

**USER MANUAL
FOR
STAR 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 and text format. With the help of this time office software we can calculate over time of those employees who stay after their working hours and also can calculate out work.

After installing time office software, you just double click on star Time Office general and you will see license window and ask the valid user name and password like below:



Figure 1: Set User Name , Password and License window for time office software

Enter a user name and password that you can set for open time office software

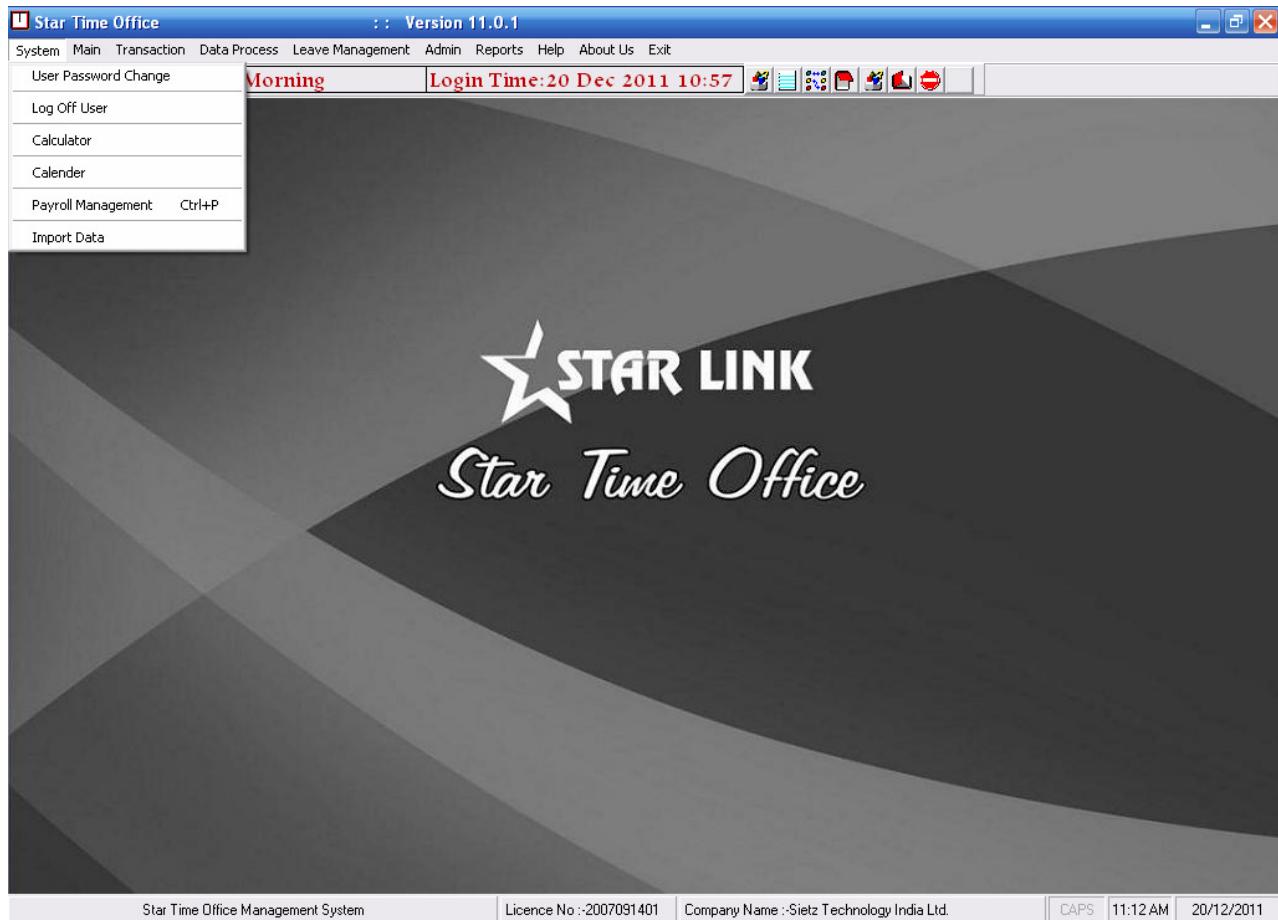


Figure 3: Main Screen for Time Office Software

1 System

In system you can set password or change password, and see calendar and Use calculator and import data.

1.1 Password

You can set password to restrict unauthorized user for access the time office software. If you are giving password first time then you have to leave blank the old password textbox and enter password which you want to give in the new password textbox then confirm it in the confirm new password textbox Press "Ok" button to activate the new password. You can change password through this option. Enter old password in the old password textbox and continue the same process as new password creation and press "Ok". The new password will activate after pressing "Ok" button.

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

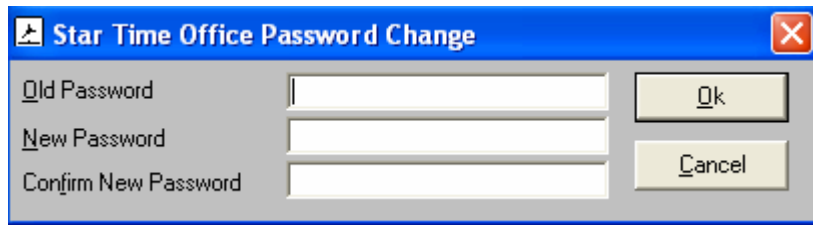
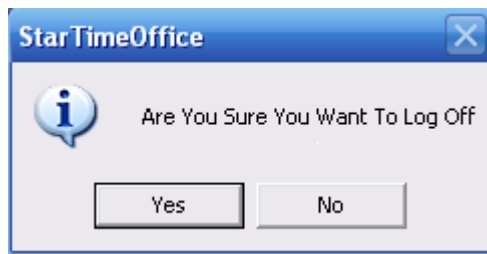


Figure 4: Set/ Change Password window

1.2 Log off User

You can use this option for logoffuser for change the user.



To cancel the LogOffUser press "No" button

1.3 Calculator

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

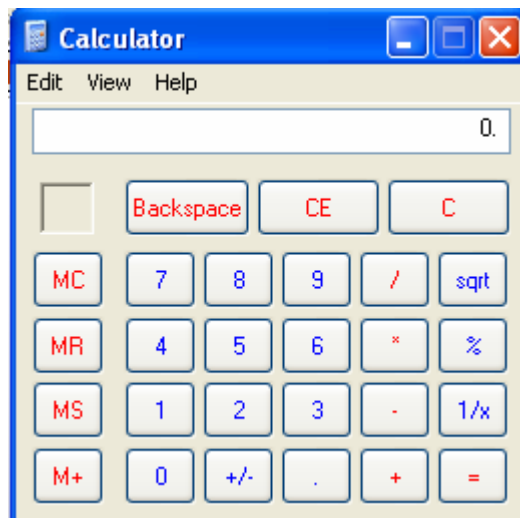


Figure 5: Calculator

1.4 Calendar

You can see calendar and set date from this option.



Figure 6: Calendar

1.5 Import

This option is used for import data from the excel sheet. If You are doing master feeding from the excel sheet, you have to careful of one thing ; The excel sheet is in the proper format(The format is given in the software.). If you want to know the proper format, press "Excel file structure" button. The proper format will shown in the excel sheet.

For import the data from the excel sheet, press "Select Excel File" button. Then "select file dialog" box will open select the file in which you save the master data and press "Open" button, the selected excel file path will shown in the "Select File Textbox". then press "Import Data" button. Import data message will appear in the screen press "Ok" button. The import data process will done successfully.

Press "Close" button to close the import data window.

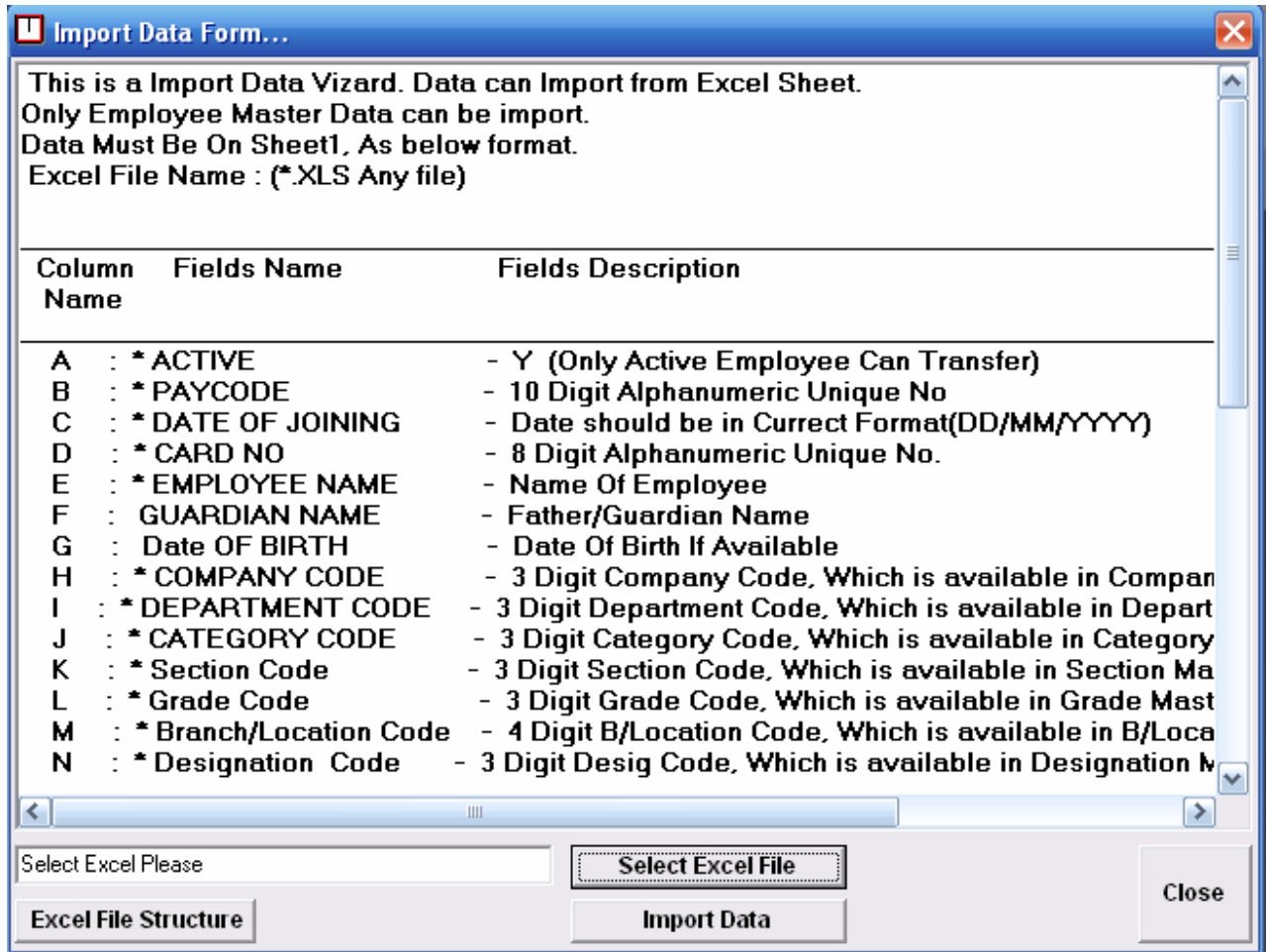


Figure 7: Import Data

2 Main

You can create one company as well as many companies through this option of time office software. Company code should be unique. It is must to enter unique company code and company name for the company creation.

When you open the Company, you will see a Company Details window in which you see the following button like append, modify, delete, previous, find, next and close.

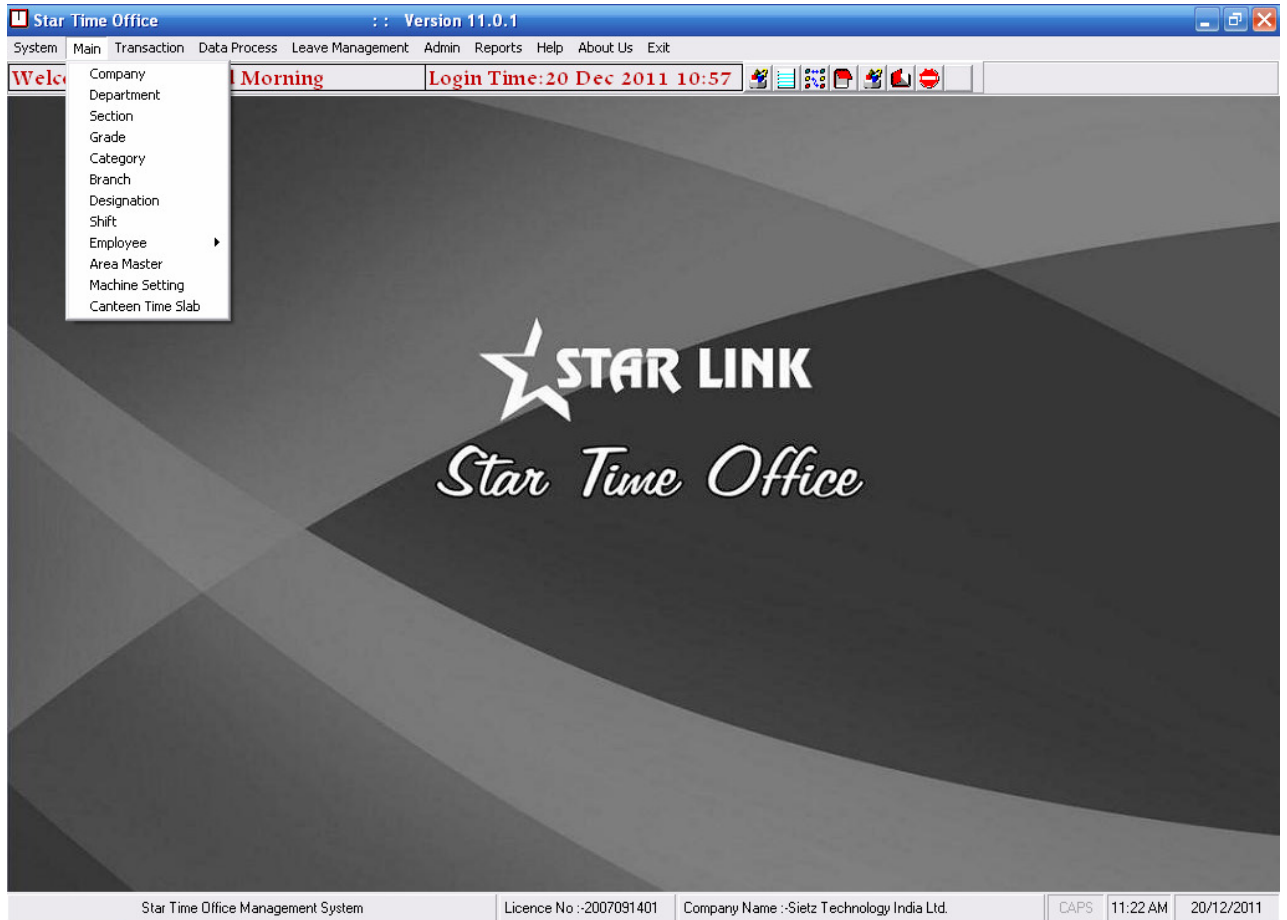


Figure 8: Main Master

2.1 Company

You can create one company as well as many companies in this main 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 append, modify, delete, previous, find, next and close.

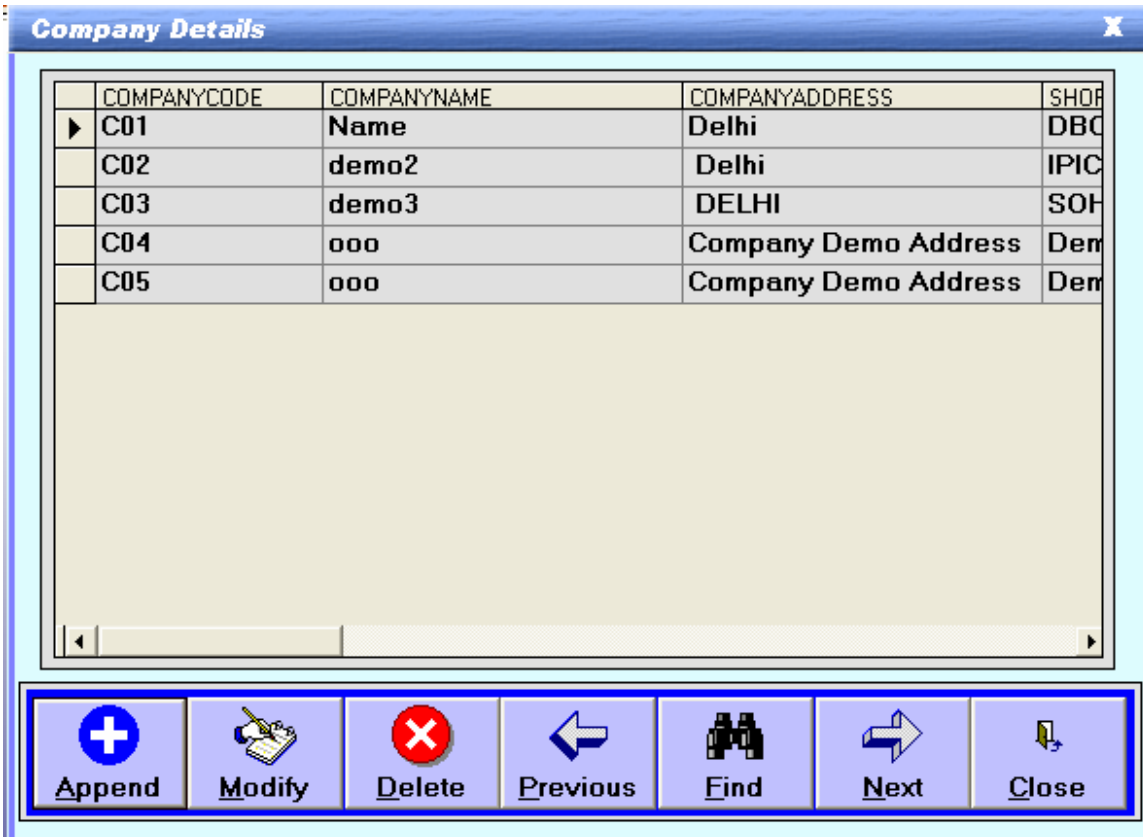


Figure 9: company master -1

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

Company Master	
* Company Code	C01
* Company Name	Name
Company Address	Delhi
Short Name Of Company	DBCCPL
Company PAN No.	
Company TAN No.	
Company PF No.	
Company Licence No.	
Company VAT No.	
Company ESI No.	
Company Reg. No.	

