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.

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1. After Login, the following page will open:

2.1.1 Organization

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

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

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Code			
Name			
Inter Face Code			
Description			
Address			
Add Back			

Add New Organization: Click on "Add New Organization" to add the details of new organization. A Organization Master window will open, in the window there are some fields like organization code, organization name, organization address, Description which you will fill to make the new organization. organization code and organization name are the compulsory field to create the organization.

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

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Codé Name Description InterFace Code Address	0003 WiPers Update: Beat		

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

Delete: You can delete any Organization through "Organization Master" option. But if the selected organization is assigned to any Employee, then it cannot be deleted.

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

Search: For searching a organization you have to use "Search" text box. You can find your organization by enter any information which is visible in page. (Like Organization Code, Organization Name etc)

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

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

2.1.2. 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.

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

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	Ant					

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.

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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.

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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, Panno. etc)

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

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

2.1.3. Contractor

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

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

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

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

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

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

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

Search: For searching a contractor you have to use "Search" text box. You can find your contractor by enter any information which is visible in page. (Like contractor Code, contractor Name, Panno. etc)

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

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

2.1.4 Location / 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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L55	SRINAGAR				

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.

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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 options which you want to modify and press "Update" button. All the modification will be updated now.

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Search: Y	ou can use this option to search a Branch.		
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L57	SURAT	×1. 1	
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Showing 1 to 1 of 1 entries	(filtered from 60 total entries)	First Previous 1 1	Next Last

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

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

2.1.5 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.

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140	THE FINANCIAL EXPRESS			1.		
139	TECHNOLOGY			1		
Department Code	Department Name	Head of Department		Ellit	Delete	
Showing 1 to 5 of 44 extras	Alternation and a subscription		But Innina 1 1	2 4 1	t Re	3 Int

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.

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

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

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Inter Face Code:				
Head of Department				
Email ID		Bend matt		
	Update Back			

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

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Update Depar	tment Master	1			TIME
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	er) 1996 Gaue Paux V., Danis Processe V., Leure	1,755	normation mark lanes ford. Phili off estados na announing pa a fy Admin – Reportes	Wellspeer A deem	Turniti nearticear Iwancia Lage (cor
Update Depar Department Code Department Name Inter Faces Code Head of Department. Small Di	tment Master	Sand mail	Morange Copartneer Dotal harbeen splated Oo To Manape Expaniment Cos		

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

STAR LINK		C CONTRIBUTION AND A DAY TO LEAVE NO CE LAND		Webone	Discourse in the second second
Menn - Burnsten - Ditte Press	* Low Bargeoni * Man * Sprin *				2001047
Manage Department	Add New Department				
Beer to + some				ath.	
Department Code	Department Name WOMER'D PORTAL	_ Hea	of Department	o Kalin	Delete
340	VIDED			1	
340	THE SHOKAH EXPLOIT			2	4
348 136	THE FURANCEAL SOFREES	Manage W		1	1
130	TEAM RED	Mittalie .		1	
Department Code	Department Name	This Department could not be deleted because some employee	#Department	Edit	Delete
Showing 1 to 3 of 44 optime	Department Name 🕐 This Department could not be deleted because some employee FDep	Beel Testers 1	8282	1 Der Lat	
		Oh			

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

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

STAR LINK		CUSTOMER HELF LINE 'TULL FREE NO (al hold) HER-TI AND (24 x 7)				ome Ad		
me - Rebertun - Ball Prover - 1	Level Management - Adville - Magnele -							
anage Department	Add New Department							
lice of • element			and the second second	South	HE ACO	ł		18
Department Code	# Department Name		_ Head of Department		= Edit	1	Delete	
141	THE INDIAN EXPRESS		Contraction and the second second		1			
	Department Name		Head of Department		Edia -		Delete -	

Next: Pressing button to switch to the Next department.

Last: Pressing button to switch to the last page.

2.1.6 Sub- Department

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

STAR		() (11 40648888 (24 ½ [*])		Wednesses A datas	
were Trans	action = Gale Pass = Data Process = 1	erry Management - Admin - Reports -			
anage Sub	Department Add New SubDe	partment		10	
	v emme			Hauth	
Code COI	© Name	Department Cole	o Edu	Delate	_
001	TESTINO	DII	1		
202	Software.	DB	/	1	
Code	Name	Department Cole	Talo	Delete	
Thowing 1 to 2	t of 2 mituies			First President 1 Net	at Last

Add New Sub Department: Press button "Add New SubDepartment" to add a new subdepartment in the department. A Sub-Department Master page will open, there are some fields like sub-department code, sub-department name, department which you have to fill to make the subdepartment in the department. Sub-Department code and Sub-department name are the compulsory field to create the sub-department.

		CHARGE NAME//CRE
Master - Trainactio	- Gato Paur - Data Process - Leone Management - Admin - Reports -	LOORT
Add SubDe	partment	
Code		
Name		
Department	D01-TESTING *	
Inter Face Code:		
	Add Back	

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

Update SubDepartment	
w Testitas	
atment 001-TESTNG *	
Pace Code	

Delete: You can delete Sub Department Master information through this option. But if this Sub Department isassigned to any Employee you cannot delete this SubDepartment Master

STAR LINK		demo.starlink.co.in says Are vou Sure to Delete this Record?			Toleran A	Inter Postation
ator - Transation - Gan Pan - Data image Department - Add Ne	Reality and the set of the second second second second		OK Cancel			Lood
	w.Department			(bas)	-	
Department Code	: Department Name		Head of Department	23.	Le Dule	la
DIII	1017040		10 10 10 10 10 10 10 10 10 10 10 10 10 1			
DEC	Bathran					

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

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

Next: Pressing button to switch to the Next Sub department.

Last: Pressing button to switch to the last page.

2.1.7. 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.

	CUSTOMER HELF LINE TOLL PARE NO (Al Salid) 1990-11-0988 (24 x 7)		Welcour Adult	CHARGE FAIRWEID
Lone — Researches — Bals Preims — Lones Monopound — Advan — Juge	1945			
Manage Division Add New Division				-
Sheet in			line (X	
Distation Code	© Division Name	Edia	Delete	
100	NONE	11		
Division Code	Division Name	Edit	Delete	
Showing 1 to 1 of 1 estimat			Hard Dominue 1 Div	test in

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.

	CURITORIDH HELF LINE- YOLL FFHE (NO (shines)	Witcome Astran
Marter - Trustaction - Gate Pase	- Data Provers - Learer Management - Admin - Ropotte -	
Add Division Master	8	
Division Code Division Name Inder Face Code		
Abt	ack .	

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

STAR LIN	IK	C CONTRACTOR CONTRACTO	Website Advan
latters (firmart)	n * Gale Parce, Data Pressor, Laure Ma	agement : Alistic - Reports -	terne
Add Divisi	on Master		UNIX
Peisson Crade	28.7		
Nisian Name	Det		
ter Face Code		Manage	
	Mar Daik	Division Code Mart In of 3 Alphanasese charactere	
		(m)	

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.

STAR LI		CONTRACTOR OF A CONTRACT OF A		Welcons Advan	COLUMN E
Marin - Transatti					
Update Di	vision Master				
Ohlaton Code	0.03			100 A	
Division Name	STAFF				
Inter Face Code	SPACE STATE	-			
	Upper Back	Merringen Diversioner Dietail has been updated On To Manage, Electricity	*		

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.

STAR LINK	CONTOMERTICE FUEL FREETOLE FREETO (#2 5-56) 1000-11-0000 (24 5-7)		Welcome Arthrat	
unte = "Resources = Data Provid = Laws Management = Advant = N	and a second			Lasses
damage Division Add New Division				
Have so			South NONE	18
Division Code	© Dirision Name	Edia	Delete	-
D00	NONE	1		
Division Code	Division Name	Edit	Delete	
Showing 1 to 1 of 1 entries			Heat Desires 1 1	

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

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

2.1.8. 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.

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

C DUNTOMER HELP LINE TOLL PREENO () 1008-31.0000 (24 x T)	di Indui	Webrase Admin	CHADING PARTY MICH
ni - Abm - Bash -			-00.00
		- Section -	
= Grade Name	_ E401	Delete	-
Prote	×1		
IFONE.	1		
Journaliet	1.		
Adapterion	21		
-All Report Philod			
	nd - Adman - Mayora - - Grade Name Frans FONE JONE Journalist	Edit From 2 HONE 2	nd - Adam - Reven

will fill to make the grade master. Grade code and Grade name is the compulsory field to create the Grade.

	IX CURTOMER DELP LINE* FOLL FREE INO («E Sm6+0 D11-400488000 (24 × 7)	Webs owner A. danies	COMMER MODIVID
Masure Trussel	ns - Guin Phan - Data Process - Leave Mainagement - Admin - Reports -		LOOGHT
Grade Code Grade Name Inter Face Code:			

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

TA STAR LI	NK	0	UNITARIA NALE LINAT TULL WAR NO (ALIVAR). O ANNANNA (IN 17)		Witness Adams	
Moire Toward Add Grad	ner Gaartaer e Master	 Grant Management 7. 	Admin - Tayarta -			100010
Grada Cuda Grada Maria Hore Faca Code	HT HT Add Dark		Minetage Oped Code Multile of 3 Algebraserie: charactere	•		

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.

		0	na ana ana ana ang ara an Na ang ang ara an	Website Adams
Manuer- Tromacta				
Update G	rade Master			1000T
Gradu Code	003			
Grade Name	10.	1		
Hater Faces Code:			and the second se	
	Autor Test		Nestage	
			Grade Detail bus been updated. Go To <u>Manage Grade</u>	
			CH.	

