

**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:

The screenshot shows the STAR LINK web application interface. At the top left is the STAR LINK logo with the tagline "Your needs... Our solutions!". To the right of the logo is a customer help line number: "CUSTOMER HELP LINE\* TOLL FREE NO (all India) 1800-11-8888 (9:00 a.m. to 5:30 p.m., Sunday off)". Further right, it says "Welcome Admin" and provides options for "CHANGE PASSWORD" and "LOG OUT". Below the header is a navigation menu with items: "Master", "Transaction", "Data Process", "Leave Management", "Admin", and "Reports". The main content area is mostly blank, with a right-hand sidebar containing a list of items with checkboxes for "Done", "Run", "Pending", and "Error". The items are:

- Roster** (Pending)
- Roster** (Pending)
- ManualPunch** (Complete)
- ManualPunch** (Complete)

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## 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.

The screenshot shows the 'Manage Company' interface. At the top, there is a navigation menu with options: Master, Transaction, Data Process, Leave Management, Admin, and Reports. Below this, the 'Manage Company' section includes a search bar and a table of companies. The table has the following data:

Company Code	Company Name	Company Address	Short Name	PAN No.	Edit	Delete
T01	TEST COMPLY	D-68/4 OKHLA PHASE -I NEW DELHI-110020	TEST COMP	A123456789	<a href="#">Edit</a>	<a href="#">Delete</a>
SLS	STAR LINK COMMUNICATION PVT. LTD. , Solan	TOP FLOOR, NEAR MOHAN PARK, MALL ROAD, SOLAN	SLC		<a href="#">Edit</a>	<a href="#">Delete</a>
SLC	STAR LINK COMMUNICATION PVT. LTD. , New Delhi	A -19, OKHLA INDL. AREA, PHASE -I, NEW DELHI			<a href="#">Edit</a>	<a href="#">Delete</a>

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and provides navigation buttons: First, Previous, Next, Last. On the right side, there is a sidebar with a list of pending requests for Roster, BackDay, and ROSTERUPDATE.

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

The screenshot shows the 'Add Company Master' form. The form contains the following fields:

- Company Code:
- Company Name:
- Company Address:
- Short Name:
- PAN No.:
- TAN No.:
- Vat NO.:
- PF No.:
- ESI No.:
- Licence NO.:
- Registration No.:
- Email ID:

At the bottom of the form, there are two buttons: 'Add' and 'Back'. On the right side, there is a sidebar with a list of pending requests for Roster, BackDay, and ROSTERUPDATE.

**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.

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.

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.

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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

Manage Company [Add New Company](#)

Show 5 entries Search: star

Company Code	Company Name	Company Address	Short Name	PAN No.	Edit	Delete
SLS	STAR LINK COMMUNICATION PVT. LTD. , Solan	TOP FLOOR, NEAR MOHAN PARK, MALL ROAD, SOLAN	SLC		<a href="#">Edit</a>	<a href="#">Delete</a>
SLC	STAR LINK COMMUNICATION PVT. LTD. , New Delhi	A -19, OKHLA INDL. AREA, PHASE -I, NEW DELHI			<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 2 of 2 entries (filtered from 3 total entries)

First Previous 1 Next Last

Done  Pending   
Run  Error

**BackDay**  
Request:  
Start: 04-Apr-2014 15:00:17  
End: 04-Apr-2014 15:00:18  
Status: Complete

**BackDay**  
Request:  
Start: 04-Apr-2014 15:00:18  
End: 04-Apr-2014 15:00:18  
Status: Complete

**BackDay**  
Request:  
Start: 04-Apr-2014 14:38:40  
End: 04-Apr-2014 14:38:40  
Status: Complete

## 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.

The screenshot displays the 'Manage Department' page in the STAR LINK system. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and a user welcome message 'Welcome Admin'. Below the navigation bar, the 'Manage Department' section is active, with a sub-link for 'Add New Department'. A table lists the following departments:

Department Code	Department Name	Head of Department	Edit	Delete
SDD	SOFTWARE DEVELOPMENT	namneet singh	<a href="#">Edit</a>	<a href="#">Delete</a>
SL1	SALES	dheeraj	<a href="#">Edit</a>	<a href="#">Delete</a>
RD	R & D	avinash	<a href="#">Edit</a>	<a href="#">Delete</a>
PRD	PRODUCTION	ilyas	<a href="#">Edit</a>	<a href="#">Delete</a>
CSE	CUSTOMER CARE	rajesh gupta	<a href="#">Edit</a>	<a href="#">Delete</a>

At the bottom of the table, there are navigation buttons: 'First', 'Previous', '1', '2', 'Next', and 'Last'. The sidebar on the right shows a list of requests, including 'BackDay' and 'ManualPunch', with their respective start and end dates and status (e.g., 'Status: Complete').

**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.

The screenshot shows the 'Add Department Master' form in the STAR LINK system. The form contains the following fields:

- Department Code:
- Department Name:
- Head of Department:

At the bottom of the form, there are two buttons: 'Add' and 'Back'. The top navigation bar and sidebar are consistent with the previous screenshot.

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

The screenshot shows the 'Add Department Master' form in the STAR LINK system. The 'Department Code' field contains 'SD', which is invalid because it is not 3 alphanumeric characters. A modal message box displays the error: 'Department Code Must be of 3 Alphanumeric characters'. The form also includes a 'Head of Department' field and 'Add' and 'Back' buttons. The right sidebar shows a list of requests with columns for 'Done', 'Run', 'Pending', and 'Error'.

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

The screenshot shows the 'Update Department Master' form. The 'Department Code' is 'SDD', 'Department Name' is 'SOFTWARE DEVELOPMENT', and 'Head of Department' is 'navneet singh'. The 'Update' button is visible. The right sidebar shows a list of requests with columns for 'Done', 'Run', 'Pending', and 'Error'.

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

be open:

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Welcome Admin

CHANGE PASSWORD  
LOG OUT

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

**Message**

Department Detail has been updated.  
Go To [Manage Department](#).

Ok

Done  Pending   
Run  Error

Roster  
Request:  
Start:  
End:  
Status: Pending

Roster  
Request:  
Start:  
End:  
Status: Pending

BackDay  
Request:  
Start:  
End:  
Status: Pending

ROSTERUPDATE  
Request:  
Start:  
End:  
Status: Pending

BackDay  
Request:  
Start:  
End:  
Status: Pending

**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.

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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

### Manage Department

[Add New Department](#)

Show 5 entries

Department Code	Department Name	Edit	Delete
SDD	SOFTWARE DEVELOPMENT	Edit	Delete
SL1	SALES	Edit	Delete
RD	R & D	Edit	Delete
PRD	PRODUCTION	Edit	Delete
CSE	CUSTOMER CARE	Edit	Delete
Department Code	Department Name	Head of Department	Edit Delete

Showing 1 to 5 of 7 entries

First Previous 1 2 Next Last

**Message**

This Department could not be deleted because some employee already assigned this Department!

Ok

Done  Pending   
Run  Error

Roster  
Request:  
Start:  
End:  
Status: Pending

BackDay  
Request:  
Start:  
End:  
Status: Pending

ROSTERUPDATE  
Request:  
Start:  
End:  
Status: Pending

BackDay  
Request:  
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.

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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

Manage Department [Add New Department](#)

Show 5 entries Search: softw

Department Code	Department Name	Head of Department	Edit	Delete
SDD	SOFTWARE DEVELOPMENT	navneet singh	<a href="#">Edit</a>	<a href="#">Delete</a>
Department Code	Department Name	Head of Department	Edit	Delete

Showing 1 to 1 of 1 entries (filtered from 7 total entries)

First Previous 1 Next Last

Done  Pending   
Run  Error

**ManualPunch**  
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  
End: 05-Apr-2014 09:37:19  
Status: 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.

The screenshot displays the 'Manage Division' page in the STAR LINK system. At the top, there is a navigation bar with 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. The main content area features a table with the following data:

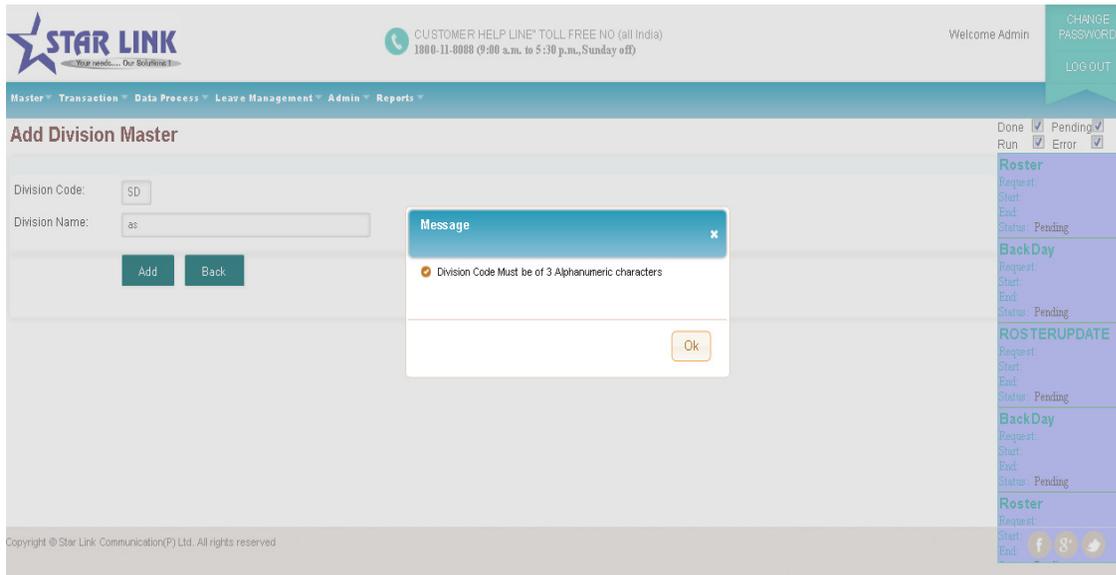
Division Code	Division Name	Edit	Delete
SL	NA	Edit	Delete
D01	DIVISION	Edit	Delete

Below the table, it indicates 'Showing 1 to 2 of 2 entries' and provides navigation buttons: First, Previous, 1, Next, Last. A sidebar on the right contains several status boxes for 'Roster' and 'ManualPunch', each showing 'Request', 'Start', 'End', and 'Status' information. The top right corner includes 'Welcome Admin', 'CHANGE PASSWORD', and 'LOG OUT' options.

