Report Set Of Window Based Time Office Software

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1. DAILY REPORT

1.1 DAILY ATTENDANCE REPORT

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

DEMO COMPANY

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ATTENDANCE REPORT FOR :- 22/01/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 17:34:57

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	SHIFT	START	IN	SHIFT LATE	STATUS
1	0001	0000001	MR R.B.SINGH	G	9.00	09:00:00		P
2	0002	00000002	MR RAJ KISHORE YADAV	G	9.00	09:00:00		P
3	0003	0000003	MR SANJAY SINGH	G	9.00	09:00:00		P
4	0004	00000004	MR SANJAY ARORA	S1	9.30	09:30:00		P
5	0005	0000005	MR R. SUSHIL NAIR	S1	9.30	09:30:00		P
6	0006	0000006	MR PARMOD KUMAR	G	9.00	09:00:00		P
7	0007	0000007	MR ABDUL SAMAD	G	9.00	09:00:00		P
8	8000	0000008	MS. SUNITA RAI	S1	9.30	09:30:00		P
9	0009	00000009	MR SHAJI MATHEW	S1	9.30	09:30:00		P
10	0010	0000010	MR UDAY NARAYAN SING	G	9.00	09:00:00		P
11	0011	00000011	MR ANISH ANWAR	S1	9.30	09:30:00		P
12	0012	00000012	MR DILIP KUMAR	G	9.00	09:00:00		P
13	0014	00000014	MR SAGAR RAI	G	9.00	09:00:00		P
14	0015	00000015	MR CHANDESWAR RAI	S1	9.30	09:30:00		P
15	0016	00000016	MR NASIR AHMED	G	9.00	09:00:00		P
16	0017	0000017	MR SUNIL KUMAR	G	9.00	09:00:00		P
17	0018	0000018	MR DINISH KUMAR AKEL	G	9.00	09:00:00		P
18	0019	00000019	MR KRISHNA YADAV	G	9.00	09:00:00		P
19	0020	00000020	MR HARE KRISHNA SING	G	9.00	09:00:00		P
20	0021	00000021	MR DEEPAK JHA	G	9.00	09:00:00		P
21	0022	00000022	MR DHARAMVIR SINGH	G	9.00	09:00:00		P
22	0023	00000023	MRS . NEEMA DEVI	G	9.00	09:00:00		P

23 0024 00000024 MR RAJ NARAYAN G 9.00 09:00:00 F 24 0025 00000025 MR DEEPAK KR. KAUSHI G 9.00 09:00:00 F

1.2. DAILY ABSENTEEISM REPORT

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

DEMO COMPANY

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ABSENTEEISM REPORT FOR :- 22/02/2005 SHIFT :- ALL

RUN DATE 22/02/2005 AND TIME 17:36:53

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	ABSENT	LEAVE	ON DUTY	REMARK	
1	0150	00000150	RAJU	A				
2	0151	00000151	RAJESH	A				
3	0236	00000236	IDSOGIDOG	A				

TOTAL :- 3

1.3. DAILY DEPARTMENT SUMMARY

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

DEMO

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DEPARTMENT SUMMARY FOR :- 01/04/2004 SHIFT :- ALL

RUN DATE 10/05/2004 AND TIME 10:36:59

SRL NO.	DEPARTMENT CODE	DEPARTMENT NAME	TOTAL EMPLOYEE	PRESENT	ON . DUTY	ABSENT LEA	VE WEEKLY OFF
1	D01	ACC. & ADMN.	5.00	4.00		1	.00
2	P01	PERSONNEL	11.00	11.00			
3	F01	FINISHING	34.00	34.00			
4	P02	PACKING	6.00	5.00		1.00	
5	S01	SAMPLING	10.00	10.00			
6	C01	CUTTING	17.00	17.00			
7	T01	THREAD CUTTING	53.00	53.00			
8	M01	MANAGEMENT	2.00	2.00			
9	P03	PRESSING	12.00	11.00			
10	S02	STORES	1.00	1.00			
****				148.00		1.00 1	.00

1.4. LATE ARRIVAL

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

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LATE ARRIVAL REPORT FOR :- 01/04/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 17:53:16

SR. PAYROLL CARD EMPLOYEE'S SHIFT START IN LATE ------LATE------ BUS ROUTE NO. NO NO. NAME >(0.10) >(0.30) >(1.00)

1.5. EARLY ARRIVAL

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

DEMO COMPANY

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EARLY ARRIVAL REPORT FOR :- 02/04/2004 SHIFT :- ALL

RUN DATE 08/03/2005 AND TIME 16:02:31

SR.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	SHIFT	START	IN		EARLY>(0.30)	
1	0001	0000001	MR R.B.SINGH	G	9.00	08:00:00	1.00		**

1.6. SHIFT WISE PRESENCE

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

DEMO COMPANY

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SHIFT WISE REPORT FOR :- 01/04/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 17:55:59

SRL	PAYROLL	CARD	EMPLOYEE'S	SHIFT	START	IN	LATE	STATUS	MANUAL
NO.	NO	NO.	NAME						
** SH	 IFT E01								
1	0069	00000069	MR MR SONU	E01	8.00	08:00:00		P	
2	0081	00000081	MR SANJEEV	E01	8.00	08:00:00		P	
3	0085	00000085	MR NEERAJ	E01	8.00	08:00:00		P	
** SH	IFT G								
4	0001	0000001	MR R.B.SINGH	G	9.00	09:30:00	0.30	P	M
5	0002	00000002	MR RAJ KISHORE YADAV	G	9.00	09:00:00		P	
6	0003	0000003	MR SANJAY SINGH	G	9.00	08:00:00		P	M
7	0006	0000006	MR PARMOD KUMAR	G	9.00	09:00:00		P	
8	0007	0000007	MR ABDUL SAMAD	G	9.00	09:00:00		P	
9	0010	00000010	MR UDAY NARAYAN SING	G	9.00	09:00:00		P	
10	0012	00000012	MR DILIP KUMAR	G	9.00	09:00:00		P	
11	0014	00000014	MR SAGAR RAI	G	9.00	09:00:00		P	
12	0016	00000016	MR NASIR AHMED	G	9.00	09:00:00		P	
13	0017	0000017	MR SUNIL KUMAR	G	9.00	09:00:00		P	
14	0018	0000018	MR DINISH KUMAR AKEL	G	9.00	09:00:00		P	
15	0019	00000019	MR KRISHNA YADAV	G	9.00	09:00:00		P	
16	0020	00000020	MR HARE KRISHNA SING	G	9.00	09:00:00		P	
17	0021	00000021	MR DEEPAK JHA	G	9.00	09:00:00		P	
18	0022	00000022	MR DHARAMVIR SINGH	G	9.00	09:00:00		P	
19	0023	00000023	MRS . NEEMA DEVI	G	9.00	09:00:00		P	
20	0024	00000024	MR RAJ NARAYAN	G	9.00	09:00:00		P	

