OF PERSONS

Run Date: 07/12/2011

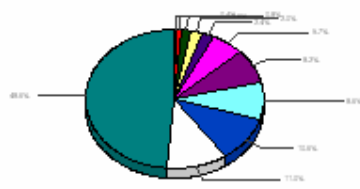
LINE GRAPH



BAR GRAPH



PIE GRAPH



011
004
009
010
005
007
006
001
003
002
008

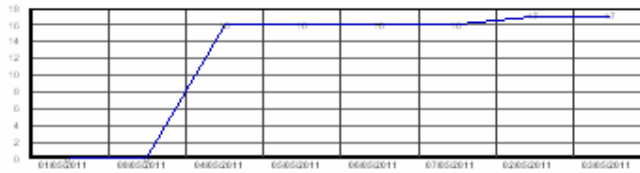
011	1.00
004	2.00
009	4.00
010	5.00
005	6.00
007	14.00
006	20.00
001	21.00
003	26.00
002	27.00
008	119.00

8.7 Weekly presence Status

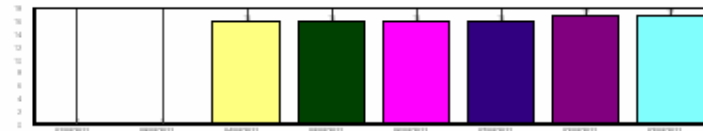
STATUS NO. OF PERSONS
WEEKLY PRESENCE STATUS FROM 01/05/2011 TO 03/05/2011

Run Date: 07/12/2011

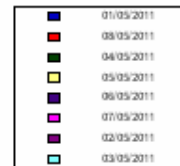
LINE GRAPH



BAR GRAPH



PIE GRAPH



01/05/2011	0.00
02/05/2011	0.00
03/05/2011	16.00
04/05/2011	16.00
05/05/2011	16.00
06/05/2011	16.00
07/05/2011	16.00
02/05/2011	17.00
03/05/2011	17.00