USER MANUAL FOR WEB TIME OFFICE SOFTWARE

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Introduction

Time office software is generally used to generate reports (after capturing punching data) on daily basis, monthly basis, yearly basis etc in excel, word, text, csv, pdf formats. With the help of Time Office Software, you can maintain attendance records easily, you can calculate overtime of those employees who stay back even after their working hours and also helps to calculate work. It also helps you to track down the leave records of any employee. The Time Office Software manages the departments with their specific strengths and their work. Additionally, this software also helps you to calculate the shift rotation times and also manages shift schedule, late coming, early departure and holidays. Overall, this software is going to help you in every possible way by streamlining the work flow with proper set-up.

After installing Web Time Office Software, you just need to open the website and select the Login Type and enter the given UserID and Password.



Home Page of the Web Time Office

Select Login Type and enter the User ID and Password then click on Login Now. You can also click on 'Remember me' if you want to save your password.

After Login, the following page will open:

STAR LINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:90 a.m., to 5:30 p.m., Sunday off)	Welcome Admin	CHANGE PASSWORD LOG OUT
Master Transaction T Data Process Leave Managem	ent * Admin * Reports *		
		End: 05-1 100 Statue: Coo ManualP Request: Stat: 05-1 100	ding ding Punch Apr-2014 39-55 Apr-2014 39-55 aplete
Copyright © Star Link Communication(P) Ltd. All rights reserved		Ű	80

2.1 Company

You can manage different companies through Company 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 New Company, Edit, Delete, first, previous, next and last.

er 🕆 Transacti	on 🔻 Data Process 🔻 Leave Management 🔻 Admin 🔻	Reports 🔻						
nage Com	pany Add New Company							Done ☑ Pending ☑ Run ☑ Error
Show 5 💽	entries		Se	arch:				Roster Request:
Company Code	© Company Name	Company Address	Shor Nam		PAN No. 🗘	Edi€	Delete©	Start: End Status: Pending
TO1	TEST COMPLNY	D-88/4 OKHLA PHASE -I NEW DELHI-110020	TEST COM	5	A123456789	Edit	<u>Delete</u>	Roster Request: Start: End:
SLS	STAR LINK COMMUNICATION PVT. LTD. , Solan	TOP FLOOR, NEAR MOHAN PARK, MALL ROAD, SOLAN	SLC			Edit	<u>Delete</u>	End: Status: Pending BackDay Request:
SLC	STAR LINK COMMUNICATION PVT. LTD. , New Delhi	A -19, OKHLA INDL. AREA, PHASE -I, NEW DELHI				Edit	<u>Delete</u>	Start: End: Status: Pending
Company Code	Company Name	Company Address	Shor		PAN No.	Edit	Delete	ROSTERUPDA Request: Start:

When you click on Add New Company the following page will be open:

STAR LINK	CUSTOMER HELP LII 1800-11-8088 (9:00 a.m	NE" TOLL FREE NO (all India) 1. to 5:30 p.m.,Sunday off)		Welcom	e Admin CHANGE PASSWORI LOG OUT
	ss ▼ Leave Management ▼ Admin ▼ Reports	•			Done 🗹 Pending
Add Company Master Company Code: Company Address:	Company Name:				Run Error Roster Request: Start: End: Status: Pending
Short Name:	TAN No:		Vat NO:		BackDay Request: Start: End: Status: Pending
PF No:	ESI No: Email ID:		Licence NO:		ROSTERUPDA Request: Start: End:
Add	Back				Status Pending BackDay Request: Start: End: Status Pending Roster

Add New Company: Click on "Add New Company" to add the details of 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.

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 details of the selected company will be shown in the window. Edit those details accordingly and press "Update" button. All the modification will be done.

STAR	LINK		INE" TOLL FREE NO (all India) m. to 5:30 p.m.,Sunday off)			Welcome Admin	CHANGE PASSWORD
Master - Transactio	n ▼ Data Process ▼ Leave Manag	ement⊤ Admin⊤ Report	s v				
Update Com	pany Master					Done Z Run	Pending
Company Code:	T01	Company Name:	TEST COMPLNY			Manı Reques Start:	05-Apr-2014
Company Address:	D-88/4 OKHLA PHASE -I NEW DELHI-110020					End: Status:	10:09:55 05-Apr-2014 10:09:56 Complete
Short Name:	TEST COMP					Manu Reques	ualPunch
PAN No:	A123456789	TAN No:	T123456789	Vat NO:	V123456789	Start:	05-Apr-2014 10:09:41
PF No:	PF-1245	ESI No:	112	Licence NO:	124578963		05-Apr-2014 10:09:42
Registration No:	0012456789	Email ID:	STARLINK@STARLINK.CO.IN			Status: Back	Complete
	Update Back					Requer Start: End: Status:	

When You click on Update button the Company Master will be updated and the following page will be open:

Delete: You can delete any Company through "Company Master" option. But if the selected company is assigned to any Employee, then it cannot be deleted.

	n ▼ Data Process ▼ Leave Management ▼ Admin ▼	Reports -					
nage Comp							Done 🗹 Pending Run 🗹 Error
Show 5 💌		Message	Search:				Roster Request: Start:
Company Code	© Company Name	This Company could not be deleted because some employed	rt e 1e	≎ PAN No. ≎	Edi€	Delete©	End: Status Pending Roster
T01	TEST COMPLNY	already assigned this companyl	т ЛР	A123456789	<u>Edit</u>	<u>Delete</u>	Request: Start: End:
SLS	STAR LINK COMMUNICATION PVT. LTD. , Sola	Ok			<u>Edit</u>	<u>Delete</u>	Status Pending BackDay Request:
SLC	STAR LINK COMMUNICATION PVT. LTD. , New Delhi	A -19, OKHLA INDL. AREA, PHASE -I, NEW DELHI			<u>Edit</u>	<u>Delete</u>	Start: End: Status: Pending ROSTERUPD
Company Code	Company Name	Company Address	Short Name	PAN No.	Edit	Delete	Request Start: End:

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

Search: For searching a company you have to use "Search" text box. You can find your Company by enter any information which is visible in page. (Like Company Code, Company Name, Short Name, Pan No. etc)

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

Last: Pressing button last to switch to the last page.

er – Transactio	on ▼ Data Process ▼ Leave Management ▼ Admin ▼	Reports -						
nage Comp	Dany Add New Company							Done 🗹 Pendir Run 🗹 Error
Show 5 💌	entries		Search	sta	ar			BackDay Request:
Company Code	© Company Name	Company Address	Short Name	¢	PAN No. 🗘	Edi€	Delete¢	Start: 04-Apr-201 15:00:17 End: 04-Apr-201 15:00:18
SLS	STAR LINK COMMUNICATION PVT. LTD. , Solan	TOP FLOOR, NEAR MOHAN PARK, MALL ROAD, SOLAN	SLC			<u>Edit</u>	<u>Delete</u>	Status: Complete BackDay Request:
SLC	STAR LINK COMMUNICATION PVT. LTD. , New Delhi	A -19, OKHLA INDL. AREA, PHASE -I, NEW DELHI				<u>Edit</u>	<u>Delete</u>	Start: 04-Apr-201 15:00:18 End: 04-Apr-201 15:00:18
Company Code	Company Name	Company Address	Short Name		PAN No.	Edit	Delete	Status: Complete BackDay Request:

2.2 **Department**

You can create different departments as per your requirement through 'Add New Department' option of Manage Department. Department code should be unique. When you open the department, you will see Department Details window in which you see the following button like Add new department, edit, delete, previous, first, next and last.

er – Transaction – Data Proc		ave Management – Admin – Reports –						
nage Department	Add N	lew Department						Done 🗹 Pend Run 🗹 Error
Show 5 💽 entries					Search:			BackDay Request: Start: 04-Apr-20
Department Code	¢	Department Name	÷	Head of Department	¢	Edit 🗘	Delete ;	15:00:18 End: 04-Apr-20
SDD		SOFTWARE DEVELOPMENT		navneet singh		Edit	<u>Delete</u>	15:00:18 Status: Complete
SL1		SALES		dheeraj		Edit	Delete	BackDay Request:
RD		R & D		avinash		Edit	Delete	Start: 04-Apr-20 14:58:40 End: 04-Apr-20
PRD		PRODUCTION		ilyas		<u>Edit</u>	Delete	14:58:40 Status: Complete
CSE		CUSTOMER CARE		rajesh gupta		Edit	Delete	BackDay Request:
Department Code		Department Name		Head of Department		Edit	Delete	Start: 04-Apr-20 14:58:40

Add New Department: Press button "Add New Department" to add a new department in the company. A Department Master page will open, there are some fields like department code, department name, HOD (Head of Department), 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.

CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m., Sunday off)	Welcome Admin	CHANGE PASSWORD LOG OUT
Master™ Transaction™ Data Process™ Leave Management™ Admin™ Reports™		
Add Department Master	Run	Z Pending ☑ Error ☑
Department Code: Department Name: Head of Department:	Roste Request Start: End: Status: F	Pending
Add Back	BackI Request Start: End: Status: F	и — [—]
	Request Start: End: Status:F	Pending
	Back[Request Start: End: Status: F	Pending
	Roste	

When you create Department Master, the Department Code must be of 3 alphanumeric characters.

