

USER MANUAL
FOR
WEB TIME OFFICE SOFTWARE

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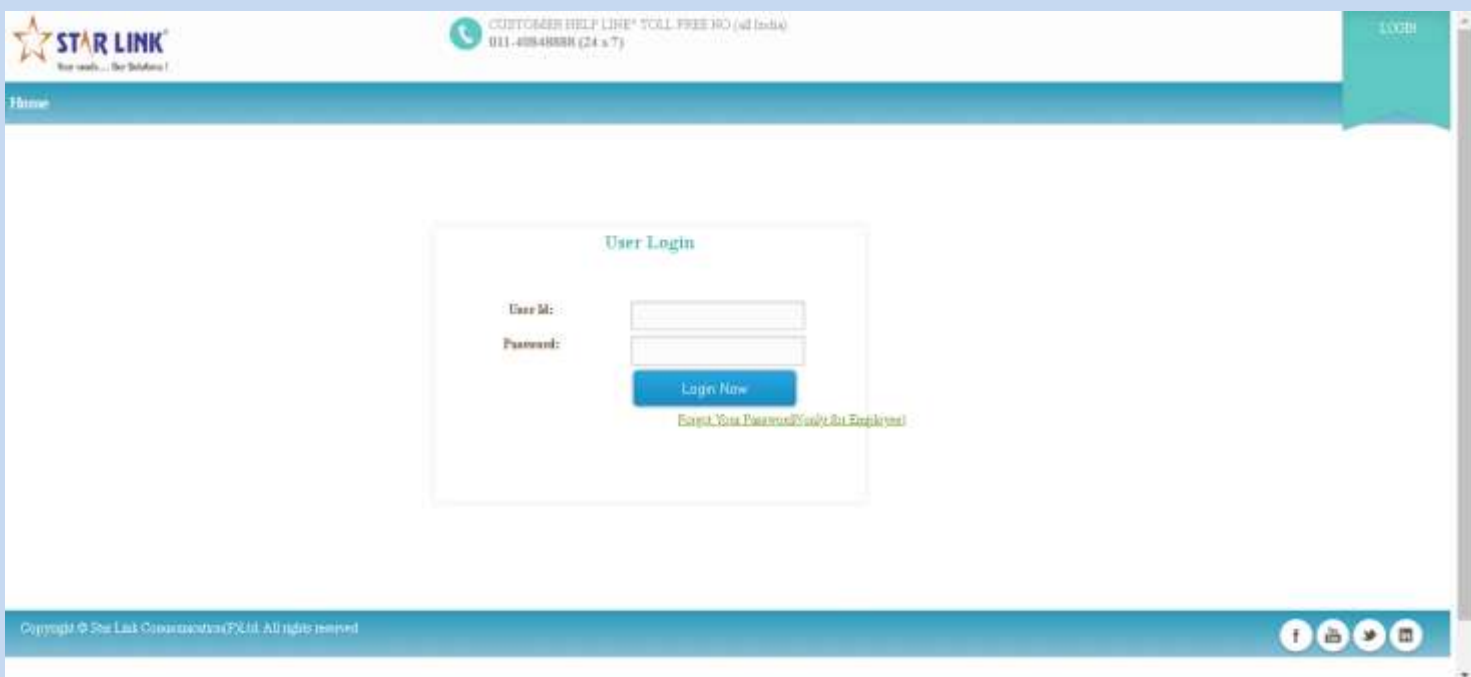
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7.14 OT Setting

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.

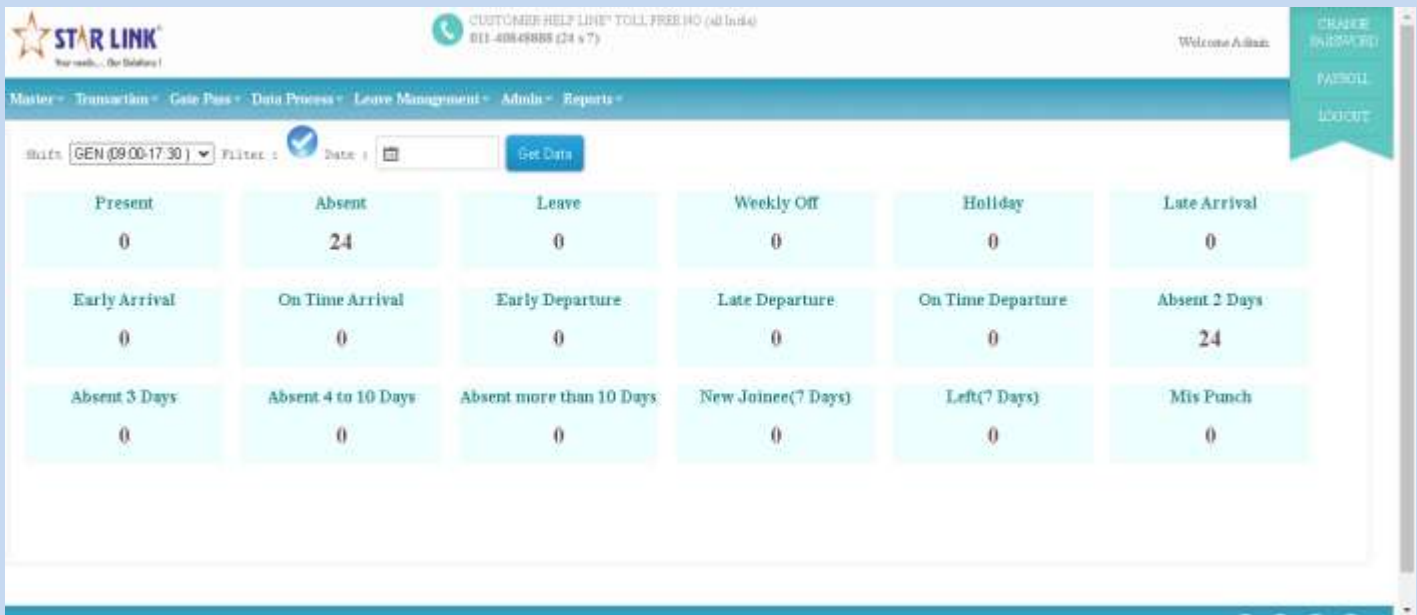


The screenshot displays the home page of the Web Time Office software. At the top, there is a header bar with the 'STAR LINK' logo on the left, a customer help line number '011-40048888 (24 x 7)' in the center, and a 'LOGIN' button on the right. Below the header, the main content area features a 'User Login' form. The form includes fields for 'User ID:' and 'Password:', a 'Login Now' button, and a link that says 'Forgot Your Password? Only For Employees'. The footer of the page contains copyright information 'Copyright © Star Link Communications Pvt Ltd. All rights reserved' and social media icons for Facebook, Twitter, and LinkedIn.

Home Page of the Web Time Office

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

1. After Login, the following page will open:



2.1.1 Organization

You can manage different organization 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.

The Organization Master interface displays a table of organizations. The table has the following columns: Code, Name, Description, Address, Edit, and Delete. The data is as follows:

Code	Name	Description	Address	Edit	Delete
0001	WIPRO			Edit	Delete
0001	STARLINK			Edit	Delete

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

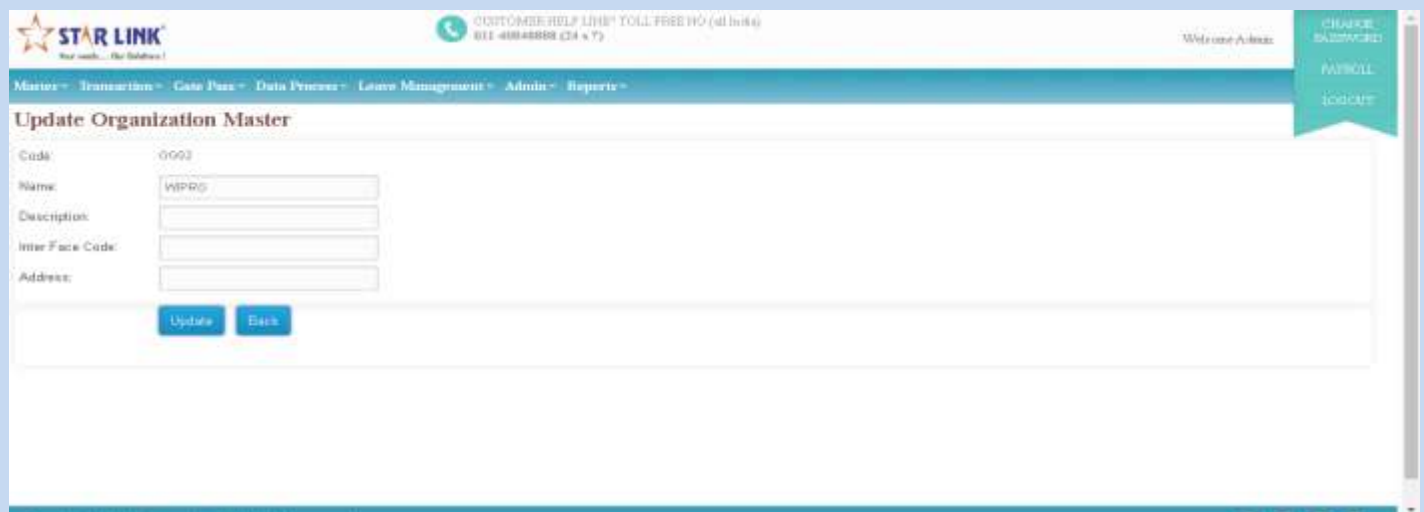
•When you click on Add New Organization the following page will be open:



The screenshot shows the 'Add Organization Master' form. At the top, there is a header with the STAR LINK logo, a customer help line number (011-40040000 (24 x 7)), and a welcome message 'Welcome Admin'. Below the header is a navigation bar with links: Master, Transaction, Gate Pass, Data Process, Leave Management, Admin, and Reports. On the right side, there is a vertical menu with links: CHANGE PASSWORD, PAYROLL, and LOGOUT. The main form area is titled 'Add Organization Master' and contains the following fields: Code, Name, Inter Face Code, Description, and Address. Below these fields are two buttons: 'Add' and '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.



The screenshot shows the 'Update Organization Master' form. At the top, there is a header with the STAR LINK logo, a customer help line number (011-40040000 (24 x 7)), and a welcome message 'Welcome Admin'. Below the header is a navigation bar with links: Master, Transaction, Gate Pass, Data Process, Leave Management, Admin, and Reports. On the right side, there is a vertical menu with links: CHANGE PASSWORD, PAYROLL, and LOGOUT. The main form area is titled 'Update Organization Master' and contains the following fields: Code (with the value '0002'), Name (with the value 'WPPD'), Description, Inter Face Code, and Address. Below these fields are two buttons: 'Update' and 'Edit'.

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.



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.

Company Code	Company Name	Company Address	Short Name	PAN No.	Edit	Delete
TIE	THE SHIKHA EXPRESS PVT LTD					
OOS	NONE					
EEO	E ONLINE MEDIA SERVICES PVT LTD					
OPM	O GLOBAL PAIRS & MEDIA LTD					

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

Company Code: Organization: Company Name:

Company Address:

Short Name:

PAN No: TAN No: GST No:

PF No: ESI No: License No:

Registration No: Email ID: Inter Face Code:

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.

STAR LINK
The work... the better!

CUSTOMER HELP LINE* TOLL FREE (24 x 7)
011-40040000 (24 x 7)

Welcome Admin

CHARGE: ₹4,500.00
PAID: ₹0.00
100.00%

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

Update Company Master

Company Code: 003 Organization: 0003-WIPRO

Company Name: WIPRO ENTERPRISES PRIVATE LIMITED

Company Address: Plot No.-57, SEIT Phase -1, Haryana, Distt- Solan (HP), HP, 176103

Short Name:

PAN No. TAN No. GST No.

PF No. ESI No. License No.

Registration No. Email ID. Inter Face Code.

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.

STAR LINK
The work... the better!

CUSTOMER HELP LINE* TOLL FREE (24 x 7)
011-40040000 (24 x 7)

Welcome Admin

CHARGE: ₹4,500.00
PAID: ₹0.00
100.00%

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

Manage Company

[Add New Company](#)

Company Code	Company Name	Company Address	Short Name	PAN No.	Edit	Delete
TIS	THE INDIAN EXPRESS PVT LTD				<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
COO	MOBE				<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
IBO	TECHNOLINE MEDIA SERVICES PVT LTD				<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
OPM	GLOBAL PAIRS & MEDIA LTD				<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Showing 1 to 4 of 4 entries

Message

This Company could not be deleted because some employee already assigned this company!

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

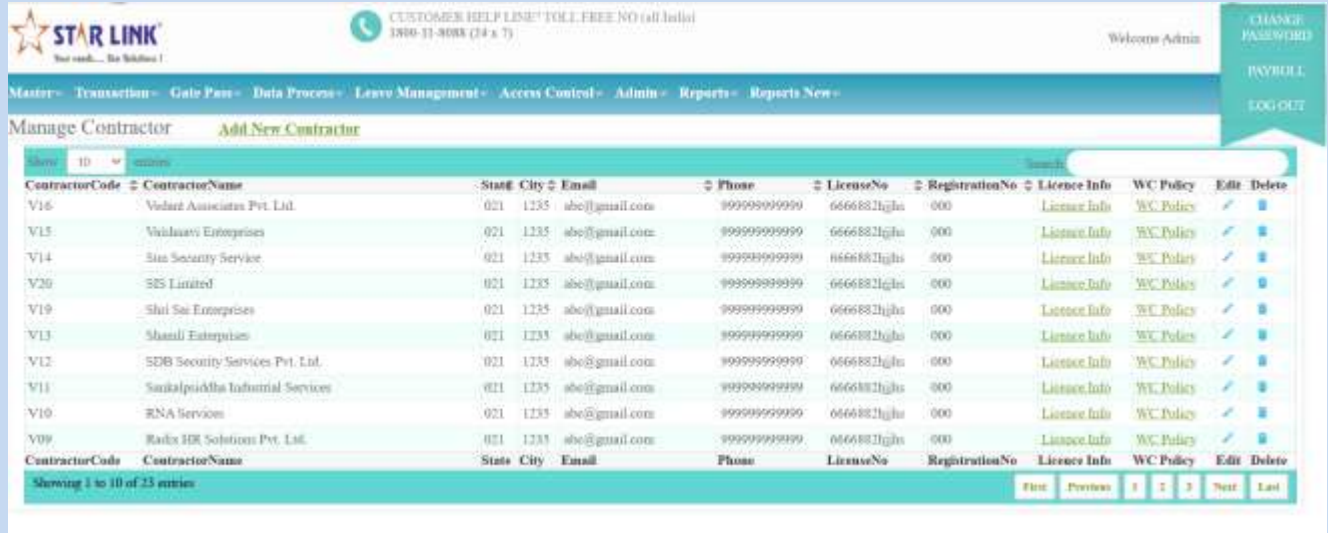
Search: For searching a company you have to use "Search" text box. You can find your Company by enter any information which is visible in page. (Like Company Code, Company Name, Short Name, Panno. etc)

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

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

2.1.3. Contractor

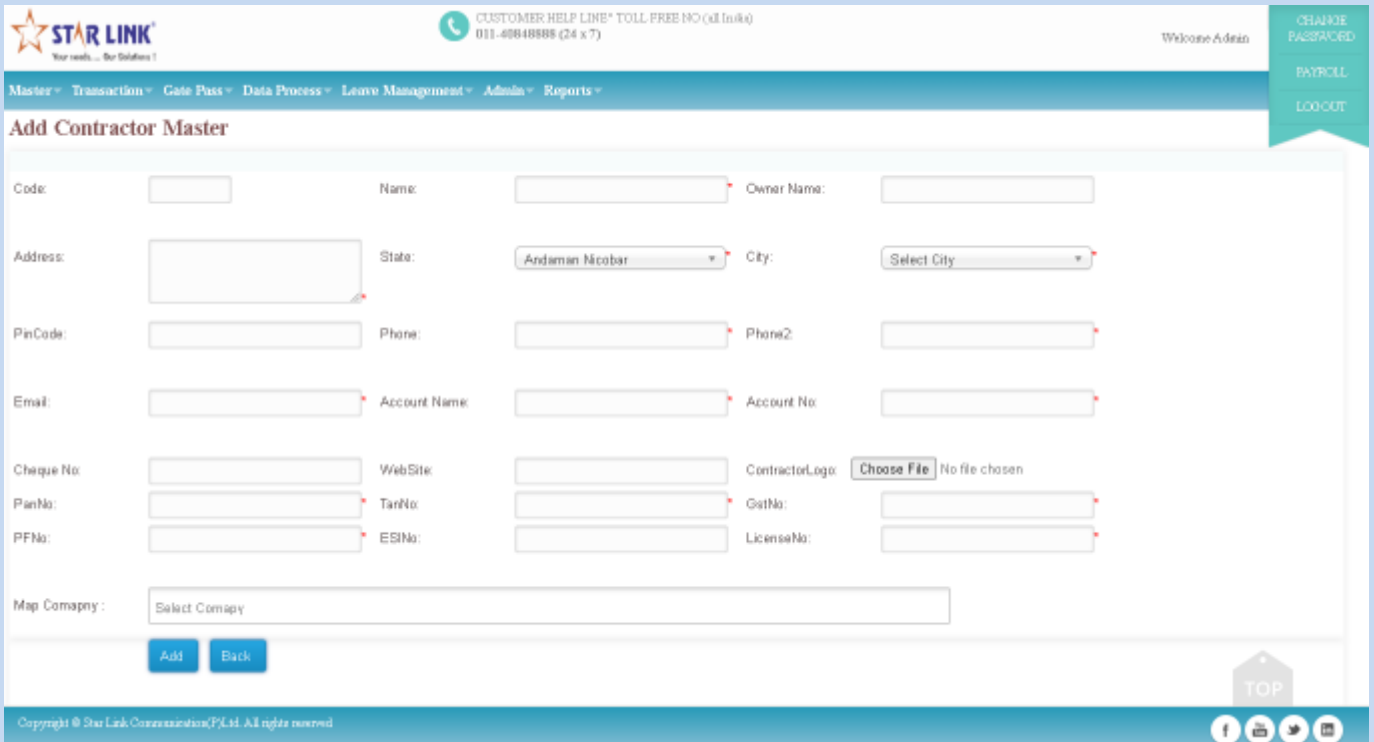
You can manage different Contractors through Contractor Master of Time Office Software. Contractor code should be unique. When you open the contractor master, you will see a window in which you see the following information like Add New Contractor, Edit, Delete, first, previous, next and last.