Figure 10: Company Master-2

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

2.2 Department

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

Department Details		
DEPARTMENTCODE	DEPARTMENTNAME	DEPARTMENTHEAD
▶ 01D	Department	
02D	Department	
D01	Accounts & Finance	Mr. Neeraj Jain
D02	Marketing	Mr. C.P. Vidhyarthi
D03	legal	Mr. Purusottam Mishra
D04	Store	Shri. Jaipal
D05	Electrician	
D06	Reception	
D07	Guards	
D08	cleaning	
D09	cook	
D10	Name	








 Append
 Modify
 Delete
 Previous
 Find
 Next
 Close

Figure 11: Department Master-1

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

Department Master

* Department Code

* Department Name

HOD

Email ID

Figure 12: Department Master-2

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

2.3 Section

In a company, department divides in many section. You can create sections through this option. Section code should be unique. Section code and section name are compulsory parameter for creating sections.

When you open the section, you will see Section Details Window in which you see the following button append, modify, previous, delete, next, find and close.

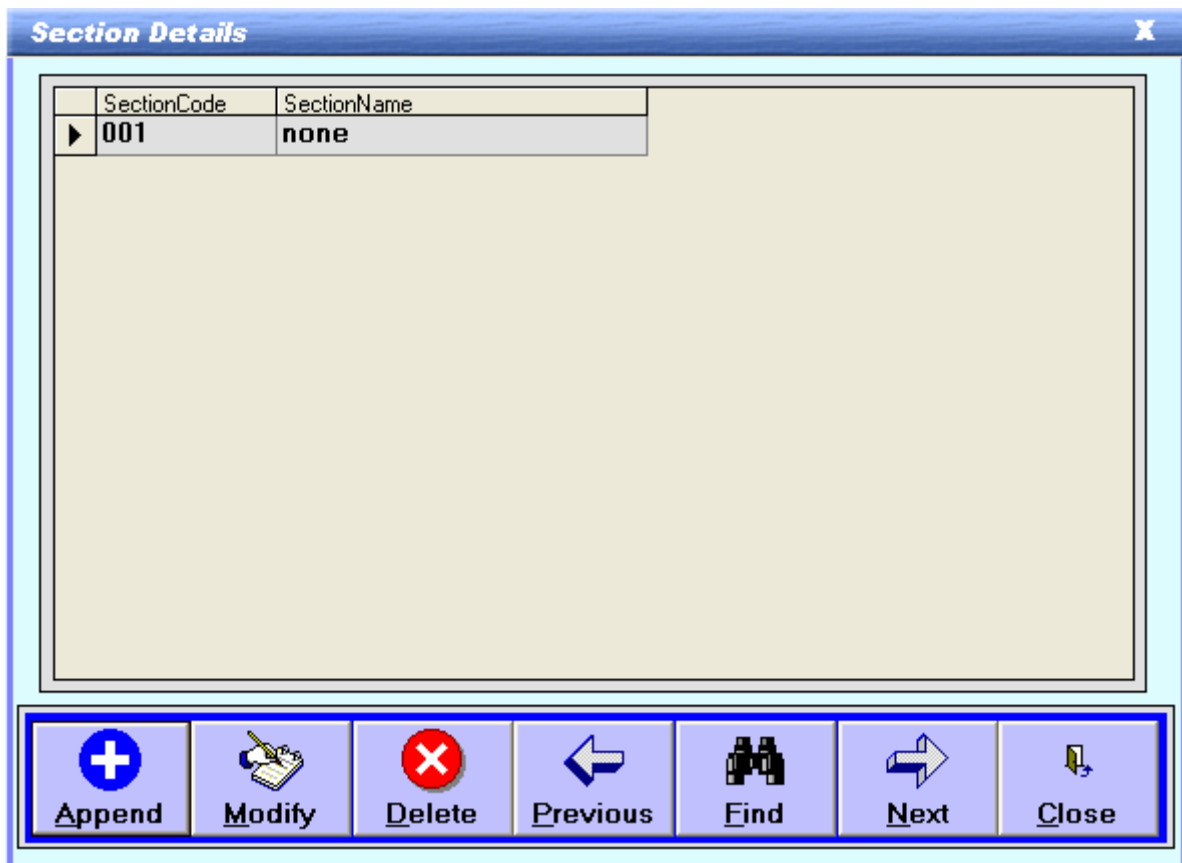


Figure 13: Section Master-1

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



Figure 14: Section Master-2

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

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

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

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

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

Close: You can close this window through this button.

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 window in which you see the following button like append, modify, delete, find and close.

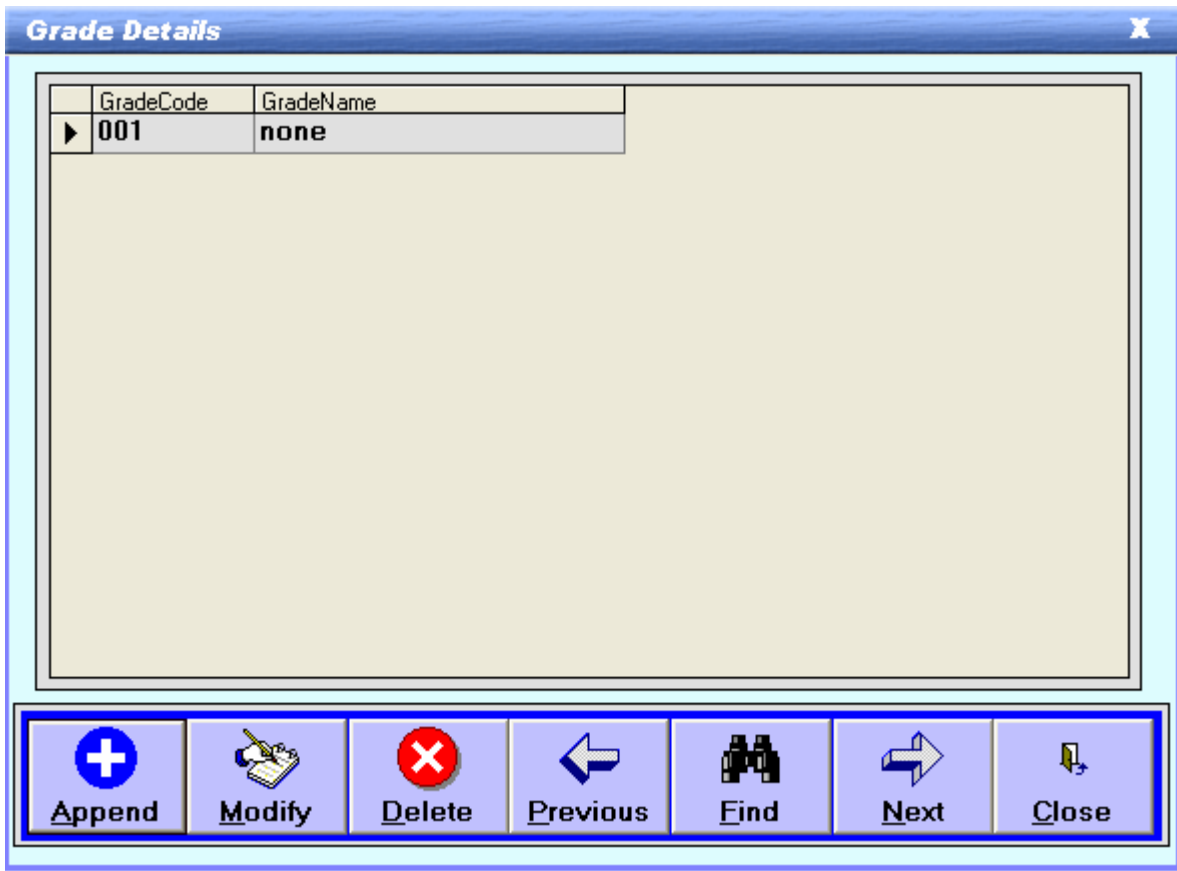


Figure 15: Grade Master -1

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

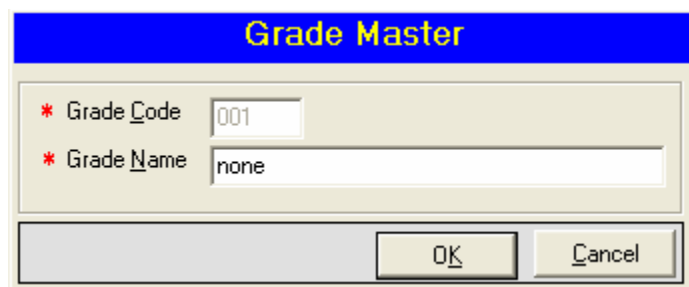


Figure 16: Grade Master-2

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

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

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

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

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

Close: You can close this window through this button.

2.5 Category

You can create category to categorize the employees as per your requirement through this option. Category code and Category name are compulsory in master. Category code should be unique.

When you open the Category, you will see a Category details window in which you see the following button like append, modify, delete, find and close.

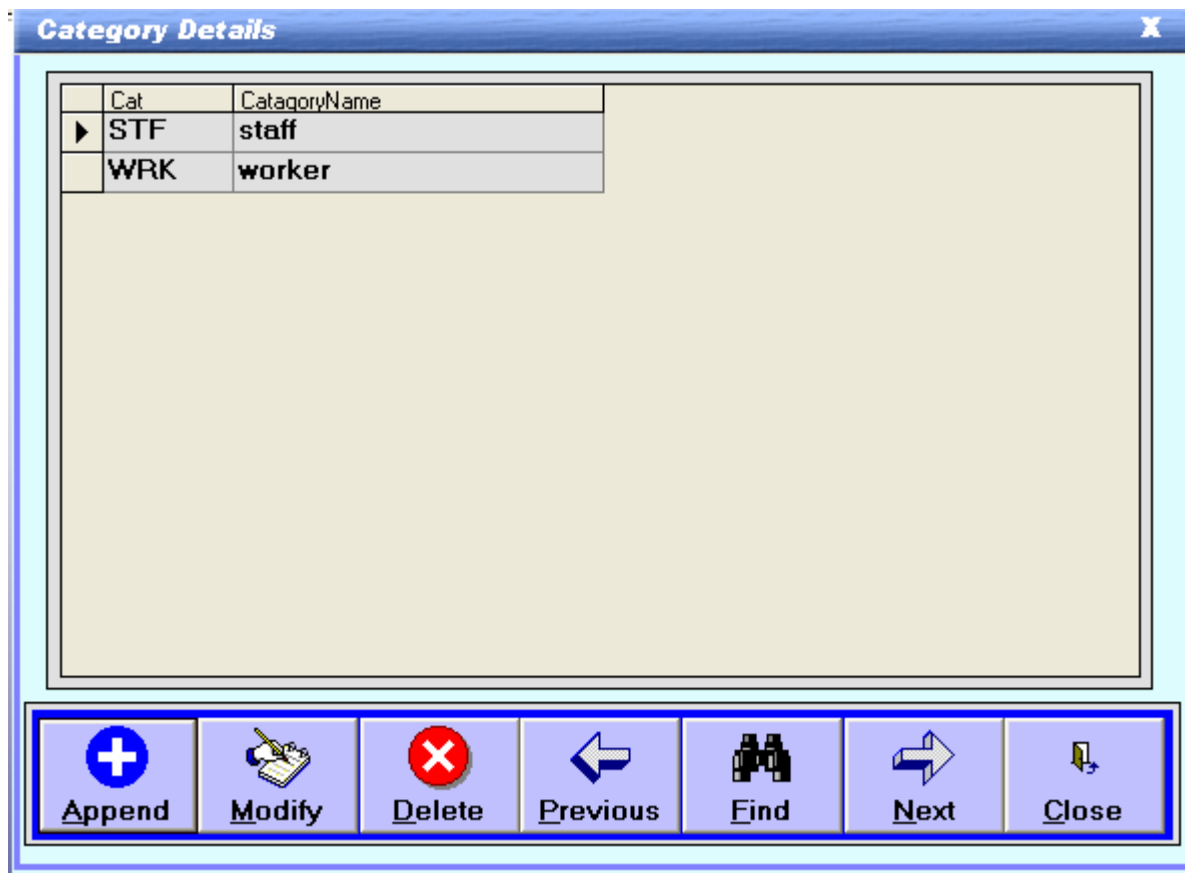


Figure 17: Category Master -1

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

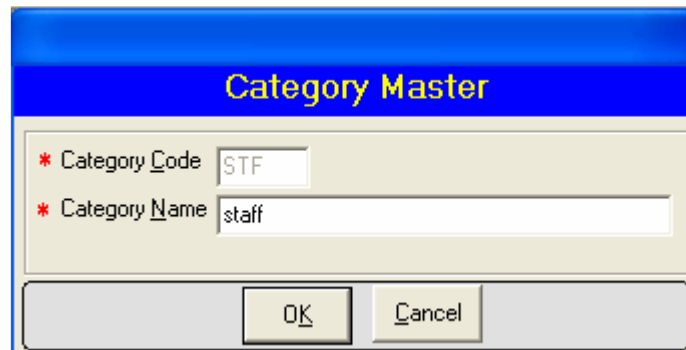


Figure-18: Category Master-2

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

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

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

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

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

Close: You can close this window through this button.

2.6 Branch

You can create many 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 Branch Details window in which you see the following button like append, modify, delete, find and close.

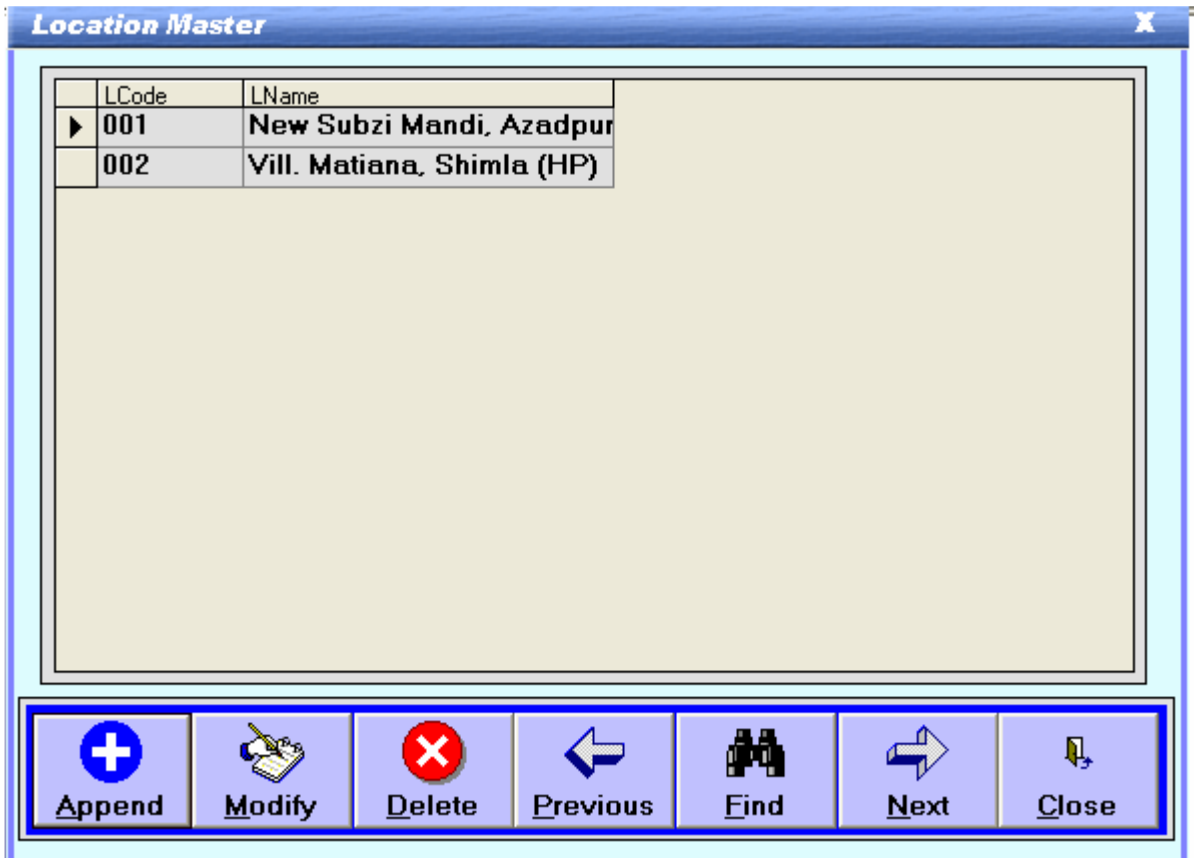


Figure 19: Branch/Location Master-1

Append: Press button "Append" to add a new Branch for the Company. A Branch/Location Master window 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.



Figure 20: Branch/Location Master-2

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

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

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

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

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

Close: You can close this window through this button.

2.7 Designation

2.8 You can create many **Designation** of the company as per requirement through this option. **Designation** code and **Designation** name are compulsory in master. **Designation** code should be unique.

When you open the **Designation**, you will see a **Designation** Details window in which you see the following button like append, modify, delete, find and close.