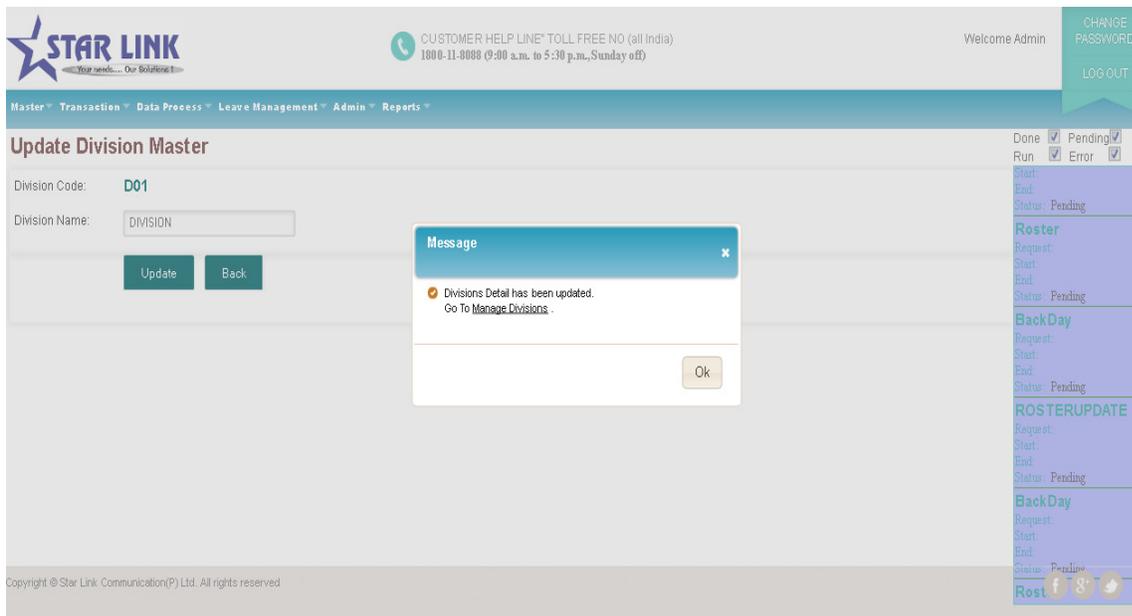
**Add New Division:** - Press button "Add New Division" to add a new division in the department. A Division Master page will open, in this page there are some fields like division code and division name is mandatory to fill to create the division in the department. Division code and division name are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

The screenshot shows the 'Add Division Master' form. It contains two input fields: 'Division Code' and 'Division Name'. Below these fields are two buttons: 'Add' and 'Back'. The rest of the page layout, including the navigation bar and sidebar, is identical to the previous screenshot.

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



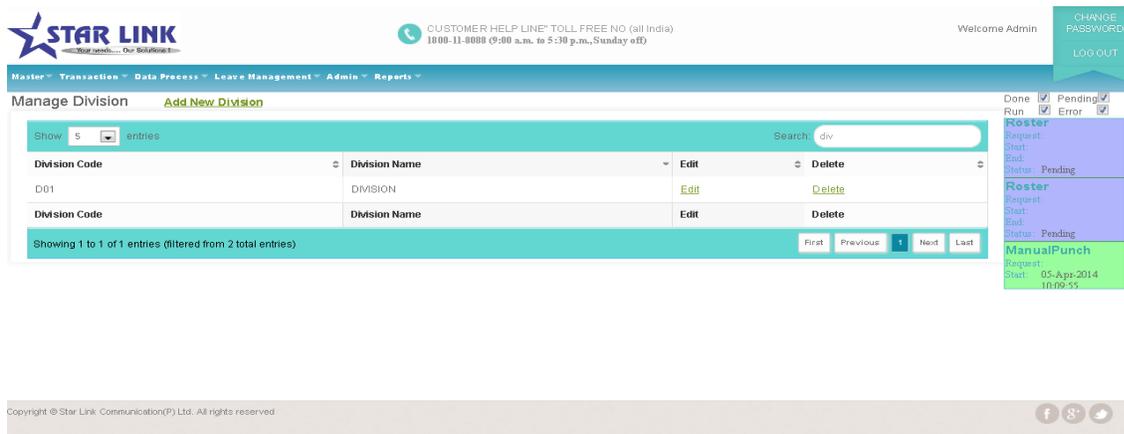
**Edit:-** You can edit every information except division code. If you want any modification in the existing division then press "Edit" button. After pressing edit button complete information about division will be shown. Edit accordingly and press "Update" button. All the modification will updated then.



**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.



**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.

The screenshot displays the 'Manage Grade' interface. At the top, there is a navigation menu with 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. Below the menu, the 'Manage Grade' section includes a search bar and a table of existing grades. The table has columns for 'Grade Code', 'Grade Name', 'Edit', and 'Delete'. The data rows are:

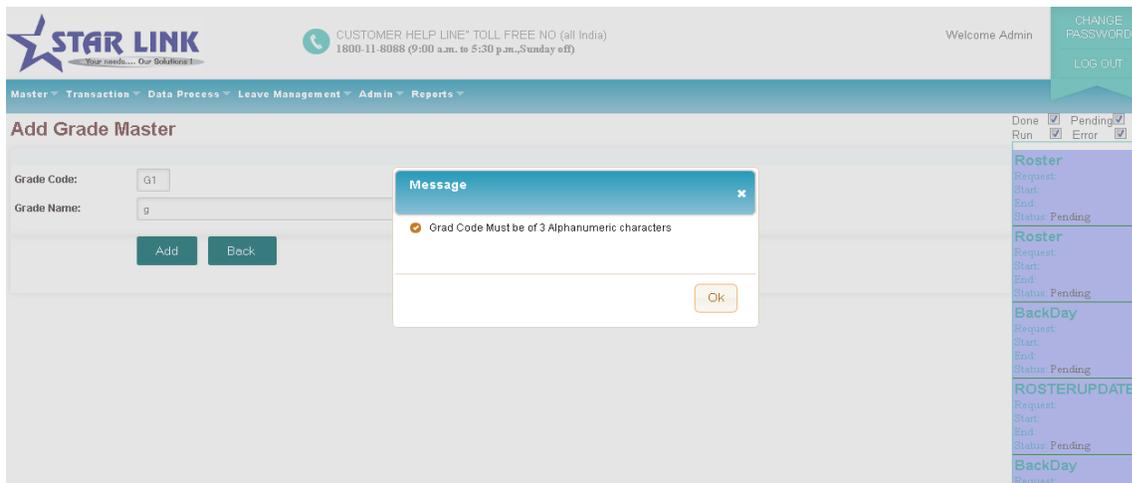
Grade Code	Grade Name	Edit	Delete
C3P	PEON	<a href="#">Edit</a>	<a href="#">Delete</a>
G01	OFFICER	<a href="#">Edit</a>	<a href="#">Delete</a>
G1	NA	<a href="#">Edit</a>	<a href="#">Delete</a>

Below the table, there are navigation buttons: 'First', 'Previous', '1', 'Next', and 'Last'. The right sidebar contains a list of pending requests with checkboxes for 'Done', 'Run', 'Pending', and 'Error'. The requests listed are 'ManualPunch', 'Holiday', 'Roster', and 'Roster'.

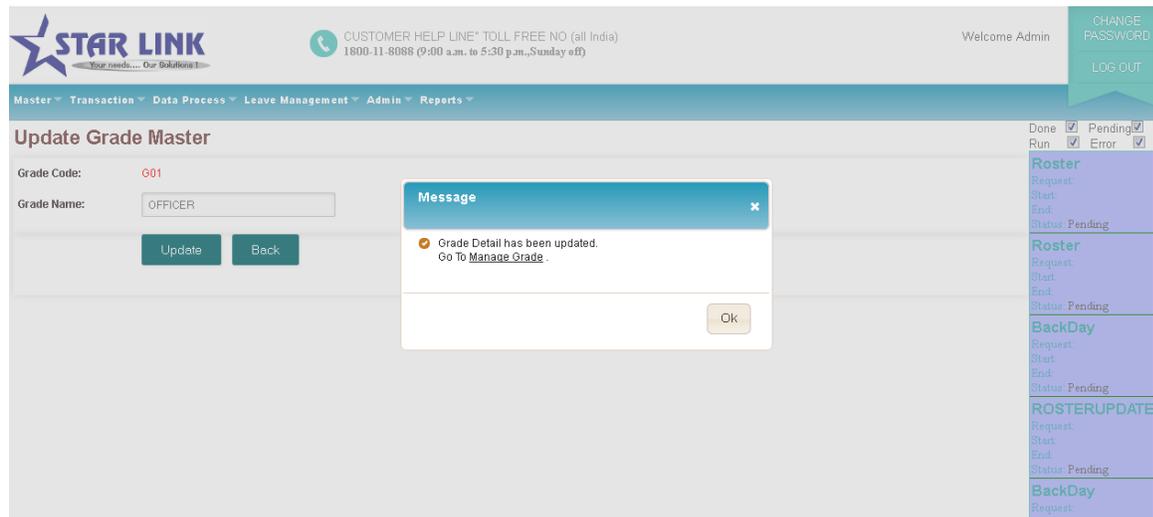
**Add New Grade:** Click button "Add New Grade" to add a new Grade in the department. A Grade Master page will open, in the window there are some fields like grade code and grade name, which you will fill to make the grade master. Grade code and Grade name is the compulsory field to create the Grade.

The screenshot displays the 'Add Grade Master' interface. At the top, there is a navigation menu with 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. Below the menu, the 'Add Grade Master' section includes a form with 'Grade Code' and 'Grade Name' fields, and 'Add' and 'Back' buttons. The right sidebar contains a list of pending requests with checkboxes for 'Done', 'Run', 'Pending', and 'Error'. The requests listed are 'BackDay', 'ROSTERUPDATE', 'BackDay', 'Roster', and 'Roster'.

