# **Report Set of Web Based Time Office Software**

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# 1. DAILY REPORTS

### 1.1 DAILY ATTENDANCE REPORT

#### **1.1.1 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.

#### STAR LINK COMMUNICATION PVT. LTD.

SI No.	PayCode	Emp Name	Designation	Division / Section	Start	In	Out	Status	Remarks
1	00000005	SUSHEEL KUMAR	ASSISTANT MANAGER	NA	9:00	9:02	18:00	P	
2	0000007	SURESH YADAV	None	NA	9:00			А	
3	8000000	SUNIL KUMAR	None	NA	9:00	9:07	18:10	Р	
4	00000011	GAURAV KUMAR	None	NA	9:00	9:09	17:37	Р	
5	00000015	DEERAJ BHAN	None	NA	9:00	9:08	18:00	Р	
6	0000020	MANOJ KUSHWAHA	None	NA	9:00			Α	
7	0000026	LILY MOHANTY	ASSISTANT MANAGER	NA	9:00	9:07	17:36	Р	
8	0000031	MANOJ GODAR	None	NA	9:00	9:56	18:00	LA	
9	0000034	ASHRAF JAHANGIR KHAN	None	NA	9:00			L	
10	0000035	NAVNEET KUMAR SINGH	GENERAL MANAGER	NA	9:00	9:09	17:22	P	
11	0000037	ANIL THAKUR	None	NA	9:00			Α	

#### Attendance Report of :- 09-Jun-2014

### 1.1.1 DAILY ABSENTEEISM REPORT

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

#### Company Name :- STAR LINK COMMUNICATION PVT. LTD.

#### Absenteeism Report of:- 09-Jun-2014

SI No.	PayCode	Emp Name	Contact No	Absent	Leave	On Duty
1	0000007	SURESH YADAV		А		
2	00000020	MANOJ KUSHWAHA		А		
3	00000034	ASHRAF JAHANGIR KHAN				OD
4	0000037	ANIL THAKUR		А		
5	00000055	MANOJ GUPTA		А		
6	0000070	RAJ BAHADUR		А		
7	00000072	VIKAS KHARB		А		
8	0000075	MD. RASHID				OD
9	00000098	ALOK KUMAR				OD
10	00000109	SIDHANT KATYAYN				OD
11	00000110	AJAY GUPTA		А		

#### 1.1.2 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.

#### Company Name :- STAR LINK COMMUNICATION PVT. LTD.

SI No	o. Paycode	Employee Name	Shift	Start	In	Shift Late	Late >(0.01) >(0.10) >(0.30) >(1.00)
1	00000031	MANOJ GODAR	GN	09:00	09:56	0.56	L
2	00000041	HARENDRA KUMAR TIWARI	GN	09:00	09:52	0.52	L
3	00000043	JITENDRA KUMAR NAYAK	GN	09:00	09:35	0.35	L
4	00000113	SATISH HANDA	G1	09:00	09:20	0.20	L
5	00000114	AKASH JAIN	G1	09:00	09:37	0.37	L

Shift Schedule Report of:- 09-Jun-2014

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#### 1.1.3 Machine Raw Punch

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

#### Machine Punch Report of :- 09-Jun-2014

SI No.	Paycode	Employee Name		Punch		
			1	2	3	4
1	00000005	SUSHEEL KUMAR	09:02			
2	0000008	SUNIL KUMAR	09:07	18:10		
3	00000011	GAURAV KUMAR	09:09	17:37		
4	00000015	DEERAJ BHAN	09:08			

### 1.1.4 Manual Punch

Company Name :- STAR LINK COMMUNICATION PVT. LTD. Manual Punch Report of :- 19-Jun-2014

SI No.	Paycode	Employee Name			Punch			
			1		2		3	4
1	00000213	MEENA SINGH	09:35	М	16:30	М		
2	00000215	YOGENDRA	10:00	М	20:30	М		

Web-TOS Report Set

#### 1.1.5 DAILY PERFORMANCE REPORT

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

#### Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Performance Report of :- 09-Jun-2014

SIN	o. Paycode	Employee Name	Shift	Start	In	Lunch In	Lunch Out	Out	Hours Worked	Status	Early Arrival Shift Late Excess Lunch	OT	Over Time Over Stay Amount	Manual
1	00000005	SUSHEEL KUMAR	GN	09:00	09:02	2		18:00	8.28	Р				
2	0000007	SURESH YADAV	GN	09:00						Α				
3	80000008	SUNIL KUMAR	GN	09:00	09:07	,		18:10	8.33	Р				
4	00000011	GAURAV KUMAR	GN	09:00	09:09			17:37	7.58	Р				
5	00000015	DEERAJ BHAN	GN	09:00	09:08	1		18:00	8.22	Р				
6	00000020	MANOJ KUSHWAHA	GN	09:00						Α				
7	00000026	LILY MOHANTY	GN	09:00	09:07	,		17:36	7.59	Р				
8	00000031	MANOJ GODAR	GN	09:00	09:56	5		18:00	7.34	Р	0.56			
9	00000034	ASHRAF JAHANGIR KHAN	GN	09:00						OD				
10	00000035	NAVNEET KUMAR SINGH	GN	09:00	09:09			17:22	7.43	Р				
11	00000037	ANIL THAKUR	GN	09:00						Α				

#### 1.1.6 EARLY DEPARTURE

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

	STAR LINK COMMUNICATION PVT. LTD.								
			Attend	ance Report of :- 09-Jun-20	14				
SI No.	PayCode	Emp Name	Designation	Division / Section	Start	In	Out	Status	Remarks
1	0000005	SUSHEEL KUMAR	ASSISTANT MANAGER	NA	9:00	9:02	18:00	Р	
2	0000007	SURESH YADAV	None	NA	9:00			Α	
3	0000008	SUNIL KUMAR	None	NA	9:00	9:07	18:10	Р	
4	00000011	GAURAV KUMAR	None	NA	9:00	9:09	17:37	ED	
5	0000015	DEERAJ BHAN	None	NA	9:00	9:08	18:00	Р	
6	0000020	MANOJ KUSHWAHA	None	NA	9:00			А	
7	0000026	LILY MOHANTY	ASSISTANT MANAGER	NA	9:00	9:07	17:36	ED	
8	0000031	MANOJ GODAR	None	NA	9:00	9:56	18:00	Р	
9	0000034	ASHRAF JAHANGIR KHAN	None	NA	9:00			L	
10	0000035	NAVNEET KUMAR SINGH	GENERAL MANAGER	NA	9:00	9:09	17:22	ED	
11	0000037	ANIL THAKUR	None	NA	9:00			А	

#### 1.1.7 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.

SI	No. Paycode	Employee Name	Shift	In	Lunch In	Lunch Out	Out	Hours Worked	Status	Shift Late	Shift Early	ОТ
	1 00002061	NITIN PARIHAR	SLN	09:01					MIS			
	2 00002066	CHANDER PRAKASH	SLN	09:02					MIS			
	3 00002068	DEEPAK SHARMA	SLN	09:02					MIS			
	4 00002069	PRAVESH	SLN	09:01					MIS			
	5 00002070	SHALINI VERMA	SLN	09:01					MIS			
	6 00002071	PARDEEP KANWAR	SLN	09:01					MIS			

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan Missing & Revarification Punch Report of :- 19-Jun-2014

## 1.1.9 OVERTIME EMPLOYEE WISE

This Report shows the overtime employee wise of company and report is generated as per following.

В	С	D	E	F	G
COMPANY NAME :-	Midland Microfin Limited	Over Time Report of of :- 01-Sep-2018			
SI_No.	PayCode	Employee Name	Over Time	OTAmour	nt
1	1	MIDLAND MICROFINE LTD		0	
2	2	Santosh Kumar Srivastav		0	
3	3	Aman Singer		0	
4	4	Deepak Singh		0	
5	5	Mukesh Sharma		0	
6	6	Amripal Singh		0	
7	7	Pupul Ranjan		0	
8	8	Parjapati Ranjan		0	
9	11	Shashi Kumar		0	
10	14	Abhinav Kumar		0	
11	2222	Ravi Sevice punch		0	
12	3013	Aman		0	
10	1.41	Brakach Chand Sharma		0	

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### **1.2 SUMMARY**

### 1.2.1 DEPARTMENT WISE SUMMARY

## This Report shows the Department Wise Summary data

А	В	С	D	E	F	G	Н	1	J	
						COMPANY NAME :-	Star Link C	tar Link Communicaton Pvt Ltd		
		Department Summary Report of :-	01-Jan-2019							
SI_No.	Department	Present	Absent	Leave	On Duty	Week Off	OT Hours	Total Employee	% Of Absent	
1	D02 Software Department	1	106	0	0	0	0	107	99.0654205607477%	
2	D03 Account	0	97	0	0	0	0	97	100 %	
3	D05 Marketing Department	0	202	0	0	0	0	202	100 %	
4	D09 OPERATIONS	0	9	0	0	0	0	9	100 %	
5	D01 BLANKING	0	7	0	0	0	0	7	100 %	
6	D07 OPERATIONS	0	2	0	0	0	0	2	100 %	
7	D04 Sales	0	100	0	0	0	0	100	100 %	

# 1.2.2 SHIFTWISE PRESENCE

#### This Report shows the details of shift wise Presence data of employee

В	С	D	E	F	G	Н
		COMPANY NAME :-	Star Link C	Communicaton Pvt Ltd		
				Shift Wise Summary Report of :-	01-Jan-19	
SI_No.	PayCode	Employee Name	Shift Start	In Time	Shift Late	Status
SHIFT :-	1					
1	'1234	USER	'10:00	10:30	17:40	Р
2	'1235	Shaktee Test	'10:00	10:41	18:30	Р
3	'030015	Naveen Kumar	'10:00	1	1	'Α
4	'00000001	MIDLAND MICROFIN	'10:00	1	I	Ά
5	'00000002	Santosh Kumar Sriva	'10:00	1	I	'Α
6	'00000003	Aman Singer	'10:00	1	1	Ά

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## 1.2.3 OVERTIME DEPARTMENT SUMARY

# This Report shows the overtime Department Summary

	Star Link Communicaton Pvt			
COMPANY NAME :-	Ltd	Over Time Report of of :- 01-Mar-2019		
SI_No.	PayCode	Employee Name	Over Time	OT Amount
1	1	MIDLAND MICROFINE LTD		0
2	2	Santosh Kumar Srivastav		0
3	3	Aman Singer		0
4	4	Deepak Singh		0
5	5	Mukesh Sharma		0
6	6	Amripal Singh		0
7	7	Pupul Ranjan	4.39	0
8	8	Parjapati Ranjan		0
9	11	Shashi Kumar		0
10	14	Abhinav Kumar		0
11	2222	Ravi Sevice punch		0
10	2012	0		0

Web-TOS Report Set

### 2. MONTHLY REPORTS

#### 2.1 <u>REGISTERS</u>

#### 2.1.1 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan Performance Report From :- 01-Jun-2014 To :- 30-Jun-2014

Date`s Days	01 Sun	02 Mon	03 Tue	04 Wed	05 Thu	06 Fri	07 Sat	08 Sun	09 Mon	10 Tue	11 Wed	12 Thu	13 Fri	14 Sat	15 Sun	16 Mon	17 Tue	18 Wed	19 Thu	20 Fri	21 Sat	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat	29 Sun	30 Mon
PayCode Name :-	:- 0000 :- SATI	0003 SH VE	RMA					Pre Abs	sent sent	:-20 :-5.(	0.00 00		Holiday Weeklt	:- Off :-	5.00		Lea	ve	÷		Lat Ho	e Hou urs W	rs :- rk :-1	66.53	(	Ot Ot Am	:- ount :-			
InTime Out Time	:- -2	09:00 17:51	) 08:54   17:47	09:01 17:56	09:02 17:41	09:03 18:10	09:03 18:06		09:02 17:47	09:05 18:43	09:06	09:00 18:00	0 08:57 0 18:10	08:54 19:34		08:59 18:56	) 09:03	3 09:03 5 19:02	09:03	09:01	09:03		08:59 17:36	) 08:56	;					
Late	:- 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hrs Wrk	:- 0.00	8.21	8.23	8.25	8.09	8.37	8.33	0.00	8.15	9.08	8.32	8.30	8.43	10.10	0.00	9.27	10.0	3 9.29	10.13	7.05	8.43	0.00	8.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Over Time Status Shift Attn	:- 0.00 :- WO :- OFF	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 WO OFF	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 WO OFF	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 P SLN	0.00 WO OFF	0.00 P SLN	0.00 MIS SLN	0.00 A SLN	0.00 A SLN	0.00 A SLN	0.00 A SLN	0.00 WO OFF	0.00 A SLN

### **2.1.2. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Late Arrival Register Report From :- 01-May-2014 To :- 31-May-2014

SIN	PayCode Name	01 Thu	02 Fri	03 Sat	04 Sun	05 Mon	06 Tue	07 Wed	08 Thu	09 Fri	10 Sat	11 Sun	12 Mon	13 Tue	14 Wed	15 Thu	16 Fri	17 Sat	18 Sun	19 Mon	20 Tue	21 Web	22 Thu	23 Fri	24 Sat	25 Sun	26 Mon	27 Tue	28 Wed	29 Thu	30 Fri	31 Sat	Total
1	00000005SUSHEEL KUMAR					0.13	i.			16.01		1.961		0.17							2012	0.15			0.0100		- Angel		1112020	0.24	1.00		1.09
2	00000007SURESH YADAV						0.48						0.16	0.11	1.00								1.16	į.					0.19		0.48		4.38
3	00000008SUNIL KUMAR														1.04							0.44							0.54				2.42
4	00000011GAURAV KUMAR								0.22													0.18		0.18					0.19				1.17
5	00000015DEERAJ BHAN		0.31	2.43		0.29	0.41	0.45	1.00	2.32	1.17		1.12		0.34	0.61		0.39		0.49	0.37		0.57	0.22	0.32		1.46	1.07		0.41	1.31	1.11	22.47
6	00000026LILY MOHANTY		0.14				0.11						0.12					0.15		0.11			0.13				0.17				0.12		1.45

#### **2.1.3. 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.

	Company Name Over Time Regis	:- ST ter Re	AR I epor	LINK C t From	OMMU :- 01~	JNICA Jun-20	TION 14 To	PVT. o :- 30	LTD., -Jun-2	Solan 1014																						
SINo	o.PayCode Name	01	02	03	04	05 Thu	06	07	08	09	10 Tur	11 West	12 Thu	13	14	15	16	17 T	18	19 Thu	20	21	22	23	24 T	25	26 Thu	27	28	29	30	Total
		Sun	IVIO	n Tue	vved	Thu	Ffi	Sat	Sun	ivion	Tue	vved	Thu	FI	Sat	Sun	won	Tue	vved	Thu	FI	Sat	Sun	IVION	Tue	vved	Thu	FI	Sat	Sun	ivion	
1	00002068DEEPAK SHARMA																1.30															1.30
2	00002069PRAVESH			3.30		4.00					4.30	3.00	2.30	2.30	2.30		1.30	1.30	1.30			2.30										29.30
3	00002070SHALINI VERMA		2.00	0									2.30	2.30	2.30		1.30	1.30	1.30			2.30										16.30
4	00002071PARDEEP KANWAR		2.30	D									2.30	2.30	2.30		1.30	1.30	1.30		1.30	2.00										18.00

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#### 2.1.4. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD. Shift Schedule Report From :- 01-May-2014 To :- 31-May-2014

SIN	PavCode Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
0.1	s.r ajosse mane	Thu	Fri	Sat	Sun	Mon	Tue	We	d Thu	Fn	Sat	Sun	Mon	Tue	Wed	i Thu	Fri	Sat	Sun I	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	00000005SUSHEEL KUMAR	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF (	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
2	00000007SURESH YADAV	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF (	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
3	00000008SUNIL KUMAR	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
4	00000011GAURAV KUMAR	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN
5	00000015DEERAJ BHAN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN	OFF	GN	GN	GN	GN	GN	GN

#### 2.1.5 MUSTER ROLL

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

Company Name > STAR LINK COMMUNICATION FV1, LTD, Solan

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MNI RAWAT         WO         P         P         P         P         P           0000018         MNI RAWAT         WO         P</td> <td>Ray Code         Name         OI         OI</td> <td>Ray Code         Name         OI         02         03         04         05           0000003         SaTISH VERMA         Y/O         P</td> <td>Ray Code         Name         O1         G2         O3         O4         O5         O5           0000003         SatTidh VERMA         Wod         No         P</td> <td>Ray Code         Name         O1         OZ         O3         O5         O5</td> <td>Ray Code         Name         01         02         00         45         05</td> <td>Ray Code         Name         OI         GZ         OI         OI</td> <td>Ray Code         Name         OI         GZ         OJ         GZ         GZ         OJ         Max         Max</td> <td>Ray Code         Name         01         02         00         40         05         05         07         08         09      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  04         05           0000003         SaTISH VERMA         Y/O         P | Ray Code         Name         O1         G2         O3         O4         O5         O5           0000003         SatTidh VERMA         Wod         No         P | Ray Code         Name         O1         OZ         O3         O5         O5 | Ray Code         Name         01         02         00         45         05 | Ray Code         Name         OI         GZ         OI         OI | Ray Code         Name         OI         GZ         OJ         GZ         GZ         OJ         Max         Max | Ray Code         Name         01         02         00         40         05         05         07         08         09         10         11         1           Soci Maria         Max         Visa         Visa | Ray Code         Name         OI         GZ         OI         OI | Ray Code         Name         D1         02         03         04         05         05         07         08         05         01      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Ray       Sama       Sama | Applede         Name         OI         OI        < | Applede         Name         11         02         01         02         01         02         01         01         01         01         11         12         13         14         15         15         15         17         12         20         21         22         23         24         25 | Appledde         Name         01         02         00         04         05         05         05         06         01         11         12         13         14         15         16         16         10         20         21         23         24         20         24         20         24         20         24         25         24 | Applede         Name         Of         OZ         OZ | Applede         Name         Cl         O        O         O <tho< td=""><td>Applede         Name         OI         OI        OI        OI         <!--</td--><td>Applicitie         Applicitie         Applici</td><td>Applicate         Applicate         <t< td=""><td>Rep Code Name         OI         OI        OI         OI        OI</td><td>Applicate Name         OI         OI</td><td>Repr         Rep         All is in the state         All is in the state</td><td>Appleba         Appleba         <t< td=""><td>Particity light         Obs         Obs        Obs         Obs        &lt;</td></t<></td></t<></td></td></tho<> | Applede         Name         OI         OI        OI        OI </td <td>Applicitie         Applicitie         Applici</td> <td>Applicate         Applicate         <t< td=""><td>Rep Code Name         OI         OI        OI         OI        OI</td><td>Applicate Name         OI         OI</td><td>Repr         Rep         All is in the state         All is in the state</td><td>Appleba         Appleba         <t< td=""><td>Particity light         Obs         Obs        Obs         Obs        &lt;</td></t<></td></t<></td> | Applicitie         Applici | Applicate         Applicate <t< td=""><td>Rep Code Name         OI         OI        OI         OI        OI</td><td>Applicate Name         OI         OI</td><td>Repr         Rep         All is in the state         All is in the state</td><td>Appleba         Appleba         <t< td=""><td>Particity light         Obs         Obs        Obs         Obs        &lt;</td></t<></td></t<> | Rep Code Name         OI         OI        OI         OI        OI | Applicate Name         OI         OI | Repr         Rep         All is in the state         All is in the state | Appleba         Appleba <t< td=""><td>Particity light         Obs         Obs        Obs         Obs        &lt;</td></t<> | Particity light         Obs         Obs        Obs         Obs        < |

Web-TOS Report Set

#### 2.2 SUMMARY REPORTS

#### **2.2.1 EMPLOYEE WISE SUMMARY DETAIL**

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

#### Company Name :- STAR LINK COMMUNICATION PVT. LTD. Employee Attendance Summary From :- 01-May-2014 To :- 31-May-2014

SIN	lo. Paycode	Name	Present	Absent	Weekly Off	Holiday	Leave	OT	OT Amount	Total Days
1	00000005	SUSHEEL KUMAR	24.00		4.00	1.00	2.00			31.00
2	0000007	SURESH YADAV	25.00		4.00	1.00	1.00			31.00
3	80000008	SUNIL KUMAR	25.00		4.00	1.00	1.00			31.00
4	00000011	GAURAV KUMAR	25.00		4.00	1.00	1.00			31.00
5	00000015	DEERAJ BHAN	26.00		4.00	1.00				31.00
6	00000020	MANOJ KUSHWAHA	27.00		4.00					31.00
7	00000026	LILY MOHANTY	26.00		4.00	1.00				31.00
8	00000031	MANOJ GODAR	25.00		4.00	1.00	1.00			31.00

#### **2.2.2. DEPARTMENT WISE SUMMARY DETAILS**

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

Company Name :- STAR LINK COMMUNICATION PVT. LTD. Department Attendance Summary From :- 01-May-2014 To :- 31-May-2014

SINo.	Department Code & Name	Present	Absent	Weekly Off	Holiday	Leave	ОТ
1	AC - Account	72.00	52.00	20.00	5.00	6.00	
2	AD - Administration	227.50		36.00	9.00	6.50	
3	CSE - CUSTOMER CARE	968.00	9.00	158.00	30.00	75.00	
4	PRD - PRODUCTION	75.00		12.00	3.00	3.00	
5	RD - R & D	45.00		7.00	2.00	8.00	
6	SDD - SOFTWARE DEVELOPMENT	176.00		28.00	7.00	6.00	
7	SL1 - SALES	338.50	3.00	56.00	14.00	22.50	
Total	:	1902.00	64.00	317.00	70.00	127.00	

Web-TOS Report Set

#### 2.2.3. 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.

#### Company Name :- STAR LINK COMMUNICATION PVT. LTD. Early Departure Summary From :- 01-May-2014 To :- 31-May-2014

SIN	. Paycode	Name	Early Departure	No. of Days
1	00000007	SURESH YADAV		13.00
2	80000008	SUNIL KUMAR		4.00
3	00000011	GAURAV KUMAR		22.00
4	00000026	LILY MOHANTY		26.00
5	00000035	NAVNEET KUMAR SINGH		9.00
6	00000041	HARENDRA KUMAR TIWARI		16.00
7	00000045	ILYAS AHMED		24.00
8	00000048	PRIYASHA BHADORIYA		26.00

#### **2.2.4. 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.

# Company Name :- STAR LINK COMMUNICATION PVT. LTD., Solan

Over Time Summary From :- 01-Jun-2014 To :- 30-Jun-2014

SIN	lo. Paycode	Name	ОТ	OT Amount
1	00002068	DEEPAK SHARMA	1.30	
2	00002069	PRAVESH	29.30	
3	00002070	SHALINI VERMA	16.30	
4	00002071	PARDEEP KANWAR	18.00	

#### 2.2.5. 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.

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Late And Over Stay From :- 01-May-2014 To :- 31-May-2014

SIN	. Paycode	Name	Late	Late Days	Over Stay
1	00000005	SUSHEEL KUMAR	1.09	4.00	
2	00000007	SURESH YADAV	4.38	7.00	
3	80000008	SUNIL KUMAR	2.42	3.00	
4	00000011	GAURAV KUMAR	1.17	4.00	
5	00000015	DEERAJ BHAN	22.47	22.00	
6	00000026	LILY MOHANTY	1.45	8.00	
7	00000031	MANOJ GODAR	15.34	20.00	
8	0000035	NAVNEET KUMAR SINGH	4.20	6.00	
9	00000037	ANIL THAKUR	23.02	16.00	
10	00000041	HARENDRA KUMAR TIWARI	18.22	14.00	

Web-TOS Report Set

# 3. <u>LEAVE REPORTS</u>

### 3.1. 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.

Company Name :- STAR LINK COMMUN	ICATION PVT. LTD.			
Leave Card Report as on :- 2014				
Card No. : 00000213				
Payroll Code & Name : 00000213MEEN	NA SINGH			
Leave Type	Leave Accrued	Leave Consumed	Leave Encash	Leave Balance
CASUAL LEAVE	10.00	0.00	0.00	10.00
LATE ARRIVAL DEDUCTI	0.00	0.00	0.00	0.00
OUT DUTY	0.00	0.00	0.00	0.00
COMPENSATORY OFF	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	0.00	0.00	0.00	0.00
EARNED LEAVE	10.00	0.00	0.00	10.00
LEAVE WITHOUT PAY	0.00	0.00	0.00	0.00
STARLINK HOLIDAY	0.00	0.00	0.00	0.00
Total :-	20.00	0.00	0.00	20.00

Web-TOS Report Set

#### **3.2. SANCTIONED LEAVES**

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.

			STAR LINK COM Sanction Leave Report	MUNICATION From :- 01-Ju	PVT. LT in-2014	D Solan To :- 30-Jun-2014	1				
SIN	lo.PayCode	Emp Name	Designation	Date-		Voucher	Leave	Leave	Leave	Posted	Remarks
				From	То	No.	Code	Туре	Amount		
1	00002035	MINI RAWAT		21/06/2014	16/06/20	14 0000012356	EL	L	6.00	Y	PERSONAL PROBLEM
2	00002036	MANOJ KUMAR		12/06/2014	12/06/20	14 0000012223	EL	L	1.00	Y	PERSONAL
3	00002036	MANOJ KUMAR		20/06/2014	20/06/20	14 0000012224	EL	L	1.00	Y	PERSONAL
4	00002055	JOGINDER SINGH		03/06/2014	02/06/20	14 0000011828	CL	L	2.00	Y	URGENT WORK AT HOME
5	00002055	JOGINDER SINGH		06/06/2014	04/06/20	14 0000011829	EL	L	3.00	Y	URGENT WORK AT HOME
6	00002055	JOGINDER SINGH		12/06/2014	10/06/20	14 0000012267	EL	L	3.00	Y	personal problem.
7	00002058	KAMALA		07/06/2014	07/06/20	14 0000012265	CL	L	0.50	Y	sick
8	00002058	KAMALA		12/06/2014	12/06/20	14 0000012266	CL	L	1.00	Y	sick
9	00002069	PRAVESH	PRODUCTION HELPER	02/06/2014	02/06/20	14 0000012263	CL	L	1.00	Y	Grandmother Dharamshant
10	00002069	PRAVESH	PRODUCTION HELPER	16/06/2014	16/06/20	14 0000012355	EL	L	0.50	Y	GOING IGMC HOSPITAL SHM

#### **3.3. 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.

Company Name :- STAR LINK COMMUNICAT Leave Accrual Report as on :- 2014	TION PVT. LTD.,S	itar Link I	ndia .,ST/	AR LINK C	OMMUNIC	ATION PV	T. LTD., S	olan								
SLNo, Paycode, Emp Name										Accrued						
erne. rayeede Emphane	L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16
	CL	LAD	OD	COF	RH	EL	LWP	HL								
1 00000003 SATISH VERMA	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
2 00002016 GIRDHARI LAL	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
3 00002053 DHARMENDER GAUTAM	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
4 00002055 JOGINDER SINGH	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
5 00002058 KAMALA	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
6 00002061 NITIN PARIHAR	10.00	10.00	0.00	10.00	0.00	10.00	0.00	5.00								
CL-CASUAL LEAVE																
LAD-LATE ARRIVAL DEDUCTI																
OD-OUT DUTY																
COF-COMPENSATORY OFF																
RH-RESTRICTED HOLIDAY																
EL-EARNED LEAVE																
LWP-LEAVE WITHOUT PAY																
HL-STARLINK HOLIDAY																
Web-TOS Report Set											Star	Link C	Commu	inicati	on Pvt	. Ltd.

#### **<u>3.4. LEAVE BALANCE</u>**

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

LTD.											
									-Balance		
01 CL	L02 LAD	L03 OD	L04 COF	L05 RH	L06 EL	L07 LWP	L08 HL	L09	L10	L11	L12
0.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00				
	.TD. 1 <u>CL</u> .00	.TD.	.TD.	TD.	TD.	TD.	TD.	TD. <u>1 L02 L03 L04 L05 L06 L07 L08</u> <u>CL LAD OD COF RH EL LWP HL</u> <u>100 10.00 10.00 10.00 10.00 10.00 10.00</u>	TD. 1 L02 L03 L04 L05 L06 L07 L08 L09 CL LAD OD COF RH EL LWP HL 10 10.00 10.00 10.00 10.00 10.00 10.00 10.00	TD. <u> I L02 L03 L04 L05 L06 L07 L08 L09 L10</u> <u> L0 D COF RH EL LWP HL</u> <u> 10 10.00 10.00 10.00 10.00 10.00 10.00</u> <u> 10 0 10.00 10.00 10.00 10.00 10.00</u> <u> 10 0 10 0 10.00 10.00 10.00 10.00 10.00 10.00</u> <u> 10 0 10 0 10 0 10 0 10 0 10 0 10 0 10</u>	TD. <u> 1 L02 L03 L04 L05 L06 L07 L08 L09 L10 L11</u> <u> 1 L00 10.00 10.00 10.00 10.00 10.00 10.00 10.00</u> <u> 1 0 00 10.00 10.00 10.00 10.00 10.00 10.00</u> <u> 1 0 00 10 00 10.00 10.00 10.00 10.00 10.00 10.00</u> <u> 1 0 00 10 00 10 00 10 00 10 00 10.00 10.00 10.00 10.00</u> <u> 1 0 00 10 00 10 00 10 00 10 00 10 00 10 00 10 00 10 00</u> <u> 1 0 00 10 00 10 00 10 00 10 00 10 00 10 00 10 00 10 00 10 00</u> <u> 1 0 00 10 00</u>

## 3.5 Register

This report shows the details of the Leave Register for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master. This fields the leave applied by employee on particular date

		COMPANY NAME :-	Star Link Co	omm	unicaton Pvt Ltd
	Leave Register Report as on :	- '2019			
Card No. :	0000002				
Payroll Code & Name :	00000002 - Sandeep Tiwari				
Father`s Name :					
Leave Code & Description :	OD - OUT Door Duty	Р	Accrued :	0	
10-Jan-2019	000000051			1	
			Balance	-1	
Card No. :	00005657				
Payroll Code & Name :	005657 - Sandeep Tiwari				
Father`s Name :					
Leave Code & Description :	PL - WFH	L	Accrued :	10	
15-May-2019				1	
16-May-2019				1	
			Balance	8	

## 4. MASTERS REPORTS

### **4.1. COMPANY MASTER**

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

	Company Master Report On :- 25-Jun-2014											
SI No.	Company Code	Company Name	Short Company Name									
1	SLC	STAR LINK COMMUNICATION PVT. LTD.										
2	SLI	Star Link India .										
3	SLS	STAR LINK COMMUNICATION PVT. LTD., Solan	SLC									

#### **4.2. DEPARTMENT MASTER**

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

Company Name:- STAR LINK COMMUNICATION PVT. LTD.

Department Master Report On :- 30-Jun-2014

\$	SI No.	Department Code	Department Name	Head Of Department
Γ	1	AC	Account	
	2	AD	Administration	
	3	CSE	CUSTOMER CARE	
	4	PRD	PRODUCTION	
	5	RD	R&D	
	6	SDD	SOFTWARE DEVELOPMENT	
	7	SL1	SALES	

Web-TOS Report Set

#### **4.3.** Designation

#### Company Name :- STAR LINK COMMUNICATION PVT. LTD.

#### Designation Master Report On :- 30-Jun-2014

SI No.	Designation Code	Designation Name
1	001	DIRECTOR
2	002	GENERAL MANAGER
3	003	SR. MANAGER
4	004	MANAGER
5	005	ASSISTANT MANAGER
6	006	SR. EXECUTIVE
7	007	SR.ENGINEER
8	008	SR.SALE & SUPPORT ENGINEER

#### **4.4. CATEGORY MASTER**

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

Company Name :- STAR LINK COMMUNICATION PVT. LTD.

Category Master Report On :- 09-Jul-2014

SI No.	Category Code	Category Name
1	STF	STAFF
2	WOR	WORKER

Web-TOS Report Set

### **4.5. SHIFT MASTER**

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

Company Name:- STAR LINK COMMUNICATION PVT. LTD.

S	l No	Shift Code	In Time	Lunch Out	Lunch In	Out Time	Lunch	Shift Hours	<0	ver Time	>	Type
ľ		onne obde		Time	Time	out mile	Deduction	onne riouro	Minimum	Ded. Time	Ded	Of Shift
Γ	1	G02	10:00	13:00	13:30	18:30	30	8:0	0:30	0:0	23:59	DAY
	2	G03	08:30	13:00	13:30	17:00	30	8:0	0:30	0:0	23:59	DAY
	3	G1	09:00	13:00	13:00	18:00	0	9:0	0:30	0:0	23:59	DAY
	4	GN	09:00	13:00	13:30	18:00	30	8:30	0:30	0:0	23:59	DAY
	5	SLN	09:00	13:00	13:30	17:30	30	8:0	1:0	0:0	23:59	DAY

#### Shift Master Report On :- 30-Jun-2014

Web-TOS Report Set

### **4.6. LEAVE MASTER**

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

#### Company Name :- STAR LINK COMMUNICATION PVT. LTD.

SI No.	Field Name	Leave Code	Description	Type of Leave	Weekly Off Consider
1	L01	CL	CASUAL LEAVE	L	Y
2	L02	LAD	LATE ARRIVAL DEDUCTI	А	N
3	L03	OD	OUT DUTY	Р	N
4	L04	COF	COMPENSATORY OFF	Р	N
5	L05	RH	RESTRICTED HOLIDAY	Р	N
6	L06	EL	EARNED LEAVE	L	Y
7	L07	LWP	LEAVE WITHOUT PAY	A	Y
8	L08	HL	STARLINK HOLIDAY	Р	Y

#### Leave Master Report On :- 30-Jun-2014

Web-TOS Report Set

#### **4.7. 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.

	Company Name :- STAR I Employee Details Report O	INK COMMUNICATION F n :- 09-Jul-2014	PVT. LTD.								
Paycode CardNo.	Name Guardian's Name	Sex Birth Date Joining Date	Designation Category Department	Shift Type	Ist WO 2nd WO	Permisabl 2nd WO Type Late 2nd WO Days Early	e Working Present	Auto Half Allow Auto Short Allow	Authorised Shift Shift Pattern	OT Allowed OS Allowed	Round The Clock Punch Type
00000098	ALOK KUMAR	M 19-Jan-201	Sales & Support Engineer 0 STAFF CUSTOMER CARE	F G1	SUN	10.00 10.00	24.00 4.00	N N		N N 000.00	N Single Punch with Overright
00000101 00000101	UMESH VERMA	M 01-Jun-200	3 STAFF	F G1	SUN	F 10.00 10.00	24.00 4.00	N N		N N 000.00	N Punch Not Required
00000109	SIDHANT KATYAYN	M 12-Nov-200	Customer Support Engineer 9 STAFF CUSTOMER CARE	F G1	SUN NON	F 10.00 10.00	24.00 4.00	N N		N N 000.00	N Single Punch with Overright
00000110	AJAY GUPTA	M 15-0d-200	G. M. Account 8 STAFF Account	F G1	SUN	10.00 10.00	24.00 4.00	N N		N N 000.00	N First Four Punch Allowed
00000111	DINESH SONI	M 01-Apr-200	Sales & Support Exicutive 9 STAFF CUSTOMER CARE	F G1	NON	10.00 10.00	24.00 4.00	N N		N N 000.00	N Single Punch with Overright

### **4.8. 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

Cor Emj	npany Na ployee Pe	me :- ST/ ersonal Det	AR LINK CON ail Report O	MMUNICATION n :- 30-Jun-2014									
No. Paycode	CardNo.	Sex Blood Group	Birth Date	Name	Guardian's Name	Designation	Category	Permanent Address	Local Address	Joining Date	Qualification	Experience	Bus Route
1 00000005	0000005	5 M N/A		SUSHEEL KUMAR		ASISTANT MANAGER	STAR LINK COMMUNICATI	2	×	10-Apr-2000			
2 00000007	00000007	M N/A		SURESH YADAV			STAR LINK COMMUNICATI	(H		21-Oct-2004			
3 00000008	00000008	3 M N/A	21-Sep-1985	SUNIL KUMAR			STAR LINK COMMUNICATI	52	2	14-Apr-2005			
4 00000011	00000011	M N/A		GAURAV KUMAR			STAR LINK COMMUNICATI	3 <del>4</del>	il.	01-Dec-2007			
5 00000015	00000015	M N/A	24-Apr-1979	DEERAJ BHAN			STAR LINK COMMUNICATI	92505000282-	12	01-Jul-2006			

Web-TOS Report Set

# **4.9. HOLIDAY MASTER**

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

	Company Name :-	STAR LINK C Holiday Ma	OMMUNICATIO	N - 2014
Department Name	Branch	Date	Day	Holiday
Account				
	gate			
		01-Feb-2014	Saturday	ANNUAL DAY
		25-Oct-2014	Saturday	BHAIYA DHUJ
		23-Oct-2014	Thursday	DIPAWALI
		28-Jul-2014	Monday	EID UL FITR
		10-Apr-2014	Thursday	ELECTION IN DELHI
		02-Oct-2014	Thursday	GANDHI JAYANTHI
		24-Oct-2014	Friday	GOBERDHANPUJA
		17-Mar-2014	Monday	HOLI

# 5. <u>REPORT CHART</u>

### **5.1. ATTENDANCE REPORT**

This shows the attendance report in the Chart:



STATUS	NO. OF PERSONS	Percentage Of Employee	
Present	8	50.00%	
Absent	3	18.75%	
Leave	1	6.25%	
Late	4	25.00%	
	Present Absent Leave Late	Present 8 Absent 3 Leave 1 Late 4	Status         No. OF PERSONS         Percentage of Employee           Present         8         50.00%           Absent         3         18.75%           Leave         1         6.25%           Late         4         25.00%

Web-TOS Report Set

## 6. Dynamic Report:-

- Go To Report Menu→ Click on Dynamic Report option
- Reports page will be displayed
- Select Report Type through report type drop down box.
- Select Report name through Report drop down box.
- Select the required "From Date" And "To Date" through date packer.
- Select concern Employee for which Report to be generated.
- Click on Generate button.

Nater Trauscine Date Proces Learn Measurement Advance Report Report Type Daily Performance  Report  Report Daily Performance Report From Date: 28-Dec-2017 Select Employee : Cenerate Generate	STAR.	LINK CUSTOMER HELP 1800-11-8088 (24 x 1	LINE" TOLL FREE NO 7)	(all India)		Welcome Admin	CHANGE PASSWORD LOG OUT
Report Type Daily Performance   From Date:   10 Date:   12 28-Dec-2017   Select Employee:	Master - Transaction - Reports	- Data Process - Leave Management - Adu	in – Reports –				
	Report Type From Date: To Date: Select Employee :	Daily Performance 28-Dec-2017 28-Dec-2017 Cenerate	•	Report	Daily Performance Report		

Yoar useda Ox	g) Bedetheren (		Iocalhost/In	dExp/Pages/	TimeOffice/S	election.aspx		
laster – Transaction	* Data Process * Leave Management * Admin *	Кероть	Employee	Company	Departme	nt Location	Divisions	Category
eports			Designation	Grade	Order By			
Report Type	Daily Performance		Select Employ	/ee				
From Date:	Cenerate	Ŷ	T006 -Ravi_Sin T007 -Ravi_No T008 -Ravi Tw T009 -Ravi_Tw	igle_fixed (Y) punch_Fixed_NR o_Rotational_NR vo_Ingnore (Y)	тс (Y) + + + + +	<ul> <li>T001 -Ravl_Fixed</li> <li>T002 -Ravl_Two_f</li> <li>T003 -Ravl_Two_f</li> <li>T004 -Ravl_Multip</li> <li>T005 -Ravl_Four_</li> </ul>	RunAuto_Two P ( ixed_RunAuto_RT ixed_RTC (Y) le_Fixed_NRTC (Y) Fixed_NRTC (Y)	() (Y)
		0	Active •	Sele	ct 1	All		

Web-TOS Report Set

× / • •	A second cost to be called a sub-	port cyriainciteporte.		75 H   100	
	INK' CUSTOMER HELP 1800-11-8088 (24 x	LINE" TOLL FREE NO (all India) 7)		CHAN Welcome Admin PASSW	GE JRD
Master - Transaction	- Data Process - Leave Management - Ada	nii – Reports –		1.000	ET
Reports					
Report Type From Date:	Daily Performance	* Report	Daily Performance Report	.*	
Select Employee :	() 01-Dec-2017				
	Generate				
Click	on Genrate button				
Copyright © Star Lin	k Communication(F)Ltd. All rights reserved			f 8 👁 🗖	)
Daily_Perf	ormancexlsx	After click genreate	button Excel report genrate.	Show all	×
• Cli	ick on Generated excel report				
Web-TOS Rep	port Set			Star Link Communication Pvt. I	.td.

# 6.1 Daily Performance Report:-

	А	В	С	D	E	F	G	Н	1	J	K	L	М	N	0
1			Compan	y Name:-GLO	OBAL FA	IRS & M	edia lte	),IE ONL	NE						
2			Run Date	& Time :-28/12/2	017										
3			Daily Perfo	ormance Report	from 01-										
4															
5	Emp Pay C	Employ	Company I	Attendance dat	Day	HOURSW	OTDURAT	Early Arriv	Early Depa	Late Arriv	Status	Shift	Shift Atte	In	Out
6	T001	Ravi_Fix	GLOBAL FAII	01/12/2017	Fri	09:00	00:30	00:30	00:00	00:00	Р	GEN	GEN	09:00	18:00
7	T002	Ravi_Tw	THE INDIAN	01/12/2017	Fri	08:30	00:00	00:30	00:30	00:00	Р	GEN	GEN	09:00	17:30
8	тооз	Ravi_Tw	IE ONLINE N	01/12/2017	Fri	08:30	00:00	00:00	00:00	00:00	Р	GEN	GEN	09:30	18:00
9	T004	Ravi_Mu	IE ONLINE N	01/12/2017	Fri	08:30	00:00	00:00	00:00	00:00	Р	GEN	GEN	09:30	18:00
10	T005	Ravi_Fo	THE INDIAN	01/12/2017	Fri	04:30	00:00	00:30	00:00	00:00	HLF	GEN	GEN	09:00	13:30
11															
12															
13															
14															
15															
16															
17															

Note:- We can create followings report through same process as mentioned below.

- i) Monthly Performance Register Report
- ii) Monthly Employee Wise Performance Report
- iii) Employee Wise Attendance Summary Report
- iv) Yearly Attendance Details Report
- v) Leave Consumed Summary Report
- vi) Leave Consumed Detail Report

## Vii) Leave Yearly Accrual Detail Report

Viii) C-off Generated Details

# 6.2 Monthly Performance Register:-

	А	В	С	D	E	F	G	Н	I	J	К	L	M	N	0	Р	Q	R	S	Т	U
4																					
5	T001	Employee	Ravi_Fixed	Date of Bi	27/07/199	Category	APT	Category I	APPOINTM	Division C	D00	Division N	NONE	Location (	L00	Location N	NONE	GRADECO	G00	GRADENA	NONE
5		01	02	03	04	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
7	Attendan	01/12/201	02/12/201	03/12/201	04/12/201	17/12/201	18/12/201	19/12/201	20/12/201	21/12/201	22/12/201	23/12/201	24/12/201	25/12/201	26/12/201	27/12/201	28/12/201	29/12/201	30/12/201	31/12/2017	
3	Day	Fri	Sat	Sun	Mon	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Э	Shift Start	09:30	09:30		06:30		09:30	09:30	09:30	09:30	09:30	09:30		09:30	09:30	09:30	09:30	09:30	09:30		
.0	Shift End	18:00	18:00		15:00		18:00	18:00	18:00	18:00	18:00	18:00		18:00	18:00	18:00	18:00	18:00	18:00		
.1	Lunch Star	00:00	00:00		00:00		00:00	00:00	00:00	00:00	00:00	00:00		00:00	00:00	00:00	00:00	00:00	00:00		
.2	Lunch End	00:00	00:00		00:00		00:00	00:00	00:00	00:00	00:00	00:00		00:00	00:00	00:00	00:00	00:00	00:00		
.3	HOURSW	09:00	12:00	11:30	13:30	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
.4	OTDURAT	00:30	03:30	11:30	05:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
.5	OS Hours	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
.6	Early Arriv	00:30	00:30	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
.7	Early Depa	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
.8	Late Arriva	00:00	00:00	00:00	00:30	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
.9	Status	Р	Р	POW	Р	wo	A	A	A	A	A	A	wo	A	A	A	A	A	A	wo	
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!1	Shift Atte	GEN	GEN	OFF	SM1	OFF	GEN	GEN	GEN	GEN	GEN	GEN	OFF	GEN	GEN	GEN	GEN	GEN	GEN	OFF	
!2	In	09:00	09:00	09:00	07:00																
:3	Lunch In																				
:4	Lunch Out																				
:5	Out	18:00	21:00	20:30	20:30																
!6	In Time M	Y	Y	γ	Y	γ	Y	Y	Y	Y	γ	Y	Y								
:7	Out Time	Y	Y	γ	Y																
:8		Present	5	Absent	21	Earlydepa	0 (00:00)	Latearriva	2 (01:00)												

# 6.3 Monthly Employee Wise Performance:-

	Α	В	С	D	E	F	G	Н	I	J	К	L	M	N	0	Р	Q	R	S	Т	U
1			Compar	iy Na	me:-Gl	.OBAL F	AIRS & N	VEDIA LT	D,IE ON	ILINE ME	DIA SER	VICES P\	/T LTD,TI	HE INDIA	٨N						
2			Run Date	& Tim	e :-28/12,	/2017															
3			Monthly E	mploy	/ee Wise	Performa	nce from	01-Dec-													
4																					
5	Emp Pay Co	T001	Employee	Ravi_P	Date of I	27/07/199	Date of Jo	01/01/201	Card No:	T001	Company	GFM	Company	GLOBAL FA	Departme	101	Departme	ACCOUNTS	Category	APT	Category I/
6	Attendance	Day	Shift Start	Shift	Lunch St	Lunch End	HOURSW	OTDURAT	OS Hours	Early Arriv	Early Dep	Late Arriv	Status	Shift	Shift Atte	In	Lunch In	Lunch Out	Out	In Time M	Out Time I
7	01/12/2017	Fri	09:30:00	18:00:	00:00:00	00:00:00	09:00	00:30	00:00	00:30	00:00	00:00	Р	GEN	GEN	09:00			18:00	Y	Y
8	02/12/2017	Sat	09:30:00	18:00:	00:00:00	00:00:00	12:00	03:30	00:00	00:30	00:00	00:00	Р	GEN	GEN	09:00			21:00	Y	Y
9	03/12/2017	Sun					11:30	11:30	00:00	00:00	00:00	00:00	POW	OFF	OFF	09:00			20:30	Y	Y
10	04/12/2017	Mon	06:30:00	15:00:	00:00:00	00:00:00	13:30	05:00	00:00	00:00	00:00	00:30	P	GEN	SM1	07:00			20:30	Y	Y
11	05/12/2017	Tue	12:00:00	20:30:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	MIS	GEN	SA1	12:00				Y	
12	06/12/2017	Wed	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
13	07/12/2017	Thu	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
14	08/12/2017	Fri	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
15	09/12/2017	Sat	06:30:00	15:00:	00:00:00	00:00:00	13:30	05:00	00:00	00:00	00:00	00:30	P	GEN	SM1	07:00			20:30	Y	Y
16	10/12/2017	Sun					05:00	05:00	00:00	00:00	00:00	00:00	POW	OFF	OFF	09:00			14:00	Y	Y
17	11/12/2017	Mon	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
18	12/12/2017	Tue	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
19	13/12/2017	Wed	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
20	14/12/2017	Thu	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
21	15/12/2017	Fri	09:30:00	18:00:	00:00:00	00:00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	GEN	GEN					Y	
22	Present-5	Absent-8	Holiday-O	Wo-2	Leave-O	Paydays-1	l Hourswor	Otduratio	Earlydepa	Latearriva	l-2 (01:00)										
23																					
24																					
25																					

# 6.4 Employee Wise Attendance Summary:-

ĉ		+ (2 · ) =			Employ	ee_Wise_Atti	endance_Sur	nmary (13) -	Microsoft	Excel							- ° X
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-	UI.	• ( <u>1</u> )× (u	ompany Na	ME:-GLOBAL FAIKS & MEDI	ALID, IE ON	LINE MEDI	A SERVICES	PVI LID,I	HE INDIAP	VEXPRESS	PVILID				1.44.7	-	Ň
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+ 0			Employee	Wise Attendance													
4			empioree	THE ACCHAGING													
5	Emp Pay (	Employee Name	Card No	Company Name	Departmer	PRESENT	ABSENT	HOLIDAY	W0	LEAVE	PAYDAYS	HOURSW	OTDURA	T EARLYDEP	EARLYDE	PLATEARR	IN LATEARRIN
6	T001	Ravi_Fixed_RunAuto_Two P	T001	GLOBAL FAIRS & MEDIA LTD	ACCOUNTS 8	5.00	21.00	0.00	5.00	0.00	31.00	64:30	30/30	0.00	00:00	2.00	01:00
7	122220							103365	201202	10055	- 2 A L L L L L L L L L L L L L L L L L L	- 1 - 0 - 1	205122	7155			and a stream, have
ŏ.	T002	Ravi_Two_Fixed_RunAuto_RT	T002	THE INDIAN EXPRESS PVT LTD	ACCOUNTS 8	3.00	23.00	0.00	5.00	0.00	31.00	34:00	08:30	2.00	01:00	0.00	00:00
0	T002 T003	Ravi_Two_Fixed_RunAuto_RT Ravi_Two_Fixed_RTC	T002 T003	THE INDIAN EXPRESS PVT LTD IE ONLINE MEDIA SERVICES PV	ACCOUNTS 8 ACCOUNTS 8	3.00 4.00	23.00 17.00	0.00 0.00	5.00 10.00	0.00 0.00	31.00 31.00	34:00 50:30	08:30 16:30	2.00	01:00 00:00	0.00 0.00	00:00
9	T002 T003 T004	Ravi_Two_Fixed_RunAuto_RT Ravi_Two_Fixed_RTC Ravi_Multiple_Fixed_NRTC	T002 T003 T004	THE INDIAN EXPRESS PVT LTD IE ONLINE MEDIA SERVICES PV IE ONLINE MEDIA SERVICES PV	ACCOUNTS 8 ACCOUNTS 8 ACCOUNTS 8	3.00 4.00 5.00	23.00 17.00 16.00	0.00 0.00 0.00	5.00 10.00 10.00	0.00 0.00 0.00	31.00 31.00 31.00	34:00 50:30 57:00	08:30 16:30 14:00	2.00 0.00 0.00	01:00 00:00 00:00	0.00 0.00 1.00	00:00 00:00 04:00
8 9 10	T002 T003 T004 T005	Ravi_Two_Fixed_RunAuto_RT Ravi_Two_Fixed_RTC Ravi_Multiple_Fixed_NRTC Ravi_Four_Fixed_NRTC	T002 T003 T004 T005	THE INDIAN EXPRESS PVT LTD IE ONLINE MEDIA SERVICES PV IE ONLINE MEDIA SERVICES PV THE INDIAN EXPRESS PVT LTD	ACCOUNTS 8 ACCOUNTS 8 ACCOUNTS 8 ACCOUNTS 8	3.00 4.00 5.00 2.50	23.00 17.00 16.00 18.50	0.00 0.00 0.00 0.00	5.00 10.00 10.00 10.00	0.00 0.00 0.00 0.00	31.00 31.00 31.00 31.00	34:00 50:30 57:00 39:28	08:30 16:30 14:00 17:58	2,00 0,00 0,00 0,00	01:00 00:00 00:00 00:00	0.00 0.00 1.00 0.00	00:00 00:00 04:00 00:00
9 10 11	T002 T003 T004 T005	Ravi_Two_Fixed_RunAuto_RT Ravi_Two_Fixed_RTC Ravi_Multiple_Fixed_NRTC Ravi_Four_Fixed_NRTC	T002 T003 T004 T005	THE INDIAN EXPRESS PVT LTD IE ONLINE MEDIA SERVICES PV IE ONLINE MEDIA SERVICES PV THE INDIAN EXPRESS PVT LTD	ACCOUNTS 8 ACCOUNTS 8 ACCOUNTS 8 ACCOUNTS 8	3.00 4.00 5.00 2.50	23.00 17.00 16.00 18.50	0.00 0.00 0.00 0.00	5.00 10.00 10.00 10.00	0.00 0.00 0.00 0.00	31.00 31.00 31.00 31.00	34:00 50:30 57:00 39:28	08:30 16:30 14:00 17:58	2.00 0.00 0.00 0.00	01:00 00:00 00:00 00:00	0.00 0.00 1.00 0.00	00:00 00:00 04:00 00:00
9 10 11 12	T002 T003 T004 T005	Ravi_Two_Fixed_RunAuto_RT Ravi_Two_Fixed_RTC Ravi_Multiple_Fixed_NRTC Ravi_Four_Fixed_NRTC	T002 T003 T004 T005	THE INDIAN EXPRESS PVT LTD IE ONLINE MEDIA SERVICES PV IE ONLINE MEDIA SERVICES PV THE INDIAN EXPRESS PVT LTD	ACCOUNTS & ACCOUNTS & ACCOUNTS & ACCOUNTS &	3.00 4.00 5.00 2.50	23.00 17.00 16.00 18.50	0.00 0.00 0.00 0.00	5.00 10.00 10.00 10.00	0.00 0.00 0.00 0.00	31.00 31.00 31.00 31.00	34:00 50:30 57:00 39:28	08:30 16:30 14:00 17:58	2.00 0.00 0.00 0.00	01:00 00:00 00:00 00:00	0.00	00:00 00:00 04:00 00:00
8 9 10 11 12 13	T002 T003 T004 T005	Ravi_Two_Fixed_RunAuto_RT Ravi_Two_Fixed_RTC Ravi_Multiple_Fixed_NRTC Ravi_Four_Fixed_NRTC	T002 T003 T004 T005	THE INDIAN EXPRESS PVT LTD IE ONLINE MEDIA SERVICES PV IE ONLINE MEDIA SERVICES PV THE INDIAN EXPRESS PVT LTD	ACCOUNTS & ACCOUNTS & ACCOUNTS & ACCOUNTS &	3.00 4.00 5.00 2.50	23.00 17.00 16.00 18.50	0.00 0.00 0.00 0.00	5,00 10.00 10.00 10.00	0.00 0.00 0.00 0.00	31.00 31.00 31.00 31.00	34:00 50:30 57:00 39:28	08:30 16:30 14:00 17:58	2.00 0.00 0.00 0.00	01:00 00:00 00:00 00:00	0.00	00:00 00:00 04:00 00:00
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# 6.5 Yearly Attendance Details:-

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	C1	•	. (*	∫∗ Com	pany Name	-GLOBAL	FAIRS & N	IEDIA LTD,	IE ONLINE N	MEDIA SEP	VICES PVT L	TD, THE		ESS PVT LTE	<b>D</b>				
4	A	В	C	D	E	F	G	H	t ti	J	К	Ę	M		N	0	P	Q	R
1			Compar	ny Name	:-GLOBA	L FAIRS	& MEDI	A LTD,II	E ONLINE	MEDIA	SERVICES	S PVT L	TD, THE IN	DIAN EX	PRESS PVT L	TD			1
2			Run Date	& Time :-2	28/12/2017														
3			Yearly Att	endance D	etails fron	n -Jan-201	to -Dec-2	01					_						
4	ALC: 1453 14							I SAME AND AND A		Bitela		2222		100000000000000000000000000000000000000		12 7		1.8 1.	
5	Emp Pay C	TOOL	Employee	Ravi_Fixed	Date of Bi	27/07/199	Date of Jo	01/01/20	1 Card No:	T001	Company	GFM	Company I	GLOBAL FAI	RS & MEDIA LTD	Depart	me 101	Departme	ACCOUNTS & FINANCE
5	PRESENT	ABSENT	HOLDAY	WU E	LEAVE	PATUATS	HOURSW	10.20	II EARLYDEP	DARUTUR	P LAI EARRI	LATEAR	REMONT			-	-	-	
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15	0	26	6	4	6	30	00:00	00:00	6	00:00	6	00:00	September						
16	o	26	0	5	0	31	00:00	00:00	0	00:00	0	00:00	October						
17	0	26	6	4	6	30	00:00	00:00	6	00:00	6	00:00	November						
18	5	21	0	5	0	31	64:30	30:30	0	00:00	2	01:00	December						
19																			
20																			

# 6.6 Leave Consumed Summary:-

0	2	- 4) · (4 - )	ŧ				Leave_Co	onsumed	Summary (3	) - Mic	rosoft Exc	el			
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-	A	Name Box	C	D	E	F	G	Ĥ	1	1	К	L	M	N	
1			Company Name:-G	LOBAL FAIR	S & MEDIA L	TD,IE									
2			Run Date & Time :-28/1	2/2017		3230.									
3			Leave Consumed Summ	ary from 01-D	ec-2017 to 31-De	c-2017									
4					ş										
5	Sno	Emp Pay Code	Employee Name	Date of Birth	Date of Joining	Card No	CL	COF	LOP	ML	OD	PL	PTL	SL	
6	1	F006	Ravi Lunch Duduction		04/01/2017	F006	1	Ç	1		0 1	. 0	ĺ ĺ	)	0
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# 6.7 Leave Consumed Detail:-

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4	A	В	C	D	E	F	G	Н	E.	Ĵ.	К	Ľ	M	N	0	P	Q	R
1			Company	Name:-(	GLOBAL	FAIRS 8	<b>MEDIA</b>	LTD,IE										
2			Run Date & T	"ime:-28/:	12/2017					1								
3			Leave Consun	mmed Det	tails from	01-Dec-20	)17to 31-D	ec-2017										
4			1												and the second second			
5	Emp Pay C	Employee Name	Date of Bi Dal	te of Join	Card No	Company	Company	Departme	Leave From	Leave To da	Leave An	Leave Coo	Leave Descrip	t Leave Typ	Reason	Half Day Lea	Leave Appro	Voucher No.
6	F006	Ravi Lunch Duduction	04/	/01/2017	F006	C00	NONE	101	01/12/2017	01/12/2017	0.50	CL	CASUAL LEAVE	Leave		First Half	24/12/2017	0000000007
7	F006	Ravi Lunch Duduction	04/	/01/2017	F006	C00	NONE	101	02/12/2017	02/12/2017	0.50	CL.	CASUAL LEAVE	Leave		Second Half	24/12/2017	0000000015
8	F006	Ravi Lunch Duduction	04/	/01/2017	F006	C00	NONE	101	05/12/2017	05/12/2017	0.50	LOP	Loss of Pay	Absent		First Half	24/12/2017	0000000009
9	F006	Ravi Lunch Duduction	04/	/01/2017	F006	C00	NONE	101	06/12/2017	06/12/2017	0.50	LOP	Loss of Pay	Absent		Second Half	24/12/2017	0000000010
10	F006	Ravi Lunch Duduction	04/	/01/2017	F006	C00	NONE	101	07/12/2017	07/12/2017	0.50	OD	Out Duty	Present		First Half	24/12/2017	0000000014
11	F006	Ravi Lunch Duduction	04/	/01/2017	F006	C00	NONE	101	08/12/2017	08/12/2017	0.50	OD	Out Duty	Present		Second Half	24/12/2017	0000000013
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# 6.8 Leave Yearly Accrual Detail:-

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	A	В	с	D	E	F	G	Н	1	J	К	L	M	
1			Company Name:-GLOBAL	FAIRS &	MEDIA I	TD,IE OI	NLINE M	EDIA SEI	RVICES P	VT LTD,1	THE INDIAN EXPR	ESS PVT LTD		
2			Run Date & Time :-28/12/2017											
3			Leave Yearly Accural Detail Repor	t from Ol-	Jan-2017t	o 31-Dec-2	017							
4														
5	Emp Pay C	Employee Name	Company Name	Departme	Leave Acc	Carry Forv	Laps Leav	Carry Forv	Leave Yea	Leave Cod	Leave Description	Carry Forward Date	Days on Accrual	
6	T001	Ravi_Fixed_RunAuto_Two P	GLOBAL FAIRS & MEDIA LTD	101	3.00	3.00	0.00	2017	2017	CL	CASUAL LEAVE	28/12/2017	0.00	
7	T001	Ravi_Fixed_RunAuto_Two P	GLOBAL FAIRS & MEDIA LTD	101	18.00			2017	2017	PL	PREVILAGE LEAVE		0.00	
8	T001	Ravi_Fixed_RunAuto_Two P	GLOBAL FAIRS & MEDIA LTD	101	15.00	11.00	4.00	2017	2017	SL	SICK LEAVE	28/12/2017	26.50	
9	T001	Ravi_Fixed_RunAuto_Two P	GLOBAL FAIRS & MEDIA LTD	101	2.50			2017	2017	OD	Out Duty		5.00	
10	T002	Ravi_Two_Fixed_RunAuto_RT	THE INDIAN EXPRESS PVT LTD	101	3.00	3.00	0.00	2017	2017	CL	CASUAL LEAVE	28/12/2017	0.00	
11	T002	Ravi_Two_Fixed_RunAuto_RT	THE INDIAN EXPRESS PVT LTD	101	18.00			2017	2017	PL	PREVILAGE LEAVE		0.00	
12	T002	Ravi_Two_Fixed_RunAuto_RT	THE INDIAN EXPRESS PVT LTD	101	12.00	11.00	1.00	2017	2017	SL	SICK LEAVE	28/12/2017	16.00	
13	T002	Ravi_Two_Fixed_RunAuto_RT	THE INDIAN EXPRESS PVT LTD	101	1.50			2017	2017	OD	Out Duty		3.00	
14	T003	Ravi_Two_Fixed_RTC	IE ONLINE MEDIA SERVICES PVT LTD	101	3.00	3.00	0.00	2017	2017	CL	CASUAL LEAVE	28/12/2017	0.00	
15	T003	Ravi_Two_Fixed_RTC	IE ONLINE MEDIA SERVICES PVT LTD	101	18.00			2017	2017	PL	PREVILAGE LEAVE		0.00	
16	T003	Ravi_Two_Fixed_RTC	IE ONLINE MEDIA SERVICES PVT LTD	101	15.00	11.00	4.00	2017	2017	SL	SI CK LEAVE	28/12/2017	24.50	
17	T003	Ravi_Two_Fixed_RTC	IE ONLINE MEDIA SERVICES PVT LTD	101	2.00			2017	2017	OD	Out Duty		4.00	
18	T004	Ravi_Multiple_Fixed_NRTC	IE ONLINE MEDIA SERVICES PVT LTD	101	3.00	3.00	0.00	2017	2017	CL	CASUAL LEAVE	28/12/2017	0.00	
19	T004	Ravi_Multiple_Fixed_NRTC	IE ONLINE MEDIA SERVICES PVT LTD	101	18.00			2017	2017	PL	PREVILAGE LEAVE		0.00	
20	T004	Ravi_Multiple_Fixed_NRTC	IE ONLINE MEDIA SERVICES PVT LTD	101	15.00	11.00	4.00	2017	2017	SL	SI CK LEAVE	28/12/2017	34.50	
21	T004	Ravi_Multiple_Fixed_NRTC	IE ONLINE MEDIA SERVICES PVT LTD	101	2.50			2017	2017	OD	Out Duty		5.00	
22														
23														
24														
0.5														

# 6.9 C-off Generated Deatils:-

	l	Compar	ny Name:-	Star Link	(									
	Ī	Run Date	& Time :-05/	/02/2018										
		Coff Gene	rated Repor	t from 01-	Dec-2017 t	o 31-Dec-2	017							
Emp Code	Employ	Company	Cof Date	Shift	Hours Wo	OT Duratio	Status	Coff Value	Accured V	Is Expired	Created Dat	Updat	Expire Date	Remaining
00000011	Shashi K	Star Link	01/12/2017	GEN	13:00	05:00	Р	1	1	Yes	05/02/2018		05/02/2018	0
00000011	Shashi K	Star Link	02/12/2017	GEN	13:00	05:00	Р	1	1	Yes	05/02/2018		05/02/2018	0
00000011	Shashi K	Star Link	03/12/2017	OFF	05:00	05:00	POW	1	2	Yes	05/02/2018		05/02/2018	1
00000011	Shashi K	Star Link	10/12/2017	OFF	03:00	03:00	POW	0.5	1	Yes	05/02/2018		05/02/2018	0
00000014	Abhinav	Star Link	03/12/2017	OFF	08:30	08:30	POW	1	2	Yes	05/02/2018		05/02/2018	1
00000014	Abhinav	Star Link	30/12/2017	S03	19:00	11:00	Р	1	1	Yes	05/02/2018		05/02/2018	0
→ →I Co	ff Genera	ated Repo	rt 🕲		1									

Web-TOS Report Set

# **Statutory Report**:-

- Go To Report Menu→Go to Statutory Report→ Click on Muster Roll option
- Statutory Reports page will be displayed.
- Select the required "From Date" And "To Date" through date packer.
- Select concern Employee through employee for which reports to be generated.
- Click on Generate button.

STAR LINK				USTOMER HELPLINE" TOLL FREE NO 809-11-8088 (24 x 7)	) (all India)	
Master = Transacting = Onto Process = Le	ave Monagament = Admin = R	aparta 🕶				
shift SE1(17:00-01:30) ▼ Data	e : [🗃 🔡 ]	Daily				
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Late Arrival	Early Arrival	Report Chart y Canteen y	ime Arrival			
0	0	Dynamic Reports Statisticy Report	0 Muster Roll 🕳	Click on Muster R	oll	
Early Departure	Late Departure	00.10	Evenine 25			
0	0		Form po. 34 Form po. 35			
New Joinee(7 Days)	Left(7 Days)		Form Do. B			
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Web-TOS Report Set				S	tar Link Communication Pvt.	Ltd.



Web-TOS Report Set

Your media Dur D	NK <sup>®</sup>	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (24 x 7)	Welcome Admin PASSWORI
Master — Transaction —	Data Process – Leave Management – Admin – Reports –		LOGOUT
Statutory Rep	oort		
Muster Roll			
From Date:	📅 01-Dec-2017		
To Date:	📅 31-Dec-2017		
Select Employee :			
	Generate		
Copyright © Star Link	Communication(P)Ltd. All rights reserved		f 8 9 🗈

Note:- We can create followings report through same process as mentioned below.

- i) Form No 25
- ii) Form No 14
- iii) Form No 15
- iv) Form No B
- v) Form No 12

Web-TOS Report Set

# 8.1 Muster Roll Report:-

		F (M F ) 3						Muster_	Roll (7) - Mic	rosoft Excel											
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4	A	В	С	D	E	F	G	H	1	U.	ĸ	Ľ	M	N	D P	Q	R	S	Т	U	V
1			Compa	ny Name:-GLOBAL FAI	RS & M	EDIA LTD,	E ONLI	NE													
2			Run Date	2 & Time :-28/12/2017							1					1					
3			Muster F	oll from 01-Dec-2017to 31-	Dec-2017						1										
4											100000		5700 114		-			il Ofesta	1.12 12	- Sectorem	
5	SrNo	PayCode	CardNo	EmployeeName	1	2	3	4	30	31	DW	HLD	CL N	VIL F	L PTL	. SL	REST	ABS	PayDays	TOTAL	-
6	1	T001	T001	Ravi_Fixed_RunAuto_Two P	P-P	P-P	POW-PO	/P-P	A-A	wo-wo	5	0	0 0	) 0	0	0	5	21	10	31	
7	2	T002	T002	Ravi_Two_Fixed_RunAuto_RT	P-P	P-P	POW-PO	P-P	A-A	WO-WO	3	0	0 0	) 0	0	0	5	23	8	31	-
8	3	T003	T003	Ravi_Two_Fixed_RTC	P-P	POW-POV	WO-WO	P-P	wo-wo	WO-WO	4	0	0 0	) 0	0	0	10	17	14	31	
9	4	T004	T004	Ravi_Multiple_Fixed_NRTC	P-P	WO-WO	wo-wo	P-P	WO-WO	WO-WO	5	0	0 0	) 0	0	0	10	16	15	31	
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11						_									_	1				-	4
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# 8.2 From No. 25 :-

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2		T	Run Date & Time :-28/12/20	17	1															
3			Form no. 25 from 01-Dec-2	017 to 31-Dec-2017					-		_	-					1			
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5 Sr	No	TOKEN N	: EmployeeName	Guardian I ESI NO	1	2	3	30	31	DW	HLD	CL	ML	PL	PTL	SL	REST	ABS	PayDays	TOTAL
61		T001	Ravi_Fixed_RunAuto_Two P		P	P	POW	A	WO	5	2	0	0	0	0	0	5	21	10	31
7 2		T002	Ravi_Two_Fixed_RunAuto_RT		P	P	POW	A	wo	3	0	0	0	0	0	0	5	23	8	31
8 3		1003	Ravi_Two_Fixed_RTC		P	POW	wo	wo	wo	4	0	0	U	0	0	0	10	17	14	31
9.4		1004	Ravi_Multiple_Fixed_NRTC		E	WO	WO	wo	WO	5	0	0	0	0	0	5	10	16	15	31
10 5		1005	Ravi_Four_Fixed_NRIC		HLF	POW	POW	WO	W0	2,5	0	u	0	0	U	u	10	18.5	12,5	31
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16																				
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18		1			1						1		1		1		1		1	
19																				

# 8.3 Form No 14:-

	A	В	С	D	E	F	G	Н		J	K	L	M	N	0	Р	Q	R	S	Т	U	V	W I	X	Y	Z	AA
1													FC	RM NO.1	4												
2													(R	le No.10	2)												]
3	S. No																		No								
4	Departme	nt : ACCOI	UNTS & FI	VANCE								LEAVE	WITH W/	GES REGIS	STERS				Name : R	avi_Multi	ple_Fixed	NRTC					
5	Serial No.	in the regi	sterofAd	ult / Child	Worker:	T004													Guardian	Name :							
6									NAME (	OF FACTOR	Y :NONE, C	GLOBAL FA	IRS & MED	IA LTD, IE	ONLINEM	EDIASERVI	ICES PVT L	.TD,THE	Date of D	is charge							
7												Date and	amount d	fpaymen	t made in												
8	Date of En	try into se	rvice : 01,	/01/2017															lieu of lea	ave due _							
9				No of day	s worked (	during the	calender		Leave Cr	edit		Whether	Leave er	joyed				Cash	Rate of								
										Leave		leavein						equivale	wages								
			Wages							earned		accorda						nt	Forthe								
			earned	NoUt					Balance	during		nce with						advanta	leave								
		Wages	During	days		NoUt	NoUt	Total of	of leave	the year	/	scheme				<u>.</u> .	<b>.</b>	ge	period								
	Calender	Period	the	Work	NoUt	daysot	daysof	column	from .	mention	lotalof	under				Balance	Normal	accruin	(total Uf								
10	yearor	During	wages	Perform	days Ut	maternit	Leave	4,band	precedi	ed in the	Column	sec 70(0)	E	т.,	INO. OF	of leave	rate of	9		C1		0		0		en	FOI
10	service 4	to	perioa S	ea A	layor Æ	y leave	cnjoyea 7	( 6	ng year G	column i 40	Jand IU 44	(3(0) 42	12	10	Days Ac	to credit 4e	wages 47	through 40	13α 10) 19	20	3L 21	22	AD 22	24	DE	DPL	27
12	Japuaru	2	5	4	5	0	0	12	0	0	0	12	15	14	15	10			15	0	0	0	6	4	12.5	10	
13	Februarii			0		0	0	0	0	0	0									0	0	Ň	20	8	<u>10</u>	10	
14	March			5		ů N	ň	5	0	0	ů N									ů.	ň	ň	18	8	tô –	10	
15	April			11.5		0	0	11.5	0	0	0									0	0	0	8.5	10	0	0	0
16	May			0		0	0	0	0	0	0									0	0	0	23	8	0	0	0
17	June			0		0	0	0	0	0	0									0	0	0	22	8	0	0	0
18	July			0		0	0	0	0	0	0									0	0	0	21	10	0	0	0
19	August			0		0	0	0	0	0	0									0	0	0	23	8	0	0	0
20	September			0		0	0	0	0	0	0									0	0	0	21	9	0	0	0
21	October			0		0	0	0	0	0	0									0	0	0	22	9	0	0	0
22	November			0		0	0	0	0	0	0									0	0	0	22	8	0	0	0
23	December			5		0	0	5	0	0	0									0	0	0	16	10	0	0	0
24																											
25	Signature	ofEmploy	ee Receiv	ed Leave I	Book																Note:Se	parate pa	ige will be	allotedt	o each Wr	arker	
26																											

Web-TOS Report Set

# 8.4 Form No 15:-

	A	В	С	D	E	F	G	Н	1	J	К	L	M	N	0	Р	Q	R	S	Т	U	V	W	X	Y	Z	AA	AB
1													FC	RM NO.1	5													
2													(Ri	ile No.10	3)													
3	S. No																		No									
4	Departme	nt : ACCO	UNTS & FI	VANCE								LEAVE	WITH W/	GES REGI	STERS				Name:R	avi_Fixed	_RunAuto_	Two P						
5	Serial No.	in the reg	isterofAd	ult / Child	Worker:	тоо1													Guardian	Name :								
6									NAME	OF FACTOR	Y:NONE, 0	SLOBAL FA	IRS & MED	IA LTD, IE	ONLINEM	EDIASERVI	CES PVT L	TD,THE	DateofD	is charge								
7												Date and	amount o	fpaymen	t made in													
8	Date of En	try into se	ervice : 01,	/01/2016															lieu of lea	ave due _								
9				No of day	is worked	during the	calender		Leave Cr	edit		Whether	Leave er	joyed				Cash	Rate of								'	
										Leave		leavein						equivale	wages								'	
			Wages							earned		accorda						nt	For the								'	
			earned	No Of					Balance	during		nce with						advanta	leave								'	
	<u>.</u>	Wages	During	days		No OF	NoUt	Total of	of leave	the year		scheme						ge	period								'	
	Calender	Period	the	Work		days of	days of	column	from	mention	lotalof	under				Balance	Normal	accruin	(total Uf								'	
10	year of	During	Wages	Perform	days Ut	maternit	Leave	4,6 and	precedi	ed in the	column	sec Zorov	-	-	INO. OF	of leave	rate of	9	column	~		~~				CDI		
10	service	to	period	ed	lay of Æ	y leave	Enjoyed	6	ng year Ka	column I 40	3 and IU M	73(8) 40	From	10	Days	to credit 4e	wages 47	through	15 & 16 ) 40	UL Do	DL D1	LU 22	AB	WU D4	LWP	SPL be	E3I	
12	Innun	2	3	4	5	0	6	0	3	0	0	12	15	14	15	10	10	10	13	20	21	0	23	24 E	25	20	21	
12	Fobruore			° 0		0	6	° 0	0	0	0									0	6	0	24	4	0	0		
14	March			65		0	Ň	65	0	0	0									ů Ú	ů N	ů.	20.5	4	0	0	6	
15	Anril		<u> </u>	7		lo lo	ň	7	0	ů N	0									ů.	ň	ň	18	5	0	0	ti –	
16	Mau			0		0	6	0	0	0	0									0	0	0	27	4	0	0	0	
17	June			0		0	0	0	0	0	0									0	0	0	26	4	0	0	0	
18	July			0		0	0	0	0	0	0									0	0	0	26	5	0	0	0	
19	August			0		0	0	0	0	0	0									0	0	0	27	4	0	0	0	
20	September			0		0	0	0	0	0	0									0	0	0	26	4	0	0	0	
21	October			0		0	0	0	0	0	0									0	0	0	26	5	0	0	0	
22	November			0		0	0	0	0	0	0									0	0	0	26	4	0	0	0	
23	December			5		0	0	5	0	0	0									0	0	0	21	5	0	0	0	
24																												
25	Signature	ofEmploy	ree Receiv	ed Leave	Book																Note:Se	parate pa	ge will be	allotedt	each Wo	irker		
26																												
27																												

# 8.5 Form No B:-

	A	В	С	D	E	F	G	Н	I	J	К	L	M	N	0	Р	Q	R	S	Т
1	<sup>o</sup> age No.	1																		
2	NONE, G	LOBAL FA	irs & me	DIA LTD, IE	ONLINE ME	edia servio	ES PVT LT	D,THE INC	)IAN EXPR	ESS PVT										
З					FOR	MВ														
4					See Ru	ile 7(2)														
5	Register (	Of Festiva	l Holidays	, Cacual 8	k Sick Leave	of Ravi_Mu	ltiple_Fixe	d_NRTC												
6	or the Ye	ar Year 20	013 Under	the Indus	trial Establi:	shment ( Na	tional Fes	tival,Casu	al & Sick L	.eave)										
7	1. Date of	Joining S	ervice: 01	/01/2016		Token No.:	F005													
8	2. Whethe	er covered	by the Er	nployee's	State Insura	ince Scheme	e,Yes/No.													
9																				
10	1	2			3				4	5										
11		Number o	of Festival	Holidays	Period for w	/hich Festiva	1													
							Number		Whether											
							of Days &		Granted											
	Serial						kind of		or											
12	No.	Festival	Casual	Sick	From	То	Leave	Balance	Refused	Remarks										
13	L	1	0	0	26/01/2017	26/01/2017	1 HLD	0												
14	1		0	0	01/08/2017	01/08/2017	1 CL	-1												
15	1		0	0	07/08/2017	07/08/2017	0.5 CL	-1.5												
16	1		0	0	08/08/2017	08/08/2017	0.5 CL	-2												
17	1		0	0	01/09/2017	01/09/2017	0.5 CL	-2.5												
18	1		0	0	02/09/2017	02/09/2017	0.5 CL	-3												
19	1		0	0	02/10/2017	02/10/2017	1 CL	-4												
20	L		0	0	06/10/2017	06/10/2017	0.5 CL	-4.5												
21	L		0	0	07/10/2017	07/10/2017	0.5 CL	-5												
22																				

# 8.6 Form No 12:-

	А	В	С	D	E	F	G	Н	I	J	К	L	M	N	0	Р
1						NONE, GLOBAL FAIRS & N	VEDIA LTD, IE ONLINE	e media s	<b>ERVICES</b>	PVT LTD,T	HE INDIA	IN EXPRES	IS PVT LTI	)		
2																
3																
4		Time of		Shift Timing											Rest Peri	
5		Comment	ement of	From   To				Form	No. 12						From   To	Time of C
6		Shift GEN		09:30   18:00				(Rule	No. 76)						00:00   00:	
7		Shift SA1		12:00   20:30		R	egister of adult worke	ers as per p	orescribed	l under sec	c. 62 of th	e act			00:00   00:	
8 MOI	N to	Shift SM2		07:30   16:00											00:00   00:	
9 FRI Satu	urdau	shift SM3		08:30   17:00											00:00   00:	
10 Sun	dav	Shift T01		09:00   17:30											13:00   13:	
11 Syst	em of	Shift TO2		19:00   03:00											00:00   00:	
12 Rota	ation	Shift TO3		09:30   18:00											13:30   14:	
13																
14					Father's			Letter of	No of	Number a	nd date		1	st	21	nd
15 Sr.	No.	PayCode	Emp. No.	Name of Adult Worker	Name	Nature Of Work	Department	group as	Relay if	No of	Token	Remarks	1st	2nd	1st	2nd
16 1		T001	T001	Ravi_Fixed_RunAuto_Two P		ADVERTISEMENT PAGINATOR	ACCOUNTS & FINANCE	GEN					P	P	Р	P
17 2		T002	T002	Ravi_Two_Fixed_RunAuto_RT		ADVERTISEMENT PAGINATOR	ACCOUNTS & FINANCE	GEN					Р	Р	Р	Р
18 3		тооз	тооз	Ravi_Two_Fixed_RTC		ADVERTISEMENT PAGINATOR	ACCOUNTS & FINANCE	GEN					P	P	POW	POW
19 4		T004	T004	Ravi_Multiple_Fixed_NRTC		ADVERTISEMENT PAGINATOR	ACCOUNTS & FINANCE	GEN					Р	Р	wo	wo
20 5		тоо5	тоо5	Ravi_Four_Fixed_NRTC		ADVERTISEMENT PAGINATOR	ACCOUNTS & FINANCE	GEN					А	Р	POW	POW
21																
22 PRE	SENT>	P = Prese	nt; POW =	Present on weekly off ; POH =	Present on	holiday ; OD = On duty										

23 ABSENT --> A = Absent; A1 = Absent or leave before and after weekly off; WED = Componsatory working day; LWP = Leave without pay

24 LEAVE --> CL = CASUAL LEAVE; COF = COMPENSATORY OFF; EL = EARNED LEAVE; HL = STARLINK HOLIDAY; LAD = LATE ARRIVAL DEDUCTI; LWP = LEAVE WITHOUT PAY; OD = OUT DUTY; RH = RESTRICTED HOLIDAY; SL = SL;

25 MISC --> HLD = Holiday; MIS = Missing punch entry; ?\_ = Invalid Declaration

HII FORM12

► I

# 8. <u>CANTEEN REPORT</u>

#### **8.1 DAILY CANTEEN REPORT**

This Report generate the data of Daily canteen wise according to purpose or rate of purpose that's employee consumed

#### on daily basis.

			Star Link C	Communica	aton Pvt Lti	d			
	Run Date	& Time14-/	Aug-2019 0	9:56					
						Daily Can	teen Repo	rt for 01-Ja	n-2019
SNo.	Paycode	Name	breakfast	Rate	Lunch	Rate	Total Amo	ount	
1	'00000001	MIDLAND	1	30	1	40	70		
1	00000002	Santosh K	0	0	0	0	0		
	00000003	Aman Sing	1	0	0	0	0		
	1 '00000004	Deepak Si	1	30	1	40	70		
Ę.	00000005	Mukesh S	0	0	0	0	0		
6	00000006	Amripal Si	1	30	1	40	70		

### **8.2 MONTHLY CANTEEN REPORT**

This report generates the data of monthly canteen details according to purpose which employee consumed on monthly basis.

	14													
			Star Link Comm	unicaton Pv	/t Ltd									
	Run Date	& Time14-/	Aug-2019 10:05											
						Monthly (	Canteen Re	port for 01	-Jan-2019					
SNo.	Paycode	Name	Purpose	1	2	3	4	5	6	7	8	9	10	11
1	'00000001	MIDLAND	Теа	1	0	1	0	0	0	0	1	1	0	0
2	00000002	Santosh K	Теа	0	0	1	1	0	1	0	1	0	0	0
3	00000003	Aman Sing	Tea	1	0	0	0	1	0	0	0	0	0	1
Ĺ	00000004	Deepak Si	Tea	0	0	0	0	0	1	0	1	1	0	0
5	00000005	Mukesh S	Lunch	1	0	1	0	0	0	0	0	0	0	0
ε	00000006	Amripal S	Lunch	0	0	0	0	0	0	0	0	0	0	0

Web-TOS Report Set

# **8.3 SUMMARY CANTEEN REPORT**

			Star Link Comm	unicaton Pvt Ltd							
	Run Date	& Time14-/	Aug-2019 10:12								
						Monthly	Summary F	eport for (	01-Feb-2019 TO 28	-Feb-2019	
SNo.	Paycode	CardNo	Employee Nam	Guardian Name	Department	Other	breakfast	Lunch	Total No of Shift	Total Amour	nt
1	'00000001	'00000001	MIDLAND MICR	ABC	Software Department	0	) 20	18	18	468	
2	'00000002	'00000002	Santosh Kumar	Mukesh	Account	0	) 21	19	21	745	
3	'00000003	'00000003	Aman Singer	Lokesh	Software Department	0	) 17	21	21	482	
4	'00000004	'00000004	Deepak Singh		Software Department	C	) 19	22	22	598	
5	'00000005	'00000005	Mukesh Sharm	i i i i i i i i i i i i i i i i i i i	Software Department	C	) 1	1	0	0	
6	'00000006	'00000006	Amripal Singh		Software Department	0	) 0	0	0	0	