The screenshot shows the STAR LINK Contractor Master interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8088), and a welcome message for Admin. Below the header is a navigation bar with links to Master, Transaction, Gate Pass, Data Process, Leave Management, Access Control, Admin, Reports, and Reports New. The main content area is titled "Manage Contractor" and includes a link to "Add New Contractor". A table lists contractors with columns for ContractorCode, ContractorName, State, City, Email, Phone, LicenseNo, RegistrationNo, License Info, WC Policy, Edit, and Delete. The table shows 23 entries, with the first 10 displayed. The bottom of the table has a "Showing 1 to 10 of 23 entries" message and navigation buttons for First, Previous, 1, 2, 3, Next, and Last.

ContractorCode	ContractorName	State	City	Email	Phone	LicenseNo	RegistrationNo	License Info	WC Policy	Edit	Delete
V16	Vedant Associates Pvt. Ltd.	021	1235	abc@gmail.com	9999999999	666882lgjs	000	License Info	WC Policy		
V15	Vidhavi Enterprises	021	1235	abc@gmail.com	9999999999	666882lgjs	000	License Info	WC Policy		
V14	Sas Security Service	021	1235	abc@gmail.com	9999999999	666882lgjs	000	License Info	WC Policy		
V20	SIS Limited	021	1235	abc@gmail.com	9999999999	666882lgjs	000	License Info	WC Policy		
V19	Shri Sai Enterprises	021	1235	abc@gmail.com	9999999999	666882lgjs	000	License Info	WC Policy		
V13	Shanti Enterprises	021	1235	abc@gmail.com	9999999999	666882lgjs	000	License Info	WC Policy		
V12	SDB Security Services Pvt. Ltd.	021	1235	abc@gmail.com	9999999999	666882lgjs	000	License Info	WC Policy		
V11	Sankalpudha Industrial Services	021	1235	abc@gmail.com	9999999999	666882lgjs	000	License Info	WC Policy		
V10	RNA Services	021	1235	abc@gmail.com	9999999999	666882lgjs	000	License Info	WC Policy		
V09	Radix HR Solutions Pvt. Ltd.	021	1235	abc@gmail.com	9999999999	666882lgjs	000	License Info	WC Policy		

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



The screenshot shows the STAR LINK Add Contractor Master form. The form is titled "Add Contractor Master" and contains various input fields for contractor information. The fields are organized into rows and columns. The first row contains Code, Name, and Owner Name. The second row contains Address, State (dropdown menu), and City (dropdown menu). The third row contains PinCode, Phone, and Phone2. The fourth row contains Email, Account Name, and Account No. The fifth row contains Cheque No, WebSite, and Contractor Logo (with a "Choose File" button). The sixth row contains PanNo, TanNo, and GstNo. The seventh row contains PFNo, ESNNo, and LicenseNo. The eighth row contains Map Company (dropdown menu). At the bottom of the form are "Add" and "Back" buttons. The footer of the page includes the STAR LINK logo, a copyright notice, and social media icons.

Code: Name: Owner Name:

Address: State: City:

PinCode: Phone: Phone2:

Email: Account Name: Account No:

Cheque No: WebSite: Contractor Logo: No file chosen

PanNo: TanNo: GstNo:

PFNo: ESNNo: LicenseNo:

Map Company:

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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.

The screenshot shows the 'Add Contractor Master' form in the STAR LINK system. The form is titled 'Add Contractor Master' and is located under the 'Admin' menu. It contains the following fields:

- Code: 123
- Name: xyz PVT. LTD.
- Owner Name: Mr. xyz
- Address: 123456
- State: Punjab
- City: Varanasi
- PinCode: 112233
- Phone: 1122334455
- Phone2: 1234567890
- Email: xyz@gmail.com
- Account Name: 8823367342
- Account No: 8823367342
- Cheque No:
- WebSite:
- Contractor Logo: Choose File (No file chosen)
- PanNo: DGPPO0358P
- TanNo:
- GovtNo: 086500809788
- PFNo: 1736367145454
- ESNo:
- LicenseNo: 123675445
- Map Company: WIPRO ENTERPRISES PRIVATE LIMITED. IN

At the bottom of the form, there are two buttons: 'Update' and 'Back'. The 'Update' button is highlighted in blue.

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.

demo.starlink.co.in says
Are You Sure to Delete this Record?

OK Cancel

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The Link... On Rollout!

Master - Transaction - Gate Pass - Data Prices - Leave Management - Admin

Manage Contractor [Add New Contractor](#)

ContractorCode	ContractorName	State	City	Email	Phone	LicenseNo	RegistrationNo	License Info	WC Policy	Edit	Delete
123	xyz Pvt Ltd	028	995	xyz@gmail.com	1122334455	123678448	000	License Info	WC Policy	Edit	Delete
011	xyz Ltd	010	251	chance@gmail.com	9090808099	123674500	000	License Info	WC Policy	Edit	Delete
003	SATYAM ENTERPRISES	014	327	hadih@wqps.co.in	4678456748	5678976997	000	License Info	WC Policy	Edit	Delete
001	NA	010	251	IMPLEMENTATION@STARLINK.CO.IN	01146798888	DPV0LKSDP	000	License Info	WC Policy	Edit	Delete
004	JCK Enterprises	014	327	arhan@wqps.co.in	658898383	578976576556	000	License Info	WC Policy	Edit	Delete
002	DOSFD	010	258	ABC@GMAIL.COM	12545645656	FBGHP54	000	License Info	WC Policy	Edit	Delete
01	AS Communication	020	420	xyz@gmail.com	1236547890	1236547890	000	License Info	WC Policy	Edit	Delete

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

CHANGE PASSWORD
PASSWORD
LOG OUT

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.

The screenshot shows the 'Manage Location' page. At the top, there's a header with the STAR LINK logo, a customer help line number (1800-11-8068), and a 'Welcome Admin' message. A navigation bar includes links for Master, Transaction, Data Process, Leave Management, Admin, and Reports. On the right, there are buttons for 'CHANGE PASSWORD' and 'LOG OUT'. The main section is titled 'Manage Location' with a sub-link 'Add New Location'. Below this, there's a table with columns for Location Code, Location Name, Edit, and Delete. The table lists several locations: L59 (THIRUVANANTHAPURAM), L58 (THANE), L57 (SURAT), L56 (SRIRAMPUR), and L55 (SRINAGAR). At the bottom, there's a pagination bar showing 'Showing 1 to 5 of 60 entries' and buttons for 'First', 'Previous', '1', '2', '3', '4', '5', '12', 'Next', and 'Last'.

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.

The screenshot shows the 'Add Location Master' form. It has a header with the STAR LINK logo, a customer help line number (011-46046888), and a 'Welcome Admin' message. A navigation bar includes links for Master, Transaction, Data Process, Leave Management, Admin, and Reports. On the right, there are buttons for 'CHANGE PASSWORD', 'PASSWORD', and 'LOG OUT'. The main section is titled 'Add Location Master'. It contains four input fields: 'Location Code' (with a character limit indicator), 'Location Name', 'Inter Face Code', and 'State' (a dropdown menu). At the bottom, there are 'Add' and 'Back' buttons.

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

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CUSTOMER HELP LINE* TOLL FREE NO (all India)
011-48048888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
PASSWORD
LOGOUT

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

Add Location Master

Location Code: 29

Location Name: Data

Inter Face Code:

State: Select

Buttons: Add, Back

Message

Location Code Must be of 3 Alphabetic character

Ok

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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CUSTOMER HELP LINE* TOLL FREE NO (all India)
011-48048888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
PASSWORD
LOGOUT

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

Update Location Master

Location Code: L03

Location Name: TUMAKUR

Inter Face Code:

State: Karnataka

Buttons: Update, Back

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

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

Welcome Admin

CHANGE PASSWORD
LOGOUT

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

Manage Location

[Add New Location](#)

Show 10 entries

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

Showing 1 to 5 of 60 entries

Message

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

Ok

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

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



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

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

Manage Location [Add New Location](#)

Show 10 entries Search: surat

Location Code	Location Name	Edit	Delete
L57	SURAT		
Location Code	Location Name	Edit	Delete

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

First Previous 1 Next Last

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.



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.

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

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

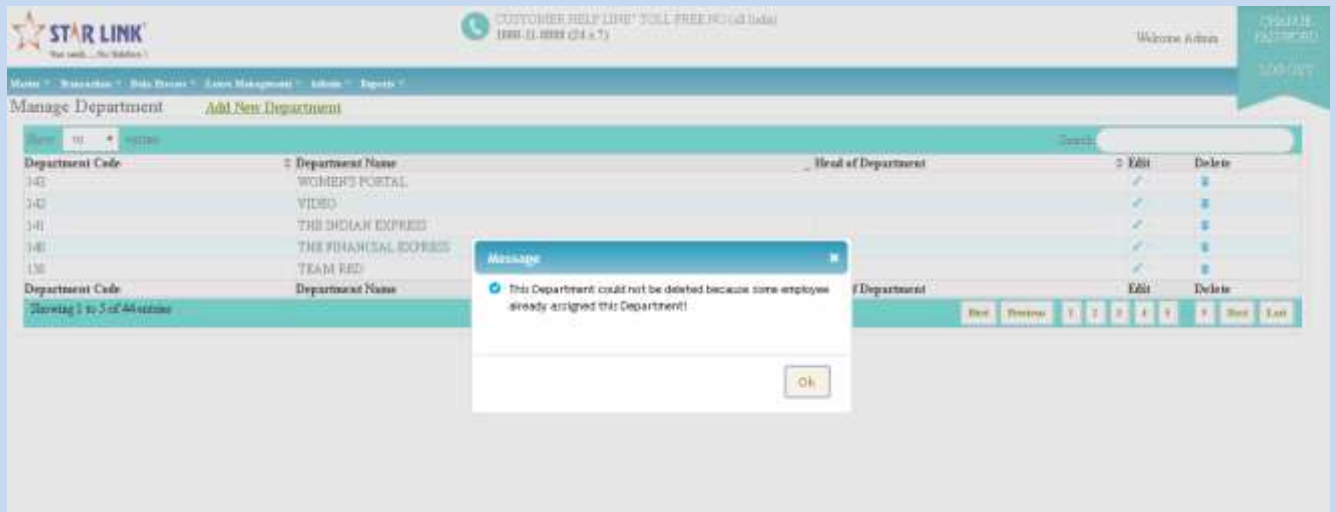
The screenshot shows the 'Update Department Master' form in the STAR LINK system. The form includes the following fields: Department Code (D02), Department Name (Software), Inter Face Code, Head of Department, and Email ID. There is a 'Send mail' checkbox and 'Update' and 'Back' buttons at the bottom. The top navigation bar includes links for Master, Transaction, Gate Pass, Data Process, Leave Management, Admin, and Reports. The right sidebar contains links for CHANGE PASSWORD, PASSWORD, and LOG OUT. A customer help line number is displayed at the top.

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

This screenshot shows the 'Update Department Master' form with a confirmation dialog box open. The dialog box asks 'Are you Sure to Update this Record?' and has 'OK' and 'Cancel' buttons. The form fields and navigation elements are the same as in the previous screenshot.

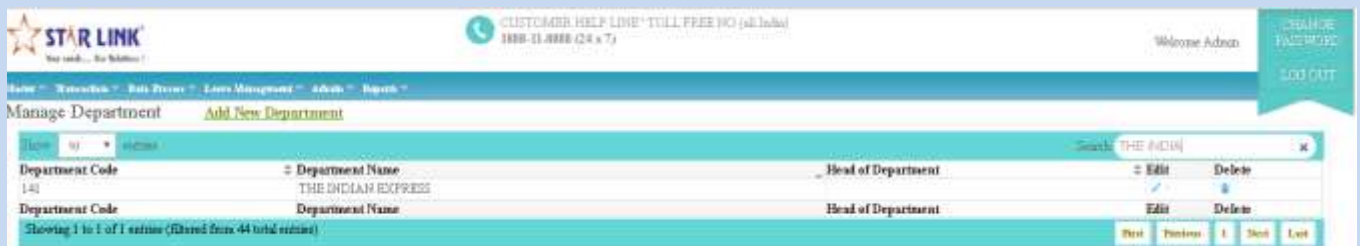
This screenshot shows the 'Update Department Master' form with a success message displayed. The message states 'Department Detail has been updated. Go To Manage Department.' and has a 'OK' button. The form fields and navigation elements are the same as in the previous screenshots.

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.



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

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



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.



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.

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

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Your web... for business

CUSTOMER HELP LINE* TOLL FREE NO (423444)
011-400 08888 (24 x 7)

Welcome Admin

Master > Transaction > Gate Pass > Data Person > Leave Management > Admin > Reports

Update SubDepartment

Code :

Name:

Department:

Inter Face Code:

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

demo.starlink.co.in says
Are You Sure to Delete this Record?

STAR LINK
Your web... for business

Master > Transaction > Gate Pass > Data Person > Leave Management > Admin > Reports

Manage Department [Add New Department](#)

Department Code	Department Name	Head of Department	Edit	Delete
D01	TESTING		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
D02	Software		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Showing 1 of 2 items

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.



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.

The screenshot shows the 'Add Division Master' form. The header is identical to the previous screenshot. The main area is titled 'Add Division Master'. It contains three input fields: 'Division Code', 'Division Name', and 'Initial Face Code'. Below these fields are two buttons: 'Add' and 'Back'.

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

STAR LINK
We work... for India!

CUSTOMER HELP LINE* TOLL FREE NO. (all India)
011-40040000 (24 x 7)

Welcome Admin

CHANGE PASSWORD
SIGN OUT
LOG OUT

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

Add Division Master

Division Code:

Division Name:

Inter Face Code:

Message

Division Code Must be of 3 Alphabetic characters

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.

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Welcome Admin

CHANGE PASSWORD
SIGN OUT
LOG OUT

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

Update Division Master

Division Code:

Division Name:

Inter Face Code:

Message

Division Detail has been updated.
Go To Master Division

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.

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Welcome Admin

CHANGE PASSWORD
SIGN OUT
LOG OUT

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

Manage Division [Add New Division](#)

Show: entries

Search:

Division Code	Division Name	Edit	Delete
D01	NONE	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Showing 1 to 1 of 1 entries

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



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



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

The screenshot shows the 'Add Grade Master' interface. At the top, there's a header with the STAR LINK logo, a customer support line, and a user profile. Below the header is a navigation bar with links like Master, Transaction, Gate Pass, Data Process, Leave Management, Admin, and Reports. The main form area is titled 'Add Grade Master' and contains three input fields: 'Grade Code' with the value '001', 'Grade Name' with the value '001', and 'Inter Face Code'. There are 'Add' and 'Edit' buttons at the bottom of the form. A modal message box is open in the center, displaying the error: 'Grade Code Must be of 3 Alphabetic character' with an 'OK' button.

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

The screenshot shows the 'Update Grade Master' interface. It has the same header and navigation bar as the previous form. The main form area is titled 'Update Grade Master' and contains three input fields: 'Grade Code' with the value '001', 'Grade Name' with the value '001', and 'Inter Face Code'. There are 'Update' and 'Back' buttons at the bottom of the form. A modal message box is open in the center, displaying the success message: 'Grade Detail has been updated. Go To Master Grade' with an 'OK' button.