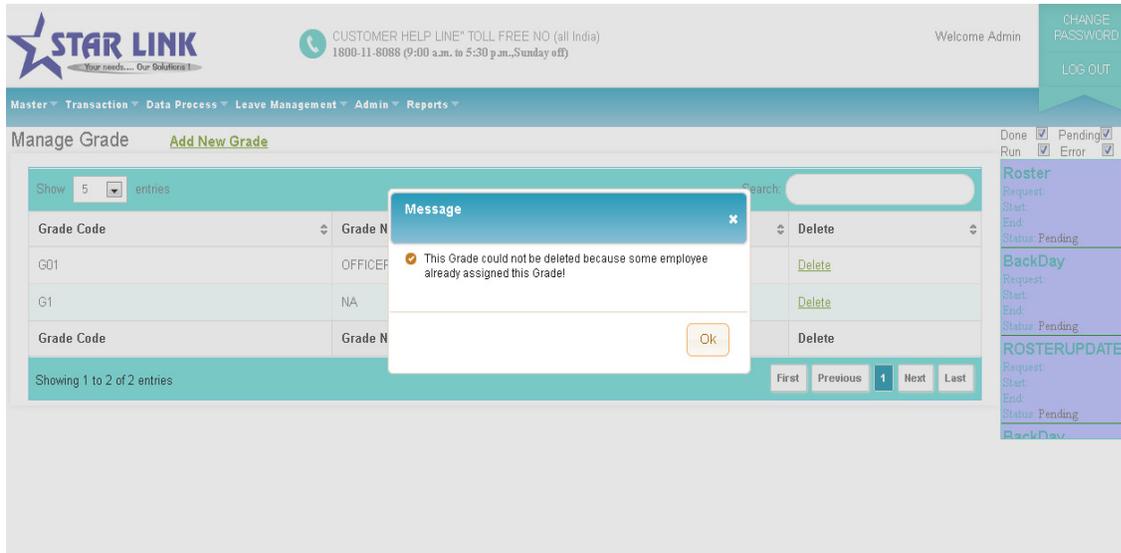
When you create new grade master, the grade code will be three characters.



**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.

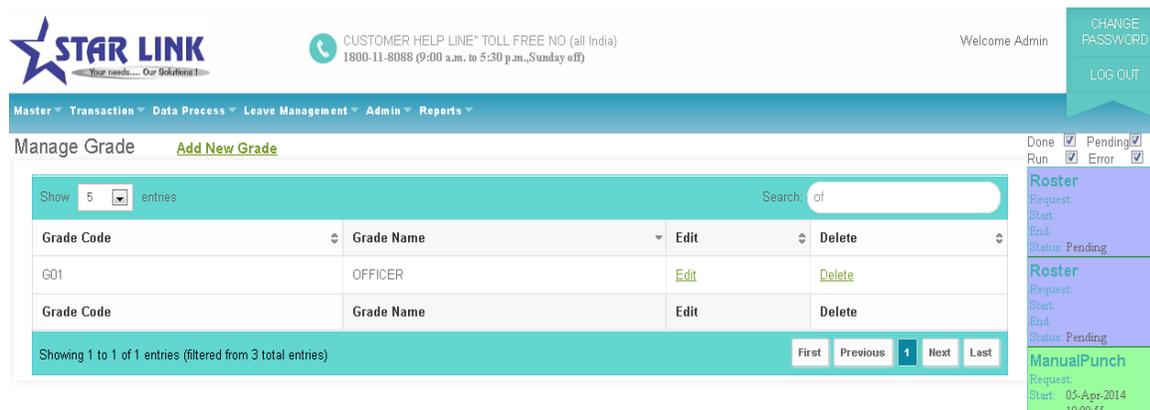


**Delete:** You can delete existing Grade information through this option. But if this Grade master is assigned to other Employee you cannot delete it.



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

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



**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.

The screenshot displays the STAR LINK web application interface. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and a user welcome message (Welcome Admin). Below the navigation bar, there is a menu with options like Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area shows the 'Manage Category' page with an 'Add New Category' button. A table lists existing categories with columns for Category Code, Category Name, Edit, and Delete. The table contains two entries: 'SL' with 'Staff' and 'EMP' with 'EMPLOYEE'. Below the table, there are pagination controls (First, Previous, 1, Next, Last) and a footer showing 'Showing 1 to 2 of 2 entries'. On the right side, there is a sidebar with various menu items like BackDay, Roster, and Manual Punch, each with sub-options like Request, Start, End, and Status.

**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.

The screenshot displays the STAR LINK web application interface for the 'Add Category Master' page. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and a user welcome message (Welcome Admin). Below the navigation bar, there is a menu with options like Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area shows the 'Add Category Master' form with fields for 'Category Code' and 'Category Name'. Below the form, there are 'Add' and 'Back' buttons. On the right side, there is a sidebar with various menu items like Roster, BackDay, and ROSTERUPDATE, each with sub-options like Request, Start, End, and Status. The footer shows 'Copyright © Star Link Communication(P) Ltd. All rights reserved' and social media icons.

**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.

The screenshot shows the 'Update Category Master' interface. At the top, there is a navigation menu with 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. The main content area contains a form with 'Category Code' set to 'SL' and 'Category Name' set to 'Staff'. Below the form are 'Update' and 'Back' buttons. On the right side, there is a sidebar with a list of requests. The requests are: Roster, BackDay, ROSTERUPDATE, BackDay, and Roster. Each request has fields for 'Request', 'Start', 'End', and 'Status'.

**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.

The screenshot shows the 'Manage Category' interface. At the top, there is a navigation menu with 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Reports'. The main content area contains a table with the following columns: 'Category Code', 'Category Name', 'Edit', and 'Delete'. The table has one entry with 'SL' as the Category Code and 'Staff' as the Category Name. Below the table, there are 'Add New Category', 'Search', and pagination controls. On the right side, there is a sidebar with a list of requests including ManualPunch, with fields for Request, Start, End, and Status.

**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.

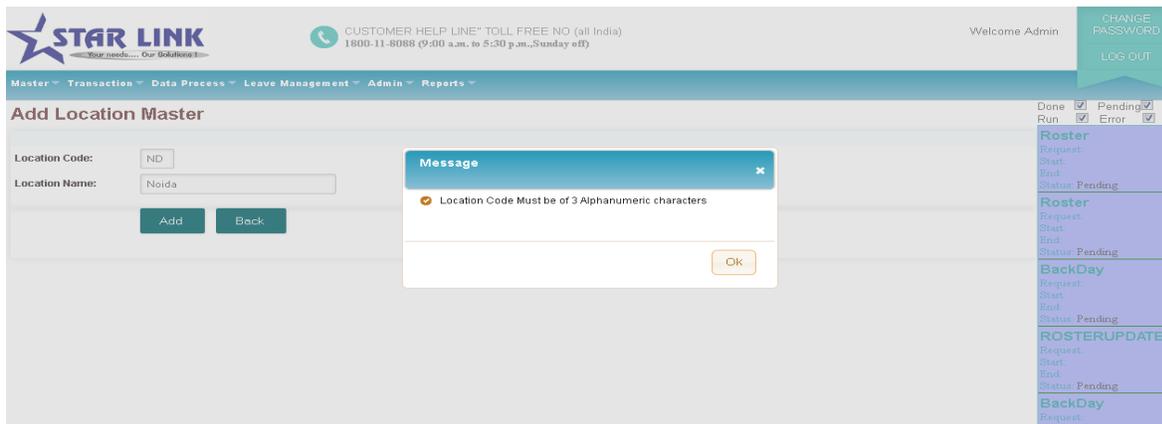
When you open the Branch, you will see a page of Branch Details in which you see the following button like Add New Location, search, first, previous, next, last.

The screenshot displays the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a user welcome message (Welcome Admin). Below the header is a navigation menu with options like Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled 'Manage Location' and features an 'Add New Location' button. A search bar is present above a table of location entries. The table lists three entries: B01 (New Delhi), LO1 (NEW DELHI), and GATE (gate). Each entry has 'Edit' and 'Delete' buttons. A sidebar on the right shows a list of requests with status 'Pending'.

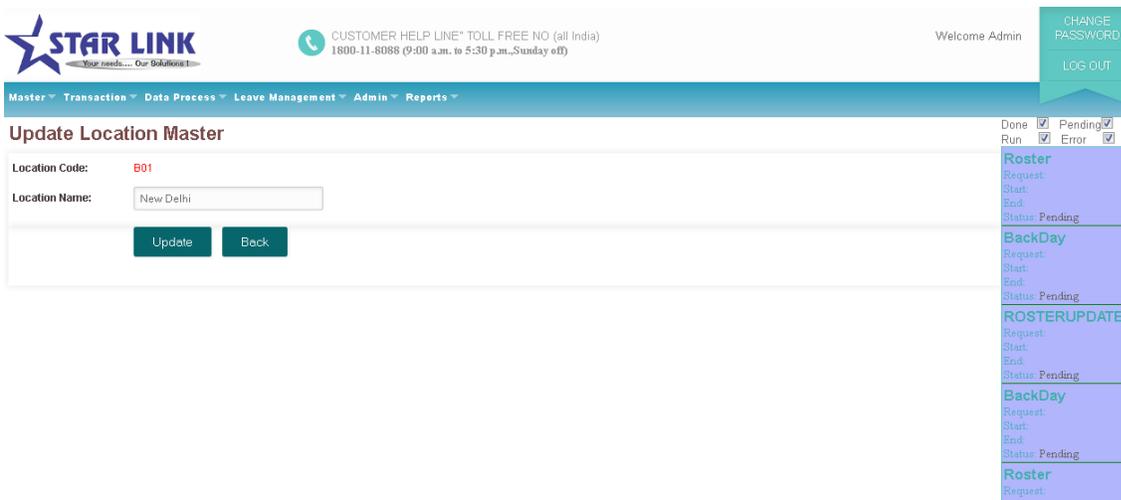
**Add New Location:** Press button "Add New Location" to add a new Branch for the Company. A Branch/Location Master page will open, in the window there are some fields like B/Location code and B/Location name, which you will fill to make the Branch. B/Location code and B/Location name are the compulsory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

The screenshot displays the STAR LINK web application interface for the 'Add Location Master' form. The header and navigation menu are the same as in the previous screenshot. The main content area is titled 'Add Location Master' and contains two input fields: 'Location Code' and 'Location Name'. Below the fields are 'Add' and 'Back' buttons. A sidebar on the right shows a list of requests with status 'Pending'.