21	0025	00000025	MR DEEPAK KR. KAUSHI	G	9.00	09:00:00	P
22	0027	00000027	MR VINAY KUMAR	G	9.00	09:00:00	P
23	0028	00000028	MR ABDUL RAUF KHAN	G	9.00	09:00:00	P
24	0029	00000029	MR YOGESH KUMAR	G	9.00	09:00:00	P
25	0030	00000030	MR NARESH KUMAR	G	9.00	09:00:00	P
26	0031	00000031	MR ASHOK SINGH	G	9.00	09:00:00	P
27	0036	00000036	MR CHOTE LAL	G	9.00	09:00:00	P
28	0037	00000037	MR JITENDER	G	9.00	09:00:00	P
29	0038	00000038	MR RAJESH	G	9.00	09:00:00	P
30	0039	00000039	MR GUDDU KUMAR	G	9.00	09:00:00	P
31	0041	00000041	MR JAY PRAKASH	G	9.00	09:00:00	P
32	0042	00000042	MD MUSTAFA	G	9.00	09:00:00	P

1.7. PUNCH FROM READER

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

DEMO COMPANY

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MACHINE RAW PUNCH DATA FOR :- 01/04/2004 TO 30/04/2004 SHIFT :- ALL

RUN DATE	22/	n2/	2005	AND TIME	17:57:30
VON DUIT		$U \subset I$	2003		T/.J/.JU

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	PUNCH - 1	PUNCH - 2
** DA	TE:01/04/	 200 4			
1	0001	0000001	MR R.B.SINGH	09:30:00 M	18:00:00
2	0002	00000002	MR RAJ KISHORE YADAV	09:00:00	18:00:00
3	0003	0000003	MR SANJAY SINGH	08:00:00 M	18:00:00
4	0004	00000004	MR SANJAY ARORA	09:30:00	18:00:00
5	0005	00000005	MR R. SUSHIL NAIR	09:30:00	18:00:00
6	0006	0000006	MR PARMOD KUMAR	09:00:00	18:00:00
7	0007	0000007	MR ABDUL SAMAD	09:00:00	18:00:00
8	8000	0000008	MS. SUNITA RAI	09:30:00	18:00:00
9	0009	00000009	MR SHAJI MATHEW	09:30:00	18:00:00
10	0010	0000010	MR UDAY NARAYAN SINGH	09:00:00	18:00:00
11	0011	00000011	MR ANISH ANWAR	09:30:00	18:00:00
12	0012	00000012	MR DILIP KUMAR	09:00:00	18:00:00
13	0014	00000014	MR SAGAR RAI	09:00:00	18:00:00
14	0015	00000015	MR CHANDESWAR RAI	09:30:00	18:00:00
15	0016	00000016	MR NASIR AHMED	09:00:00	18:00:00
16	0017	00000017	MR SUNIL KUMAR	09:00:00	18:00:00
17	0018	00000018	MR DINISH KUMAR AKELA	09:00:00	18:00:00
18	0019	00000019	MR KRISHNA YADAV	09:00:00	18:00:00
19	0020	00000020	MR HARE KRISHNA SINGH	09:00:00	18:00:00
20	0021	00000021	MR DEEPAK JHA	09:00:00	18:00:00
21	0022	00000022	MR DHARAMVIR SINGH	09:00:00	18:00:00
22	0023	00000023	MRS . NEEMA DEVI	09:00:00	18:00:00
23	0024	00000024	MR RAJ NARAYAN	09:00:00	18:00:00
24	0025	00000025	MR DEEPAK KR. KAUSHIK	09:00:00	18:00:00
25	0026	00000026	MR KAMAL DATTA	09:30:00	18:00:00
26	0027	00000027	MR VINAY KUMAR	09:00:00	18:00:00
27	0028	00000028	MR ABDUL RAUF KHAN	09:00:00	18:00:00
28	0029	00000029	MR YOGESH KUMAR	09:00:00	18:00:00

1.8. PUNCH THROUGH MANUAL VOUCHER

This report shows the Manual Punch (the Punch that is being done manually through the Manual

Punch Voucher) on the date for which the report is generated. This report can be generated for multiple dates also.

DEMO COMPANY

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3 0009

MANUAL RAW PUNCH DATA FOR :- 01/04/2004 TO 30/04/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 17:58:44

07:45:00

SRL PAYROLL CARD EMPLOYEE'S PUNCH - 1 PUNCH - 2
NO. NO NO. NAME

** DATE :01/04/2004

1 0001 00000001 MR R.B.SINGH 09:30:00 M
2 0003 00000003 MR SANJAY SINGH 08:00:00 M

** DATE :03/04/2004

MR SHAJI MATHEW

1.9 PUNCH THROUGH REASON CARD

00000009

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

DEMO,
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REASON CARD REPORT FOR :- 01/01/2004 TO 31/01/2004 SHIFT :- ALL
RUN DATE 10/05/2004 AND TIME 11:02:04

SRL PAYROLL CARD EMPLOYEE'S TIME REASON
NO. NO NO. NAME

** DATE :01/01/2004

1 0001 00000001 MR R.B.SINGH 09:00:00 ON DUTY

2	0003	00000003 MR	SANJAY SINGH	09:00:00	N DUTY
3	0005	00000005 MR	R. SUSHIL NAIR	09:30:00 O	N DUTY
4	0009	00000009 MR	SHAJI MATHEW	09:30:00 O	N DUTY

1.10 DAILY PERFORMANCE REPORT

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

DEMO COMPANY

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DAILY PERFORMANCE FOR :- 01/04/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 17:59:46

SI	RL	PAYROLL	CARD	EMPLOYEE'S	SHIFT	START	IN	LUNCH	LUNCH	OUT	HOURS	STATUS	EARLY	SHIFT	SHIFT	EXCESS	OT
OVER TI		OVER STAY	MANUAL NO.	NAME				OUT	IN		WORKED		ARRIVAL	LATE	EARLY	LUNCH	
AMOUNT		NO	NO.	NAME				001	TIN		WORKED		VLVIAVI	TAIE	EARLI	LUNCH	
		 0001	00000001	MR R.B.SINGH	G	9.00	09:30:00			18:00:00	8.30	SRT		0.30			
M	_	0001	0000001	MK K.B.SINGII	G	9.00	09.30.00			18.00.00	0.30	SKI		0.50			
	2	0002	00000002	MR RAJ KISHORE YADAV	G	9.00	09:00:00			18:00:00	9.00	P					
	3	0003	0000003	MR SANJAY SINGH	G	9.00	08:00:00			18:00:00	10.00	P	1.00				
1.00		M															
	4	0004	0000004	MR SANJAY ARORA	S1	9.30	09:30:00			18:00:00	8.30	P					
	5	0005	0000005	MR R. SUSHIL NAIR	S1	9.30	09:30:00			18:00:00	8.30	P					
	6	0006	0000006	MR PARMOD KUMAR	G	9.00	09:00:00			18:00:00	9.00	P					
	7	0007	0000007	MR ABDUL SAMAD	G	9.00	09:00:00			18:00:00	9.00	P					
	8	0008	8000000	MS. SUNITA RAI	S1	9.30	09:30:00			18:00:00	8.30	P					
	9	0009	0000009	MR SHAJI MATHEW	S1	9.30	09:30:00			18:00:00	8.30	P					
	10	0010	0000010	MR UDAY NARAYAN SINGH	G	9.00	09:00:00			18:00:00	9.00	P					
	11	0011	00000011	MR ANISH ANWAR	S1	9.30	09:30:00			18:00:00	8.30	P					
	12	0012	00000012	MR DILIP KUMAR	G	9.00	09:00:00			18:00:00	9.00	P					