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



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

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

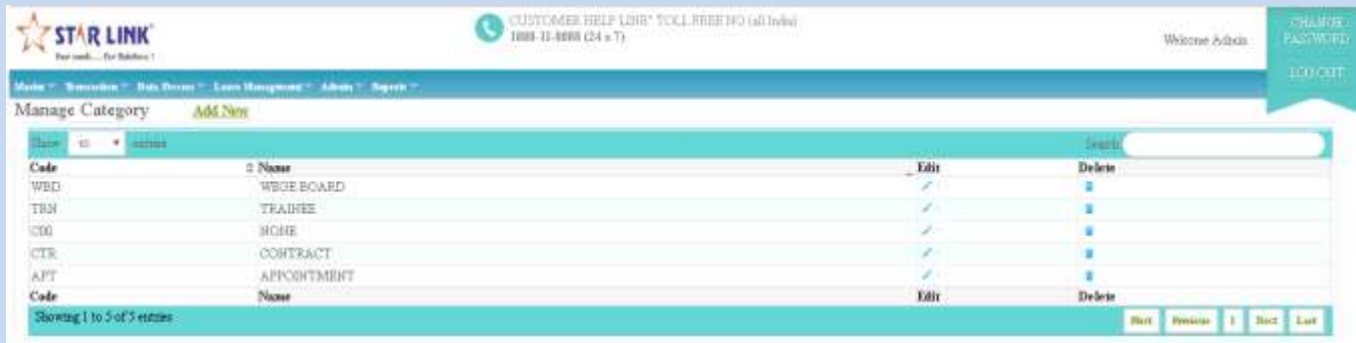


Next: Press button "Next" to switch to the next Grade.

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

2.1.9. 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.



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.



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.



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.



The screenshot shows the 'Manage Category' interface of the STAR LINK system. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-31-8888), and a user login section with fields for 'CHANGHE' and 'PASSWORD'. Below the header, there is a navigation bar with links: 'Home', 'Transaction', 'Data Process', 'Users Management', 'Admin', and 'Reports'. The main content area is titled 'Manage Category' and includes an 'Add New' link. A search bar is present with the text 'Search: code'. Below the search bar, there is a table with columns 'Code' and 'Name'. The table contains one entry with 'CTR' as the code and 'CONTRACT' as the name. To the right of the table, there are 'Edit' and 'Delete' buttons. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries (filtered from 5 total entries)'. On the far right, there are buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

Code	Name	Edit	Delete
CTR	CONTRACT	Edit	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.



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.



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.



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.

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CUSTOMER
1800-11-1111

192.168.6.110 says:
Are You Sure to Delete this Record?

OK Cancel

Welcome Admin

CHANGE PASSWORD
PAYROLL
LOG OUT

Master > Transaction > Gate Pass > Data Process > Leave Manage

Manage Designation [Add New Designation](#)

Show 10 entries

Code	Name	Edit	Delete
D45	Yard Supervisor	Edit	Delete
D05	Welding	Edit	Delete
D35	Vehicle Handler	Edit	Delete
D34	Technician Repairman	Edit	Delete
D53	Team Leader	Edit	Delete
D09	Supervisor	Edit	Delete
D40	Store In charge	Edit	Delete
D33	Shift Supervisor	Edit	Delete
D32	Shift Incharge	Edit	Delete
D31	Senior Manager	Edit	Delete

Showing 1 to 10 of 56 entries

First Previous 1 2 3 4 5 6 Next Last

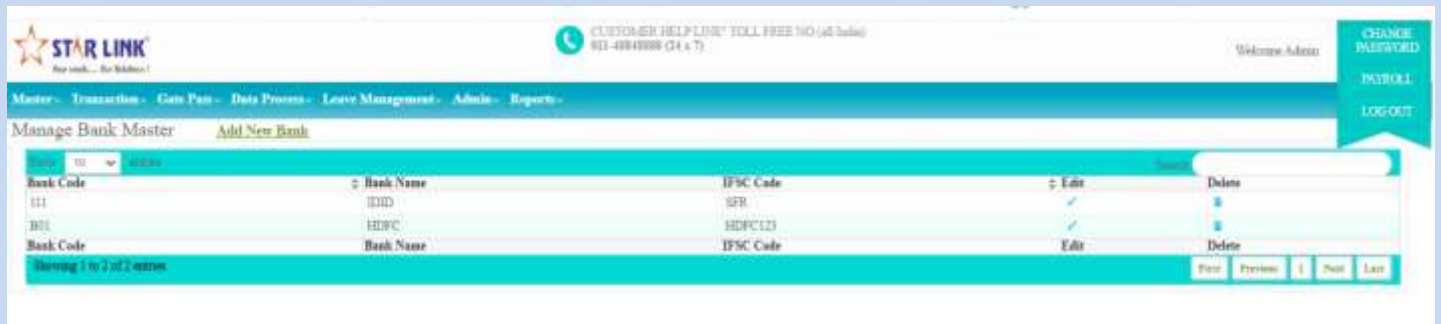
Next: Press button "Next" to switch to the next Designation.

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.



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.

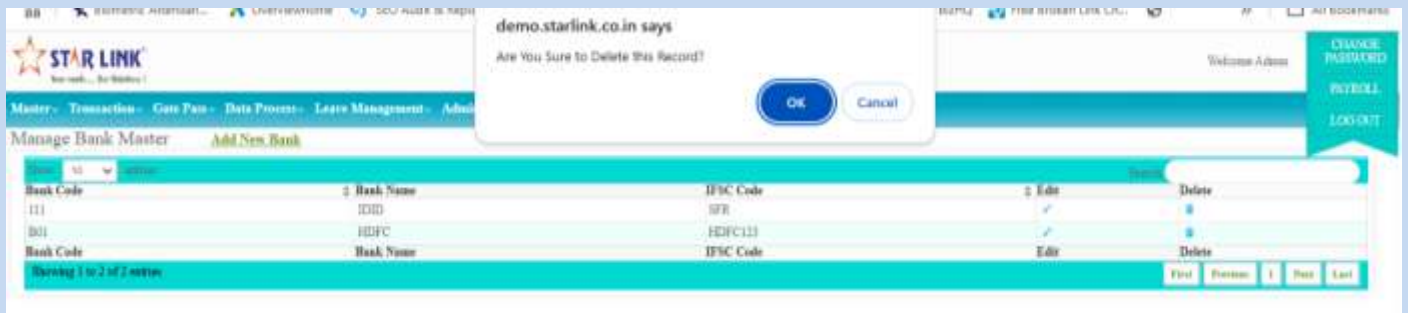


Edit: You can modify information except Bank code, If you want any modification in the existing Bank then press "Edit" button .After pressing edit button complete information about Bank will shown in the window. Modify that option which you want to modify and press "Update" button. All the modification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



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.

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

Manage Shift [Add New Shift](#)

Show 10 entries

Shift Code	Start Time	End Time	Shift Hours	Shift Position	Edit	Delete
SE3	19:00	03:30	08:30	NIGHT	Edit	Delete
T02	19:00	03:00	08:00	NIGHT	Edit	Delete
SE2	18:00	02:30	08:30	EVENING	Edit	Delete
SE1	17:00	01:30	08:30	EVENING	Edit	Delete
SA5	16:00	00:30	08:30	EVENING	Edit	Delete

Showing 1 to 5 of 18 entries

First Previous 1 2 3 4 Next Last

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.

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011-40646888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
PASSWORD
LOG OUT

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

Update Shift Master

Shift Setup Overtime Setup Shift Allowance Flex Setup Shift Mapping

Shift Setup

Shift Code: Shift Position: DAY

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

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

Absent Before Early Going: 00:00 (Time in Hours) Absent Before Early Coming: 00:00 (Time in Hours) Absent After Late: 00:00 (Time in Hours)

(for Multi shift process)

In Punch Start: 00:00 (Time in Hours) In Punch End: 00:00 (Time in Hours)

Advance Setup

Flex Shift: ☒ Shift Allowance: ☒

Back Add Check

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

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CUSTOMER HELP LINE* TOLL FREE NO. (in Ind) 011-40848888 (24 x 7)

Welcome Admin

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

Update Shift Master

Shift Setup | Overtime Setup | Shift Mapping

Overtime Setup

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

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

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

Back Add Check

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

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CUSTOMER HELP LINE* TOLL FREE NO. (in Ind) 011-40848888 (24 x 7)

Welcome Admin

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

Update Shift Master

Shift Setup | Overtime Setup | Shift Allowance | Flexi Setup | Shift Mapping

Shift Allowance

Maximum Working Hour: 00:00 (Time in Hours)

Max Early Departure: 00:00 (Time in Hours) Max Late Coming: 00:00 (Time in Hours)

Shift Allowance Amount: 00:00 (Time in Hours)

Back Add Check

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.

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CUSTOMER HELP LINE* TOLL FREE NO. (in Ind) 011-40848888 (24 x 7)

Welcome Admin

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

Update Shift Master

Shift Setup | Overtime Setup | Shift Allowance | Flexi Setup | Shift Mapping

Flexi Shift Setup

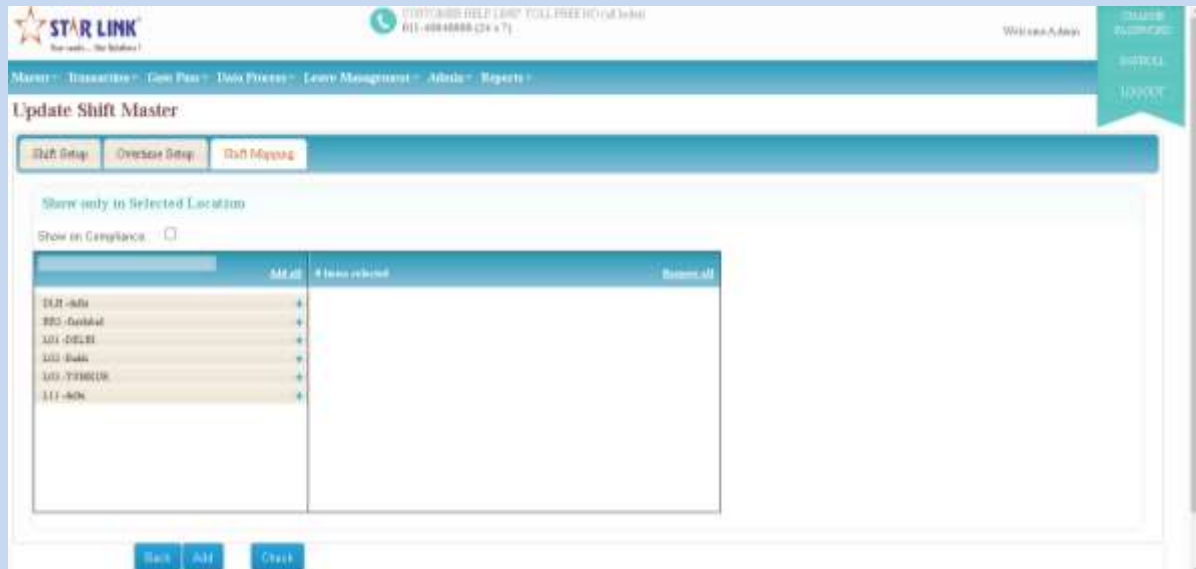
Flexi In Month: 00 (1 to last Date of month)

Flexi In Time: 00:00 (Time in Hours) Flexi Half Day In Time: 00:00 (Time in Hours) Min Working Hours For Half Day: 00:00 (Time in hours)

Flexi Out Time: 00:00 (Time in Hours) Flexi Half Day Out Time: 00:00 (Time in Hours) Min Working Hours For Present: 00:00 (Time in hours)

Back Add Check

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.



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Your work... Our Solution!

WELCOME ADMIN

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

Update Shift Master

Shift Setup | Overtime Setup | Shift Mapping

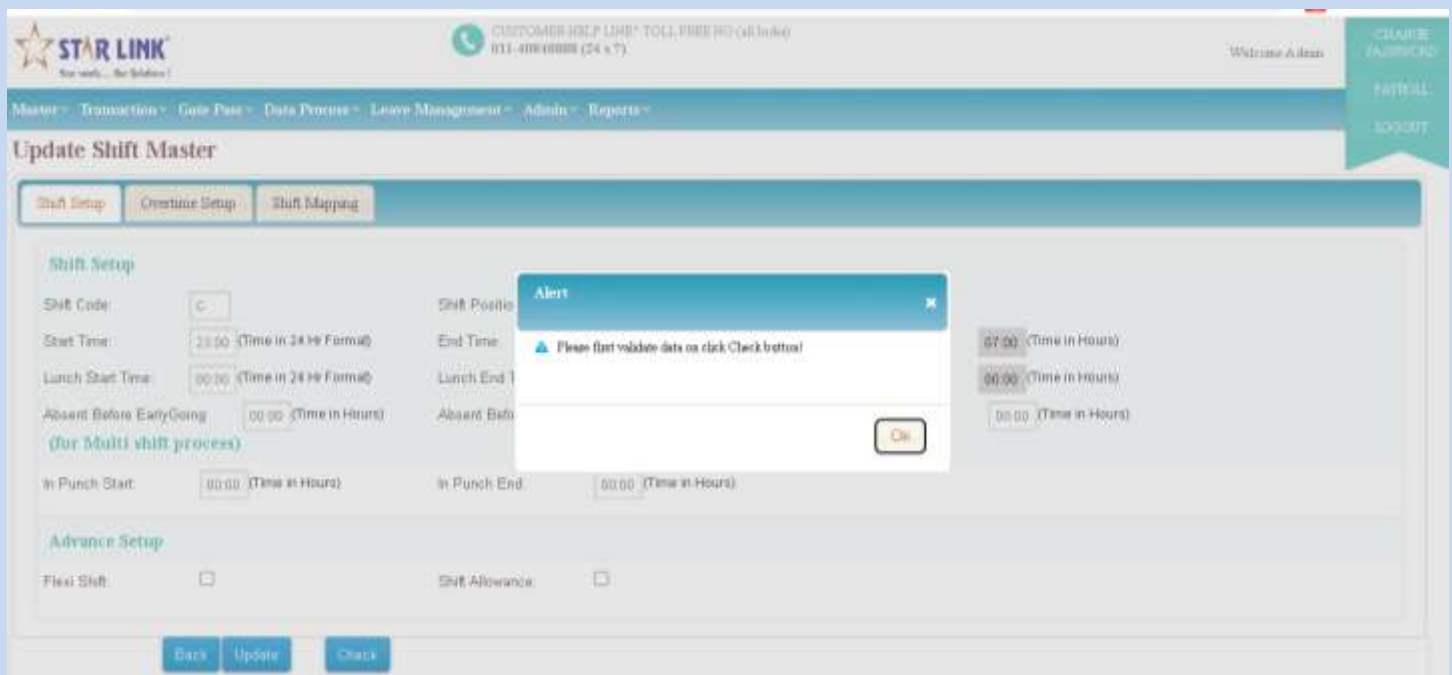
Show only in Selected Location

Show in Compliance ☐

Shift Code	Shift Name	Shift Mapping
DUT-001	DUT-001	
DUT-002	DUT-002	
DUT-003	DUT-003	
DUT-004	DUT-004	
DUT-005	DUT-005	
DUT-006	DUT-006	

Back Add Check

Before updating the Shift master click on Check button.



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WELCOME ADMIN

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

Update Shift Master

Shift Setup | Overtime Setup | Shift Mapping

Shift Setup

Shift Code: C

Shift Name: DUT-001

Start Time: 23:00 (Time in 24 Hr Format)

End Time: 07:00 (Time in Hours)

Lunch Start Time: 00:00 (Time in 24 Hr Format)

Lunch End Time: 00:00 (Time in Hours)

Absent Before Early Going: 00:00 (Time in Hours)

Absent Before: 00:00 (Time in Hours)

In Punch Start: 00:00 (Time in Hours)

In Punch End: 00:00 (Time in Hours)

Advance Setup

Flexi Shift: ☐

Shift Allowance: ☐

Alert

Please first validate data on click Check button!

Back Update Check

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 Late:	This option is use for if employee late coming duration more than given time it will be deduct from over time.
Absent After Late	: This option is use for if employee late coming duration more than 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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CUSTOMER HELP LINE TOLL FREE NO (480044)
011-40848888 (24 x 7)

Welcome Admin

SHARE
EMPLOYEE
PAYROLL
SCHEDULE

Master > | Incentives > | Gate Pass > | Data Process > | Leave Management > | Admin > | Reports >

Update Shift Master

Shift Setup | Overtime Setup | Shift Mapping

Shift Setup

Shift Code: 345 Shift Position: Shift Position

Start Time: 00:00 (Time in 24 Hr Format) End Time: 00:00 (Time in Hours)

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

Absent Before Early Going: 00:00 (Time in Hours) Absent Before: 00:00 (Time in Hours)

(for Multi shift process)

In Punch Start: 00:00 (Time in Hours) In Punch End: 00:00 (Time in Hours)

Advance Setup

Flexi Shift: ☐ Shift Allowance: ☐

Back Add Check

Message

Shift has been Added On To Manager Shift.
Or You Want to Add Shift Add Shift

Ok

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



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

Welcome Admin






CHANGE
PASSWORD
LOG OUT

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

Manage Shift [Add New Shift](#)

Show 100 entries

Search

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

Showing 1 to 19 of 19 entries

First Previous 1 Next Last

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 date of joining for the employee creation.