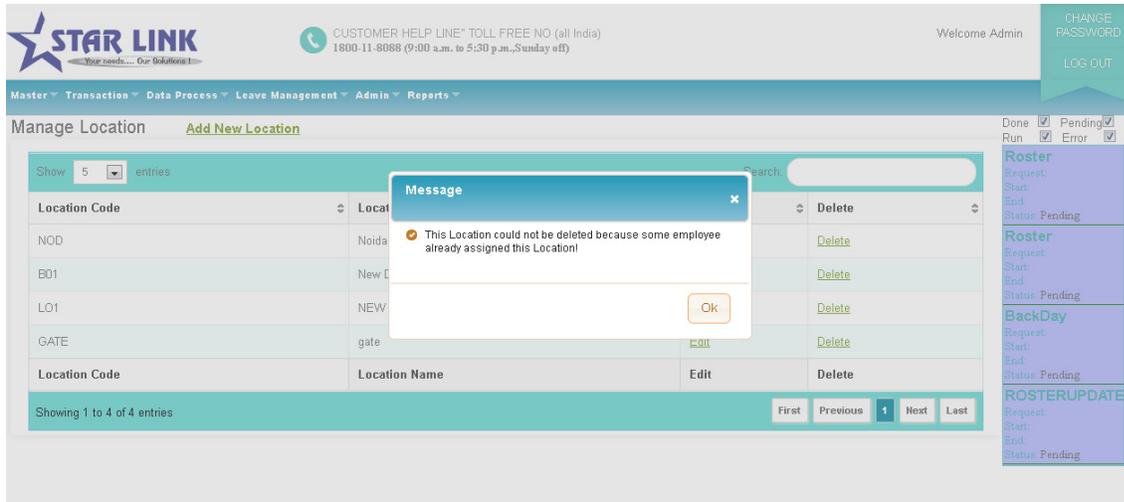
While adding a new Location Master, the Location Code should be of three characters.



**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.

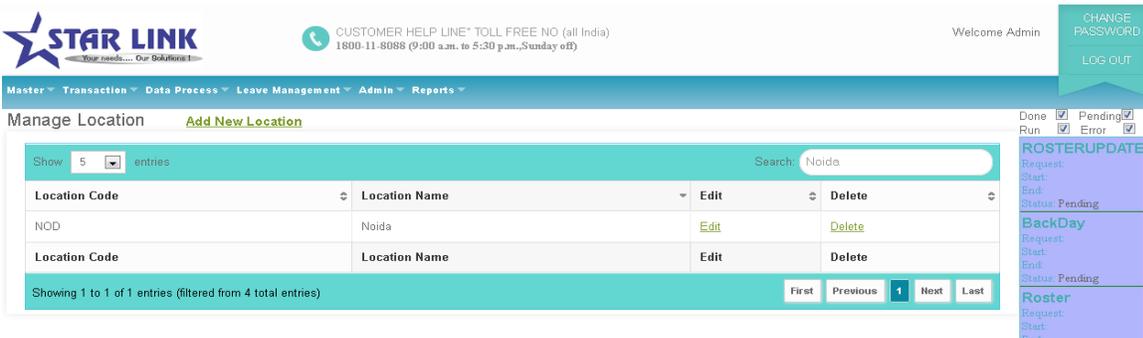


**Delete:** You can delete existing Branch information through this option. But if this Location master is assigned to other Employee you cannot delete it.



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

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



**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.

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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

Manage Shift Add New Shift

Show 5 entries Search

Shift Code	Start Time	End Time	Shift Hours	Shift Position	Edit	Delete
A01	09:00	18:30	08:00	DAY	Edit	Delete
G1	09:00	18:00	09:00	DAY	Edit	Delete
GN	09:00	18:00	08:30	DAY	Edit	Delete
A	08:30	17:00	08:00	DAY	Edit	Delete

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Done  Pending   
Run  Error

Roster Request Start End Status Pending  
Roster Request Start End Status Pending  
BackDay Request Start End Status Pending  
ROSTERUPDATE Request Start End Status Pending

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Shifts are identified by their unique codes.

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Master Transaction Data Process Leave Management Admin Reports

Update Shift Master

Shift Setup

Shift Code: GN Shift Position: DAY

Start Time: 09:00 (Time in 24 Hr Format) End Time: 18:00 (Time in 24 Hr Format) Shift Duration: 08:30 (Time in Hours)

Lunch Start Time: 13:00 (Time in 24 Hr Format) Lunch End Time: 13:30 (Time in 24 Hr Format) Lunch Duration: 00:30 (Time in Hours)

Advance Setup

Max OverTime Time: 23:59 (Time in Hours) OverTime Start After: 00:00 (Time in Hours) OverTime Deduction: 00:00 (Time in Hours)

Lunch Deduction: 00:30 (Time in Hours) OT Remove After: 00:00 (Time in Hours) Absent After Late: 00:00 (Time in Hours)

Late:

Back Update Check

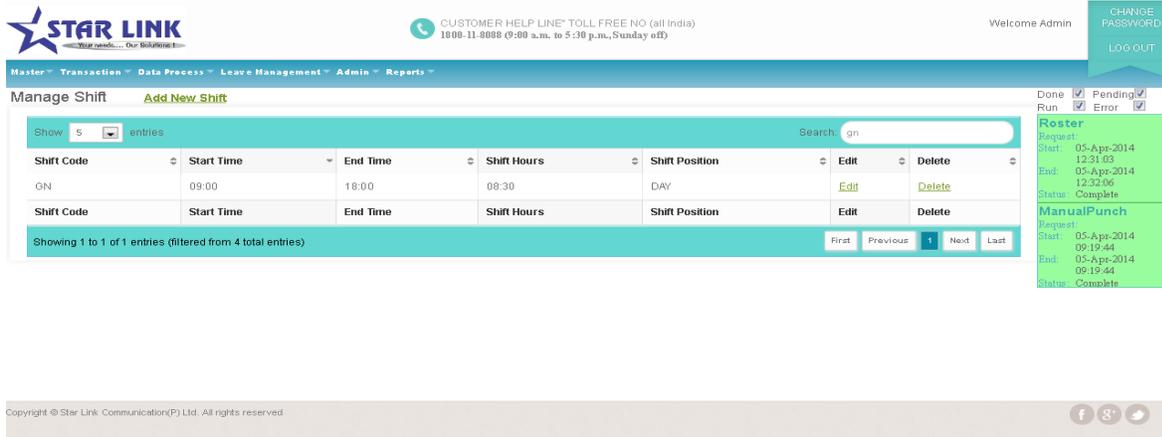
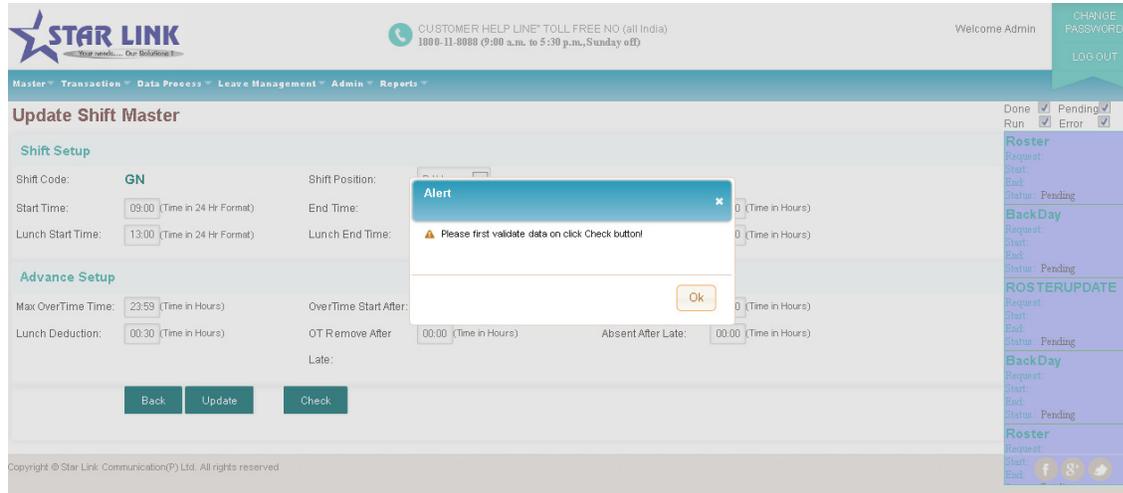
Done  Pending   
Run  Error

Roster Request Start End Status Pending  
BackDay Request Start End Status Pending  
ROSTERUPDATE Request Start End Status Pending  
BackDay Request Start End Status Pending  
Roster Request Start End Status Pending

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Before updating the Shift master click on Check button.

After click on check button you will click on Update button and the shift will be created.



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

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

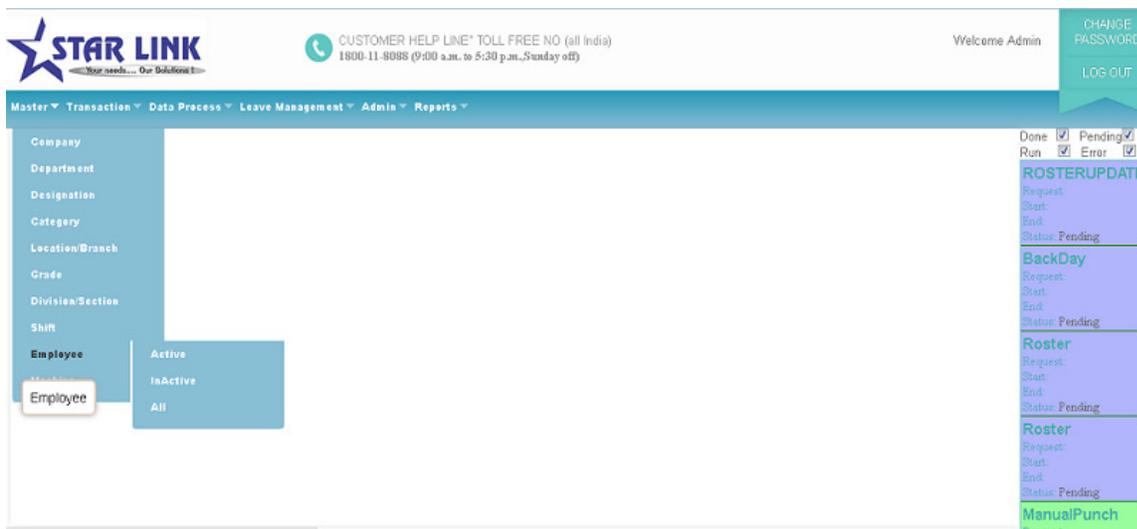
You can make entry of new employee of the company through this option of time office software. Pay code and card no. should be unique. It must to enter unique Pay code, unique card no. and name and date of joining for the employee creation.