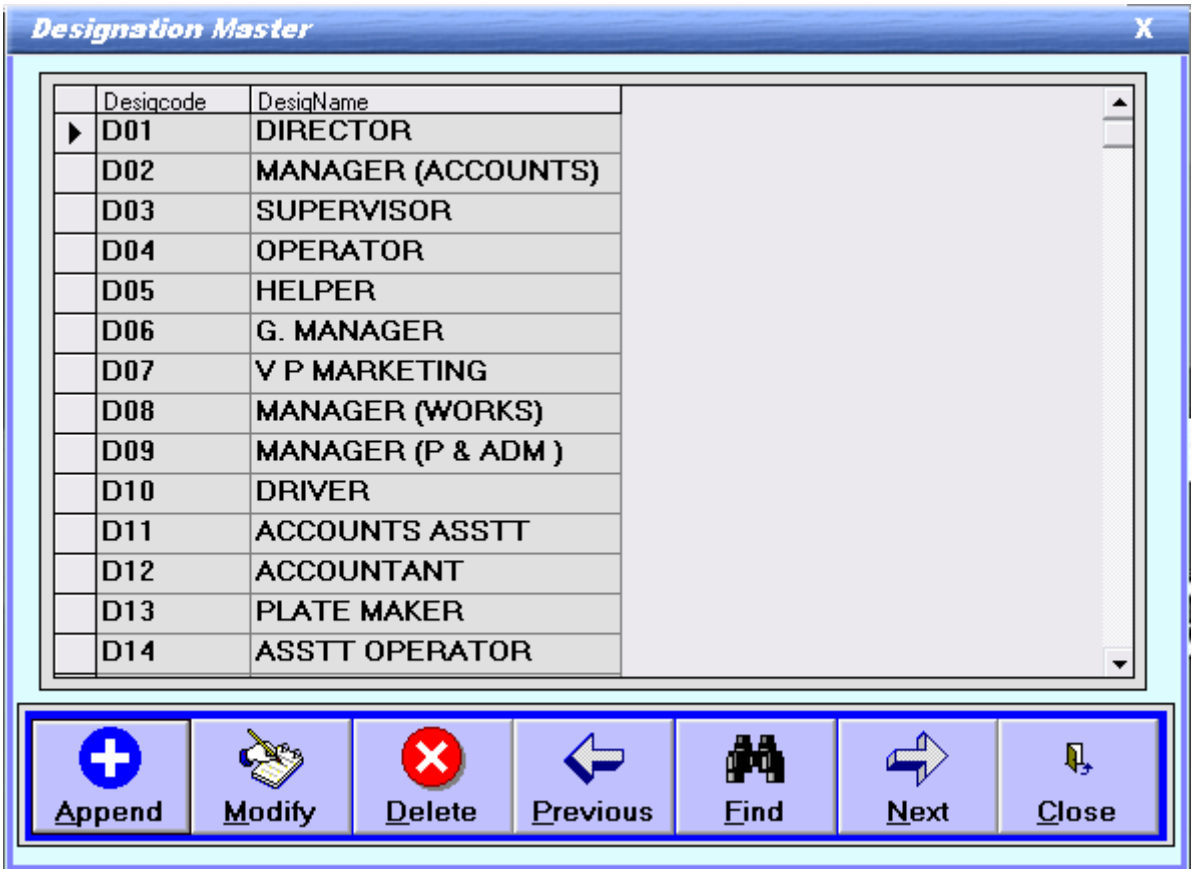


Figure 19: Branch/Location Master-1

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

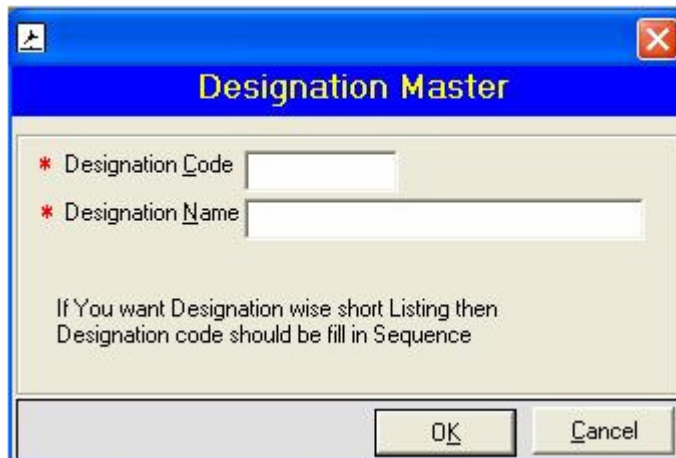


Figure 20: Branch/Location Master-2

Modify: You can modify information except Designation code, If you want any modification in the existing Designation then press "Modify" button .After pressing modify button complete information about Branch will shown in the window. Modify those option which you want to modify and press "Ok" button. All the modification will activated now.

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

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

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

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

Close: You can close this window through this button.

2.9 Shift

So many company works 24 hours like production companies, for that purpose they make shift for the employee, for the working of 24 hours. You can create shift through this option. Shift code should be unique.

When you open the Shift, you will see Shift Details Window in which you see the following button append , modify, previous, delete, next, find and close.

Shift	StartTime	EndTime	LunchStartTime	LunchEndTime	LunchDuratio
001	06:00	15:00	00:00	00:00	0
002	09:30	18:30	00:00	00:00	0
003	08:00	17:00	00:00	00:00	0
004	20:00	05:00	00:00	00:00	0
005	10:00	19:00	00:00	00:00	0
006	22:00	07:00	00:00	00:00	0
007	09:30	18:30	00:00	00:00	0
008	13:00	22:00	00:00	00:00	0
012	14:00	22:00	00:00	00:00	0
013	23:00	08:00	00:00	00:00	0
AFT	15:00	23:00	00:00	00:00	0
GE	09:00	18:00	13:00	13:00	0
GEN	09:00	18:00	13:00	13:30	30

Figure 21: Shift Master-1

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

Figure 22: Shift Master-2

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

- Shift code : Add the new shift code.
- Shift Start Time : This is the shift starting time.
- Shift End Time : This is the shift end time.
- Shift Hours : This is the total working hours
- Lunch Start Time : This is lunch's starting time.
- Lunch Duration : This is the duration of lunch.
- Lunch End Time : This is lunch's end time.
- Lunch deduction : This is the time period that will be deducted from the working hours.

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

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

Overtime deduction : This is the time period that will deduct from the overtime hours. Example : if over time is 4 hours and overtime deduction is 30 min , total over time will be 3 hours and 30 min.

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

2.10 Employee

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

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

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

Active – see all active employees of company

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

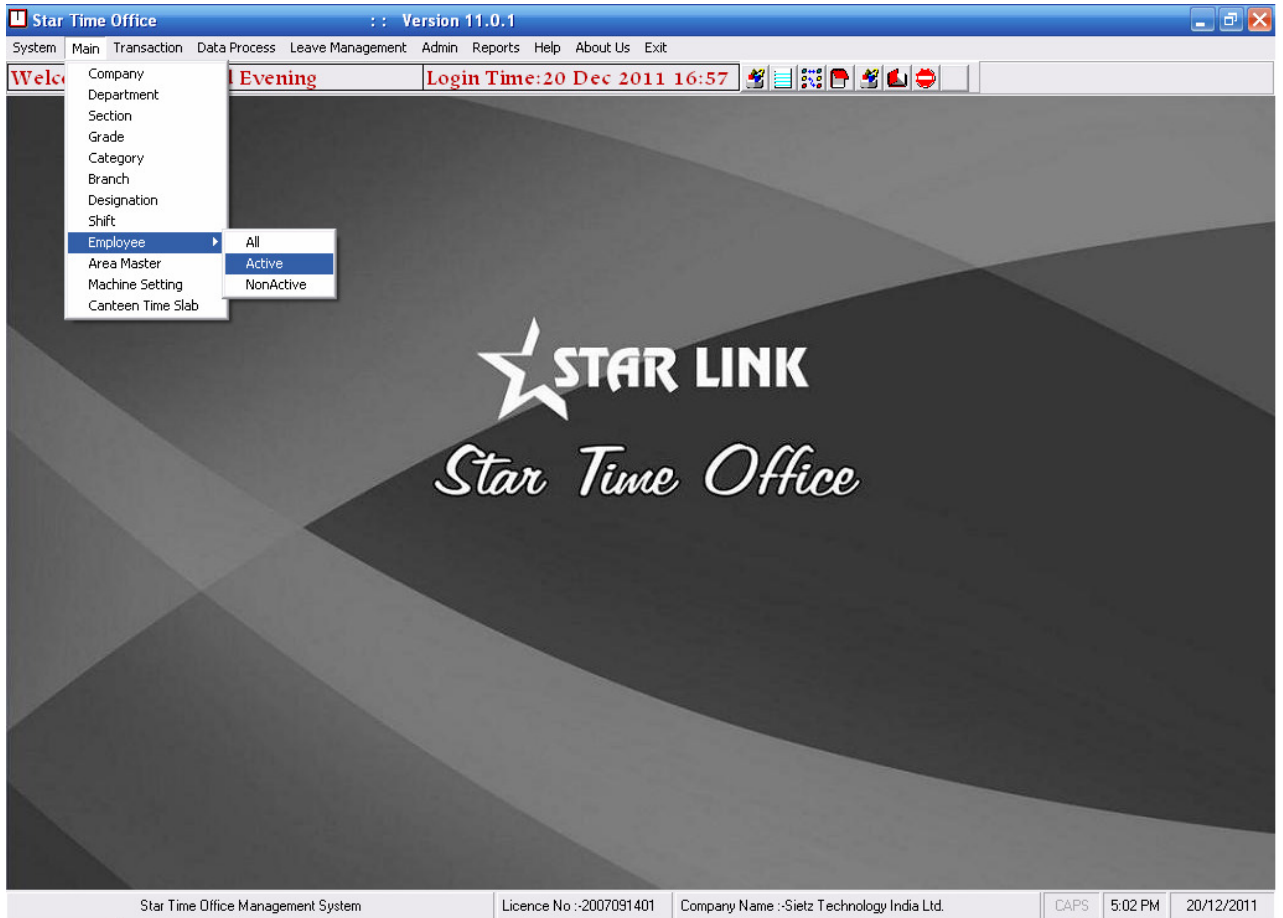


Figure 23: Employee Master-1

Employee Details (Active Employee)				
	PAYCODE	ACTIVE	PRESENTCARDNO	EMPNAME
▶	0001	Y	00000001	ANIL DWIVEDI
	0003	Y	00000003	JAIPAL
	0004	Y	00000004	KEWAL SINGH
	0005	Y	00000005	MAHINDRA SHARMA
	0006	Y	00000006	MEGDA LEENA TOPPO
	0007	Y	00000007	AJIT SINGH
	0008	Y	00000008	C.P.VIDYARTHI
	0009	Y	00000009	OM PRAKASH VERMA
	0010	Y	00000010	KANCHAN
	0011	Y	00000011	VINOD SINGH
	0012	Y	00000012	RAM PREET MANDAL
	0013	Y	00000013	KULDEEP TOPPO
	0014	Y	00000014	VINOD SHUKLA







 Append
 Modify
 Delete
 Previous
 Find
 Next
 Close

Figure 24: Employee Master -2

Append: Press button "Append" to add a new employee in the company.

There are five type of information which 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.

The screenshot shows the 'Employee Personal Entry Screen' with the 'Office Detail' tab selected. The 'Office Details' section contains the following fields and controls:

- Active:** A dropdown menu set to 'True'.
- * Card No.:** A text input field.
- * Pay Code:** A text input field.
- * Name:** A text input field.
- Guardian Name:** A text input field.
- Company:** A dropdown menu showing '01 DEMO COMPANY'.
- Department:** A dropdown menu showing 'D01 P & ADM'.
- Category:** A dropdown menu showing 'C01 STAFF'.
- Section:** A dropdown menu showing 'S01 NONE'.
- B / Location:** A dropdown menu showing 'L01 None'.
- Grade:** A dropdown menu showing 'G01 DIRECTOR'.
- Designation:** A dropdown menu showing 'D01 DIRECTOR'.
- Photograph:** A large empty rounded rectangle with a 'Select Photo...' button and a 'Remove Photo...' button to its right.
- Signature:** A large empty rounded rectangle with a 'Select Signature...' button and a 'Remove Sign...' button to its right.
- PF No.:** A text input field containing 'DL/17266'.
- ESI No.:** A text input field.
- Dispensary:** A text input field.

At the bottom of the window, there are 'OK' and 'Cancel' buttons.

Figure 25: Official Detail in Employee Master

There are only three parameters are compulsory which are 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.

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

Employee Personal Entry Screen

Office Detail | **Personal Detail** | TimeOfficePolicy | Shift/WO Policy | Extra Detail | Leave Accural

Personal Details

* Date of Join: 01/09/2002
 Date of Birth: 12/04/1971
 Married: Yes
 Blood Group: N/A
 Qualification: B.COM(H)
 Experience: 10 YEARS
 Designation: MANAGER (ACCOUNTS)
 Sex: Male Female
 Bank A/c No:
 Email:
 Bus Route:
 Vehicle No:
Permanent
 Address: 15/83 SUBASH NAGAR, NEW DELHI
 PinCode: 110027
 Telephone / Mobile No:
Temporary
 Address: SAME AS ABOVE
 PinCode:
 Telephone: 9811666386

OK Cancel

Figure 26: Personal Details in Employee Master

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 set time which you give to employee who comes late without marking as late.
2. **Permissible early departure**: You can set time which you give to employee who goes early without show early.
3. **Maximum working hours in a day** : If there is a shift and employee wants to continue next shift then you can set this 24:00. after 24 hours, employee has to punch again.
4. **Round the clock work** : If a employee wants to continue next shift, in that case you have to tick out this option.
5. **Consider Time loss**: If you want to activate feature like time loss, half day and short leave, just tick out these option in the window.
6. **Present marking duration**: If working hour is less than this present marking duration, employee will show absent. If working hour is equal to & greater then system check his half day/short day.

Figure 27: Time shift policy in Employee Master

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

8. Maximum absent hours for short day:

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 works will count in overtime but if company don't want to give over time then it will show 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 'Employee Personal Entry Screen' with the 'Shift/WO Policy' tab selected. The interface includes the following elements:

- Navigation Tabs:** Office Detail, Personal Detail, TimeOfficePolicy, **Shift/WO Policy**, Extra Detail, Leave Accrual.
- Shift/WO Policy Section:**
 - Shift Type:** Fixed (dropdown)
 - Shift:** A (dropdown)
 - Start Time:** 05:00
 - End Time:** 13:00
 - Shift Pattern:** (dropdown) with a refresh button.
 - Remove Pattern:** (dropdown) with a refresh button.
 - Run Auto Shift
 - Add Shift:** (dropdown) with a refresh button.
 - Authorised Shifts:** (empty list box)
 - Remove Shift:** (dropdown) with a refresh button.
- Weekly Off Details Section:**
 - First Weekly Off:** SUNDAY (dropdown)
 - Second Weekly Off:** NONE (dropdown)
 - Second Wo Type:** Full (dropdown)
 - Half Day Shift:** (dropdown)
 - Second Weekly Off Days:**
 - I
 - II
 - III
 - IV
 - V
 - Shift Remaining Days:** 07
 - Shift Change After How Many Days:** 07
- Buttons:** OK, Cancel

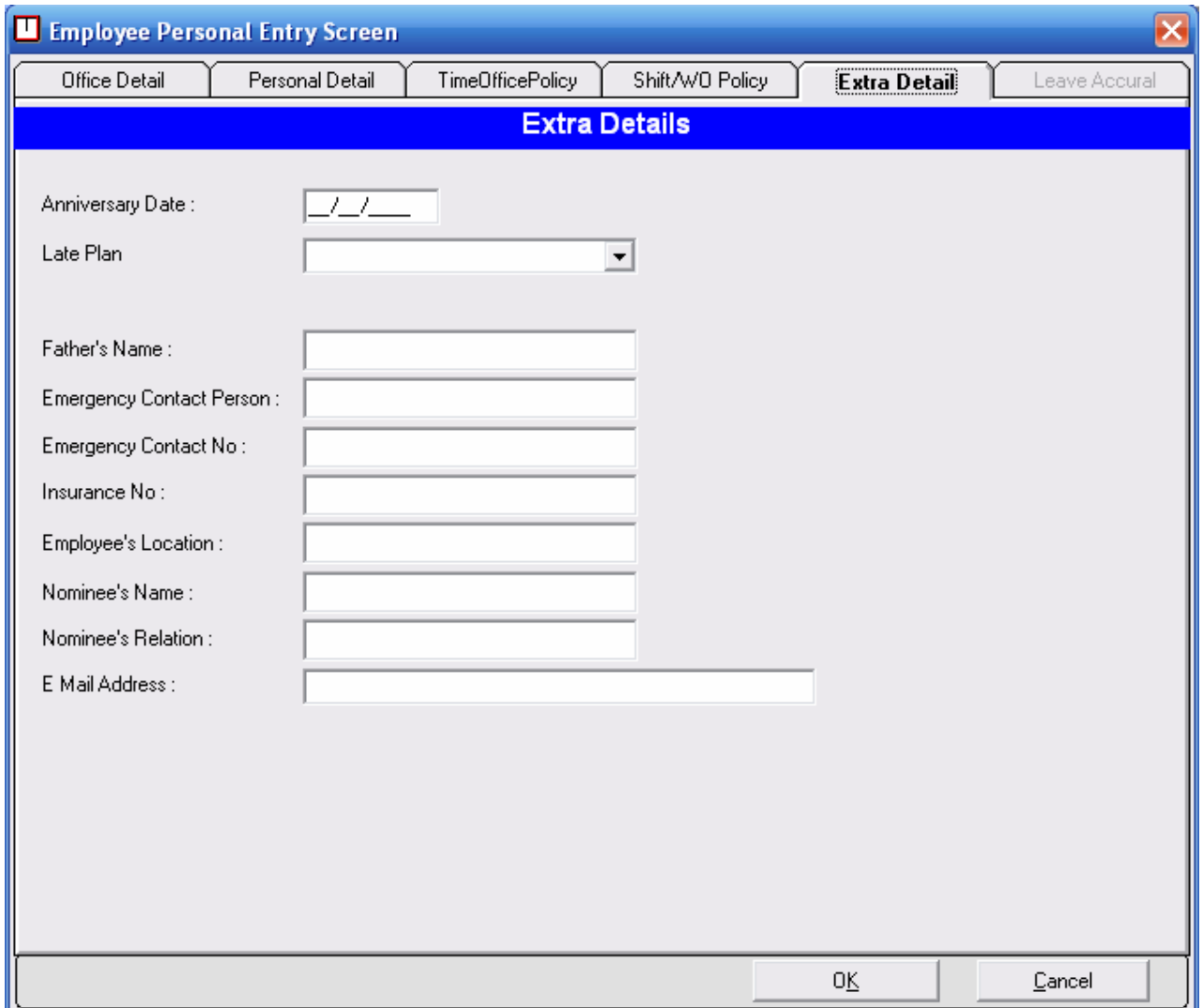
Figure 28: Shift/WO Policy in Employee Master

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

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

entered in the authorized shift field.