	CUSTOME 1800-11-808	R HELP LINE" TOLL FREE NO (all India) 88 (9:00 a.m. to 5:30 p.m.,Stunday off)	Welcome Admin	CHANGE PASSWORD
Master Transaction Data Process	Leave Management ▼ Admin	▼ Reports ▼		
Add Department Master			Done [Run Back	✓ Pending ✓ ✓ Error ✓ Day
Department Code: SD Head of Department:	Departme	Message x	Reques Start End: Status:	it: Pending
Add	Back	Department Code Must be of 3 Alphanumeric characters	Reques Start:	TERUPDATE
		Ok	End: Status: Back Reques	
			Start End: Status:	Pending
			Reques Start: End:	

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

Master Transaction & Data Process & Leave Management & Admin & Reports * Update Department Master Department Code: SDD Department Name: SOFTWARE DEVELOPMENT Head of Department: navneet singh Update Back	Done Pending Run P Error Warncar Unter Request: Start: 05-Apr-2014 10.09-41 End: 05-Apr-2014 10.09-42
Head of Department: navneet singh	Request: Start: 05-Apr-2014 10:09:41 End: 05-Apr-2014 10:09:42
	Status: Complete BackDay Request:
	Start: 05-Apr-2014 09:37:17 09:37:19 Status: Complete Maru=JPunch 09:37:11 Status: Complete Maru=1 09:37:11 Op:37:13 09:37:13
	Status: Complete ManualPunch Request: Start: 05-Apr-2014

When you click on 'Update' button the Department Master will be updated and the following page will

be open:		
STAR LINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-111-8088 (9:00 a.m. to 5:30 p.m.,Stunday off)	Welcome Admin CHANGE PASSWORD LOG OUT
Master Transaction Tota Process L		
Update Department Maste	r	Done 🗹 Pending🕅 Run 🖉 Error 🖉
Department Code: SDD Head of Department: navneet singh	Department Name: SOFTWARE DEVELOPMENT Message X Department Detail has been updated.	Roster Proquest: Start: End: Status: Pending
Update	Gook Good Contraction of the Con	Roster Request: Start End: Status: Pending
		BackDay Request: Start: End: Starts: Pending ROSTERUPDATE Request: Start: End: Starts: Pending BackDay

Delete: You can delete Department Master information through this option. But if this Department is assigned to any Employee you can not delete this Department Master.

			R HELP LINE" TOLL FREE NO (a 38 (9:00 a.m. to 5:30 p.m.,Sunday off	II India)					Welcome	CHANGE Admin PASSWORD
Your needs Our Solutions !				/						LOG OUT
Master▼ Transaction▼ Data Proc										
Manage Department	Add N	lew Department								Done 🗹 Pending🗹 Run 🗹 Error 🗹
Show 5 💽 entries			Message		-	earch:				Roster Request: Start:
Department Code	٥	Department Name	message		×	0	Edit	© Delete	٥	End: Status: Pending
SDD		SOFTWARE DEVELOPM	This Department could not b employee already assigned				Edit	<u>Delete</u>		BackDay Request:
SL1		SALES					Edit	<u>Delete</u>		Start: End:
RD		R & D			Ok		Edit	<u>Delete</u>		Status: Pending
PRD		PRODUCTION		liyas			Edit	Delete		Request: Start:
CSE		CUSTOMER CARE		rajesh gupta			Edit	Delete		End: Status: Pending
Department Code		Department Name		Head of Departmen	ıt		Edit	Delete		BackDay Request:
Showing 1 to 5 of 7 entries						First Pr	evious 1	2 Next	Last	Start: End Status: Pending
										Roster Request

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

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

ter * Transaction * Data Process * Leave Management * Admin * Reports *								Admin	CHANG PASSWC LOG OL		
ter Transaction Data Proc anage Department Show 5 💽 entries		save Management × Admin × Reports × <u>Vew Department</u>			Search: so	ftw				Run [✓ Pending ✓ Error alPunch
Department Code	0	Department Name		Head of Department	0	Edit Edit	0	Delete Delete	0	l End: (I	05-Apr-2014 10:09:41 05-Apr-2014 10:09:42
Department Code		Department Name		Head of Department		Edit		Delete		Backl Request	ь ⁷ —
Showing 1 to 1 of 1 entries (filte	ered from	7 total entries)			First	Previous	6	1 Next	Last	(End: ((05-Apr-2014 09:37:17 05-Apr-2014 09:37:19 Complete

Next: Pressing button to switch to the Next department.

Last: Pressing button to switch to the last page.

2.3 Division / Section

You can create different divisions through this option. Division/Section code should be unique. Division code and Division name are compulsory parameter for creating Division. When you open the division, you will see Division Details window in which you see the following button Add New Division, Edit, Previous, Delete, Next, Search and Last.

nage Division Add New D	livision					Done Run	 Pending Error
Show 5 💽 entries				Search		Roste Request:	r
Division Code	≎ Dh	rision Name	* E	dit O	Delete 0	Start: End: Status : - i	Pending
SL	NA		E	dit	Delete	Manu	alPunch
D01	Di	ISION	E	dit	Delete	Request: Start:	05-Apr-2014 10:09:55
Division Code	Dis	vision Name	E	dit	Delete	End: I	10:09:55 05-Apr-2014 10:09:56
Showing 1 to 2 of 2 entries				F	irst Previous 1 Next Last	Status : 0	Complete alPunch
						Request:	05-Apr-2014
						Request: Start:	05-Apr-201- 10-00-41

Add New Division: - Press button "Add New Division" to add a new division in the department. A Division Master page will open, in this page there are some fields like division code and division name is mandatory to fill to create the division in the department. Division code and division name are the compulsory field to create the division.

	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1880-11-8088 (#:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin PA	CHANGE SSWORD
Master Transaction T Data Process T Leave Managem	ent * Admin * Reports *		
Add Division Master		Done Run Roster Request: Start: End	ding 🗸 r 🔽
Division Name:		Status: Pending Roster Request: Start: Endi: Status: Pending	
		Back Day Request Outs End ROSTERUP Request. Data End End	DATE
Copyright $\circledast \operatorname{Star}\operatorname{Link}$ Communication(P) Ltd. All rights reserved		BackDay Request: Start: End: f	

When add new division, division code must be of three characters.

STAR LINK	CUSTOMER HELP LINE' TOLL FREE NO (all india) 1880-11-8988 (9:80 a.m. to 5:39 p.m., Sunday off)	Welcome Admin PASSWOR
dd Division Master		Done V Pending V Run V Error V
ivision Code: SD		Request: Start:
ivision Name: as	Message	End: Status . Pending
Add Back	Division Code Must be of 3 Alphanumeric characters	Back Day Request: Start: End: Status: Fending
	Ok	ROSTERUPDAT! Request: Start: End: Status Pending
		BackDay Reguest: Stat: End: Status Pending
		Roster
pyright © Star Link Communication(P) Ltd. All rights res	rved	Request: Start: f 8*

Edit:- You can edit every information except division code. If you want any modification in the existing division then press "Edit" button. After pressing edit button complete information about division will be shown. Edit accordingly and press "Update" button. All the modification will updated then.

	LINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-0808 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin	CHANGE PASSWORD LOG OUT
Master Transacti	on 🔻 Data Process 🥆 Leave Management 🔻 Admir	Reports *		
Update Divi	sion Master		Done 🗹 Run 🔽	Pending 🗹 Error 🔽
Division Code: Division Name:	DVISION Update Back	Message • Divisions Detai has been updated. Go To Manage Divisions . Ok	Bind Statu: Pe Request: Statu: Pe BackD2 Request: Statu: Pe BackD2 Statu: Pe Roguest: Stat: End Statu: Pe Roguest: Stat: End Statu: Pe BackD2 Request: Stat: Statu: Pe BackD2 Statu: Pe BackD2	nding ay nding ERUPDATE nding ay
Copyright © Star Link C	mmunication(P) Ltd. All rights reserved			18.1.

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

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

Search: You can use this option to search a section which you want to find.

nage Division Add New D	vision			Done V Pending Run V Error
Show 5 💽 entries			Search: div	Run 🗹 Error Roster Request: Start:
Division Code	Division Name	- Edit	t © Delete	 End: Status: Pending
D01	DIVISION	Edi	t <u>Delete</u>	Roster Request:
Division Code	Division Name	Edit	t Delete	Start: End:
Showing 1 to 1 of 1 entries (filtered from	2 total entries)		First Previous 1	Next Last Status: Pending ManualPunch Request: Start: 05-Apr-2014
				10:09:55

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

Last: Press button "Last" to switch to the last page.

2.4 Grade

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 page in which you see the following button like Add New Grade, first, Previous, Next, Last.

Show 5 entries Search Grade Code Grade Name Edit Delete Edit C3P PEON Edit Delete Formation Go1 OFFICER Edit Delete Formation G1 NA Edit Delete Formation Gade Code Grade Name Edit Delete Formation Gade Code Grade Name Edit Delete Formation	CHANGI PASSWO LOG OU
Grade Code Grade Name Edit Delete Fade C3P PEON Edit Delete Fade Fade G01 OFFICER Edit Delete Fade Fade G11 OFFICER Edit Delete Fade Fade G12 OFFICER Edit Delete Fade Fade G13 OFFICER Edit Delete Fade Fade G14 OFFICER Edit Delete Fade Fade	Pending Fror PualPunch
C3P PEON Edit Delete Holi G01 OFFICER Edit Delete Holi G1 NA Edit Delete Formation Grade Code Grade Name Edit Delete Formation	04-Apr-2014 13:55:52 04-Apr-2014
GUI OFFICER Edit Delete Propu G1 NA Edit Delete State Grade Code Grade Name Edit Delete State	13:55:52 s: Error
G1 NA Edit Delete Start: Endt Grade Code Grade Name Edit Delete Ros Showing 1 to 3 of 3 entries First Previous Next Last	
Grade Code Grade Name Edit Delete Ros Showing 1 to 3 of 3 entries	
Showing 1 to 3 of 3 entries First Previous 1 Next Last Stat:	ster

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

	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)	CHANGE Welcome Admin PASSWORD LOG OUT
Master - Transaction - Data Process	▼ Leave Management ▼ Admin ▼ Reports ▼	
Add Grade Master		Done 🖉 Pending 🗹 Run 🖉 Error 🖉
Grade Code:		BackDay Request Start End Status: Pending
Add	Back	ROSTERUPDATE Request: Start: End: Status: Pending
		BackDay Request Start: End: Status: Pending
		Roster Request. Stat: End: Status Pending
		Roster Request:

	R LINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin CHANGE PASSWORD LOG OUT
Master - Transac			
Add Grade	Master		Done V Pending Run V Error V Roster
Grade Code: Grade Name:	G1	Message	Request: Start: End: Status: Pending
	Add Back	Orad Code Must be of 3 Alphanumeric characters	Roster Request: Start:
		ОК	End Status: Pending BackDay Request
			Start: End: Status: Pending
			ROSTERUPDATE Request Start End: Status: Pending
			BackDay Request:

When you create new grade master, the grade code will be three characters.

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. Modify that option which you want to modify and press "update" button. All the modification will be updated now.

STA	RLINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin PASSWORD
Master Transa	ction▼ Data Process▼ Leave Managem(ent≖ Admin≖ Reports≖	
Update Gr	ade Master		Done 🗹 Pending🕅 Run 🗹 Error 🗹
Grade Code: Grade Name:	G01 OFFICER	Message ×	Roster Request State End Blatus Pending
	Update Back	Orade Detail has been updated. Go To <u>Manage Grade</u> .	Roster Request Start End:
		Ok	Status Pending BackDay Request Statt
			End: Status: Pending ROSTERUPDATE Request:
			Start End: Status Pending BackDay Benuest

Delete: You can delete existing Grade information through this option. But if this Grade master is assigned to other Employee you cannot delete it.

age Grade Add No	ew Grade					Done 🗹 Per Run 🗹 Err
Show 5 💌 entries			Search:			Roster Request: Start:
Grade Code	Grade	Message N	•	Delete	0	End: Status: Pending
G01	OFFIC	F O This Grade could not be deleted because some employee already assigned this Grade!		<u>Delete</u>		BackDay Request:
31	NA			<u>Delete</u>		Start: End:
Grade Code	Grade	N OK		Delete		Status: Pending
Showing 1 to 2 of 2 entries			Fi	rst Previous	1 Next Last	Request: Start:
						End: Status: Pending

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

Search: You can use this option to search a Grade.

STAR LINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)			Welcome Admin	CHANGE PASSWORD LOG OUT		
laster = Transaction = Data Process = Leave Management = Admin = Reports =							
Manage Grade Add New Grade Done Run							
Show 5 💌 entries			Search: of	Rost Reques Start:			
Grade Code	🗘 Grade Name	- Edit	Delete	End:	Pending		
G01	OFFICER	Edit	Delete	Rost			
Grade Code	Grade Name	Edit	Delete	Start: End:			
Showing 1 to 1 of 1 entries (filtered from 3 total entries)			First Previous 1 Next	Last Reques Start:	Pending JalPunch st: 05-Apr-2014		

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

Last: Press button "Last" to switch to the last page.

2.5 Category

You can create a new 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 page in which you see the following button like Add New Category, Search, first, previous, next and last.

STAR LINK		STOMER HELP LINE" TOLL FREE NO (all India) 0-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)				We	elcome Adm	in PASSWO
ter * Transaction * Data Process * L Inage <mark>Category Add Ner</mark>	eave Management ▼ v Category	Admin ¥ Reports ¥					R	one I Pending un I Error BackDay
Show 5 entries	0	Category Name	÷	Se: Edit	arch:	Delete		equest: tart: nd:
SL		Staff		Edit		Delete	F	tatus: Pending Roster equest:
EMP		EMPLOYEE		<u>Edit</u>		<u>Delete</u>	SI	
Category Code		Category Name		Edit		Delete	_	tatus: Pending Roster
Showing 1 to 2 of 2 entries					First	Previous 1 Next L	ast Si	equest: tart: nd: tatus: Pending

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

CUSTOMER HELP LINE* TOLL FREE NO (all India) Ison-11-8088 (9:00 a.m. to 5:30 p.m.,Stunday off)	Welcome Admin	
Master∀ Transaction∀ Data Process∀ Leave Management∀ Admin∀ Reports∀		
Add Category Master	Done B Run B	Z Pending ▼ Error ▼
Category Code: Category Name: Catego	Request Start: End: Statue: 1	:: Pending
Add Back	Request Start: End: Status:	
	Backl Request Start: End: Status:	
	Request Start: End:	Pending
	Backl Request Start:	Day
Copyright © Star Link Communication(P) Ltd. All rights reserved	End Sta. f	. 8° z 🍠

Edit: You can modify 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. Modify that option which you want to modify and press "Update" button. All the modification will activated now.

STAR	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin	CHANGE PASSWORD LOG OUT
Master Transact	on × Data Process × Leave Management × Admin × Reports ×		
Update Cat	egory Master	Done Run	✔ Pending✔ ✔ Error ✔
Category Code: Category Name:	Staff Update Back	Rosi Regue Statu End Status Regue Statu Regue Statu	Pending
		ROS Reque Start: End:	Pending
			Pending

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

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

Search: You can use this option to search a Category. which you want to find.

STAR LINK	CU: 180	STOMER HELP LINE" TOLL FREE NO 0-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday) (all India) roff)				Welcome .	Admin PASS
ster Transaction Data Process		Admin → Reports →						Done 🗵 Penc
anage Category Add I	lew Category							Run 🗹 Error
Show 5 💌 entries					Search: sta	L. C.		ManualPune Request: Start: 05-Apr-20
Category Code	\$	Category Name	~	Edit	0	Delete	٥	09:15:37 End: 05-Apr-20
SL		Staff		Edit		Delete		09:15:37 Status: Complete
Category Code		Category Name		Edit		Delete		ManualPune Request:
Showing 1 to 1 of 1 entries (filtered fr	om 2 total entries)				First	Previous 1 Next	Last	Start: 05-Apr-20 09:15:07 End: 05-Apr-20 09:15:07

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

Last: Press button "Last" to switch to the last page.

2.6 Branch

You can create Branches of the company as per requirement through this option. Branch code and Branch name are compulsory in master. Branch code should be unique.

When you open the Branch, you will see a page of Branch Details in which you see the following button like Add New Location, search, first, previous, next, last.

ter∓ Transaction∓ Data Process∓ Leave	Management – Admin – Reports –				
nage Location Add New Loc	ation				lone 🗹 Pendin Iun 🗹 Error
Show 5 💌 entries		Search			BackDay Request: Start:
Location Code	Cocation Name	- Edit	Delete		ind: Itatus: Pending
B01	New Delhi	Edit	Delete		Roster Request:
LO1	NEW DELHI	Edit	Delete	2	
GATE	gate	Edit	Delete	-	Status: Pending
Location Code	Location Name	Edit	Delete		

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

Your needs Our Solutione	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin PASSWOR
Master - Transaction - Data Process - Lea	ive Management * Admin * Reports *	
Add Location Master		Done 🗷 Pending Run 🗷 Error
Location Code:		Roster Request Start End: Status Pending
Add Back		Roster Request: Statu: End: Statue: Pending
		Back/Day Request Start End Status Pending
		ROSTERUPDA Request. Start: End: Status Pending
		BackDay Request:

While adding a new Location Master, the Location Code should be of three characters.

	CLINK Median - Our Goldification ition ~ Data Process ~ Leave Management ~	STOMER HELP LINE" TOLL FREE NO (al India) 10-11-8088 (9:00 a.m. to 5:50 p.m.,Sunday off) Admin ~ Reports ~	Welcome Admin CHANCE PASSWORD LOG OUT
Add Locati	on Master		Done 🗹 Pending 🗹 Run 🗹 Error 🗹 Roster
Location Code:	ND	Message	Request: Start: End:
Location Name:	Noida		Status: Pending
	Add Back	Cocation Code Must be of 3 Alphanumeric characters	Roster Request: Start. End:
		OK	Status: Pending BackDay Request:
			Start: End: Status: Pending
			ROSTERUPDATE Request: Start:
			End: Status: Pending
			BackDay Request:

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

	JSTOMER HELP LINE" TOLL FREE NO (all India) 00-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin	CHANGE PASSWORD
Master Transaction Data Process Leave Management	√ Admin ▼ Reports ▼		
Update Location Master		Done Run	✓ Pending ✓ Error
Location Code: 801 Location Name: New Delhi Update Back		Rost Request Start End Status Request Status Status End	r: Pending Day
		Status ROS ³ Statu End Status Regute Status Status Status	Pending Day

Delete: You can delete existing Branch information through this option. But if this Location master is assigned to other Employee you cannot delete it.

er - Transaction - Data Process - Leave	Management 👻	Admin	▼ Reports ▼				
nage Location Add New Lo	<u>cation</u>	_					Done 🗹 Pen Run 🔽 Erro
Show 5 💌 entries					Rearch:		Roster Request: Start:
Location Code	0	Locat	Message		0	Delete ©	End: Status: Pending
NOD		Noida	This Location could not be deleted because some e already assigned this Location!	employee		Delete	Roster Request
B01		New E				Delete	Start: End
L01		NEW		Ok		Delete	Status: Pending BackDay
GATE		gate		Eall		Delete	Request: Start:
Location Code		Locati	on Name	Edit		Delete	End: Status: Pending
Showing 1 to 4 of 4 entries					First	Previous 1 Next Last	ROSTERUF Request:

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

Search: You can use this option to search a Branch.

STAR LINK	180	STOMER HELP LINE" TOLL FREE NO (a 0-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off	III India) Ø				Welcome	Admin CHANG PASSWC LOG OL
anage Location Add Net Add Net Show 5 entries	Leave Management •	Admin ▼ Reports ▼			Search: No	ida.		Done Pending Run Error ROSTERUPDA Request:
Location Code	0	Location Name	-	Edit	0	Delete	0	Start: End: Status: Pending
NOD		Noida		Edit		Delete		BackDay Request:
Location Code		Location Name		Edit		Delete		Start: End:
Showing 1 to 1 of 1 entries (filtered from	m 4 total entries)				First	Previous 1	Next Last	Status: Pending Roster Request: Start:

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

Last: Press button "Last" to switch to the last page.

2.7 Shift

So many companies' 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 page in which you see the following button Add New Shift, search, first, previous, delete, next, and last.

nage Shift Show 5 🖵 er	Add New Shift				Search:		Done V Pending Run V Error Roster
Shift Code	Start Time	- End Time	Shift Hours	\$ Shift Position	≎ Edit	Delete	Start:
A01	09:00	18:30	08:00	DAY	Edit	Delete	Status: Pending Roster
G1	09:00	18:00	09:00	DAY	Edit	Delete	Request: Start: End:
GN	09:00	18:00	08:30	DAY	Edit	Delete	Status: Pending
A	08:30	17:00	08:00	DAY	Edit	Delete	Back Day Request:
Shift Code	Start Time	End Time	Shift Hours	Shift Position	Edit	Delete	Start: End: Status: Pending
Showing 1 to 4 of 4 er	ntries				First Prev	vious 1 Next I	

Shifts are identified by their unique codes.

UINK Our Solutions I		1800-11-8088 (9:00 a.m. to 5:30	LL FREE NO (all India)) p.m.,Sunday off)		Welcome Admin	
• Data Process • Leave Manag Master	lement⇒ Admin⇒ Report	s *			Run 🔽	Pending Error
GN 09:00 (Time in 24 Hr Format) 13:00 (Time in 24 Hr Format)	Shift Position: End Time: Lunch End Time:	DAY 18:00 (Time in 24 Hr Format) 13:30 (Time in 24 Hr Format)	Shift Duration: Lunch Duration:	08:30 (Time in Hours) 00:30 (Time in Hours)	BackDa Request: Stat: End:	y
23:59 (Time in Hours) 00:30 (Time in Hours)	OverTime Start After: OT Remove After Late:	00:00 (Time in Hours) 00:00 (Time in Hours)	OverTime Deduction Absent After Late:	: 00.00 (Time in Hours) 00.00 (Time in Hours)	Request: Start: End: Status: Pe Back Da Request:	
Back Update	Check				End:	nding
	Data Presess & Leave Manag Waster GN 0500 (Time in 24 Hr Format) 1300 (Time in 24 Hr Format) 2359 (Time in Hours) 00:30 (Time in Hours)	Osta Precess * Leave Management * Admin * Report Waster GN Shift Position: 0800 (Time in 24 Hr Format) End Time: 1300 (Time in 24 Hr Format) Lunch End Time: 2359 (Time in Hours) OverTime Start After: 00:30 (Time in Hours) OT Remove After Late: Back Update	Oats Preess * Leave Management * Admin * Reports * Waster GN Shift Position: DAY • 0800 Time in 24 Hr Format) End Time: 1300 Time in 24 Hr Format) End Time: 1300 Time in 24 Hr Format) Lunch End Time: 2259 Time in Hours) OverTime Start After: 00.00 (Time in Hours) 0300 Time in Hours) OT Remove After 00.00 (Time in Hours) Late: Eeck Update Check			* Data Preess * Leave Management * Admin * Reports * Master GN Shift Position: DAY GN Shi

Before updating the Shift master click on Check button.

After click on chec	k button you	will click on Update button and the	shift will be cre	eated.
STAR LINK	0	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1808-11-8088 (9:00 a.m. to 5:30 p.m., Sunday off)	Welcome Admin	
Master Transaction Tata Process Leave	Management - Admin - Report:	3		
Update Shift Master				Pending Error 🔽
Shift Setup Shift Code: GN Start Time: 03:00 Time in 24 Hr Formal Lunch Start Time: 13:00 (Time in 24 Hr Formal		Alert Crime in Houre) Please first validate data on click Check buttori O (Time in Houre)	Roster Request: Start: End: Status: Pend BackDay Request:	0
Advance Setup Max OverTime Time: 23:59 (Time in Hours) Lunch Deduction: 00:30 (Time in Hours)	OverTime Start After: OT Remove After	Ok D (Time in Hours) 00:00 (Time in Hours) Absent After Late: 00:00 (Time in Hours)	Shart: Ead Status: Pend ROSIER Request: Shart: End Status: Pend	UPDATE
Back Update	Late: Check		Request: Batting Status: Pand Roster Reguest: Status: Pand Status: Pand Rest Rest Rest Rest Rest Rest Rest Rest	

nage Shift	Add New Shift						Done 🗹 Pending Run 🗹 Error
Show 5 💌	entries				Search: gn		Roster Request:
Shift Code	Start Time	- End Time	C Shift Hours	Shift Position	Edit	Delete	 Start: 05-Apr-2014 12:31:03 End: 05-Apr-2014
GN	09:00	18:00	08:30	DAY	Edit	Delete	12:32:06 Status: Complete
Shift Code	Start Time	End Time	Shift Hours	Shift Position	Edit	Delete	ManualPunch Request:
Showing 1 to 1 of 1	entries (filtered from 4 total er	ntries)			First Pr	evious 1 Next Last	Start: 05-Apr-2014 09:19:44 End: 05-Apr-2014 09:19:44 Status: Complete

These are following options 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 Duration : 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 STAR LINK COMMUNICATION PVT. LTD.

from the working Hours.

- Max Over Time : 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.
 OT 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.
- Lunch Deduction : This is the time period that will deduct from overtime hours.
- OT Remove After Late: This option is use for if employee late coming duration more than given time it will be deduct from over time.
- Absent After Late : This option is use for if employee late coming duration more than given time employee attendance will mark as absent.

2.8 Employee

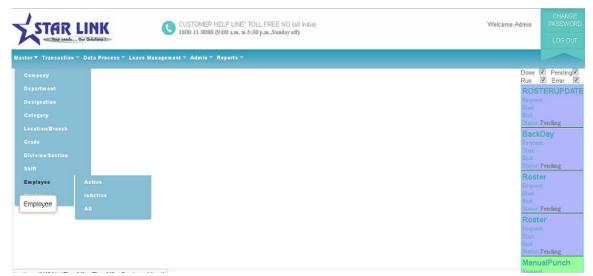
You can make entry of new employee of the company through this option of time office software. Pay code and card no. should be unique. It must to enter unique Pay code, unique card no. and name and date of joining for the employee creation.

When you open the Employee master, you will see three type of parameter; All, Active and Inactive.

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

Active – see all active employees of company

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



Add New Employee: Click on "Add New Employee" to add a new employee in the company.

er Transaction	▼ Data Process ▼ Leave	Management -	Admin - Reports -					
d New Emp	oloyee						Done 🗹 Run 📝	Pendin Error
Office Detail	Personal detail Time	Office policy	Shift/WO Policy	Extra detail			Roster Request: Start: End:	
Office Detail Present Card No:		F	^p ayCode:		Create Employee I	ogin 🗖	Status: Pe Manual Request: Start: 05	Punch
Active: Name:	TRUE	[Date Of Joining:		Guardian Name:		10 End: 05):09:55 5-Apr-20:):09:56
Company:	SLC-STAR LINK COMM)epartment:	AC -Account	 Category: 	EMP-EMPLOYEE	Manual Request: Start: 05	5-Apr-20
Section:	D01-DIVISION	v L	.ocation/Branch:	B01 -New Delhi	• Grade:	G01-OFFICER	End: 05	
Designation:	001-DIRECTOR	▼ F	PF No:		ESI No:		10 Status: Co):09:42 omplete
Dispensary:	Add Employee	FBack	Photo:	Browse No file selected.	Sign ature:	Browse. No file selected.	End: 05	5-Apr-20 9:37:17 5-Apr-20 9:37:19

There are five type of information which is used to complete the whole information regarding employee master.

- 2.8.1. Office Details
- 2.8.2. Personal Details
- 2.8.3. Time Office Policy
- 2.8.4. Shift/WO Policy
- 2.8.5. Extra Details

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

- 1 You can decide that employee is on roll or not.
- 2 Pay code and card no should be unique.
- 3 You can add name of employee, guardian name, etc.
- 4 You can assign the respective company, department and category, etc to each employee, which he/she belongs to. You can even include the scanned photographs of employee and employee signature.
- 5 You can add PF No. of employee.
- 6 You can add ESI No. of employee.
- 7 You can add date of joining of employee.

STAR	LINK			MER HELP LINE" TOLL F 8088 (9:00 a.m. to 5:30 p.n				Welcome Admin	
iter – Transaction	n 🕆 Data Process 🌱 Leav	e Management∓ Admi	n - Reports -						
ld New Em	ployee							Done 🗹 Run 🗹	Pending
Office Detail	Personal detail Tim	e Office policy Shi	ift/WO Policy	Extra detail				Roster Request: Start:	
Office Detail								End: Status : Pe	~
Present Card No Active: Name:	TRUE	PayCo Date C	ode:			eate Employee log ardian Name:	jin 🗖	10 End: 05	-Apr-2014 1:09:55 -Apr-2014 1:09:56
Company: Section:	SLC-STAR LINK COMM D01-DIVISION		on/Branch: B0	-Account	Gr:	tegory: ade: I No:	EMP-EMPLOYEE G01-OFFICER	10 End: 05 10	-Apr-2014 1:09:41 -Apr-2014 1:09:42
Designation: Dispensary:	UN-DIRECTOR	Photo:		owse No file selected.		in ature:	Browse No file selected	Status : Co BackDa Request: Start : 05	
	Add Employee	Back						09 End: 05	1:37:17 i-Apr-2014 1:37:19

There are only three parameters compulsory for any entry of new employee i.e. ID card no., name and pay code.

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

- 1. You can add date of birth of employee.
- 2. You can add married status of employee.
- 3. You can add blood group and sex of employee.
- 4. You can add qualification and experience of employee.
- 5. You can add permanent address and temporary address with contact no of employee.
- 6. You can add bus route and vehicle no. of employee.

	CLINK	0	CUSTOMER HELP LINE" 1800-11-8088 (9:00 a.m. to 5			Welcome Admin	CHANGE PASSWORD LOG OUT
Master Transacti	ion⊤ Data Process⊤ Leave Manag	gement∓ Admin∓ Report	s ~				
Add New Er	mployee					Done 🗹 Run 🗹	Pending 🗸 Error 🔽
Office Detail	Personal detail Time Office	policy Shift/WO Poli	cy Extra detail			14	4-Apr-2014 4:58:40
Personal d	etail						4-Apr-2014 4:58:40
Date of Birth:						BackDa	
Married:	YES 💌	Sex	Male 💌	Blood Group:	N/A 💌	Request: Start: 04	4-Apr-2014
Qualification:		Experience:		Designation:		14	4:58:40 4-Apr-2014
Bank A/C No:		Email Id:				14	4:58:40
Bus Route:		vahicle:				Status : Co Manual	
Permanent /	Address					Request: Start: 04	4-Apr-2014 4:21:59
Address:		Pin Code:		Phone/Mob. No:		End: 04	4-Apr-2014 4:22:00
Temporary A	Address					Auto Pro Request04	ocess 4-Apr-2014
Address:		Pin Code:		Phone/Mob. No:		Start: 04	4:02:43 4-Apr-2014 3:23:44

Date of joining is the compulsory parameter in personal details.