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

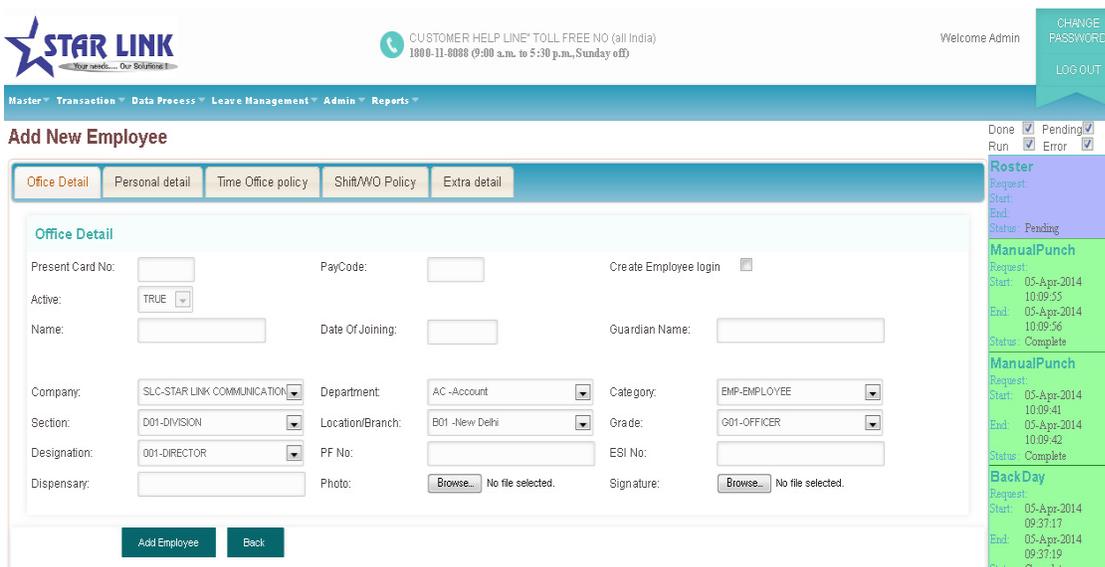
All –see all (active & nonactive) employees of company

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.



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.

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**Add New Employee**

Done  Pending   
Run  Error

Roster  
Request  
Start  
End  
Status: Pending

ManualPunch  
Request  
Start: 05-Apr-2014  
10:09:55  
End: 05-Apr-2014  
10:09:56  
Status: Complete

ManualPunch  
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  
End: 05-Apr-2014  
09:37:19  
Status: Complete

Office Detail

Present Card No:  PayCode:  Create Employee login

Active: TRUE

Name:  Date Of Joining:  Guardian Name:

Company: SLC-STAR LINK COMMUNICATION Department: AC -Account Category: EMP-EMPLOYEE

Section: D01-DIVISION Location/Branch: B01 -New Delhi Grade: G01-OFFICER

Designation: D01-DIRECTOR PF No:  ESI No:

Dispensary:  Photo:  No file selected. Signature:  No file selected.

Add Employee Back

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.

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LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Add New Employee

Done Run Pending Error

Back Day  
Request: 04-Apr-2014  
Start: 14:58:40  
End: 14:58:40  
Status: Complete

Back Day  
Request: 04-Apr-2014  
Start: 14:58:40  
End: 14:58:40  
Status: Complete

ManualPunch  
Request: 04-Apr-2014  
Start: 14:21:59  
End: 14:22:00  
Status: Complete

AutoProcess  
Request: 04-Apr-2014  
Start: 14:02:43  
End: 18:23:44

Office Detail Personal detail Time Office policy Shift/WO Policy Extra detail

Personal detail

Date of Birth:

Married: YES  Sex: Male  Blood Group: N/A

Qualification:  Experience:  Designation:

Bank A/C No:  Email Id:

Bus Route:  vehicle:

Permanent Address

Address:  Pin Code:  Phone/Mob. No:

Temporary Address

Address:  Pin Code:  Phone/Mob. No:

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.

The screenshot shows the 'Add New Employee' interface with the 'Time Office policy' tab selected. Key configuration options include:
 

- Permissible Late Arrival: 00:10 (Time in Hours)
- Permissible Early Departure: 00:10 (Time in Hours)
- Max Working Hours in day: 24:00 (Time in Hours)
- Punch required in day: Two
- Consider Time Loss:
- Present Marking Duration: 04:00 (Time in Hours)
- Round The Clock Working:
- Max Absent hours for SRT: 02:00 (Time in Hours)

 The right sidebar displays a list of records:
 

- ManualPunch**: Request, Start: 04-Apr-2014 13:55:52, End: 04-Apr-2014 13:55:52, Status: Error
- Holiday**: Request, Start, End, Status: Pending
- Roster**: Request, Start, End, Status: Pending
- Roster**: Request, Start, End, Status: Pending
- BackDay**: Request, Start, End, Status: Pending

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:**

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

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

9. **Punches required in a day:**

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

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

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

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

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

10. **Overtime and overstay:** When an employee works after his working hour, that 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.

The screenshot shows the 'Add New Employee' form in the STAR LINK HRM system. The 'Shift/WO Policy' tab is active. The 'Shift Policy' section has 'Shift Type' set to 'Fixed' and 'Run Auto Shift' unchecked. The 'Weekly Off Policy' section has 'First W/O' set to 'Sunday', 'Second W/O' set to 'None', and 'Second W/O Type' set to 'Full'. There are also checkboxes for '1', '2', '3', '4', and '5' under 'Second W/O Day'. The form has 'Add Employee' and 'Back' buttons at the bottom. The right sidebar shows a list of requests: BackDay, Roster, Roster, ManualPunch, and ManualPunch, with their respective start/end times and statuses.

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.

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Master Transaction Data Process Leave Management Admin Reports

### Add New Employee

Office Detail Personal detail Time Office policy Shift/A/O Policy **Extra detail**

**Extra detail**

DOB of Nominee:  Name of Nominee:  Relation with:

Father Name:  Emergency contact:  Nominee:

Insurance No:  Person:  No:

Employee Location:  Anniversary Date:

[Add Employee](#) [Back](#)

Done  Pending   
 Run  Error

**ManualPunch**  
 Request:  
 Start: 05-Apr-2014 09:37:01  
 End: 05-Apr-2014 09:37:04  
 Status: Complete

**ManualPunch**  
 Request:  
 Start: 05-Apr-2014 09:24:42  
 End: 05-Apr-2014 09:24:42  
 Status: Complete

**ManualPunch**  
 Request:  
 Start: 05-Apr-2014 09:24:31  
 End: 05-Apr-2014 09:24:31  
 Status: Complete

**ManualPunch**  
 Request:  
 Start: 05-Apr-2014 09:24:31  
 End: 05-Apr-2014 09:24:31  
 Status: Complete

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## 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.

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### Manage Machine [Add New Machine](#)

Show 5 entries Search:

Id	Name	Ip	Type	Port	INOUT	Edit	Delete
2	Canteen	192.168.0.42	Other	1085	I	<a href="#">Edit</a>	<a href="#">Delete</a>
1	Attendance	192.168.52.52	Attendance	1085	I	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 2 of 2 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Done  Pending   
 Run  Error

**Back Day**  
 Request:  
 Start:  
 End:  
 Status: Pending

**ROSTERUPDATE**  
 Request:  
 Start:  
 End:  
 Status: Pending

**Back Day**  
 Request:  
 Start:  
 End:  
 Status: Pending

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

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Welcome Admin

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LOG OUT

Master Transaction Data Process Leave Management Admin Reports

### Add Machine Master

Machine Id:

Machine Name:

Machine Ip:

Machine Port:

Machine Type:  IN OUT

Done  Pending   
Run  Error

End: Status: Pending  
BackDay  
Request:  
Start:  
End:  
Status: Pending  
ROSTERUPDATE  
Request:  
Start:  
End:  
Status: Pending  
BackDay  
Request:  
Start:  
End:  
Status: Pending  
Roster  
Request:  
Start:  
End:  
Status: Pending  
BackDay

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

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Welcome Admin

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LOG OUT

Master Transaction Data Process Leave Management Admin Reports

### Add Machine Master

Machine Id:

Machine Name:  Required

Machine Ip:  Required

Machine Port:

Machine Type:  IN OUT

Alert

Please provide Machine name

Ok

Done  Pending   
Run  Error

Roster  
Request:  
Start:  
End:  
Status: Pending  
Roster  
Request:  
Start:  
End:  
Status: Pending  
BackDay  
Request:  
Start:  
End:  
Status: Pending  
ROSTERUPDATE  
Request:  
Start:  
End:  
Status: Pending  
BackDay  
Request:

After filling all the parameter click on update button.

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Welcome Admin CHANGE PASSWORD LOG OUT

Master Transaction Data Process Leave Management Admin Reports

### Add Machine Master

Machine Id:  Done  Pending   
 Machine Name:  Run  Error   
 Machine Ip:   
 Machine Port:   
 Machine Type:  IN OUT  
 Update Back

**Message**

Machine Add Successfully. Go To [Manage Machine](#).  
 Or You Want to Add machine [Add Machine](#)

Ok

Roster Request Start End Status: Pending  
 BackDay Request Start End Status: Pending  
 ROSTERUPDATE Request Start End Status: Pending  
 BackDay Request Start End Status: Pending  
 Roster Request Start

You can also delete any Machine Master.