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

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

Active – see all active employees of company

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

The screenshot shows the 'Employee Master' dashboard. At the top, there's a navigation bar with options like Master, Transaction, Gate Pass, Data Process, Leave Management, Access Control, Admin, and Reports. A sidebar on the left lists categories: Organisation, Bank, Shift, Employee, Machine, and Camera Info. The main area displays a grid of summary cards for different attendance and leave types, each with a count of 0. A dropdown menu is open over the 'Employee' category, showing options: 'Employee', 'Update Employee Details', and 'Employee Bulk Inactive'.

Category	Count
Absent	0
Leave	0
Weekly Off	0
Holiday	0
Late Arrival	0
Early Departure	0
Late Departure	0
On Time Departure	0
Absent 2 Days	0
Absent 3 Days	0
Absent 4 to 10 Days	0
Absent more than 10 Days	0
New Joiner(7 Days)	0
Left(7 Days)	0
Mis Punch	0

The screenshot shows the 'Manage Employee' list. It includes a search bar and a table with columns: PayCode, Card No., Employee Name, Date Of Joining, Company, Department, Location, Designation, Other Details, Edit, and Delete. The table lists 10 employees. At the bottom, there's a pagination bar showing 'Showing 1 to 10 of 100 entries' and buttons for 'First', 'Previous', 'Next', and 'Last'.

PayCode	Card No.	Employee Name	Date Of Joining	Company	Department	Location	Designation	Other Details	Edit	Delete
OC000004	OC000004	MIDAR DASHARATH JADHAV	29 Mar 2013	Omnia Consultants Ltd.	AUTO LOGISTICS DIVISION	Mumbai MHL SHFT	Helper	Other	✓	✕
OC000011	OC000011	SAGAR WAREKH GUPTA	02 Jan 2017	Omnia Consultants Ltd.	AUTO LOGISTICS DIVISION	Mumbai MHL SHFT	Yard Supervisor	Other	✓	✕
OC000012	OC000012	HAKSH DSHAR OOLATKAR	28 Aug 2018	Omnia Consultants Ltd.	AUTO LOGISTICS DIVISION	Mumbai MHL SHFT	Driver	Other	✓	✕
OC000013	OC000013	SAGAR VIJAY BHENDADE	21 Jan 2016	Omnia Consultants Ltd.	AUTO LOGISTICS DIVISION	Mumbai MHL SHFT	Helper	Other	✓	✕
OC000016	OC000016	MOHAMMAD ASFAK	19 Dec 2016	Omnia Consultants Ltd.	AUTO LOGISTICS DIVISION	Mumbai MHL SHFT	Driver	Other	✓	✕
OC000019	OC000019	VIKAS BHASKAR PARASAR	21 May 2015	Omnia Consultants Ltd.	AUTO LOGISTICS DIVISION	Mumbai MHL SHFT	QA	Other	✓	✕
OC000020	OC000020	SANTOSH LAXMAN PATIL	10 Mar 2014	Omnia Consultants Ltd.	AUTO LOGISTICS DIVISION	Mumbai MHL SHFT	Mechanic	Other	✓	✕
OC000021	OC000021	HEMANT MORAL	10 Jan 2013	Omnia Consultants Ltd.	AUTO LOGISTICS DIVISION	Mumbai MHL SHFT	Helper	Other	✓	✕
OC000026	OC000026	IMRAN MEKADAM	10 Jan 2013	Omnia Consultants Ltd.	AUTO LOGISTICS DIVISION	Mumbai MHL SHFT	Quality Inspector	Other	✓	✕
OC000027	OC000027	KISHOR POKAR	10 Jan 2013	Omnia Consultants Ltd.	AUTO LOGISTICS DIVISION	Mumbai MHL SHFT	Data Entry Operator	Other	✓	✕

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

The screenshot shows a web application interface for adding a new employee. The form is titled "Office Detail" and is divided into several sections. The first section contains fields for "Present Card No.", "PayCode", "Create Employee login" (checkbox), and "Divyang" (checkbox). The second section contains "Active" (dropdown), "Employee Status" (dropdown), "Date Of Confirmation", "Date Of Joining", "Confirmation Remark", and "Guardian Name". The third section contains "Name", "Organization", "Company", "Contractor", "Department", "Sub Department", "Category", "Location/Branch", "Grade", "Section", "Designation", "Bank", "PF No.", "ESI No.", "Aadhar No.", "Employee Type", "PAN No.", "Dispensary", and "Remark". The fourth section contains "Photo" and "Signature". There are "Choose File" buttons for "Photo" and "Signature". At the bottom, there are "Add Employee" and "Back" buttons. A "TOP" button is also present in the bottom right corner.

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 and employee 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 and pay 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.

The screenshot shows the 'Add New Employee' form in the STAR LINK system. The 'Personal detail' tab is selected, showing fields for personal information. The 'Office Detail' tab is also visible. The form includes fields for Date of Birth, Married status, Sex, Blood Group, Qualification, Experience, Designation, Bank A/C No, Email Id, Bus Route, Vehicle, Permanent Address, and Temporary Address. It also has 'Add Employee' and 'Back' buttons at the bottom.

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 haveto 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.

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811-4848888 (24 x 7)

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

Update Employee

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

Time Office policy

Permissible Late Arrival: 00:10 (Time in Hours) | Permissible Early Departure: 00:10 (Time in Hours) | Max Working Hours in day: 24:00 (Time in Hours)

Punch required in day: Time | Single punch only: Fixed Out Time | Round The Clock Working: ☐

Consider Time Loss: ☐ | Half Day marking: ☒ | Short Leave Marking: ☒

Present Marking Duration: 04:00 (Time in Hours) | Max Work for Half Day: 00:00 (Time in Hours) | Max Absent hours for SRT: 02:00 (Time in Hours)

Overtime/OverStay: ☒ Ovt Time: | Rate: | Is Cot Applicable: ☐ | Is OT on WORLD: ☐

Leave Policy: SETUP1 | Leave Plan: LBT401

Update | Back

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.

The screenshot shows the 'Add New Employee' form in the STAR LINK system. The 'Shift/WO Policy' tab is active. The form includes the following fields:

- Shift Policy:**
 - Shift Type: Fixed (dropdown)
 - Select Shift: GEN (09:30-18:00) (dropdown)
 - Run Auto Shift: ☐
- Weekly Off Policy:**
 - First W/O: Sunday (dropdown)
 - Second W/O: None (dropdown)
 - Second W/O Type: Full (dropdown)
 - Second W/O Day: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
 - Half day Shift: Select (dropdown)

At the bottom of the form are two buttons: 'Add Employee' and 'Back'. The footer of the page includes the copyright notice 'Copyright © Star Link Communication(P) Ltd. All rights reserved.' and social media icons for Facebook, Google+, Twitter, and LinkedIn.

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

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

Update Employee

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

Extra detail

Maided:	NO ->	Marital Status:	Not applicable ->	Anniversary Date:	<input type="text"/>	Spouse Name:	<input type="text"/>
Cast & Religions:	<input type="text"/>	DOB of Nominee:	<input type="text"/>	Name of Nominee:	<input type="text"/>	Relation with:	<input type="text"/>
Father's Name:	<input type="text"/>	Emergency Contact:	<input type="text"/>	Emergency Contact:	<input type="text"/>	Nominee:	
Insurance No:	<input type="text"/>	Person:	No.	Nationality:	Indian ->		

The screenshot displays the 'Update Employee Data' page in the Store Link Admin system. The top navigation bar includes links for Master, Transaction, Gift Pass, Data Privacy, User Management, Admin, and Reports. The main content area features a 'Select File' button, a 'Choose File' button, and a 'Download Data File' button. Below these buttons is a table with two columns: 'Active' and 'Employee'. The table lists various employee names and their corresponding IDs.

Active	Employee
<input type="checkbox"/>	001
<input type="checkbox"/>	002
<input type="checkbox"/>	003
<input type="checkbox"/>	004
<input type="checkbox"/>	005
<input type="checkbox"/>	006
<input type="checkbox"/>	007
<input type="checkbox"/>	008
<input type="checkbox"/>	009
<input type="checkbox"/>	010
<input type="checkbox"/>	011
<input type="checkbox"/>	012
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<input type="checkbox"/>	093
<input type="checkbox"/>	094
<input type="checkbox"/>	095
<input type="checkbox"/>	096
<input type="checkbox"/>	097
<input type="checkbox"/>	098
<input type="checkbox"/>	099
<input type="checkbox"/>	100

2.4.3 Employee Bulk Inactive:-

an example data. Fill the excel sheet with your data and import here then fill the employee codes become inactive.

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Welcome Admin

CHANGE PASSWORD
PAYROLL
LOG OUT

Master Transaction Gate Pass Data Process Leave Management Admin Reports

Inactive Employee in bulk

Select File Choose File No file chosen Download Demo file Format Import Data

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.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Manage Machine Add New Machine

Show 10 entries

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

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

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f g+ t in

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

The screenshot shows the 'Add Machine Master' form in the STAR LINK system. The form includes the following fields and options:

- Machine Id:** A text input field containing the value '2'.
- Machine Name:** A text input field containing the value 'Test2'.
- Machine Ip:** A text input field containing the value '192.162.0.60'.
- Machine Port:** A text input field containing the value '1085'.
- Machine Type:** A dropdown menu with 'Attendance' selected.
- IN OUT:** A group of two dropdown menus, with 'In' and 'Out' options.
- Buttons:** 'Add' and 'Back' buttons.

The top of the page features the STAR LINK logo, a customer help line number (1800-11-8088), and a 'Welcome Admin' message. The bottom of the page includes a copyright notice and social media icons.


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


The screenshot shows the 'Add Machine Master' form with an alert message displayed. The form fields are:

- Machine Id:** A text input field containing the value '3'.
- Machine Name:** A text input field with a 'Required' label next to it.
- Machine Ip:** A text input field with a 'Required' label next to it.
- Machine Port:** A text input field containing the value '1085'.
- Machine Type:** A dropdown menu with 'Attendance' selected.
- IN OUT:** A group of two dropdown menus, with 'In' and 'Out' options.
- Buttons:** 'Add' and 'Back' buttons.

An alert message box is displayed in the center of the form, stating: 'Alert: Please provide Machine name'. The 'Ok' button is visible at the bottom right of the alert box.

After filling all the parameter click on update button.





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Welcome Admin

CHANGE
PASSWORD
LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Add Machine Master

Machine Id:
Machine Name:
Machine Ip:
Machine Port:
Machine Type:
IN OUT:

Add Back

Message

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

Ok

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You can also delete any Machine Master.





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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
LOG OUT

Master Transaction Data Process Leave Management Admin Reports

Manage Machine

Add New Machine

Show 10 entries

Id

Name

Ip

Type

Port

INOUT

Edit

Delete

2

Test2

192.162.0.50

Attendance

1085

O

1

Test

192.162.0.50

Attendance

1085

I

Id

Name

Ip

Type

Port

INOUT

Edit

Delete

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

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



Update Machine Master

Machine Id:	2
Machine Name:	<input type="text" value="Test2"/>
Machine Ip:	<input type="text" value="192.162.0.50"/>
Machine Port:	<input type="text" value="1085"/>
Machine Type:	<input type="text" value="Attendance"/>
	IN OUT: <input type="text" value="Out"/>
<input type="button" value="Update"/> <input type="button" value="Back"/>	

Message

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

Ok

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 option in time office software. But when you will generate report, Manual record will be shown before that entry of attendance.

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

The screenshot shows the 'Employee Manual Punch' form in the STAR LINK system. The form includes the following fields and buttons:

- Paycode Code:** A text input field.
- Card No:** A text input field.
- Punch Date:** A date input field with the format DD/MM/YYYY.
- Reason:** A text input field.
- Process from:** A date input field with the format DD/MM/YYYY.
- Name:** A text input field.
- Punch Time:** A time input field with the format HH:MM.
- Company:** A text input field.
- Get Employee Data:** A button labeled 'Get Data'.
- Punch Post:** A button labeled 'Punch Post'.
- Back Data Process:** A button labeled 'Back Data Process'.

The form is part of a web application with a header containing the STAR LINK logo, a customer help line number (1800-11-8088), and a user welcome message (Welcome Admin). The footer includes copyright information and social media icons.

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

Employee Manual Punch

Paycode Code:  Process from: Get Employee Data:

Card No: Name: Company:

Punch Date: Punch Time:

Reason: Punch Post:

Punch Detail

Date	Office	Status	Shift	Shift Hr	Late Arr	Early Dep	Working Hr	In1	Out2	Out1	In2	Over Time	Punch Date	Punch Time	P Day In Out	Is Manual	From Machine	
01-Jan-2017	WO	OFF											01-Nov-2017	00:44	Y	N	<input type="checkbox"/>	0
02-Jan-2017	A	GEN	\$10										03-Nov-2017	17:42	N	N	<input type="checkbox"/>	0
03-Jan-2017	A	GEN	\$10										04-Nov-2017	00:50	Y	N	<input type="checkbox"/>	0
04-Jan-2017	A	GEN	\$10										05-Nov-2017	15:09	N	N	<input type="checkbox"/>	0
05-Jan-2017	A	GEN	\$10										06-Nov-2017	01:14	Y	N	<input type="checkbox"/>	0
06-Jan-2017	A	GEN	\$10										06-Nov-2017	11:53	N	N	<input type="checkbox"/>	0
07-Jan-2017	WO	OFF											07-Nov-2017	00:54	Y	N	<input type="checkbox"/>	0
08-Jan-2017	WO	OFF											07-Nov-2017	12:05	N	N	<input type="checkbox"/>	0
09-Jan-2017	A	GEN	\$10										08-Nov-2017	13:16	N	N	<input type="checkbox"/>	0
10-Jan-2017	A	GEN	\$10										08-Nov-2017	23:15	N	N	<input type="checkbox"/>	0
11-Jan-2017	A	GEN	\$10										09-Nov-2017	13:04	N	N	<input type="checkbox"/>	0
12-Jan-2017	A	GEN	\$10										10-Nov-2017	00:41	Y	N	<input type="checkbox"/>	0
13-Jan-2017	A	GEN	\$10										10-Nov-2017	12:00	N	N	<input type="checkbox"/>	0
14-Jan-2017	WO	OFF																
15-Jan-2017	WO	OFF																
16-Jan-2017	A	GEN	\$10															
17-Jan-2017	A	GEN	\$10															
18-Jan-2017	A	GEN	\$10															

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

Employee Manual Punch

Paycode Code:  Process from: Get Employee Data:

Card No: Name: Company:

Punch Date: Punch Time:

Reason: Punch Post:

Punch Detail

Date Office	Status	Shift	Shift Hr	Late Arr	Early Dep	Working Hr	In1	Out2	Out1	In2	Over Time	Punch Date	Punch Time	P Day	In Out	Is Manual	From Machine
01-Nov-2017	A	GEN	\$10									01-Nov-2017	00:44	Y	N	<input type="checkbox"/>	<input type="checkbox"/>
02-Nov-2017	A	GEN	\$10									03-Nov-2017	17:42	N	N	<input type="checkbox"/>	<input type="checkbox"/>
03-Nov-2017	SRT	SE2	\$10			428	03-Nov-2017 17:42	04-Nov-2017 00:50				04-Nov-2017	00:50	Y	N	<input type="checkbox"/>	<input type="checkbox"/>
04-Nov-2017	WO	OFF										05-Nov-2017	15:09	N	N	<input type="checkbox"/>	<input type="checkbox"/>
05-Nov-2017	POW	OFF				605	05-Nov-2017 15:09	06-Nov-2017 01:14			605	05-Nov-2017	15:09	N	N	<input type="checkbox"/>	<input type="checkbox"/>
06-Nov-2017	P	SA1	\$10			781	06-Nov-2017 11:53	07-Nov-2017 00:54			271	06-Nov-2017	01:14	Y	N	<input type="checkbox"/>	<input type="checkbox"/>
07-Nov-2017	MIS	SA1	\$10				07-Nov-2017 12:05					06-Nov-2017	11:53	N	N	<input type="checkbox"/>	<input type="checkbox"/>
08-Nov-2017	P	SA2	\$10	16		599	08-Nov-2017 13:16	08-Nov-2017 23:15			89	07-Nov-2017	00:54	Y	N	<input type="checkbox"/>	<input type="checkbox"/>
09-Nov-2017	P	SA2	\$10			697	09-Nov-2017 13:04	10-Nov-2017 00:41			187	07-Nov-2017	12:05	N	N	<input type="checkbox"/>	<input type="checkbox"/>
10-Nov-2017	MIS	SA1	\$10				10-Nov-2017 12:00					08-Nov-2017	13:16	N	N	<input type="checkbox"/>	<input type="checkbox"/>
11-Nov-2017	WO	OFF										08-Nov-2017	23:15	N	N	<input type="checkbox"/>	<input type="checkbox"/>
12-Nov-2017	WO	OFF										09-Nov-2017	13:04	N	N	<input type="checkbox"/>	<input type="checkbox"/>
13-Nov-2017	A	GEN	\$10									10-Nov-2017	00:41	Y	N	<input type="checkbox"/>	<input type="checkbox"/>
14-Nov-2017	A	GEN	\$10									10-Nov-2017	12:00	N	N	<input type="checkbox"/>	<input type="checkbox"/>
15-Nov-2017	A	GEN	\$10														
16-Nov-2017	A	GEN	\$10														
17-Nov-2017	P	SA1	\$10			569	17-Nov-2017 12:00	17-Nov-2017 21:29			59						
18-Nov-2017	WO	OFF										10-Nov-2017	12:00	N	N	<input type="checkbox"/>	<input type="checkbox"/>

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

coming time of office on that day. After all data will filled then press button "Punch posting" then the punch of the

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

3.1.2. 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.

The screenshot shows the 'Employee Canteen Manual Punch' form in the STAR LINK system. The form includes fields for Paycode Code, Card No., Department, Punch Date, Reason, Process from, Name, Section, Punch Time, Get Employee Data, Company, Grade, Machine Type, and Machine ID. A 'Punch Post' button is visible at the bottom right of the form.

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

The screenshot shows the 'Manual Punch By range' form in the STAR LINK system. The form includes fields for Punch From Date, Punch To Date, Punch Time, Machine Id, Select Employee, Reason, and a 'Punch Post' button. A note at the top states: '(Punch Posting from this form always is Manual=N)'. The 'Select Employee' field is currently selected with a blue checkmark.

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

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Welcome Admin

CHANGE PASSWORD
PAYROLL
LOG OUT

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

Import In-Out

Download Demo File Format

Select File

Choose File No file chosen

Import Data

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.

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

Shift Change Window

Paycode Code: 000001

Card No: 00000001

Year/Month: 2017 Jan

Name: RAJ KAMAL JHA

Department: THE INDIAN EXPRESS

Designation: CHIEF EDITOR - IE

Shift Change Date: [Calendar Icon]

Change Shift: Shift Change

Get Employee Data: Get Data

Company: THE INDIAN EXPRESS PVT LTD

Location: NOIDA - B1

Attend Shift: Select

Shift Detail

Select	Date	Shift	Shift Attend	Status
✓	31-Jan-2017	GEN	GEN	A
✓	30-Jan-2017	GEN	GEN	A
✓	29-Jan-2017	OFF	OFF	WO
✓	28-Jan-2017	OFF	OFF	WO
✓	27-Jan-2017	GEN	GEN	A

Select Date Shift Shift Attend Status

First Previous 1 2 3 4 5 6 7 Next Last

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.

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.

Payroll	Name	Company	Department	Location	Designation	Date	Shift	IN	OUT	Hours Worked	Status	Approve Status	Actual	Approved
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	20 Jan 2025	OEH	08:00	10:00	10:00	Pending	01:00	01:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	21 Jan 2025	OEH	07:28	17:36	09:59	Pending	01:00	01:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	22 Jan 2025	OEH	08:00	17:50	09:59	Pending	01:00	01:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	23 Jan 2025	OEH	07:28	18:00	10:00	Pending	01:00	01:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	24 Jan 2025	OEH	08:00	17:59	09:59	Pending	01:00	01:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	25 Jan 2025	OEH	07:28	18:00	10:00	Pending	01:00	01:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	31 Jan 2025	OEH	08:00	18:00	10:00	Pending	01:00	01:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	02 Feb 2025	OFF	08:00	17:30	09:00	POW	08:00	08:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	03 Feb 2025	OEH	08:00	17:39	09:29	Pending	00:30	00:30
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	04 Feb 2025	OEH	08:00	18:00	09:30	Pending	00:30	00:30
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	15 Feb 2025	OEH	07:28	18:00	10:00	Pending	01:00	01:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	20 Feb 2025	OEH	07:28	17:36	09:59	Pending	01:00	01:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	24 Feb 2025	OEH	07:28	18:00	10:00	Pending	01:00	01:00
<input type="checkbox"/>	STP001	Starlink	Starlink communication pvt. ltd	Software	Dubai	QA	30 Jan 2025	OEH	08:00	18:00	10:00	Pending	01:00	01:00

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

Payroll	Name	Company	Department	Location	Designation	Date	Shift	IN	OUT	Hours Worked	Status	Actual OverTime	Approved
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	14 Nov 2024	GEN			A	00:00	00:00
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	17 Nov 2024	GEN			PO	00:00	00:00
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	18 Nov 2024	GEN			A	00:00	00:00
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	19 Nov 2024	GEN			A	00:00	00:00
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	20 Nov 2024	GEN			A	00:00	00:00
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	21 Nov 2024	GEN			A	00:00	00:00
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	22 Nov 2024	GEN			A	00:00	00:00
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	23 Nov 2024	GEN			A	00:00	00:00
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	24 Nov 2024	OFF			PO	00:00	00:00
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	25 Nov 2024	GEN			A	00:00	00:00
<input type="checkbox"/>	0049	D S Harvecha	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	26 Nov 2024	GEN			A	00:00	00:00
<input type="checkbox"/>	0050	USAM AHAMED	WIPRO ENTERPRISES PRIVATE LIMITED	Software	Bahli	ENGINEER	18 Nov 2024	GEN			A	00:00	00:00

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



CUSTOMER HELP LINE* TOLL FREE NO (all India)
011-40040000 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
BAYEDLL
LOG OUT

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

OverStay To Overtime

From 16-Nov-2024 To 26-Nov-2024 Get Data  Approve Generate Report

560

Search

<input type="checkbox"/> Paycode	Name	Company	Department	Location	Designation	Date	Shift	IN1	OUT1	HoursWorked	Status	OverStay	OverTime
No data available in table													

PreviousNext

3.4 Holiday

You can add all holidays from this option.

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

Holiday [Add New Holiday](#)

Show 10 entries

Date	Description	Delete
26-Jan-2017	Republic Day	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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Welcome Admin

CHANGE PASSWORD
PAYROLL
LOG OUT

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

Manual Overtime

From 16-Nov-2024 to 26-Nov-2024 ☐ Late Coming ☐ Early Going ☐ Early Coming Status [Get Data](#) [Approve](#) [Generate Report](#)

Payroll	Name	Date	IS OCF	Late Arrival	Early Departure	Early Arrival	Hours Worked	Start Shift	Allow Late Coming	Allow Early Going	Allow Early Coming
0049	D S Ramesha	16-Nov-2024						A GEN (08:00-17:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0049	D S Ramesha	17-Nov-2024						W/O OFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0049	D S Ramesha	18-Nov-2024						A GEN (08:00-17:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0049	D S Ramesha	19-Nov-2024						A GEN (08:00-17:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0049	D S Ramesha	20-Nov-2024						A GEN (08:00-17:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0049	D S Ramesha	21-Nov-2024						A GEN (08:00-17:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0049	D S Ramesha	22-Nov-2024						A GEN (08:00-17:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0049	D S Ramesha	23-Nov-2024						A GEN (08:00-17:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0049	D S Ramesha	24-Nov-2024						W/O OFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0049	D S Ramesha	25-Nov-2024						A GEN (08:00-17:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0049	D S Ramesha	26-Nov-2024						A GEN (08:00-17:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0050	VAISHA ARAABHIZ	16-Nov-2024						A GEN (08:00-17:30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

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011-49648888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
PAYROLL
LOG OUT

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

Gate Pass Process Form

Employee detail

Paycode Code: From Date: 01-Nov-2024 To Date: 30-Nov-2024

Card No: Name: Company:

Department:

Apply

Date Office: 26-Nov-2024 Gate Pass Type: Start Time: 00:00 Total Duration: 00:00

Deduction Type: Remark:

Attendance detail

Shift: In Time: 00:00 Out: 00:00 Working Hours: 00:00 OT Hours: 00:00

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

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011-49648888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
PAYROLL
LOG OUT

Master> Transaction> Gate Pass> Data Process> Leave Management> Access Control> Admin> Reports>

Gate Pass Details

Manage Employee From: 01-Feb-2025 To: 04-Apr-2025

Paycode	Card No	Name	Company	Department	Date Office	Start Time	End Time	Time Deducted	GatePass Type	Deduction Type	Reason
TEST123	TEST123	TEST	Starlink communication pvt .ltd	Software	03/02/2025	12:00	13:20	01:20	Official	Add In Working Hr	test
TEST123	TEST123	TEST	Starlink communication pvt .ltd	Software	04/02/2025	12:00	13:30	01:30	Official	No Deduction	test

Showing 1 to 2 of 2 entries

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.



The screenshot shows the STAR LINK web application interface. The top navigation bar includes links for Master, Transaction, Get Paid, Data Process, Leave Management, Access Control, Admin, and Reports. The 'Data process' section is active, displaying a form with the following fields: Process Name (Duty Roster), From date (01-Jan-2020), To Date (31-Dec-2020), and a Select Employee button. A 'Process' button is located at the bottom of the form.

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 effective for the remaining year, you must use this option. Firstly make all changes in the masters of a particular date and then use this option.



The screenshot shows the STAR LINK web application interface. The top navigation bar includes links for Master, Transaction, Get Paid, Data Process, Leave Management, Access Control, Admin, and Reports. The 'Data process' section is active, displaying a form with the following fields: Process Name (Duty Roster Update), From date (24-Mar-2020), To Date (24-Mar-2020), and a Select Employee button. A 'Process' button is located at the bottom of the form.

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.



The screenshot shows the STAR LINK web application interface. The top navigation bar includes links for Master, Transaction, Data Process, Leave Management, Admin, and Reports. The 'Data process' section is active, displaying a form with the following fields: Process Name (BackDay), From date (31-Dec-2017), To Date (31-Dec-2017), and a Select Employee button. A 'Process' button is located at the bottom of the form.

5.4. Re-processing

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

The screenshot shows the 'Data process' section of the STAR LINK software interface. The 'Process Name' is set to 'ReProcess'. The 'From date' is '01-Nov-2017' and the 'To Date' is '31-Dec-2017'. The 'Select Employee' dropdown shows a blue checkmark icon. A 'Process' button is located at the bottom of the form. The header includes the STAR LINK logo, a customer help line number (1800-11-8088), and a 'Welcome Admin' message. The footer contains copyright information and social media icons.

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

Data process

Process Name: ReProcess

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

Select Employee:

Process

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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.

The screenshot shows the 'Data process' section of the STAR LINK software interface. The 'Process Name' is set to 'AttendanceLock'. The 'From date' is empty and the 'To Date' is '25-Nov-2024'. The 'Lock/Unlock (Uncheck)' checkbox is unchecked. The 'for Unlock' label is present. The 'Select Employee' dropdown shows a blue checkmark icon. A 'Process' button is located at the bottom of the form. The header includes the STAR LINK logo, a customer help line number (011-48848888), and a 'Welcome Admin' message. The footer contains copyright information and social media icons.

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Welcome Admin

CHANGE PASSWORD
PAYROLL
LOG OUT

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

Data process

Process Name: AttendanceLock

From date: To Date: 25-Nov-2024

Lock/Unlock (Uncheck) ☐

for Unlock:

Select Employee:

Process

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

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8888), and a welcome message for Admin. Below the header is a navigation bar with links: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled 'Data process' and contains a form for 'LatePlanProcess'. The form has fields for 'Process Name' (LatePlanProcess), 'From date' (23-Mar-2025), 'To Date' (21-Apr-2025), and 'Select Employee' (a dropdown menu). A 'Process' button is located at the bottom of the form.

6. Leave Management

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

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

The screenshot shows the STAR LINK web application interface. At the top, there is a header with the STAR LINK logo, a customer help line number (1800-11-8888), and a welcome message for Admin. Below the header is a navigation bar with links: Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main content area is titled 'Data process' and contains a form for 'ReProcess'. The form has fields for 'Process Name' (ReProcess), 'From date' (01-Nov-), 'To Date' (31-Dec-2017), and 'Select Employee' (a dropdown menu). A 'Process' button is located at the bottom of the form. A dropdown menu is open under 'Leave Management', showing options: Leave Application, Leave Setup, Leave Accrual, and Leave Carry Forward. The 'Leave Application' option is further expanded, showing 'Posting' and 'Deletion' options.

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

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CUSTOMER HELP LINE TOLL FREE NO (all India)
811-8888888 (24 x 7)

WELCOME ADMIN

CHANGING PASSWORD
PASSWORD
LOG OUT

Master Transaction Gate Pass Data Process Leave Management Access Control Admin Reports

Leave Application

Employee detail

Paycode Code: STR005 Card No: STR005 Get Data

Name: StarS Company: Starlink communication pvt. ltd

Department: Software Location: Delhi

Designation: QA Leave Year: 2024

From Date: 24/03/2025 To Date: 24/03/2025

Apply Leave: CL-CL Duration: Full Day

Reason: Test File Upload: Choose File No file chosen

Apply: Apply Leave

Leave Balance Detail

Leave Code	Accrual	Consume	Enash	Balance
CL	12	0	0	12
OOB	0	0	0	0
SL	30	0	0	30
EL	1.4	0	0	1.4
LWP	0	0	0	0

Employee Attendance

Date	Day	Shift	In	Out	Status	Absent
24-Mar-2025	Monday	OEH			A	1

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

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

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No work... No Worry...

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811-8888888 (24 x 7)

WELCOME ADMIN

CHANGING PASSWORD
PASSWORD
LOG OUT

Master Transaction Gate Pass Data Process Leave Management Access Control Admin Reports

Leave Application

Employee detail

Paycode Code: STR005 Card No: STR005 Get Data

Name: StarS Company: Starlink communication pvt. ltd

Department: Software Location: Delhi

Designation: QA Leave Year: 2024

From Date: 24/03/2025 To Date: 24/03/2025

Apply Leave: CL-CL Duration: Full Day

Reason: Test File Upload: Choose File No file chosen

Apply: Apply Leave

Leave Balance Detail

Leave Code	Accrual	Consume	Enash	Balance
CL	12	1	0	11
OOB	0	0	0	0
SL	30	0	0	30
EL	1.4	0	0	1.4
LWP	0	0	0	0

Employee Attendance

Date	Day	Shift	In	Out	Status	Absent
24-Mar-2025	Monday	OEH			CL	0

Alert: Leave Posted successfully!

6.1.2. Leave Deletion

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



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

The screenshot shows the 'Leave Delete' page in the STAR LINK application. The page includes a search bar with 'Paycode Code' and 'Card No.' fields, both containing 'STP008'. The 'Get Data' button is visible. Below the search bar, there are fields for 'From Date' (24/02/2025), 'To Date' (24/03/2025), 'Name' (StarS), 'Company' (Starlink communication pvt. ltd), 'Department' (Software), 'Location' (Daha), and 'Designation' (SA). A table displays the leave records with columns: Leave Date, Leave Code, Leave Amount, Half/Full Day, Reason, Approve Date, Approved By, File, and Delete. The table shows one record for '24-Mar-2025' with a leave code of 'CL' and a leave amount of '1'. The 'Delete' button is highlighted in the table. The bottom of the page shows 'Showing 1 to 1 of 1 entries' and navigation buttons: First, Previous, 1, Next, Last.

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

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

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.

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.

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Welcome Admin

CHANGE PASSWORD
LOG OUT

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

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

Show 200 entries

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

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

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After clicking on Edit button the page appear as:

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Welcome Admin

CHANGE PASSWORD
PAYROLL
LOG OUT

Master > Transaction > Gate Pass > Data Process > Leave Management > Access Control > Admin > Reports >

Add Leave Master

Leave Field: L04 Leave Code: SL

Leave Description: Sick Leave

Leave Type: Leave Leave Mapped with: Select

Update 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 [?]Leave Setup[?] Click on Leave Setup option.

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

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

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

Show 10 entries Search

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

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Download Employee policy Detail

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

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1800-11-8088 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

Create Setup

Setup Name: Testing

Description: Financial Year

Select Employee:

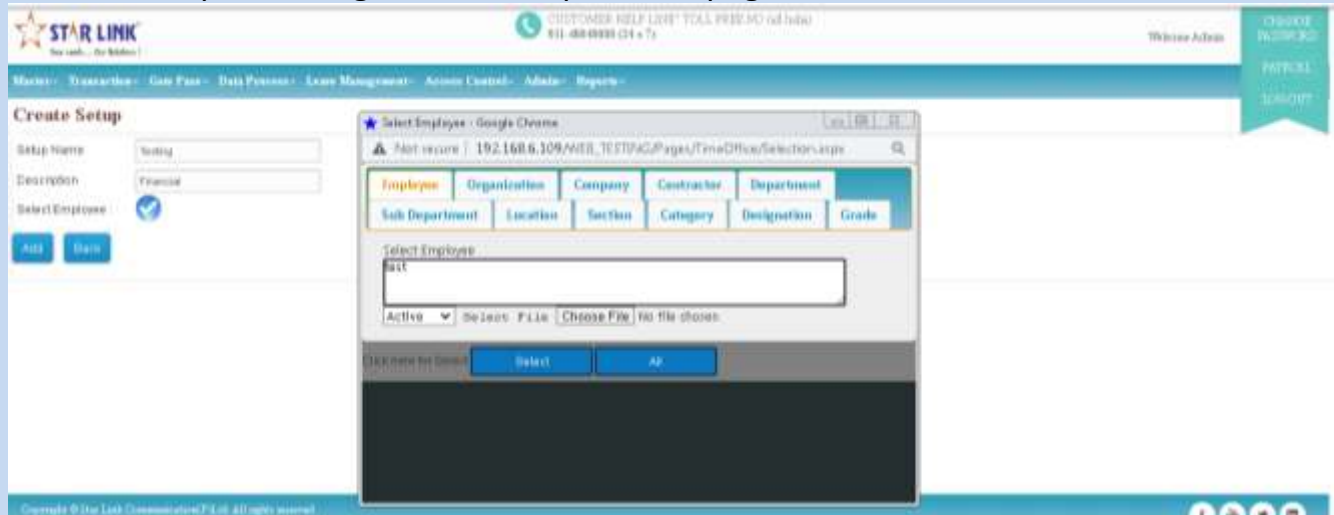
Add Back

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Here:

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



● Managing leave setup Master.



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

STAR LINK
Customer Help Line: 1800 200 0000 (toll free) or 020 4848 0000 (toll free)

Master: Transaction > Gain Pass > Data Person > Leave Management > Access Control > Admin > Reports >

Leave Setup Master

Select Leave:

Is Financial: Is Negative Allow: ☐

Applicable on Weekly Off: ☐ Applicable on Holiday: ☐

Is Actual: ☐

Is Early Forward: Max Early Forward Limit:

Is Encashable: Max Encashable Limit:

Max Leave Count in Month: Max Leave Value in Month: Max Leave Count in Year: Max Leave Value in Year:

Request Before Days: (for same day 1, and day 2) Leave Max Time: (Request Before Day) Applicable For: Applicable After Days Of DOL:

Min Leave Work For Leave: (for Short Leave) Min Time Duration: (for Short Leave)

Leave not Enabled:

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

STAR LINK
Customer Help Line: 1800 200 0000 (toll free) or 020 4848 0000 (toll free)

Master: Transaction > Gain Pass > Data Person > Leave Management > Access Control > Admin > Reports >

Leave Setup Master

Select Leave:

Is Financial: Is Negative Allow: ☐

Applicable on Weekly Off: ☐ Applicable on Holiday: ☐

Is Actual: ☐

Is Early Forward: Max Early Forward Limit:

Is Encashable: Max Encashable Limit:

Max Leave Count in Month: Max Leave Value in Month: Max Leave Count in Year: Max Leave Value in Year:

Request Before Days: (for same day 1, and day 2) Leave Max Time: (Request Before Day) Applicable For: Applicable After Days Of DOL:

Min Leave Work For Leave: (for Short Leave) Min Time Duration: (for Short Leave)

Leave not Enabled:

- For instance we have chosen CL type leave:

Here we are applying leave policy for concern leave:

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

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

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

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

All 4 combinations of above 3 is explained below:

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

Case1:-

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

● Case3:-

Note:-

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

(Here Accrual on Month is NO)

Case4:-

Note:-

1. If **Is Financial: - Yes, Is Fixed: - No** then “**Is Accrual Day from**

Previous” option must be checked.

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

Note:-

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

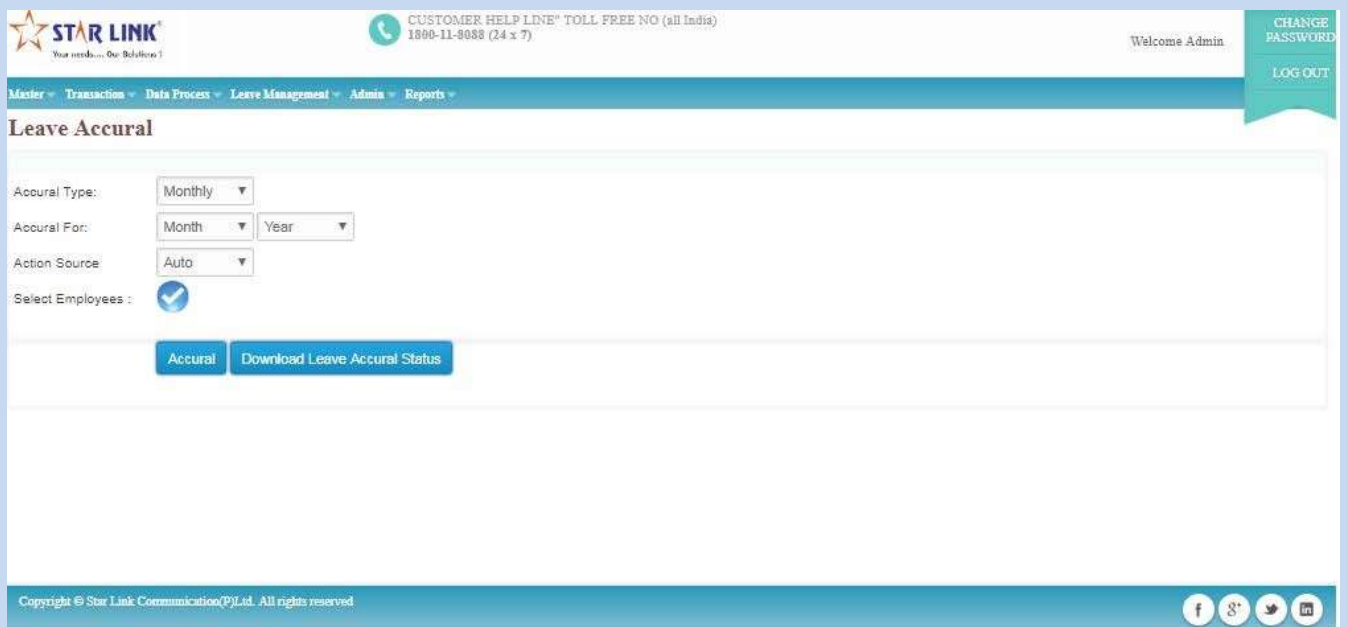
6.3. Leave Accrual:-

6.3.1 Leave Accrual :-

Go to Leave Management ? Leave Accrual ? Leave Accrual option.



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



Leave can be accrued as :

- Monthly
- Yearly

- Monthly Leave Accrual(Auto):-

- Click on “Accrual type” drop down box and Select Monthly.

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

The screenshot displays the STAR LINK web application interface for Leave Accrual. The main menu includes: Master, Transaction, Cam Page, Data Process, Leave Management, Access Control, Admin, and Reports. The left sidebar shows the 'Leave Accrual' section with options for Accrual Type (Monthly), Accrual For (Month/Year), Action Source (Auto), and Select Employees (checked). The main content area contains buttons for 'Accrual' and 'Download Leave Accrual Status'. A modal window titled 'Select Employee - Google Chrome' is open, showing a table with columns: Employee, Organization, Company, Contractor, Department, Sub Department, Location, Section, Category, Designation, and Grade. The 'Employee' column contains the value 'STR004'. Below the table, there is a 'Select Employee' search bar, an 'Active' dropdown, and a 'Select File' section with 'Choose File' and 'No file chosen' options. The modal also has 'Select' and 'All' buttons. Annotations with arrows indicate the following steps: Step 1 points to the 'Monthly' dropdown; Step 2 points to the 'Month' and 'Year' dropdowns; Step 3 points to the 'Auto' dropdown; Step 4 points to the 'Select Employees' checkbox; Step 5 points to the 'Select' button in the modal; Step 6 points to the 'Accrual' button; and Step 7 points to the 'Download Leave Accrual Status' button. The footer of the application shows 'Copyright © Star Link Communications PVT. Ltd. All rights reserved.' and social media icons.

Leave Accrual

Accrual Type:

Accrual For:

Action Source:

Select Employees:

Alert

Leave Accrual Complete.

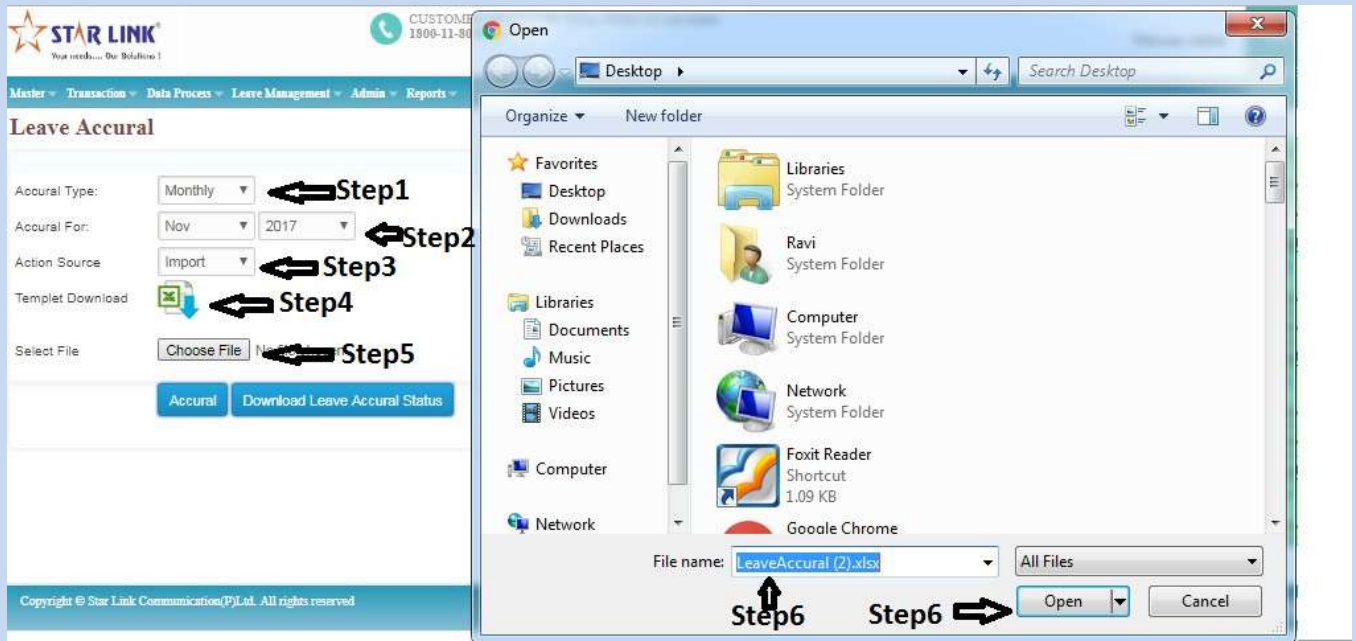
● Leave Accrual Status Report:-

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

- **Import of Monthly Leave Accrual :**

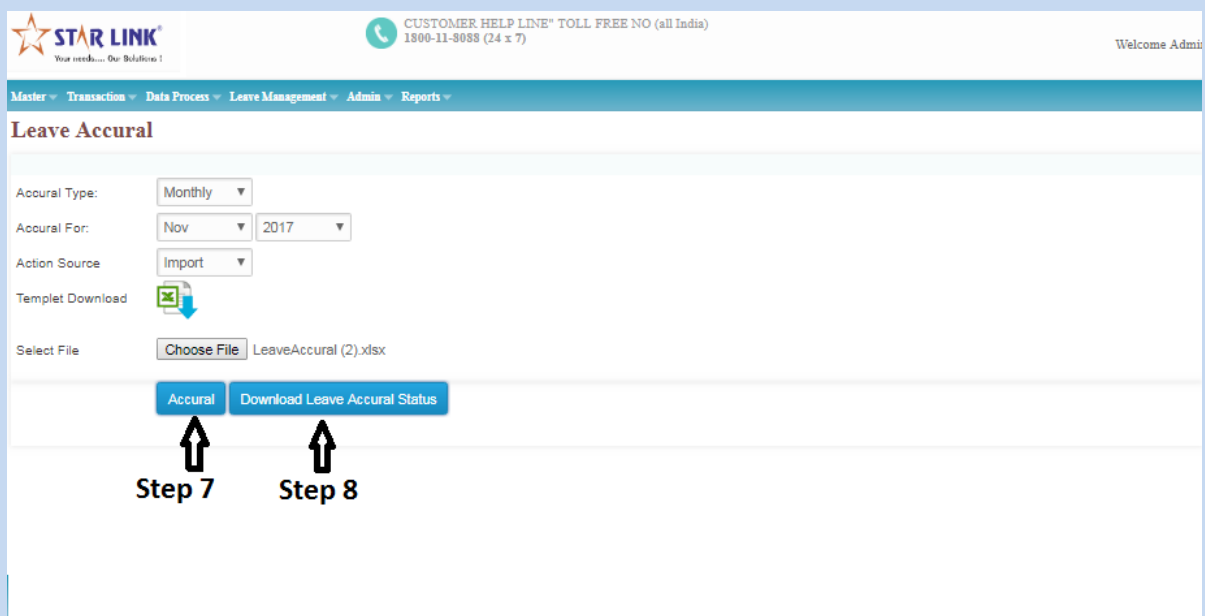
- i) Click on “Accrual type” drop down box and Select Monthly.
- ii) Click on “Accrual for” Drop down box. And select month and year.
- iii) Click on “Action Source” drop down box and Select “Import” source.
- iv) Click on Temp Download Icon. Excel format will be downloaded. And fill the required data.

[illegible]



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

vi) Click on “Accrual” button.



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

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

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

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

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

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

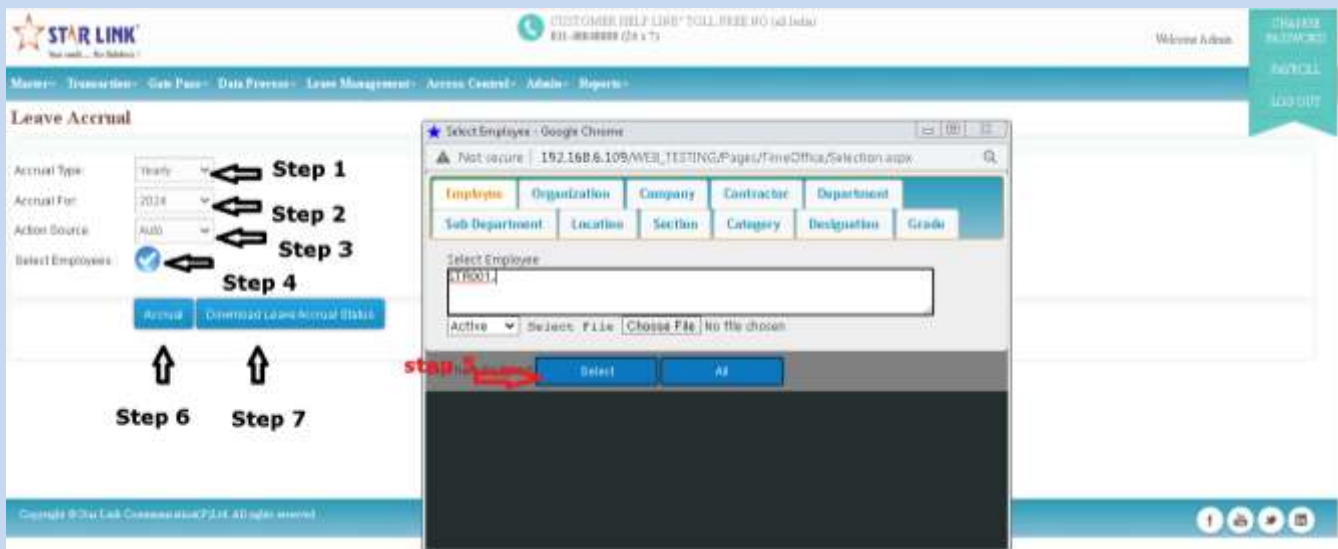
- ii) Click on “Accrual for” Drop down box. And select Year.

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

- iv) Click on Select Employee icon and Select employee.

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

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



Ok

[illegible]

● Yearly Leave Accrual(Import):-

- i) Click on “Accrual type” drop down box and Select Yearly.
- ii) Click on “Accrual for” Drop down box. And select year.
- iii) Click on “Action Source” drop down box and Select “Import” source.
- iv) Click on Temp Download Icon. Excel format will be download. And fill the required data.

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

STAR LINK
Your needs... Our Solution!

CUSTOMER HELP
1800-11-8088 (24 x 7)

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

Leave Accrual

Accrual Type: Yearly **Step1**

Accrual For: 2017 **Step2**

Action Source: Import **Step3**

Templet Download **Step4**

Select File: Choose File **Step5**

Accrual Download Leave Accrual Status

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

Welcome Admin

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

Leave Accrual

Accrual Type: Yearly ▾
Accrual For: 2017 ▾
Action Source: Import ▾
Templet Download:

Select File: LeaveAccrual (6).xlsx

Step 7 Step 8

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

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

Leave Accrual Report:-

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

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

The screenshot shows the STAR LINK Leave Management System interface. The 'Leave Accrual Manual' option is highlighted in the dropdown menu. The interface includes a navigation bar with options like 'Master', 'Transaction', 'Gain Pass', 'Data Process', 'Leave Management', 'Access Control', 'Admin', and 'Report'. The main area displays various leave types and their counts, such as Present, Absent, Early Arrival, On Time Arrival, Early Departure, Late Departure, On Time Departure, Absent 2 Days, Absent 3 Days, Absent 4 to 10 Days, Absent more than 10 Days, New Joiner(7 Days), Left(7 Days), and Mis Punch.

The screenshot shows the STAR LINK Leave Management System interface for the 'Leave Accrual Manual' form. The form includes fields for 'Paycode', 'Code', 'Card No.', 'Department', 'Name', 'Image', 'Company', and 'Category Name'. The 'Accrual Type' is set to 'All' and 'Accrual For' is set to '2017'. The 'Get Data' button is visible. Below the form, a table displays leave accrual data for the selected employee.

Leave Code	Description	Accrual	Accrual this Month	Course	Break	Balance	New Accrual
CL	CL	12.00	0	0.00	0.00	12.00	12.00
SL	Sick Leave	30.00	0	0.00	0.00	30.00	30.00

Showing 1 to 2 of 2 entries

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**.

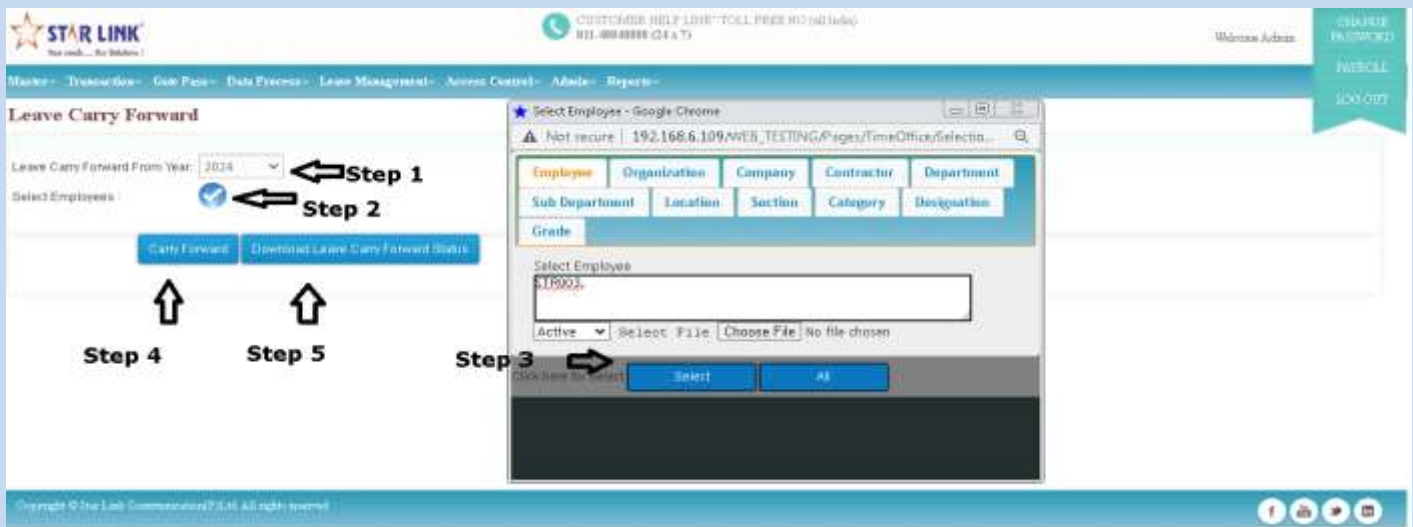
- Go to **Leave Management Menu** and Click on **Leave Carry Forward**.



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



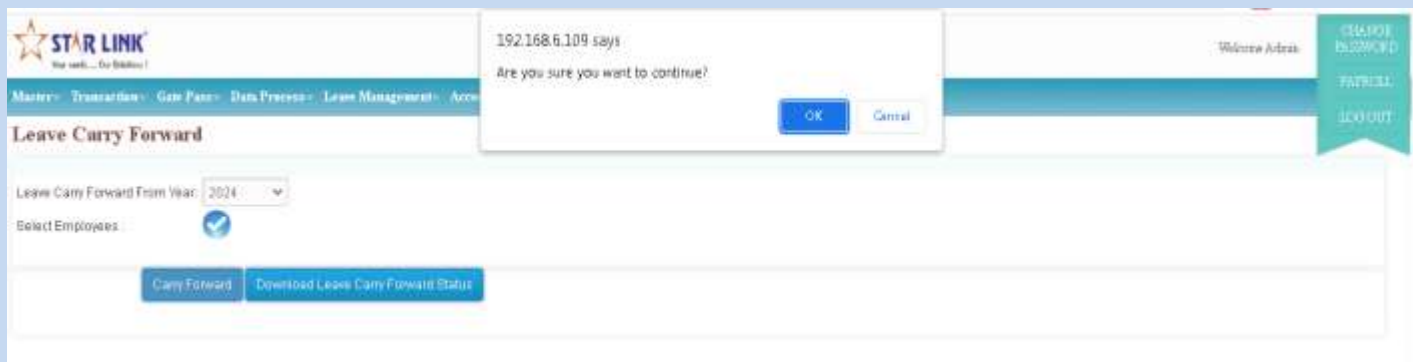
- Select Leave Year eg 2024 and Select Employee through Employee Selection.



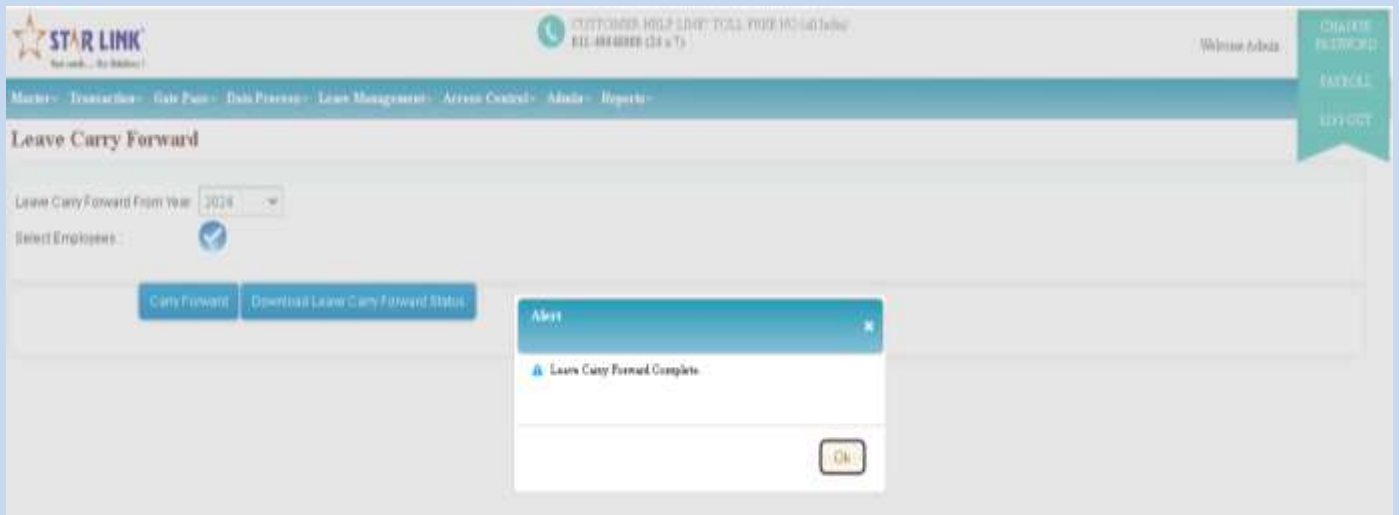
- After Selection of Employee Click on Carry Forward button. And after click carry forward button one message pop box open, Click on “OK”.



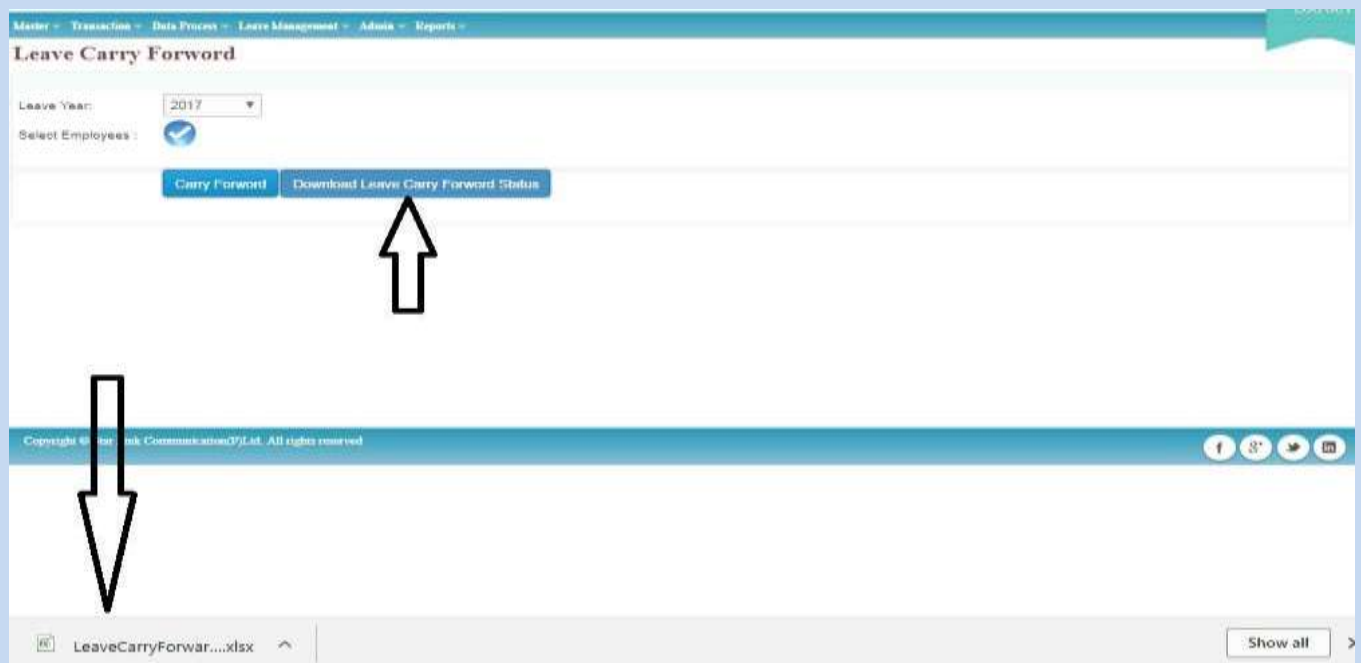
- After click on Ok button one more message box of OK will display.



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



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



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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
4														
5	PAYCODE	EMPNAME	PRESENTC	COMPANYNAME	ACC_LEAV	CARRY_FC	LAPS_LEA	LEAVE_YE	LEAVE_YE	LEAVECODE	LEAVEDES	CARRY_FC	DAYS_ON	ACCRUAL
6	T001	Ravi_Fixed_	T001	GLOBAL FAIRS & MEC	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
7	T001	Ravi_Fixed_	T001	GLOBAL FAIRS & MEC	18			2017	2017	PL	PREVILAGE LEAVE		0	
8	T001	Ravi_Fixed_	T001	GLOBAL FAIRS & MEC	15	11	4	2017	2017	SL	SICK LEAV	28/12/201	26.5	
9	T001	Ravi_Fixed_	T001	GLOBAL FAIRS & MEC	2.5			2017	2017	OD	Out Duty		5	
10	T002	Ravi_Two_F	T002	THE INDIAN EXPRESS	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
11	T002	Ravi_Two_F	T002	THE INDIAN EXPRESS	18			2017	2017	PL	PREVILAGE LEAVE		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		3	
14	T003	Ravi_Two_F	T003	IE ONLINE MEDIA SEF	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
15	T003	Ravi_Two_F	T003	IE ONLINE MEDIA SEF	18			2017	2017	PL	PREVILAGE LEAVE		0	
16	T003	Ravi_Two_F	T003	IE ONLINE MEDIA SEF	15	11	4	2017	2017	SL	SICK LEAV	28/12/201	24.5	
17	T003	Ravi_Two_F	T003	IE ONLINE MEDIA SEF	2			2017	2017	OD	Out Duty		4	
18	T004	Ravi_Multip	T004	IE ONLINE MEDIA SEF	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
19	T004	Ravi_Multip	T004	IE ONLINE MEDIA SEF	18			2017	2017	PL	PREVILAGE LEAVE		0	
20	T004	Ravi_Multip	T004	IE ONLINE MEDIA SEF	15	11	4	2017	2017	SL	SICK LEAV	28/12/201	34.5	
21	T004	Ravi_Multip	T004	IE ONLINE MEDIA SEF	2.5			2017	2017	OD	Out Duty		5	
22	T005	Ravi_Four_F	T005	THE INDIAN EXPRESS	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
23	T005	Ravi_Four_F	T005	THE INDIAN EXPRESS	18			2017	2017	PL	PREVILAGE LEAVE		0	
24	T005	Ravi_Four_F	T005	THE INDIAN EXPRESS	15	11	4	2017	2017	SL	SICK LEAV	28/12/201	23	
25	T005	Ravi_Four_F	T005	THE INDIAN EXPRESS	1.25			2017	2017	OD	Out Duty		2.5	
26	T006	Ravi_Single_	T006	THE INDIAN EXPRESS	3	3	0	2017	2017	CL	CASUAL LE	28/12/201	0	
27	T006	Ravi_Single_	T006	THE INDIAN EXPRESS	18			2017	2017	PL	PREVILAGE LEAVE		0	
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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011-48848888 (24 x 7)

WELCOME ADMIN

CHANGE PASSWORD
PASSWORD
LOG OUT

Home> Transaction> Gen Pass> Data Process> Leave Management> Access Control> Admin> Reports>

Leave Encashment

Leave Year: 2024 Leave: **Privilege leave** **Get Data** **Encash** Encash From: Encash To: Summary Details **Generate Report**

Sl No	Paycode	Name	Company	Location	Department	Designation	Accrued	Accrued from previous year	Consumed	Encashed	Max Encash Limit
1009	PRV001	PRYUSHORUP MISHRAHATHI	HYE India Pvt. Ltd.	Mumbai MHL	HUMAN RESOURCES & IR	Senior Executive	15.00	0.00	0.00	0.00	15.00
1010	PRV002	AMIT PRMODBHAI KAWAL	HYE India Pvt. Ltd.	Mumbai MHL	AUTO LOGISTICS DIVISION	Assembly	18.00	0.00	0.00	0.00	18.00
1011	PRV003	JAINUDESH HANSARI	HYE India Pvt. Ltd.	Mumbai MHL	AUTO LOGISTICS DIVISION	Painter	18.00	0.00	1.00	0.00	17.00
1012	PRV004	HANISH H KISHI	HYE India Pvt. Ltd.	Mumbai MHL	AUTO LOGISTICS DIVISION	Yard Supervisor	18.00	0.00	0.00	0.00	18.00
1013	PRV005	RAJESH MARU KHARWA	HYE India Pvt. Ltd.	Mumbai MHL	AUTO LOGISTICS DIVISION	Assembly	18.00	0.00	0.00	0.00	18.00
1014	PRV006	VINAY DASHI WAZARI	HYE India Pvt. Ltd.	Mumbai MHL	AUTO LOGISTICS DIVISION	Assembly	18.00	0.00	0.00	0.00	18.00
1015	PRV007	KHERRAJ SAMJI THARI	HYE India Pvt. Ltd.	Mumbai MHL	AUTO LOGISTICS DIVISION	Driver	18.00	0.00	0.00	0.00	18.00

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

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No work... No Salary!

CUSTOMER HELP LINE* TOLL FREE NO (all India)
011-48848888 (24 x 7)

WELCOME ADMIN

CHANGE PASSWORD
PASSWORD
LOG OUT

Home> Transaction> Gen Pass> Data Process> Leave Management> Access Control> Admin> Reports>

Cof Encashment

Cof Leave Year: 2024 **Get Data** **Encash Cof** Encash From: Encash To: Summary Details **Generate Report**

Sl No	Paycode	Name	Company	Location	Department	Designation	Accrued	Consumed	Encashed	Max Encash Limit
120	TEST120	RAJESH KUMAR SINGH	HYE India Pvt. Ltd.	HYE Mumbai HO	AUTO LOGISTICS DIVISION	Executive	1.00	0.00	0.00	1.00
121	TEST121	TEST	Starlink communication pvt. ltd	Della	Software	QA	3.00	0.00	0.00	3.00

Previous Next

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.

STAR LINK
No work... No Salary!