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

· Parata - bas from - Lass Margeria	an Adams' Republi				2001
mage Grade <u>Add New Gradu</u>					
the st + instant				Sant	
rade Cade	# Grade Naa		_ E4H	Delete	
01	Pater		1		
0)	3RORE		1		
43	Soumalat		1		
01	Adminis (WINTER 20	1-		
rade Cade	Grade N	Message ×	Edit	Delete	
flavoring 1 to Anf-d extrine		 This Grade could not be deleted because some employee already assigned this Gradet 		and a	mini I Net Larr
		Ok			

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

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

STAR LINK	CHISTOCOME HELP LINE TOLL FREE NO MULTING 1888 11 4888 (24 x T)		Weitter Advan	CTEAD Excession
an - Decoder - Data Deine - Lores Congress	Adam - Renn -			1080
anage Grade <u>Aut New Grade</u>				-
Dave 10 · estate			Sweet, Die	
Grade Code	© Geale Name	Edit	Delete	-
002	Journalist	100		
Grade Cade	Grade Name	Edia	Delete	

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

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

2.1.9. 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.

STAR LINK		CUSTOMER HELP LINE TOCLEREE NO (a01wis)		Weitome Ada	
in - Describer - Data B	hour " Loss Haugeone " Advan " Agent				1000
anage Category	Add New				
hire is				Search	
Code	2 Noter		Edit	Delete	
Code WBD-	WEGEBOARD		10		
TRN	TEAIHEE		2.		
200	NONE		1.		
TR	CONTRACT		1		
APT	APPOINTMENT		1		
ode	Name		Edir	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.

	K 🕓	EUGTOMER HELF LINE- TOLL FREE ICC (48 Index B11-000-00000 (24 x 7)	Wilcome A datas	CHARGE MERICED
Master - Transaction	🐑 Gase Pass – Data Process – Leave Management	- Admin - Reports -		
Add Category	Master			Thereart
Code Nama Inter Face Code	Add 0.000			

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.

STAR LI	NK	0	damio startink colin says Are 160 Sure to Update this Record?		Welmann Advant	CHARGED .
Martine Transit	in r. Gen Pour, Data Press	er: Leave Mongement		Canal		AND DATE OF
Update Cate	gory Master			and the second second second		LONGIT.
Code	802					
Code Name:	4908938					
kiter #aze: Code						
	Opdate: Dark					

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.

		THEFT
	Searcha Cont	
Edit	Delete	
1		
Käit	Delets	
	Red Index	1 Her Lut
		- Edin Delete

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

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

2.1.10. Designation

You can create a new designation for the employees as per your requirement through this option. Designation code and Designation name are compulsory in master. Designation code should be unique. When you open the Designation, you will see a Designation details page in which you see the following button like Add New Designation, Search, first, previous, next and last.

STAR LINK	0	CLINTORUM HELP LINE: TOCL FEEE NO GE INHO HEL-HERMONE (24 x 7)	Wate	nur Admiti DAUDA
ater Transition	Gate Pare - Data Protein- Leave Massagement - Adula - Report-			1000
anage Designati	on Add New Designation			
Code 002	= 5 Num	Lás	Delate	
002	SIR EDIODNEEDIR	1		
100	ENGINEER	1		
	Name	Lái	Delete	

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

	0	CURTORNER HELP LIVER TOLL PRIZE NO GR Ladad	Widcome Adams	
Master - Transaction - Gale Pain - Data Process	erre Management - Admin - Reports-		10000	
Add Designation Master				
Designation Code				
Inter Face Code				
Adut				

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

STAR LINK	CUINTON-BER INTER LINET TOLL FREE TIO (all larie) del - annesse con a Ti	Welcourse Addinary Physical Ad
Master - Transaction - One Part - Data Press - Leave Manager	umt- Admin- Reports-	100007
Add Designation Master		
Designation Code 902		
Despeix New SR INGNER		
Inter Face Code		
Liptane Back		

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

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

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

Bartanh_D	ection - Gate Paus - Data Process - Leave Manag	Are You Sure to Delete this Record?	OK Cancel		ENVIO LOGI
lanage Des	ignation Add New Designation		Cancer		
Show 10				يلاجب ا	C
Code	© Name			Edit	Delete
D45	Yard Sugarvisor			1	
D05	Weehing			1	
D35	Webicht Hundler			1	
D34	Technician Repairman			1	
D53	Team Leader			1	
D09	Supervisor			1	
D40	Store In charge			1	
1033	Shift Supervisor			1	1
1032	Shift tocharge			2	6
D31	Senior Monager			/	
Code	Name			Edir	Delete

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

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

2.2. Bank Master

You can create a new Bank Master for the employees as per your requirement through this option. Bank code and Bank name are compulsory in master. Bank code should be unique.

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

STAR LINK	e	CURRENCHELPLING, TOLL PREE NO (40 halis) 921-49940888 G (x 7)		Welcome Admin	OFENN PALENN INCOME
ter- Transition - Gam Pan-	Data Provens - Leave Management - Admin - Reports -				LOSO
unage Bank Master M	d New Bank				
hay 10 🐱 datas	V 84604000	ALC MARKEN	210.002	Tanka .	
hank Code	Bank Name	IFSC Cade	\$ Edit	Delete	
114	IDID	SFR.	1		
901	HEFC	SEDEC125	1		
lask Code	Bank Name	IFSC Cade	Edit	Delete	

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

STAR LIN	K	e	CLUSTONER HELPLIPER' TOLL FERENO (v8 1466)	Welman Admiti	CHANNE MATROND
Manuer- Transaction	- Gate Part - Data Proven	- Leave Management - Admin - Report -			
Update Bank	Master				
Bank Code	-994				
Bark Name:	IDD +				
IFIIC Code	SPH 4				
	Update Back				

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

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

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

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

BU K Interest Streament	A fost of the second states of	demo.starlink.co.in says		nana 🖓 📢 ann nunnn cun cur.	w //	
STAR LINK		Are You Sure to Delete this Record?				-CTLUS TREEM
The set be biller					Welcome Advan	PRO IN
ster- Transaction - Gam Pam - D	ata Processo - Leave Managemento - Adud	(OK) Cancel				
anage Bank Master Add	Nen Bank					Louis
See 1 10 - Comme						
	A Back Name	- 100 Co.h.				
lank Code	# Bank Name	- IFIC Cole		a Ede	Defate	
Bank Code 111 DOI	2 Rash Name IDID IDIC	IFIC Cole 1770 HEICCIII		: Lde	Detete	

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

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

2.3. 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.

Your needs Our Strike		8 (24 x 7)			Welcome	Admin PASSW
er 👻 Transaction 🔫	Dain Process - Leave Managemen	t 🖛 Admin 🖛 Reports 🖛				1000
mage Shift	Add New Shift					
bow 10 🔻	entries			ŝ	learch:	
hift Code	Start Time	End Time	Shift Hours	Shift Position	© Edit	Delete
E3	19:00	03:30	08:30	NIGHT	23	a
02	19:00	03:00	08:00	NIGHT	11	Û
E2	18:00	02:30	08:30	EVENING	20	a
E1	17:00	01:30	08:30	EVENING	11	Û
A5	16:00	00:30	08:30	EVENING	11	
hift Code	Start Time	End Time	Shift Hours	Shift Position	Edit	Delete

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.

	Gelet Plan :: Data Process :: Leave	Management - Admin	- Ileputer.			1000
late Shift M	aster					1000
ut tany Ove	time Setup Shift Adownice F	Inst Detug	png			
Shift Setup						
IN COM		Did Postion	DW/ 👻			
lart Time:	10.00 (Time in 24 He Format)	End Time	00:00 (Time in 24 Hr Format)	Bhit Duration	DO DD (Time In Houro)	
ursch Start Terra	10.00 Time in 24 He Formadi	Lunch End Time	0000 (Time in 24 Hr Formul)	Lunch Duration.	00.06 (Time in Hound	
doors Defore Ewiy (for Multi shift	Colored International Colored States	Absert Bolore EarlyC	Comming Up on STime in House	Absent After Late:	101 UII (Time in Hours)	
Punch Start	00.00 (Thme in Hours)	in Punch Entl	00:00 (Time in Heard)			
Advance Setup						
leoi Shift:	8	Shift Allowance				

Overtime Setup : We can set the overtime policy for the shift. When an employee does the overtime after the shift hours than overtime calculates by this policy.

STAR LINK		S ULL ADDARD	012-11027-7511-7008-045-5617n460 6424 x 75	Welcone Admin	CHAN DelBUI
m - Trabletion - I	Gale Paus - Date Process - Lo	ere Management + Adams -	Reports -		Lines
date Shift Ma	ster				
Staff Setup Overta	ne Setup Shift Mapping				
Charles and the state of the st					
Overtime Setup			(1997) -		
Overtime Setup Max OverTime Time:	22.55 (Time in Hours)	OT Start After	00.00 (Time in Hours)		
and the second sec	23.55 Time is Hours) 00.00 (Time is Hours)	OT Start Aber OT Deduct Aber	00.00 (Time in Hours)		

Shift Allowance: This option is use for the giving allowance to the employees according the allowance setting in shift.

STAR			Q	CURTYLASSER IN BLI-ANGAMMA	19 1.0029 77511, PRIR (PC) valuering 24 x 75	Welcome Admin	Climit MarWeg
Machee - Trans	arthine - Gain Pela	Data Process - La	nit Minapinin	(= Admin+ 10	porta -		
Update Sh	ift Master						
Shift Setup	Overtime Setup	The Allemane	Fless Setup	Shift Mapping			
Max Early D	arking Hour. (80.00)	Time in Hours) (Time in Hours)	Max Late	Coming [10.00 (filme in Hours)		

Flexi Setup : We can set the Flexible timing for the shift. This option is use to make the shift timing flexible which is use to mark the status of attendance according total working hours.

Antor - Transaction - Gate Pars - Data Process - Leave Management - Admin - Reports -							
date Shift M	laster					1.044	
tiñ Beug. Over	stame Setap Shift Adowance	Frest Design Staft N	topping				
Flexi Shift Setu	-p						
Fleri le Manth	00 Ct to rest Date of month	i.					
Flowi In Time:	00.00 (Time in Hours)	Flexi Halt Day In T	ime: 02.00 (Time in Hours)	Min Working Hours For 00.00 (Time In Hours)			
				HallDay			
Flexi Out Time	stcool (Time in Hours)	Fless HillDay Out	Time: IIIIII (Time in Houri)	Min Watting Hours For as as (Eme in Hours)			
				Freisert			

Shift Mapping : This option use to map the shift for multiple locations. So this shift shows only for those locations which are mapped in to the shift.