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.



The screenshot shows a software window titled "Employee Personal Entry Screen" with a blue header bar. Below the header is a tabbed interface with six tabs: "Office Detail", "Personal Detail", "TimeOfficePolicy", "Shift/WO Policy", "Extra Detail" (which is selected and highlighted with a dashed border), and "Leave Accural". The "Extra Details" tab is active, displaying a form with the following fields:

- Anniversary Date :
- Late Plan :
- Father's Name :
- Emergency Contact Person :
- Emergency Contact No :
- Insurance No :
- Employee's Location :
- Nominee's Name :
- Nominee's Relation :
- E Mail Address :

At the bottom of the window, there are two buttons: "OK" and "Cancel".

Figure 29: Extra Details in Employee Master

2.11 Reason card

Reason Cards are used to show reason for official and unofficial outdoor work. You can show reason card by two type of reason-one is on leave and another is without leave. In the case of without leave, reason will be adjusted with different type of leave like late , early, excess lunch and hours worked. If you are late

because of jam, you show first reason card, show your attendance card. And in this case no leave will be deducted from your over all leave. But in the case of with leave, you tick out at with leave and your late, early extra hours will adjust with earn leave, leave with out pay, OT, short leave etc. You can modify in reason card.

When you open the reason card then reason detail will open, there are some buttons like append, modify, delete previous, find, next and close.

Append: Press button "Append" to add a new reason card. A reason card window will open, in the window there are some fields like reason card, description, and some checkbox's to check and select some field from dropdown list which you will fill to make the new reason card.

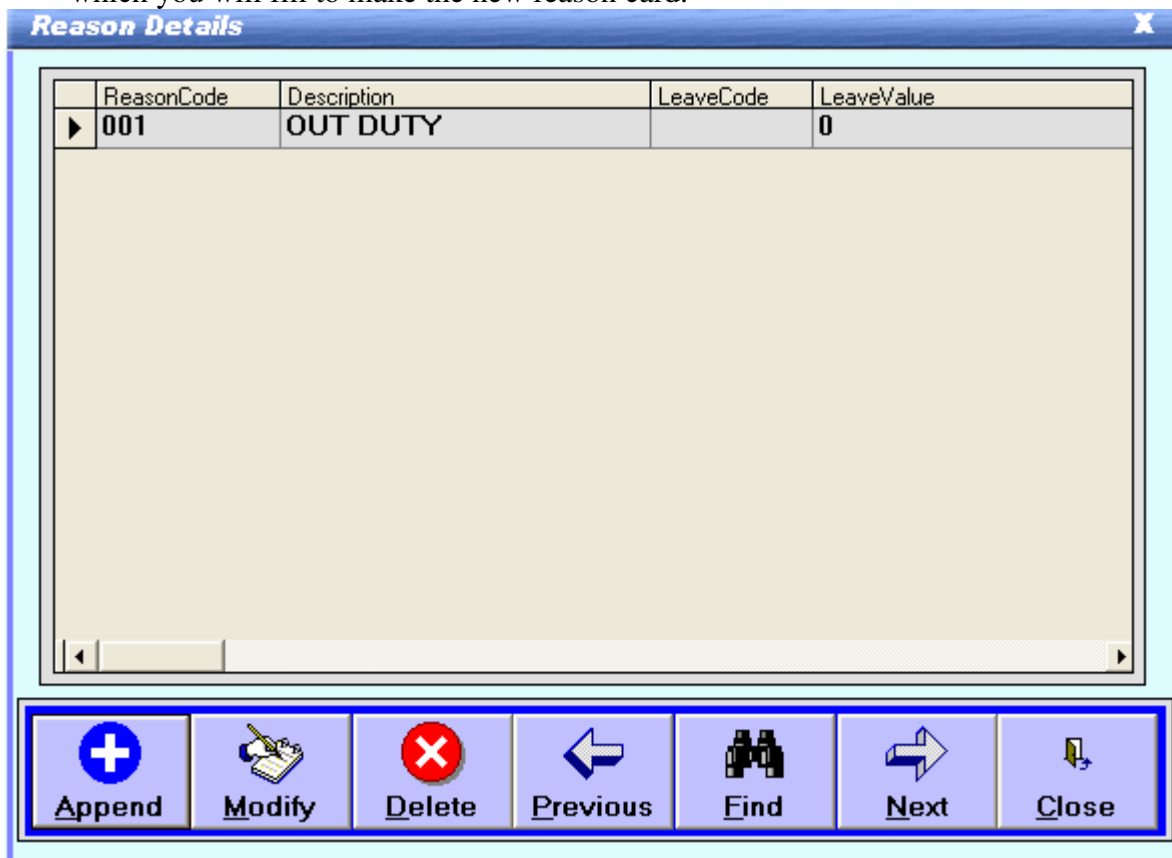


Figure 30: Reason Card

Possible leave values are 0.25, 0.50, 0.75 & 1.

Modify: You can modify information of reason card, If you want any modification in the existing reason card then press "Modify" button .After pressing modify button complete information about reason card will shown in the window. Modify that option which you want to modify and press "Ok" button. All the modification will activated now.

Delete: You can delete existing reason card information through this option.

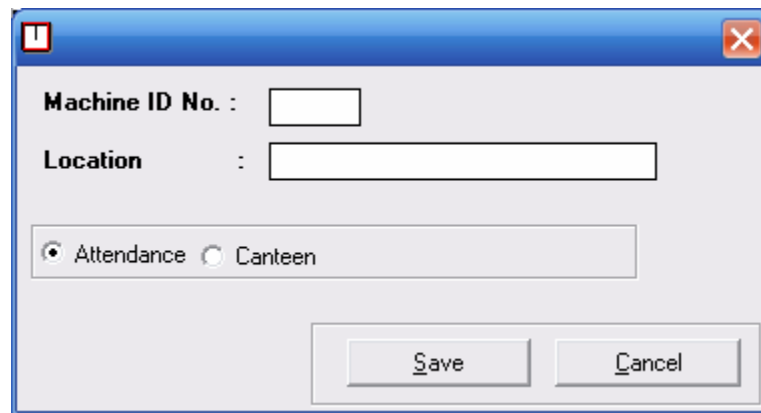
Previous: Press button "Previous", to switch to the previous reason card.

Next: Press button "Next" to switch to the next reason card.

Close: You can close this window through this button.

2.12 Machine Setting

By this option you can use this machine for attendance or for lunch. If you hung machine for attendance, check on option attendance and enter machine ID number and location name. If you hung machine for Canteen, 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.



The image shows a standard Windows-style dialog box titled "Machine Setting". It has a blue title bar with a minimize button, a maximize button, and a close button (red X). The main area is light gray and contains the following elements:

- A label "Machine ID No. :" followed by a text input field.
- A label "Location :" followed by a text input field.
- A group box containing two radio buttons: "Attendance" (which is selected) and "Canteen".
- At the bottom right, there are two buttons: "Save" and "Cancel".

Figure 31: Machine Setting

2.13 Canteen time slab

By using this option you can set time for all contents of the canteen like tea1, breakfast, lunch, tea2,dinner, others. When you open canteen time slab the canteen time slab window will open here you fill some information like breakfast start and end time, lunch start and end time, tea1 start and end time, dinner start and end time, tea 2 start and end time and others. There are some buttons like new, save, edit and exit.

The screenshot shows a software window titled "Time Slab For Canteen" with a close button in the top right corner. Below the title bar is a header area with the text "Time Slab For Canteen (HH:MM)". The main area contains six rows of labels and time input fields:

Category	Field 1	Field 2
Breakfast	00:00	00:00
Lunch	00:00	00:00
Tea 1	00:00	00:00
Dinner	00:00	00:00
Tea 2	00:00	00:00
Others	00:00	00:00

At the bottom of the window, there are four buttons: "New", "Save", "Edit", and "Exit". The "New" button is currently selected, indicated by a dashed border.

Figure 32: Time Slab for Canteen

3 Transaction

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

3.1 Punch entry for attendance

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

The screenshot shows a software window titled "Manual Punch For Attendance". The window is divided into several sections:

- Input Fields:** * Paycode, * Process From (//), Card No., * Punch Date (//), * Punch Time (00:00), Reason, Emp Name, and Department.
- Options:** Delete from machine also and Round The Clock Work.
- Data Grids:** "Processed Data" and "Un processed punches" (both currently empty).
- Buttons:** "Punch Posting" and "Close".

Figure 33: Punch Entry for Attendance

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

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

3.2 Punch Entry attendance by Range

When an employee forgot his card, in that case you can mark his attendance present through this option for a selected range of employee in Star time office software. And when you will generate report, present will show without Manual punch option. You can also specify the machine IP. Any one can not find the this punch is from machine and or through manual punch. There are four option in this punch entry for attendance window. Delete, Punch, Close and selection.

Figure : Punch Entry for Attendance By Range

Delete:- If you delete want to delete a selected range of punch then you can use this option.

Punch:- If you do any punch with selected range of employee or for full company then it is better to use this option.

Close:- From this option you can close the window "Punch Entry for Attendance By Range".

Selection:- If you select selective (Advance) then this option will highlight and you can select the company, department, dessination, branch or employee .

3.3 Punch entry for canteen

If an employee forgot his/her card at the time of lunch, tea, etc, in that case you can mark attendance through this option.

The screenshot shows a 'Manual Punch Voucher' dialog box with the following fields and values:

- Paycode:
- Date: 22/01/2010
- Employee Name:
- Time: 00:00
- Purpose: BreakFast
- Between: :

At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 34: Punch Entry for Canteen

3.4 Extra \ Releaving shift

If any employee do the releaving shift and you want to get the releaving shift report then you can enter the releaving shift with datewise and paycode wise and get it's report in daily >Extra / Releaving Shift .There is four buttons add, Delete, Save, Close.

Extra / Releaving Shift

Date: 21/12/2011

Pay Code:

Employee Name:

Department Name:

Grade Name:

Extra/Releaving Shift: A

Note :- If you enter any extra shift of any employee it will only show in daily report> Extra/Releaving shift report.

Buttons: Add, Delete, Save, Close

Add : To Enter a new record.

Delete : To delete a particular entry.

Save : To save a new record.

Close : To close the window "Extra / Releaving Shift ".

3.5 Multi Transaction

From this option you can do multiple work from the same window. you can put the paycode and select the date range the it will show you the whole month data and after that you can do manual punch, shift punch, gate pass, backdate processing, leave application, daily report, monthly report. And for all this option you don't need to select date and employee paycode ,the paycode which you have entered will select automatically.

Multi Transaction Window

Employee Details

Paycode: From Date: 20/12/2011 To Date: 20/12/2011

Name: Company:

Designation: Department:

Section: Grade:

Card No: Catagory:

DateOffice	Shift	in1	out2	hoursworked	OTduratic

Show Data
Manual Punch
Change Shift
Gate Pass
Back Date Processing
Leave Application
DailyReport
Monthly Report
Close

Present
Absent
Holiday
Weekely Off
Leave
OverTime

3.6 Overstay to Overtime

If an employee stays in company after working hours and company want to give him over time, you can give over time through OS to OT conversion voucher .

There are two buttons in this window "Ok" and "Cancel".

The screenshot shows a software window titled "OS to OT Conversation" with a subtitle "OS to OT Conversion Voucher". At the top, there are input fields for "* Paycode" and "* Date / /". Below this, the window is divided into several sections. On the left, there is a list of employee details: Name, Card No., Designation, Company, Department, Category, Section, and Grade. To the right of this list are two columns: "Shift" and "Lunch". The "Shift" column has fields for *Code, From, To, and Hours. The "Lunch" column has fields for Form, To, Hours, and Deduction. Below these columns, there are four date and time input fields: Shift In (Date and Time), Shift Out (Date and Time), Lunch Out (Date and Time), and Lunch In (Date and Time). To the right of these are three more input fields: Actual Overstay, OverTime Granted, and Overtime Amount. At the bottom right of the window, there are "OK" and "Cancel" buttons.

Figure 35: Overstay to Overtime Voucher

- **Ok:** - Press button ok to set the over time. Before press "ok" first enter unique paycode of the employee and press tab button of the keyboard. Then all detail of the employee like name, card no., designation, company, department, category, section etc will show automatically enter the date for which you want to convert overstay to overtime then actual overstay will show in the actual overstay textbox, enter the overtime granted time in the overtime granted textbox for which you want overstay to overtime conversion and press "ok" button, overstay will converted into overtime now.
- **Cancel:-**Press button cancel to cancel the overstay to overtime conversion or close the window.

3.7 Shift change window

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

The screenshot shows a software window titled "Shift Change Voucher". At the top, there are three fields: "* Paycode" (empty), "* Year" (2009), and "* Month to Change the Shift" (January). Below this is the "Employee Details" section with fields for Name, Department, Category, Designation, Company, Card No, Section, and Grade. A table with columns "Date", "Shift", "Shift Attended", and "Status" is visible. To the right of the table are fields for "* DateOffice" (//), "* Shift" (dropdown), Shift Start Time, Shift End Time, Lunch Start Time, Lunch End Time, and Shift Duration. At the bottom right, there are "Change" and "Close" buttons.

Figure 36: Shift Change Voucher

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

3.8 Shift Change Window by Range

You can change shift for a particular time duration by this shift change voucher.

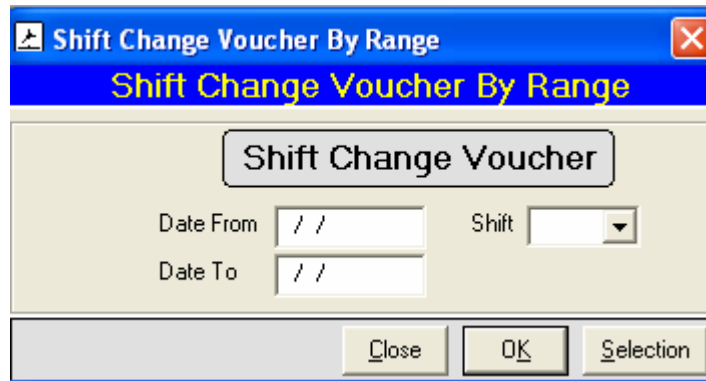


Figure 37: Shift Change Voucher by Range

3.9 Punch entry for overtime

You can manually mark entry for over time through this option. There are two button in this manual punch voucher for the overtime calculation: one is update and second is close. You have to check “ for over time addition” checkbox and enter over time(in hour) and then press button update to update in over time

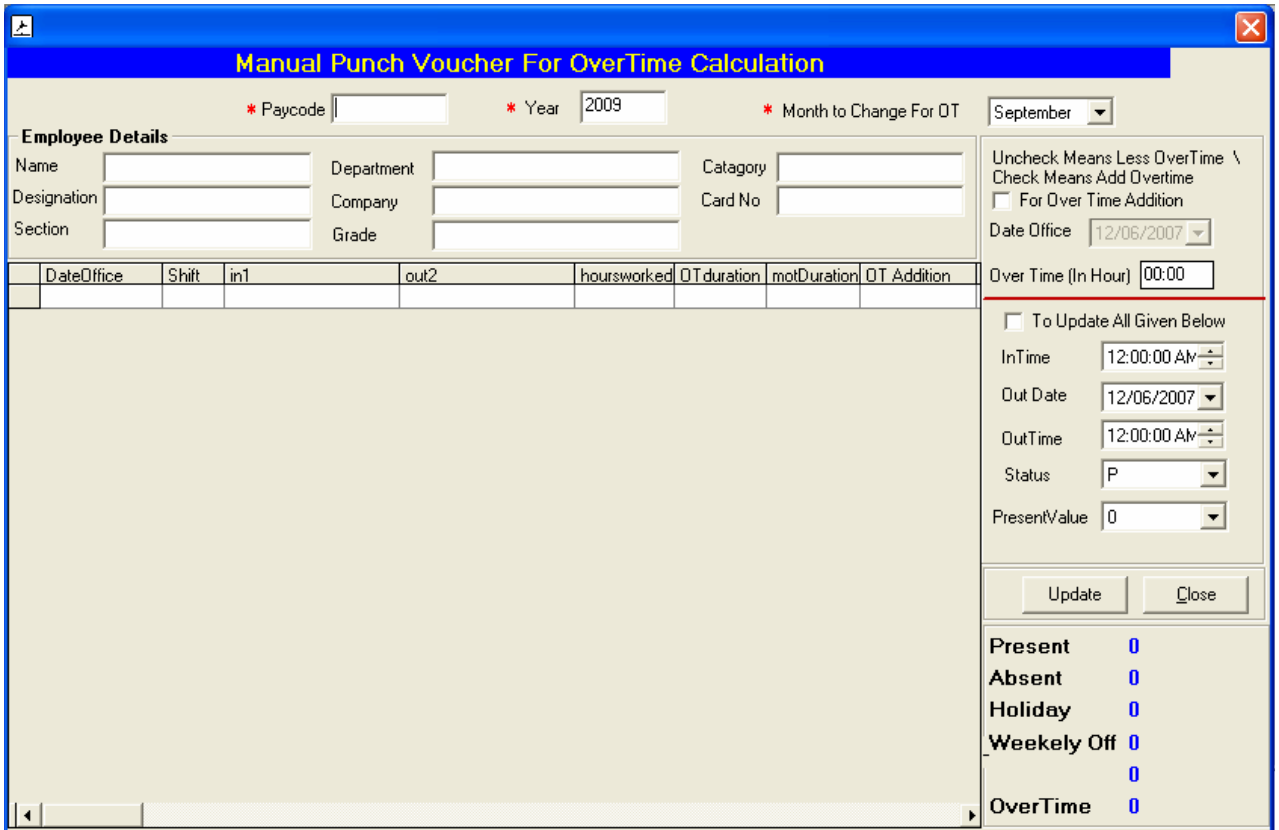


Figure 38: Manual Entry for Overtime

- **Update :-** Press button update to update the overtime of the employee for a particular day. Before pressing update button you have to fill some information. Enter the Unique pay code of the employee and press tab button of the keyboard, All the information of the employee will automatically in the related fields. Enter the year and select the month to change for OT from the dropdown list, a list will generate in the left side of the window, in the list date, shift, in, out, hours work, OT duration, maximum OT duration, OT addition and status will show. Choose the date from the list which you want to change. After clicking on the date of the list the date will show in the date office textbox, enter over time in hour. After selecting the date, information of that day like in time and out time status and present value of that date will show in the related textboxes. Then press button update to update the overtime of the employee.
- **Close :-** Press button close to close the "Manual punch voucher for the overtime calculation" window.