13	0014	00000014	MR SAGAR RAI	G	9.00	09:00:00	18:00:00	9.00	P
14	0015	00000015	MR CHANDESWAR RAI	S1	9.30	09:30:00	18:00:00	8.30	P
15	0016	00000016	MR NASIR AHMED	G	9.00	09:00:00	18:00:00	9.00	P
16	0017	00000017	MR SUNIL KUMAR	G	9.00	09:00:00	18:00:00	9.00	P
17	0018	00000018	MR DINISH KUMAR AKELA	G	9.00	09:00:00	18:00:00	9.00	P
18	0019	00000019	MR KRISHNA YADAV	G	9.00	09:00:00	18:00:00	9.00	P
19	0020	00000020	MR HARE KRISHNA SINGH	G	9.00	09:00:00	18:00:00	9.00	P
20	0021	00000021	MR DEEPAK JHA	G	9.00	09:00:00	18:00:00	9.00	P
21	0022	00000022	MR DHARAMVIR SINGH	G	9.00	09:00:00	18:00:00	9.00	P
22	0023	00000023	MRS . NEEMA DEVI	G	9.00	09:00:00	18:00:00	9.00	P

1.11. EARLY DEPARTURE

This report shows the employee who have gone earlier in the shift than the Permissable Early Departure allowed for the employee on the date for which the report is generated.

DEMO COMPANY

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EARLY DEPARTURE FOR :- 02/04/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 18:12:45

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	RTC	SHIFT	END	OUT	SHIFT EARLY	STATUS	OT	OVER STAY	MANUAL
1	0002	00000002	MR RAJ KISHORE YADAV	Y	G	18.00	16:30:00	1.30	SRT	0.00	0.00	M

1.12. SHIFT CHANGE STATEMENT

This report shows the employee for whom the Shift has been changed from the actual Shift on the date for which the report is generated.

DEMO COMPANY

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SHIFT CHANGE REPORT FOR :- 02/04/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 18:20:14

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	ACTUAL SHIFT	SHIFT	START	IN	OUT	HOURS WORKED	STATUS	EARLY ARRIVAL	SHIFT LATE	MANUAL
1	0001	00000001	MR R.B.SINGH	N01	G	20.00	18:00:00	08:00:00	13.00	P	2.00		M

1.13. TIME LOSS REPORT

This report shows the Total Time Loss in Hours for the employee on the date for which the report is generated.

DEMO COMPANY

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TIME LOSS REPORT FOR :- 01/04/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 18:21:47

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	SHIFT	START	END	STATUS	EARLY ARRIVAL	SHIFT LATE	SHIFT EARLY	LUNCH LATE	LUNCH EARLY	EXCESS LUNCH	OT	LOSS HOURS	OVER STAY	MANUAL
1	0001	00000001	MR R.B.SINGH	 G	9.00	18.00	SRT		0.30						0.30		M

1.14. MISSING & REVERIFICATION REPORT

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

DEMO COMPANY

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MISSING PUNCH, INCORRECT SHIFT OR REVERIFICATION REPORT FROM :- 01/04/2004 TO 30/04/2004 RUN DATE 22/02/2005 AND TIME 18:23:20

SRL	PAYROLL	CARD	EMPLOYEE'S	SHIFT	' IN	LUNCH	LUNCH	OUT	HOURS	LATE	EARLY	STATUS	OT
NO.	NO	NO.	NAME			OUT	IN		WORKED				
** DA	TE :03/04/	2004											
1	0006	0000006	MR PARMOD KUMAR	N01	09:00:	00		18:00:00	9.00		14.00	P	
2	0010	00000010	MR RAJESH KUMAR	N01	22:00:							MIS	

1.15. CONTINUOUS LATE ARRIVAL REPORT

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

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CONTINUOUS LATE ARRIVAL REPORT FOR :- 01/04/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 18:24:50

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	LATE SINCE	No. of Days	LATE	>(0.10)		
1	0001	00000001	MR R.B.SINGH	01/04/2004	1	0.30	**		

1.16. CONTINUOUS EARLY DEPARTURE REPORT

This report is same as the above mentioned one except that it shows the employees who have gone earlier in the shift than the Permissable Early Departure allowed for the employee from the date and for the number of days the user has entered. It allows the user to enter the number of days he wants the report to be generated. It helps to track down the employees who are continuously going early for any number of days.

DEMO COMPANY

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CONTINUOUS EARLY DEPARTURE REPORT FOR :- 02/04/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 18:25:40

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	EARLY SINCE	No. of Days	EARLY		BUS >(1.00) ROUTE
1	0002	00000002	MR RAJ KISHORE YADAV	02/04/2004	1	1.30	 	**

1.17. CONTINUOUS ABSENTEEISM REPORT

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

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CONTINUOUS ABSENTEEISM REPORT FOR :- 11/12/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 18:26:45

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	ABSENT SINCE	No. of Days	11DOLIN 1	BUS >(1) >(5) >(10) ROUTE
1	0001	0000001	MR R.B.SINGH	11/12/2004	1	1.00	
2	0002	00000002	MR RAJ KISHORE YADAV	11/12/2004	1	1.00	
3	0003	0000003	MR SANJAY SINGH	11/12/2004	1	1.00	
4	0005	00000005	MR R. SUSHIL NAIR	11/12/2004	1	1.00	
5	0006	0000006	MR PARMOD KUMAR	11/12/2004	1	1.00	
6	0007	00000007	MR ABDUL SAMAD	11/12/2004	1	1.00	
7	0008	8000000	MS. SUNITA RAI	11/12/2004	1	1.00	
8	0009	00000009	MR SHAJI MATHEW	11/12/2004	1	1.00	
9	0010	0000010	MR UDAY NARAYAN SINGH	11/12/2004	1	1.00	
10	0011	00000011	MR ANISH ANWAR	11/12/2004	1	1.00	
11	0012	00000012	MR DILIP KUMAR	11/12/2004	1	1.00	

1.18. OUT WORK REPORT

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

DEMO COMPANY

Page No.: 1

OUT WORK REPORT FOR :- 03/04/2004 SHIFT :- ALL

RUN DATE 22/02/2005 AND TIME 18:30:33

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

1.19. OVER TIME DEPARTMENT WISE

This report shows the total Over Time the employee has done and the Overtime Amount for that particular department on the date for which the report is generated.