STARL	INK	S controlmente nez e cane rock, enez ino out solar	Welcons. Adapt	
tion - thursda	iller - Gen Pau - Dwo Poeter - Leven	Mosgement = Adula = Reports >	ANTEL	
pdate Shift	t Master			
That Geogr	Overlase Delay Thit Manual			
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111-606	-			
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sefore u		master click on Check button.		
AR LINK		master click on Check button.	Weizume A des	a (14)
AR LINK	pdating the Shift	CONTROLOGIE HELP LIME* TOLL PRECIPCION IN MICH	Watermo Adm	
AR LINK	Over Page - Date Program - Lear	CURTOMER HERP LINES TOLL PRIME WO GRANGED	- Walrame A.dea	10
AR LINK	Over Page - Date Program - Lear	CONTROLOGIE HELP LIME* TOLL PREPROVED IN MARCH	Walesaw Adm	10
Shift Ma	Over Page - Date Program - Lear	CONTROLOGIE HELP LIME* TOLL PREPROVED IN MARCH	Waterane A.dea	14
AR LINK Shift Ma	opdating the Shift	CONTROLING HELP LINE* TOLL PREPROVED IN NO.	Waterane A des	10
AR LINK and be badeed : Shift Ma stap Count t Netup	opdating the Shift	CONTROLOGIE HELP LIME* TOLL PREPROVED IN MARCH	Witness Adm	10
AR LINK and, do balant Terminetion Shift Ma shap Cost Cost	Gove Page - Data Program - Leve aster Tune Setup - Shift Mapping	CONTROLLER AND A LINE TOLL PREPROMENON W Management - Admin - Reports	Wateraare A. daa	14
AR LINK web. Beladese E Shift Ma stap Orest Const Const Const Trime	Updating the Shift	CONTROLING AND	*	245
AR LINK web- be bades / Transactions to Shift Ma map Orest to Shift Ma orest to Shift Ma to Shift	and a ting the Shift	Characteristic and a state of the second state	* 57 (20) (Time in Hours) (0,00) (Time in Hours)	14
AR LINK and the balance Transmettions to Shift Mar anap Orient A Netup Code Trans Shart Trans of Balary Const Trans	aster Conce Pase - Date Provine - Lieve aster time Semp Shift Mapping Conce (Time in 24 + Farmat) Conce (Time in 24 + Farmat) Conce (Time in 24 + Farmat)	End Time	× 67.00 (Time in Hours) 90.00 (Time in Hours) 10.00 (Time in Hours)	14
AR LINK and, be blacked Transaction v Shrift Mar ange Orent Shrift Mar Artup Code Trans Shart Trans n Bobaro EarryO Markit shift	aster Conce Pase - Date Provine - Lieve aster time Semp Shift Mapping Conce (Time in 24 ++ Farmat) Series (Time in 24 ++ Farmat) Series (Time in 24 ++ Farmat)	Control of the second s	× 67.00 (Time in Hours) 90.00 (Time in Hours) 10.00 (Time in Hours)	14
AR LINK and, belower Terminetion Shift Mar ang Oreat Shift Mar Tree Tree Shart Tree I Bobro EarryC Maiti shift sch Start	Conce Pase - Data Process - Leve aster time Semp Shift Mapping Conce Conce in 3454 Formal Conce Clime in 3454 Formal Conce Clime in 3454 Formal Conce Clime in 3454 Formal Conce Clime in 3454 Formal	Control of the second s	× 67.00 (Time in Hours) 90.00 (Time in Hours) 10.00 (Time in Hours)	10
P <mark>R LINK</mark>	Conce Pase - Data Process - Leve aster time Semp Shift Mapping Conce Conce in 3454 Formal Conce Clime in 3454 Formal Conce Clime in 3454 Formal Conce Clime in 3454 Formal Conce Clime in 3454 Formal	Control of the second s	× 67.00 (Time in Hours) 90.00 (Time in Hours) 10.00 (Time in Hours)	

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

These are following options you can use to make a

shift.Shift code	: Add the new shift code.
Shift Start Time	: This is the shift starting time.
Shift End Time	: This is the shift end time.

Shift Duration	: This is the total working hours
Lunch Start Time	: This is lunch's starting time.
Lunch Duration	: This is the duration of lunch.
Lunch End Time	: This is lunch's end time.
Lunch deduction	: This is the time period that will be deducted from the working Hours.
Max Over Time :	This is the limit of period after which the OT won't be considered e.g. If OT deduct after is initialized as 3.00 hrs and employee having OT 5.00 hrs. Then it would consider 3.00 hrs. Only if you want to give actual overtime, set 23.59 in this option.
OT Start After	: This is the time period after which OT will be considered. If you set 30 minute in this option, between this duration OT will not calculate, But if employee stays till 31st minute in the company, he/her will get OT 31 min.
Overtime deduction	This is the time period that will deduct from the overtime hours. Example, if over time is 4 hours and overtime deduction is 30 min, total over time will be 3 hours and 30 min.
Shift Position	: Three types of shift as Day, Night and Half day.
Lunch Deduction	: This is the time period that will deduct from overtime hours.
OT Remove After Lat	te: This option is use for if employee late coming durationmore 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 giventime employee attendance will mark as absent.
Flexi Shift Setup:	 If you want to flexi Shift. Click on Is Flexi Shift check box. Multiple options will be displayed.

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.

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Macure - Transactor -	Guie Dava - Dava Process - Leave	Managements-	Admini - Repetts+					
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Shift Setup								
Divit Code	345	Shift Pasta	Message					
Titutt Time	Ing the (Time In 24 Per Format)	End Time:	O Shift has been to block On To Manage Shift		III.00 (Time in Hours)			
Lunch Start Time	13 00 Stime in 24 Hit Formati	Lunch End 7	Or You Wen to Avel Shift Add Shift		00.30 (Time in Hours)			
Abcent Below EarlyG (for MidX) shift		Absent Befu		CN	Time in Hours			
In Punch Start:	10.00 (Time in Hours)	In Punch End	(Conco) (Time in Hourio)					
Advance Setup								
First Shift	0	Shitt Allowand	• D					
	Earls Add Check							

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

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hift Code	Start Time	End Time	Shift Hours	Shift Position	‡ Edit	Delete
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E2	18:00	02:30	08:30	EVENING	2	0
El	17:00	01:30	08.30	EVENING	1	0
A5	16:00	00:30	08:30	EVENING	1	0
A4	15:00	23:30	08:30	DAY	1	0
(A3	14:00	22:30	08.30	DAY	1	0
A2	13:00	21:30	08:30	DAY	1	10
A1	12:00	20:30	08:30	DAY	1	0
G4	11:00	19:30	08:30	DAY	1	0
G3	10:30	19:00	08:30	DAY	1	0
G2	10:00	18:30	08:30	DAY	1	8
ÆN	09:30	18:00	08:30	DAY	1	Ø
°03	09:30	18:00	08:00	DAY	8	0
01	09:00	17:30	08:00	DAY	1	0
05	09:00	17:30	08:00	DAY	1	0
M3	08:30	17:00	08:30	DAY	1	0
M2	07:30	16:00	08:30	DAY	1	0
iM1	06:30	15:00	08:30	DAY	1	0
hift Code	Start Time	End Time	Shift Hours	Shift Position	Edit	Delete

2.4 Employee

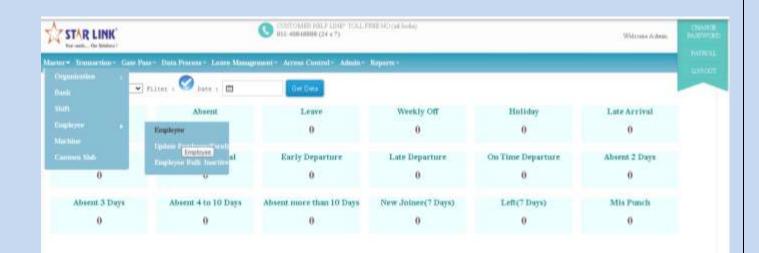
You can make entry of new employee of the company through this option of time office software. Pay code and card no. should be unique. It must to enter unique Pay code, unique card no. and name and dateof joining for the employee creation.

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

- 2.4.1.1. Office Details
- 2.4.1.2. Personal Details
- 2.4.1.3. Time Office Policy
- 2.4.1.4. Shift/WO Policy
- 2.4.1.5. Extra Details
- **2.4.1.1. 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 organization, company, contractor, department, sub department, category and designation etc to each employee, which he/she belongs to. You can even include the scanned photographs of employee andemployee signature.
 - 5 You can add PF No. of employee.
 - 6 You can add ESI No. of employee.
 - 7 You can add Aadhar No. of the employee.
 - 8 You can add Pan No. of the employee.
 - 9 You can add date of joining of employee.

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

2.4.1.2. 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.

Contracting of	Data Process - Leave A	fanagement - Admin - Rep	arb -				
d New Emp	ployee						
ffice Detail	Personal detail	Time Office policy	Shift/WO Policy	Extra detail			
Personal det	tail						
Date of Birth	m						
farried:	YES .		Sex	Male.	Blood Group:	N/A ¥	
lualification:		0	Experience:		Designation		
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- **2.4.1.3. 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.
- 7. **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.
- 8. **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.
- 9. 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.

- 10. **Round the clock work** : If a employee wants to continue next shift, in that case you have to select this option.
- 11. **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.
- 12. **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.
 - 13. **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 daypresent. If working hour is greater, then he is full day present.

14. **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 workinghrs, Status will be SRT.