3.10 Punch Entry for Gate Pass

You can manually do entry for gatepass through this option. There are two button in this manual punch voucher for the Gatepass calculation one is update and second is close. In this two option Persona and Official, select one of them and then select date and fill time ,and deduction option also available in this.

- **Update :-** Press button update to update the Gatepass entry of the employee fro a particular day. Before pressing update button you have to fill some information. Enter the Unique pay code of the employee and press tab button of the keyboard, then all the information of the employee will automatically in the related fields, then enter the date, and enter gatepass start time and total duration and select ducet option accordingly .Then press button update to update the GatePass entry of the employee.
- **Close :-** Press button close to close the "Punch Entry for Gate Pass" window.

Manual Punch Voucher For GatePass Calculation

* Paycode * Gate Pass from 01/01/2010 To 31/01/2010

Employee Details

Name Grade
 Company Category
 Designation Card No
 Department In Time OutTime
 Section Working Hrs 0 OT Hrs. 0
 Shift Start Time Shift Attended
 Shift End Time Shift Assigned

*			

Gate Pass

Personal Official
 Date Office 22/01/2010
 PGP Count ToT.Time
 OGP Count ToT.Time
 Gate Pass Start Time 00:00
 Total GP Duration 00:00

Deduct From Working Hrs
 Add In Working Hrs
 Deduct From Overtime
 Add In OverTime Hrs
 No Deduction

Gate pass End
 Date Time
 Manual

Update Close

Total PGP Count
Total OGP Count

Figure : Punch entry for gate pass

3.11 Holiday Entry

You can add all holidays from this option.

Holiday Details		X
HDATE	HOLIDAY	
▶ 31/10/2011	Holiday	
28/10/2011	Bhai Dooj	
27/10/2011	Vishwakarma Day	
26/10/2011	Diwali	
06/10/2011	Dashehra	
02/10/2011	Gandhi Jayanti	
22/08/2011	Janmastami	
15/08/2011	Independence Day	
13/08/2011	Raksha Bandhan	
01/05/2011	Labour Day	
13/04/2011	Baishakhi	
12/04/2011	Ram Navmi	
20/03/2011	Holi	
02/03/2011	Maha Shivratri	








 Append	 Modify	 Delete	 Previous	 Find	 Next	 Close
---	---	---	---	--	---	--

Figure 39: Holiday Entry

If you work on this holiday and you will get OT, tick on OT factor option.
Do not forget to select Company and Department selection to declare Holiday.

4. Data process

4.1. Attendance Register Creation

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



Figure 40: Attendance Register Creation-1

For creating Attendance Register of a particular employee, you have to tick on selective and then enter pay code of the employee.

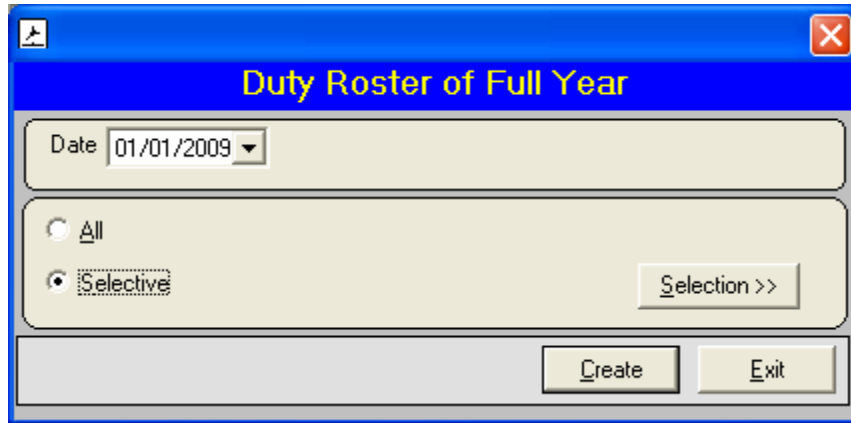


Figure 41: Attendance Register Creation-2

4.2. Attendance Register Updating

If the shift policies of all employees or selective employees have changed and that will be effective for the remaining year, you must use this option.

First make all changes in the masters of a particular date and then use this option.



Figure 42: Attendance Register Updating-1

For a particular employee, you have to tick on selective and enter a paycode of that employee and then press update.



Figure 43: Attendance Register Updating-2

4.3. Back Date Processing

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

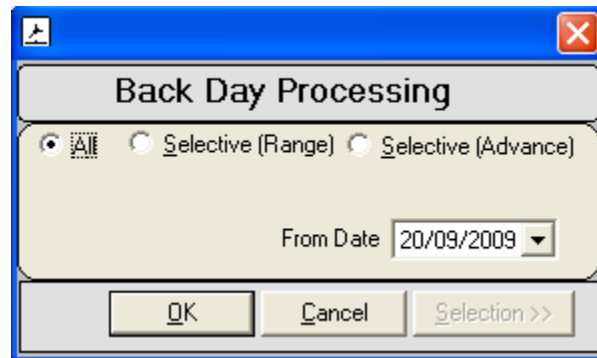


Figure 44: Back Date Processing

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 automatically set at their places.

4.5. Canteen Process

If you do any change in canteen shift , etc, you have to process this option.

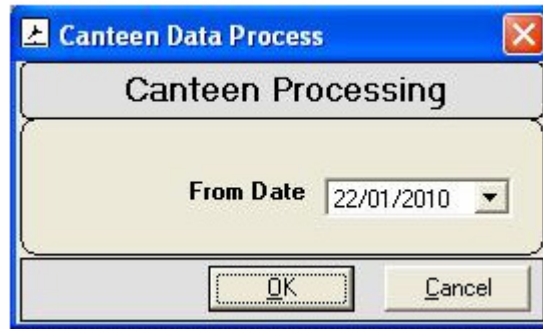


Figure 45: Canteen Processing

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 create a new leave use Append. Modify in existing leave and use delete to delete existing leave, previous to switch to previous and find to search a leave in many leave , next to switch to next leave and finally use button to close the leave window.

LeaveField	LeaveCode	LeaveDescription	WeeklyOffInclude	HolidayInc
L01	CL	CASUAL LEAVE	No	No
L02	SL	SICK LEAVE	No	No
L03	PL	EARN LEAVE	No	No
L04	OD	OUT DUTY	No	No
L05	COM	COMPENSANTRY HOLIDAY	No	No
L06	LWP	LWP	No	No






 Append	 Modify	 Delete	 Previous	 Find	 Next	 Close
--	--	--	--	--	--	---

Figure 46: Leave Master

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

- ❖ Leave Field: Leave field will automatically generate from the software & compulsory parameter.i.e.L01, L02, etc.
- ❖ Leave Code: Leave code is unique & compulsory parameter.
- ❖ Leave Description: This is also compulsory parameter.
- ❖ Weekly Off include (Yes/No): if weekly off is coming between leaves will be considered when you tick on “weekly off include”. Else will not include.



Figure 47: Weekly Off Include (Yes/No)

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

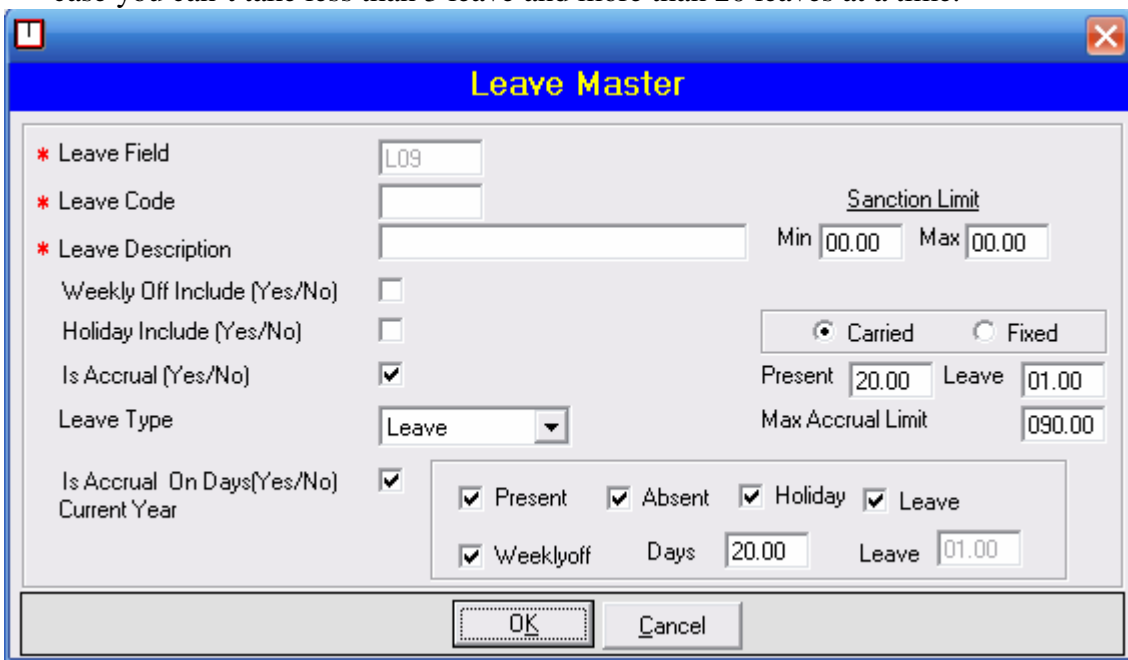


Figure 48: Accrual

- ❖ Carried and Fixed- This option can be used for carry forward leave to the next year.
- ❖ Leave Type: You can specify either Leave or Present or absent by using this option i.e. It will be Leave in case of CL or SL or EL and it will be Present in case of On duty and it will be Absent in case of Leave without pay.

5.2 Leave Application

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

The screenshot shows a software window titled "Leave & Tour Voucher" with a sub-header "Leave & Tour Application". At the top, there are four input fields: "* Paycode From", "* To", "* Date from", and "* Date To". Below these, on the left, is a list of fields: Voucher No. (0000000533), Name, Card No., Designation, Company, Department, Category, Section, and Grade. On the right, under "Leave Duration", there are four radio button options: Quarter, Half Day, Three Fourth, and Full Day (which is selected). Below the list and duration options, there are three more input fields: Leave Code (a dropdown menu), Reason, and Approved Date (20/09/2009). At the bottom right, there are two buttons: OK and Cancel.

Figure 49: Leave Application

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

5.3 Leave Accrual

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

The screenshot shows a software window titled "Leave Accrual Entry Form". At the top, there are three input fields: "* Paycode From", "* Paycode To", and "* Year:". The "Year:" field contains the value "2009". To the right of these fields are "OK" and "Close" buttons. Below this is a section with a tab labeled "Opening Balance". This section contains a list of leave types: CASUAL LEAVE, SICK LEAVE, EARN LEAVE, OUT DUTY, COMPENSANTRY HOLIDIA, and LWP.

Figure 49: Leave Accrual

5.4 Yearly Leave Accrual

This Option is used to automatic calculation of Leave of previous year and set as opening balance for current year.

By using this option you can calculate auto leave opening. When you tick on L01, window will show three option old balances, opening balance and max accrual limit.

Leave Field	Leave Code	Old Balance	Opening Balance	Max Accrual Limit
<input type="checkbox"/> L01				
<input checked="" type="checkbox"/> L02	EL	<input type="checkbox"/>	20.00 Present = 01.00 Leave	090
<input type="checkbox"/> L03				
<input type="checkbox"/> L04				
<input type="checkbox"/> L05				
<input type="checkbox"/> L06				
<input type="checkbox"/> L07				
<input type="checkbox"/> L08				

Figure 50: Auto Leave Accrual

Window will also show carried for that leave carried for next year or will be lapse.

In the opening balance, you can enter limit of present and limit of leave on this present .You can enter max accrual limit.

5.5 Current Year Leave Accrual

This option is given so that if employee wants that if he is working for 20 days and after that if he wants to get one leave then with the help of clicking "Proceed" option his leave balance will be obtained every after 20 days. The figure of Leave Accrual on current year is shown below :-

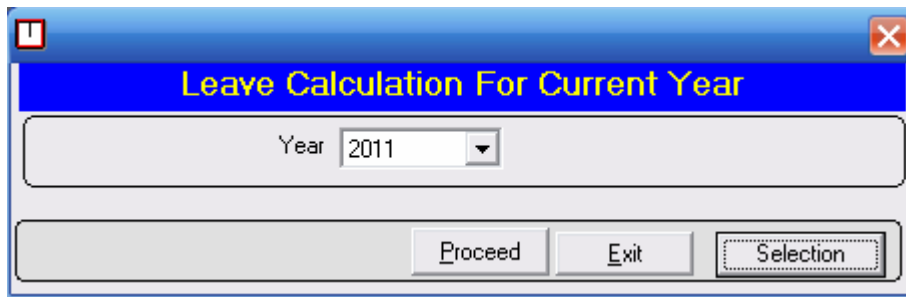


Figure 3.4: Leave Accrual On Current Year

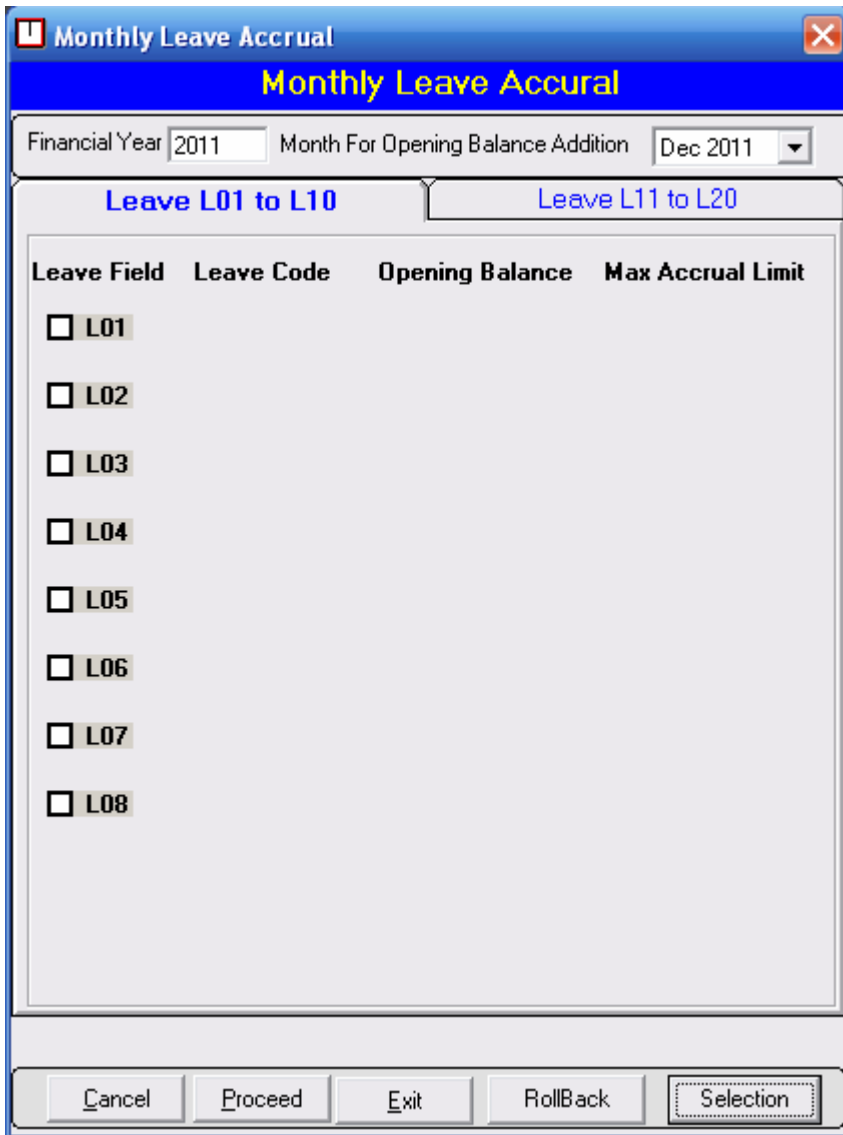
Proceed : Proceed button will make leave calculation for current year alongwith maintaining leave balance of employees

Exit : Exit button will close this page.

Selection : Selection button will make help you to select employee department wise, compnaywise,branchwise etc..

5.6 Monthly Leave Accrual

This Option is used to automatic calculation of Leave month wise . You can select the month and year to proceed the leave accrual. Once you have run the accrual you can not run it for the same month. There is also an option to rollback the month leave accrual. There is five buttons cancel, proceed, exit, Rollback, Selection.



Proceed : To run the monthly accrual.

Exit: To close the application.

Rollback : If you run the monthly leave accrual and want to remove it's effect then you can use this option.

Selection : You can use this option to run the monthly accrual for a selected company, Department, Category, Branch , Employee etc..

5.7 Leave Synchronization.

Leave synchronization will help you to update your leave balance. Lets understand this concept through example- If an employee's leave balance of particular leave is 20 and he take that leave for 2 days then his leave balance would be 18 after taking his leave. But in case if he cancel his leave then his still leave balance would be 18. But with the help of leave synchronization option his leave balance will be updated and his balance would be 20. But he will have to click on "Maintain Leave" button and "Update Leave" button.