DEMO COMPANY

Page No.: 1

OVERTIME SUMMARY FOR :- 05/04/2004 SHIFT :- ALL RUN DATE 22/02/2005 AND TIME 18:35:31

SRL NO DEPARTMENT OT OTAMOUNT

1 CUTTING 5.00 0.00

1.20. OVER TIME EMPLOYEE WISE

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

DEMO,

Page No.:

OVERTIME REGISTER FOR :- 01/04/2004 SHIFT :- ALL

RUN DATE 10/05/2004 AND TIME 11:19:25

SRL PAYROLL CARD EMPLOYEE'S OT OTAMOUNT NO. NO NO. NAME

1 0059 00000059 MR BALI HARI 9.00 0.00

2. MONTHLY REPORTS

2.1 STATUTORY REPORTS

2.1.1 MUSTER ROLL

This report shows the details of the employee date wise for two halfs for each employee for which the report is generated.

DEMO COMPANY

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2.1.2. FORM 12A

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

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

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Page No. 1B_M_

FORM NO. 12

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2.1.3 FORM 25

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

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2.2 REGISTERS

2.2.1 MONTHLY PERFORMANCE REGISTER

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

DEMO COMPANY

PERFORMANCE REGISTER FROM: 01/04/2004 TO 30/04/2004

Page No. 1 RUN DATE 28/02/2005 TIME 16:39:19

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	L NO., C	ARD NO.		0003		0000000		SANJAY	SINGH		PI	RESENT :	26.00			н	OLIDAY :	4.00				HOURS
IN - 1 9.00 9 OUT- 2 IN - 2			9.00 00 9.0	0 9.0		9.00 00 9.0		9.00	9.00	9.00		9.00	9.00	9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00
OUT- 1 18.00 1		18.00						18.00	18.00	18.00		18.00	18.00	18.00	18.00	18.00	18.00		18.00	18.00	18.00	18.00
WORK	9.00 9.00	9.00	9.00 9.00 0 9.0		9.00	9.00 9.00 9.00	9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00	9.00	9.00		9.00	9.00	9.00	9.00
STATUS	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P

2.2.2. ABSENTEEISM REGISTER

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

DEMO COMPANY

PAGE NO: 1 Absenteeism Register From: 01/12/2004 TO 31/12/2004

					RUN DAT	E 28/0	02/200	5	Ti	me 1	6:40:2	0													
 S.NO.	PAYCO	DDE	CARD NO.	NAME		 5+h	 6+h	7+h	9+b	0+b	10+b	11+h	12+h	12+h	14+h	15+b	16+h	17+h	10+h	10+h	20+h	21+h	22+h	23+h	24+h
			28th 29th	30th	31th	TOTA	<u> </u>																		
	0001		0000001	MR R.B	.SINGH																				
			1.00 1.00 1.00 1.00	1.00	1.00	27.0	00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
	0002		00000002 1.00 1.0	0 1.0	0 1.00			1.00	1.00	1.00	1.00	1.00	<u> </u>	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
	0003	1.00	1.00 1.00 00000003	MR SAN	JAY SING																				
		1.00	1.00 1.00 1.00 1.00					1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
	0004		00000004 1.00 1.0	0 1.0	0 1.00	-		1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
	0005	1.00	1.00 1.00 00000005	MR R.	SUSHIL N																				
		1.00	1.00 1.00 1.00 1.00	1.00	1.00	27.0		1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
	0006		00000006 1.00 1.0	0 1.0	0 1.00	-		1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
	0007		1.00 1.00 00000007	MR ABD	UL SAMAD																				
			1.00 1.00 1.00 1.00	1.00	1.00	27.0		1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
	8000		00000008	0 1.0	0 1.00	-		1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
	- 0009	1.00	1.00 1.00 00000009			27.(W	00																		

			1.00 1.00 1.0	1.00	- 1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
1.00			1.00 1.00 1.00		27.00																		
10 (0010		00000010 MR UDA	Y NARAYAN	SINGH																		
			1.00 1.00 1.0	1.00	- 1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
1.00		1.00	1.00 1.00 1.00	1.00	27.00																		
11 (0011		00000011 MR ANI	SH ANWAR																			
			1.00 1.00 1.0		- 1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
			1.00 1.00 1.00		27.00																		
12 (0012		00000012 MR DIL		1 00	1 00	1 00	1 00	1 00	1 00		1 00	1 00	1 00	1 00	1 00	1 00		1 00	1 00	1 00	1 00	1 00
1 00			1.00 1.00 1.00 1.00 1.00 1.00		- 1.00 27.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00
13 (1.00	00000014 MR SAG		27.00																		
	0014		1.00 1.00 1.0		- 1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00		1.00	1.00	1.00	1.00	1.00
1.00	_		1.00 1.00 1.00		27.00	2.00	2.00					2.00			2.00				2.00	2.00			
14 (00000015 MR CHA																				
			1.00 1.00 1.0	1.00	- 1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
1.00		1.00	1.00 1.00 1.00	1.00	27.00																		
15 (0016		00000016 MR NAS	IR AHMED																			
			1.00 1.00 1.0		- 1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
		1.00	1.00 1.00 1.00		27.00																		
16 (0017		00000017 MR SUN		1 00	1 00	1 00	1 00	1 00	1 00		1 00	1 00	1 00	1 00	1 00	1 00		1 00	1 00	1 00	1 00	1 00
1 00		1 00	1.00 1.00 1.00 1.00 1.00 1.00		- 1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
1.00		1.00	00000018 MR DIN		27.00																		
± /	0010		1.00 1.00 1.0			1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
1.00	_		1.00 1.00 1.00			1.00	2.00	1.00	1.00	2.00		1.00	2.00	2.00	1.00	2.00	1.00		2.00	1.00	1.00	1.00	1.00
18 (00000019 MR KRI																				
			1.00 1.00 1.0	1.00	- 1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
1.00	- :	1.00	1.00 1.00 1.00	1.00	27.00																		
19 (0020		00000020 MR HAR																				
			1.00 1.00 1.0			1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00	-	1.00	1.00	1.00	1.00	1.00
		1.00	1.00 1.00 1.00		27.00																		
20 (0021		00000021 MR DEE:		1 00	1 00	1 00	1 00	1 00	1 00		1 00	1 00	1 00	1 00	1 00	1 00		1 00	1 00	1 00	1 00	1 00
1 00			1.00 1.00 1.0	J 1.00	- 1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00
1.00	_	1 00	1 00 1 00 1 00	1 00	27 00																		
		1.00	1.00 1.00 1.00 00000022 MR DHA		27.00 NGH																		
21 (1.00 1.00 1.00 00000022 MR DHA 1.00 1.00 1.00	RAMVIR SI	NGH	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00	1.00	_	1.00	1.00	1.00	1.00	1.00