			CURTON SER FEELP LA CLUB CALL + BRANNER (24 x 7)	NE' TOLL FIEL NO (41 Julie)			Welcome Admin	CIMPOE NUTRICED
Motor Transford Cale Par Update Employee	r - Data Promo - Laure)	Management Admin Report	4-1 					INVIAL.
Office Detail Personal deta	a Tase Office pulsey	Sluft/WO Policy Extra de	uit .					
Time Office policy								
Premiesible Late Arrivat	IIII 10 (Time in Hours)	Permissible Early Departure	00 18 (Time in Heurs)	Max Working Hours in day	24.00 (Time in Houre)			
Punch required in day	ha •	tingle punch only	Fired Out Time +	Hound The Clock Working:	0			
Consider Time Loss:		Hat Day marking:		Short Leave Marking	5			
Present Marking Duration	54.50 (Time in Hours)	Max Work for Half Day :	02 III (Time in Hours)	Max Absent hours for SRT	02:00 (Time in Hours)			
Overtime/OverSitay	e Timo 👻	Rate		te Col'Applicable	0	≥ 01 on WQ/HLD	0	
Laave Policy SETU	P1 *	Late Plan	ů1 *					
- Appleder	Date							

15. 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.

16. **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.

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

18. Leave Setup :- We apply the leave setup to the employee.

19. Late plan Setup :- We apply the late setup if we want to deduct the late of the employee.

2.4.1.4. 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 weeklyoff.

		CUSTOMER HELP LIN 1800-11-8088 (24 x 7)	E" TOLL FREE NO (all India)			Welcome Admin	CHANGE PASSWORD
Warneeds Our Belatime Master - Transaction - De	1 ata Process = Leave Management = Adm	in – Reports –					LOGOUT
Add New Empl	loyee						
Office Detail	Personal detail Time Office	policy Shift/WO Polic	cy Extra detail				
Shift/WO Poli	ay						
Shift Policy							
Shift Type:	Fixed V	Select Shift:	GEN (09:30-18:00)				
Run Auto Shift	8						
Weekly Off Pol	icy						
First W/O:	Sunday 🔻	Second W/O:	None T	Second W/O Type:	Full ¥		
Second W/O Day:	0 1 0 2 0 3 0 4 0 5	Half day Shift:	Select 🔻				
	Add Employee Back						
<u>.</u>							
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There are three type of shifts ---Fixed, Rotational and Ignore

20. Fixed shift: If an employee comes in a single shift, it means his shift will be fixed.

21. 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.

22. Ignore Shift: It means Employee have no any Shift allotment. He will come in any time.

2.4.1.5. 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.

date Empl	oyee								
Mice Detail	Personal detail 7	inw Office gobicy	Shift WO Pulley	Estra detail					
Estra detail									
Married	NO		Marital Status	Not applicable .*	Anniversary Date:			Spouse Name	
Cast & Religions	E C		DOB of Nominee.		Name of Nominee.			Relation with	
								Nomines	
Father Name:			Emergency Contact		Emergency Contact				
			Person:		No				
Insulation No.			Employee Location:		Notionally:	Indian.	(A)		

2.4.2. Update Employee Data: We can update the multiple columns information for multiple employees at a time by excel sheet. When we select the columns and then download the excel sheet. Fill the excel sheet and then select here the path and then click on import data button. Then your data is changing according your sheet.

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2.4.3 Employee Bulk Inactive:- We can download an excel file here. Which is filled by

	•	Fill the excel sheet with become inactive.	your data a	and import he	ere then fill the
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Tor wells the biding (ata Passo - Data Pracasso - Leave Man e-in-bulk	agement- Admin- Report-			
Select File	Chaose File No like chosen	Download Damo Na Format			

2.5. 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.

	147 FL 144/142	the same of course of	25 - 02					L06 0
		ocess = Leave Management = Admin = 1	Ceports =					
nag	ge Machine	Add New Machine						
10W	10 Y entries					Search		
- 3	Name	Ip	© Type	© Port	\$ INOUT	© Edit	Delete	
	Test2	192.162.0.50	Attendance	1085	0	1	0	
	Test	192:162:0.50	Attendance	1085	I	×		
	Name	Ip	Туре	Port	INOUT	Edit	Delete	

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

STAR LIN		CUSTOMER HELP LINE" TOLL FREE NO (all India) 1880-11-8055 (24 x 7)	CHANGE Welcome Admin PASSWORD LOG OUT
Master - Transaction -	Data Process - Leave Management - Ada	uia – Reports –	
Add Machin	e Master		
Machine Id: Machine Name: Machine Ip: Machine Port Machine Type:	2 Test2 192.182.0.50 1085 Attendance V Add Back	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.

STAR LIN	K 1800-11-8088 (24 ± 7)	TOLL FREE NO (all India)	Welcome Admin	CHANGE PASSWORD LOG-OUT
Master - Transaction -	Data Process = Leave Management = Admin = Reports =			
Add Machine	Master			
Machine Id:	3			
Machine Name:	Required			
Machine lp:	Required			
Machine Port	1085			
Machine Type:	Attendance Y IN OUT	¥		
	Add Back Alert	×		
	A Please pr	ovide Machine name		
		Ok		
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After filling all the parameter click on update button.

STAR LII		CUSTOM 1800-11-50	ER HELP LINE" TOLL FREE NO (sil India) 188 (24 x 7)		Welcome Admin	CHANGE PASSWORD LOG OUT
Master Transsition	Data Process - Leave Management -	Admin - Reports -				
Add Machin	e Master					
Machine Id: Machine Name: Machine Ip: Machine Port Machine Type:	3 Test1 192.162.0.50 1085 Attendance V Add Back	IN OUT	Message Mechine Add SucessFully, Go To Manage Machine . Or You Want to Add Machine	X		
Copyright ⊜ Star Link	Communication(7)Ltd. All rights reserv	ed			f 8	

You can also delete any Machine Master.

r - Transaction - Dat	ta Process 🖛 Leave Management 👻 Admin	Reports					LOG O
nage Machine	Add New Machine						
ow 10 Y entr	ies				Search		
Name	Ip	© Type	© Port	\$ INOUT	© Edit	Delete	
Test2	192.162.0.50	Attendance	1085	0	1	۵	
Test	192.162.0.50	Attendance	1085	T	× .	0	
Name	Ip	Type	Port	INOUT	Edit	Delete	
kowing 1 to 2 of 2 ent	Ties .				First	Previous 1 2	
bowing 1 to 2 of 2 ent	ries				- 1935 - 1935		

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

		CUSTOME 1800-11-80	R HELP LINE" TOLL FREE NO (all India) 18 (24 x 7)		CHANGE Welcome Admin PASSWORD
Master - Transaction -	Data Process — Leave Management — Adm	in Reports			LOGOUT
Update Macl	hine Master				
Machine Id:	2				
Machine Name:	Test2				
Machine Ip:	192,162.0.50				
Machine Port	1085				
Machine Type:	Attendance T	IN OUT	Out 🔻		
	Update Back	1	Message	×	
			 Machine Detail has been updated. Go To <u>Manage Machine</u>. 		
				Ok	
Copyright @ Star Link	Communication(P)Ltd. All rights reserved				A A A A A A A A A A

3 Transaction

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

3.1. Manual Punch :-

3.1.1. Manual Punch

When an employee forgets his card, in that case you can mark his attendance present through this optionin 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.

		CUSTOMER I 1808-11-8088	HELP LINE" TOLL FREE (24 x 7)	NO (all India)			Welcome Admin	CHANGE PASSWORD
Master - Transaction -	Data Process - Leave Management - 2	Admin – Reports –						LOGOUT
Employee M	anual Punch							
Paycode Code:	j 🗾 🕹	Process from:	DD/MM/YYYY		Get Employee Data:	Get Data		
Card No:		Name:			Company:		-	
Punch Date:	DD/MMYYYYY	Punch Time:	00:00					
Resson:		Punch Post:	Punch Post	Back Data Process				
Copyright © Star Link	Communication(P)I td. All rights reserved						(f) 8	

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

Instra Transaction V Rein Process V Leave Management V Admia V Reports V Card No: OCCOUNT Process from: OTIO/IZO17 Get Employee Data: Cerd Data Card No: OCCOUNT Name: RAJ KAMAL JHA (RTC) Company: THE INDIAN EXPRESS PVT LTD Punch Data: DUMMYNYY Punch Time: 00:00 Company: THE INDIAN EXPRESS PVT LTD Punch Data: DUMMYNYY Punch Time: 00:00 Punch Post: Punch Post Back Data Process Punch Data: DUMMYNYY Punch Post: Punch Post Back Data Process Punch Post: Punch Post Punch Post: Punch		R LIN			1800-11-8088 (24						Welcom	e Admin	PASSW
Card No: D000001 Name: RAJ KAMAL JHA (RTC) Company: THE INDIAN EXPRESS PVT LTD Punch Date: DDMM/YYY Punch Time: D0:: THE INDIAN EXPRESS PVT LTD Reason: Punch Post: Punch Post Back Data Process Punch Dota: Punch Post: Punch Post Back Data Process	aster Trans	action –	Data Pr	ocess 🐖 Leave Managament	👻 Admin 🛩 Reports 🛩								
Card No: 0000001 Name: RAJ KAMAL JHA (RTC) Company: THE INDIAN EXPRESS PUT LTD Punch Dsie: DD/MM/YYY Punch Time: 00:00 Punch Dsie: DD/MM/YYY Punch Time: 00:00 Punch Dsie: Punch Post: Punch Post Back Data Process	mploye	e Ma	nua	l Punch									
Punch Date: DDMM/YYYY Punch Time: DD.00 Reson: Punch Post: Punch Post Back Data Process	aycode Coc	e:	000	D01	Process from:	01/01/2017	Get Employee	Data: G	et Data				
Resson: Punch Post: Punch Post Back Data Process Physical Detail Solid BC Solid Solid Solid BC Solid Solid BC Sol	Card No:		000	00001	Name:	RAJ KAMAL JHA (RTC)	Company:	тн	E INDIAN EXI	PRESS PV	T LTD		
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When you click on Punch Post button the punch information will be shown as given below:

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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 willshow manual.

3.1.2. Canteen Manual Punch: Canteen manual punch working is same as Attendance manual punch but the difference is this option is working for canteen punch data with canteen machines.