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Welcome Admin CHANGE PASSWORD LOG OUT

Master Transaction Data Process Leave Management Admin Reports

### Manage Machine

Show 5 entries Search:

Id	Name	Ip	Type	Port	INOUT	Edit	Delete
2	Canteen	192.168.0.42	Other	1085	I	<a href="#">Edit</a>	<a href="#">Delete</a>
1	Attendance	192.168.52.52	Attendance	1085	I	<a href="#">Edit</a>	<a href="#">Delete</a>

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Roster Request Start End Status: Pending  
 Roster Request Start End Status: Pending  
 BackDay Request Start End Status: Pending  
 ROSTERUPDATE Request Start End Status: Pending

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

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Master Transaction Data Process Leave Management Admin Reports

### Update Machine Master

Machine Id:  Done  Pending   
 Machine Name:  Run  Error   
 Machine Ip:   
 Machine Port:   
 Machine Type:  IN OUT  
 Update Back

**Message**

Machine Detail has been updated.  
 Go To [Manage Machine](#).

Ok

Roster Request Start End Status: Pending  
 Roster Request Start End Status: Pending  
 BackDay Request Start End Status: Pending  
 ROSTERUPDATE Request Start End Status: Pending  
 BackDay Request Start

### 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.

The screenshot shows the STAR LINK web interface. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and a user welcome message (Welcome Admin). Below the navigation bar, there is a sidebar menu with options: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled "Employee Manual Punch" and contains several input fields: Paycode Code, Card No., Company, Punch Date, Reason, Process from, Name, Punch Time, and Punch Post. There are also buttons for "Get Employee Data", "Punch Post", and "Back Data Process". On the right side, there is a vertical sidebar menu with a search icon and a list of items: Done, Run, Pending, Error, BackDay, ManualPunch, and AutoProcess. Each item in the sidebar menu has a small icon and a status indicator.

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.

This screenshot shows the same STAR LINK web interface as the previous one, but with pre-filled data in the input fields. The Paycode Code is 00000137, Card No. is 00000137, Company is STAR LINK COMMUNICATION PVT., Name is RAGHVENDRA SINGH, and Punch Time is 00:00. The "Get Employee Data" button is highlighted. The sidebar menu on the right is also visible, showing items like BackDay, ROSTERUPDATE, and Roster.

When you click on Punch Post button the punch information will be shown as given below:

**Employee Manual Punch**

Paycode Code: 00000137    Process from: 01/05/2014    Get Employee Data:

Card No: 00000137    Name: RAGHVENDRA SINGH

Company: STAR LINK COMMUNICATION PVT.

Punch Date:    Punch Time: 00:00

Reason:    Punch Post:

**Punch Detail**

Date	Office	Status	Shift	Late Arrival	In1 Date	In1 Time	Out2 Date	Out2 Time	Out1 Date	Out1 Time	In2 Date	In2 Time	Over Time
01-May-2014	A	G1											
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.

**Shift Change Window**

Paycode Code: 00000137    Year/Month: 2014 Jan

Card No: 00000137    Name: RAGHVENDRA SINGH

Company: STAR LINK COMMUNICATION PVT.

Department: SOFTWARE DEVELOPMENT

Location: New Delhi

Designation: None

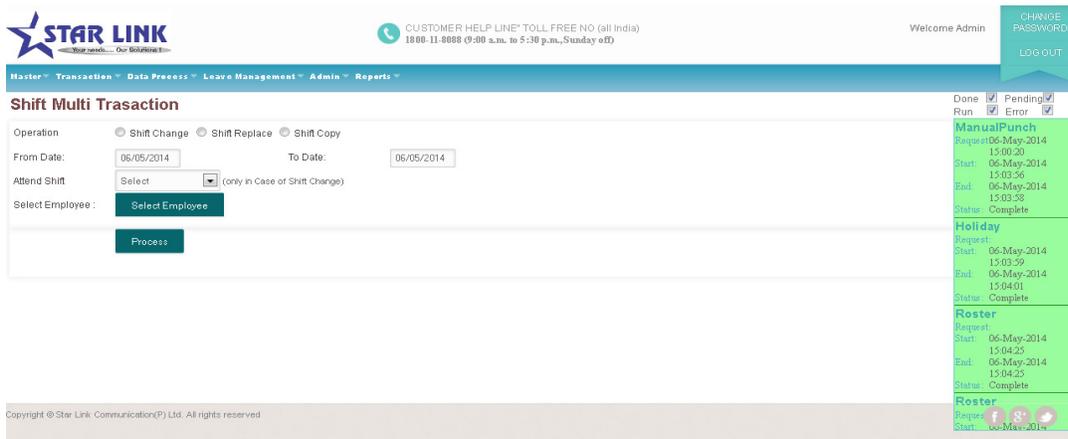
Shift Change Date:    Attend Shift: Select

Change Shift:

**Shift Detail**

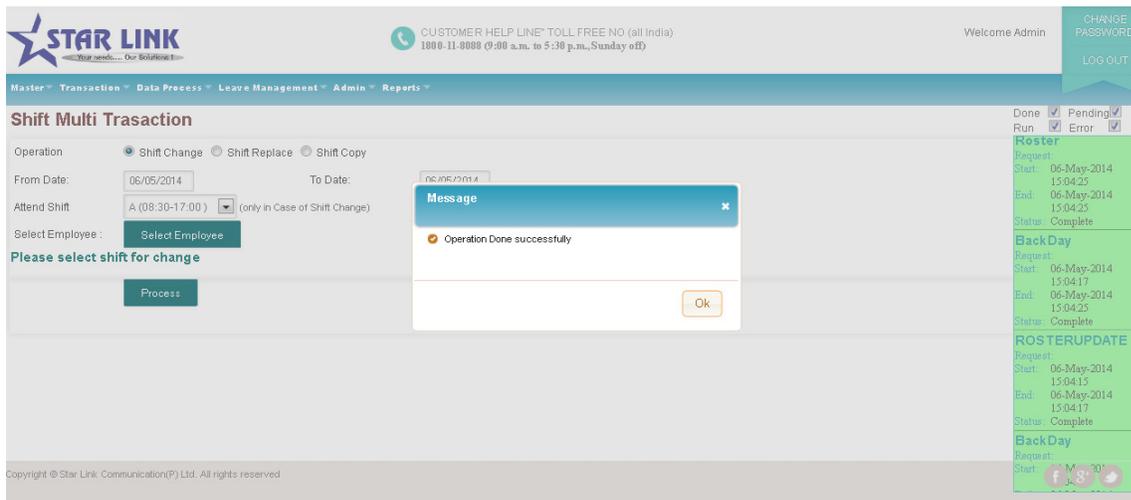
Select	Date	Shift	Shift Attend	Status
Select	31-Jan-2014	G1	G1	A
Select	30-Jan-2014	G1	G1	A
Select	29-Jan-2014	G1	G1	A
Select	28-Jan-2014	G1	G1	A
Select	27-Jan-2014	G1	G1	A

### 3.3 Shift Multi Transaction



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

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

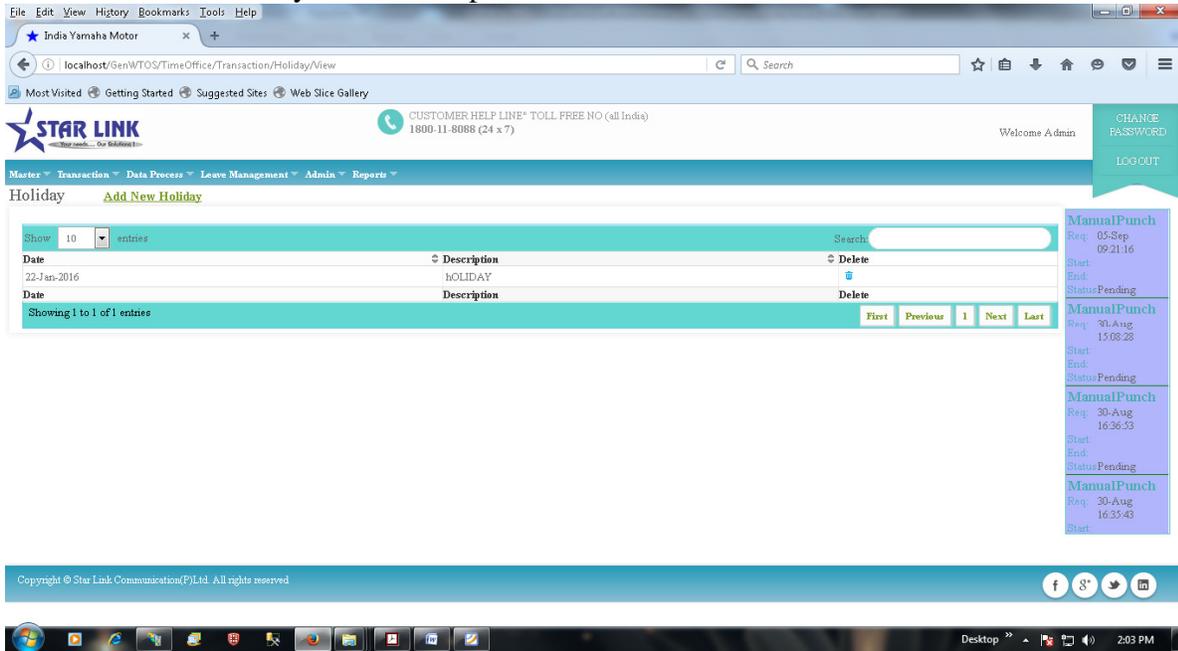


**Shift Replace:** From this we can replace Shift of Multiple Employees.

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

### 3.4 Holiday Entry

You can add all holidays from this option.



### 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.

The screenshot shows the STAR LINK web application interface. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and user information (Welcome Admin). Below the navigation bar, the "Data process" section is active. The "Process Name" is set to "Roster". The "From date" is "01/05/2014". There is a "Select Employee" button. A "Send Request For process" button is visible at the bottom. On the right side, there is a table with columns for "Done", "Run", "Pending", and "Error". The table lists several processes: "ManualPunch", "Back Day", "Back Day", and "Back Day", each with a "Request" field and "Start" and "End" dates. The status for all listed processes is "Complete".

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.

The screenshot shows the STAR LINK web application interface. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and user information (Welcome Admin). Below the navigation bar, the "Data process" section is active. The "Process Name" is set to "ROSTERUPDATE". The "From date" is empty. There is a "Select Employee" button. A "Send Request For process" button is visible at the bottom. On the right side, there is a table with columns for "Done", "Run", "Pending", and "Error". The table lists several processes: "SHIFTCCHANGE", "Back Day", and "Back Day", each with a "Request" field and "Start" and "End" dates. The status for all listed processes is "Complete".