2.2.3. LATE REGISTER

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

DEMO COMPANY

PAGE NO: 1 Late Arrival Register From: 01/04/2004 TO 10/04/2004

RUN DATE 22/02/2005 Time 19:07:38

S.NO. PAYCODE CARD NO. NAME

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th TOTAL

1 0001 00000001 MR R.B.SINGH 0.30 - 1.00 - 1.00 1.00 1.00 1.00 1.00 7.30

2.2.4. EARLY REGISTER

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

DEMO COMPANY

PAGE NO: 1 Early Going Register From: 01/04/2004 TO 10/04/2004

RUN DATE 22/02/2005 Time 19:10:39

2.2.5. OVER STAY REPORT

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

DEMO COMPANY

PAGE NO: 1 Overstay Register From: 01/04/2004 TO 10/04/2004

			RUN DATE	22/02/20	005	Time	19:16:24	
S.NO.	PAYCODE	CARD NO. NAME 1st 2nd 3r	d 4th	5th 6th	n 7th	8th 9	th 10th	TOTAL
1	0001	00000001 MR R.B	.SINGH					
		- 2.00 -	-		-		-	2.00
2	0003	00000003 MR SAN	JAY SINGH					
		1.00	- 5	.00 -	-		<u>-</u>	6.00
3	0009	00000009 MR SHA	JI MATHEW					
		2.0	0 -		_		_	2.00

2.2.6. OVER TIME REPORT

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

				EMO COI	MPANY								
	DACE NO .	1		0		Domi oto	 E	01 /		4 ПО	10/04	/2004	
	PAGE NO :	1		OVE	ertime	Registe	er From	n : UI/	04/2004	4 10	10/04,	/2004	
				RU	IN DATE	22/02	2/2005		Time	e 1	9:17:30		
s.NO	. PAYCODE	CARD NO.	NA	ME									
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	TOTAL	

1 0001 00000001 MR R.B.SINGH
- 1.00 - - - - - - - - - 1.00
2 0003 00000003 MR SANJAY SINGH
- - - - 5.00 - - - - - 5.00

2.2.7. SHIFT SCHEDULE

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

DEMO COMPANY

ALL SHIFT EMPLOYEE

MONTHLY SHIFT SCHEDULE FROM: 01/04/2004 TO 10/04/2004

S.NO PAYROLL	EMP. NAME	DESIGNATION SHIF		WEEKLY OFF 1ST 2ND	2ND OFF 1 F/H DAYS	2	3	4	5	6	7	8	9	10
1 0001	00000001 MR R.B.SINGH	PACKING INCH F	G	SUN NON	F 1.00 G	N01	E01	OFF	E01	E01	E01	E01	E01	E01
2 0002	00000002 MR RAJ KISHORE YADAV	FINISHING SU F	G	SUN NON	F 1.00 G	G	G	OFF	G	G	G	G	G	G
3 0003	00000003 MR SANJAY SINGH	LAYER HELPER F	G	SUN NON	F 1.00 G	G	G	OFF	G	G	G	G	G	G
4 0004	00000004 MR SANJAY ARORA	MGR (QC & P F	S1	SUN NON	F 1.00 S1	S1	S1	OFF	S1	S1	S1	S1	S1	S1

2.3. SUMMARY REPORTS

2.3.1 EMPLOYEE WISE SUMMARY DETAIL

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

PAGE NO 1

DEMO COMPANY

RUN DATE 22/02/2005 AND TIME 19:19:56

SRL NO.	PAYROLL NO	CARD NO.	EMPLOYEE'S NAME	PRE.	ABS.	WO	LEAVE	OT OT AMOUNT
1	0001	0000001	MR R.B.SINGH	26.00		4.00		1.00
2	0002	00000002	MR RAJ KISHORE YADAV	26.00		4.00		
3	0003	0000003	MR SANJAY SINGH	26.00		4.00		5.00
4	0004	00000004	MR SANJAY ARORA	26.00		4.00		
5	0005	00000005	MR R. SUSHIL NAIR	26.00		4.00		

2.3.2. DEPARTMENT WISE SUMMARY DETAILS

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

PAGE NO 1

DEMO COMPANY

ATTENDANCE DETAILS DEPARTMENT WISE FROM :- 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:20:42

SRL NO.	DEPA CODE	ARTMENT NAME	TOTAL EMPLOYEE	PRESENT	ABSENT	LEAVE	WEEKLY OFF
1	D01	ACC. & ADMN.	5.00	130.00			20.00
2	P01	PERSONNEL	11.00	286.00			44.00
3	F01	FINISHING	41.00	884.00			136.00
4	P02	PACKING	8.00	156.00			24.00
5	S01	SAMPLING	16.00	260.00			40.00
6	C01	CUTTING	22.00	442.00			68.00
7	T01	THREAD CUTTING	80.00	1378.0			212.00
8	M01	MANAGEMENT	3.00	52.00			8.00
9	P03	PRESSING	12.00	312.00			48.00

10 S02 STORES 2.00 26.00 4.00

2.3.3. SHIFT WISE PRESENT SUMMARY DETAILS

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

PAGE NO 1

DEMO COMPANY

ATTENDANCE DETAILS SHIFTWISE FROM 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:21:28

SRL NO	PAYCODE	CARD NO.	EMPLOYEE NAME	SHIFT	PRE.	ABS.	WO	LEAVE	OT	OTAMOUNT
1	0001	00000001	MR R.B.SINGH	E01 G	24.00 1.00					
				N01	1.00				1.00	
				OFF			4.00			
** SUBT	'OTAL **				26.00		4.00		1.00	
2	0002	00000002	MR RAJ KISHORE YADAV	G OFF	26.00		4.00			
** SUBT	'OTAL **				26.00		4.00			

2.3.4. EARLY DEPARTURE SUMMARY

This report shows the details of the employee who have gone and the total no. of days in a concise form for the period the report is generated.

PAGE NO 1

DEMO COMPANY

EARLY DEPARTURE REPORT FROM 01/04/2004 To 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:22:56

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	EARLY DEPARTURE	No Of Days	
1	0002	00000002	MR RAJ KISHORE YADAV	1.30	1	
2	0006	00000006	MR PARMOD KUMAR	14.00	1	

2.3.5. OVER TIME SUMMARY

This report shows the details of the Over Time done and the Over Time Amount for each individual employee for the period the report is generated.

PAGE NO 1

DEMO COMPANY

OT SUMMARY FOR THE MONTH OF April, 2004

RUN DATE 22/02/2005 AND TIME 19:23:34

SRL NO.	PAYROLL NO.	CARD NO.	EMPLOYEE'S NAME	OT	OTAMOUNT	
Depai	rtment CUTT 0003	ING 00000003	MR SANJAY SINGH	5.00	0.00	
Depai	rtment PACK 0001	ING 0000001	MR R.B.SINGH	1.00		

2.3.6. LATE AND OVER STAY

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

PAGE NO 1

DEMO COMPANY

LATE AND OVER STAY FROM :- 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:24:19

S.NO.	PAYROLL	CARD	EMPLOYEE'S NAME	LATE	NO OF DAY	OVER STAY
1	0001	00000001	MR R.B.SINGH	24.30	26	2.00
2	0003	0000003	MR SANJAY SINGH		2	6.00
3	0009	00000009	MR SHAJI MATHEW		1	2.00