	NK		CUTC BL-80	AND YELFLIND TOLL F	020 HO (all haite)		Welcome Admin	
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Department			Section	1	Grade			
Punch Date:	UGMM/YYYYY		Punch Time	00.00	Machine Type			
					Mischine ID		÷	
Reason			Catteen Punch Past	Panch Post				

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

Your needs Our Bols		1800-11-8088 (24 x	7)	Welcome Admin	PASSWO
faster 👻 Transaction 🛩	Data Process - Leave Management	👻 Admin 👻 Reports 🛩			
Manual Punc	h By range				
Punch Posting from thi	s form always IsManual=N)				
Punch From Date:	31/12/2017	Punch To Date:	31/12/2017		
Punch Time:	00:00 00 (provide number	if you want to random Punch)			
Machine Id:	000 (Last Three digit for M	achine IP)			
Select Employee :					
Reason:			Punch Post		

3.1.4. Import In-Out : Through this option we can enter manual punches by excel file for multiple date and multiple employees.

	0	CUNTOMER HELP LENE YOLL FREE NO (of helio) WEL-meaning (24 a 7) Welcome Admin	CHANGE MARWORD
Master- Transaction - Gate Pass-	Data Process- Leave Management-	Admin- Reports-	TATAOLI
Import In-Out			100.007
Download Demo Ne Format			
Select File	Choose File No Ille chosen		

3.2. Shift Change Window :- Through this option we can change shifts and week off.

3.2.1 Shift change window

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

aster – Transaction –	Data Process - Leave Management - A	ulmin - Reports -						LOG OU
hift Change	Window							
aycode Code:	000001	Card No:	00000001	Shift D	etail			
	000001			Select	Date	Shift	Shift Attend	© Status 🗘
ear/Month:	2017 🔻 Jan 🔻	Get Employee Data:	Get Data	-	31-Jan-2017	GEN	GEN	A
ame:	RAJ KAMAL JHA	Company:	THE INDIAN EXPRESS PVT LTD	×	30-Jan-2017	GEN	GEN	A
	NOV MONINE SUID	sectopendy.	THE MORE EXTREME TO THE D	-	29-Jan-2017	OFF	OFF	WO
epartment	THE INDIAN EXPRESS	Location:	NOIDA - B1	~	28-Jan-2017	OFF	OFF	wo
esignation:	CHIEF EDITOR - IE			4	27-Jan-2017	GEN	GEN	A.
AND \$157635700				Select	Date	Shift	Shift Attend	Status

3.2.2. Shift Multi Transaction (By Range)

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 LIN	K 1800-1	MER HELP LINE" TOLL FREE NO (all India) -8888 (24 x 7)		Welcome Admin	CHANGE PASSWORD LOG OUT
Master – Transaction –	Data Process – Lesve Management – Admin – Reports				LOGICON
Shift Multi Ti	rasaction				
Operation	🖲 Shift Change 🔍 Shift Replace 🔍 Shift Cop				
From Date:	🗇 01-Nov-2017 To Date	31-Dec-2017			
Attend Shift	SA2 (13:00-21:30 🔻 (only in Case of Shift Chan	6)			
Select Employee :	Proces		Get Shift Schedule		
		Message Operation Done successfully 	×		
Copyright ⊖ Star Link (communication(P)Ltd. All rights reserved			f 8	

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

3.2.3. Import Single Shift from Excel

	ĸ	CLUB SLL-A	TOMER MELP LOUIS TOLL FREE NO (all holis) inferences (24 a 7)	Welcome Admin	(BIANGE MASSAGED
Master- Transaction	- Gate Pass - Data Process -	Leave Management- Ada	nin- Reporti-		
Import Single	Shift From Excel				1001001
Shift Type	Daily	•			
Download Demo file Format					
Select File	Select File Choose File No file chosen				
	Check Data				

3.3 Overtime :- Through this operation we can manipulate the Overtime.

3.3.1 Overtime (Approval) :- When Overtime is not running on Auto Approve, if any employee is working overtime, the overtime appears here and then the user approves the overtime from here.

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3.3.2. Manual Overtime :- Through this option we can change the or give the overtime manually to any employee from here.

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3.3.3. OverStay To Overtime :- Through this operation user can change overstay to overtime.

CHANGE

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OverTime	ŧ .
	© OverTime Previous

3.4 Holiday

You can add all holidays from this option.

STAR LINK*	CUSTOMER HELP LINE" TOLL FREE NO (sil india) 1890-11-3688 (24 x 7)	Welcome Admin PASSWO LOG O
Master — Transaction — Data Process — Leave	Management = Admin = Reports =	
Holiday <u>Add New Holiday</u>		
Show 10 🔻 entries		Search
Date	© Description	¢ Delete
26-Jan-2017	Republic Day	0
Date	Description	Delete
Showing 1 to 1 of 1 entries		First Previous 1 Next Last
-		

3.5 Attendance Adjustment :- Through this operation user can adjust the attendance for multiple employees for any date.

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0000	VASIM ARAMED	16 Wey 2024			OEN (02:00-57 38) >		0	0

4. Gate Pass :- Through this operation we can insert and delete the gate pass.

4.1. Gate Pass Insert : - We can insert gate pass through this operation. User can insert two type of gate pass (i)Official Gate Pass, (ii)Personal Gate Pass.

TT STAR LINK	UIS-00940000 (54 s T)	an , a janini i sime ja A Des peri	**		Webstree Admin	PASSWORD
Master- Transaction- Gale Pass- Dat	a Processo - Leaste Managemento - Admino - Report	i.				INVICUL LOGICUT
Gate Pass Process Form						COMPACT.
Employee detail						
Paycelle Code	From Date: 81-Nov-2024	To Date 2014	Get Data			
Card No.	Name		Company			
Department						
Appty						
Date Office: 26-Nev-2624 Get Da	Gitte Pass Type Select 😺 Start Time	00:00	Total Duration 03:00			
Deduction Type Select v	flemark:	4		- flubmit -		
Attendance detail						
shitt	In Time 00:00 Out 00:00 W	wiling Hours at 00	OT Haurs 00:00			

4.2. Gate Pass Details:- After inserting the gate pass we can see the details of gate pass from here.

STAR	LINK			0.0	2015/06/2010 HILLP L 1/40040000 (24:4:2)	6				Wetcope As	
der- Das	ene flore - Ca	e Pass - P	Na Process - Leare Masagement - Ac	ress Counst- Mede	Reporte						18290
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5. Data process

5.1. 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.

STAR LINK	CULTOMIS HELP LINE TOLL PRES NO (allisho) 818-40640000 (24 x 7)	Welcome Ardume Discovered
Masters Transactions Gate Pass - Data Processs Leave Managements	Assess Counted - Adedin - Reports -	TWEEK
Data process		Logon
Prócesa Name Rome		
From date: 01-aan-2025 To Date	[2] 21-Dan-2022	
Eelact Employee :		
Process		

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

5.2. 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.

STAR LIN	ĸ			Control of the second	CAMER HELF LINES YOLL WELF HO GAUNDAU ARRENG (25 a Ty	Weisser Adress	
Marter- Transmit	n - Can Pasar Data Provins	Learn Management	Versia Cannel	Adeis- B	Angua Bar	_	
Data process							tostin
Process Name:	Produc-Update						
From date	1 24.46w-2020	To Date	E 24.48w-20	122			
Eelect Employee :	0						
	Provens						

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.

5.3. Back Date Processing

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

STAR LII		CUSTOMER HI 1800-11-3088 (2	ELP LINE" TOLL FREE NO (all India) 4 x 7)	Welcome Admin	CHANGE PASSWORD LOG OUT
Master - Transaction -	Data Process - Leave Managemen	nt – Admin – Reports –			-
Data process					
Process Name: From date: Select Employee :	BackDay	To Date::	間 31-Deo-2017		
	Process				

5.4. Re-processing

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

	lation l - Data Process – Leave Management	- Admin - Reports -		LOG
ata process				
ocess Name: im date: lect Employee :	ReProcess	To Date:	简 31-Dec-2017	
	Process			
pyright © Star Link	Communication(P)Ltd. All rights reser	ved		(† 8° 🖉 (

5.5. Attendance Lock:- Through this operation we can lock attendance of a particular date, week and month. When user locks attendance then any other operation does not impact on locked attendance.

STAR LIN			UNTOMER HELF LINEF TOLL FREE NO (all index) 31.48848888 (24 x 7)	Webriesse Admin	CHAN HASSING
faster- Transaction	- Gale Pass- Data Process-	Leave Management-	Admin - Reports -		LOGHN
Data process					
Process Name: From date: Lock/Unlock (Unchec far Unlock) Select Employee :	AttendanceLook	Te Data	面 25-May-2824		
	Process				

5.6. Late Plan Process :- This operation is working on attendance according to the late deduction plan.

STAR LINK			C CUTTORIUM HULL LINU? SCILL FRIEN NO SATURAT	Weiman Admin	10.00
Marters Trainertine	Gam Pass - Data Presso-	Loss Mangements	Arona Castral - Alisin - Reports-		
Data process					ten
	utaFile/Fracess	To Date	21. Apr - 3325		
	Pistors				

6. Leave Management6.1 Leave Application:-Through this option, leave can be posted and deleted.

6.1.1. Leave Posting:- Go to Leave management **I**Leave Application **I**Click on **Posting** Option.

STAR LIN		Q	CUSTOMER HELP 1800-11-8088 (24 x	LINE" TOLL FREE NO (all India) 7)	Welcome Admin	CHANGE PASSWORD
Master • Transaction • Data process	Data Process = L	eave Management - Admin Leave Application Leave Setup	Posting			
Process Name: From date: Select Employee :	ReProcess	Lowe Accual	Deletion	間 31-Deo-2017		
Commishin (0 Star Lunic (Communication/Dat	11 All rights pearson				
Copyright 🛛 Star Link C	Communication(P)L	td. All rights reserved			(† 8	

STAR LINK			C 01177-060194 HELP LINE* 7 911-00340000 (24 s 7)	TOLL FILEE NO SAE Indas					Weine	e Admin
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Leave Applicat	tion									
Congileyee decall				Leave Balance Detail						
Paycade Coltri	timote and No.	strice Or	(Data: Idel Date	Lease Code	Aerreal 12	Censule		Des	di.	Ralance 13
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Reacon	Test	File Uptrad Choose File No D	i chosen							
Auphi	Apply Calend									

(a>0

 * 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.