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.

The screenshot shows the STAR LINK web application interface. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and user information (Welcome Admin). Below the navigation bar, there is a menu with options: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled "Data process" and contains a form with the following fields: Process Name (BackDay), From date (empty), and Select Employee (Select Employee button). A "Send Request For process" button is located below the form. On the right side of the interface, there is a table with columns: Done, Run, Pending, and Error. The table contains three rows of data, each representing a different process type: SHIFTCCHANGE, SHIFTCCHANGE, and BackDay. Each row shows the Request date, Start time, End time, and Status (Complete).

Done	Run	Pending	Error
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 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.

The screenshot shows the STAR LINK web application interface. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and user information (Welcome Admin). Below the navigation bar, there is a menu with options: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled "Data process" and contains a form with the following fields: Process Name (ReProcess), From date (empty), and Select Employee (Select Employee button). A "Send Request For process" button is located below the form. On the right side of the interface, there is a table with columns: Done, Run, Pending, and Error. The table contains three rows of data, each representing a different process type: ManualPunch, Holiday, and Roster. Each row shows the Request date, Start time, End time, and Status (Complete).

Done	Run	Pending	Error
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 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.

## 5. Leave Management

## 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.

The screenshot displays the STAR LINK Leave Master management interface. At the top, there is a navigation menu with options like Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled "Manage Leave Master" and includes a search bar and a table of leave entries. The table has columns for Leave Field, Leave Code, Discription, Leave Type, Is Accural, Edit, and Delete. The entries listed are L07 (LWP), L06 (EL), L05 (RH), L04 (COF), and L03 (OD). A sidebar on the right shows a list of requests with details like Request, Start, End, and Status.

Leave Field	Leave Code	Discription	Leave Type	Is Accural	Edit	Delete
L07	LWP	LEAVE WITHOUT PAY	Absent	N	Edit	Delete
L06	EL	EARNED LEAVE	Leave	N	Edit	Delete
L05	RH	RESTRICTED HOLIDAY	Present	N	Edit	Delete
L04	COF	COMPENSATORY OFF	Present	N	Edit	Delete
L03	OD	OUT DUTY	Present	N	Edit	Delete

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.

The screenshot shows the "Add Leave Master" form in the STAR LINK system. The form includes fields for Leave Field (L08), Leave Code, Leave Description, Sanction Limit (Min/Max), Is Weekly Off Include, Is Holiday Include, Is Negative Allow, Is Accural, and Leave Type (Present). There are "Add" and "Back" buttons at the bottom of the form. The sidebar on the right shows a list of requests, including SHIFTCCHANGE, BackDay, and ManualPunch.

- **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.

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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 Leave Master

Leave Field:  Leave Code:

Leave Description:  Sanction Limit: Min:  Max:

Is Weekly Off Include:  Is Holiday Include:  Is Negative Allow:

Is Accrual:

Present:  Absent:  Holiday:

Leave:

Weekly Off:  Days:  Leave:  Max Accrual Limit:

Leave Type:

Done  Pending   
Run  Error

**ManualPunch**  
Request:   
Start: 05-Apr-2014  
End: 09-37-01  
End: 05-Apr-2014  
End: 09-37-04  
Status: Complete

**ManualPunch**  
Request:   
Start: 05-Apr-2014  
End: 09-24-42  
End: 05-Apr-2014  
End: 09-24-42  
Status: Complete

**ManualPunch**  
Request:   
Start: 05-Apr-2014  
End: 09-24-31  
End: 05-Apr-2014  
End: 09-24-31  
Status: Complete

**ManualPunch**  
Request:   
Start: 05-Apr-2014  
End: 09-24-31  
End: 05-Apr-2014  
End: 09-24-31  
Status: Complete

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- **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.

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Master Transaction Data Process Leave Management Admin Reports

### Leave Application

Employee detail Leave Balance Detail

Paycode Code:  Card No:  Get Data:

Name:  Company:

Department:  Location:

Designation:  Leave Year:

From Date:  To Date:

Apply Leave:  Duration:

Reason:

Apply:

Done  Pending   
Run  Error

**Holiday**  
Request:   
Start: 06-May-2014  
End: 17:39:53  
End: 06-May-2014  
End: 11:40:01  
Status: Complete

**SHIFTCCHANGE**  
Request:   
Start: 06-May-2014  
End: 15:56:15  
End: 06-May-2014  
End: 15:56:19  
End: 06-May-2014  
End: 15:56:19  
Status: Complete

**SHIFTCCHANGE**  
Request:   
Start: 06-May-2014  
End: 15:55:27  
End: 06-May-2014  
End: 15:55:29  
End: 06-May-2014  
End: 15:55:29  
Status: Complete

**SHIFTCCHANGE**  
Request:   
Start: 06-May-2014  
End: 15:55:29  
End: 06-May-2014  
End: 15:55:29  
Status: Complete

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### 5.3 Leave Accrual

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

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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

Leave Accrual

Leave Year: 201404

Done  Pending   
Run  Error

Accrual Select Employee

Show 10 entries

Leave Field	Leave Code	Discription	Is Accrual	Leave Value
L01	CL	CASUAL LEAVE	<input checked="" type="checkbox"/>	000.00
L02	LAD	LATE ARRIVAL DEDUCTI	<input checked="" type="checkbox"/>	000.00
L03	OD	OUT DUTY	<input checked="" type="checkbox"/>	000.00
L04	COF	COMPENSATORY OFF	<input checked="" type="checkbox"/>	000.00
L05	RH	RESTRICTED HOLIDAY	<input checked="" type="checkbox"/>	000.00
L06	EL	EARNED LEAVE	<input checked="" type="checkbox"/>	000.00
L07	LWP	LEAVE WITHOUT PAY	<input checked="" type="checkbox"/>	000.00

BackDay  
Request  
Start: 06-May-2014  
15:10:16  
End: 06-May-2014  
15:10:17  
Status: Complete

ManualPunch  
Request: 06-May-2014  
15:01:59  
Start: 06-May-2014  
15:03:58  
End: 06-May-2014  
15:03:59  
Status: Complete

ManualPunch  
Request: 06-May-2014  
15:00:20  
Start: 06-May-2014  
15:03:56  
End: 06-May-2014  
15:03:58  
Status: Complete

Holiday  
Request  
Start: 06-May-2014  
15:03:59

Leave Accrual

### 5.4 Yearly Accrual

File Edit View History Bookmarks Tools Help

India Yamaha Motor

localhost/GenWTOS/TimeOffice/Leave/YearlyAccrual

Most Visited Getting Started Suggested Sites Web Slice Gallery

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CUSTOMER HELP LINE\* TOLL FREE NO (all India)  
1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD  
LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Yearly Leave Accrual

Year From Date: 01/01/2015 Year To Date: 31/12/2015

Accrual  Click to Select Employee

Show 10 entries

Leave Field	Leave Code	Is Accrual	Fixed/Carried	Old Balance	Formula	Opening Bal	Max Limit
L01	OD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Max Acc: 999	Day: 0.00 Leave: 0.00 Max Cal: 000.00	000.00	999.00
L02	EL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Max Acc: 999	Day: 20.00 Leave: 1.00 Max Cal: 000.00	000.00	999.00
L03	CL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Max Acc: 999	Day: 0.00 Leave: 0.00 Max Cal: 000.00	000.00	999.00

Select Employee - Mozilla Firefox

localhost/GenWTOS/Pages/TimeOffice/Selection.aspx

Employee Company Department Location Divisions Bus Route Designation

Grade Order By

Select Employee

Employee	Company	Department	Location	Divisions	Bus Route	Designation	Grade	Order By
1111-AAA (Y)								
2222-BBBB (Y)								
3333-CCCC (Y)								
4444-DDDD (Y)								

ManualPunch  
Req: 05-Sep  
09:21:16  
Start:  
End:  
Status: Pending

ManualPunch  
Req: 08-Aug  
15:08:28  
Start:  
End:  
Status: Pending

ManualPunch  
Req: 30-Aug  
16:36:33  
Start:  
End:  
Status: Pending

ManualPunch  
Req: 30-Aug  
16:35:43  
Start:  
End:  
Status: Pending

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javascrpt:selection\_open0

Desktop 1:52 PM

## 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.

The screenshot displays the STAR LINK Time Office Setup interface. At the top, there is a navigation bar with the STAR LINK logo, a customer help line number (1800-11-8088), and a user welcome message (Welcome Admin). Below the navigation bar, there is a search bar and a table of time office setups. The table has the following columns: Setup Id, Max Working in a day, Permissible Late Arrival, Permissible Early departure, Duplicate Check Min, and Edit. The table shows 18 entries, with the first five visible. The right sidebar contains a list of transactions, including BackDay, ManualPunch, and Holiday, with details such as Request, Start, End, and Status.

Setup Id	Max Working in a day	Permissible Late Arrival	Permissible Early departure	Duplicate Check Min	Edit
18	1440	10	10	5	Edit
17	1440	10	10	5	Edit
16	1440	10	10	5	Edit
15	1440	10	10	5	Edit
14	1440	10	10	5	Edit

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.

## Add Time Office Setup

General Setup	Time Office policy	Over Time Policy	In Out Applicable
<b>General Setup</b>			
Setup Registration no.	<input type="text" value="18"/>		
Is Auto Absent Allowed	<input checked="" type="checkbox"/>	Mark AWA as AAA(WO)	<input checked="" type="checkbox"/>
		Mark AHA as AAA(HLD)	<input checked="" type="checkbox"/>
Mark WO as Absent When No of Present < No of Present for WO	<input type="checkbox"/>	No of Present for WO	<input type="text" value="3"/>
<b>For Missing and Reverification Report</b>			
Max Working Min for Verification	<input type="text" value="1020"/> (Minute)	Max Late Arrival Duration	<input type="text" value="240"/> (Minute)
		Max Early Departure Duration	<input type="text" value="240"/> (Minute)
Is Negative Leave Allow	<input type="checkbox"/>	Allow Paycode In Alpha Numeric	<input checked="" type="checkbox"/>
Is Help Applicable	<input type="checkbox"/>	Skip Page on department	<input checked="" type="checkbox"/>
		Line Per Page	<input type="text" value="58"/>
Run Auto Shift Allow	<input type="checkbox"/>	Permis Early Min for Run Auto	<input type="text" value="240"/> (Minute)
		Permis Late Min for Run Auto	<input type="text" value="240"/> (Minute)
		Shift	

Done	Pending
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>BackDay</b>	
Request	06-May-2014
Start	15:25:08
End	06-May-2014
	15:25:11
End	06-May-2014
	15:25:58
Status	Complete
<b>BackDay</b>	
Request	06-May-2014
Start	15:10:16
End	06-May-2014
	15:10:17
Status	Complete
<b>ManualPunch</b>	
Request	06-May-2014
Start	15:01:59
End	06-May-2014
	15:03:58
End	06-May-2014
	15:03:59
Status	Complete
<b>ManualPunch</b>	
Request	06-May-2014
Start	15:00:20
End	06-May-2014
	15:01:56

- 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.