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

- 1. **Permissible late arrival** :You can allow any of your employee as per your wish list to come at any time, whose late arrival will not be marked.
- 2. **Permissible early departure**: You can also allow the time to any of your employee as per your wish list to depart any time, whose early departure will not be marked.
- 3. Maximum working hours in a day : If there is a shift timing your company and

employee wants to continue next shift then you can set the time as 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 select this option.
- 5. **Consider Time loss**: If you want to activate feature like time loss, half day and short leave, just click out these option in the window.
- 6. **Present marking duration**: If working hour is less than present duration, then employee's status will be absent. If working hour is equal to & greater then system check his half day/short day.

STAR LINK		R HELP LINE" TOLL FREE 8 (9:00 a.m. to 5:30 p.m., Su			CHANG Welcome Admin PASSWC LOG OU
ter = Transaction = Data Process = Leave Manage Id New Employee	ment = Admin = Reports =				Done V Pending Run V Error V Manual Punch
Office Detail Personal detail Time Office p Time Office policy	olicy Shift/WO Policy Extr	ra detail			Request: Start: 04-Apr-2014 13:55:52 End: 04-Apr-2014 13:55:52
Permissible Late Arrival: 00:10 (Time in Hours) Punch required In day: Two) Permissible Early Departure: Single punch only:	00:10 (Time in Hours)	Max Working Hours in day: Round The Clock Working:	24:00 (Time in Hours)	Status: Enor Holiday Request: Statt: End:
Consider Time Loss:	Half Day marking:) Max Work for Half Day :	05:00 (Time in Hours)	Short Leave Marking: Max Absent hous for SRT :	02:00 (Time in Hours)	Status: Pending Roster Roquest: Statt: End: End: Decking Decking
Overtime/OverStay: Over Time 🗨	Rate				Status: Pending Roster Reguest: Statt: End:
ight © Star Link Communication(P) Ltd. All rights reserved					Status: Pending Back Day Request: Start: f 8*

7. **Maximum working hour for half day:** If employee working hours is between *present working hour* and *max working hour for half day* then the status will be half day present. If working hour is greater, then he is full day present.

8. Maximum absent hours for short day:

Absent hour = shift hour – working hour If absent hour is greater than this max absent hour, he is marked SRT.

9. Punches required in a day:

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

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

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

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

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

10. **Overtime and overstay**: When an employee works after his working hour, that work will be counted in overtime but if company don't want to give over time then this extra duration of work will be shown as overstay.

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

STAR LINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1880-11-8088 (9:30 a.m. to 5:30 p.m., Sunday off)	CHANG Welcome Admin PASSWOF LOG OUT
ter 🕆 Transaction 🕆 Data Process 🌱 Leave Manag	ement = Admin = Reports =	
d New Employee		Done 🔽 Pending🗸 Run 🗹 Error 🗹
Office Detail Personal detail Time Office	solicy Shift/WO Policy Extra detail	BackDay Request: Start: End: Status: Pending
Shift/WO Policy Shift Policy Shift Type: Fixed 💌	Select Shift Select 💌	Roster Request: Start: End: Status: Pending
Run Auto Shift		Roster Reguest: Start: End:
First WIO: Sunday Second WUO Day: 1 2 3 4 5 Add Employee Back	Second WIO: None Second WIO Type: Full Half day Shift Select	Status: Pending ManualPunch Request Stat: 0.5 Apr. 2014 1009-55 End: 0.5 Apr.2014 1009-56 Status: Complete
ght © Star Link Communication(P) Ltd. All rights reserved		Manu Purch Request

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

- 1. Fixed shift: If an employee comes in a single shift, it means his shift will be fixed.
- 2. Rotational shift: In the rotational shift, employee's shift will change after duration of time. Even you can set a number of days after which shift will change. Shift days will specify 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.
- 3. Ignore Shift: It means Employee have no any Shift allotment. He will come in any time.

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

STAR LINK		P LINE" TOLL FREE NO (all India) a.m. to 5:30 p.m., Sunday off)	Welcome Admin PA
er⊤ Transaction⊤ Data Process⊤ Leav	e Management – Admin – Reports –		
d New Employee			Done 🗹 Penc Run 🗹 Errol
ffice Detail Personal detail Tim	e Office policy Shift/WO Policy Extra detail		ManualPuno Request: Stat: 05-Apr-2 09:37:01 End: 05-Apr-2
DOB of Nominee:	Name of Nominee:	Relation with Nominee:	09/37:04 Status: Complete ManualPunc Request
ather Name:	Emergency contect Person:	Emergency contect No:	Start: 05-Apr-2 09:24:42 End: 05-Apr-2 09:24:42
Insurance No: Add Employee	Employee Location:	Anniversory Date:	Status : Complete ManualPunc Request: Start: 05-Apr-2
			09:24:31 End: 03-Apr- 09:24:31 Status Complete ManualPunc
ght © Star Link Communication(P) Ltd. All rights	reserved		Request Start: F \ S* vz.24.20

2.9 Machine Setting

By this option you can use this machine for attendance or for lunch. If the machine for attendance is hanging, check on the option attendance followed by entering machine ID number and location name. If the machine for Canteen is hang, check on option canteen and enter machine ID number and location name and also select tea, lunch, dinner etc. When you open the Machine setting, you will see a Machine Master window in which you see the following button like append, modify, delete, previous, find, next and close.

Show 5	lachine Add						Sean	sh:			Run V Error V BackDay Request:
ld ≎	Name	- Ip	≎ Туре	¢ F	Port	© INOUT	0	Edit	Delete	0	Start: End: Status : Pending
2	Canteen	192.168.0.42	Other	1	1085	1		Edit	Delete		ROSTERUPDAT
1	Attendance	192.168.52.52	Attendance	1	1085	1		Edit	Delete		Request: Start: End:
ld	Name	lp	Туре	F	Port	INOUT		Edit	Delete		Status: Pending
Showing 1	to 2 of 2 entries							First F	Previous 1 Nex	d Last	BackDay Request: Start: End: Status: Pending

By clicking on add new Machine you can add a new Machine Master.

Master = Transaction = Data Precess = Leave Management = Admin = Reports = Add Machine Master Done Ø PendingØ Rin Ø Error Ø Machine Id: 3 Machine Name: BackDay Machine Ip: Briggent Machine Port 1085 Machine Type: Attendence e IN OUT
Machine Type. Allendarice Mit Oot

When you add Machine Master you should give Machine ID, Machine Name and Machine IP because these are mandatory field.

			R HELP LINE" TOLL FREE NO (all India) 38 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin	CHANGE PASSWORD
Your nee	ds Our Solutions 1	1800-11-80	50 (9:00 a.m. m 5:50 p.m.,5 unuay 011)		LOG OVT
Master Transacti	on⊤ Data Process⊤ Leave Manag	ment 🔻 Admin	▼ Reports -		
Add Machin	e Master			Done Run	✓ Pending ✓ Error
Machine Id: Machine Name:	3	Required	Alert 🗙	Rosi Reque Start End	
Machine lp:	Required		A Please provide Machine name	Rost	Pending er
Machine Port	1085			Reque Start:	
Machine Type:	Attendance 💌	IN OUT	ОК		Pending
	Update Back			Bacl Registre Start End Starts	
				Reque Start: End:	Pending
				Reque	

After filling all the parameter click on update button.

	LINK		R HELP LINE" TOLL FREE NO (all India) 88 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin	CHANGE PASSWORE
Master - Transactio	n ▼ Data Process ▼ Leave Ma	anagement – Admin	▼ Reports ▼		
Add Machine	e Master			Done B Run	I Pending I Error II
Machine Id: Machine Name:	3 Attendance		Message x	Roste Request Start: End: Statue I	
Machine lp: Machine Port	192.168.52.56		Machine Add SucessFully. Go To <u>Manage Machine</u> . Or You Want to Add machine <u>Add Machine</u>	Backi Request Start: End:	Day
Machine Type:	Attendance 💌 Update Back	IN OUT	Ok	Status I ROST Request	
				Start: End: Status: I	
				Backi Request Start: End: Status I	
				Request	

You can also delete any Machine Master.

	Saction Tota Process T	.eave Management▼ Admin▼ Repo	irts -					LOGIC
nage N	Aachine <u>Add New</u>	Machine						Done 🗹 Pendin Run 🗹 Error Roster
Show 5	 entries 				Search:			Request: Start:
ld 0	Name	r lp O	Туре 🗘	Port ©	INOUT 0	Edit 🗘	Delete 🗘	End: Status: Pending
2	Canteen	192.168.0.42	Other	1085	Ĩ	Edit	<u>Delete</u>	Roster Request:
1	Attendance	192.168.52.52	Attendance	1085	1	Edit	Delete	Start: End:
ld	Name	lp	Туре	Port	INOUT	Edit	Delete	Status: Pending BackDay
	to 2 of 2 entries				Fir	st Previous	1 Next Last	Request: Start:

You can also edit any Machine Master except Machine ID because it is an unique field.

Your nee	CLINK	1800-11-808	? HELP LINE" TOLL FREE NO (all India) '8 (9:00 аля. to 5:30 р.т.,Sunday off)	Welcome Admin	
	ion – Data Process – Leave Ma hine Master	nagement▼ Admin	▼ Reports ▼	Done 🗹 Run 🗹	Pending Error ■
Machine Id: Machine Name: Machine Ip: Machine Port Machine Type:	2 Canteen 192.166.0.42 1085 Other IN OUT		Message × Machine Detail has been updated. Go To <u>Manage Machine</u> . Ok	Roster Request Status End Status Status Status BackL BackL BackL Black	ending r ending
				End: Status: P	ERUPDA

3 Transaction

Transaction is used for enter some data directly like manual attendance, overstay or 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.