STAR LIN	sk.			CONTRACTOR NULT LINE D	AL POR NO M LONG				Weber	un Autoria	
	an Gate Paer Data Process Le	or Mangements	Arrest Cases	de Adelia Tapatas							
Leave Applic	ation										
Employee detail.					Linne Balance Dei	iall					
Paysode Colle	STROOM Card No.	838005	OrtData:	Gentforda	Lenve Cude	Accessed	Consume	Ene	ah	Halunes 11	
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From Date	10 34030326	To Dwie	101:24			Day	5340	In Out	Same	Alvent	_
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6.1.2. Leave Deletion Go to Leave Management Deletion Deletion Option.

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nare Transaction of Gale Par halfs [NPO (1515-2359) ¥]	Learn And	nenie Acciss Councie Admin-	Reports			
Present 0	Abres Level Con 0 Level Con	and . Las hope Lasses	weekly Off 0	Holiday O	Late Arrival 0	
Early Arrival Ø	On Time Arrival 0	Early Departure 0	Late Departure 0	On Time Departure 0	Absent 2 Days 0	
Absent 5 Days 0	Absent 4 to 10 Days	Absent more than 10 Days	New Joinen(7 Days) 0	Left(7 Days) Ø	Mis Puuch O	

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

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otwar	Landon	Den	Designation	94	Sect		-
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• Enter the Employee Paycode and Press "Tab" button. Then employee all detailswill 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.

6.2. Leave Setup:-

6.2.1. 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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Add Leave M	aster					100.001
Leave Field	1.07	Leave Code				
Leave Description						
Leave 7/04	Laswo 👻 La	ove Mapped with the	iad 😽			
	ARE BEE					

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.

- 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.
- 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.

TSTAR LINI		V 1800-11-8038 (24 ± 7)	eedwort to looz 🖈 i i		Welcome .	Admin PASSWO
er « Transaction «) nage Leave N	Data Process + Leave Management + Aaster <u>Add New Leave</u>					
ikow 200 🔻 e	stries			Searc	dn.	
.eave Field	Cave Code	Description	© Leave Type	© Is Accrual	© Edit	Delete
L03	SL	SICK LEAVE	Leave	N	1	۵
L05	PTL	PATERNITY LEAVE	Leave	N	1	8
102	PL	PREVILAGE LEAVE	Leave	N	1	0
L08	OD	Out Duty	Present	N	1	0
_04	ML	MATERNITY LEAVE	Leave	N	1	0
.07	LOP	Loss of Pay	Absent	N	1	
.06	COF	COMP OFF	Present	N	->/	۵
L01	CL	CASUAL LEAVE	Leave	N	1	۵
eave Field	Leave Code	Description	Leave Type	Is Accrual	Edit	Delete
Showing 1 to 8 of 8 e	ntries				First Previous	I Next Last

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After clicking on Edit button the page appear as:

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Marker- (Transactio	un Gale Paran Data Process - Le	nev Management - Access Council-	Adeda + Reports -	Exercit Log OIT	
Add Leave M	aster				
Leave Field	L04	Lasve Code SL			
Lewe Description	Schlasve				
Leave Type:	Leave V Leave N	Happed with Select 👻			
	Vodam Back				

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

6.2.2. Leave Setup:-

Go to leave management <a>[2]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.

	ur Solutions 1			Welcome Adm	in PASSW
er – Transacti	ion 👻 Data Process 👻 Leave Management 👻 Admin 👻 Repo	rts 🕶			
nage Lea	we Setup Master <u>Add New Leave Set</u>	up Master			
how 10	▼ entries		Search:		
etup Id	Name WB & APT Leave Employee P	Description WB & APT Leave category Press	© Setup		Delete
			Setup		
	WB & APT Leave Employee J	WB & APT Leave category Journalist	Setup		U
	WB & APT Leave Employee A	WB & APT Leave category Administration	Setup		0
	TR Leave	Leave of Trainee Employees	Setup	1 A 1	
	Contract Emp Leave	Contract Employee Leave Policy	Setup	1 A 1	
etup Id	Name	Description	Setup	Edit	Delete
Showing 1 to i	5 of 5 entries		Fin	t Previous	l Next Last
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vlnoad E	Employee policy Detail				
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vlnoad E	Employee policy Detail 📇				
vlnoad E	Employee policy Detail 📇				

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

STAR LIN	NK [®]	CUSTOMER HELP LINE" TOLL FREE NO (all India) 1800-11-8088 (24 x 7)	Welcome Admin	CHANGE PASSWORD
Master - Transaction -	Data Process - Leave Manag	ement - Admin = Reports -		
Create Setup	Ř.			
Setup Name	Testing			
Description	Financial Year			
Select Employee :	\bigcirc			
Add Back				
Copyright ⊖ Star Link	Communication(P)Ltd. All righ	a nearved	f 8	

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.

STAR LIN	ĸ	CONTROLMED RELATION TO ALL REAL AND	Witness Adams IN	
Manner Manneder	- Gas Pass - Data Perso	nt - Lean Mangement - Action Cantoli - Adalas - Reports-		
Create Setup Bata Nerre Dearroban Batert Employee	Transition Transition	Salest Septrove Google Channe Addrive come 192.168.6.109/MER_TESTIPACAPages/TrineCHan/Selectorsate Fuplayer Organization Section Section Designation Grade Sale Department Excertion Section Congery Designation Grade Foldert Employee Section File Chaose File No. 188 stores Return of Balant Az		ALC OF
Complete Date Lett	Deservation of the Allowed	and a second	000	•

• Managing leave setup Master.

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

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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 accured 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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 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:

Caso1.

- **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

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

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

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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 fromPrevious" option must be unchecked.

(Here Accural on Month is NO)

Case4:-

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Previous" option must be checked.

2. If Is Financial: - No, Is Fixed: - No then "Is Accrual Day from Previous" option must be unchecked.(Here Accural on Month is Yes).

Note:-

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

6.3. Leave Accrual:-6.3.1 Leave Accrual :-

Go to Leave Management Deave Accrual Deave Accrual option.



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

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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 massage "Leave Accrual Successfully" and Click on Ok button.
- vi)Click on "Download Leave Accrual Status" and Report in Excel formatis generated.

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• Leave Accrual Status Report:-

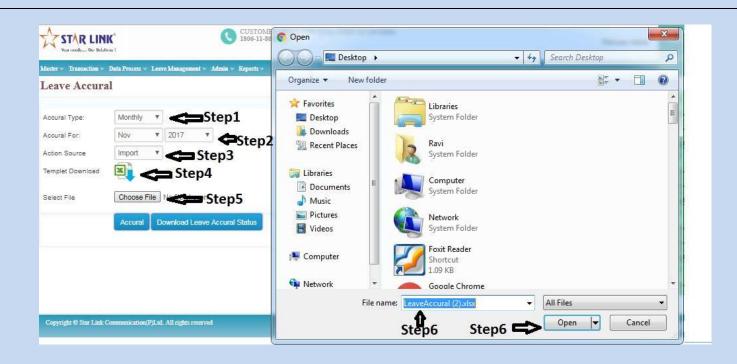
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• Import of Monthly Leave Accrual :

- 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 "Import" source.

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

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

vi)Click on "Accrual" button.

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

	А	В	С	D	E	F	G	Н	1 I	J	K	L	М	N
1]	Company Name	:-NONE,C	GLOBAL	FAIRS &	MEDIA I	TD,IE O	NLINE M	EDIA SE	RVICES F	VT LTD,	THE INDI	AN EX
2			Run Date & Time :-2	7/12/2017										
3			LeaveAccuralDetail	for Nov 20	17									
4														
5	Sno	Code	Name	Company	Departme	Catagory	(Location (Leave Coo	Accured L	Days On A	Year	Leave Yea	Accural Ty	pe
5	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	
3	3	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	CL	3	0.00	2017	2017	Month	
)	4	000002	UNNI RAJEN SHANKAR	TIE	141	CTR	L41	PL	4	0.00	2017	2017	Month	
0	5	000004	Vaidehi Thakar	TIE	125	CTR	L35	CL	3	0.00	2017	2017	Month	
1	6	000004	Vaidehi Thakar	TIE	125	CTR	L35	PL	4	0.00	2017	2017	Month	
2	7	000005	Sunil Jain	TIE	140	CTR	L41	CL	3	0.00	2017	2017	Month	
3	8	000005	Sunil Jain	TIE	140	CTR	L41	PL	4	0.00	2017	2017	Month	
4	9	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	CL	3	0.00	2017	2017	Month	
5	10	000008	GEORGE VARGHESE	TIE	D00	CTR	L35	PL	4	0.00	2017	2017	Month	
6	11	000020	R C MALHOTRA	TIE	132	CTR	L40	CL	3	0.00	2017	2017	Month	
7	12	000020	R C MALHOTRA	TIE	132	CTR	L40	PL	4	0.00	2017	2017	Month	
8														
9														
0														
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2														
3														

• 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 massage "Leave Accrual Successfully" then Click on ok button.

vii) Click on "Download Leave Accrual Status" and Report in Excel willbe generated.

STAR LINK	C CUST COMER THE P LINE TO LET UNDER NO DAI DARA WARMAN A	due Chartes
Marmer - Transaction Cate Passer Data Provide - Lease S	Anagement - Arress County - Adulta - Reports -	- AARCEL
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C C Step 6 Step 7	Active V Swieere File (Chosse File No the chosen)	
Capangle (Charlank Communities) (21) All ages arrowed		

Vour needs Our Bids	dicenș (Welcome Adm
Master • Transaction • Leave Accur:	AND A STREET	Leave Management +	Admin + Reports +			
Accural Type:	Yearly	*				
Accural For:	2017	Ψ.				
Action Source	Auto	*				
Select Employees :	\bigcirc					
	Accural	Download Leav	e Accural Status	Alert	×	
				▲ Leave Accural Complete.		
					Ok	

• Leave Accrual Status Report:-

	Α	В	С	D	E	F	G	н		J	K	L	М	N	(
1			Company Na	me:- Sta	r Link Co	ommunia	acation F	Pvt Ltd							
2			Run Date & Tim	e :-27/12/2	017										
3			LeaveAccuralDe	tail for 20	17										
4															
5	Sno	Code	Name	Company	Departme	• Catagory	(Location	CLeave Coo	Accured L	Days On A	Year	Leave Yea	Accural Typ	e	
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):-

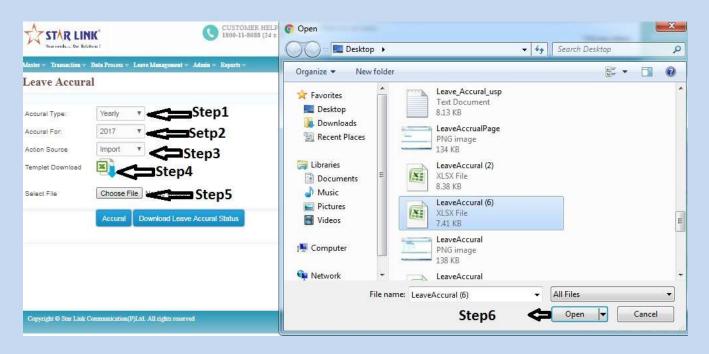
i) Click on "Accrual type" drop down box and Select Yearly.

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.

	А	В	С	D	E	F	G	Н	1	J	К	L	М	N	0
1	PAYCODE	LEAVECOD	ACC_VALU	JE											
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															
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14															
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17															



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

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

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Accural For:	20	17 🔻												
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vii) Click on "Download Leave Accrual Status" and Excel report Generated

Leave Accrual Report:-

	А	В	С	D	E	F	G	н	1	J	к	L	М	N
1			Company Na	me:-NO	NE									
2			Run Date & Time	e :-27/12/2	017									
3			LeaveAccuralDet	tail for 20	17									
4														
5	Sno	Code	Name	Company	Departme	Catagory	(Location (Leave Co	Accured L	Days On A	Year	Leave Yea	Accural Ty	pe
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														

6.3.2. Leave Accrual Manual :- Through this operation we can give the leave data manually to employess.



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er: Transfeld	en- Gain Pars- Data Pressor	Loses Management - a Arre	er Consello, Adminto Reporter						160
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aycode	STRODA	Accrual Type:	Al v	Accrual For:	2024	wither v			-
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ard No.	STROOM	Name	(Davi	Company	Starini contri	unication pyt. bit	E		
epartment:	Softwart	(traja)	114.	Category Name	Norber		E		
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Department. Software	Oranjac	111.		CategoryName	#/orker			
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6.3.3. C-OFF Import Balance:- Through this operation we can insert the coff opening balance for employees through excel file.

₩02(15:30-23:58)♥	and a state of the	SHOW:				
Present	Abser 0 Des-Con Des-Too	Thereard Canada Arrenal	Marriel	Holiday 0	Late Arrival	
Early Arrival	On Time Arrival	Early De Cott broot B	oute Departure	On Time Departure 0	Absent 2 Days 0	
Ahsent 3 Days Ø	Absent 4 to 10 Days Ø	Absent more than 10 Days 0	New Jainee(7 Days) Ø	Laft(7 Days) Ø	Mis Punch 0	
and , Arthony Transactions - Gale Pau	- Dada Priorese - Leare Marager	V 811-4	owar Half Land Yold Peak In Been (24x7)	i pali hodini		Wiross Adres
T <mark>AR LINK</mark> and the balance Transmitter - Cale Par alaunce Import at Deno Ile (1)	e - Dada Précesse - Leure Marager	V 811-4	64889 (24.x?)	pil inflo		
sel, for Matter) Theorem Gale Pas alance Import di Danno Ma	e – Dada Protecca – Louise Marager	V 811-4	64889 (24.x?)	i pel hette		
ad., to balant Transactions: Gale Pas alance Import		V 811-4	64889 (24.x?)	i yel belle		
and, for Marine 1 Transmittere – Cale Pan alance Import 3 Demo Ille 🗐		V 811-4	64889 (24.x?)	i yel belle		

6.4. 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.

ny - Transaction : Gam Part		menter Arrent Cantal - Admin-	Report -				767
HU2(15:30-22:58)♥	Fallwart - O Jan Lanne Area	and the second se				0	1000
Present	Ahaer	teave	Weekly Off	Holiday	Late Arrival		
0	0	er Enneand 0	0	0	0		
Early Antrol	On Time Arrival	Early Departure	Late Departure	On Time Departure	Absent 2 Days		
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Aluent 3 Days	Abanut 4 to 10 Days	Abanat more than 10 Days	New Juinee(? Days)	L=ft(7 Days)	Mix Punch		
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After Clicking Leave Carry Forward option Leave Carry forward page willbe display.

STAR LINK	C CUSTOMER RELF CHIP TOLL PERMINO (of India and another (24 s 7)	Weinser Admin.	CERCICIE INCOMPACING
Marber - Transmitten - Gan Pater - Hum Pressure - Lease Managements - Access Control-	Abele Bearts		(Individual)
Leave Carry Forward			
Leave Carry Forward From Year 2024 * Belest Employees			
Garry Forward Constrained Learner O any Forward Stable			

 Select Leave Year eg 2024 and Select Employee through Employee Selection.

Marker - Transaction - Gair Pass - Data Process - Leave	Maagemant - Aeres Centrel - Adada - Reperts-	MIELE
Leave Carry Forward	Select Employer - Google Chrome (□ □) □ A Not recure 192.168.6.109.WEB_TESTING,Pieges/TimeOffice/Electio. □,	lou on
Leave Carry Forward From Year 2034 ~ Carry Strepsels Stepsels Stepsels Carry Lawrence Lawrenc	Grade	
C C Step 4 Step 5	Active V Select File Choose File No file chosen Step Select File Select A	
Copyright O for Link Communication (P.1.M. All rights source)		(@

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

STAR LINK	192,168.6,109 says If any Cld Data Present then it Replace with new Data.	Webcore Adam CTUA HTTE Wildoore Adam PACING STOL
Mannes Transmittons Gan Passes Inite Presentes Loans Managements Arres	Do You want to continue?	waren -
Leave Carry Forward From Year 203a 🛛 🛩 Belant Employees 🧭		
Carry Foresett Downistad Leave Carry Enneard Matus		

• After click on Ok button one more massage box of OK will display.

STAR LINK'	192.168.6.109 says Are you sure you want to continue?		Widozew Adras	CHAPOT IS STORED TATRICAL
Masters Transactions Gate Panss Data Pressors Lease Managements Acce		OK Gental		100 UUT
Leave Carry Forward		Contra Contra		TOOR
Leave Carry Forward From Veac 2024 • Belact Employees • Carry Forward Coversed Leave Carry Forward Status				

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

STAR LINK	When the construction of the construction	CHARGE INSTRUCT
Marten - Tranaction - Gale Pain - Date Prenner - Lean Management - Arrest	Control - Aduda - Reporta-	AND/AL
Leave Carry Forward		unor
Lawer Carry Forward Fram Year 2016		
Carry Forward Desertion Laters Carry Forward Risks	Abri	
	A Laws Carry Forward Complete.	
Click on "OK" button	And to got Loovo Carry forward Status report	Click
	And to get Leave Carry forward Status report	Click
	And to get Leave Carry forward Status report Carry Forward Status" button.	Click
	Carry Forward Status" button.	Click
On "Download Leave (Main: * Transfink * Data Prices * Leave Management * Admin * Ro Leave Carry Forword	Carry Forward Status" button.	Click
On "Download Leave	Carry Forward Status" button.	Click
On "Download Leave (Mater = Transfer = Data Propert = Leave Management = Admin = Pro Leave Year: 2017 •	Carry Forward Status" button.	Click
on "Download Leave (Marky * Transaction * Data Process * Leave Management * Admit * Pro Leave Year: Select Employees :	Carry Forward Status" button.	Click
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on "Download Leave (Marky * Transaction * Data Process * Leave Management * Admit * Pro Leave Year: Select Employees :	Carry Forward Status" button.	Click
on "Download Leave (Marky * Transaction * Data Process * Leave Management * Admit * Pro Leave Year: Select Employees :	Carry Forward Status" button.	Click
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on "Download Leave (Mater Transfer Data Procest Leave Meagement Admin Ter Leave Year: Select Employees : Carry Forward Carry Forward Corry Forward C	Carry Forward Status" button.	
on "Download Leave (Mater Transfer Data Procest Leave Meagement Admin Ter Leave Year: Select Employees : Carry Forward Carry Forward Corry Forward C	Carry Forward Status" button.	

• Click on Download "Leave Carry Forward Report":-

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6	T001	Ravi_Fixed_	T001	GLOBAL FAIRS & MEE	3	3	0	2017	2017	CL	CASUAL L	28/12/201	0	
7	T001	Ravi_Fixed_	T001	GLOBAL FAIRS & MEE	18			2017	2017	PL	PREVILAG	ELEAVE	0	
8	T001	Ravi_Fixed_	T001	GLOBAL FAIRS & MEE		11	4	2017	2017		SICK LEAV	28/12/201	26.5	
9	T001	Ravi_Fixed_	T001	GLOBAL FAIRS & MEE	2.5			2017	2017	10.00	Out Duty		5	
10	T002	Ravi_Two_F	1002	THE INDIAN EXPRESS	3	3	0	2017	2017	CL	CASUAL	28/12/201	0	
11	T002	Ravi_Two_F	1002	THE INDIAN EXPRESS	18			2017	2017	PL	PREVILAG	ELEAVE	0	
12	T002	Ravi_Two_F	T002	THE INDIAN EXPRESS	12	11	1	2017	2017	SL	SICK LEAV	28/12/201	16	
13	T002	Ravi_Two_F	T002	THE INDIAN EXPRESS	1.5			2017	2017	OD	Out Duty		з	
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28	T006	Ravi_Single	T006	THE INDIAN EXPRESS	7.88	7.88	0	2017	2017	SL	SICK LEAV	28/12/201	10.5	

6.5. Leave Encash :- If user want to encash the leave data then the user can use this operation.

6.5.1. Leave Encash:

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6.5.2. C-Off Encash:- We can also encash the coff leaves.