2.3.7. **TIME LOSS**

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

PAGE NO 1

DEMO COMPANY

TOTAL LOSS & OVER STAY HOURS FROM :- 01/04/2004 TO 30/04/2004

RUN DATE 22/02/2005 AND TIME 19:25:08

S.NO.	PAYROLL	CARD	EMPLOYEE'S NAME	LATE HRS.& DAY	EARLY HRS.& DAY	EXCESS LUNCH HRS. & DAY	LOSS HOURS	OVER STAY	NET OS
1	0001	0000001	MR R.B.SINGH	24.30 25			24.30	2.00	-22.30
2	0002	00000002	MR RAJ KISHORE YADAV		1.30 1		1.30		-1.30
3	0003	0000003	MR SANJAY SINGH				0.00	6.00	6.00
4	0006	0000006	MR PARMOD KUMAR		14.00 1		14.00		-14.00
5	0009	0000009	MR SHAJI MATHEW				0.00	2.00	2.00

2.4 PERCENTAGE ANALYSIS

2.4.1 EMPLOYEE WISE ANALYSIS

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

PAGE NO 1

DEMO COMPANY

PERCENTAGE ANALYSIS REPORTS FOR THE MONTH OF April, 2004

RUN DATE 22/02/2005 AND TIME 19:26:12

SRL NO	PAYROLL	CARD NO.	EMPLOYEE'S NAME	DAYS	PRE	8 	ABS.	용	LEAVE	용	W O	용
1	0001	00000001	MR R.B.SINGH	30.00	26.00 8	6.67	0.00	0.00	0.00	0.00	4.00	13.33
2	0002	00000002	MR RAJ KISHORE YADAV	30.00	26.00 8	6.67	0.00	0.00	0.00	0.00	4.00	13.33
3	0003	0000003	MR SANJAY SINGH	30.00	26.00 8	6.67	0.00	0.00	0.00	0.00	4.00	13.33
4	0004	00000004	MR SANJAY ARORA	30.00	26.00 8	6.67	0.00	0.00	0.00	0.00	4.00	13.33
5	0005	00000005	MR R. SUSHIL NAIR	30.00	26.00 8	6.67	0.00	0.00	0.00	0.00	4.00	13.33
6	0006	00000006	MR PARMOD KUMAR	30.00	26.00 8	6.67	0.00	0.00	0.00	0.00	4.00	13.33
7	0007	0000007	MR ABDUL SAMAD	30.00	26.00 8	6.67	0.00	0.00	0.00	0.00	4.00	13.33

8	0008	00000008	MS. SUNITA RAI	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
9	0009	00000009	MR SHAJI MATHEW	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
10	0010	00000010	MR UDAY NARAYAN SINGH	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
11	0011	00000011	MR ANISH ANWAR	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
12	0012	00000012	MR DILIP KUMAR	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
13	0014	00000014	MR SAGAR RAI	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
14	0015	00000015	MR CHANDESWAR RAI	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
15	0016	00000016	MR NASIR AHMED	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
16	0017	00000017	MR SUNIL KUMAR	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
17	0018	00000018	MR DINISH KUMAR AKELA	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
18	0019	00000019	MR KRISHNA YADAV	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
19	0020	00000020	MR HARE KRISHNA SINGH	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
20	0021	00000021	MR DEEPAK JHA	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33
21	0022	00000022	MR DHARAMVIR SINGH	30.00	26.00 86.67	0.00	0.00	0.00	0.00	4.00	13.33

2.4.2. DEPARTMENT WISE PERCENTAGE

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

PAGE NO 1

DEMO COMPANY

DEPARTMENT WISE PERCENTAGE ANALYSIS REPORTS FOR THE MONTH OF April, 2004

RUN DATE 22/02/2005 AND TIME 19:26:44

SRL	DEPARTM		TOTAL	PRESENT	ABSENT	LEAVE	WO
NO	CODE	NAME	EMPLOYEE	(%)	(%)	(%)	(%)
1	D01 A	ACC. & ADMN.	5	86.67	0.00	0.00	13.33
2	P01 F	PERSONNEL	11	86.67	0.00	0.00	13.33
3	F01 F	TINISHING	41	86.67	0.00	0.00	13.33
4	P02 F	PACKING	8	86.67	0.00	0.00	13.33
5	S01 S	SAMPLING	16	86.67	0.00	0.00	13.33

6 C01 CUTTING 22 86.67 0.00 0.00 13.33 7 T01 THREAD CUTTING 80 86.67 0.00 0.00 13.33

3. MEMO GENERATIONS

3.1. LATE ARRIVAL MEMO

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

PAGE NO 1

 Name
 : MR R.B.SINGH
 C. No. : ----

 F/Name
 : MR. C.K.SINGH
 Date : 22/02/2005

Deptt : P02 PACKING

Emp Code: 00000001 Paycode: 0001

REG: - YOUR LATE ARRIVAL MEMO/NOTICE

We have found from our record of TIME OFFICE that you were 0.30 Hrs. late on the date 01/04/2004 (Thursday) without prior permission. Please give explanation to Time Office immediately.

For

(PERSONNEL OFFICER)

3.2. ABSENT MEMO

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

PAGE NO 1

Name : MR SANJAY SINGH C. No. : -----

F/Name : MR HARISH CHANDER SINGH

Deptt : C01 CUTTING

Emp Code: 00000003 Paycode: 0003

REG: - YOUR ABSENTEEISM

We have found from our record of TIME OFFICE that you were absent on the date 01/12/2004 (Wednesday) without prior permission. Please give explanation to Time Office immediately.

For

(PERSONNEL OFFICER)

4. LEAVE REPORTS

4.1 LEAVE CARD

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

PAGE NO

DEMO COMPANY

LEAVE CARD FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:46:00

._____

Date : 22/02/2005

Employee's Card No. : 00000001

Employee's PAYROLL Code & Name : 0001 MR R.B.SINGH

Department Code & Name : P02 PACKING

Leave Type EARNED LEAVE	Leave Accrued 0.00	Leave Consumed 1.00	Leave Balance -1.00
TOTAL :-	0.00	1.00	 -1.00

4.2. SANCTIONED LEAVE

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

PAGE NO 1

DEMO COMPANY

SANCTIONED LEAVE REPORT FROM 01/04/2004 TO 30/04/2004

RUN DATE 28/02/2005 AND TIME 16:46:43

PAYROLL	EMPLOYEE CODE	EMPLOYEE NAME	DESIGNATION	DATE	LEAV		LEAVE POSTED		
0001	0000001	MR R.B.SINGH	PACKING IN 0	5/04/2004	EL	1.00	N	VOUCHER	

4.3. LEAVE ACCURAL

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

PAGE NO 1

DEMO COMPANY

ACCRUED LEAVE REPORT FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:47:51

SRL	PAYROLL	EMPLOYEE NAME	<					CRUED											
NO. 8 L1	9 L20		L01	L02	L03	L04	L05	L06	L07	T08	L09	L10	L11	L12	L13	L14	L15	L16	L17
	0001	MR R.B.SINGH	10.00		20.00														
2		MR RAJ KISHORE YADAV	10.00		20.00														
3		MR SANJAY SINGH																	
4		MR SANJAY ARORA																	
5		MR R. SUSHIL NAIR																	
6	0006	MR PARMOD KUMAR																	
7	0007	MR ABDUL SAMAD																	
8	8000	MS. SUNITA RAI																	

4.4. LEAVE CONSUMED

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

PAGE NO 1

1 0001

DEMO COMPANY

CONSUMED LEAVES REPORT FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:48:27

PAYROLL L01 L02 L03 L04 L06 L08 L09 L10 L11 L12 L13 L14 L15 L16 L17 NO. L18 L19 L20

LO1 - CASUAL LEAVE LO3 - EARNED LEAVE LO2 - OUT DUTY

MR R.B.SINGH

4.5 LEAVE BALANCE

This report shows the details of the Leave Balance for each individual employee during a particular

1.00

year. The fields defined are as per the Leave fields defined in the Leave Master.