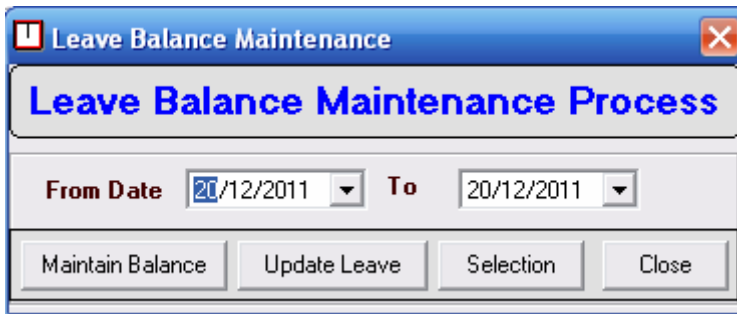


Figure : Auto Leave Accrual

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.

	SETUPID	PERMISLATEARR	PERMISEARLYDEP	DUPLICATECHECKMIN
▶	7	15	0	5
	8	15	0	5
	9	15	0	5
	10	15	0	5
	11	15	0	5








						
Append	Modify	Delete	Previous	Find	Next	Close

Figure 51: time office setup-1

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

- ❖ Setup Register No.: This will automatically generate on every time when you modify in time office setup.
- ❖ Duplicate check min: This is a time duration in which if a employee punch his/her card at many time, software will take first punch. Default time 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 to half day to all employees, click on this option.

Figure 52: time office setup-2

- ❖ Short Leave Marking: If you want to allow to short leave to all employees, click on this option.
- ❖ Present Marking Duration: You can set min time for 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 incase of early coming” : Over time will count on early coming.
 2. check “round OT” to count OT round figure.

a. General Round Off

In general round off there is two option "15" and "30" minutes

on 15 minutes if ot fractional point is between 0 to 15 it becomes 0 minutes

on 15 minutes if ot fractional point is between 15 to 45 it becomes 30 minutes

on 15 minutes if ot fractional point is between 45 to 60 it becomes 60 minutes

on 30 minutes if ot fractional point is between 0 to 30 it becomes 0 minutes

on 30 minutes if ot fractional point is between 30 to 60 it becomes 60 minutes

b. On minutes basis.

On minutes basis if you enter 10 in the text box then if ot fractional point is less than 10 then it becomes 0 and if it is greater than 10 then it becomes 60 minutes. You can change the text box option.

❖ 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 restrict End Duration:** You have to set maximum over time.

6.2 Time office Corporate policy

If you want to change in time shift policy for all employees or selected employees in employee master, use this option.

If you change in permissible late arrival, permissible early departure and maximum working hours in a day and press button save to save these information only.

The screenshot shows a software window titled "Employee Corporate Policy" with a sub-header "Employees Corporate Policies". The window is divided into two tabs: "Time Office Policy" (active) and "Shift/WO Policy".

Time Office Policy Tab:

- Permissible Late Arrival: 01:00
- Permissible Early Deaprture: 00:10
- Maximum Working Hours in a Day: 23:00
- Round The Clock Working:
- Consider Time Loss:
- Half Day marking:
- Short leave marking:
- Present Marking Duration: 04:00
- Maximum Working Hours for half day: 06:00
- Maximum Absent Hours for Short day: 02:00

Shift/WO Policy Tab:

- Punches Required in a Day:**
 - No Punch
 - Single Punch Only
 - Two Punches
 - Four Punches
 - Multiple Punch
- Single Punch Only:**
 - Fixed Out Time
 - Overwrite
- Overtime Applicable
 - Overtime Rate Per Hour: 000.00
- Overstay Applicable

Figure 53: 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 give right to selective employee. When you will open user privilege from the main menu, you will get a browse window like below for existing user.

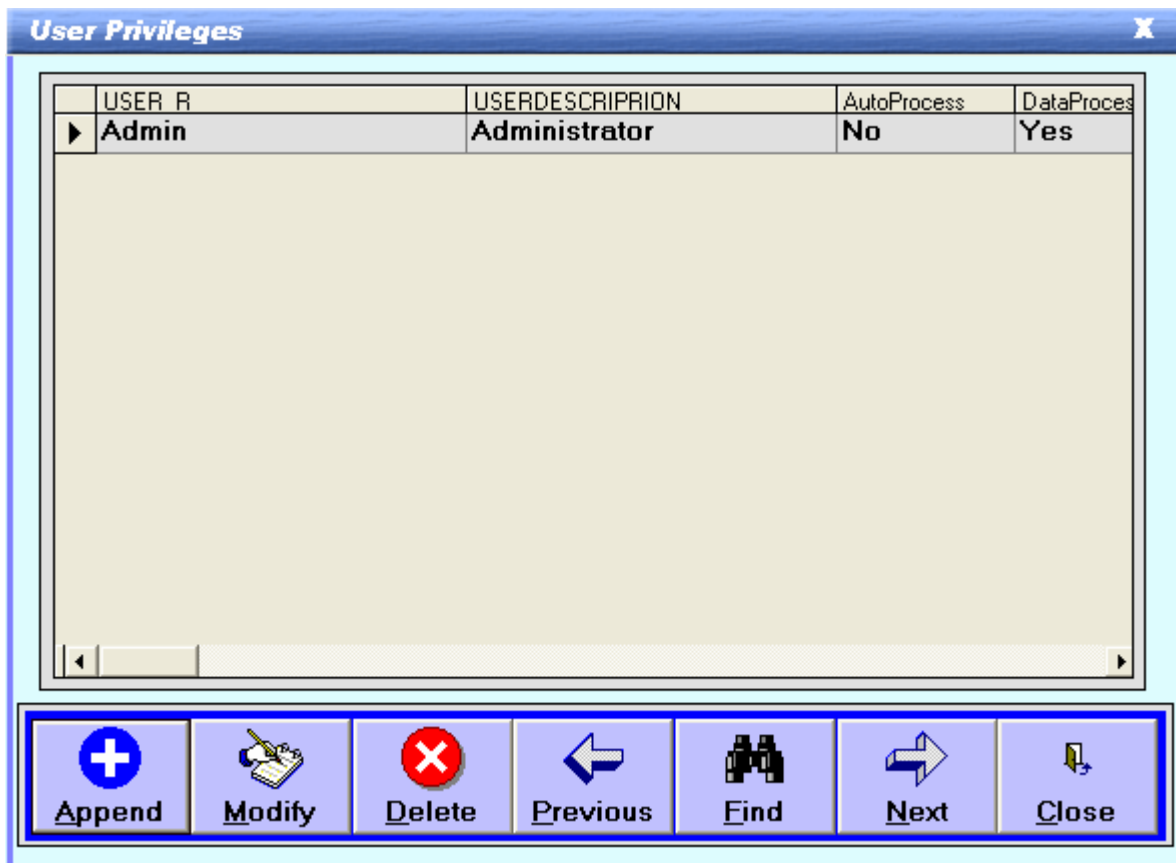


Figure 54: User Privilege-1

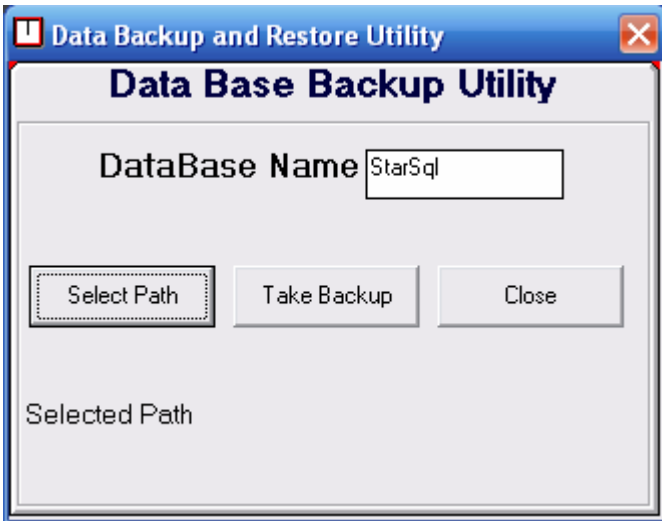
Pressing button append you will create a new user with password and you can give proper rights for which option he/she can access in time office software.

The screenshot shows a 'User Privilege' dialog box. At the top, there's a title bar with 'User Privilege' and a close button. Below it, a yellow banner reads 'User Privileges'. The main area contains several input fields: 'User Name' with 'Admin', 'User Description' with 'Administrator', and 'Password' with a masked field. A 'User Type' dropdown menu is set to 'Administrator'. Below these fields are five tabs: 'Payroll', 'Report', 'Data Process/Others', 'Data Capture', and 'Visitor'. The 'Data Process/Others' tab is selected, revealing a 'Privileges' section. This section has a grid of checkboxes, all of which are checked: 'Main Application', 'Administration', 'Transaction Application', 'Auto Processing', 'Data Process', 'Reports', 'Leave Management', and 'Payroll Management'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Figure 55: User Privilege

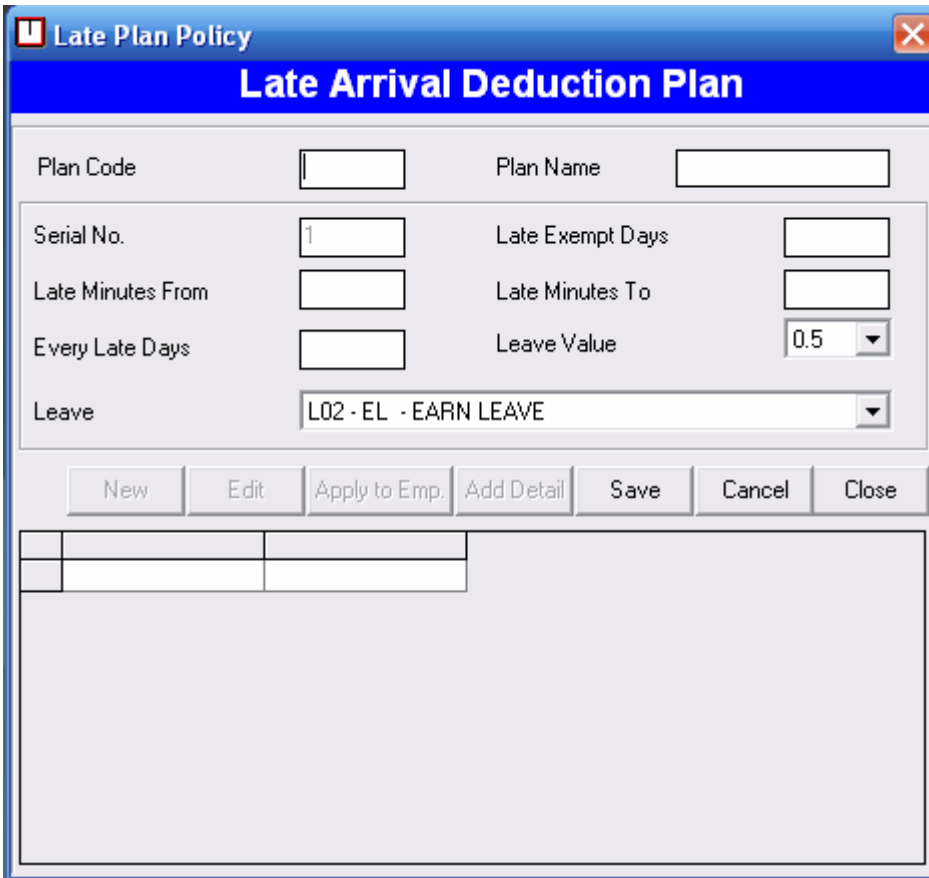
6.4 Data base backup

From this option you can take the backup of the database by single click. it create the bak file as backup. For this first click the button "select path" and select the desired file path then click on "take backup".this will create the starsql.bak at the selected path.



6.5 Late Arrival deduction

From this option you can create multiple late plan and apply this to employee. in a single plan you can create multile serial no. . there is many buttons the detail will be as below.



New : to create a new plan.

Edit : To make changes in the existing plan.

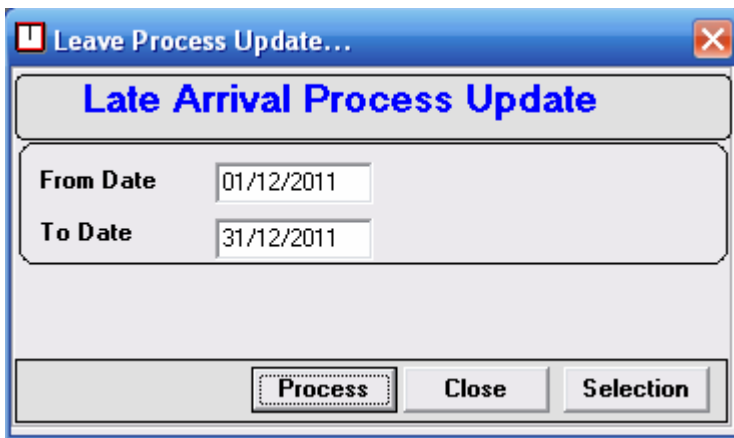
Apply to Emp: For this first click on edit and select any serial no of desired plan then click on apply to emp it will give you a selection option ,you can select the desired employee to apply the plan.

Add detail : If you want to make more serial no in existing plan then edit a plan and click on "add detail".

Close : To exit from late arrival deduction window.

6.6 Late Arrival Process

if you want to make deduct the late accordin to plan you have apply to the employee then you can select the period and you can also select the employee then run the process,it will deduct the late according to apply plan.



The screenshot shows a software dialog box titled "Late Arrival Process Update". The window title bar reads "Leave Process Update...". The dialog contains two date input fields: "From Date" set to "01/12/2011" and "To Date" set to "31/12/2011". At the bottom of the dialog, there are three buttons: "Process" (which is highlighted with a dashed border), "Close", and "Selection".

6.7 Verification

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

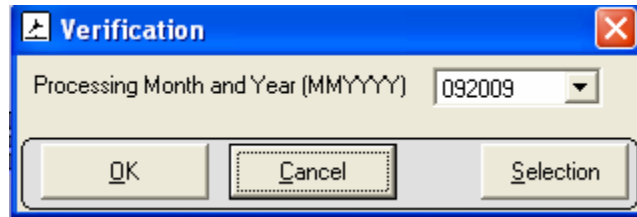


Figure 56: Verification

6.8 OT Setup

There are two type of setup:

- a. OT Setup1
- b. OT Setuo2
 - a. OT Setup1: You can set OT for a day. You can set OT for a week and OT for a month.
 - b. OT Setup2: You can set OT for each and every day of one month. You can set maximum OT 6 hours for each day. You can select a number of employees whose you want to give OT and then apply.

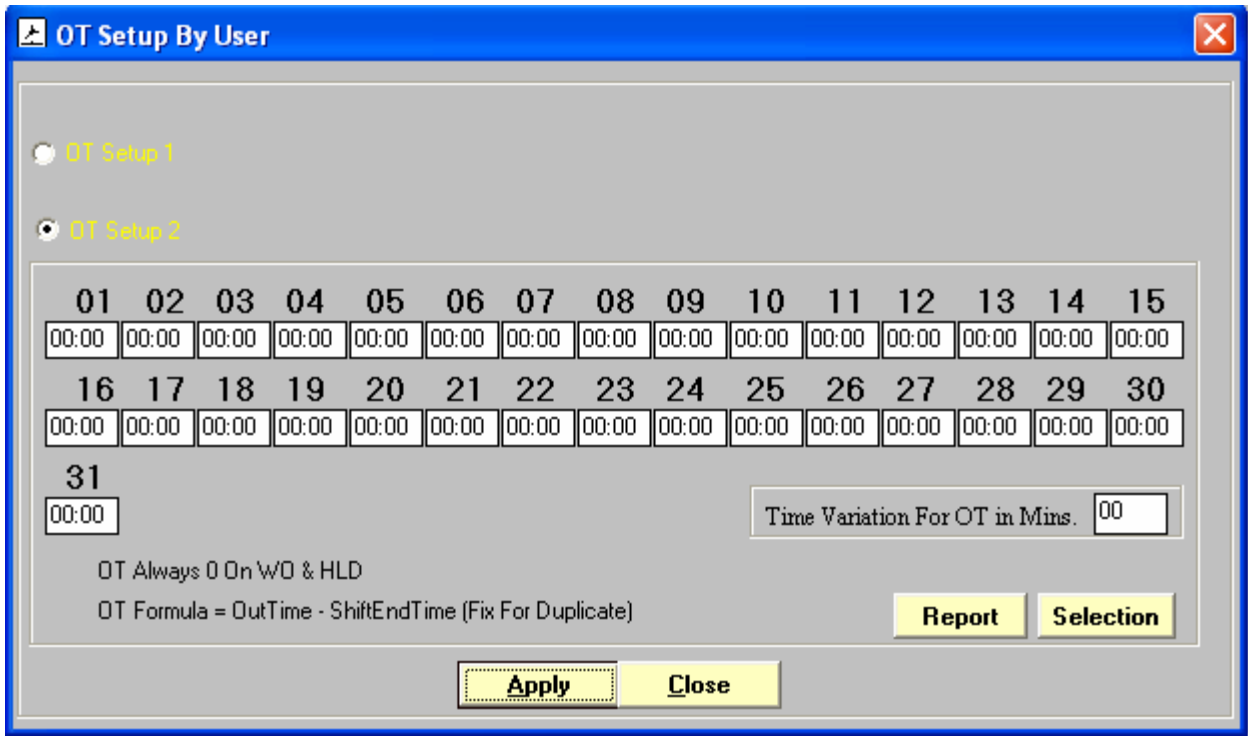


Figure 57: OT Setup

6.9 Mail Setting

If you have a machine at different location and by this setting when they will capture the data, a text report will automatically deliver to you.

- ❖ Give that server's IP address.
- ❖ Mail of that person from mail will come.
- ❖ Mail id of that person when mail will automatically come.
- ❖ Mail subject.
- ❖ Mail sending option from which option you can to send the mail.
- ❖ Mail text which you want to write.