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6.5.3. C-Off Encash Delete :- If user want to delete the encash coff leaves then the user use this operation and this operation roll back the encash data.

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7. Admin:-

7.1. Time office Setup

Each company has its own policy for time office setup. This time office setup will work for all employees.

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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.

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- 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.
- Premis Early min auto shift: By setting this time duration, if an employee is coming earlier, thatemployee 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.

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- 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 afterworking 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, accured 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).

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

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7.3 Mail Setting:

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

Your needs Dur Bolati		1800-11-8088 (24 x	LINE" TOLL FREE NO (all India) 7)	Welcome Admin LOO
Master - Transaction -	Data Process 👻 Leave Management 👻 Admin	Reports		
Mail Setting				
Mail Server Address:	ravi.shankar@starlinl.co.in	Mail Server Port:	25	
Is SSL:	2	Display Name:	star Time Office	
Emai ID:	ravi.shankar@starlink.co.in	Password:		

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 After doing all mail setting press update.

7.4. Create User : Through this operation we can make the another user with role based authentication.

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iner 14	= User Type	and the second second	2 Anth_Company			= Delete

7.4.1. User: Through this page we can create multiple users with role based authentication as shown in below picture. We can give the limited permission to another users.

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7.4.2. User Log :- This operation create the logs of working of another users.

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7.4.3. Employee

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

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800	Ravi Two_Rotational_NRTC	01-Jan- 2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T008	T008	10
007	Ravi_Nopunch_Fixed_NRTC	01-Jan- 2017	GLOBAL FAIRS & MEDIA LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T007	T007	
006	Ravi_Single_fixed	01-Jan- 2017	THE INDIAN EXPRESS PVT	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T006	T006	
005	Ravi_Four_Fixed_NRTC	05-Jan- 2017	THE INDIAN EXPRESS PVT	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	т005	T005	
004	Ravi_Multiple_Fixed_NRTC	01-Jan- 2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T004	T004	
°003	Ravi_Two_Fixed_RTC	01-Jan- 2017	IE ONLINE MEDIA SERVICES PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T003	T003	
002	Ravi_Two_Fixed_RunAuto_RT	01-Jan- 2017	THE INDIAN EXPRESS PVT LTD	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	T002	T002	(D)
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005	Ravi_Multiple_Fixed_NRTC	01-Jan- 2016	NONE	ACCOUNTS & FINANCE	NONE	ADVERTISEMENT PAGINATOR	F005	F005	Ø
ayCod	Employee Name	Date Of Joining	Company	Department	Location	Designation	Login ID	Password	Select

7.5. Import/Export Data:-

7.5.1. Import

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

	C	CUNYCOMER HELP LINE PLAN (34 h 7)	Welcoure Admin	CHANGE, PUBWORD
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Import Data H	rom Excel			
Select Type of Data.	Company Master	🛩 (title later musif the less then 2000)		
Click for Download				
Salect File	Choose File No lie chosen	Check Dida		

7.5.2. 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.

		P LENET TOLL PREE NO call lettery 8.73 Welcome Admin	CHANGE PAILWORD
Master- Transaction	Gate Pares - Data Process - Leave Management - Admin - Report		
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Select Type of Data	Company Monter v (Ne one must be lets them 298b)		
Click for Download	Company Master Department Master		
Select File	Designation Master Cleade Master Section Master	Oate	



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

7.5.3. Import Data From Excel

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7.6. 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.

7.6.1. Column Setup:-

Go to Admin[®]Report Configuration [®] Click on Column Setup

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On clicking Column setup, Page will look like as :

ster Transaction Data Process Leave Management .		
lumn Section: Employee Employee	Report Column Setup	Update
Show 10D TimeOffice Name Leave Leave	© Disky	Search:
PAYCODE Leave Accural	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,

STAR LINK CUSTOME Normerdum Die Beldiewi	R HELP LINE" TOLL FREE NO (all India) 88 (24 x 7)		CHA Welcome Admin PASSW LOG
Anster - Transaction - Data Process - Leave Manage	ment – Admin – Reports –		100
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Name PAYCODE	Code # Display		
EMPNAME	Employee Name		
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CATAGORYNAME	Category Name		
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7.6.2. Create Report:-Go to Admin Report Configuration I Click on Create Report. CUSTOMER HELP LINE" TOLL PREE NO (al India) 812-000-00000 (24 u 7) STAR LINK Weimin Admit 🕑 Jute i 🖽 aha eh M03 (16:30-00:30) - Filter Abrent Holiday Late Arriva 0 0 0 0 Early Arrival On Time Arrival Early Departur Absent 2 Day Create Suport Ð 0 0 0 Left(7 Days) Absent 3 Days Absent 4 to 10 Days Mix Punch Absent more th Days 0 0 0 0

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

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ter = Transaction = Dota Process = Leave Management = Admin = Reports =					
ports Master Add New Report Create N	New Report				
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Monthly Performance Register Test	Monthly Performance Registe		1	Ū.	
Monthly Employee Wise Performance	Monthly Employee Wise Peri	ormance	1		
Leave Consumed Summary	Leave Consumed Summary	Delete Exisiting Repert			
Leave Consummed Details	Leave Consumed Detail		1	U.	
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Report Name	Report Type		Edit	Delete	
Showing 1 to 6 of 6 entries	Mo	ve to page First 💳 >> 🏧	t Previous	1 Next	L.as
	10072740		and have a second s		-

- 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 reportname in Report Name text box.

faster Transaction	Data Process - Leave Management - Admin -	Reports -			
Create Repo	ort				
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Vlap Columni	Monthly Performance Register Monthly Employee Wise Performance Employee Wise Attendance Summary Yearly Attendance Details Leave Consumed Summary		-		
		Company Code-Employee Company Name-Employee	*		
	Leave Consumed Detail Leave Yearly Accural Detail	Department Code-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.

daster • Transaction • Create Repor		Admin - Reports - Search box			Remove al
Report Name	Daily Performance Report		<u>Add all</u>	23 items selected	Remove all
Parent Report Map Column:	Daily Performance	SEX-Employee Select BLOODGROUP-Employee EMPTYPE-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 Lunch Start -TimeOffice Lunch End -TimeOffice HOURSWORKED-TimeOffice OTDUID4TION_TimeOffice	

• Click on "Map Column" button. And message will be displayed like Report Created Successfully.

Warmeds Our 1		uimin - Reports -			Welcome Admin
Create Repo	rt		1111		TIOTO DO DO
Report Name	Daily Performance Report	The second second	Add all	23 items selected	Remove all
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		Message		-TimeOffice	11/1/1/3
		Report Created successfully. Go Or You Want to Add New Report) To <u>View Repot</u> <u>Create Report</u>	: List - Office ffice eOffice office	
		9		Ok	///////////////////////////////////////

• Click on Ok button. Go to Report master page , you can see created reportavailable in page.

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ports Master Add New Report				
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Daily Performance Report	Daily Performance	1	1 1	
leport Name	Report Type	Edi	it Delete	

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

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

7.7. Employee Setup: This operation is used to create the auto generate paycode for employees.

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7.7.1. Add / Update Auto Code :-

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Pate	Sutte			
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7.8. Send Mail Setup :- Send mail setup is use for sending the reports via mail.

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hanter - Tolanzatikan - Galt Pass - Han Process - Lane Management - Access Cashal and Mail Setup Isleet Employee - O	Salert Employee - Geogle Circone	10000

7.9.Salary Mail Setup :- Salary mail setup is use for sending salary slip on mail.

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	Terry Linux Dis Not		Active V Belest File Choose File Hu file thores									

7.10. Run Verification:

Note: - 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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7.11. Late Arrival Deduction :- This feature is use to deduct the attendance of the employees for coming late arrival.

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91.											

7.11.1. Add Late Arrival deduction plan

- 1. Write the plan code with three digits like. L01 etc.
- 2. Write the name of late plan.
- 3. Serial number is follow the auto generated series.
- 4. Then write the exempt days.
- 5. Then fill late minutes for the checking of late coming time.
- 6. Then give the every late days which is calculating attendance.
- 7. Then select the deduction value of attendance.
- 8. Then select the type of deduction which is deduct by late plan.

Late Arrival deduction plan Plan code. Plan Name Serial No. 1 Late Minutes Form 0 Late Minutes TO 0 Every Late Days 0 Deduction Type Select Deduction Type *	Exempt Days U Minutas TO 0			ees- Leave Management- Ada		4	
Serial No. 1 Late Exempt Days 8 Late Minutes Form 0 Late Minutes TO 0 Every Late Days 0 Deduction Value Select Deduction Value V	Exempt Days U Minutas TO 0		eouction plan				
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		Reduction Type	Select Deduction Type	*			
Save Back			Save Back				

7.12. Approval Rule :- Approval rule is use for working on approval basis operations ex. manual punch, Shift Roster and Overtime.

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7.12.1. Add Approval Rule:

- 1. First select the type of approval operation.
- 2. Then write the name what you want for your rule.
- 3. Then write the description of the rule.
- 4. Then select the requester user ID.
- 5. Then select the approver user ID on level basis.
- 7. Then assign the companies which is working under approval rule.
- 8. Then assign the branch which branch of the company is working under approval rule.

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7.13. COF OT Setting :- This operation is use for approve the coff via LMS Software.

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Add new COF Settings

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