PAGE NO 1

DEMO COMPANY

BALANCE LEAVE REPORT FOR THE YEAR 2004

RUN DATE 28/02/2005 AND TIME 16:49:09

SRL PA	AYROLL	EMPLOYEE NAME	<				BAI	ANCE											
NO. L18 L19	L20		L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16	L17
2 00 3 00	002 003 004	MR R.B.SINGH MR RAJ KISHORE YADAV MR SANJAY SINGH MR SANJAY ARORA MR R. SUSHIL NAIR	10.00		19.00														

4.6. LEAVE REGISTER

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

DEMO COMPANY

PAGE NO. 1 LEAVE	REGISTER FOR THE YEAR	OF 2004 Run Date :28/02/2005
0001 00000001	MR R.B.SINGH	C/O MR. C.K.SINGH
CL - CASUAL LEAVE	[L]	ACCRUED: 10.00
		BALANCE : 10.00
EL - EARNED LEAVE 05/04/2004 0000001	[L]	ACCRUED : 20.00 1.00
		BALANCE : 19.00
OD - OUT DUTY	[P]	ACCRUED : 0.00
		BALANCE: 0.00

16:49:58

========

5. YEARLY REPORTS

5.1 EMPLOYEE WISE YEARLY ATTENDANCE DETAILS

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

PAGE NO

DEMO,

. _ _ _ _ _ _

YEARLY ATTENDANCE DETAILS EMPLOYEE WISE FOR THE YEAR :- 2004

RUN DATE 09/03/2005 AND TIME 15:58:46

MONTH PAYROLL	CARD EMPLOYE	E'S PRE.	ABS.	WO		LEAVI	S			OT	OT AMOUNT
NO	NO. NAME				CL	EL	SL	OTHERS	TOTAL		
0001	00000001 MR	R.B.SINGH									
January		27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
February		24.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
March		27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
April		26.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00
May		26.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
June		26.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
July		27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
August		1.00	25.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
September		1.00	25.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
October		0.00	26.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
November		0.00	26.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
December		1.00	26.00	4.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00

5.2 FORM B

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

FORM B

[See Rule 7(2)]

Register of Festival Holidays, Casual & Sick Leave in respect of Shri MR R.B.SINGH for the year 2004 under the Punjab Industrial Establishment (National Festival Casual & Sick Leave) Rules, 1965]

- 1. Date of joining Service 01/09/1998
- 2. Whether covered by the Employee's State Insurance Scheme, Yes/No

Seria	. Casual/	Sick lea		Holida	ys Casua		Whether granted or refused 	Remarks
1	 	2		- -	3			5
 	Holiday	Casual Leave	•	From	To 	Number of Leave		CL SL
 	0 	15.00 	0.00 	•	•	 3.00CL 1.00CL	 	

5.3 FORM 14

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

FORM NO. 14 (Rule No.102) S. No. No..... Department : PACKING LEAVE WITH WAGES REGISTERS Name: MR R.B.SINGH Serial No. in the register of Adult/Child Worker: 0001 Guardian Name : MR. C.K.SINGH NAME OF FACTORY: Date of Discharge / / Date and amount of payment made in Date of Entry into service : 01/09/1998 lieu of leave due Calender|Wages |Wages | No of days worked |No. of |Balance|Normal|Cash |Total | Leave Credit |Total |Whether| Leave enjoyed |Rate CL SL | CO | AB | WO | LWP | SPL | ESI | |equivalent |of |Period|earned| during the calender year lof lleave |Days vear lof |during|during| |column|Balance |Leave |column|in | From lof |advantage |wages | I To lleave |No. |No. of |No. of |4,6 | of leave |earned | 9 and |accord-| service |.....|the |No. of Ito |wages |accruing lfor |during |of |days |days of |and 7 |from |credit | | through |to ...|wages |days ance | the |preceding|the year | |period|work |days|of |leave | |with |concession-|leave | |performed|of |mater-|enjoyed| |year |mentioned| |nal sales |period| |scheme | |lay |nity | |in column| |under | of food |(total| |of |leave | sec |grains & |of

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5.4 FORM 15

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

FORM NO. 15

(Rule No.103)

S. No.

No.....

Department : PACKING

Serial No. in the register of Adult/Child Worker : 3004

NAME OF FACTORY : SIS, ALLIANCE SECURITY, Rakshika Enterprises, YTTF

Date and amount of payment made in

Date of Entry into service : 01/09/2018

RAJESH

lieu of leave due

Date of Discharge

Guardian Name :

Name : RENU

	: Wages :O A			No of d	lays wo		Total	Leave	Credit	Total	Whether	Leave	e enjoyed	No. of	Balance	Normal	Cash	Rate	CI
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	to	wages	days	of	days	days of	and 7	from	during	10	ance	I	1	1	credit	1	through	the	I
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Note : Separate page will

Signature of Employee Received Leave Book

be alloted to each Worker

6. MASTERS REPORTS

6.1 COMPANY MASTER

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

Page No.: 1

COMPANY MASTER

S.NO. Company Code	Company Name	Short Name
1 C01	DEMO COMPANY	D EM O
2 C1	CINZOA	

6.2 DEPARTMENT MASTER

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

Page No.: 1

DEPARTMENT MASTER

		Department Name	
		CUTTING	SHRI ABDUL SAMAD
2	D01	ACC. & ADMN.	R.SUSHIL NAIR
3	F01	FINISHING	RAJ KISHORE YADAV
4	M01	MANAGEMENT	SANJAY ARORA
5	P01	PERSONNEL	KAMAL DATTA
6	P02	PACKING	R.B.SINGH
7	P03	PRESSING	RAJ KISHORE YADAV
8	S01	SAMPLING	NASIR AHMED
9	S02	STORES	AANISH ANWAR
10	T01	THREAD CUTTING	RAJ KISHORE YADAV

6.3 CATEGORY MASTER

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

CATEGORY MASTER

S.NO.	CATEGORY	Code	CATEGORY	Name
1	C01		STAFF	
2	C02		WORKER	
3	C03		MANAGEN	MENT

6.4 SHIFT MASTER

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

SHIFT MASTER

S.NO.	Shift Code	In Time	Lunch Out Time	Lunch In Time	Out Time	Lunch Deduction	Shift Hours	< Or Minimum	ver Time Ded. Time	> Ded	Type Of Shift
1	E01	8.00	12.00	13.00	17.00	0.00	9.00	10.00	23.59	0.00	D
2	G	9.00	13.00	14.00	18.00	0.00	9.00	10.00	23.59	0.00	D
3	N01	20.00	0.00	1.00	8.00	1.00	12.00	12.10	23.59	0.00	N
4	S1	9.30	13.00	13.30	18.00	0.00	8.00	8.00	0.00	0.00	D
5	T01	9.30	13.00	14.00	18.00	0.00	0.00	0.00	0.00	0.00	D