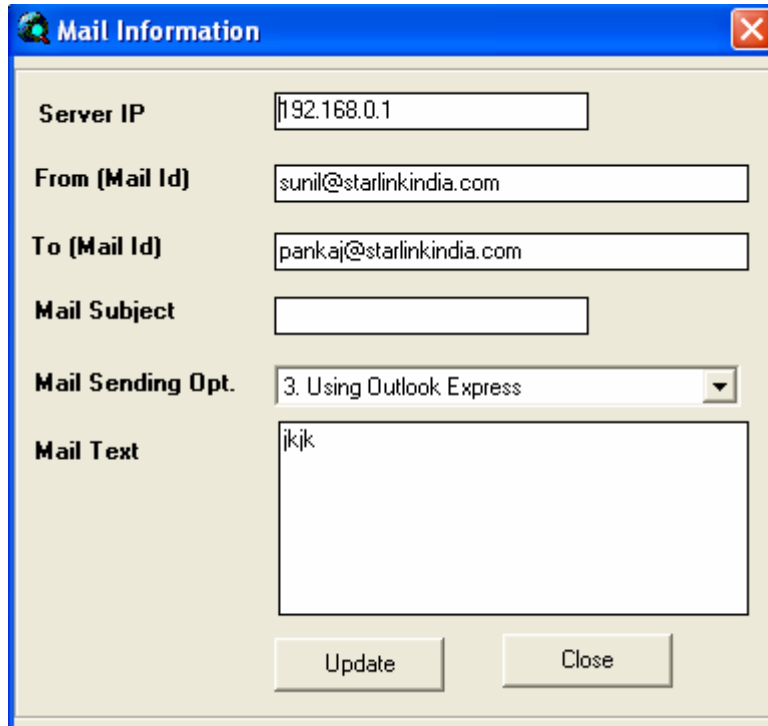


Figure 58: Mail Setting

6.10 Auto Mail (report)

If you want to send mail automatically of Late Arrival ,Absenteeism,Attendance, Early Departure and Daily performance register of a particular day, you have to tick on send mail in department master.

6.11 Mail Reports

If you want to send mail automatically with subject and text message of Late Arrival ,Absenteeism,Attendance and Early Departure of a particular day to the H.O.D of the related department the you will use this option of the time office software.



6.12 Send Mail

By this option you fill information Multiple Email ID. With Selection Option. of deparment ,and etc.



6.13 House Keeping (Update database)

By using this option you can update data base.

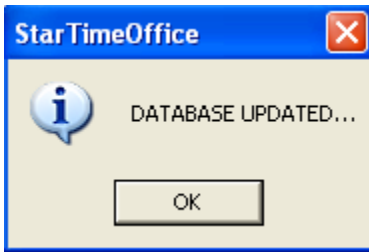
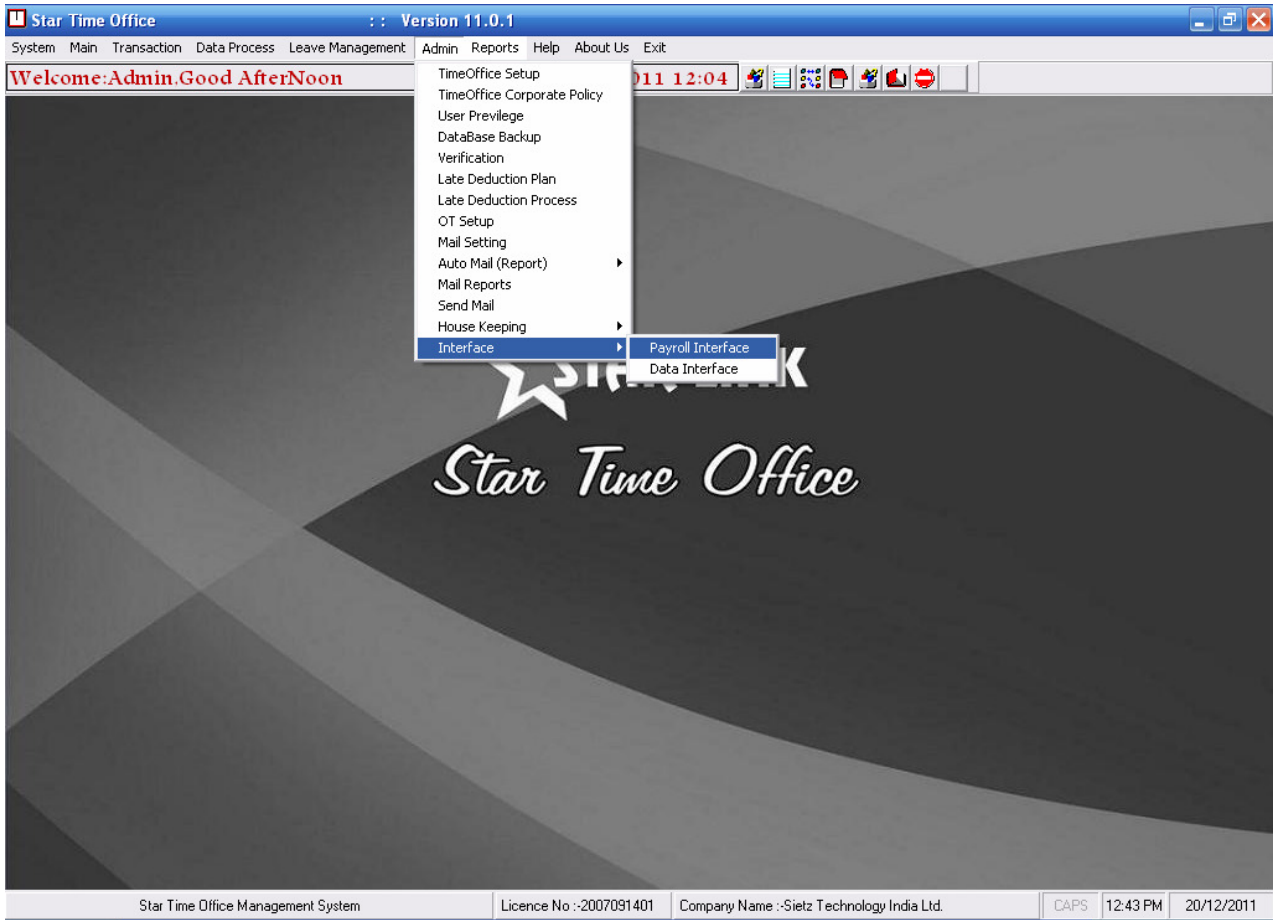


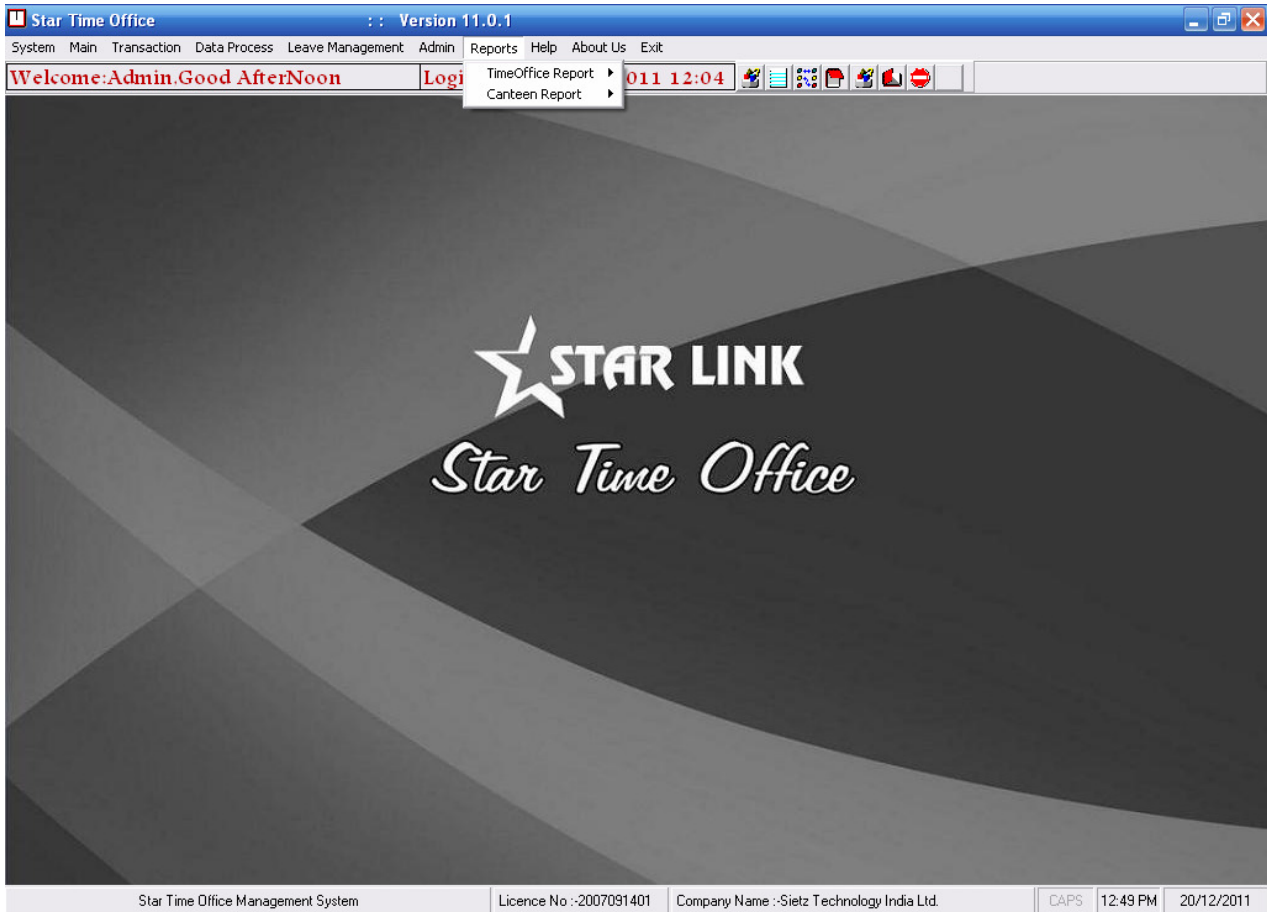
Figure 59: House keeping (Update Database)

6.14 Interface

By using this option you can interface time office software with payroll software.



7. Reports



After capturing punching data, you can generate time office reports and canteen report.

7.1. Time office reports

Time office report generate on daily basis, monthly basis, yearly basis , memo, etc in text, excel and word format.

i. Daily Report

There are following types of reports you can generate on daily basis like late arrival, absenteeism, attendance, department summary, early departure, shift wise presence, machine raw punch, reason card punch, daily performance, early departure, time loss, etc.

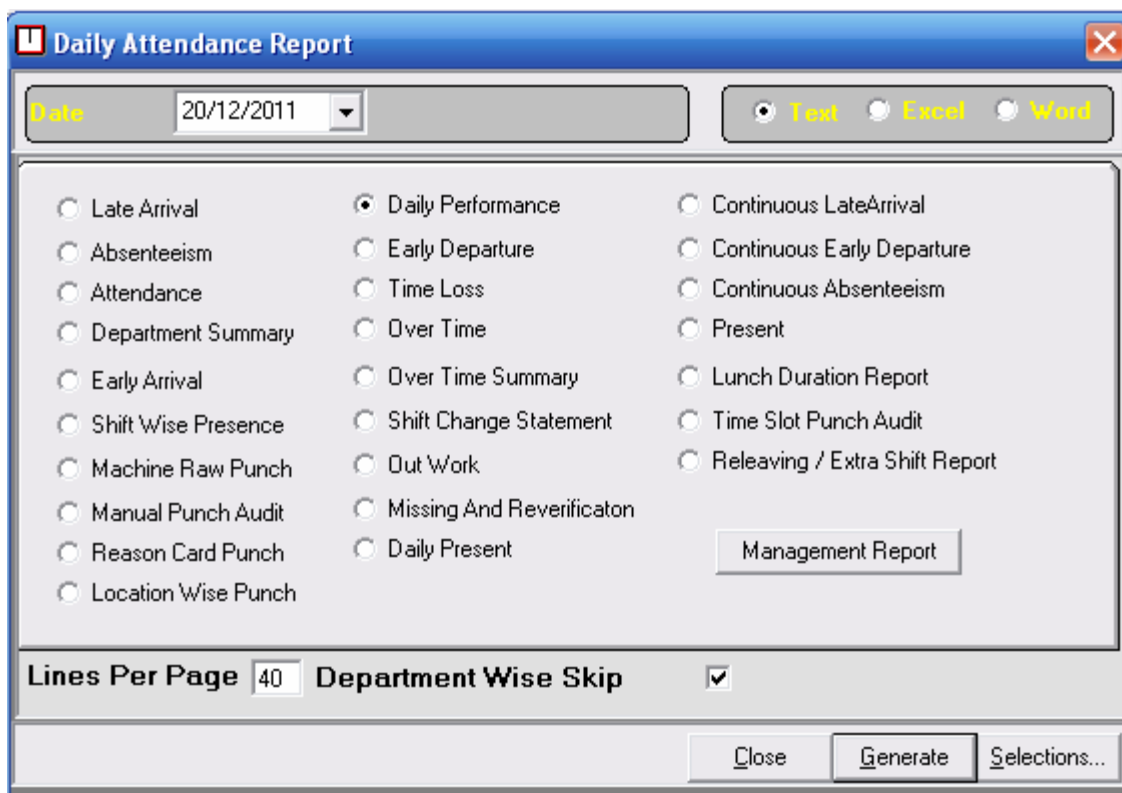


Figure 60: Daily report

S.No.	Report's Reason	Description
1	Late Arrival	You can generate late arrival report of those employees who come late on that day.
2	Absenteeism	You can generate absenteeism report of those employees who is absent on the day.
3	Attendance	You can generate attendance report of all employees for IN punch only on that day.
4	Department Summary	You can generate department wise attendance on that day.
5	Early Arrival	You can generate report of those employees who come earlier before the shift IN time on that day.
6	Shift Wise Presence	You can generate report of those employee's who are present in their shift on that day through shift wise report.
7	Machine Raw Punch	Through this report you can see all record of IN and OUT punching on that day.
8	Manual Punch Audit	If there will be any manual punch on a day, this report will show all manual punch on that day with reason which you have entered at time of manual punch.
9	Reason Card Punch	This reports show data of reason card punch

10	Location Wise Punch	This report show punch data location wise
11	Daily Performance	You can generate daily performance report of selected employee's.
12	Early Departure	You can generate early departure report of those Employees who go before shift end.
13	Time Loss	You can generate time loss report of those employee through which employee time loss is found.
14	Over Time	You can generate over time report of all employees who done overtime.
15	Over Time Summary	You can generate overtime report of employees who work after shift end.
16	Shift Change Statement	When you change shift of a particular day, shift statement will show the shift of that employee.
17	Out Work	You can generate report of those employees who work in field.
18	Missing and Reverification	This report shows miss punch of employees but they were working on that day.
19	Daily Present	This reports of percent employee reports
20	Continuous Late Arrival	If an employee is coming late continuously, you can generate his continuous late arrival report between duration of days.
21	Continuous Early Dearture	You can generate this report for employee who left continuously before shift end time.
22	Continuous Absenteeism	If an employee is continuous absent, you can generate this report.
23	Present	This report shows report of present employee's on that day.
24	Lunch Duration Report	This report shows lunch duration of employee's on that day.
25	Time slot punch audit	This report shows punching data of a particular employee who punched during a time slot.
26	Management Report	This is a dynamic report. This report shows in the excel sheet for the management.

- ii. **Monthly Reports:** You can generate performance register, late arrival register, early departure register, absenteeism register ,etc register on monthly basis in text, excel and word. And also can generate muster roll, form no-12, form no-25 and employee wise and department wise reports.

Figure 61 : Monthly Report

S.No.	Report	Description
1	Performance Register	This report shows the monthly performance of each and every employee's.
2	Late Arrival Register	This report shows the monthly report of late arrival if any available, of each and every employee's
3	Early Departure Register	This report shows the monthly report of early departure if any available, of each and every employee's.
4	Absenteeism Register	This report shows the monthly report of absenteeism if any available, of each and every employee's.
5	Over Time Register	This report shows over time for one month of all employees.
6	Over Stay Register	This report shows over stay of those employees who stay in company after his shift end.
7	Shift Schedule	This report shows shift chart of all employees for a month. This report can be generated for all Shifts (fixed, rotational, ignorable).This chart shows shift pattern, weekly off and theshift of each day employee wise.
8	Lunch Duration Report	This report shows lunch duration of employee's.
9	Employee Wise	This report shows the attendance details of all employees like

	Attendance	total present, absent, weekly off, holiday, Leave, OT and OT amount for a month.
10	Employee Wise Performance	This report shows attendance of each employee like attendance status , late arrival, early departure and hours worked for every day of one month.
11	Department Wise Attendance	This report shows department wise attendance of employees like total employees in the department, number of presents, absents, leaves and weekly off and holiday.
12	Shift Wise Attendance	This report shows shift wise attendance of employees. It shows the number of days present, absent, weekly off, leave, OT and OT amount.
13	Over Time Summary	This report shows total over time duration of One month of each and every employee.
14	Employee Status	This report shows status of employees of one month.
15	Manual OT deduction	This report shows report of OT deduction of all employee whose entry had done through “ punch entry for OT ”
16	Night Shift Punch	This report shows monthly report of employee’s who work on night shift and punch for entry at night.
17	Location Wise Punch	This report shows monthly report of Location Wise Punch.
18	Gatepass Report	This report shows monthly report of GatePass.
19	Muster Roll	This report shows all detail like pay code, card no., employee name, day’s work, holiday, CL, EL, total absent etc of employee and his present and absent status in the month.
20	Form 12	This report shows all detail like, paycode, employee name, name of adult worker, father’s name, nature of work, department, etc of employee and his present and absent status in the month.
21	Form 12 New	This report shows all detail like, paycode, employee name, name of adult worker, father’s name, nature of work, department, etc of employee and his present and absent status in the month.
22	Form 25	This report shows all detail like, paycode, employee name, name of adult worker, father’s name, nature of work, department, etc of employee and his present and absent status in the month.
23	Form 25 New	This report shows all detail like, paycode, employee name, name of adult worker, father’s name, nature of work, department, etc of employee and his present and absent status in the month.
24	Form 26	This report shows all detail like pay code, card no., employee name, day’s work, holiday, CL, EL, total absent etc of employee and his present and absent status in the

		month.
25	Employee Wise	This report shows all detail like, payroll, card no., employee name, present %, absent %, leave %, weekly off %, holiday % employee and his present and absent status in the month employee wise.
26	Department Wise	This report shows all detail like, payroll, card no., employee name, present %, absent %, leave %, weekly off %, holiday % employee and his present and absent status in the month department wise.
27	Early Departure	This report shows the monthly report of early departure if any available, of each and every employee's.
28	Total Loss and Overstay	This report shows the report of the employee's who do some time loss and overstay in the company after shift time.
29	Late and Overstay	This report shows the report of the employee's who are coming late and overstay in the company after shift time.