The screenshot shows the 'Update Employee' form in the STAR LINK HRMS system. The form is divided into several tabs, with 'Office Detail' currently selected. The 'Office Detail' section contains the following fields: Company (SLC-STAR LINK COMMUNICATIO), Section (D01-DIVISION), Designation (001-DIRECTOR), Department (AC-Account), Location/Branch (B01-New Delhi), and Grade (G01-OFFICER). There are 'Update', 'Selection', and 'Clear Selection' buttons. The right sidebar shows a list of requests, including 'SHIFTCHANGE' and 'BackDay', with their respective dates and statuses.

### 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.

STAR LINK  
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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

Manage Employee Type User

Create Delete Select All Employee (Only) Done Run Pending Error

Show 10 entries

PayCode	Employee Name	Date Of Joining	Company	Department	Location	Category	Login ID	Password
00000201	ZAINUL ABEDIN	01-Nov-2013	STAR LINK COMMUNICATION PVT. LTD. , New Delhi	CUSTOMER CARE	New Delhi	Staff	00000201	00000201
00000179	YOGENDRA	01-Feb-2013	STAR LINK COMMUNICATION PVT. LTD. , New Delhi	SALES	New Delhi	Staff	00000179	yogi123
00000080	VIVEK KUMAR VERMA	11-Apr-2007	STAR LINK COMMUNICATION PVT. LTD. , New Delhi	CUSTOMER CARE	New Delhi	Staff	00000080	kumar@03

SHIFTCCHANGE  
Request: 06-May-2014 15:55:27  
Start: 06-May-2014 15:55:29  
End: 06-May-2014 15:55:29  
Status: Complete

SHIFTCCHANGE  
Request: 06-May-2014 15:52:44  
Start: 06-May-2014 15:52:46  
End: 06-May-2014 15:52:47  
Status: Complete

BackDay  
Request: 06-May-2014 15:25:08  
Start: 06-May-2014 15:25:11  
End: 06-May-2014 15:25:58  
Status: Complete

## Import Data

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

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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

Import Data From Excle

Process Name:

Select Type of Data: <-Select-->

Select File:

AutoProcess  
Request: 03-Jun-2014 09:48:45  
Start: 03-Jun-2014 09:50:23  
End: 03-Jun-2014 09:50:23  
Status: Done

ManualPunch  
Request: 03-Jun-2014 17:09:25  
Start:  
End:  
Status: Pending

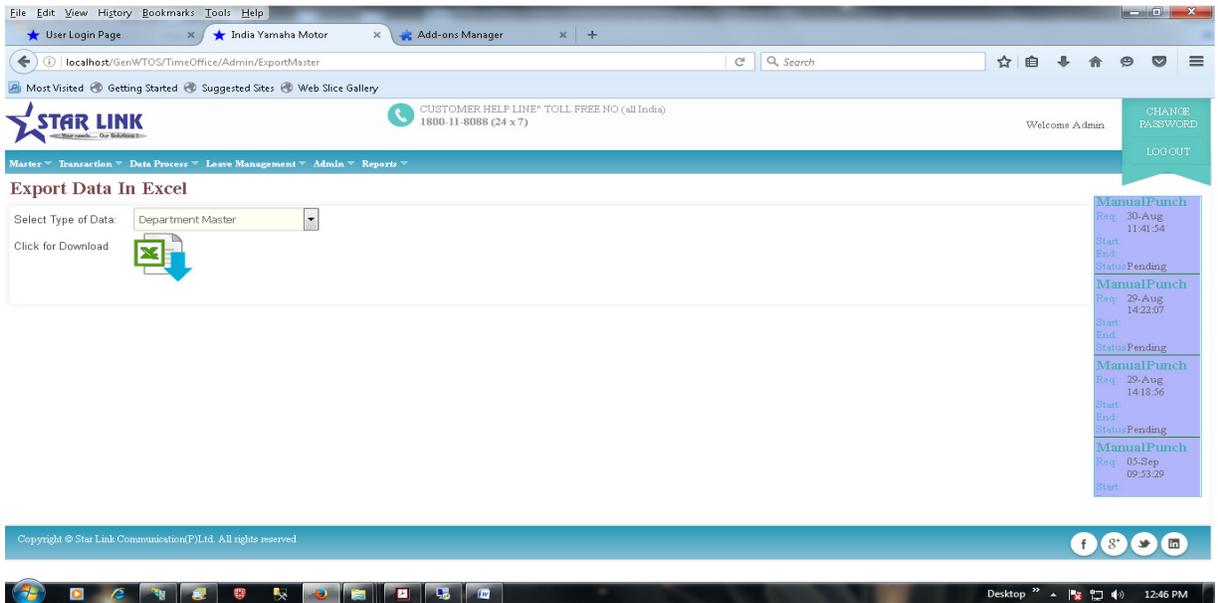
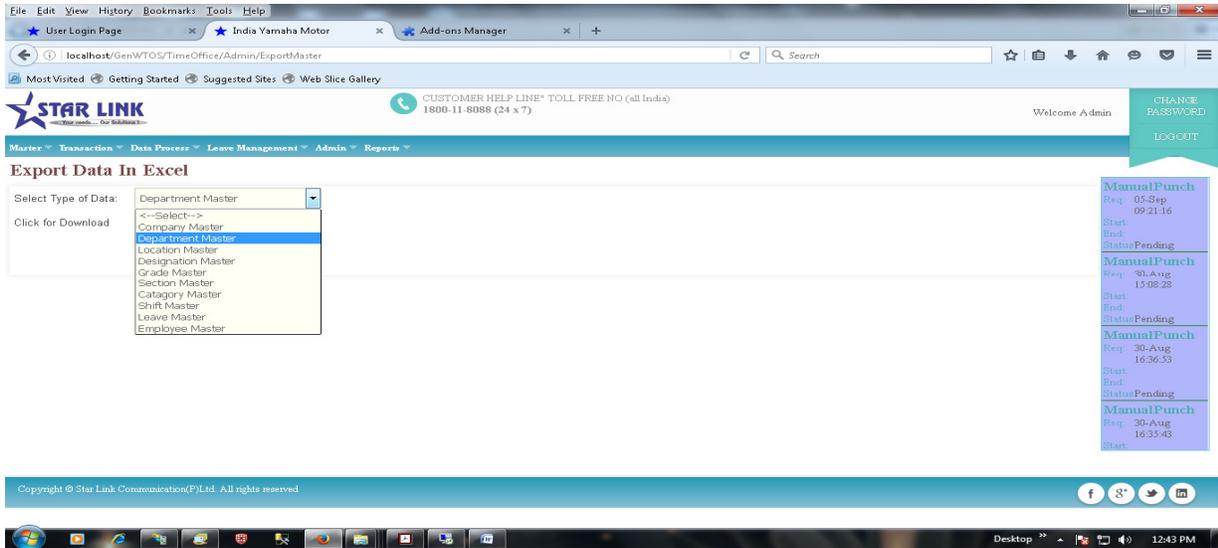
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## Export Data:

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.

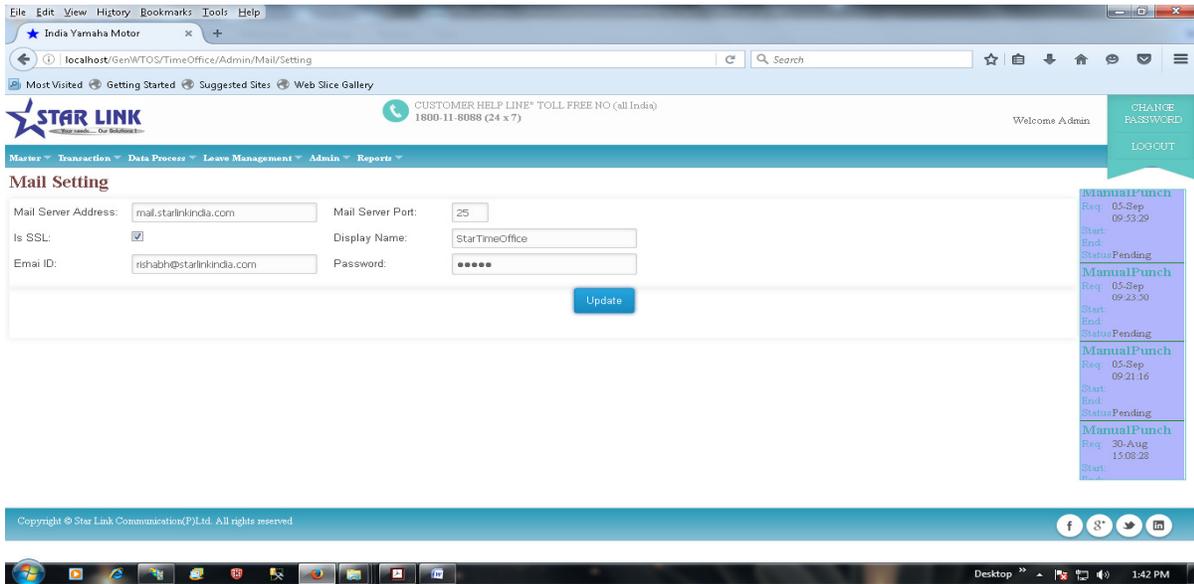
9: Employee Master.  
10: Leave Master.



Click on the Image beside click for download and the selected master will be exported.

## Mail Setting:

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



- 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.

## Run Verification:

