

USER MANUAL FOR WEB TIME OFFICE SOFTWARE

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Introduction

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

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



Home Page of the Web Time Office

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

After Login, the following page will open:

STAR LINK COMMUNICATION PVT. LTD.

On date: **SE3 (19-09-03-20)** Date:

| | | | | |
|-------------------------|---------------------|------------------------|-------------------|--------------|
| Present 0 | Absent 1 | Leave 0 | Weekly Off 495 | Holiday 0 |
| Late Arrival 0 | Early Arrival 0 | On Time Arrival 0 | | |
| Early Departure 0 | Late Departure 0 | On Time Departure 0 | | |
| New Joinee(7 Days) 0 | Left(7 Days) 0 | | | |

2.1 Company

You can manage different companies through Company Master of Time Office Software. Company code should be unique. When you open the company master, you will see a window in which you see the following information like Add New Company, Edit, Delete, first, previous, next and last.

The screenshot shows the STAR LINK Company Master interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-0000), and a user name (Welcome Admin). Below the header, there is a navigation bar with links: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled "Manage Company" and includes a link to "Add New Company". Below this, there is a table with columns: Company Code, Company Name, Company Address, Short Name, PAN No., Edit, and Delete. The table contains four entries: TIE (THE INDIAN EXPRESS PVT LTD), CDO (NONE), IEO (IE ONLINE MEDIA SERVICES PVT LTD), and GFM (GLOBAL SALES & MEDIA LTD). At the bottom of the table, it says "Showing 1 to 4 of 4 entries". There are also buttons for "First", "Previous", "1", "Next", and "Last".

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

The screenshot shows the STAR LINK Add Company Master form. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-0000), and a user name (Welcome Admin). Below the header, there is a navigation bar with links: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled "Add Company Master". It contains several input fields: Company Code, Company Name, Company Address, Short Name, PAN No., TAN No., VAT NO., PF No., ESI No., License NO., and Registration No. There are also buttons for "Add" and "Back".

Add New Company: Click on "Add New Company" to add the details of new company. A Company Master window will open, in the window there are some fields like company code, company name, company address, short name of company, Company PAN No., Company TAN No., Company License No. and Company PF No., which you will fill to make the new company. Company code and company name are the compulsory field to create the company.

Edit: You can Edit information in company master except company code. If you want any modification in the existing company, press "Edit" button. After pressing Edit button, complete details of the selected company will be shown in the window. Edit those details accordingly and press "Update" button. All the modification will be done.

The screenshot shows the 'Update Company Master' interface. At the top, there's a navigation bar with 'Home', 'Transaction', 'Data Process', 'Users Management', 'Admin', and 'Logout'. Below this, the 'Update Company Master' title is displayed. The form includes several input fields: 'Company Code' (pre-filled with 'TIE'), 'Company Name' (pre-filled with 'THE INDIAN EXPRESS PVT LTD'), 'Company Address', 'Short Name', 'PAN No.', 'TAN No.', 'VAT No.', 'PF No.', 'ESI No.', 'Licence No.', 'Registration No.', and 'Email ID'. At the bottom of the form, there are two buttons: 'Update' and 'Back'.

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

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

The screenshot shows the 'Manage Company' interface. At the top, there's a navigation bar with 'Home', 'Transaction', 'Data Process', 'Users Management', 'Admin', and 'Logout'. Below this, the 'Manage Company' title is displayed. A table lists companies with columns: 'Company Code', 'Company Name', 'Company Address', 'Short Name', 'PAN No.', 'Edit', and 'Delete'. The table contains four rows of data. A message dialog box is overlaid on the table, stating: 'This Company could not be deleted because some employee already assigned this company!'. The dialog box has an 'Ok' button.

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

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

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

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

The screenshot displays the STAR LINK web application interface. At the top, the STAR LINK logo is on the left, and the customer helpline number 1800-11-8000 (24x7) is in the center. On the right, there is a user login section with the text 'Welcome Admin' and buttons for 'CHANGE PASSWORD' and 'LOG OUT'. Below the header, there is a navigation bar with links for 'Home', 'Manage Category', 'Add New', and 'Logout'. The main content area shows a table titled 'Manage Category' with columns for 'Code', 'Name', 'Edit', and 'Delete'. The table lists five categories: WED (WED BOARD), TRN (TRAINEE), DO (DO), CTR (CONTRACT), and APT (APPOINTMENT). Each row has an 'Edit' button and a 'Delete' button. At the bottom of the table, it says 'Showing 1 to 5 of 5 entries'. The footer contains the copyright information 'Copyright © Star Link Communication Pvt. Ltd. All rights reserved.' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

| Code | Name | Edit | Delete |
|------|-------------|----------------------|------------------------|
| WED | WED BOARD | Edit | Delete |
| TRN | TRAINEE | Edit | Delete |
| DO | DO | Edit | Delete |
| CTR | CONTRACT | Edit | Delete |
| APT | APPOINTMENT | Edit | Delete |

2.2 Department

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

The screenshot shows the 'Manage Department' page. At the top, there's a navigation bar with 'Main', 'Navigation', 'Data Access', 'Leave Management', 'Admin', and 'Report'. Below this, the 'Manage Department' section has a link for 'Add New Department'. A table lists existing departments with columns for Department Code, Department Name, Head of Department, Edit, and Delete. The table contains five entries: 143 WOMEN'S PORTAL, 142 VIDEO, 141 THE INDIAN EXPRESS, 140 THE FINANCIAL EXPRESS, and 139 TECHNOLOGY. At the bottom, there are pagination controls showing 'Showing 1 to 5 of 66 entries' and buttons for 'First', 'Previous', '1', '2', '3', '4', '5', '6', 'Next', and 'Last'.

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

The screenshot shows the 'Add Department Master' form. It has three input fields: 'Department Code', 'Department Name', and 'Head of Department'. Below these fields are two buttons: 'Add' and 'Back'. The page layout is consistent with the previous screenshot, including the navigation bar and footer.

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

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1888-11-8888), and a user login area with 'Welcome Admin', 'CHANGE PASSWORD', and 'LOG OUT' links. Below the header is a navigation menu with links: 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Report'. The main content area is titled 'Add Department Master'. It contains a form with the following fields: 'Department Code' (with a dropdown menu showing '00'), 'Department Name' (with a text input field containing 'software'), and 'Head of Department' (with a text input field). Below the form are two buttons: 'Add' and 'Back'. A modal message box is displayed in the center of the screen, stating: 'Message: Department Code must be of 3 alphanumeric characters.' with an 'OK' button.

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

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1888-11-8888), and a user login area with 'Welcome Admin', 'CHANGE PASSWORD', and 'LOG OUT' links. Below the header is a navigation menu with links: 'Master', 'Transaction', 'Data Process', 'Leave Management', 'Admin', and 'Report'. The main content area is titled 'Update Department Master'. It contains a form with the following fields: 'Department Code' (with a dropdown menu showing '138'), 'Department Name' (with a text input field containing 'TECHNOLOGY'), 'Head of Department' (with a text input field), 'Email ID' (with a text input field), and 'Send mail' (with a checkbox). Below the form are two buttons: 'Update' and 'Back'.

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

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CUSTOMER HELP LINE* TOLL FREE NO (All India)
1800-11-0000 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Main Menu: Home > Transactions > Data Entry > Learn Management > Admin > Reports >

Update Department Master

Department Code: 178 Department Name: INFORMATION TECHNOLOGY

Head of Department:

Email ID: Send mail:

Message

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

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

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CUSTOMER HELP LINE* TOLL FREE NO (All India)
1800-11-0000 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Main Menu: Home > Transactions > Data Entry > Learn Management > Admin > Reports >

Manage Department

[Add New Department](#)

Filter: 13 Search:

| Department Code | Department Name | Head of Department | Edit | Delete |
|-----------------|-----------------------|--------------------|----------------------------------|----------------------------------|
| 143 | WOMEN'S PORTAL | | <input type="button" value="✓"/> | <input type="button" value="✗"/> |
| 142 | VIDEO | | <input type="button" value="✓"/> | <input type="button" value="✗"/> |
| 141 | THE INDIAN EXPRESS | | <input type="button" value="✓"/> | <input type="button" value="✗"/> |
| 140 | THE FINANCIAL EXPRESS | | <input type="button" value="✓"/> | <input type="button" value="✗"/> |
| 138 | TEAM RED | | <input type="button" value="✓"/> | <input type="button" value="✗"/> |

Department Code: Department Name:

Showing 1 to 5 of 44 entries

Message

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

Department: Edit: Delete:

1 2 3 4 5 ...

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

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

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8888), and a user login area for 'Admin'. Below the header, there is a navigation menu with options like 'Home', 'Transactions', 'Data Entry', 'User Management', 'Admin', and 'Reports'. The main content area is titled 'Manage Department' and includes a link to 'Add New Department'. A search bar is present with the text 'THE INDIAN' entered. Below the search bar, there is a table with the following columns: 'Department Code', 'Department Name', 'Head of Department', 'Edit', and 'Delete'. The table contains one entry with the department name 'THE INDIAN EXPRESS'. At the bottom of the table, there is a pagination bar with buttons for 'First', 'Previous', 'Next', and 'Last', and a status message 'Showing 1 to 1 of 1 entries (filtered from 44 total entries)'.

| Department Code | Department Name | Head of Department | Edit | Delete |
|-----------------|--------------------|--------------------|------|--------|
| 141 | THE INDIAN EXPRESS | | | |

Next: Pressing button to switch to the Next department.

Last: Pressing button to switch to the last page.

2.3 Division / Section

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

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CUSTOMER HELP LINE* TOLL FREE NO (all India)
1000-11-0000 (24x7)

Welcome Admin

CHANGE PASSWORD
LOGOUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Division [Add New Division](#)

Show 10 entries

| Division Code | Division Name | Edit | Delete |
|---------------|---------------|----------------------|------------------------|
| D00 | NONE | Edit | Delete |
| Division Code | Division Name | Edit | Delete |

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

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

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CUSTOMER HELP LINE* TOLL FREE NO (all India)
1000-11-0000 (24x7)

Welcome Admin

CHANGE PASSWORD
LOGOUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Add Division Master

Division Code:

Division Name:

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

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

The screenshot shows the 'Add Division Master' form in the STAR LINK system. The form has two input fields: 'Division Code' with the value '00' and 'Division Name' with the value '0001'. Below these fields are 'Add' and 'Back' buttons. A modal message box is displayed in the center, stating: 'Division Code Must be of 3 Alphabetic characters.' with an 'OK' button.

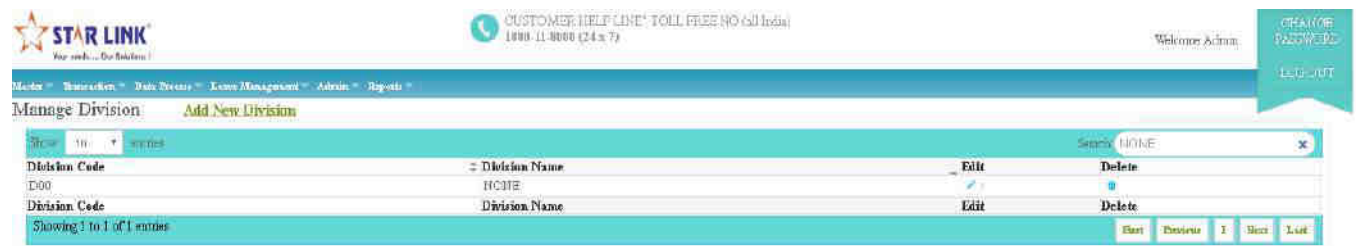
Edit:- You can edit every information except division code. If you want any modification in the existing division then press "Edit" button. After pressing edit button complete information about division will be shown. Edit accordingly and press "Update" button. All the modification will updated then.

The screenshot shows the 'Update Division Master' form in the STAR LINK system. The form has two input fields: 'Division Code' with the value '000' and 'Division Name' with the value 'NONE'. Below these fields are 'Update' and 'Back' buttons. A modal message box is displayed in the center, stating: 'Division Detail has been updated. Go To Manage Divisions.' with an 'OK' button.

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

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

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



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

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

2.4 Grade

You can create Grades to allot the employees through this option. Grade code and Grade name are compulsory parameter in Grade master. Grade code should be unique.

When you open the Grade, you will see a Grade Detail page in which you see the following button like Add New Grade, first, Previous, Next, Last.



The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1888-11-0000), and a user login area (Welcome Admin, CHANGE PASSWORD, LOG OUT). Below the header, there is a navigation menu with links: Master, Recruitment, Data Process, Leave Management, Admin, and Reports. The main content area is titled "Manage Grade" and includes a link to "Add New Grade". Below this, there is a table with the following columns: Grade Code, Grade Name, Edit, and Delete. The table contains four rows of data: (D03, Prom), (D00, NONE), (D02, Journalist), and (D01, Administration). At the bottom of the table, there is a pagination bar showing "Showing 1 to 4 of 4 entries" and buttons for "First", "Previous", "1", "Next", and "Last".

| Grade Code | Grade Name | Edit | Delete |
|------------|----------------|------|--------|
| D03 | Prom | | |
| D00 | NONE | | |
| D02 | Journalist | | |
| D01 | Administration | | |

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

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



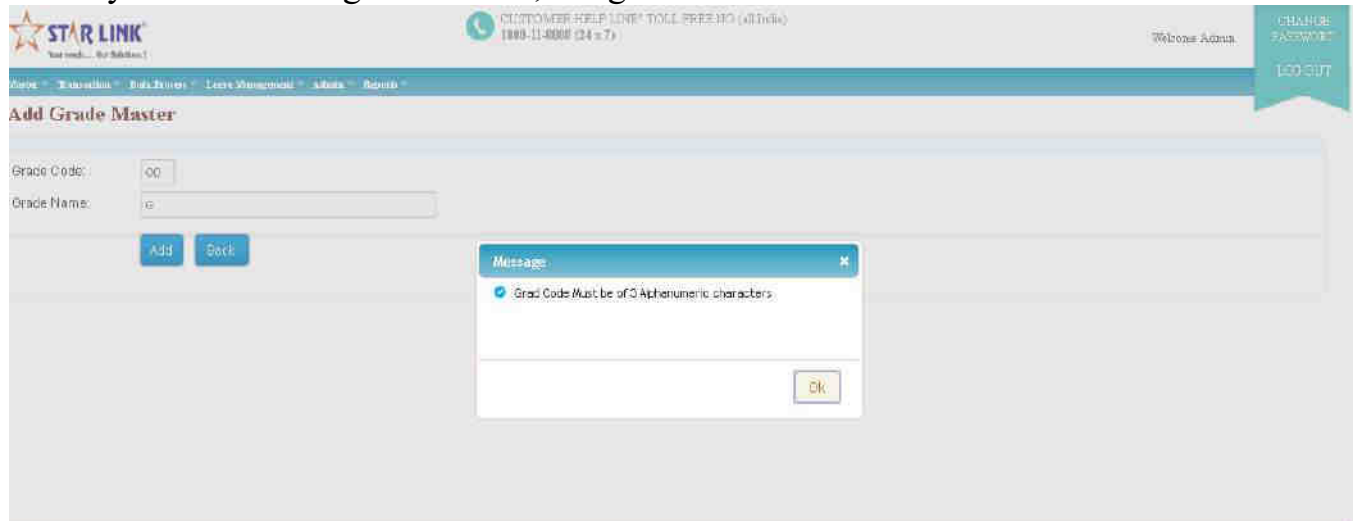
The screenshot shows the "Add Grade Master" page in the STAR LINK web application. The page has the same header and navigation menu as the previous screenshot. The main content area is titled "Add Grade Master" and contains two input fields: "Grade Code" and "Grade Name". Below these fields are two buttons: "Add" and "Back".

Grade Code:

Grade Name:

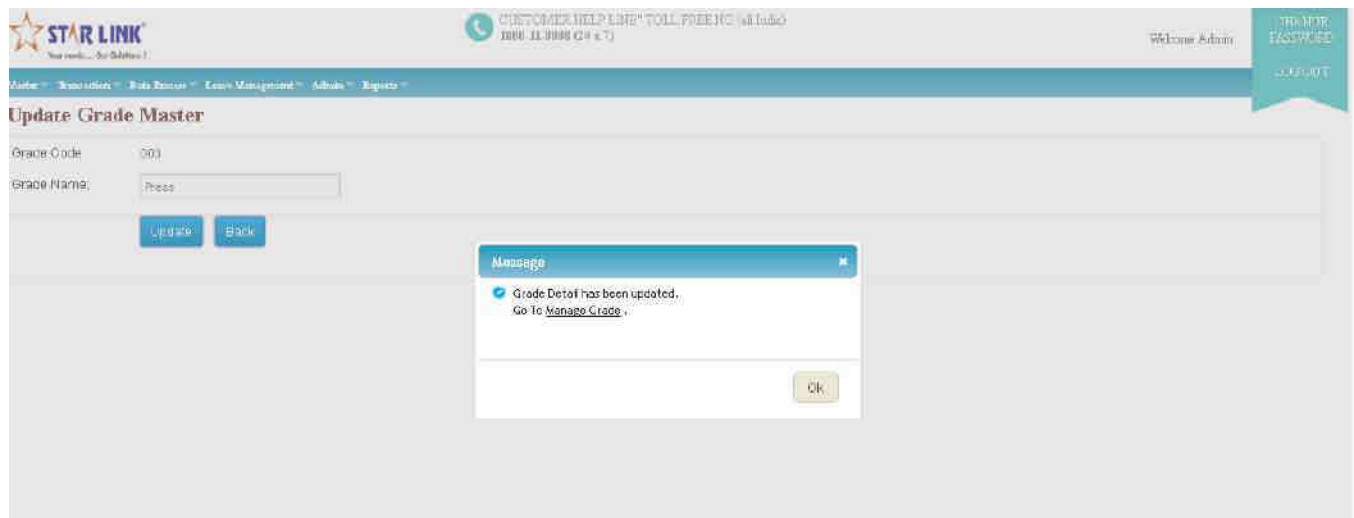
Add Back

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



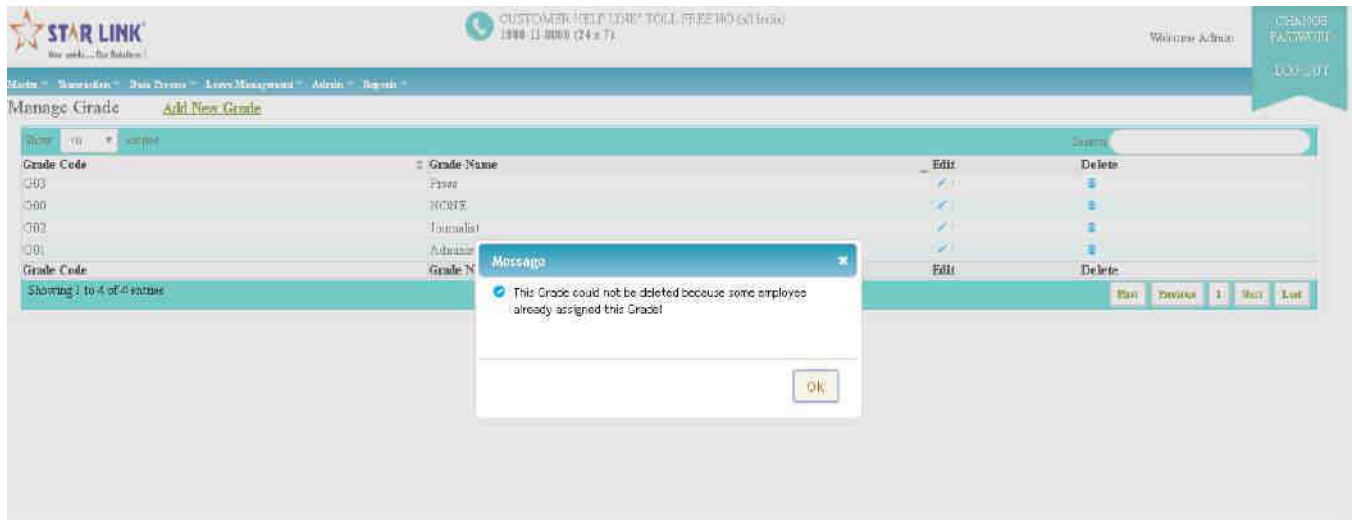
The screenshot shows the 'Add Grade Master' interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-0000), and user information (Welcome Admin). Below the header is a navigation bar with links: Home, Knowledge, Data Entry, Leave Management, Admin, and Reports. The main form has two input fields: 'Grade Code' with the value '00' and 'Grade Name' with the value '10'. There are 'Add' and 'Back' buttons. A message box is displayed in the center, stating: 'Grade Code Must be of 3 Alphanumeric characters'. The message box has an 'Ok' button.

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



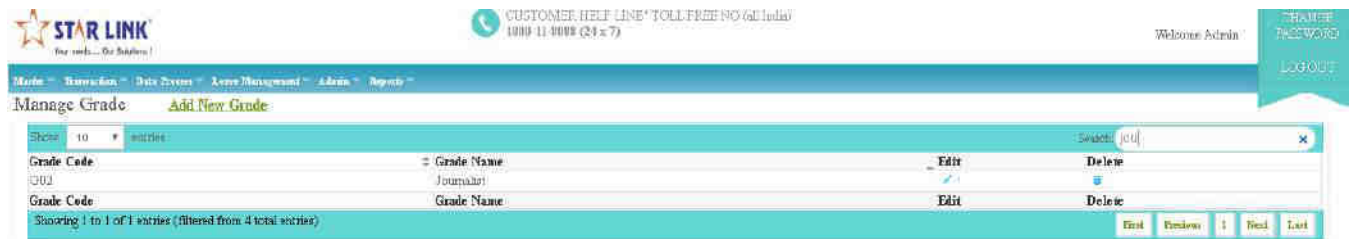
The screenshot shows the 'Update Grade Master' interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-0000), and user information (Welcome Admin). Below the header is a navigation bar with links: Home, Knowledge, Data Entry, Leave Management, Admin, and Reports. The main form has two input fields: 'Grade Code' with the value '003' and 'Grade Name' with the value 'Phos'. There are 'Update' and 'Back' buttons. A message box is displayed in the center, stating: 'Grade Detail has been updated. Go To [Manage Grade](#).' The message box has an 'Ok' button.

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



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

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



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

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

2.5 Category

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

When you open the Category, you will see a Category details page in which you see the following button like Add New Category, Search, first, previous, next and last.

| Code | Name | Edit | Delete |
|------|-------------|----------------------|------------------------|
| WB | WAGE BOARD | Edit | Delete |
| TRN | TRADEE | Edit | Delete |
| COU | NONE | Edit | Delete |
| CTR | CONTRACT | Edit | Delete |
| APT | APPOINTMENT | Edit | Delete |

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

Code:

Name:

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

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

Update Category Master

Code:

Name:

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

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

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

Manage Category [Add New](#)

| Code | Name | Edit | Delete |
|------|----------|----------------------|------------------------|
| CTR | CONTRACT | Edit | Delete |
| Code | Name | Edit | Delete |

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

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

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

2.6 Branch

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

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports

Manage Location [Add New Location](#)

Show 10 entries

| Location Code | Location Name | Edit | Delete |
|---------------|--------------------|------|--------|
| L59 | THIRUVANANTHAPURAM | | |
| L58 | THANE | | |
| L57 | SURAT | | |
| L56 | SRIRAMPUR | | |
| L55 | SRINAGAR | | |

Showing 1 to 5 of 60 entries

First Previous 1 2 3 4 5 ... 12 Next Last

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f g+ t in

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

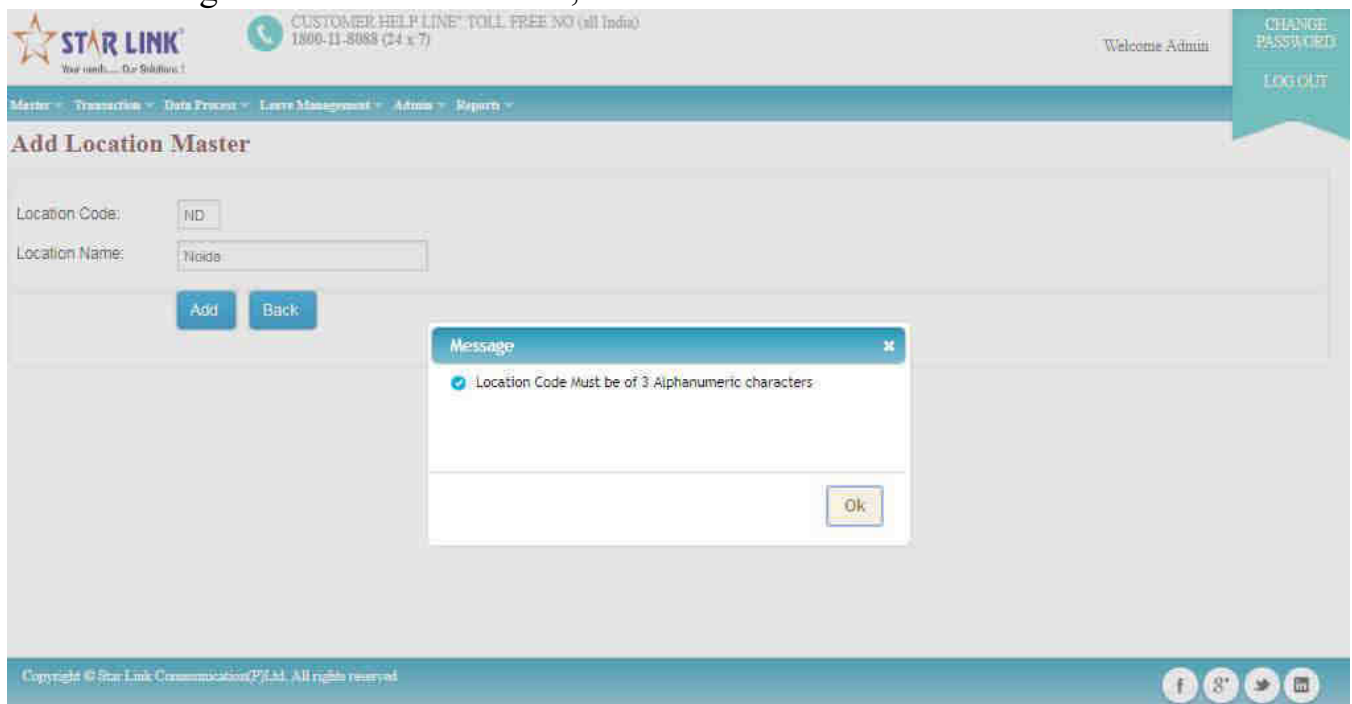
Add New Location: Press button "Add New Location" to add a new Branch for the Company. A Branch/Location Master page will open, in the window there are some fields like B/Location code and B/Location name, which you will fill to make the Branch. B/Location code and B/Location name are the compulsory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

Add Location Master

Location Code:

Location Name:

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



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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE
PASSWORD

LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Add Location Master





Location Code:

Location Name:

Message

✓ Location Code Must be of 3 Alphanumeric characters

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

Update Location Master

Location Code: L58

Location Name: THANE

[Update](#) [Back](#)

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

Manage Location [Add New Location](#)

| Location Code | Location Name | Edit | Delete |
|---------------|--------------------|----------------------|------------------------|
| L59 | THIRUVANANTHAPURAM | Edit | Delete |
| L58 | THANE | Edit | Delete |
| L57 | SURAT | Edit | Delete |
| L56 | SRIRAMPUR | Edit | Delete |
| L55 | SRINAGAR | Edit | Delete |


Message


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

[Ok](#)

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

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





CUSTOMER HELP LINE™ TOLL FREE NO (all India)
1800-11-9088 (24 x 7)

Welcome Admin



CHANGE
PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Location [Add New Location](#)

Show 10 entries

Search: surat

| | | | |
|---------------|---------------|---|---|
| Location Code | Location Name | Edit | Delete |
| L57 | SURAT |  |  |
| Location Code | Location Name | Edit | Delete |

Showing 1 to 1 of 1 entries (filtered from 60 total entries)

First
Previous
1
Next
Last

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

Last: Press button “Last” to switch to the last page.

2.7 Shift

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

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

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Manage Shift [Add New Shift](#)

Shows 10 entries

| Shift Code | Start Time | End Time | Shift Hours | Shift Position | Edit | Delete |
|------------|------------|----------|-------------|----------------|----------------------|------------------------|
| SE3 | 19:00 | 03:30 | 08:30 | NIGHT | Edit | Delete |
| T02 | 19:00 | 03:00 | 08:00 | NIGHT | Edit | Delete |
| SE2 | 18:00 | 02:30 | 08:30 | EVENING | Edit | Delete |
| SE1 | 17:00 | 01:30 | 08:30 | EVENING | Edit | Delete |
| SA3 | 16:00 | 00:30 | 08:30 | EVENING | Edit | Delete |

Showing 1 to 5 of 18 entries


First Previous 1 2 3 4 Next Last

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f s+ t in

When you open the Shift, you will see Shift Details page in which you see the following button Add New Shift , search, first, previous, delete, next, and last.

Shifts are identified by their unique codes.


CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-8888 (24 x 7)
Welcome Admin
CHANGE
PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Add Shift Master

Shift Setup

Shift Code: Shift Position:

Start Time: (Time in 24 Hr Format) End Time: (Time in 24 Hr Format) Shift Duration: (Time in Hours)

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

Advance Setup

Max OverTime Time: (Time in Hours) OT Start After: (Time in Hours)

OT Deduction: (Time in Hours) OT Deduct After: (Time in Hours)


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

Flexi Shift Setup

Is Shift Flexi: ☐

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Before updating the Shift master click on Check button.


CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-8888 (24 x 7)
Welcome Admin
CHANGE
PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Update Shift Master

Shift Setup

Shift Code: Shift Position:

Start Time: (Time in 24 Hr Format) End Time: (Time in 24 Hr Format) Shift Duration: (Time in Hours)

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

Advance Setup

Max OverTime Time: (Time in Hours) OT Start After: (Time in Hours)

OT Deduction: (Time in Hours) OT Deduct After: (Time in Hours)

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

Flexi Shift Setup

Is Shift Flexi: ☐

Alert

Please first validate data on click Check button!

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





CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-8085 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Shift
Add New Shift

Show 10 entries

Search GEN

| Shift Code | Start Time | End Time | Shift Hours | Shift Position | Edit | Delete |
|------------|------------|----------|-------------|----------------|---|---|
| GEN | 09:30 | 18:00 | 08:30 | DAY |  |  |
| Shift Code | Start Time | End Time | Shift Hours | Shift Position | Edit | Delete |

Showing 1 to 1 of 1 entries (filtered from 10 total entries)

First Previous 1 Next Last

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These are following options you can use to make a shift.

- Shift code : Add the new shift code.
- Shift Start Time : This is the shift starting time.
- Shift End Time : This is the shift end time.
- Shift Duration : This is the total working hours
- Lunch Start Time : This is lunch's starting time.
- Lunch Duration : This is the duration of lunch.
- Lunch End Time : This is lunch's end time.
- Lunch deduction : This is the time period that will be deducted from the working Hours.
- Max Over Time : This is the limit of period after which the OT won't be considered e.g. If OT deduct after is initialized as 3.00 hrs and employee having OT 5.00 hrs. Then it would consider 3.00 hrs. Only if you want to give actual overtime, set 23.59 in this option.
- OT Start After : This is the time period after which OT will be considered. If you set 30 minute in this option, between this duration OT will not calculate, But if employee stays till 31st minute in the company, he/her will get OT 31 min.
- Overtime deduction : This is the time period that will deduct from the overtime hours. Example, if over time is 4 hours and overtime deduction is 30 min , total over time will be 3 hours and 30 min.

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

Lunch Deduction : This is the time period that will deduct from overtime hours.

OT Remove After Late: This option is use for if employee late coming duration more than given time it will be deduct from over time.

Absent After Late : This option is use for if employee late coming duration more than given time employee attendance will mark as absent.

2.7.2 Flexi Shift Setup: - If you want to flexi Shift. Click on Is Flexi Shift check box. Multiple options will be displayed.

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1800-11-5088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Add Shift Master

Shift Setup

Shift Code: T05 Shift Position: DAY

Start Time: 09:00 (Time in 24 Hr Format) End Time: 17:30 (Time in 24 Hr Format) Shift Duration: 00:00 (Time in Hours)

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

Advance Setup

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

OT Deduction: 00:00 (Time in Hours) OT Deduct After: 00:00 (Time in Hours)

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

Flexi Shift Setup

Is Shift Flexi: ☒ Flexi In Month: 02 (1 to last Date of month)

Flexi In Time: 00:30 (Time in Hours) Flexi Half Day In Time: 01:00 (Time in Hours) Min Working Hours For Half Day: 06:00 (Time in Hours)

Flexi Out Time: 00:30 (Time in Hours) Flexi Half Day Out Time: 01:00 (Time in Hours) Min Working Hours For Present: 08:00 (Time in Hours)

Back Check

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Flexi In Month: No of Flexi In Time & OUT time can be availed in a month as per value feed in this text box. Employee will have to compensate this late arrival with late departure.

Flexi In Time: IN time can be varied up-to the time given in Flexi In Time from scheduled IN up-to max limit given in Flexi In month.
If someone crosses the max limit of Flexi In month, it will count in HLF.

Flexi half Day In Time :- If someone crosses the time given in Flexi IN Time but do not cross the value given in Flexi Half Day In Time, status will be marked as HLF.If Flexi Half Day In Time is crossed, status will be marked as Absent.

Minimum Working Hours For Half Day:- If employee works less than the “Minimum working for Half day “ hours ,Status will be marks as HLF.

Flexi Out Time :- OUT time can be varied up-to the time given in Flexi OUT Time from scheduled OUT up-to max limit given in Flexi In month. If someone makes an early departure and if Max working hours is less than given value, status will be marked as ‘HLF’.

Flexi half Day OUT Time :- If Employee marks punch between “Flexi out Time” and “Flexi Half Day Out Time”, status will be HLF. And if employee exceeds the “Flexi Half Day Out Time “ Status Will be Absent.

Min Working Hours For Present: If employee working hours is less than “Minimum working Hours for Present “ Status will be HLF.

Before updating the Shift master click on Check button.

The screenshot shows the 'Add Shift Master' page in the STAR LINK system. The page is divided into three main sections: Shift Setup, Advance Setup, and Flexi Shift Setup. An alert box is currently displayed in the center of the page, indicating that the user should click the 'Add' button to save the shift.

Shift Setup

| | | | | | |
|-------------------|------------------------------|-----------------|------------------------------|-----------------|-----------------------|
| Shift Code: | TDS | Shift Position: | DAY | | |
| Start Time: | 09:00 (Time in 24 Hr Format) | End Time: | 17:30 (Time in 24 Hr Format) | Shift Duration: | 08:30 (Time in Hours) |
| Lunch Start Time: | 12:00 (Time in 24 Hr Format) | Lunch End Time: | 12:30 (Time in 24 Hr Format) | Lunch Duration: | 00:30 (Time in Hours) |

Advance Setup

| | | | |
|--------------------|-----------------------|-----------|-----------------------|
| Max OverTime Time: | 23:59 (Time in Hours) | OT Start: | |
| OT Deduction: | 00:00 (Time in Hours) | OT Ded: | |
| Lunch Deduction: | 00:30 (Time in Hours) | OT Rem: | 00:00 (Time in Hours) |

Flexi Shift Setup

| | | | | | | | |
|-----------------|-------------------------------------|-------------------------|-----------------------|--------------------------------|-----------------------|--------------------------------|-----------------------|
| Is Shift Flexi: | <input checked="" type="checkbox"/> | Flexi In Time: | 00:30 (Time in Hours) | Flexi Half Day In Time: | 01:00 (Time in Hours) | Min Working Hours For HalfDay: | 06:00 (Time in Hours) |
| Flexi Out Time: | 00:30 (Time in Hours) | Flexi HalfDay Out Time: | 01:00 (Time in Hours) | Min Working Hours For Present: | 08:00 (Time in Hours) | | |

Buttons: Add, Back, Check

Alert: Click on Add Button to Add This Shift!

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CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-8888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Add Shift Master

Shift Setup

Shift Code: T05 Shift Position: DAY

Start Time: 06:00 (Time in 24 Hr Format) End Time: 17:30 (Time in 24 Hr Format) Shift Duration: 09:00 (Time in Hours)

Lunch Start Time: 12:00 (Time in 24 Hr Format) Lunch End Time: 13:30 (Time in 24 Hr Format) Lunch Duration: 00:30 (Time in Hours)

Advance Setup

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

Lunch Deduction: 00:30 (Time in Hours) OT Rem: 00:00 (Time in Hours)

Flexi Shift Setup

Is Shift Flexi: ☒ Flexi In Time: 00:30 (Time in Hours) Flexi Half Day In Time: 01:00 (Time in Hours) Min Working Hours For: 05:00 (Time in Hours)

Flexi Out Time: 00:30 (Time in Hours) Flexi HalfDay Out Time: 01:00 (Time in Hours) HalfDay: Min Working Hours For: 05:00 (Time in Hours)

Present:

Add Back Check

Message

Shift has been Added.Go To [Manage Shift](#) Or You Want to Add Shift [Add Shift](#)

Ok

After clicking check button you will clicking Add button and the shift will be created

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1800-11-8888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Shift

[Add New Shift](#)

Show 100 entries

| Shift Code | Start Time | End Time | Shift Hours | Shift Position | Edit | Delete |
|------------|------------|----------|-------------|----------------|----------------------|------------------------|
| SE3 | 19:00 | 03:30 | 08:30 | NIGHT | Edit | Delete |
| T02 | 19:00 | 03:00 | 08:00 | NIGHT | Edit | Delete |
| SE2 | 18:00 | 02:30 | 08:30 | EVENING | Edit | Delete |
| SE1 | 17:00 | 01:30 | 08:30 | EVENING | Edit | Delete |
| SA5 | 16:00 | 00:30 | 08:30 | EVENING | Edit | Delete |
| SA4 | 15:00 | 23:30 | 08:30 | DAY | Edit | Delete |
| SA3 | 14:00 | 22:30 | 08:30 | DAY | Edit | Delete |
| SA2 | 13:00 | 21:30 | 08:30 | DAY | Edit | Delete |
| SA1 | 12:00 | 20:30 | 08:30 | DAY | Edit | Delete |
| SG4 | 11:00 | 19:30 | 08:30 | DAY | Edit | Delete |
| SG3 | 10:30 | 19:00 | 08:30 | DAY | Edit | Delete |
| SG2 | 10:00 | 18:30 | 08:30 | DAY | Edit | Delete |
| GEN | 09:30 | 18:00 | 08:30 | DAY | Edit | Delete |
| T03 | 09:30 | 18:00 | 08:00 | DAY | Edit | Delete |
| T01 | 09:00 | 17:30 | 08:00 | DAY | Edit | Delete |
| T05 | 09:00 | 17:30 | 08:00 | DAY | Edit | Delete |
| SM3 | 08:30 | 17:00 | 08:30 | DAY | Edit | Delete |
| SM2 | 07:30 | 16:00 | 08:30 | DAY | Edit | Delete |
| SM1 | 06:30 | 15:00 | 08:30 | DAY | Edit | Delete |

Showing 1 to 19 of 19 entries

First Previous 1 Next Last

2.8 Employee

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

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

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

Active – see all active employees of company

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

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CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-3088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Company: [Dropdown] Date: [Dropdown] Get Data

Absent: 0, Leave: 0, Weekly Off: 2328, Holiday: 0

Early Arrival: 0, On Time Arrival: 0

Late Departure: 0, On Time Departure: 0

New Joinee(7 Days): 0

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1800-11-3088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Employee [Add New Employee](#)

Show: 10 entries

| Active | Pay Code | Card No. | Employee Name | Date Of Joining | Company | Department | Location | Designation | Edit/Delete |
|--------|----------|----------|---------------------------|-----------------|----------------------------------|--------------------|----------|-------------------------|---|
| Y | T009 | T009 | Ravi_Two_Ingnore | 01-Jan-2017 | IE ONLINE MEDIA SERVICES PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | Edit Delete |
| Y | T008 | T008 | Ravi_Two_Rotational_NRTC | 01-Jan-2017 | IE ONLINE MEDIA SERVICES PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | Edit Delete |
| Y | T007 | T007 | Ravi_Nopunch_Fixed_NRTC | 01-Jan-2017 | GLOBAL FAIRS & MEDIA LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | Edit Delete |
| Y | T006 | T006 | Ravi_Single_fixed | 01-Jan-2017 | THE INDIAN EXPRESS PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | Edit Delete |
| Y | T005 | T005 | Ravi_Four_Fixed_NRTC | 05-Jan-2017 | THE INDIAN EXPRESS PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | Edit Delete |
| Y | T004 | T004 | Ravi_Multiple_Fixed_NRTC | 01-Jan-2017 | IE ONLINE MEDIA SERVICES PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | Edit Delete |
| Y | T003 | T003 | Ravi_Two_Fixed_RTC | 01-Jan-2017 | IE ONLINE MEDIA SERVICES PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | Edit Delete |
| Y | T002 | T002 | Ravi_Two_Fixed_RunAuto_RT | 01-Jan-2017 | THE INDIAN EXPRESS PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | Edit Delete |
| Y | T001 | T001 | Ravi_Fixed_RunAuto_Two P | 01-Jan-2016 | GLOBAL FAIRS & MEDIA LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | Edit Delete |
| Y | F006 | F006 | Ravi Lunch Disruption | 04-Jan-2017 | NONE | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | Edit Delete |

Showing 1 to 10 of 2328 entries

First Previous 1 2 3 4 5 233 Next Last

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


The screenshot shows the 'Add New Employee' interface in the STAR LINK system. The top navigation bar includes the STAR LINK logo, a customer help line number (1800-11-3055), and user options like 'Welcome Admin', 'CHANGE PASSWORD', and 'LOG OUT'. Below the navigation bar, the 'Add New Employee' section is highlighted. The form is organized into five tabs: 'Office Detail', 'Personal detail', 'Time Office policy', 'Shift/WO Policy', and 'Extra detail'. The 'Office Detail' tab is currently selected, displaying a grid of input fields. These fields include 'Present Card No.', 'PayCode', 'Create Employee login', 'Active' (set to TRUE), 'Name', 'Date Of Joining', 'Guardian Name', 'Company' (C00-NONE), 'Department' (101-ACCOUNTS & FINANCE), 'Category' (APT-APPOINTMENT), 'Section' (D00-NONE), 'Location/Branch' (L00-NONE), 'Grade' (G00-NONE), 'Designation' (201-ADVERTISEMENT PAGINATOR), 'Bank' (B01-Bank 01), 'PF No.', 'ESI No.', 'Adhar No.', 'PAN No.', 'Dispensary', 'Photo', and 'Signature'. Each field is accompanied by a 'Choose File' button or a dropdown menu. At the bottom of the form, there are two buttons: 'Add Employee' and 'Back'.


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

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

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

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




 CUSTOMER HELP LINE TOLL FREE NO (all India)
 1800-11-9888 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Add New Employee

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

Office Detail

Present Card No: PayCode: Create Employee login ☐

Active: TRUE

Name: Date Of Joining: Guardian Name:

Company: C00-NDHE Department: 101-ACCOUNTS & FINANCE Category: APT-APPOINTMENT

Section: D00-NDHE Location/Branch: L00-NDHE Grade: G00-NDHE

Designation: 201-ADVERTISEMENT PAGINATOR Bank: B01-Bank 01

PF No: ESI No: Adhar No:

PAN No: Dispensary:

Photo: No file chosen Signature: No file chosen

Add Employee Back

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

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

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

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1800-11-3055 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Add New Employee

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

Personal detail

Date of Birth:

Married: Sex: Blood Group:

Qualification: Experience: Designation:

Bank A/C No: Email Id:

Bus Route: vehicle:

Permanent Address

Address: Pin Code: Phone/Mob. No:

Temporary Address

Address: Pin Code: Phone/Mob. No:

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Date of joining is the compulsory parameter in personal details.

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

1. **Permissible late arrival :** You can allow any of your employee as per your wish list to come at any time, whose late arrival will not be marked.
2. **Permissible early departure:** You can also allow the time to any of your employee as per your wish list to depart any time, whose early departure will not be marked.
3. **Maximum working hours in a day :** If there is a shift timing your company and employee wants to continue next shift then you can set the time as 24:00. After 24 hours, employee has to punch again.
4. **Round the clock work :** If a employee wants to continue next shift, in that case you have to select this option.
5. **Consider Time loss:** If you want to activate feature like time loss, half day and short leave, just click out these option in the window.
6. **Present marking duration:** If working hour is less than present duration, then employee's status will be absent. If working hour is equal to & greater then system check

his half day/short day.

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

8. Maximum absent hours for short day: For this field, please give the same value as of Maxm Working hours. If employee working is less than working hrs, Status will be SRT.

The screenshot shows the 'Add New Employee' form with the 'Time Office policy' tab selected. The form includes the following fields and options:

- Office Detail, Personal detail, Time Office policy, Shift/WO Policy, Extra detail (tabs)
- Permissible Late Arrival: 00:10 (Time in Hours)
- Permissible Early Departure: 00:10 (Time in Hours)
- Max Working Hours in day: 24:00 (Time in Hours)
- Punch required in day: Two (dropdown)
- Single punch only: Fixed Out Time (dropdown)
- Round The Clock Working: ☐
- Consider Time Loss: ☒
- Half Day marking: ☒
- Short Leave Marking: ☒
- Present Marking Duration: 04:00 (Time in Hours)
- Max Work for Half Day: 06:30 (Time in Hours)
- Max Absent hours for SRT: 08:00 (Time in Hours)
- Overtime/Overstay: ☒ Over Time (dropdown)
- Rate:
- Is Cof Applicable: ☒ (indicated by a black arrow)

Buttons: Add Employee, Back

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9. Punches required in a day:

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

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

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

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

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

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

then this extra duration of work will be shown as overstay.

11. Is C-Off Applicable :- You will have to check this option for those employees for whose you have to give C-OFF.


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


The screenshot shows the 'Add New Employee' form in the STAR LINK system. The 'Shift/WO Policy' tab is selected. The 'Shift Policy' section includes a 'Shift Type' dropdown set to 'Fixed', a 'Select Shift' dropdown set to 'GEN (09:30-18:00)', and a 'Run Auto Shift' checkbox. The 'Weekly Off Policy' section includes a 'First W/O' dropdown set to 'Sunday', a 'Second W/O' dropdown set to 'None', a 'Second W/O Type' dropdown set to 'Full', and a 'Second W/O Day' row with checkboxes for days 1 through 5. There are 'Add Employee' and 'Back' buttons at the bottom of the form.

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

1. Fixed shift: If an employee comes in a single shift, it means his shift will be fixed.
2. Rotational shift: In the rotational shift, employee's shift will change after duration of time. Even you can set a number of days after which shift will change. Shift days will specify the number of days that are remaining in the first allocated shift. If you are not interested in entering each employee's shift details, the system can be used for automatically changing the shifts. For this purpose all the possible shifts in which an employee can come should be entered in the authorized shift field.
3. Ignore Shift: It means Employee have no any Shift allotment. He will come in any time.

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




CUSTOMER HELP LINE* TOLL FREE NO (all India)
1500-11-8088 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports

Add New Employee

Office DetailPersonal detailTime Office policyShift/WO PolicyExtra detail

Extra detail

DOB of Nominee:

Name of Nominee:

Relation with

Father Name:

Emergency contact

Emergency contact

Insurance No:

Employee Location:


Anniversary Date:

Add EmployeeBack

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2.9 Machine Setting

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




CUSTOMER HELP LINE* TOLL FREE NO (all India)
1500-11-8088 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports

Manage Machine

[Add New Machine](#)

| Id | Name | Ip | Type | Port | INOUT | Edit | Delete |
|----|-------|--------------|------------|------|-------|------|--------|
| 2 | Test2 | 192.162.0.50 | Attendance | 1085 | O | | |
| 1 | Test | 192.162.0.50 | Attendance | 1085 | I | | |

Showing 1 to 2 of 2 entries

FirstPrevious1NextLast

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

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CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-9888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Lease Management > Admin > Reports

Add Machine Master

Machine Id:

Machine Name:

Machine Ip:

Machine Port:

Machine Type: IN OUT

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

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CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-9888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Lease Management > Admin > Reports

Add Machine Master

Machine Id:

Machine Name: Required

Machine Ip: Required

Machine Port:

Machine Type: IN OUT

Alert

Please provide Machine name

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After filling all the parameter click on update button.

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Your wish... Our Delight

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

Welcome Admin

CHANGE PASSWORD
LOG OUT

Machines > Transaction > Data Process > Leave Management > Admin > Reports

Add Machine Master

Machine Id:

Machine Name:

Machine Ip:

Machine Port:

Machine Type:

IN OUT:

Message

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

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You can also delete any Machine Master.

STAR LINK
Your wish... Our Delight

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

Welcome Admin

CHANGE PASSWORD
LOG OUT

Machines > Transaction > Data Process > Leave Management > Admin > Reports

Manage Machine

[Add New Machine](#)


Showing 1 to 2 of 2 entries

| ID | Name | Ip | Type | Port | INOUT | Edit | Delete |
|----|-------|--------------|------------|------|-------|-------------------------------------|---------------------------------------|
| 1 | Test | 192.162.0.50 | Attendance | 1085 | I | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |
| 2 | Test2 | 192.162.0.50 | Attendance | 1085 | O | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |

First Previous 1 Next Last

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



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

Welcome Admin

CHANGE
PASSWORD
LOG OUT

Master > Transaction > Data Entry > Leave Management > Admin > Reports >

Update Machine Master

Machine id: 2

Machine Name: Test2

Machine Ip: 192.168.0.50

Machine Port: 1085

Machine Type: Attendance

IN OUT

Out

Update

Back





Message

Machine Detail has been updated.

Go To [Manage Machine](#)

OK

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3 Transaction

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

3.1 Manual Punch

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

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

The screenshot shows the 'Employee Manual Punch' form in the STAR LINK system. The header includes the STAR LINK logo, a customer help line number (1500-21-8688), and a 'Welcome Admin' message. The form contains several input fields: 'Paycode/Code', 'Card No.', 'Punch Date', 'Reason', 'Process from', 'Name', 'Punch Time', and 'Company'. There are also buttons for 'Get Data', 'Punch Post', and 'Back Data Process'. The footer displays the copyright notice for Star Link Communication Pvt. Ltd. and social media icons.

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

Employee Manual Punch

Paycode Code: Process from: Get Employee Data:

Card No: Name: Company:

Punch Date: Punch Time:

Reason: Punch Post:

Punch Detail

| Date Office | Status | Shift | Shift Hr | Late Arr | Early Dep | Working Hr | In1 | Out1 | Out1 In1 | Over Time | Punch Date | Punch Time | P Day | In Out | In Manual | From Machine |
|-------------|--------|-------|----------|----------|-----------|------------|-----|------|----------|-----------|-------------|------------|-------|--------|-----------|--------------|
| 01-Jan-2017 | WO | OFF | | | | | | | | | 01-Nov-2017 | 00:44 | Y | N | | |
| 02-Jan-2017 | A | GEN | \$10 | | | | | | | | 03-Nov-2017 | 17:42 | N | N | | |
| 03-Jan-2017 | A | GEN | \$10 | | | | | | | | 04-Nov-2017 | 00:50 | Y | N | | |
| 04-Jan-2017 | A | GEN | \$10 | | | | | | | | 05-Nov-2017 | 15:09 | N | N | | |
| 05-Jan-2017 | A | GEN | \$10 | | | | | | | | 06-Nov-2017 | 01:14 | Y | N | | |
| 06-Jan-2017 | A | GEN | \$10 | | | | | | | | 06-Nov-2017 | 11:53 | N | N | | |
| 07-Jan-2017 | WO | OFF | | | | | | | | | 07-Nov-2017 | 00:54 | Y | N | | |
| 08-Jan-2017 | WO | OFF | | | | | | | | | 07-Nov-2017 | 12:05 | N | N | | |
| 09-Jan-2017 | A | GEN | \$10 | | | | | | | | 08-Nov-2017 | 13:16 | N | N | | |
| 10-Jan-2017 | A | GEN | \$10 | | | | | | | | 08-Nov-2017 | 23:15 | N | N | | |
| 11-Jan-2017 | A | GEN | \$10 | | | | | | | | 09-Nov-2017 | 13:04 | N | N | | |
| 12-Jan-2017 | A | GEN | \$10 | | | | | | | | 10-Nov-2017 | 00:41 | Y | N | | |
| 13-Jan-2017 | A | GEN | \$10 | | | | | | | | 10-Nov-2017 | 12:00 | N | N | | |
| 14-Jan-2017 | WO | OFF | | | | | | | | | | | | | | |
| 15-Jan-2017 | WO | OFF | | | | | | | | | | | | | | |
| 16-Jan-2017 | A | GEN | \$10 | | | | | | | | | | | | | |
| 17-Jan-2017 | A | GEN | \$10 | | | | | | | | | | | | | |
| 18-Jan-2017 | A | GEN | \$10 | | | | | | | | | | | | | |

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

Employee Manual Punch

Paycode Code: Process from: Get Employee Data:

Card No: Name: Company:

Punch Date: Punch Time:

Reason: Punch Post:

Punch Detail

| Date Office | Status | Shift | Shift Hr | Late Arr | Early Dep | Working Hr | In1 | Out1 | Out1 In1 | Over Time | Punch Date | Punch Time | P Day | In Out | In Manual | From Machine |
|-------------|--------|-------|----------|----------|-----------|------------|-------------------|-------------------|----------|-----------|-------------|------------|-------|--------|-----------|--------------|
| 01-Nov-2017 | A | GEN | \$10 | | | | | | | | 01-Nov-2017 | 00:44 | Y | N | | |
| 02-Nov-2017 | A | GEN | \$10 | | | | | | | | 03-Nov-2017 | 17:42 | N | N | | |
| 03-Nov-2017 | SRT | SE2 | \$10 | | | 428 | 02-Nov-2017 17:42 | 04-Nov-2017 00:50 | | | 04-Nov-2017 | 00:50 | Y | N | | |
| 04-Nov-2017 | WO | OFF | | | | | | | | | 05-Nov-2017 | 15:09 | N | N | | |
| 05-Nov-2017 | POW | OFF | | | | 605 | 05-Nov-2017 15:09 | 06-Nov-2017 01:14 | 605 | | 06-Nov-2017 | 01:14 | Y | N | | |
| 06-Nov-2017 | P | SA1 | \$10 | | | 781 | 06-Nov-2017 11:53 | 07-Nov-2017 00:54 | 271 | | 06-Nov-2017 | 11:53 | N | N | | |
| 07-Nov-2017 | MIS | SA1 | \$10 | | | | | | | | 07-Nov-2017 | 00:54 | Y | N | | |
| 08-Nov-2017 | P | SA2 | \$10 | 16 | | 599 | 08-Nov-2017 13:16 | 08-Nov-2017 23:15 | 89 | | 08-Nov-2017 | 13:16 | N | N | | |
| 09-Nov-2017 | P | SA2 | \$10 | | | 497 | 09-Nov-2017 13:04 | 10-Nov-2017 00:41 | 187 | | 09-Nov-2017 | 13:04 | N | N | | |
| 10-Nov-2017 | MIS | SA1 | \$10 | | | | | | | | 10-Nov-2017 | 00:41 | Y | N | | |
| 11-Nov-2017 | WO | OFF | | | | | | | | | 10-Nov-2017 | 12:00 | N | N | | |
| 12-Nov-2017 | WO | OFF | | | | | | | | | | | | | | |
| 13-Nov-2017 | A | GEN | \$10 | | | | | | | | | | | | | |
| 14-Nov-2017 | A | GEN | \$10 | | | | | | | | | | | | | |
| 15-Nov-2017 | A | GEN | \$10 | | | | | | | | | | | | | |
| 16-Nov-2017 | A | GEN | \$10 | | | | | | | | | | | | | |
| 17-Nov-2017 | P | SA1 | \$10 | | | 569 | 17-Nov-2017 12:00 | 17-Nov-2017 21:29 | 59 | | | | | | | |
| 18-Nov-2017 | WO | OFF | | | | | | | | | | | | | | |

Punch Post:- Clicking on Punch posting allows to make a punch of any employee for the attendance who forgot the card. For punch entry enter the unique pay code of employee and press tab button of keyboard then card no. and employee name and department will automatically show in their respective text boxes. Then enter date for process from, then all processed and unprocessed punches will show in the respective grid. Enter date for which date you want the punching entry and enter his coming time of office on that day. After all data will filled then press button "Punch posting" then the punch of the

employee will save in the system. When you see the attendance report of that employee present will show manual.

3.2 Manual Punch by Range: Through this option Entry of Manual Punch can be done for a date range and for more than one employees.

The screenshot shows the 'Manual Punch By range' interface. At the top, there is a header with the 'STAR LINK' logo, a customer help line number (1800-11-8088), and a 'Welcome Admin' message. Below the header is a navigation bar with links: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main form area is titled 'Manual Punch By range' and includes a sub-note '(Punch Posting from this form always IsManual=01)'. The form contains several input fields: 'Punch From Date' (31/12/2017), 'Punch To Date' (31/12/2017), 'Punch Time' (00:00), 'Machine Id' (000), 'Select Employee' (a dropdown menu), and 'Reason' (a text box). A 'Punch Post' button is located at the bottom right of the form. The footer of the page includes a copyright notice for Star Link Communication (P) Ltd. and social media icons for Facebook, Google+, Twitter, and LinkedIn.

3.3 Shift change window

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

The screenshot shows the 'Shift Change Window' interface. At the top, there is a header with the 'STAR LINK' logo, a customer help line number (1800-11-8088), and a 'Welcome Admin' message. Below the header is a navigation bar with links: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main form area is titled 'Shift Change Window'. It contains several input fields: 'Paycode Code' (000001), 'Card No.' (00000001), 'Year/Month' (2017, Jan), 'Name' (RAJ KAMAL JHA), 'Department' (THE INDIAN EXPRESS), 'Designation' (CHIEF EDITOR - IE), 'Shift Change Date' (a date picker), and 'Attend Shift' (a dropdown menu). A 'Shift Change' button is located at the bottom left of the form. To the right of the form is a 'Shift Detail' table. The table has columns: Select, Date, Shift, Shift Attend, and Status. The table contains five rows of data, each with a checkbox in the 'Select' column. The 'Shift' column shows 'GEN' or 'OFF', and the 'Status' column shows 'A' or 'WO'. Below the table is a pagination bar with buttons: First, Previous, 1, 2, 3, 4, 5, 6, 7, Next, Last. The footer of the page includes a copyright notice for Star Link Communication (P) Ltd. and social media icons for Facebook, Google+, Twitter, and LinkedIn.

| Select | Date | Shift | Shift Attend | Status |
|-------------------------------------|-------------|-------|--------------|--------|
| <input checked="" type="checkbox"/> | 31-Jan-2017 | GEN | GEN | A |
| <input checked="" type="checkbox"/> | 30-Jan-2017 | GEN | GEN | A |
| <input checked="" type="checkbox"/> | 29-Jan-2017 | OFF | OFF | WO |
| <input checked="" type="checkbox"/> | 28-Jan-2017 | OFF | OFF | WO |
| <input checked="" type="checkbox"/> | 27-Jan-2017 | GEN | GEN | A |

3.4 Shift Multi Transaction (By Range)

STAR LINK
Your work... Our Solution

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

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Shift Multi Trasaction

Operation: ☒ Shift Change ☐ Shift Replace ☐ Shift Copy

From Date: To Date:

Attend Shift: (only in Case of Shift Change)

Select Employee: ☒

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f g+ t in

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

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

STAR LINK
Your work... Our Solution

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

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Shift Multi Trasaction

Operation: ☒ Shift Change ☐ Shift Replace ☐ Shift Copy

From Date: To Date:

Attend Shift: (only in Case of Shift Change)

Select Employee: ☒

Message

☒ Operation Done successfully

Ok

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f g+ t in

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

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

3.5 Holiday Entry

You can add all holidays from this option.



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

Welcome Admin

CHANGE
PASSWORD
LOG-OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Holiday [Add New Holiday](#)



Show 10 4/2/2018 Search

| Date | Description | Delete |
|-------------|--------------|--------|
| 26-Jan-2017 | Republic Day | |
| Date | Description | Delete |

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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4. Data process

4.1. Duty Roster Creation

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

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a welcome message for Admin. Below the header is a navigation bar with links: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled "Data process" and contains a form for creating a Duty Roster. The form fields are: Process Name (Roster), From date (01-Jan-2017), To Date (31-Dec-2017), Select Employee (a dropdown menu with a blue checkmark icon), and Take Shift Rotation From Last Year (a checkbox). A blue "Process" button is located at the bottom of the form. The footer of the page contains the copyright notice "Copyright © Star Link Communications Pvt. Ltd. All rights reserved" and social media icons for Facebook, Google+, Twitter, and LinkedIn.

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

4.2. Duty Roster Updation

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

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a welcome message for Admin. Below the header is a navigation bar with links: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled "Data process" and contains a form for "ROSTERUPDATE". The form includes fields for "From date" (31-Dec-2017), "To Date" (31-Dec-2017), "Select Employee" (a dropdown menu with a checkmark), and "Take Shift Rotation From Last Year" (a checkbox). A "Process" button is located at the bottom of the form. On the right side of the interface, there are buttons for "CHANGE PASSWORD" and "LOG OUT". The footer contains copyright information for Star Link Communication Pvt. Ltd. and social media icons for Facebook, Google+, Twitter, and LinkedIn.

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

4.3. Back Date Processing

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

The screenshot shows the STAR LINK web application interface for "Back Date Processing". The header and navigation bar are identical to the previous screenshot. The main content area is titled "Data process" and contains a form for "BackDay". The form includes fields for "From date" (31-Dec-2017), "To Date" (31-Dec-2017), "Select Employee" (a dropdown menu with a checkmark), and a "Process" button at the bottom. The right side of the interface features "CHANGE PASSWORD" and "LOG OUT" buttons. The footer contains the same copyright information and social media icons as the previous screenshot.

4.4. Re-processing

If Time office software is running and you want to generate report after capturing punching data , you have to run re-processing and punching data will be automatically fetched and arranged in sequence.

The screenshot displays the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-5088), and a welcome message for 'Admin'. Below the header is a navigation bar with links: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled 'Data process' and contains a form for re-processing data. The form includes fields for 'Process Name' (set to 'ReProcess'), 'From date' (01-Nov-2017), 'To Date' (31-Dec-2017), and 'Select Employee' (with a dropdown arrow). A 'Process' button is located at the bottom of the form. The footer of the application shows the copyright notice 'Copyright © Star Link Communication(P) Ltd. All rights reserved' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

STAR LINK
Your needs... Our Solution!

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-5088 (24 x 7)

Welcome Admin

CHANGE
PASSWORD

LOG OUT

Master - Transaction - Data Process - Leave Management - Admin - Reports -

Data process

Process Name: ReProcess

From date: 01-Nov-2017 To Date: 31-Dec-2017

Select Employee: [v]

Process

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f g+ t in

4.5. Verification

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

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Your needs... Our Solution!

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

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master - Transaction - Data Process - Leave Management - Admin - Reports

Data process

Process Name: ReProcess

From date: 01-Nov-2017 To Date: 31-Dec-2017

Select Employee: [Dropdown]

Process

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5. Leave Management

5.1 Leave Application:-Through this option, leave can be posted and deleted.

5.1.1 Leave Posting:- Go to Leave management →Leave Application→Click on **Posting** Option.

STAR LINK
Your needs... Our Solution!

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

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master - Transaction - Data Process - Leave Management - Admin - Reports

Data process

Process Name: ReProcess

From date: 01-Nov-2017 To Date: 31-Dec-2017

Select Employee: [Dropdown]

Process

Leave Application
Leave Setup
Leave Accrual
Leave Carry Forward

Posting
Deletion

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After Clicking on Posting option. Leave application window will be displayed.

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Your needs... Our solution!

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1899-11-8888 (24 x 7)

Welcome Admin [CHANGE PASSWORD](#) [LOG OUT](#)

Master > Transaction > Data Process > Leave Management > Admin > Experts >

Leave Application

Employee detail

Paycode Code: F005 Card No: F005 Get Data: [Get Data](#)

Name: Raj_Multiple_Fixed_NRTC Company: NONE

Department: ACCOUNTS & FINANCE Location: NONE

Designation: ADVERTISEMENT PAGINATOR Leave Year: 2017

From Date: 13/12/2017 To Date: 13/12/2017

Apply Leave: LD1-CASUAL LEAVE(CL) Duration: Full Day

Reason: Reason should be within 128 characters

[Apply Leave](#)

Leave Balance Detail

| Leave Code | Accural | Consume | Balance |
|------------|---------|---------|---------|
| CL | 15 | 5 | 10 |
| PL | 16 | 5 | 11 |
| SL | 0 | 0 | 0 |
| ML | 0 | 0 | 0 |
| PTL | 0 | 0 | 0 |
| COF | 0 | 0 | 0 |
| LOP | 17 | 5 | 12 |
| OD | 20 | 5 | 15 |

* Enter Employee Paycode and Press the “Tab” button. All Leave Balance details and employee records will be display.

- Fill the all required data and Click on Apply Leave Button.

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Your needs... Our solution!

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1899-11-8888 (24 x 7)

Master > Transaction > Data Process > Leave Management > Admin > Experts >

Leave Application

Employee detail

Paycode Code: 000001 Card No: 00000001 Get Data: [Get Data](#)

Name: RAJ KAMAL JHA Company: THE INDIAN EXPRESS PVT LTD

Department: THE INDIAN EXPRESS Location:

Designation: CHIEF EDITOR - IE Leave Year:

From Date: 13/12/2017 To Date:

Apply Leave: L08-Out Duty(OD) Duration: Full Day

Reason: Testing

[Apply Leave](#)

Leave Balance Detail

| Leave Code | Accural |
|------------|---------|
| CL | 50 |
| PL | 0 |
| SL | 0 |
| ML | 0 |
| PTL | 0 |
| COF | 0 |
| LOP | 50 |
| OD | 50 |

Alert

Leave Posed successfully for 1 days

[Ok](#)

5.1.2. Leave Deletion → Go to Leave Management → Leave Application → Click on Deletion option.



After Clicking Deletion option. Leave Delete Page will be Displayed as:.

| Leave Date | Leave Code | Leave Amount | Half/Full Day | Reason | Approve Date | Approved By | Select All | Delete |
|-------------|------------|--------------|---------------|--------|--------------|-------------|--------------------------|------------------------|
| 07-Dec-2017 | OD | 0.5 | First Half | | 24-Dec-2017 | Admin | <input type="checkbox"/> | Delete |
| 08-Dec-2017 | OD | 0.5 | Second Half | | 24-Dec-2017 | Admin | <input type="checkbox"/> | Delete |
| 05-Dec-2017 | LOP | 0.5 | First Half | | 24-Dec-2017 | Admin | <input type="checkbox"/> | Delete |
| 06-Dec-2017 | LOP | 0.5 | Second Half | | 24-Dec-2017 | Admin | <input type="checkbox"/> | Delete |
| 01-Dec-2017 | CL | 0.5 | First Half | | 24-Dec-2017 | Admin | <input type="checkbox"/> | Delete |
| 02-Dec-2017 | CL | 0.5 | Second Half | | 24-Dec-2017 | Admin | <input type="checkbox"/> | Delete |

- Enter the Employee Paycode and Press “Tab” button. Then employee all details will be display.

- Fill “From date” and “To Date” and Click on “Get Data” button. Then all Apply Leave will be display.
- Click on Delete link text. Particular leave will be deleted.

5.2 Leave Setup:-

5.2.1. Leave Master

You can create all possible leaves by using this option. You can create maximum twenty types of leave in the leave master. For creating a new leave, click on add New leave Master. For modifying in existing leave, click on “Edit” Button and use delete to delete existing leave, previous to switch to previous data and find to search a leave in many leave , next to switch to next leave and Last for going to last page of the Leave Master.

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Your partner, Our Solution!

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-9089 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Leave Master [Add New Leave Master](#)

| Leave Field | Leave Code | Description | Leave Type | Is Accrual | Edit | Delete |
|-------------|------------|-----------------|------------|------------|----------------------|------------------------|
| L03 | SL | SICK LEAVE | Leave | N | Edit | Delete |
| L05 | PTL | PATERNITY LEAVE | Leave | N | Edit | Delete |
| L02 | PL | PREVILAGE LEAVE | Leave | N | Edit | Delete |
| L08 | OD | Out Duty | Present | N | Edit | Delete |
| L04 | ML | MATERNITY LEAVE | Leave | N | Edit | Delete |

Showing 1 to 5 of 5 entries

First Previous 1 2 Next Last

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

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

Add Leave Master

| | | | |
|--|--------------------------|---------------------|--------------------------|
| Leave Field: | LDG | Leave Code: | |
| Leave Description: | | Sanction Limit: | Min 00.00 Max 00.00 |
| Is Weekly Off Include: | <input type="checkbox"/> | Is Holiday Include: | <input type="checkbox"/> |
| Is Accrual: | <input type="checkbox"/> | Is Negative Allow: | <input type="checkbox"/> |
| Leave Type: | Leave | | |
| <input type="button" value="Add"/> <input type="button" value="Back"/> | | | |

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

Add Leave Master

| | | | |
|--|-------------------------------------|---------------------|--------------------------|
| Leave Field: | LDG | Leave Code: | |
| Leave Description: | | Sanction Limit: | Min 00.00 Max 00.00 |
| Is Weekly Off Include: | <input type="checkbox"/> | Is Holiday Include: | <input type="checkbox"/> |
| Is Accrual: | <input checked="" type="checkbox"/> | Is Negative Allow: | <input type="checkbox"/> |
| Present: | <input type="checkbox"/> | Absent: | <input type="checkbox"/> |
| Weekly Off: | <input type="checkbox"/> | Holidays: | <input type="checkbox"/> |
| Days: | 00.00 | Leave: | 00.00 |
| Max Accrual Limit: | 00.00 | | |
| Leave Type: | Leave | | |
| <input type="button" value="Add"/> <input type="button" value="Back"/> | | | |

- Leave Type: You can specify either Leave or Present or absent by using this option. CL or SL or EL will be counted as a Leave. And in case of Absenteeism, it will be considered as a Leave without pay.
- If you want to Compensatory type leave. Go to leave master page , click on Edit link text . Leave details will be displayed.

Leave Edit: To modify a leave or its type click in highlighted button.

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CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-3088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Leave Master [Add New Leave Master](#)

| Leave Field | Leave Code | Description | Leave Type | Is Accrual | Edit | Delete |
|-------------|------------|-----------------|------------|------------|------|--------|
| L03 | SL | SICK LEAVE | Leave | N | | |
| L05 | PTL | PATERNITY LEAVE | Leave | N | | |
| L02 | PL | PREVILAGE LEAVE | Leave | N | | |
| L08 | OD | Out Duty | Present | N | | |
| L04 | ML | MATERNITY LEAVE | Leave | N | | |
| L07 | LOP | Loss of Pay | Absent | N | | |
| L06 | COF | COMP OFF | Present | N | | |
| L01 | CL | CASUAL LEAVE | Leave | N | | |

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

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f S+ t

After clicking on Edit button the page appear as:

STAR LINK
Your needs... Our Mission!

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-3088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Update Leave Master

Leave Field: Leave Code:

Leave Description: Sanction Limit: Min Max

Is Weekly Off include: ☐ Is Holiday include: ☐ Is Negative Allow: ☐

Is Accrual: ☐

Present: ☐ Absent: ☐ Holiday: ☐ Leave: ☐

Weekly Off: ☐ Days: Leave: Max Accrual Limit:

Is COF Applicable: ☒

Leave Type:

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f S+ t

Note: From the list of leave, only one leave can be made as C-off type.

5.2.2 Leave Setup:-

Go to leave management → Leave Setup → Click on Leave Setup option.

Add New Leave Setup Master: -Click on "Add New Leave Setup Master" to add a new Leave policy. Please fill some mandatory fields like Setup Name, Description; Employee Selection etc.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Leave Setup Master [Add New Leave Setup Master](#)

Show 10 entries

| Setup Id | Name | Description | Setup | Edit | Delete |
|----------|---------------------------|--|-----------------------|----------------------|------------------------|
| 5 | WB & APT Leave Employee P | WB & APT Leave category Press | Setup | Edit | Delete |
| 4 | WB & APT Leave Employee J | WB & APT Leave category Journalist | Setup | Edit | Delete |
| 3 | WB & APT Leave Employee A | WB & APT Leave category Administration | Setup | Edit | Delete |
| 6 | TR Leave | Leave of Trainee Employees | Setup | Edit | Delete |
| 2 | Contract Emp Leave | Contract Employee Leave Policy | Setup | Edit | Delete |

Showing 1 to 5 of 5 entries

Download Employee policy Detail

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After Clicking on Add New Setup Leave Master, Create setup page will be display as

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Master > Transaction > Data Process > Leave Management > Admin > Reports >

Create Setup

Setup Name:

Description:

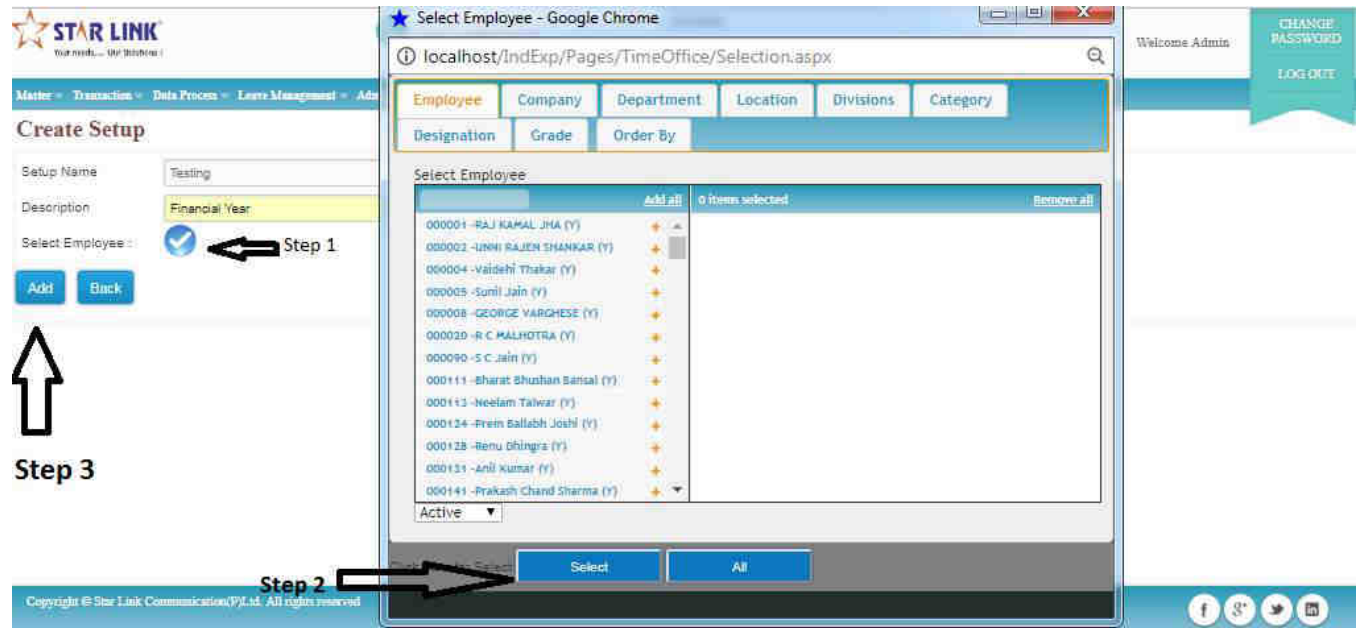
Select Employee:

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f s+ t in

Here:

- Click on Employee Selection icon. And Select employee. Then Click on ADD button.
- After Clicking on Add button, message pop up box will be generated with message , Click on “OK” button. Then again one more message box will be generated with message , click on “Ok” button
- After Clicking on message box “Ok” button, Setup created successfully. We can see Created Setup in Manage Leave Setup master page.



- Managing leave setup Master.



- Click on Setup link text. Then Leave Setup Master page will be displayed as :

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CHANGE PASSWORD
LOG-OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Setup Master

Select Leave: Select Leave Code

Is Financial: Yes Sanction Limit: Min 0.0 Max 0.0

Applicable on Weekly Off: ☐ Applicable on Holiday: ☐ Is Negative Allow: ☐

Is Accrual: ☐

Is Carry Forward: Yes Max Carry Forward Limit: 0.0

Save Back

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- Choose concern leave from drop-down for which policy has to be created

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Welcome Admin

CHANGE PASSWORD
LOG-OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Setup Master

Select Leave: Select Leave Code

- CL-CASUAL LEAVE
- PL-PREVILEGE LEAVE
- SL-SICK LEAVE
- ML-MATERNITY LEAVE
- PTL-PATERNITY LEAVE
- CQF-COMP OFF
- LOP-Loss of Pay
- OD-Out Duty
- Select Leave Code

Is Financial: Yes Limit: Min 0.0 Max 0.0

Applicable on Weekly Off: ☐ Applicable on Holiday: ☐ Is Negative Allow: ☐

Is Accrual: ☐

Is Carry Forward: Yes Max Carry Forward Limit: 0.0

Save Back

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- For instance we have chosen CL type leave:

Leave Setup Master

Select Leave:

Is Financial: Sanction Limit: Min Max

Applicable on Weekly Off: ☐ Applicable on Holiday: ☐ Is Negative Allow: ☐

Is Accrual: ☐

Is Carry Forward: Max Carry Forward Limit:

Here we are applying leave policy for concern leave:

- **Is Financial:** -Choose Yes or NO.

Note: In a setup all leaves should be of same type. Eg; you have chosen a leave as financial then rest leaves of that set up should be financial.

- **Sanction Limit:** - It indicates the Min and Max amount of leave that can be applied.
- **Weekly Off include (Yes/No):**- If weekly off is coming between leaves, then it will be considered only when you click on “weekly off include”. Otherwise it will not include.
- **Holiday Include (Yes/No):**- If holiday is coming between leaves then it will be considered when you click on “holiday include” else holiday will not be counted.
- **Is Negative Allow (Yes/No):**- If Negative Allow is checked. You will get the permission to apply Negative Balance Leave.
- **Is Accrual (Yes/No):**- If “Is Accrual” is checked, then leave can be accrued on the basis of Yearly and monthly and some more sub-sections you will get to click which is explain below:

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Setup Master

Select Leave: CL-CASUAL LEAVE

Is Financial: Yes Sanction Limit: Min: 0.5 Max: 4.00

Applicable on Weekly Off: ☒ Applicable on Holiday: ☐ Is Negative Allow: ☐

Is Accrual: ☒ ←

Accrual On Month: No Is Fixed: Yes Leave: 0.0

Is Carry Forward: No Max Carry Forward Limit: 0.0

Save Back

- After Checked “Is Accrual” option. There are three more option will be displayed, Like “Accrual on Month”, “Is Fixed” and “Leave”.

All 4 combinations of above 3 is explained below:

- **Case1:-** Is Accrual:- Yes, Accrual on Month:- No, Is Fixed :- Yes
- **Case2:-** Is Accrual:- Yes, Accrual on Month:- Yes, Is Fixed :- Yes
- **Case3:-** Is Accrual:- Yes, Accrual on Month:- No, Is Fixed :- No
- **Case4:-** Is Accrual:- Yes, Accrual on Month:- Yes, Is Fixed :- No

Case1:-

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CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Setup Master

Select Leave: CL-CASUAL LEAVE

Is Financial: Yes Sanction Limit: Min: 0.50 Max: 4.00

Applicable on Weekly Off: ☒ Applicable on Holiday: ☐ Is Negative Allow: ☐

Is Accrual: ☒

Accrual On Month: No Is Fixed: Yes Leave: 5.00

Is Carry Forward: Yes Max Carry Forward Limit: 5.00

Save Back

- Click on save button. Leave manage policy has been created successfully.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports

Leave Setup Master

Select Leave: CL-CASUAL LEAVE

Is Financial: Yes Sanction Limit: Min 0.50 Max 4.00

Applicable on Weekly Off: ☐ Applicable on Holiday: ☐ Is Negative Allow: ☐

Is Accrual: ☒

Accrual On Month: No Is Fixed: Yes Leave: 5.00

Is Carry Forward: Yes Max Carry

Save Back

Message

Leave Master has been updated.
Go To [Manage Leave Master](#)

Ok

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Case2:-

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports

Leave Setup Master

Select Leave: PL-PREVIAGE LEAVE

Is Financial: Yes Sanction Limit: Min 0.50 Max 4.00

Applicable on Weekly Off: ☐ Applicable on Holiday: ☐ Is Negative Allow: ☐

Is Accrual: ☒

Accrual On Month: Yes Is Fixed: Yes Leave: 10.00

Is Carry Forward: Yes Max Carry Forward Limit: 10.00

Save Back

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- Click on save button. Leave manage setup created successfully.

• Case3:-

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Setup Master

Select Leave: **SL -SICK LEAVE**

Is Financial: **Yes** Sanction Limit: Min **0.5** Max **4.00**

Applicable on Weekly Off: ☐ Applicable on Holiday: ☐ Is Negative Allow: ☐

Is Accrual: ☒

Accrual On Month: **No** Is Fixed: **No** Leave: **1.5**

Include Present: ☒ Include Absent: ☐ Include Holiday: ☐ Include Leave: ☐ Include Weekly Off: ☐

Days: **18.00** Accrual On Each Accrual Days: ☒ Is Accrual Day From Previous: ☒ Max Accrual Limit: **22.00**

Is Carry Forward: **Yes** Max Carry Forward Limit: **12.00**

Save **Back**

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Note:-

1. If **Is Financial: - Yes, Is Fixed: - No** then **“Is Accrual Day from Previous”** option must be checked.
2. If **Is Financial: - No, Is Fixed: - No** then **“Is Accrual Day from Previous”** option must be unchecked.

(Here Accrual on Month is NO)

Case4:-

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Setup Master

Select Leave: **PL -PREVILAGE LEAVE**

Is Financial: **Yes** Sanction Limit: Min **0.50** Max **4.00**

Applicable on Weekly Off: ☐ Applicable on Holiday: ☐ Is Negative Allow: ☐

Is Accrual: ☒

Accrual On Month: **Yes** Is Fixed: **No** Leave: **1.00**

Include Present: ☒ Include Absent: ☐ Include Holiday: ☐ Include Leave: ☐ Include Weekly Off: ☐

Days: **16.00** Accrual On Each Accrual Days: ☒ Is Accrual Day From Previous: ☒ Max Accrual Limit: **2.00**

Is Carry Forward: **Yes** Max Carry Forward Limit: **8.00**

Save **Back**

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Note:-

1. If **Is Financial: - Yes, Is Fixed: - No** then **“Is Accrual Day from Previous”** option must be checked.
2. If **Is Financial: - No, Is Fixed: - No** then **“Is Accrual Day from Previous”** option must be unchecked.

Previous” option must be unchecked.
(Here Accrual on Month is Yes).

Case5:- Coff Setup

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Welcome Admin

CHANGE
PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Setup Master

Select Leave: COF-COMP OFF

Is Financial: Yes

Sanction Limit: Min: 0.50 Max: 1.00

Applicable on Weekly Off: ☒

Applicable on Holiday: ☐

Is Negative Allow: ☐

Is Accrual: ☐

Is Carry Forward: No

Max Carry Forward Limit: 0.00

Save Back

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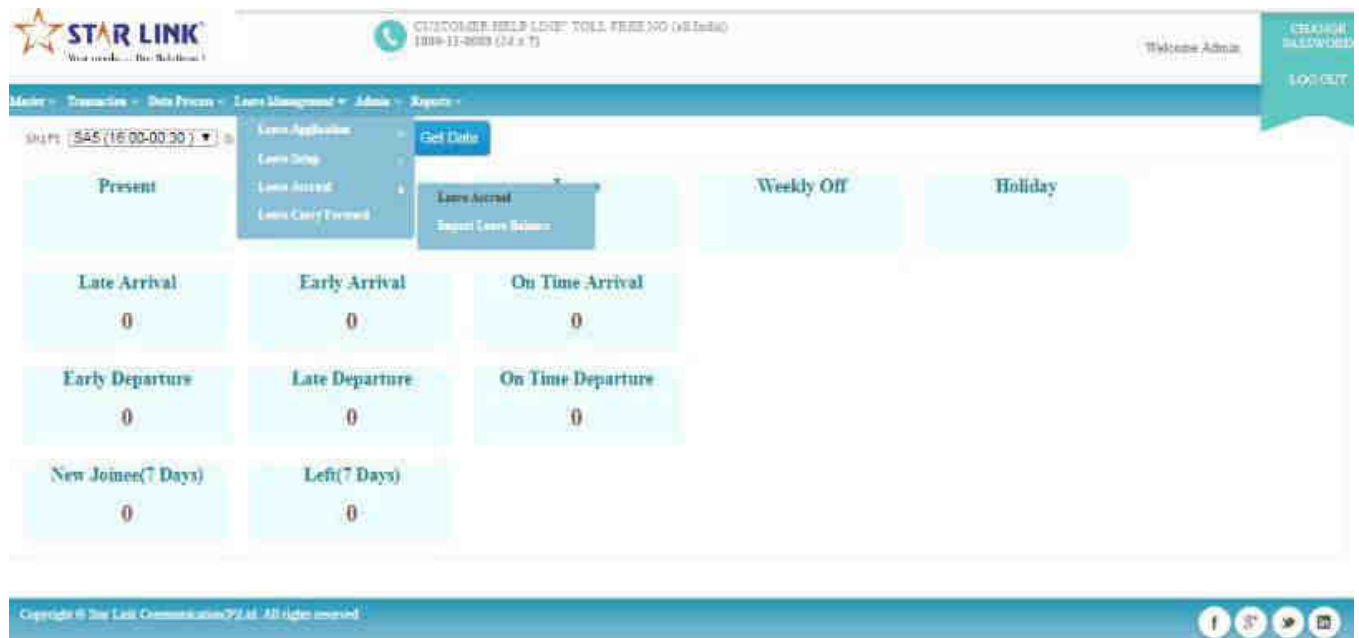
f g+ t in

Note:-

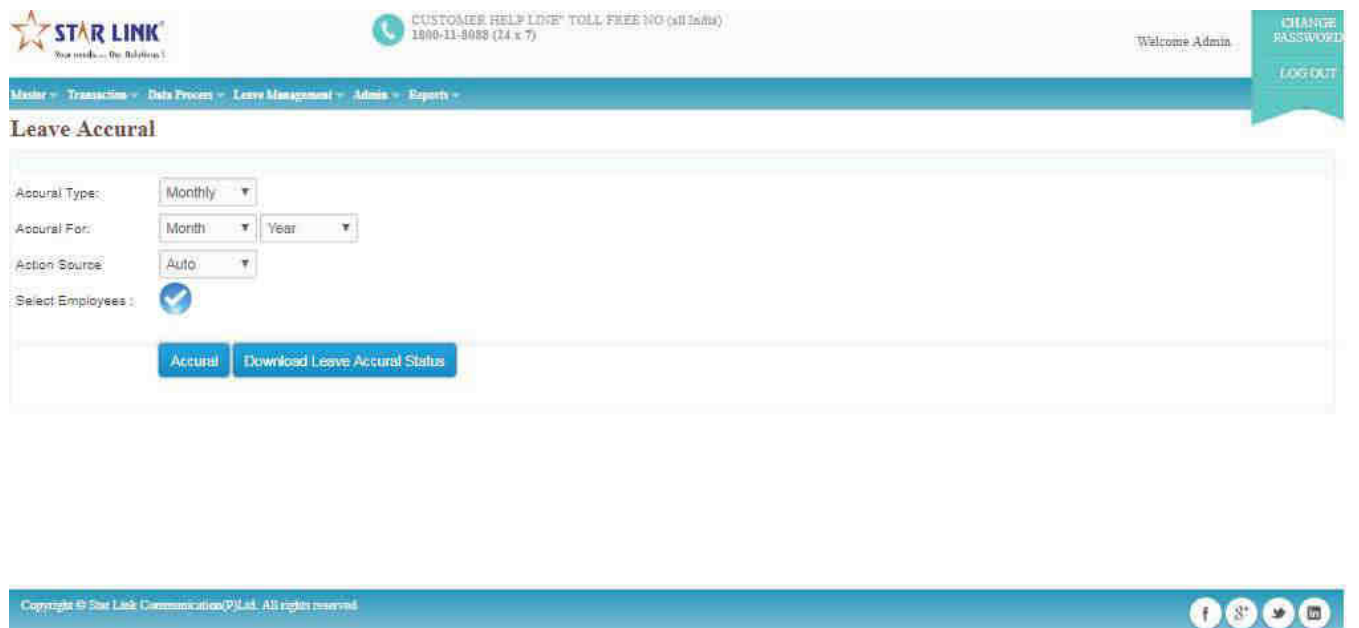
1. In Leave Type C-off/LOP/OD “Is Accrual” checkbox must be unchecked.
2. In Leave Type LOP (Leave without Payment)/OD (Out Duty) “Is Negative Allow checkbox must be checked.

5.3 Leave Accrual:-

- i) Go to Leave Management → Leave Accrual → Leave Accrual option.



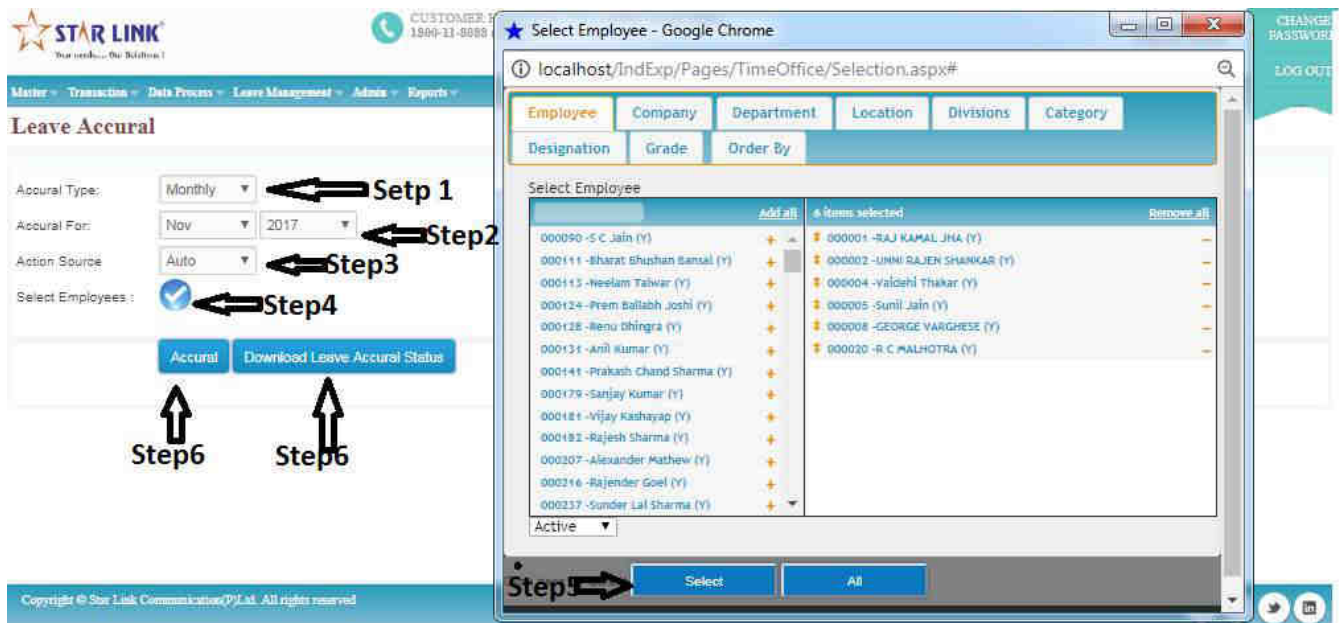
- After Clicking Leave Accrual option, Leave Accrual page is display as:



Leave can be accrued as :

- i) Monthly
 - ii) Yearly
- Monthly Leave Accrual(Auto):-
 - i) Click on “Accrual type” drop down box and Select Monthly.

- ii) Click on “Accrual for” Drop down box. And select month and year.
- iii) Click on “Action Source” drop down box and Select “Auto” source.
- iv) Click on Select Employee icon and Select employee.
- v) Click on “Accrual” button, Message pop up is display with message “Leave Accrual Successfully” and Click on Ok button.
- vi) Click on “Download Leave Accrual Status” and Report in Excel format is generated.



Leave Accrual

Accrual Type:

Accrual For:

Action Source:

Select Employees: ☒

Alert

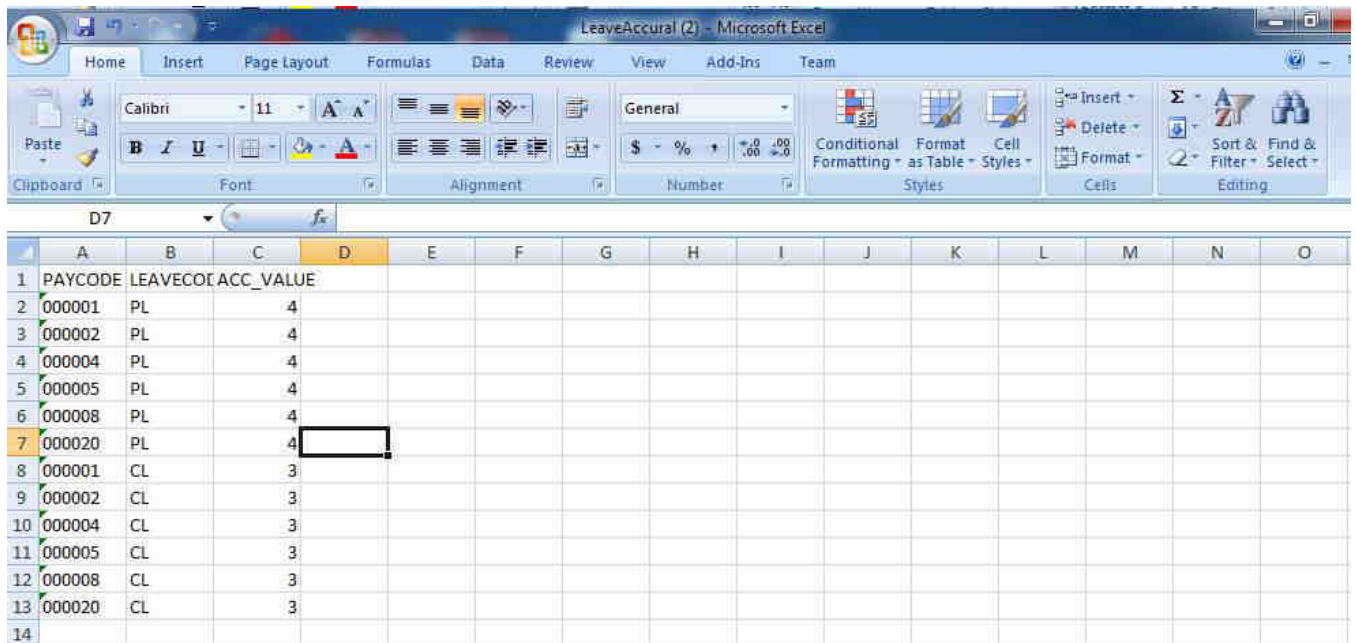
Leave Accrual Complete.

• Leave Accrual Status Report:-

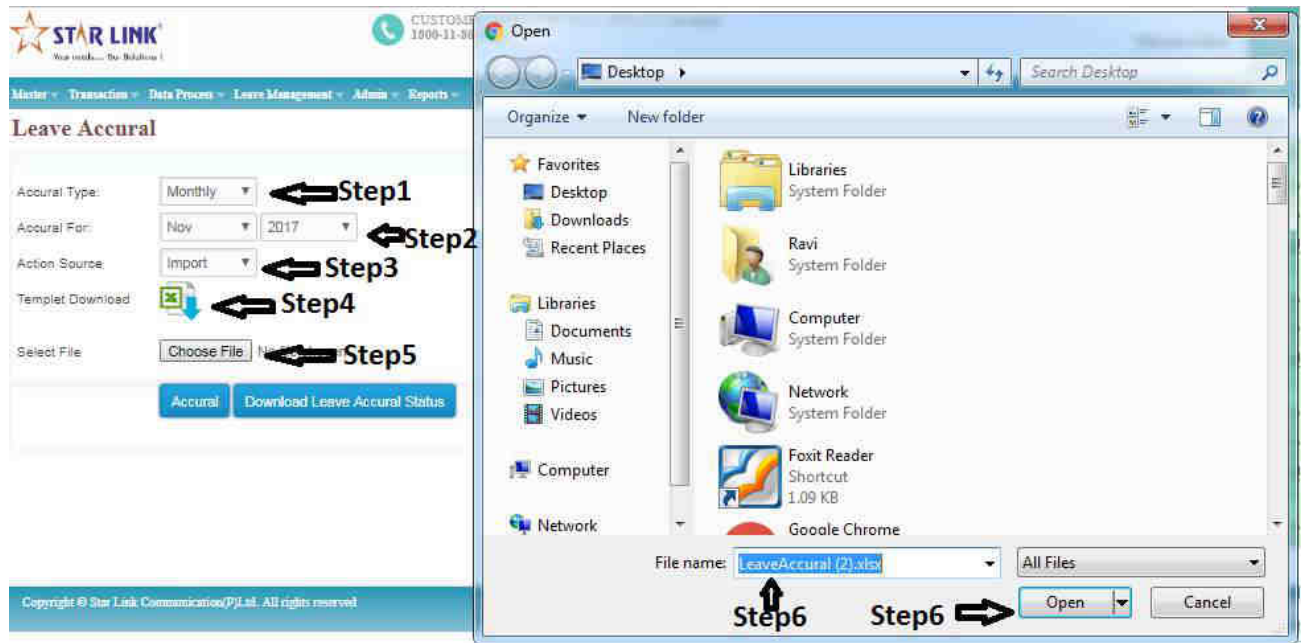
| | | | | | | | | | | | | | |
|----|-----|------------------------|--|---------|----------|----------|------------|-------------|-----------|-----------|------|-----------|--------------|
| 1 | | Company | NE,GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXPF | | | | | | | | | | |
| 2 | | Run Date & Time :- | 27/12/2017 | | | | | | | | | | |
| 3 | | LeaveAccrualDetail for | Nov 2017 | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | Sno | Code | Name | Company | Departme | Catagory | (Location | C Leave Cod | Accured L | Days On A | Year | Leave Yea | Accrual Type |
| 6 | 1 | 000001 | RAJ KAMAL JHA | TIE | 141 | CTR | L41 | CL | 0.5 | 0.00 | 2017 | 2017 | Month |
| 7 | 2 | 000001 | RAJ KAMAL JHA | TIE | 141 | CTR | L41 | PL | 2.5 | 0.00 | 2017 | 2017 | Month |
| 8 | 3 | 000001 | RAJ KAMAL JHA | TIE | 141 | CTR | L41 | SL | 0.33 | 0.00 | 2017 | 2017 | Month |
| 9 | 4 | 000002 | UNNI RAJEN SHANKAR | TIE | 141 | CTR | L41 | CL | 0.5 | 0.00 | 2017 | 2017 | Month |
| 10 | 5 | 000002 | UNNI RAJEN SHANKAR | TIE | 141 | CTR | L41 | PL | 2.5 | 0.00 | 2017 | 2017 | Month |
| 11 | 6 | 000002 | UNNI RAJEN SHANKAR | TIE | 141 | CTR | L41 | SL | 0.33 | 0.00 | 2017 | 2017 | Month |
| 12 | 7 | 000004 | Vaidehi Thakar | TIE | 125 | CTR | L35 | CL | 0.5 | 0.00 | 2017 | 2017 | Month |
| 13 | 8 | 000004 | Vaidehi Thakar | TIE | 125 | CTR | L35 | PL | 2.5 | 0.00 | 2017 | 2017 | Month |
| 14 | 9 | 000004 | Vaidehi Thakar | TIE | 125 | CTR | L35 | SL | 0.33 | 0.00 | 2017 | 2017 | Month |
| 15 | 10 | 000005 | Sunil Jain | TIE | 140 | CTR | L41 | CL | 0.5 | 0.00 | 2017 | 2017 | Month |
| 16 | 11 | 000005 | Sunil Jain | TIE | 140 | CTR | L41 | PL | 2.5 | 0.00 | 2017 | 2017 | Month |
| 17 | 12 | 000005 | Sunil Jain | TIE | 140 | CTR | L41 | SL | 0.33 | 0.00 | 2017 | 2017 | Month |
| 18 | 13 | 000008 | GEORGE VARGHESE | TIE | D00 | CTR | L35 | CL | 0.5 | 0.00 | 2017 | 2017 | Month |
| 19 | 14 | 000008 | GEORGE VARGHESE | TIE | D00 | CTR | L35 | PL | 2.5 | 0.00 | 2017 | 2017 | Month |
| 20 | 15 | 000008 | GEORGE VARGHESE | TIE | D00 | CTR | L35 | SL | 0.33 | 0.00 | 2017 | 2017 | Month |
| 21 | 16 | 000020 | R C MALHOTRA | TIE | 132 | CTR | L40 | CL | 0.5 | 0.00 | 2017 | 2017 | Month |
| 22 | 17 | 000020 | R C MALHOTRA | TIE | 132 | CTR | L40 | PL | 2.5 | 0.00 | 2017 | 2017 | Month |
| 23 | 18 | 000020 | R C MALHOTRA | TIE | 132 | CTR | L40 | SL | 0.33 | 0.00 | 2017 | 2017 | Month |

- **Import of Monthly Leave Accrual :**

- Click on “Accrual type” drop down box and Select Monthly.
- Click on “Accrual for” Drop down box. And select month and year.
- Click on “Action Source” drop down box and Select “Import” source.
- Click on Temp Download Icon. Excel format will be downloaded. And fill the required data.

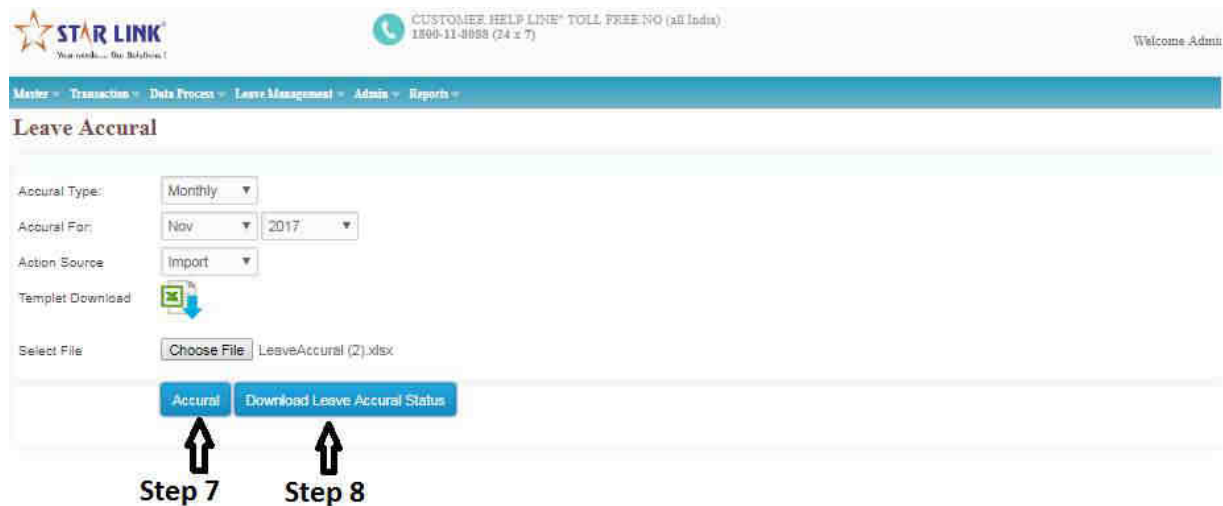


| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|---------|-----------|-----------|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | PAYCODE | LEAVECODE | ACC_VALUE | | | | | | | | | | | | |
| 2 | 000001 | PL | 4 | | | | | | | | | | | | |
| 3 | 000002 | PL | 4 | | | | | | | | | | | | |
| 4 | 000004 | PL | 4 | | | | | | | | | | | | |
| 5 | 000005 | PL | 4 | | | | | | | | | | | | |
| 6 | 000008 | PL | 4 | | | | | | | | | | | | |
| 7 | 000020 | PL | 4 | | | | | | | | | | | | |
| 8 | 000001 | CL | 3 | | | | | | | | | | | | |
| 9 | 000002 | CL | 3 | | | | | | | | | | | | |
| 10 | 000004 | CL | 3 | | | | | | | | | | | | |
| 11 | 000005 | CL | 3 | | | | | | | | | | | | |
| 12 | 000008 | CL | 3 | | | | | | | | | | | | |
| 13 | 000020 | CL | 3 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |



v) Click on “Choose file” button, and Select Import Excel file.

vi) Click on “Accrual” button.



After successful accrual ,Excel will be generated automatically showing status.

| ID | PAYCODE | LEAVECODE | ACC_VAL | ERROR_MSG |
|----|---------|-----------|---------|----------------------|
| 1 | 000001 | PL | 4 | Updated successfully |
| 2 | 000002 | PL | 4 | Updated successfully |
| 3 | 000004 | PL | 4 | Updated successfully |
| 4 | 000005 | PL | 4 | Updated successfully |
| 5 | 000008 | PL | 4 | Updated successfully |
| 6 | 000020 | PL | 4 | Updated successfully |
| 7 | 000001 | CL | 3 | Updated successfully |
| 8 | 000002 | CL | 3 | Updated successfully |
| 9 | 000004 | CL | 3 | Updated successfully |
| 10 | 000005 | CL | 3 | Updated successfully |
| 11 | 000008 | CL | 3 | Updated successfully |
| 12 | 000020 | CL | 3 | Updated successfully |

vii) Click on “Download Leave Accrual Status” and Excel report Generated.

| | | | | | | | | | | | | | | |
|----|-----|--------|---|---------|----------|----------|------------|---------|-----|---------|--------|-----------|-----------|--------------|
| | A | B | Company Name:-NONE,GLOBAL FAIRS & MEDIA LTD,IE ONLINE MEDIA SERVICES PVT LTD,THE INDIAN EXP | | | | | | | | | | | |
| 1 | | | Run Date & Time :-27/12/2017 | | | | | | | | | | | |
| 2 | | | LeaveAccrualDetail for Nov 2017 | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | Sno | Code | Name | Company | Departme | Category | C Location | C Leave | Cod | Accured | L Days | On A Year | Leave Yea | Accrual Type |
| 6 | 1 | 000001 | RAJ KAMAL JHA | TIE | 141 | CTR | L41 | CL | 3 | 0.00 | 2017 | 2017 | Month | |
| 7 | 2 | 000001 | RAJ KAMAL JHA | TIE | 141 | CTR | L41 | PL | 4 | 0.00 | 2017 | 2017 | Month | |
| 8 | 3 | 000002 | UNNI RAJEN SHANKAR | TIE | 141 | CTR | L41 | CL | 3 | 0.00 | 2017 | 2017 | Month | |
| 9 | 4 | 000002 | UNNI RAJEN SHANKAR | TIE | 141 | CTR | L41 | PL | 4 | 0.00 | 2017 | 2017 | Month | |
| 10 | 5 | 000004 | Vaidehi Thakar | TIE | 125 | CTR | L35 | CL | 3 | 0.00 | 2017 | 2017 | Month | |
| 11 | 6 | 000004 | Vaidehi Thakar | TIE | 125 | CTR | L35 | PL | 4 | 0.00 | 2017 | 2017 | Month | |
| 12 | 7 | 000005 | Sunil Jain | TIE | 140 | CTR | L41 | CL | 3 | 0.00 | 2017 | 2017 | Month | |
| 13 | 8 | 000005 | Sunil Jain | TIE | 140 | CTR | L41 | PL | 4 | 0.00 | 2017 | 2017 | Month | |
| 14 | 9 | 000008 | GEORGE VARGHESE | TIE | D00 | CTR | L35 | CL | 3 | 0.00 | 2017 | 2017 | Month | |
| 15 | 10 | 000008 | GEORGE VARGHESE | TIE | D00 | CTR | L35 | PL | 4 | 0.00 | 2017 | 2017 | Month | |
| 16 | 11 | 000020 | R C MALHOTRA | TIE | 132 | CTR | L40 | CL | 3 | 0.00 | 2017 | 2017 | Month | |
| 17 | 12 | 000020 | R C MALHOTRA | TIE | 132 | CTR | L40 | PL | 4 | 0.00 | 2017 | 2017 | Month | |
| 18 | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | |

- **Yearly Leave Accrual (Auto):-**

i) Click on “Accrual type” drop down box and Select Yearly.

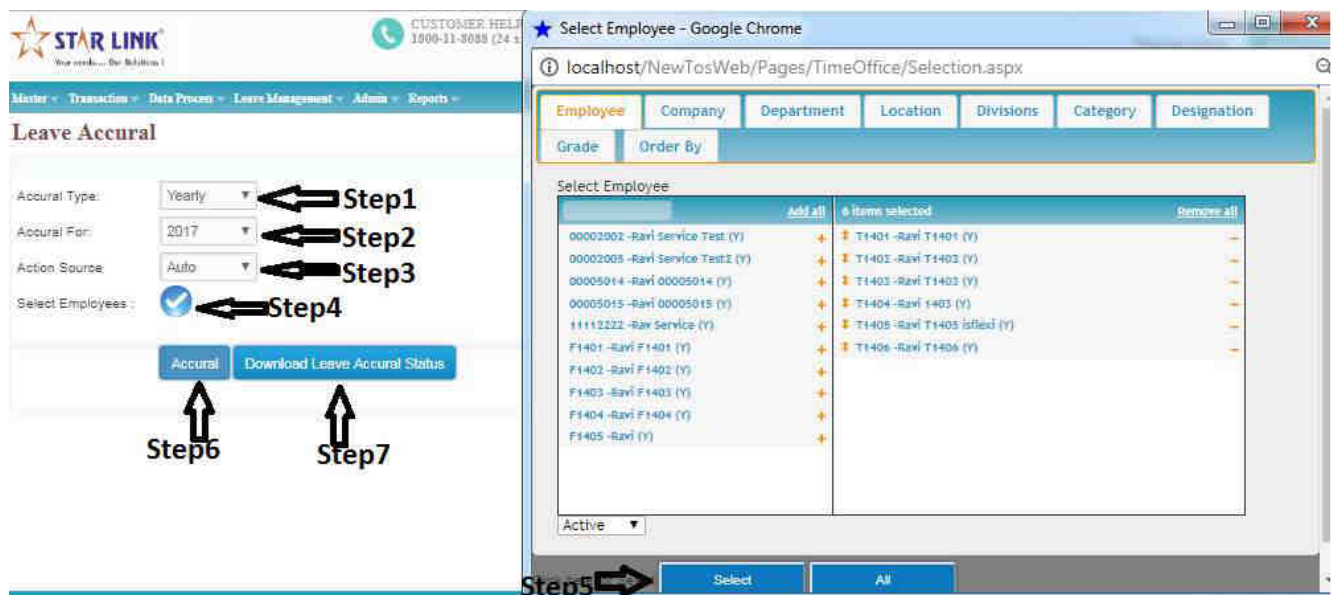
ii) Click on “Accrual for” Drop down box. And select Year.

iii) Click on “Action Source” drop down box and Select “Auto” source.

iv) Click on Select Employee icon and Select employee.

v) Click on “Accrual” button, Message pop up is display with message “Leave Accrual Successfully” then Click on ok button.

vii) Click on “Download Leave Accrual Status” and Report in Excel will be generated.



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Welcome Admin

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Accrual

Accrual Type: Yearly

Accrual For: 2017

Action Source: Auto

Select Employees: ☒

Accrual **Download Leave Accrual Status**

Alert

Leave Accrual Complete.

Ok

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- Leave Accrual Status Report:-

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|-----|-------|---|---------|------------|----------|----------|------------|-----------|----------------|------------|--------------|------|---|---|
| 1 | | | Company Name:- Star Link Communication Pvt Ltd | | | | | | | | | | | | |
| 2 | | | Run Date & Time :- 27/12/2017 | | | | | | | | | | | | |
| 3 | | | LeaveAccrualDetail for 2017 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | |
| 5 | Sno | Code | Name | Company | Department | Category | Location | Leave Code | Accrued L | Days On A Year | Leave Year | Accrual Type | | | |
| 6 | 1 | T1401 | Ravi T1401 | C01 | D01 | C00 | L01 | EL | 28 | 0.00 | 2017 | 2017 | Year | | |
| 7 | 2 | T1401 | Ravi T1401 | C01 | D01 | C00 | L01 | CL | 18 | 33.00 | 2017 | 2017 | Year | | |
| 8 | 3 | T1402 | Ravi T1402 | C01 | D01 | C00 | L01 | EL | 28 | 0.00 | 2017 | 2017 | Year | | |
| 9 | 4 | T1402 | Ravi T1402 | C01 | D01 | C00 | L01 | CL | 13.13 | 17.50 | 2017 | 2017 | Year | | |
| 10 | 5 | T1403 | Ravi T1403 | C01 | D01 | C00 | L01 | EL | 28 | 0.00 | 2017 | 2017 | Year | | |
| 11 | 6 | T1403 | Ravi T1403 | C01 | D01 | C00 | L01 | CL | 10.88 | 14.50 | 2017 | 2017 | Year | | |
| 12 | 7 | T1404 | Ravi 1403 | C01 | D01 | C00 | L01 | EL | 28 | 0.00 | 2017 | 2017 | Year | | |
| 13 | 8 | T1404 | Ravi 1403 | C01 | D01 | C00 | L01 | CL | 12.38 | 16.50 | 2017 | 2017 | Year | | |
| 14 | 9 | T1405 | Ravi T1405 isflexi | C01 | D01 | C00 | L01 | EL | 28 | 0.00 | 2017 | 2017 | Year | | |
| 15 | 10 | T1405 | Ravi T1405 isflexi | C01 | D01 | C00 | L01 | CL | 8.25 | 11.00 | 2017 | 2017 | Year | | |
| 16 | 11 | T1406 | Ravi T1406 | C01 | D01 | C00 | L01 | EL | 28 | 0.00 | 2017 | 2017 | Year | | |
| 17 | 12 | T1406 | Ravi T1406 | C01 | D01 | C00 | L01 | CL | 9 | 12.00 | 2017 | 2017 | Year | | |
| 18 | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | |

- **Yearly Leave Accrual(Import):-**

i) Click on “Accrual type” drop down box and Select Yearly.

ii) Click on “Accrual for” Drop down box. And select year.

iii) Click on “Action Source” drop down box and Select “Import” source.

iv) Click on Temp Download Icon. Excel format will be download. And fill the required data.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|---------|-----------|-----------|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | PAYCODE | LEAVECODE | ACC_VALUE | | | | | | | | | | | | |
| 2 | T1401 | EL | 14 | | | | | | | | | | | | |
| 3 | T1402 | EL | 14 | | | | | | | | | | | | |
| 4 | T1403 | EL | 14 | | | | | | | | | | | | |
| 5 | T1404 | EL | 14 | | | | | | | | | | | | |
| 6 | T1405 | EL | 14 | | | | | | | | | | | | |
| 7 | T1401 | CL | 12 | | | | | | | | | | | | |
| 8 | T1402 | CL | 12 | | | | | | | | | | | | |
| 9 | T1403 | CL | 12 | | | | | | | | | | | | |
| 10 | T1404 | CL | 12 | | | | | | | | | | | | |
| 11 | T1405 | CL | 12 | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | |

The image shows the STAR LINK web application interface for Leave Accrual. The application has a navigation bar with links: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main section is titled "Leave Accrual" and contains several dropdown menus and buttons. Arrows point to specific steps in the process:

- Step 1:** Accrual Type: Yearly
- Step 2:** Accrual For: 2017
- Step 3:** Action Source: Import
- Step 4:** Templet Download (icon)
- Step 5:** Select File: Choose File

Below these steps are two buttons: "Accrual" and "Download Leave Accrual Status".

Overlaid on the right is a Windows Explorer window showing the "Desktop" folder. It contains a list of files and folders. The file "LeaveAccrual (6).xlsx" is selected. At the bottom of the window, the "File name" is "LeaveAccrual (6)" and the "File type" is "All Files". The "Open" button is highlighted with an arrow labeled "Step 6".

v) Click on “Choose file” button, and Select Import Excel file.

vi) Click on “Accrual” button, After Accrual Automatically Excel report download like below.

STAR LINK
We make... Our Solution!

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

Welcome Admin

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Leave Accrual

Accrual Type: Yearly

Accrual For: 2017

Action Source: Import

Templet Download

Select File: Choose File LeaveAccrual (6).xlsx

Accrual Download Leave Accrual Status

Step 7 Step 8

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| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|----|---------|-----------|---------|----------------------|---|---|---|---|---|---|---|---|---|---|
| 1 | ID | PAYCODE | LEAVECODE | ACC_VAL | ERROR_MSG | | | | | | | | | | |
| 2 | 1 | T1401 | EL | 14 | Updated successfully | | | | | | | | | | |
| 3 | 2 | T1402 | EL | 14 | Updated successfully | | | | | | | | | | |
| 4 | 3 | T1403 | EL | 14 | Updated successfully | | | | | | | | | | |
| 5 | 4 | T1404 | EL | 14 | Updated successfully | | | | | | | | | | |
| 6 | 5 | T1405 | EL | 14 | Updated successfully | | | | | | | | | | |
| 7 | 6 | T1401 | CL | 12 | Updated successfully | | | | | | | | | | |
| 8 | 7 | T1402 | CL | 12 | Updated successfully | | | | | | | | | | |
| 9 | 8 | T1403 | CL | 12 | Updated successfully | | | | | | | | | | |
| 10 | 9 | T1404 | CL | 12 | Updated successfully | | | | | | | | | | |
| 11 | 10 | T1405 | CL | 12 | Updated successfully | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | |

vii) Click on “Download Leave Accrual Status” and Excel report Generated

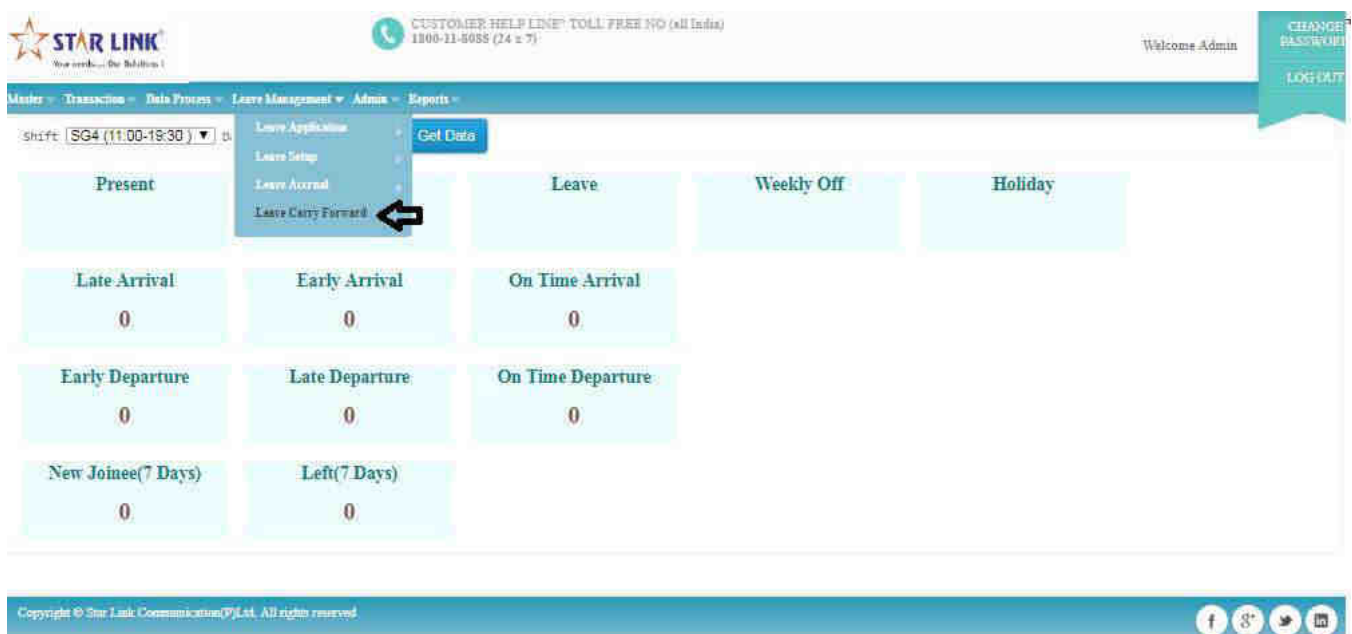
Leave Accrual Report:-

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|-----|-------|------------------------------|---------|----------|----------|----------|----|-----------|-----------|-----------|------|-----------|--------------|
| 1 | | | Company Name:-NONE | | | | | | | | | | | |
| 2 | | | Run Date & Time :-27/12/2017 | | | | | | | | | | | |
| 3 | | | LeaveAccrualDetail for 2017 | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | Sno | Code | Name | Company | Departme | Category | Location | C | Leave Cod | Accured L | Days On A | Year | Leave Yea | Accrual Type |
| 6 | 1 | T1401 | Ravi T1401 | C01 | D01 | C00 | L01 | EL | 14 | 0.00 | 2017 | 2017 | Year | |
| 7 | 2 | T1401 | Ravi T1401 | C01 | D01 | C00 | L01 | CL | 12 | 0.00 | 2017 | 2017 | Year | |
| 8 | 3 | T1402 | Ravi T1402 | C01 | D01 | C00 | L01 | EL | 14 | 0.00 | 2017 | 2017 | Year | |
| 9 | 4 | T1402 | Ravi T1402 | C01 | D01 | C00 | L01 | CL | 12 | 0.00 | 2017 | 2017 | Year | |
| 10 | 5 | T1403 | Ravi T1403 | C01 | D01 | C00 | L01 | EL | 14 | 0.00 | 2017 | 2017 | Year | |
| 11 | 6 | T1403 | Ravi T1403 | C01 | D01 | C00 | L01 | CL | 12 | 0.00 | 2017 | 2017 | Year | |
| 12 | 7 | T1404 | Ravi 1403 | C01 | D01 | C00 | L01 | EL | 14 | 0.00 | 2017 | 2017 | Year | |
| 13 | 8 | T1404 | Ravi 1403 | C01 | D01 | C00 | L01 | CL | 12 | 0.00 | 2017 | 2017 | Year | |
| 14 | 9 | T1405 | Ravi T1405 isflexi | C01 | D01 | C00 | L01 | EL | 14 | 0.00 | 2017 | 2017 | Year | |
| 15 | 10 | T1405 | Ravi T1405 isflexi | C01 | D01 | C00 | L01 | CL | 12 | 0.00 | 2017 | 2017 | Year | |
| 16 | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | |

5.4 Leave Carry Forward:-

Unconsumed Leaves can be forwarded to next year leave balance. Types of leave that to be forward, can be define/managed through **Leave Setup policy**.

- Go to **Leave Management Menu** and Click on **Leave Carry Forward**.



- After Clicking Leave Carry Forward option Leave Carry forward page will be display.

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- Select Leave Year eg 2017 and Select Employee through Employee Selection.

- After Selection of Employee Click on Carry Forward button. And after
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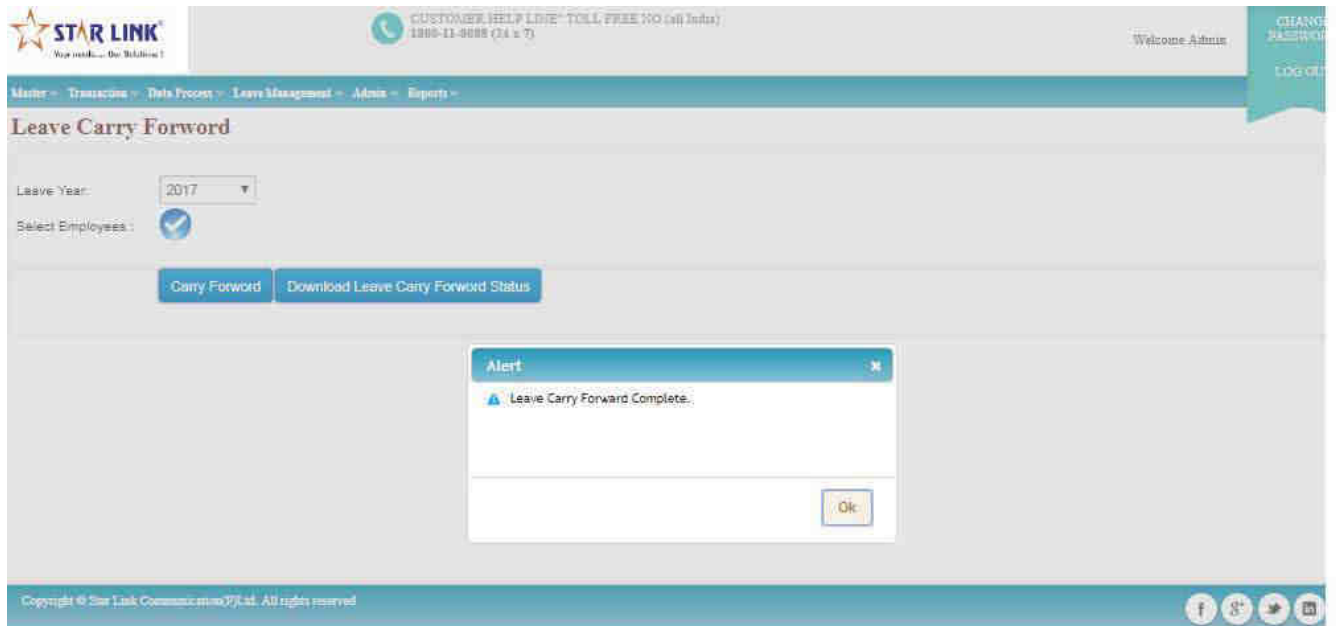
click carry forward button one message pop box open, Click on “OK”.



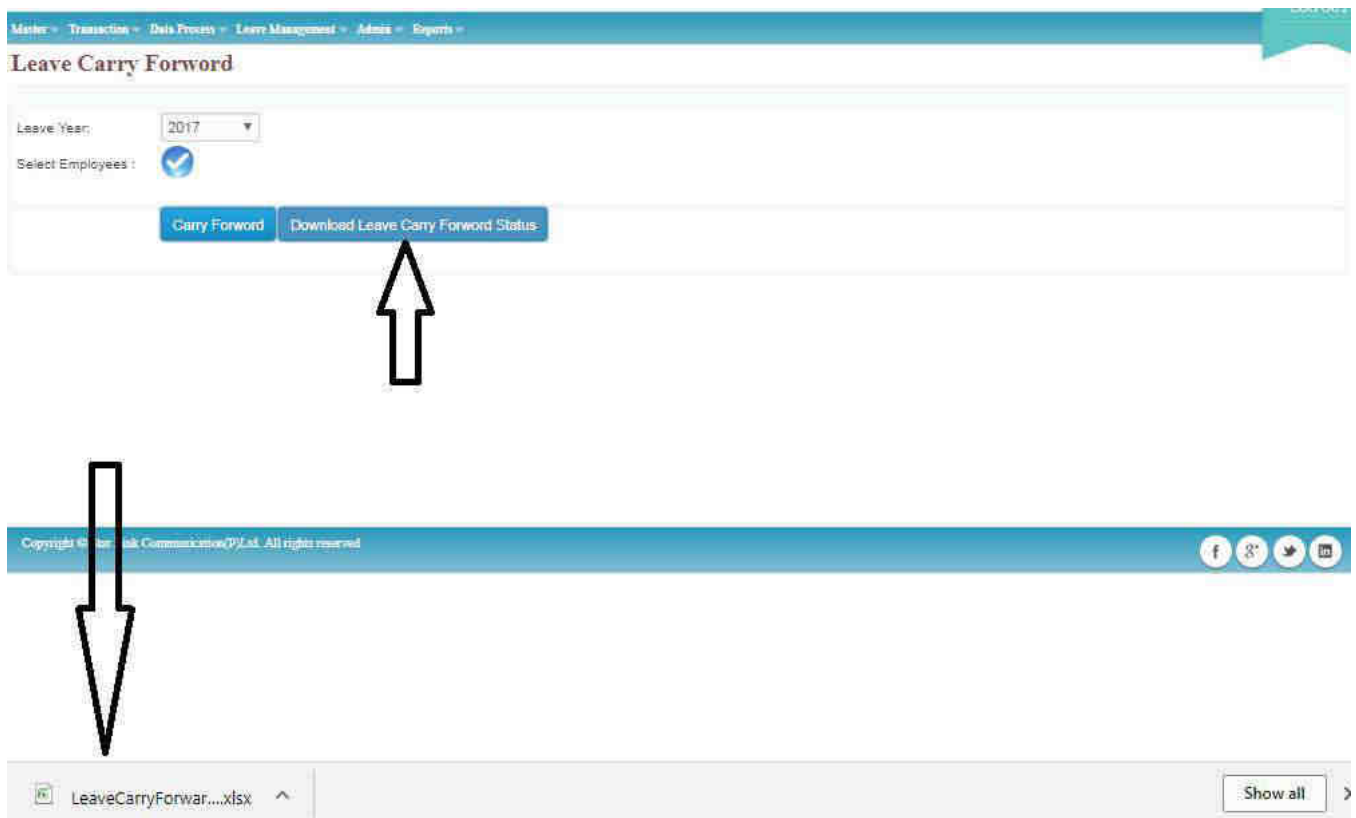
- After click on Ok button one more message box of OK will display.



- After Clicking OK Button. Conformation message box will be display.



- Click on “OK” button. And to get Leave Carry forward Status report Click on “Download Leave Carry Forward Status” button.



- Click on Download “**Leave Carry Forward Report**”:-

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

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

The screenshot shows the 'STAR LINK' software interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8888), and a 'Welcome Admin' message. Below the header is a navigation bar with tabs: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The 'Add Time Office Setup' screen is displayed, with the 'General Setup' tab selected. The form contains the following fields and options:

- Setup Registration no.: 7
- Is Auto Absent Allowed: ☒
- Mark AWA as AAA(WO): ☒
- Mark AHA as AAA(HLD): ☒
- Mark WO as Absent When No of Present < No of Present for WO: ☐
- No of Present for WO: 3
- For Missing and Reverification Report: ☐
- Max Working Min for Verification: 1020 (Minute)
- Max Late Arrival Duration: 240 (Minute)
- Max Early Departure Duration: 240 (Minute)
- Is Negative Leave Allow: ☐
- Allow Paycode in Alpha Numeric: ☒
- Is Help Applicable: ☐
- Skip Page on department: ☒
- Line Per Page: 98
- Run Auto Shift Allow: ☐
- Permis Early Min for Run Auto: 60 (Minute)
- Permis Late Min for Run Auto: 60 (Minute)
- Shift: (empty)

At the bottom of the form, there are 'Update' and 'Back' buttons.

- Short Leave Marking: If you want to allow 2 short leave to all employees, click on this option.
- Present Marking Duration: You can set min time to mark present.
- Maximum Working Hours for Half Day: You can set maximum hours for half day.
- Maximum Absent Hours for Short Day: You can set maximum absent hours for short day.
- Auto Shift allowed: By clicking this option, software will pick up shift automatically.
- PremisEarly min auto shift: By setting this time duration, if an employee is coming earlier, that employee will belong to which shift.
- Weekly Day include or not in Duty Roster: If you want to include weekly off in duty roster, click

this option.

- Present on WO present: If you are present on weekly off, click on this option.
- Present on HLD present: If you are present on holiday, click on this option.
- Maximum Working Duration: You can set maximum working hours for working in a month.
- Permissible Late Arrival: You can set time which you give to employee who comes late without marking as late.
- Permissible Early Departure: You can set time which you give to employee who goes early without marking early departure.
- Over Time Allowed: By clicking on this option, you can activate this option.
- Out Work Allowed: By clicking on this option, you can activate this option.
- Overstay Allowed: By clicking on this option, you can activate over stay.
- Mark AWA as AAA: If an employee is absent on Saturday and also absent on Monday. By clicking this option, Sunday will also count as absent.
- No of present for WO: You can set no of days for weekly off.
- Is Auto absent Allowed: If an employee is absent on Saturday, software will show his absent automatically by clicking this option.
- Mark WO as Absent when no of present < no of present of WO: if no of weekly off is greater than no of present, weekly off will count as weekly off by clicking on this option.
- There are some formulas for Over Time:
 - OT=Out Time-Shift End Time
 - OT=Working hours – shift hours
 - OT=Early coming + Late Departure
- OT parameter options:
 1. Check on “OT is allowed in case of early coming” : Over time will count on early coming.
 2. Check “round OT” to count OT round figure.
- OT Durations:
 1. OT Early Coming Duration: In this you have to enter time duration before that if an employee is coming, OT will not count. OT will count after that time.
 2. OT Late Departure Duration: By setting this time duration, if an employee stay after working hours, after this duration OT will not count.
 3. OT restricts End Duration: You have to set maximum over time.

C-off Setup:-

- 1. Min Minutes for full Day:-** Through this option you can define the time after which Full day present on C-Off Days will be considered.
- 2. Min Minutes For Half Day:-** Through this option you can define the time after which Half day present on C-Off Days will be considered.
- 3. C-off Expired Day:-** Within this given period C-off must be consumed otherwise after the given time, accrued C-Off shall be expiring.
- 4. Is Auto:** - If this option is checked, it will work automatically for C-Off generating and expiring.
- 5. Working Days C-off /Weekly Off C-off /Holiday C-off:** - C-off will generate as per value mention in text box(Working Days C-off/Weekly Off C-off/Holiday C-off).

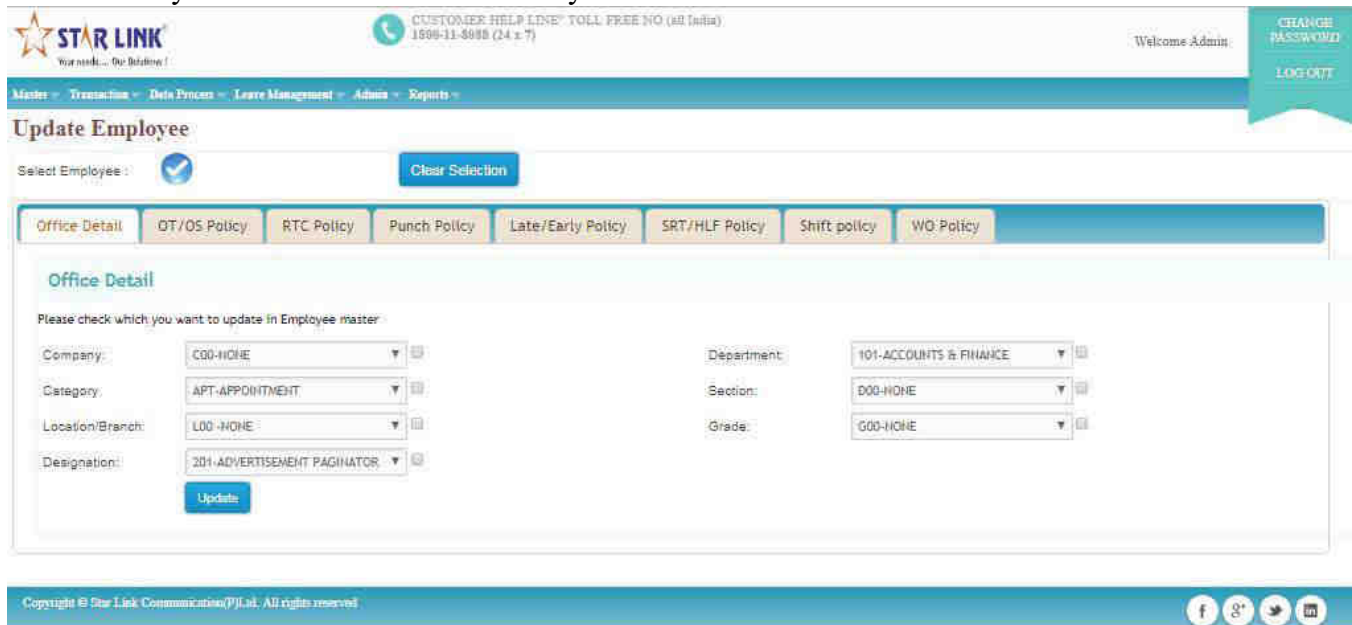
Add Time Office Setup

| General Setup | Time Office policy | Over Time Policy | Cof Setup | In-Out Applicable | Log Applicable |
|---|---|---------------------------|---|-------------------|---------------------------------|
| Min Minutes For Full Day: | <input type="text" value="300"/> (Minute) | Min Minutes For Half Day: | <input type="text" value="300"/> (Minute) | Cof Expired Days | <input type="text" value="45"/> |
| IsAuto-Cof | <input checked="" type="checkbox"/> | | | | |
| Working Days Cof | <input type="text" value="1"/> | Weekly Off Cof | <input type="text" value="1"/> | Holiday Cof | <input type="text" value="1"/> |
| <input type="button" value="Update"/> <input type="button" value="Back"/> | | | | | |

6.2 Time office Corporate policy

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

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



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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Update Employee

Select Employee: ☒

| Office Detail | OT/OS Policy | RTC Policy | Punch Policy | Late/Early Policy | SRT/HLF Policy | Shift policy | WO Policy | | | | | | | | | | | | | | | | | | | | |
|---|---|-------------|---|-------------------|----------------|--------------|-----------|----------|---------------------------------------|-------------|---|-----------|--|----------|---------------------------------------|------------------|---------------------------------------|--------|---------------------------------------|--------------|---|--|--|---------------------------------------|--|--|--|
| <p>Please check which you want to update in Employee master:</p> <table> <tr> <td>Company:</td> <td><input type="text" value="C00-NONE"/></td> <td>Department:</td> <td><input type="text" value="101-ACCOUNTS & FINANCE"/></td> </tr> <tr> <td>Category:</td> <td><input type="text" value="APT-APPOINTMENT"/></td> <td>Section:</td> <td><input type="text" value="D00-NONE"/></td> </tr> <tr> <td>Location/Branch:</td> <td><input type="text" value="L00-NONE"/></td> <td>Grade:</td> <td><input type="text" value="G00-NONE"/></td> </tr> <tr> <td>Designation:</td> <td colspan="3"><input type="text" value="201-ADVERTISEMENT PAGHATOR"/></td> </tr> <tr> <td colspan="4"><input type="button" value="Update"/></td> </tr> </table> | | | | | | | | Company: | <input type="text" value="C00-NONE"/> | Department: | <input type="text" value="101-ACCOUNTS & FINANCE"/> | Category: | <input type="text" value="APT-APPOINTMENT"/> | Section: | <input type="text" value="D00-NONE"/> | Location/Branch: | <input type="text" value="L00-NONE"/> | Grade: | <input type="text" value="G00-NONE"/> | Designation: | <input type="text" value="201-ADVERTISEMENT PAGHATOR"/> | | | <input type="button" value="Update"/> | | | |
| Company: | <input type="text" value="C00-NONE"/> | Department: | <input type="text" value="101-ACCOUNTS & FINANCE"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| Category: | <input type="text" value="APT-APPOINTMENT"/> | Section: | <input type="text" value="D00-NONE"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| Location/Branch: | <input type="text" value="L00-NONE"/> | Grade: | <input type="text" value="G00-NONE"/> | | | | | | | | | | | | | | | | | | | | | | | | |
| Designation: | <input type="text" value="201-ADVERTISEMENT PAGHATOR"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button" value="Update"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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f g+ t in

Time office corporate policy.