6.5 LEAVE MASTER

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

Page No.: 1

LEAVE MASTER

S.NO.	Leave Code	Leave Type	Leave Description
1	L01	CL	CASUAL LEAVE
2	L02	OD	OUT DUTY
3	L03	EL	EARNED LEAVE

6.6 EMPLOYEE DETAILS MASTER

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

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

EMPLOYEE MASTER LISTING

	SRL	Payroll		Date of		NAME	Guardian's Name	Designation	Joining	Authorised	Shift
	Y OFF NO.	Code	Weekly Off> Code	OT Allowe Birth	ed	Round		Category	Date	Shift	Type
atte		1st	2nd F/H Sh		0	T Rate The Clock					-21
		0001	00000001	01/07/1962	М	MR R.B.SINGH	MR. C.K.SINGH	PACKING INCHARGE	01/09/1998	E01,N01	F
UN	NON	F		Y		Y		STAFF			
.00											
SUN	2 NON	0002 F	00000002	01/07/1973 Y	M	MR RAJ KISHORE YADAV	MR SIPAHI YADAV	FINISHING SUPERVISOR	01/01/1999		F
	11011	-		-				WORKER			
0.00	3	0003	0000003	05/06/1982	М	MR SANJAY SINGH	MR HARISH CHANDER SINGH	LAYER HELPER	01/09/1999		F
SUN	NON		00000005	Y	М	Y Y	FIX HARTON CHARDER BINGS	DATEN HEBIEN	01/03/1333		-
0.00								WORKER			
7.00	4	0004	0000004	01/03/1967	M	MR SANJAY ARORA	MR D.C.ARORA	MGR (QC & PROD)	03/09/2001		F
UN	NON	F		Y		N		1/2 1/2 CEL/ELIM			
0.00								MANAGEMENT			
		0005	0000005	12/10/1971	M	MR R. SUSHIL NAIR	MR V. RAMAN NAIR	DOC INCHARGE	22/01/2002		F
SUN	NON	F		Y		N		STAFF			
0.00											
UN		0006 F	00000006	01/11/1983	M	MR PARMOD KUMAR Y	MR SALIG RAM	PACKING HELPER	01/04/2002		F
OIA	NON	£		ī		1		WORKER			
.00											

	7 0007	0000007	21/07/1969	M	MR ABDUL SAMAD	MR LATE MD. MEHBOOB	CUTTING MASTER	01/05/2002	F
SUN	NON F		Y		Y		WORKER		
0.00									
	8 0008	8000000	28/06/1982	M	MS. SUNITA RAI		ASSTT ACC INCHARGE	24/02/2003	F
SUN	NON F		Y		N				
							STAFF		
0.00									
	9 0009	00000009	13/01/1973	M	MR SHAJI MATHEW	MR V.J.MATHEW	DOC ASSTT.	05/07/2002	F
SUN	NON F		Y		N				
							STAFF		
0.00									

6.7 EMPLOYEE PERSONAL DETAILS

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

PERSONAL INFORMATION OF EMPLOYEES

SRL	Payroll	Emp. Date of Joining Qualif	Sex Blood		Guardian's Name	Designation	<address< th=""></address<>
NO.	Code	Code Birth	Group			Category	Permanent
Local		Date		Route			
 1	0001	 00000001 01/07/1962	 M N/A	MR R.B.SINGH	MR. C.K.SINGH	PACKING INCHARGE	VILL &PO-RAM GARHA,
GALI NO 6,	KHORA COLONY	, 01/09/1998 MATR	IC				
~!!!!!!!						STAFF	DISTT SIWAN,
SHANKAR VI	.HAR						BIHAT
GZB , UP							
2	0002	00000002 01/07/1973	•	MR RAJ KISHORE YADAV	MR SIPAHI YADAV	FINISHING SUPERVISOR	VPO CHAKIA ,
G6 HARKESH	I NAGAR	01/01/1999 MAT R	IC				

ATD 00				WORKER	DISTT BHOJ PUR AARA
ND 20					BIHAR
3 0003 00 146 SARAI KALE KHAN ,	0000003 05/06/1982 M N/A	MR SANJAY SINGH	MR HARISH CHANDER SINGH	LAYER HELPER	VILL DARWA KHUD,
TTO DIRECT TELLE THEM,	OI, OJ, IJJJ PARILLO			WORKER	PO BARU THAOR KALA,
NIZAMUDDIN, ND					DICHE DICHT UD
4 0004 00 5/40A , MOTI NAGAR,	0000004 01/03/1967 M 03/09/2001	MR SANJAY ARORA	MR D.C.ARORA	MGR (QC & PROD)	DISTT BASTI, UP SAME AS ABOVE
o, 2002 , 2002 30020,				MANAGEMENT	
NEW DELHI 15					
5 0005 00 28/1286, MADAN GIR ,	0000005 12/10/1971 M 22/01/2002	MR R. SUSHIL NAIR	MR V. RAMAN NAIR	DOC INCHARGE	EDAYAT HOUSE , ERUVA EANT
				STAFF	ERUVA P.O , KAYAM KULLAM,
ND					ALLEPPAY, KERALA
	0000006 01/11/1983 M 01/04/2002	MR PARMOD KUMAR	MR SALIG RAM	PACKING HELPER	VILL - CHATISAPUR, Z
				WORKER	PO CHANDONI, BHAGWAN PUR.
BADARPUR, ND-44				DISTT- GAYA , BIHAR.	
				DISII- GAIA , BIRAK.	

6.8 HOLIDAY MASTER

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

Page No. 1

LIST OF HOLIDAY
YEAR :- 2004

S.NO. Date	Holiday	Adj Date	OT Factor
1 26/01/2004	REPUBLIC DAY		1.00
2 15/08/2004	INDEPENDENCE DAY		1.00

6.9 CARD REPLACEMENT MASTER

If an employee looses his card due to any reason, a fresh card can be issued to the employee and the data can be accessed with the old card number. On receiving the old card, the new card can be deleted and data will come as per the old card and the employee can punch the new card. The report gives the details of the card replaced.

LIST OF CARD REPLACEMENT

S.NO.	Emp. N	Α	. M	E	Date	New Emp.
1	 00000001 M R	R	 .В.	SINGH	01/04/2004	00002658
2	00000006MR	P	ARN	MOD KUMAR	15/04/2004	00005698

6.10 REASON CARD MASTER

This report gives the details of the Reason Card as entered in the masters.

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REASON MASTER

S.NO.	Reason Code	Reason Description	Leave Code	Leave Value	Late	Early	Loss	Excess	Hours
1	R01	ON DUTY		0.00	Y	Y	Y	Y	Y
2	S01	CASUAL LEAVE	L01	1.00					