3.1 Manual Punch

When an employee forget his card, in that case you can mark his attendance present through this option in time office software. But when you will generate report, Manual record will be shown before that entry of attendance.

There are two options in this punch entry for attendance window. One is punch post and second is Back Data Process.

	NK		NE" TOLL FREE NO (all India) n. to 5:30 p.m.,Sunday off)	Welcome Admin	CHANGE PASSWORD
Your needs Our Se	iolutions !		¥ / ¥ /		LOG OUT
Master Transaction Da	ata Process 🕆 Leave Mai	nagement⊤ Admin⊤ Repor			
Employee Manua	al Punch				 ✓ Pending ✓ Error
Paycode Code:		Process from: Name:	Get Employee Data: Get Da	ta Reque: Start: End:	
Punch Date:		Punch Time: Punch Post:	00:00 Punch Post Back Data Process		
Punch Detail				Status:	14:58:40 Complete JalPunch
				Start: End: Status:	04-Apr-2014 14:21:59 04-Apr-2014 14:22:00 Complete
				Reques	Process 04-Apr-2014

When you give Paycode and click on get data the other information will auto shown or you can also use tab button to get other information.

	LINK C	CUSTOMER HELP LI	NE" TOLL FREE NO (all India) n. to 5:30 p.m., Suuday off)	Welcome Admin	
Your nee	ids Our Solutions 1	1000-11-0000 (7.00 aa	n no 2-no panajo unuajo unij		
Master 🕆 Transacti	ion ▼ Data Process ▼ Leave Manageme	nt - Admin - Report			
Employee N	lanual Punch			Done Run	✓ Pending✓ ✓ Error ✓
Paycode Code: Card No: Company:	00000137 00000137 STAR LINK COMMUNICATION PVT.	Process from: Name:	Get Employee Data: Get Data RAGHVENDRA SINGH		
Punch Date: Reason:		Punch Time: Punch Post:	00:00 Punch Post Back Data Process	Reques Start: End: Status:	t: Pending
Punch Detail				Rost Reques Start: End:	t: Pending er t: Pending er

When you click on Punch Post button the punch information will be shown as given below: Done 🗹 Pending 🗹 Run 🗹 Error 🖾 ROSTERUPDATE Employee Manual Punch Paycode Code: 00000137 S Get Employee Data: Process from Card No: 00000137 RAGHVENDRA SINGH Name: Company: STAR LINK COMMUNICATION PVT. Punch Date: Punch Time Reason: Punch Post tatus: Pendi Roster Punch Detail 01-May-2014 A Status: Pendi Roster 02-May-2014 A G1 03-May-2014 A G1 04-May-2014 WO OFF 05-May-2014 A G1 06-May-2014 A G1

Punch Post:- Clicking on Punch posting allows to make a punch of any employee for the attendance who forgot 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 the punching 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.

3.2 Shift change window

You can directly change shift for a particular day through this window. After filling all the parameter click on Shift Change.

	CUSTOMER HE 1800-11-8088 (9	ELP LINE" TOLL FREE NO (all India) :00 a.m. to 5:30 p.m.,Sunday off) keports ~				V	Velcome A	change Passwor Log out
Shift Change	Window							Done ♥ Pending♥ Run ♥ Error ♥
Paycode Code:	00000137 😫		Shift Deta	ail				Roster Request:
Card No:	00000137		Select ©	Date -	Shift≎	Shift Attend 🗘	Status ©	Start: 06-May-2014 15:04:25
Year/Month:	2014 💌 Jan 💌		Select	31-Jan-2014	G1	G1	A	End: 06-May-2014 15:04:25 Status: Complete
Get Employee Data:	Get Data		Select	30-Jan-2014	G1	G1	A	Roster
Name:	RAGHVENDRA SINGH		Select	29-Jan-2014	G1	G1	A	Request: Start: 06-May-2014
Company:	STAR LINK COMMUNICATION PVT.		Select	28-Jan-2014	G1	G1	A	15:04:25 End: 06-May-2014 15:04:25
Department:	SOFTWARE DEVELOPMENT							Status: Complete
Location:	New Delhi		Select	27-Jan-2014	G1	G1	A	BackDay Request:
Designation:	None		Select	Date	Shift	Shift Attend	Status	Start: 06-May-2014 15:04:17
Shift Change Date:			Fire	st Previous	1 2	3 4 5 Nex	t Last	End: 06-May-2014 15:04:25
Attend Shift	Select							Status: Complete
Change Shift:	Shift Change							ROSTERUPDAT Request:

3.3 Shift Multi Transaction

		CUSTOMER HELP LINE" TOLL FREE NO (all India) 1880-11-8088 (9:00 a.m. to 5:30 p.m., Sunday off)	Welcome Admin PASSWO
Haster Transaction	™ Data Process ™ Leave Management ™ Admin ™ F	teports 🖤	
Shift Multi Tra	asaction		Done 🗹 PendingV Run 🗹 Error V
	Shift Change Shift Change Shift Change Shift Change Grifs/2014 To Date: Select Conty in Case of Shift Change) Select Employee Process	06/05/2014	ManualPunch Bigraystop Bigraystop 1500-30 Bitti 1600-30 Bitti 1600-30 Bitti 1500-30 Bitti 1500-30 <td< th=""></td<>
iopyright ⊜Star Link Comm	unication(P) Ltd. All rights reserved		15 04-01 Status Complete Roster Regnant 15 04-02 15 04-02 Status Complete Roster Roster Roster Regnant Status Complete Roster Regnant Status Complete Roster

There are three option in this which are Shift Change, Shift Replace, Shift Copy.

Shift Change: From this we can change shift of Multiple Employees.

	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1888-11-8888 (9:30 a.m. to 5:30 p.m., Sunday off)	CHA Welcome Admin PASSy LOG	
Master = Transaction = Data Process = Leave Management = Admin =			
Shift Multi Trasaction		Done 🗹 Pending Run 🗹 Error	
Operation Shift Change Shift Copy From Date: 06/05/2014 To Date: Attend Shift A (08.30-17.00) (only in Case of Shift Change) Select Employee : Select Employee Please select shift for change Process	Operation Done successfully	Roster Preparat Statt. 06-May-201 151422 End: 06-May-201 150425 Statu: Complete Back Day Respont Statt. 06-May-201 150443 Statu: Complete 150443 Statu: Complete	14
Copyright @ Star Link Communication(P) Ltd. All rights reserved		ROS TERUPD/ Regenti Stati. 15 04: Mys-201 15 14:15 End: 06: Mys-201 15 14:17 Statu: Complete Back Day Regenti Stati. 15 30:00 Regenti Stati. 15 30:00 Regenti Regenti Stati. 15 30:00 Regenti Stati. 15 30:00 Regenti Regent	14

Shift Replace: From this we can replace Shift of Multiple Employees. Shift Copy: From this we can copy the shift of Multiple Employees.

3.4 Holiday Entry

You can add all holidays from this option.

Edit View History Bookmarks Tools Help		No. of Concession, Name						
★ India Yamaha Motor 🛛 🗙 🕂	and have been been							
① Iocalhost/GenWTOS/TimeOffice/Transaction/Holi	day/View	C Q Search		☆	≜ 1		ø	
Most Visited 🛞 Getting Started 🛞 Suggested Sites 🛞 \	Veb Slice Gallery							
STAR LINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (24 x 7)				Welcom	e Admir	L	
r 🕆 Transaction 🍸 Data Process 🍸 Leave Management 🕻	▼ Admin ▼ Reports ▼							meo.
iday <u>Add New Holiday</u>						_		
10 - entries			Search:				Aanua leg: 05-	
te	Description		Delete			-	09:	21:16
Jan-2016	hOLIDAY		i i			E		
e	Description		Delete				tatusPer Aanua	
			First Previou	1 Ne	xt Las	SES IF SES IF F	tart: nd: tatusPer Manua leq: 30- 16: tat: tatusPer Manua leq: 30-	18:28 nding IPun Aug 36:53 nding IPun
yright © Star Link Communication(P)Ltd All rghts reserved				Desktop	**		8° (2:03 P

Holiday Entry

4. Data process

4.1. Duty Roster Creation

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

	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1880-11-8088 (#:09 a.m. to 5:30 p.m., Sunday off)	CHANGE Welcome Admin PASSWORD LOG OUT
Master Transaction T Data Process T Leave Managemen	st≠ Admin ∓ Reports ∓	
Data process		Done V PendingV Run V Error V
Process Name: Roster From date: 01/05/2014 Select Employee : Select Employee Take Shift Rotation From Last Year:		ManualPunch Regress Dist: 05-App-2014 0912-44 End: 05-App-2014 0912-44 Sintur: Complete Back Day Pergrest Stat: 05-App-2014 0910:52
Send Request For process		End: 05-Apr-2014 09-06-36 Citatus Complete Back Day Regrant Oter: 0-4-Apr-2014 15:00-17 End: 0-4-Apr-2014 15:00-18 Status Complete Back Day
Copyright @ Star Link Communication(P) Ltd. All rights reserved		Request Start: + V 8+ V 100 res

For creating Attendance Register of a particular employee, you have to click on select Employee button and then click on Send Request for Process.

4.2. Duty Roster Updation

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

Master# Transaction# Data Process# Leave Management# Admin# Reports#		-
Data process Process Name: ROSTERUPDATE From date:	Run 15 End: 06	Pending Error :55:29 -May-2014 :55:29 implete
Select Employee : Select Employee Take Shift Rotation From Last	Request06 15 Start: 06 15 End: 06	HANGE -May-2014 -52:44 -May-2014 -52:46 -May-2014 -52:47 mplete
Send Request For process	15 Start: 06 15 End: 06 15 Status: Co Back Da Request: Start: 06	-May-2014 25:08 -May-2014 :25:11 -May-2014 :25:58 mplete

For a particular employee, you have to select "Employee" button and enter a pay code of that employee and then click on Send Request for Process.