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

6.3 User Privilege

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

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

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Manage Employee Type User **New** Create Delete Select All Employees (Only Display Record)

| PayCode | Employee Name | Date Of Joining | Company | Department | Location | Designation | Login ID | Password | Select |
|---------|---------------------------|-----------------|----------------------------------|--------------------|----------|-------------------------|----------|----------|--------------------------|
| T009 | Ravi_Two_Ignore | 01-Jan-2017 | IE ONLINE MEDIA SERVICES PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | T009 | T009 | <input type="checkbox"/> |
| T008 | Ravi_Two_Rotational_NRTC | 01-Jan-2017 | IE ONLINE MEDIA SERVICES PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | T008 | T008 | <input type="checkbox"/> |
| T007 | Ravi_Nopunch_Fixed_NRTC | 01-Jan-2017 | GLOBAL FAIRS & MEDIA LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | T007 | T007 | <input type="checkbox"/> |
| T006 | Ravi_Single_fixed | 01-Jan-2017 | THE INDIAN EXPRESS PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | T006 | T006 | <input type="checkbox"/> |
| T005 | Ravi_Four_Fixed_NRTC | 05-Jan-2017 | THE INDIAN EXPRESS PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | T005 | T005 | <input type="checkbox"/> |
| T004 | Ravi_Multiple_Fixed_NRTC | 01-Jan-2017 | IE ONLINE MEDIA SERVICES PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | T004 | T004 | <input type="checkbox"/> |
| T003 | Ravi_Two_Fixed_RTC | 01-Jan-2017 | IE ONLINE MEDIA SERVICES PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | T003 | T003 | <input type="checkbox"/> |
| T002 | Ravi_Two_Fixed_RunAuto_RT | 01-Jan-2017 | THE INDIAN EXPRESS PVT LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | T002 | T002 | <input type="checkbox"/> |
| T001 | Ravi_Fixed_RunAuto_Two P | 01-Jan-2016 | GLOBAL FAIRS & MEDIA LTD | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | T001 | T001 | <input type="checkbox"/> |
| F005 | Ravi_Multiple_Fixed_NRTC | 01-Jan-2016 | NONE | ACCOUNTS & FINANCE | NONE | ADVERTISEMENT PAGINATOR | F005 | F005 | <input type="checkbox"/> |

Showing 1 to 10 of 232 entries

First Previous 1 2 3 4 5 233 Next Last

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6.4 Import/Export Data

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

STAR LINK
Your needs... Our Solution!

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Import Data From Excel

Select Type of Data: Employee Master (file size must be less than 2MB)

Click for Download

Select File: Choose File No file chosen Check Data

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Export Data:

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

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

STAR LINK
For more... Go Global

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1888-11-8888 (24 x 7)

Welcome Admin

CHANGE
PASSWORD

LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Export Data In Excel

Select Type of Data: <--Select-->

Click for Download: <--Select-->

- Company Master
- Department Master
- Location Master
- Designation Master
- Grade Master
- Section Master
- Category Master
- Shift Master
- Leave Master
- Employee Master

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f g+ t in

STAR LINK
Your rank... On the line!

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-31-8080 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Export Data In Excel

Select Type of Data: Location Master

Click for Download

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

6.5 Mail Setting:

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

STAR LINK
Your rank... On the line!

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-31-8080 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports >

Mail Setting

Mail Server Address: ravi.shankar@starlink.co.in

Mail Server Port: 25

Is SSL: ☒

Display Name: star Time Office

Email ID: ravi.shankar@starlink.co.in

Password: *****

Update

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- 1: Mail Server Address: Mail server IP.
- 2: Mail Server Port: port no of mail server.
- 3: Is SSL: You can either check or Uncheck it.

4: Display Name: It is name that we want to display on receiving mail.

5: Email ID: Mail Id through which Mail has to sent

6:Password: Password used in that mail ID.

After doing all mail setting press update button.

6.6Run Verification:

The screenshot displays the STAR LINK web application interface. The top header includes the STAR LINK logo, a customer help line number (1800-11-8098), and a user login section with fields for Username and Password. The main navigation bar lists various menu items: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The 'Data process' section is active, showing a 'Verification' process. It includes input fields for 'From date' (01-Sep-2015) and 'To Date' (30-Sep-2016), a 'Select Employee' dropdown, and buttons for 'Click for Search Employee' and 'Send Request For process'. An overlay window titled 'Select Employee - Mozilla Firefox' is open, showing a table of employees with columns for Employee, Company, Department, Location, Divisions, and Bus Route. The table lists several employees with their IDs and names, and a 'Select' column with plus signs.

STAR LINK
Your partner. The Best one!

CUSTOMER HELP LINE* TOLL FREE NO (All India)
1800-11-8098 (24 x 7)

Welcome Admin

Username: Password: Login

Master * Transaction * Data Process * Leave Management * Admin * Reports *

Data process

Process Name: Verification

From date: 01-Sep-2015 To Date: 30-Sep-2016

Select Employee: [Dropdown]

Click for Search Employee

Send Request For process

Select Employee - Mozilla Firefox

localhost/StarLink/Pages/TimeOffice/SelectEmployee.aspx

| Employee | Company | Department | Location | Divisions | Bus Route |
|---------------|---------|------------|----------|-----------|-----------|
| 1111-AAA (V) | | | | | |
| 2222-BBBB (V) | | | | | |
| 3333-CCCC (V) | | | | | |
| 4444-DDDD (V) | | | | | |
| 5555-AAS (V) | | | | | |
| 7777-XYZ (V) | | | | | |
| 8888-EET (V) | | | | | |

Select Employees

| Select | # Items selected | Remove all |
|--------|------------------|------------|
| + | | |
| + | | |
| + | | |
| + | | |
| + | | |
| + | | |
| + | | |

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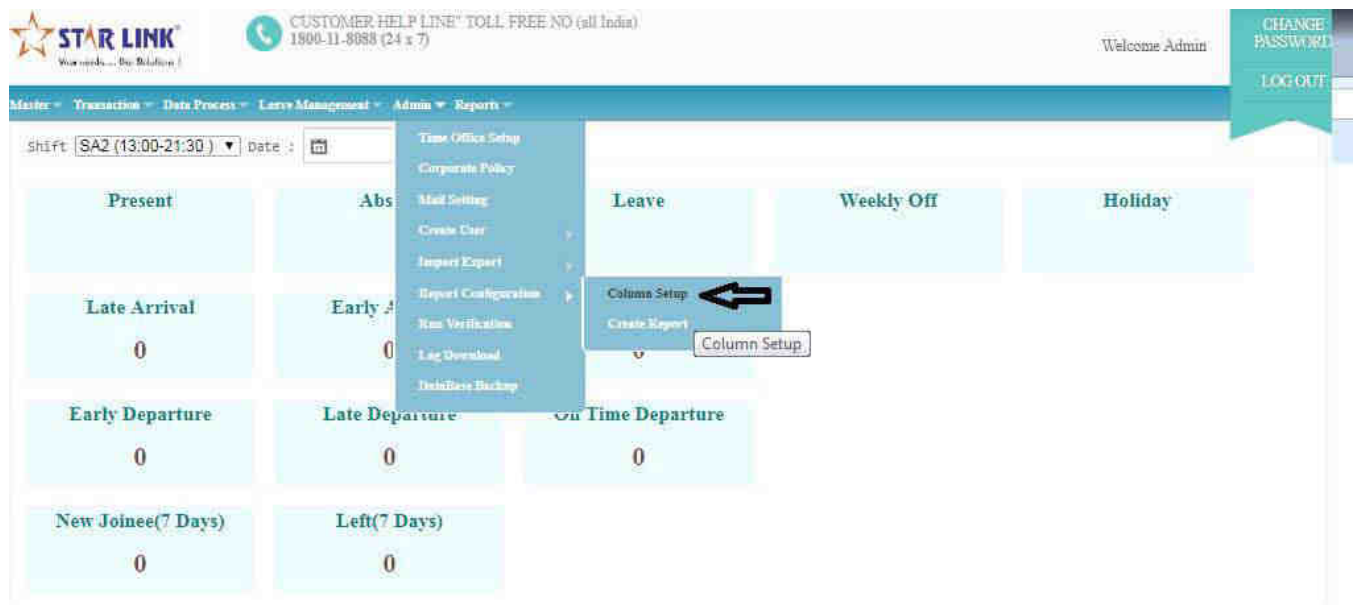
6.7 Report Configuration:-

Through this option you may modify the column name and Create report as per your desired format like Dynamic.

- i) Column Setup
- ii) Create Report.

1. Column Setup:-

Go to Admin → Report Configuration → Click on Column Setup



On clicking Column setup, Page will look like as :


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

Welcome Admin

CHANGE PASSWORD
LOG-OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports


Column Section: Employee

Report Column Setup

Update

| Name | Display |
|----------------|-----------------|
| PAYCODE | Emp Pay Code |
| EMPNAME | Employee Name |
| DATEOFBIRTH | Date of Birth |
| DATEOFJOIN | Date of Joining |
| PRESENTCARDNO | Card No |
| COMPANYCODE | Company Code |
| COMPANYNAME | Company Name |
| DEPARTMENTCODE | Department Code |
| DEPARTMENTNAME | Department Name |
| CAT | Category Code |
| CATAGORYNAME | Category Name |

- Click on Column Section Drop down box and select any one.
- Click on Display column and change column name. For eg; Pay code instead of Emp Pay code.
- Then Click on “Update” Button. A conformation message will be displayed. Changed column name will be shown in the report,


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

Welcome Admin

CHANGE PASSWORD
LOG-OUT

Master > Transaction > Data Process > Leave Management > Admin > Reports

Column Section: Employee

Report Column Setup

Update

| Name | Display |
|----------------|---------------|
| PAYCODE | Emp Pay Code |
| EMPNAME | Employee Name |
| DATEOFBIRTH | Date of Birth |
| DATEOFJOIN | |
| PRESENTCARDNO | |
| COMPANYCODE | |
| COMPANYNAME | |
| DEPARTMENTCODE | |
| DEPARTMENTNAME | |
| CAT | Category Code |
| CATAGORYNAME | Category Name |
| DIVISIONCODE | Division Code |

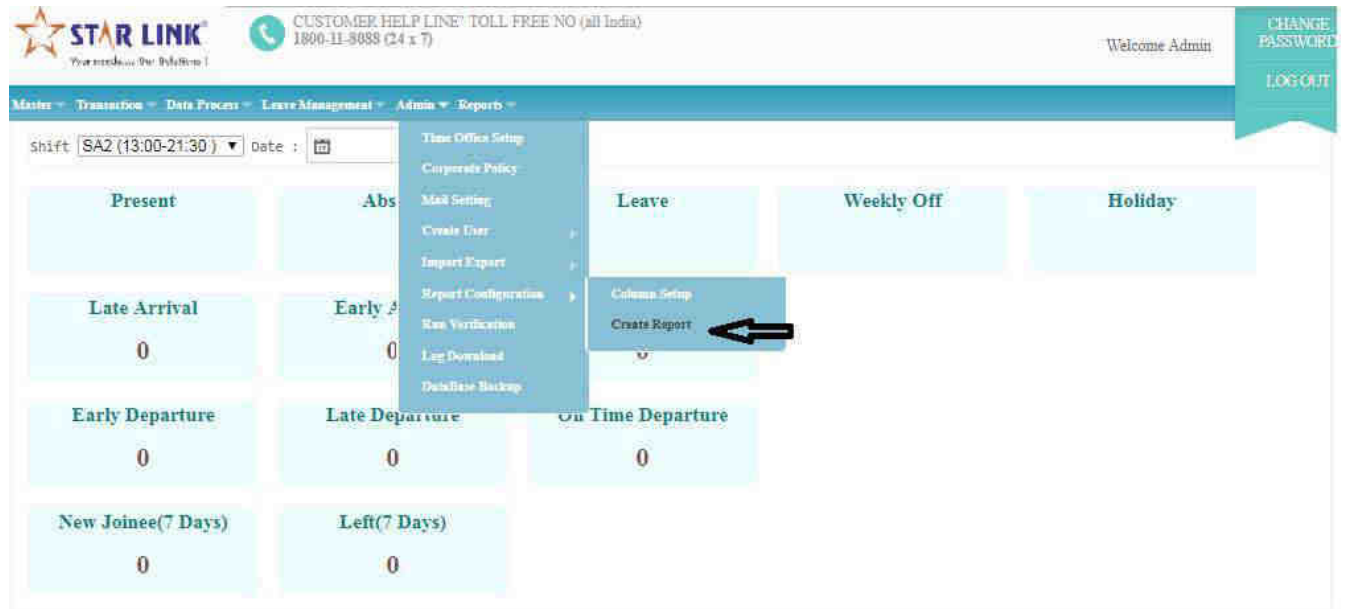
Message

Column display name updated.

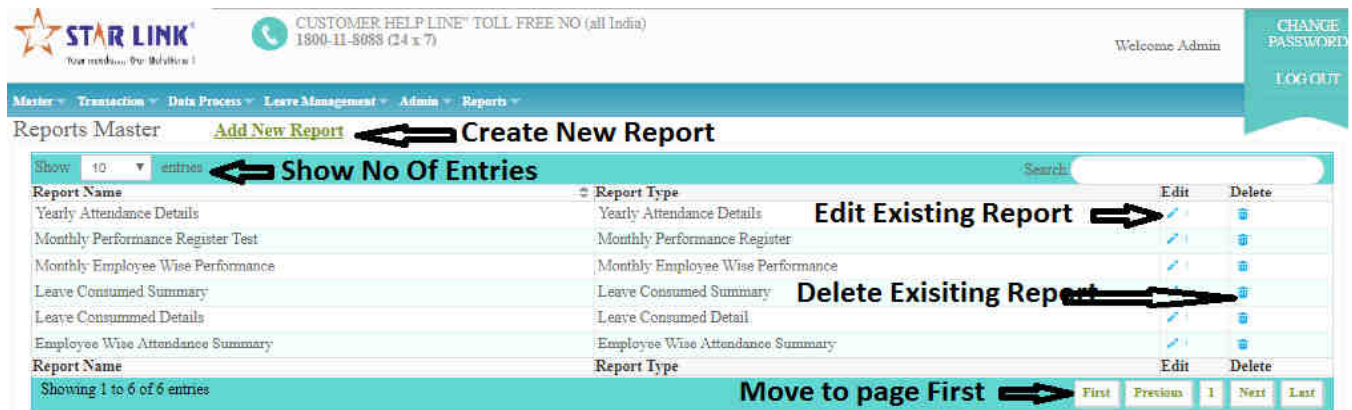
Ok

2 Create Report:-

- Go to Admin→Report Configuration → Click on Create Report.



On Clicking Create report option, Report Master Page will be displayed as:



- **Add New Report:** - Press on "Add New Report" to add a new report in the Report Master. A Create Report page will open. In this page some fields like Report name and Parent Report is mandatory to fill.
- **Edit:-** If you want any modification in the existing report click on "Edit" button. Update the fields as per your requirement and click "Update" to save. All the modification will updated then.
- **Delete:** You can delete existing information through this option.
- **Previous:** Press button "Previous" to switch to the previous section.
- **Search:** You can use this option to search a section which you want to find.
- **Next:** Press button "Next" to switch to the next section.
- **Last:** Press button "Last" to switch to the last page.

How to Add a new Report:-

- Click on Add new Report link text. Create Report page will be displayed.
- You Can Create Report column as per your own.
- First we will have to select Parent Report name. Then we can give new report name in Report Name text box.

Create Report

Report Name:

Parent Report:

Map Column:

Map Column

- Daily Performance
- Monthly Performance Register
- Monthly Employee Wise Performance
- Employee Wise Attendance Summary
- Yearly Attendance Details
- Leave Consumed Summary
- Leave Consumed Detail
- Leave Yearly Accrual Detail

| | Add all | 0 Items selected | Remove all |
|--------------------------|---------|------------------|------------|
| Emp Pay Code-Employee | + | | - |
| Employee Name-Employee | + | | - |
| Date of Birth-Employee | + | | - |
| Date of Joining-Employee | + | | - |
| Card No-Employee | + | | - |
| Company Code-Employee | + | | - |
| Company Name-Employee | + | | - |
| Department Code-Employee | + | | - |
| Department Name-Employee | + | | - |
| Category Code-Employee | + | | - |
| Category Name-Employee | + | | - |
| Division Code-Employee | + | | - |

- You can select one by one column name through “+” symbol. And you may also remove selected column through “-” Symbol.

Create Report

Report Name:

Parent Report:

Map Column:

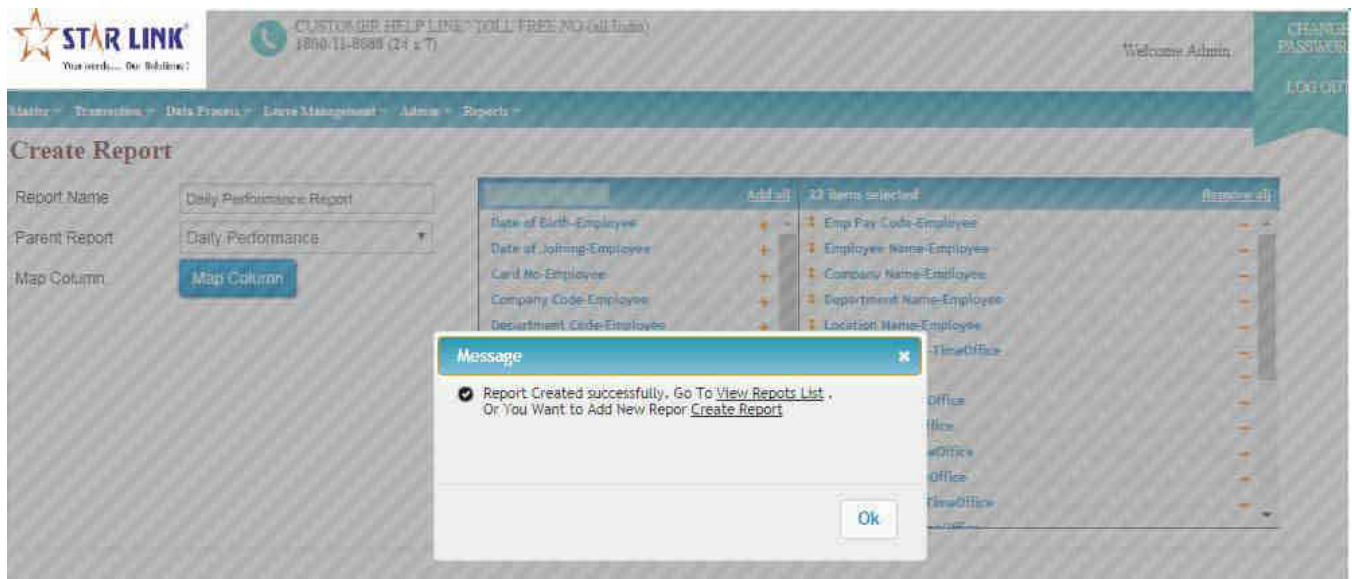
Map Column

Create Report

| | Add all | 23 Items selected | Remove all |
|----------------------------|---------|-------------------|------------|
| SEX-Employee | + | + | - |
| BLOODGROUP-Employee | + | + | - |
| EMPTYTYPE-Employee | + | + | - |
| BANKACC-Employee | + | + | - |
| FATHERNAME-Employee | + | + | - |
| EMAIL-Employee | + | + | - |
| MOBILENO-Employee | + | + | - |
| PAN_NO-Employee | + | + | - |
| AADHAR_NO-Employee | + | + | - |
| OS Hours-TimeOffice | + | + | - |
| In Time Manual-TimeOffice | + | + | - |
| Out Time Manual-TimeOffice | + | + | - |
| Emp Pay Code-Employee | + | + | - |
| Employee Name-Employee | + | + | - |
| Company Name-Employee | + | + | - |
| Department Name-Employee | + | + | - |
| Location Name-Employee | + | + | - |
| Attendance date-TimeOffice | + | + | - |
| Day-TimeOffice | + | + | - |
| Shift Start-TimeOffice | + | + | - |
| Shift End-TimeOffice | + | + | - |
| Lunch Start-TimeOffice | + | + | - |
| Lunch End-TimeOffice | + | + | - |
| HOURSWORKED-TimeOffice | + | + | - |
| OTWORKED-TimeOffice | + | + | - |

Remove one by one

- Click on “Map Column” button. And message will be displayed like Report Created Successfully.



- Click on Ok button. Go to Report master page , you can see created report available in page.



Note: - We can create following other reports as well through same process as mentioned below.

- Monthly Performance Register Report
- Monthly Employee Wise Performance Report
- Employee Wise Attendance Summary Report
- Yearly Attendance Details Report
- Leave Consumed Summary Report
- Leave Consumed Detail Report
- Leave Yearly Accrual Detail Report