- iii. **Yearly Attendance Report:** You can generate reports on yearly basis of every employee in form no. 14, yearly attendance details and from B.

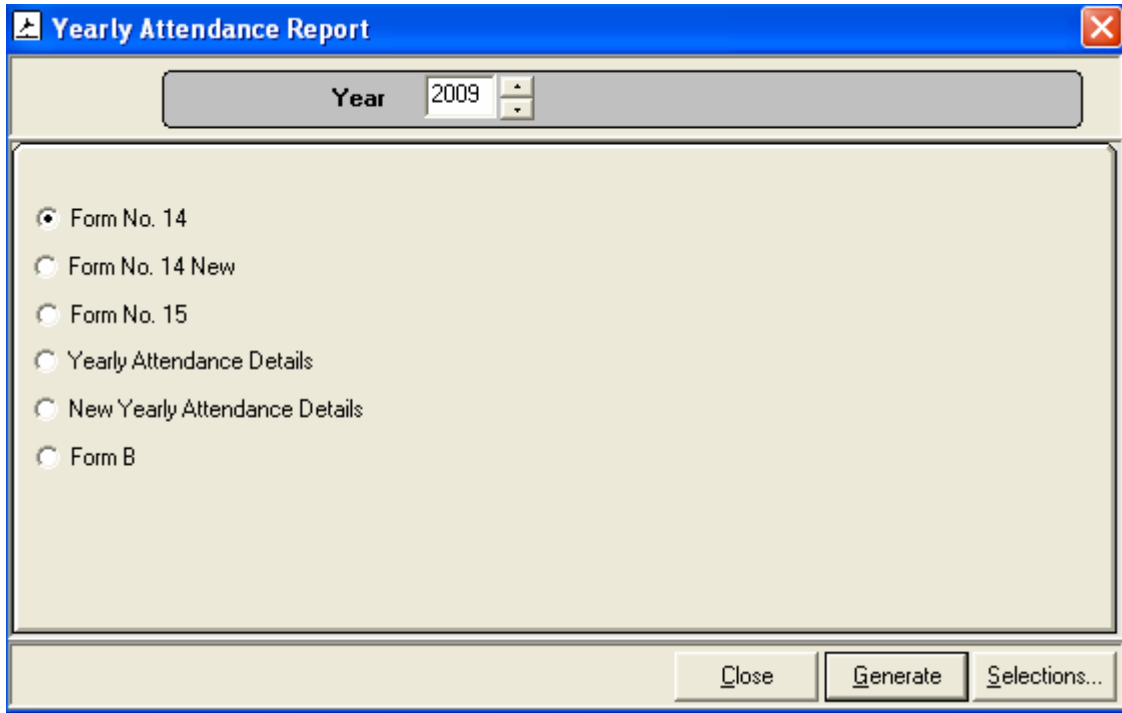


Figure 62: Yearly Attendance Report

iv. Memo :

You can send notice and Memo to each department for late arrival, absenteeism, continuous late arrival, continuous early departure and continuous absenteeism of employees.

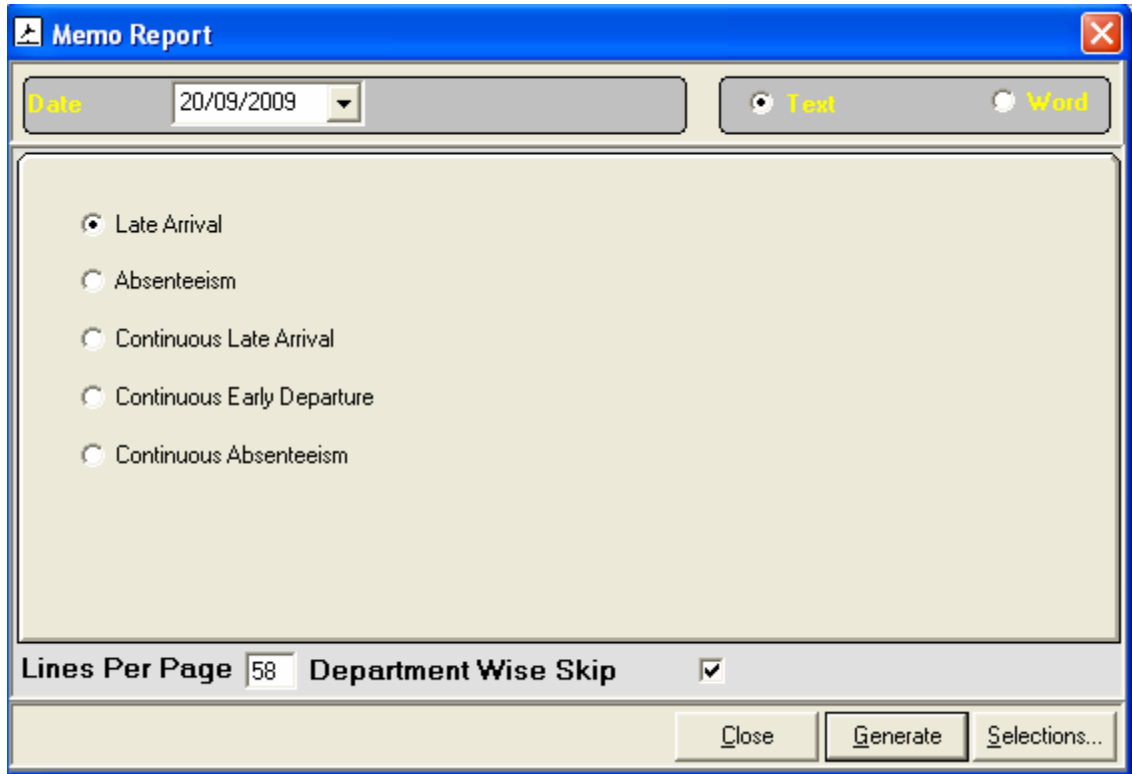


Figure 61: Memo

S.No.	Memo Report	Description
1	Late Arrival	You can see late arrival of a particular employee and send notice to his department head.
2	Absenteeism	You can send notice/memo of that employee who was absent without notice.
3	Continuous Late Arrival	If a employee is coming late continuously, you can send notice/memo to that department in which he is working.
4	Continuous Early Departure	If a employee is coming early continuously, you can send notice/memo to that department in which he is working.
5	Continuous absenteeism	If a employee is absent continuously, you can send notice/memo to that department in which he is working.

v. Leave Report :

Figure 62: Leave Reports

S.No.	Reports	Description
1	Sanctioned leave	Reports of details of sanctioned leaves of all employees.
2	Leave Card	This is the card which can be given to Employees showing his / her leave status (Accrued, consumed and balance) till date.
3	Accrued Leave	Reports of all accrued leaves.
4	Consumed Leave	This report show how many leaves an employee has taken till now.
5	Balance Leave	This report show how many leave has been left to the employee till now.
6	Leave Register	This report shows employee wise accrual, Date wise consumption with reason and balance of each leave.
7	Leave approval	In this report you will see the approval person , leave type, total leave.
8	Monthly Leave Accrual	If you run maonthly leave accrual then you can generate this report . this report shows leave accrual on monthly basis.

vi. Master Reports:

This report shows all Master information according to your selection like, declared

Holiday, Company, Department, Category, Shift, Employee setup information, employee general information, leave, Employee joining information, employee leaving information and employee who is not on payroll.

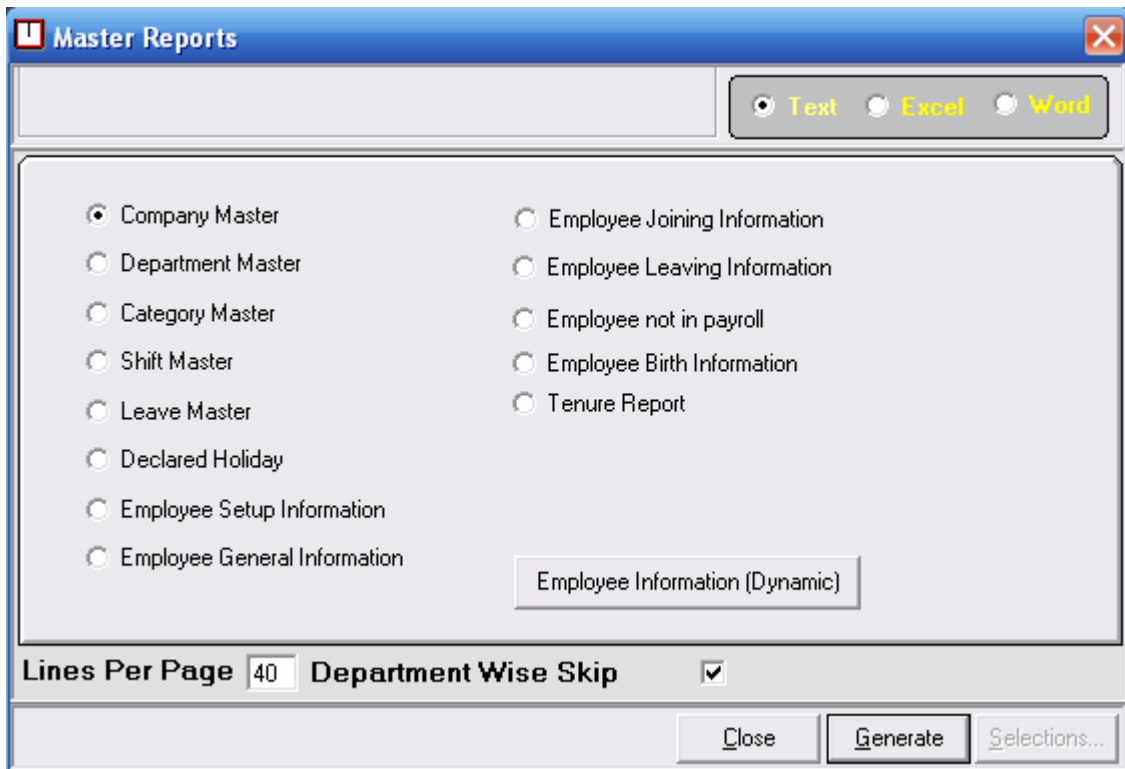


Figure 63: Master Reports

S No.	Reports	Description
1	DeclaredHoliday	This report show the declared holiday of the year of the company.
2	Company	This report show all the company information which is in the time office software.
3	Department	This report show all the department in the company which is in the time office software.
4	Category	This report show all the category information which is in the time office software.
5	Shift	This report show all the shift information of the company which is in the time office software.
6	Employee Setup Information	This report show all the information of the employee setup which is in the time office software.

7	Employee General Information	This report show all the general information of the employee like name, father's name, address, designation, department, which is in the time office software.
8	Leave	This report show all the leave type information which is declared by company in the time office software.
9	Employee Joining Information	This report show all the information related to joining of employee which is in the time office software.
10	Employee Leaving Information	This report show all the information related to leaving of the employee which is in the time office software.
11	Employee not in Payroll	This report show all the employee who is not in payroll.
12	Employee Birth Information	This report show all the employee Birth information.
13	Tenure Report	This report show all the employee six month period from joining date.
14	Employee information(Dynamic)	This report show all the selected information of selected employee in the excel sheet which is in the time office software.

- vii. **Chart Report:** By using this option, you can generate graphic reports of daily performance, daily time loss, monthly performance, monthly time loss with overstay, monthly leave status , department wise employees and weekly presence status.

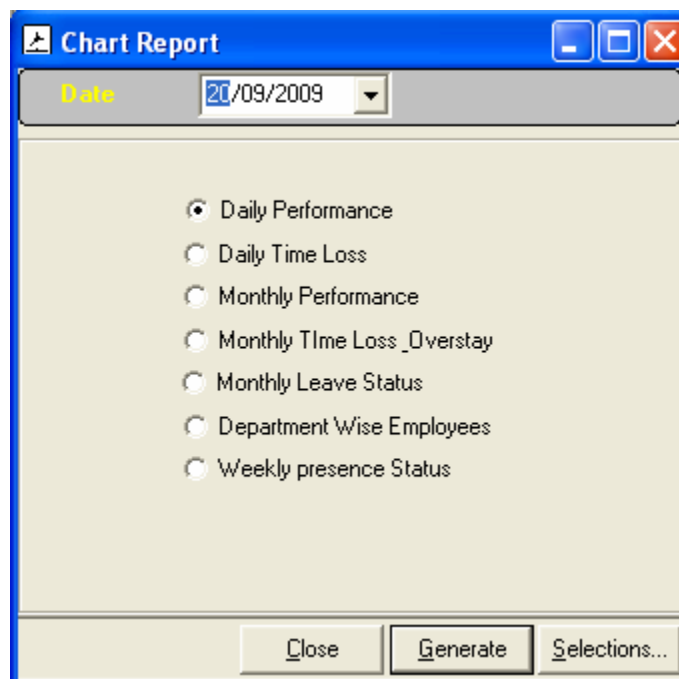
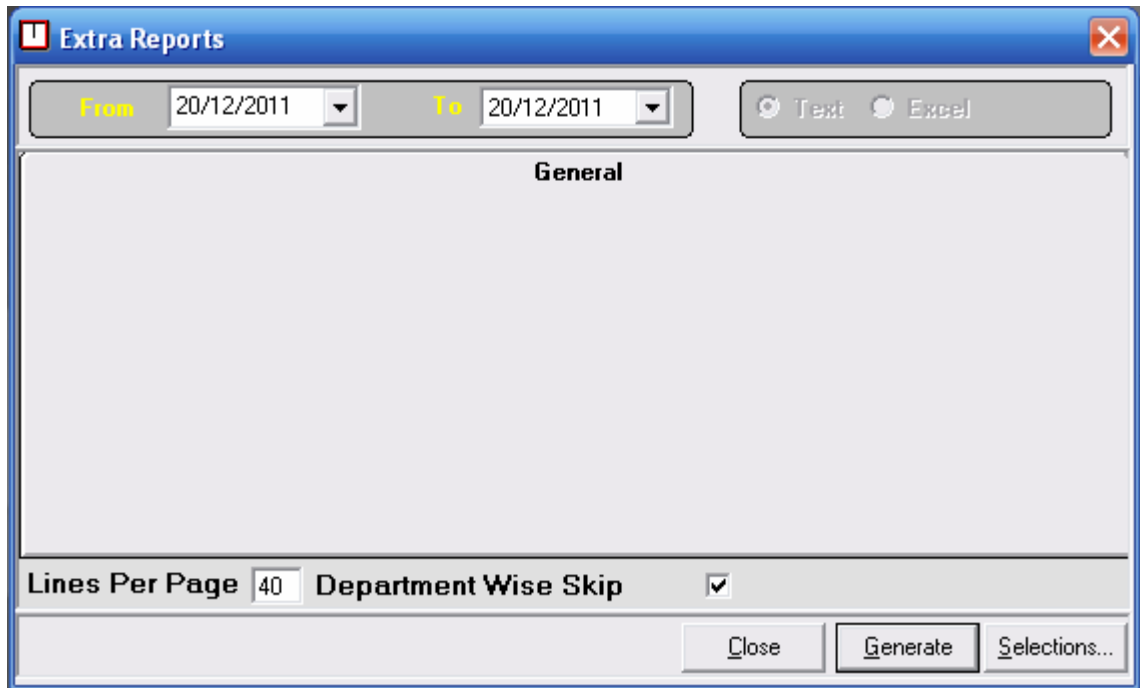


Figure 64: Chart Report

S No.	Reports	Description
1	Daily Performance	This report show the daily performance of the selected employee in the form of Chart.
2	Daily Time Loss	This report show the Daily Time Loss of selected employee in the form of Chart.
3	Monthly Performance	This report show the monthly performance of selected employee in the form of Chart.
4	Monthly Time Loss Overstay	This report show the monthly time loss and overstay of the selected employee in the form of chart.
5	Monthly Leave Status	This report show the monthly leave status of the selected employee in the form of chart.
6	Department wise Employee's	This report show all the information of the employee's department wise in the form of chart.
7	Weekly Presence	This report show presence status of the selected employee in a week in the form of chart.

Viii Extra Report :

From this option you can generate the report when you have modified report according to your requirement.



7.2.Canteen reports:

Figure 65: Canteen Report

You can generate canteen report on shift wise consumption, daily consumption, monthly consumption , monthly consumption and amount due summery ,etc.

S No.	Reports	Description
1	Shift Wise Consumption	This report show the shift wise consumption of the selected item on the selected date.
2	Daily Consumption	This report show the Daily consumption of the selected item on the selected date.
3	Monthly Consumption	This report show the monthly consumption of the selected item.
4	Monthly Consumption and amount due summary	This report show the monthly consumption of the selected item. And amount due summary of the month
5	Monthly consumption summary of holiday and weekly off	This report show the monthly consumption of the selected item on weekly off and holiday.

6	Extra consumption report(More than one meal)	This report show the extra consumption of the month in the selected month.
7	Monthly Item Consumption	This report show the Item consumption of the month in the selected month

8. **Exit:** Close the time office software.