4.3. Back Date Processing

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

STAR	LINK . Our Solutions 1	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m., Sunday off)	Welcome Admin	CHANGE PASSWORD LOG OUT
Master Transaction	▼ Data Process ▼ Leave Management ▼ Admin	▼ Reports ▼		
Data proces	\$		Run 🗹	Pending Error ☑
Process Name: From date: Select Employee :	BackDay Select Employee		Request06 15 Start: 06 15 End: 06	CHANGE 5-May-2014 5:55:27 5-May-2014 5:55:29 5-May-2014 5:55:29
	Send Request For process		Request 06	omplete CHANGE 5-May-2014 5:52:44
			5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Copyright © Star Link Con	munication(P) Ltd. All rights reserved		End: 06	5-May-2014 5:25:58

4.4. Re-processing

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 be automatically fetched and arranged in sequence.

STAR LINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1808-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)	CHAN Welcome Admin PASSW LOG (
aster 🕆 Transaction 🕆 Data Process 🕆 Leave Mana	gement * Admin * Reports *	
)ata process		Done V Pending Run V Error
Process Name: ReProcess Trom date: Select Employee : Select Employee		Man ualPunch Registri 6-May-2014 150:002 Start: 06-May-2014 150:356 End: 06-May-2014 150:356 End: 06-May-2014 150:358 Status: Complete
Send Request For process		Holiday Raquest Statt: 06-May-301 15/03/9 End 06-May-301 15/0401 Status Combete
		Roster Request Stat: 0.6 May-201 150425 Ent: 0.6 May-201 151425 Statur: Complete
oyright @Star Link Communication(P) Ltd. All rights reserved		Reques f 8 Start: 00-May-201

4.5. Verification

Before taking any general report you have to run this operation for marking absent on week day off / Holiday if the employee is absent before or after the week day off / Holiday. This will effect only if you fix the No. of week off -3 and for auto absent allowed, choose Yes and mark AWA (Absent Weekly off Absent) as AAA.

	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin	CHANGE PASSWORD LOG OUT
Master - Transaction - Data Proc	ess * Leave Management * Admin * Reports *		
Data process		Run 🗹	Pending ⊘ Error ☑
Process Name: Holiday From date: Select Employee : Select	tEmployee	1: End: 00 15 Status: C	6-May-2014 5:04:25 6-May-2014 5:04:25 Complete
Send	Request For process	1: End: 00	6-May-2014 5:04:25 6-May-2014 5:04:25
		1: End: 0 1: Status: C ROSTE Request:	6-May-2014 5:04:17 6-May-2014 5:04:25 Somplete ERUPDATE
Copyright © Star Link Communicatio	n(P) Ltd. All rights reserved		6-May-2014 5-04-15 N 8+ C

5. Leave Management

STAR	LINK Our Solutions	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin	CHANGE PASSWORD LOG OUT
Master 💌 Transaction 🔻	✓ Data Process ▼ Leave Management	r Admin ▼ Reports ▼		
Leave Applic	ation		Run	
Employee detail Paycode Code: Name: Department: Designation: From Date: Apply Leave	Card No:	Leave Ba	Repuet 96Ang-2 113953 1060ag-2 114001 00mplete	2014 2014 e CHANGE 2014 2014
Reson Apply :	Reson should be within 120 characters .:: ApplyLesve		23 Ample 14 SHIFTC 15 5527 15 5527 15 5527 15 5527 15 5529 15 5529 15 5529 15 5529 15 5529 15 5529 15 5529 15 5529 15 5529 15 552 15 555 15 5	CHANGE 2014 2014
Copyright © Star Link Cor	mmunication(P) Ltd. All rights reserved		15550 Complete SHIFTC KişAl 1552 KişAlarız	

5.1 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 creating a new leave, click on add New leave Master. For modifying in existing leave, click on "Edit" Button and use delete to delete existing leave, previous to switch to previous data and find to search a leave in many leave , next to switch to next leave and Last for going to last page of the Leave Master.

Done ♥ Pendin Run ♥ Error BackDay Reques.06-May-20 15:25:08 Start 06-May-20 15:25:11 te ≎ 15:25:11
Request06-May-20 15:25:08 Start: 06-May-20 15:25:11
15:25:11
End: 06-May-20
15:25:58 Status: Complete
e BackDay Request:
Start: 06-May-20 15:10:16 15:10:16 End: 06-May-20
le Status: Complete
ManualPunch Request06-May-20
15:01:59
te Star te Ma Rec

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, then it will be considered only when you click on "weekly off include". Otherwise it will not include.

STAR LINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9-00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin PASSWORD
Master 🔻 Transaction 🔻 Data Process 👻 Leave I	Management ▼ Admin ▼ Reports ▼	
Add Leave Master		Done ♥ Pending♥ Run ♥ Error ♥
Leave Field: L08 Leave Description: Is Weekly Off Include: Is Accural: Leave Type: Present Add Back	Leave Code: Sanction Limit: Min 00:00 Max 00:00 Is Holiday Include:	SHIFTCHANGE Request@May.2014 15:52:44 Statt: 06:May.2014 15:52:47 Statts: Complete BackDay Request@6:May.2014 15:25:47 Ratuest@6:May.2014 15:25:41 End: 06:May.2014 15:25:51 End: 06:May.2014 15:25:51 Statts: Complete
Copyright © Star Link Communication(P) Ltd. All rig	nls reserved	BackDay Request: Start: 06 May-2014 1510:16 End: 06 May-2014 1510:17 Status: Complete ManualPunch Require: "3" 3" 3"

- Holiday Include (Yes/No): If holiday is coming between leaves then it will be considered when you click on "holiday include" else holiday will not be counted.
- Is accrual (Yes/No): This option is used to carry forward the balance leaves for next year or to lapse the remaining leaves in the current year. When you click on this option, sanction limit (min & max) window will open in the same window of leave master from where you enter min limit by 3 and max limit by 20, in that case you can't take less than 3 leave and more than 20 leaves at a time.

STAR	LINK		CUSTOMER HELP LINE" TO 1800-11-8088 (9:00 a.m. to 5:		Welcome Admin CHANGE PASSWORU LOG OUT
Master 👻 Transaction	▼ Data Process ▼ L	.eave Management 🔻	Admin ▼ Reports ▼		
Add Leave N	laster				Done 🖉 Pending 🗹 Run 🖉 Error 🖉
Leave Field: Leave Description: Is Weekly Off Include	L08		Leave Code: Sanction Limit: Min 00.00 Max 00.00 Is Holiday Include:	Is Negative Allow:	ManualPunch Request: Suri: 05-Apr-2014 093701 End: 05-Apr-2014 093704 Status: Complete
Is Accural: Present: Leave: Weekly Off:		Absent: Days: 00.00	Leave: 00.00	day: Max Accural Limit: 00.00	ManualPunch Request: Surt: 05-Apr-2014 09:24-42 End: 05-Apr-2014 09:24-42 Status: Complete
Leave Type:	Present 💌	Back			ManualPunch Request Start: 05-Apr-2014 09:24:31 End: 05-Apr-2014 09:24:31 Status: Complete ManualPunch
Copyright © Star Link Cr	mmunication(P) Ltd.	All rights reserved			$\begin{array}{c} \text{Request.} \\ \text{Start.} \text{05-Apr-2014} \\ \text{End.} \left(\begin{array}{c} \mathbf{F} \\ \mathbf{A} \\ \mathbf{S}^{*} \\ \mathbf{J} \end{array} \right) \end{array}$

• Leave Type: You can specify either Leave or Present or absent by using this option. CL or SL or EL will be counted as a Leave. And in case of Absenteeism, it will be considered as a Leave without pay.

5.2 Leave Application

Posting: From this we can post Leave to the Employees. Deletion: From this we can delete leave of any Employee.

STAR	LINK	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (9:00 a.m. to 5:30 p.m.,Sunday off)	Welcome Admin PASSWORD LOG OUT
Leave Applic Employee detail	ation	Leave Balance Detail	Done V PendingV Run V Error V Holiday Reduest:
Paycode Code: Name: Department: Designation: From Date: Apply Leave Reson	Card No:	Get Data: Get Data Company:	984478,2014 1139:53 1864478,2014 11340:01 3794001 3794001 3794001 3794001 379407 374
opyright © Star Link Co	mmunication(P) Ltd. All rights reserved		Schmplete SHIFTCHANGE D64M 701 (2) 15.52 71 (2) D64May-2014

5.3 Leave Accrual

You can put opening balance in the starting of the year by using this option.

STAR L	P Solutions 1		CUSTOMER HELP LINE" TOLL FRE 1800-11-8088 (9:00 a.m. to 5:30 p.m.,S	EE NO (all India) Sunday off)				Welcome Admin	PASSW LOG C
ave Accural								Done Run	Pending Error
Leave Year 201404		Test			Accural		Select Employee	Bacl	kDay st:
		_			_			Start:	06-May-2014 15:10:16
Show 10 💽 en	tries					Search:		End:	06-May-2014 15:10:17 : Complete
Leave Field	▲ Leave	Code :	Discription	0	Is Accural	0	Leave Value	e Man	ualPunch s06-May-2014
L01	CL		CASUAL LEAVE						15:01:59 06-May-2014
L02	LAD		LATE ARRIVAL DEDUCTI		V			End:	15:03:58 06-May-2014 15:03:59
L03	OD		OUT DUTY						: Complete
L04	COF		COMPENSATORY OFF		V				s06-May-2014 15:00:20
L05	RH		RESTRICTED HOLIDAY		V				06-May-2014 15:03:56
L06	EL		EARNED LEAVE		V				06-May-2014 15:03:58
L07	LWP		LEAVE WITHOUT PAY					Holi	
								Reque	st:

Leave Accrual

5.4 Yearly Accrual

🗙 India Yan	naha Motor	× \ +														
i) i local	host/GenWTOS	/TimeOffice/Leav	e/YearlyAccural					C	Q Search			☆自	+	î (9 0	
Most Visited	🛞 Getting Star	rted 🛞 Suggeste	ed Sites 🛞 Web S	lice Gallery												
STAR	LINK			0	CUSTOMER HELP 1800-11-8088 (24	LINE" TOLL FREE x 7)	NO (all India)					Wel	come Ad	min		
ter 🕆 Transa	action 👻 Data P	rocess 👻 Leave M	lanagement 🔻 Adı	min 🔻 Reports 👻												
arly Leav	ve Accrual	l														
ar From D	Date 01/01/2	2015 Year	To Date 31/	12/2015	Accrual	Click to Select E	mployee								05-Sep 09:21:16	ıcl
how 10	 entries 	Person	page page						5	learch:				End:	Pending	
	Leave Code		Fixed /	Carried 🗸	Old Balance	Formu				0	Opening Bal				ualPur	
01	OD EL		0 0		1010011100 000	Day 0			at 000.00			999.00		Req	30. Aug 15:08:28	
02			0 0	V	101041100 555	Day 2			al 000.00			999.00		Start:	15.06.26	
00														End:	10 10	
	CL Leave Code		Fixed/Carrie		101011100 555	Day C		0.00 Mar C	al 000.00		000.00 mening Bal	999.00 Max Limi		Statu	Pending	
	CL Leave Code	Is Accrual	Fixed/Carrie	a OI	d Balance	Day С Гогжи		0.00 Mar C	al 000.00		OCO.OO Dpening Bal Prev	Max Limi		Mar	ualPur	_
			😻 Select Employ	d Ol yee - Mozilla Firefo	d Balance x	Formu		0.00 Max C		×	Opening Bal	Max Limi	it	Mar Req:		_
			Select Employ	d Ol yee - Mozilla Firefo GenWTOS/Pages/T	imeOffice/Selection	Formu	la				Opening Bal	Max Limi	it	Mar Req: Start: End:	ualPur 30-Aug 16:36:53	nc
			Select Employ I localhost	d Ol yee - Mozilla Firefo GenWTOS/Pages/T Company	d Balance x	Formu		Bus Route			Opening Bal	Max Limi	it	Mar Req: Start: End: Statu	30-Aug 16:36:53	nc
			Select Employ	d Ol yee - Mozilla Firefo GenWTOS/Pages/T	imeOffice/Selection	Formu	la			×	Opening Bal	Max Limi	it	Mar Req: Start: End: Statu Mar	30-Aug 16:36:53 Pending ualPut 30-Aug	nc
			Select Employ I localhost	d OI yee - Mozilla Firefo GenWTOS/Pages/T Company Order By	imeOffice/Selection	Formu	la				Opening Bal	Max Limi	it	Mar Req: Start: End: Statu Mar	30-Aug 16:36:53 Pending 10-Aug 16:35:43	nc
			 Select Employ Iocalhost/ Employee Grade 	d OI yee - Mozilla Firefo GenWTOS/Pages/T Company Order By	d Balance x imeOffice/Selection Department	Formu	la				Opening Bal	Max Limi	it	Mar Req: Start: End: Statu Mar Req:	30-Aug 16:36:53 Pending 10-Aug 16:35:43	nc
eave Field	Leave Code	Js Accrual	 Select Employ Iocalhost/ Employee Grade Select Employee 1111 - AAA 	d OJ yee - Mozilla Firefo GenWTOS/Pages/T Company Order By Sloyee (Y)	d Balance x imeOffice/Selection Department	.aspx Location	la		Designation		Opening Bal	Max Limi	it	Mar Req: Start: End: Statu Mar Req: Start:	30-Aug 16:36:53 Pending 10-Aug 16:35:43	ncl
LO3 .eave Field	Leave Code		 Select Employ Iocalhost/ Employee Grade Select Employee 	d O) yee - Mozilla Firefo GenWTOS/Pages/T Company Order By bloyce	d Balance x imeOffice/Selection Department	.aspx Location	la		Designation		Opening Bal	Max Limi	it	Mar Req: Start: End: Statu Mar Req:	30-Aug 16:36:53 Pending 10-Aug 16:35:43	ncł

6. Admin

6.1 Time office Setup

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

Office Set	Data Process T Leave Management								Done 🗹 Penc Run 🗹 Error
w 5 💌	entries					Search:	_		Request: Start: 06-May-1 15:10:16
Setup Id	 Max Working in a day 	Permissable Late Arival	o	Permissable Early departure	0	Duplicate Check Min	0	Edit ©	T. 4. 06 3 from 5
18	1440	10		10		5		Edit	Status: Complete
17	1440	10		10		5		Edit	Reques:06-May-1 15:01:59
16	1440	10		10		5		Edit	Start: 06-May-1 15:03:58 End: 06-May-2
15	1440	10		10		5		Edit	Status: Complete
14	1440	10		10		5		Edit	ManualPuno Reques06-May-2
Setup Id	Max Working in a day	Permissable Late Arival		Permissable Early departure		Duplicate Check Min		Edit	15:00:20 Start: 06-May-2

There are following parameters which each company has to set for all employees:

- Setup Register No.: This will automatically generate whenever you make changes in the set-up of time office.
- Duplicate check min: This is a time duration in which if a employee punch his/her card several times, software will take first punch. And, the default time duration is 5 minute.
- Four Punch in Night shift: By clicking on this option, you can allow maximum 4 punches in the night shift.
- End time to IN Punch & End time for End Punch: This option is used for RTC employees only, for the duration of more than 24 hours.
- Maximum Late Arrival Duration: You can set maximum duration for late arrival (240minutes).
- Maximum Early Departure Duration: You can set maximum duration for early departure (240minutes).
- Half Day Making: If you want to allow 2 half days to all employees, click on this option.

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Setup Registration no. 18 Is Auto Absent Allowed 📝 Mark WO as Absent When No of Prese	Mark AWA as AAA(WO)		Mark AHA as AAA(HLD) No of Present for WO	3	BackDay Request: Start: 06-May-2014 15:10:16 End: 06-May-2014 15:10:17
	20 (Minute) Max Late Arrival Duration	240 (Minute)	Max Early Departure Duration	(Minute)	Status: Complete ManualPunch Reques 06-May-2014 15:01:59 Start: 06-May-2014 15:03:58
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Run Auto Shift Allow	Permis Early Min for Run Auto Shift	(Minute)	Permis Late Min for Run Auto Shift	240 (Minute)	ManualPunch Reques 06-May-2014 15:00:20 Start: 06-May-2014

- Short Leave Marking: If you want to allow 2 short leave to all employees, click on this option.
- Present Marking Duration: You can set min time to mark present.
- Maximum Working Hours for Half Day: You can set maximum hours for half day.
- Maximum Absent Hours for Short Day: You can set maximum absent hours for short day.
- Auto Shift allowed: By clicking this option, software will pick up shift automatically.
- PremisEarly min auto shift: By setting this time duration, if an employee is coming earlier, that employee will belong to which shift.
- Weekly Day include or not in Duty Roster: If you want to include weekly off in duty roster, click this option.
- Present on WO present: If you are present on weekly off, click on this option.
- Present on HLD present: If you are present on holiday, click on this option.
- Maximum Working Duration: You can set maximum working hours for working in a month.
- Permissible Late Arrival: You can set time which you give to employee who comes late without marking as late.
- Permissible Early Departure: You can set time which you give to employee who goes early without marking early departure.
- Over Time Allowed: By clicking on this option, you can activate this option.
- Out Work Allowed: By clicking on this option, you can activate this option.
- Overstay Allowed: By clicking on this option, you can activate over stay.
- Mark AWA as AAA: If an employee is absent on Saturday and also absent on Monday. By clicking this option, Sunday will also count as absent.
- No of present for WO: You can set no of days for weekly off.
- Is Auto absent Allowed: If an employee is absent on Saturday, software will show his absent automatically by clicking this option.
- Mark WO as Absent when no of present < no of present of WO: if no of weekly off is greater than no of present, weekly off will count as weekly off by clicking on this option.
- There are some formulas for Over Time:
 - OT=Out Time-Shift End Time
 - OT=Working hours shift hours

OT=Early coming + Late Departure

- OT parameter options:
 - 1. Check on "OT is allowed in case of early coming": Over time will count on early coming.
 - 2. Check "round OT" to count OT round figure.
- OT Durations:
 - 1. OT Early Coming Duration: In this you have to enter time duration before that if an employee is coming, OT will not count. OT will count after that time.
 - 2. OT Late Departure Duration: By setting this time duration, if an employee stay after working hours, after this duration OT will not count.
 - 3. OT restricts End Duration: You have to set maximum over time.

6.2 Time office Corporate policy

If you want to make changes in time office policy or shift/WO policy for all employees or selected employees in employee master, use this option.

You can make changes in permissible late arrival, permissible early departure and maximum working hours in a day and save this information only.

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Time office Corporate policy.

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

6.3 User Privilege

Through this option you can create User and Employees to give right to use the Web based Time Office Software.

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VIVEK KUMAR VERMA	11-Apr-2007	STAR LINK COMMUNICATION PVT. LTD. , New Delhi	CUSTOMER CARE	New Delhi	Staff	0000080	kumar@03		15:25:08 Start: 06-May-2/ 15:25:11 End: 06-May-2/ 15:25:12 15:25:58 Status: Complete
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Import Data

From this we can Import all Masters like Company Master, Department Master, Location Master etc.

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Export Data:

Through Export data link user can Export the data of different types. Example:

- 1: Company Master.
- 2: Department Master.
- 3: Location Master.
- 4: Designation Master.
- 5: Grade Master.
- 6: Section Master.
- 7: Category Master.
- 8: Shift Master.

9: Employee Master. 10: Leave Master.

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Mail Setting:

In Mail Setting page all the setting related to sending mail is done.

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- 1: Mail Server Address: Mail server IP.
- 2: Mail Server Port: port no of mail server.
- 3: Is SSL: You can either check or Uncheck it.
- 4: Display Name: It is name that we want to display on receiving mail.
- 5: Email ID: Mail Id through which Mail has to sent

6:Password: Password used in that mail ID.

After doing all mail setting press update button.

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