CUSTOMER HELP LINE* TOLL FREE NO (all India)
011-48848888 (24 x 7)

WELCOME ADMIN

CHANGE PASSWORD
PASSWORD
LOG OUT

Home> Transaction> Gen Pass> Data Process> Leave Management> Access Control> Admin> Reports>

Cof Encashment

Cof Leave Year: 2024 **Get Data**

Sl No	Paycode	Name	Company	Location	Department	Accrued	Consumed	Encashed	Encash	Is Paid	Delete
120	ST001	SWI	Starlink communication pvt. ltd	Della	Software	1.40	0.00	0.00	1.40	Y	Delete
121	PRV001	PRYUSHORUP MISHRAHATHI	HYE India Pvt. Ltd.	Mumbai MHL	HUMAN RESOURCES & IR	Senior Executive	15.00	0.00	0.00	N	Delete

Previous Next

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.



Setup ID	Max Working in a day	Permissible Late Arrival	Permissible Early departure	Duplicate Check Min	Edit
Banglades MBL	1440	10	10	5	<input checked="" type="checkbox"/>
Pipavay	1440	20	10	5	<input checked="" type="checkbox"/>
Pandabud Koluta	1440	20	20	5	<input checked="" type="checkbox"/>
Otagoni DLP Cybercity	1440	10	10	10	<input checked="" type="checkbox"/>
HYK Mumbai HO	1440	120	10	10	<input checked="" type="checkbox"/>
Mapped Location	Max Working in a day	Permissible Late Arrival	Permissible Early departure	Duplicate Check Min	Edit

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.

STAR LINK
Solutions - No Worries

011-4000-8000 (24x7) | 011-4000-8000 (24x7)

Master: Dashboard > Gate Pass > Data Present > Leave Management > Access Control > Admin > Reports

Update Time Office Setup

General Setup | Time Office Policy | Over Time Policy | Cut Setup | In Out Applicable | General Setup | Gate Pass

General Setup

Applicable on Location: Company: Cycle type: Department: Duration:

Setup type: Attendance Cycle: Start Date Of Cycle:

☐ Auto Absent Allowed ☒ Mark WO as Absent When No of Present No. of Present for WO: ☐ Mark H/A as Absent (H/A) No of Present for WO:

☐ In Negative Leave Allow ☐ Permit Early Min for Run Auto: (Minute) Permit Late Min for Run Auto: (Minute)

☒ Run Auto Shift Allow ☐ Auto Employee Approved ☒ Auto Pay Made (Approved) ☐ Is Same Pay Model Compliance ☐

☐ Reverts Mandatory For Manual ☐ Auto Shift On WO ☒ Working Hour Start With Shift Start ☒

☐ Auto OT Approved ☒

STAR LINK
Solutions - No Worries

011-4000-8000 (24x7) | 011-4000-8000 (24x7)

Master: Dashboard > Gate Pass > Data Present > Leave Management > Access Control > Admin > Reports

Update Time Office Setup

General Setup | Time Office Policy | Over Time Policy | Cut Setup | In Out Applicable | General Setup | Gate Pass

Time Office Policy

Duplicate Check Min: (minute) End Time For In Punch: (Time in 24 format)

End Time for Out Punch (last day for RTC employees with Multiple punch): (Time in 24 format)

Permissible Late Arrival: (minute) Permissible Early Departure: (minute) Maximum Working Hours in day: (Time in Minute) Maximum Working Hours Based:

☐ Force Followover Working hours duration in case of Multiple Punch ☐ First Punch is Night Shift ☐

☐ Out Work Allowed ☒ Half Day Marking ☐ Short Leave Marking ☐

Present Marking Duration: (minute) Max Work for Half Day: (minute) Max Absent Hours for Short Day: (minute)

OverTimeOverTime: ☒ Over Time ☐ Deduct Out Work from working hours ☐ (Deduct Out Work from working hours)

Present On Shift Duration: ☐ Is Present On second half Mark Half day and Over Time after shift ☒

- 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, that employee will belong to which shift.
- Weekly Day include or not in Duty Roster: If you want to include weekly off in duty roster, click this option.
- Present on WO present: If you are present on weekly off, click on this option.
- Present on HLD present: If you are present on holiday, click on this option.
- Maximum Working Duration: You can set maximum working hours for working in a month.
- Permissible Late Arrival: You can set time which you give to employee who comes late without marking as late.
- Permissible Early Departure: You can set time which you give to employee who goes early without marking early departure.

- Over Time Allowed: By clicking on this option, you can activate this option.
- Out Work Allowed: By clicking on this option, you can activate this option.
- Overstay Allowed: By clicking on this option, you can activate over stay.
- Mark AWA as AAA: If an employee is absent on Saturday and also absent on Monday. By clicking this option, Sunday will also count as absent.
- No of present for WO: You can set no of days for weekly off.
- Is Auto absent Allowed: If an employee is absent on Saturday, software will show his absent automatically by clicking this option.
- Mark WO as Absent when no of present < no of present of WO: if no of weekly off is greater than no of present, weekly off will count as weekly off by clicking on this option.
- There are some formulas for Over Time:
 - OT=Out Time-Shift End Time
 - OT=Working hours – shift hours
 - OT=Early coming + Late Departure
- OT parameter options:
 1. Check on “OT is allowed in case of early coming” : Over time will count on early coming.
 2. Check “round OT” to count OT round figure.
- OT Durations:
 1. OT Early Coming Duration: In this you have to enter time duration before that if an employee is coming, OT will not count. OT will count after that time.
 2. OT Late Departure Duration: By setting this time duration, if an employee stay after working hours, after this duration OT will not count.
 3. OT restricts End Duration: You have to set maximum over time.

C-off Setup:-

1. **Min Minutes for full Day:-** Through this option you can define the time after which Full day present on C-Off Days will be considered.
2. **Min Minutes For Half Day:-** Through this option you can define the time after which Half day present on C-Off Days will be considered.
3. **C-off Expired Day:-** Within this given period C-off must be consumed otherwise after the given time, accrued C-Off shall be expiring.
4. **Is Auto:** - If this option is checked, it will work automatically for C-Off generating and expiring.

5. Working Days C-off /Weekly Off C-off /Holiday C-off: - C-off will generate as per value mention in text box(Working Days C-off/Weekly Off C-off/Holiday C-off).

The screenshot shows the 'Update Time Office Setup' form with the 'Cof Setup' tab selected. The form contains the following fields and values:

Field	Value
Min Minutes For Full Day	400 (Minute)
Min Minutes For Half Day	200 (Minute)
Cof Expired Days	60
isAuto Cof	<input checked="" type="checkbox"/>
Working Days Cof	0
Weekly Off Cof	1
Holiday Cof	1
Applicable From	01-Jan-2024

Buttons: Update, Back

In out Applicable: -

The screenshot shows the 'Update Time Office Setup' form with the 'In Out Applicable' tab selected. The form contains the following fields and values:

Field	Value
Is In Out Applicable	<input type="checkbox"/>

Text: This feature applicable with separate In and Out Machine

Buttons: Update, Back

General Setup

The screenshot shows the 'Update Time Office Setup' form with the 'General Setup' tab selected. The form contains the following fields and values:

Field	Value
Password Policy	<input type="checkbox"/>
Password Expires	<input type="checkbox"/>
Password Expires After Days	0 (Days)
Log Applicable	<input type="checkbox"/>
Generate Log From	0 (Days)
Financial Year Start	Jan

Buttons: Update, Back

Gate Pass :

The screenshot shows the 'Update Time Office Setup' form in the STAR LINK system. The form is titled 'Update Time Office Setup' and has a navigation bar with tabs: General Setup, Time Office policy, One Time Policy, Conf Setup, In Out Applicable, General Setup, and Gate Pass. The 'Gate Pass' tab is selected. The form contains the following fields:

- Gate Pass Count in Day: 0
- Maximum GatePass Duration: 23:59 (0+time)
- Minimum GatePass Duration: 00:00 (0+time)
- Maximum GatePass Duration in: 00:00 (0+time)
- GatePass Count in Month: 0
- Month: (empty)
- Deduct From Salary After Limit: ☐
- Allow After Limit Exide: ☒

Buttons: Update, Back

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.

The screenshot shows the 'Update Employee' form in the STAR LINK system. The form is titled 'Update Employee' and has a navigation bar with tabs: Office Detail, OT/OS Policy, RTC Policy, Punch Policy, Late/Early Policy, SRT/HLF Policy, Shift policy, and WO Policy. The 'Office Detail' tab is selected. The form contains the following fields:

- Select Employee: (dropdown menu with a checkmark icon)
- Clear Selection
- Office Detail
- Please check which you want to update in Employee master:
- Company: C00-NONE
- Category: APT-APPOINTMENT
- Location/Branch: L00 -NONE
- Designation: 201-ADVERTISEMENT PAGINATOR
- Department: 101-ACCOUNTS & FINANCE
- Section: D00-NONE
- Grade: G00-NONE

Buttons: Update

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



CUSTOMER HELP LINE *TOLL FREE NO (all India)
811-888-8888 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
RENEWAL
LOG-OUT

Home> Transaction> Gen Page> Data Process> Leave Management> Access Control> Admin> Reports>

Update Employee

Select Employee:  Clear Selection

Office Detail

OT/OT Policy

RTC Policy

Punch Policy

Late/Early Policy

BRT/BLP Policy

Shift policy

WO Policy

OT/OT Policy

Overtime/Overday ☒ Over Time ☐ Rate Is COF Applicable ☐ Is OT on WOHLD ☐

Update (Note: OT Checkbox should be check on COF or OT on WOHLD)



CUSTOMER HELP LINE *TOLL FREE NO (all India)
811-888-8888 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
RENEWAL
LOG-OUT

Home> Transaction> Gen Page> Data Process> Leave Management> Access Control> Admin> Reports>

Update Employee

Select Employee:  Clear Selection

Office Detail

OT/OT Policy

RTC Policy

Punch Policy

Late/Early Policy

BRT/BLP Policy

Shift policy

WO Policy

RTC Policy

Round The Clock Working: ☐

Update



CUSTOMER HELP LINE *TOLL FREE NO (all India)
811-888-8888 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
RENEWAL
LOG-OUT

Home> Transaction> Gen Page> Data Process> Leave Management> Access Control> Admin> Reports>

Update Employee

Select Employee:  Clear Selection

Office Detail

OT/OT Policy

RTC Policy

Punch Policy

Late/Early Policy

BRT/BLP Policy

Shift policy

WO Policy

Punch Policy

Punch required in day: Update

No Punch

Single

Two

Four

Multiple



CUSTOMER HELP LINE *TOLL FREE NO (all India)
811-888-8888 (24 x 7)

Welcome Admin

CHANGE
PASSWORD
RENEWAL
LOG-OUT

Home> Transaction> Gen Page> Data Process> Leave Management> Access Control> Admin> Reports>

Update Employee

Select Employee:  Clear Selection

Office Detail

OT/OT Policy

RTC Policy

Punch Policy

Late/Early Policy

BRT/BLP Policy

Shift policy

WO Policy

Late/Early Policy

(Please check which you want to update in Employee profile)

Permissible Late Arrival: ☐ (Time in Hours)

Permissible Early Departure: ☐ (Time in Hours)

Maximum Working Hours in day: ☐ (Time in Hours)

Update

Update Employee

Select Employee



Clear Selection

Office Detail OT/OS Policy RTC Policy Punch Policy Late/Early Policy **RRT/MLF Policy** Shift policy WO Policy

RRT/MLF Policy

Consider Time Loss

☐

Half Day marking

☒

Short Leave Marking

☒

Present Marking Duration

00:00 (Time in Hours)

Max Work for Half Day

00:00 (Time in Hours)

Max Absent Hours for Short Day

02:00 (Time in Hours)

Update

Update Employee

Select Employee



Clear Selection

Office Detail OT/OS Policy RTC Policy Punch Policy Late/Early Policy **RRT/MLF Policy** Shift policy WO Policy

Shift Policy

Shift Type

Fixed

Select Shift

Select

Shift Pattern

First Select

Second

Select

Third

Select

Remaining Day

☐

Change After Day

☐

Run Auto Shift

☒

Select Shift

Select

Add

Run Auto Shift

Update

Update Employee

Select Employee



Clear Selection

Office Detail OT/OS Policy RTC Policy Punch Policy Late/Early Policy **RRT/MLF Policy** Shift policy **WO Policy**

Weekly Off Policy

First W/O

None

Second W/O

None

Second W/O Day

1 2 3 4 5

Second W/O Type

Full

Half day Shift

Select

Update

7.3 Mail Setting:

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

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Your needs... Our Solution

CUSTOMER HELP LINE* TOLL FREE NO (all India)
1800-11-8089 (24 x 7)

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

Mail Setting

Mail Server Address: Mail Server Port:

Is SSL: ☒ Display Name:

Email ID: Password:

Update

- 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.

STAR LINK
Your needs... Our Solution

CUSTOMER HELP LINE* TOLL FREE NO (all India)
911-888-8888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
PASSWORD
LOG OUT

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

Manage User For Web Time Office

Add New User

User ID	User Type	Paycode	Auth. Company	Auth. Department	Auth. Location	Delete
1001	ROD	STR006	002	D19,D01	L34	<input type="button" value="Delete"/>
1002	ROD	STR004	002	D19	L34	<input type="button" value="Delete"/>
Admin	Admin	1117	All Company	All Company	All Company	<input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

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.

STAR LINK
Your needs... Our Solution

CUSTOMER HELP LINE* TOLL FREE NO (all India)
911-888-8888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
PASSWORD
LOG OUT

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

Add User Permission

User Type:

Login ID:

Password:

Description:

Paycode:

Authentication: ☒

Add Back

Permissions

Master	<input type="checkbox"/>	Transaction	<input type="checkbox"/>	Data Process	<input type="checkbox"/>
Leave Management	<input type="checkbox"/>	Admin	<input type="checkbox"/>	Report	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	Data Capture	<input type="checkbox"/>	Calendar Master	<input type="checkbox"/>
		Interface	<input type="checkbox"/>	Gate Pass	<input type="checkbox"/>
Payroll management	<input type="checkbox"/>				
Time Office Report View	<input type="checkbox"/>	Payroll Report View	<input type="checkbox"/>		

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

STAR LINK
Your needs... Our Solutions!

CUSTOMER HELP LINE* TOLL FREE NO (all India)
011-48648888 (24 x 7)

Welcome Admin

CHANGE PASSWORD
PASSWORD
LOG OUT

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

User Action Log Master: Master Active: AB User: AB From date: 27-Oct-2024 To Date: 29-Nov-2024 Search

AB
Add
Update
Delete
UserLogin
Other

10 entries

No data available in table

Showing 0 to 0 of 0 entries

First Previous Next Last

7.4.3. Employee

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

STAR LINK
Your needs... Our Solutions!

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

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

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

Show 10 entries

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

Showing 1 to 10 of 2,327 entries

First Previous 1 2 3 4 5 233 Next Last

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f g+ t in

7.5. Import/Export Data:-

7.5.1. Import

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

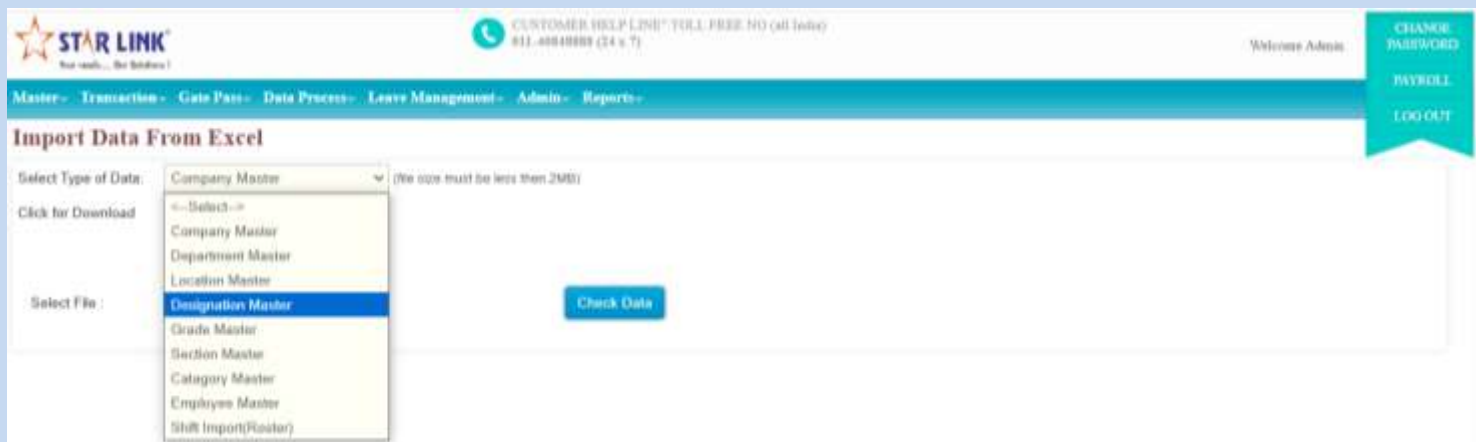


The screenshot shows the 'Import Data From Excel' page of the STAR LINK system. The header includes the STAR LINK logo, a customer help line number (011-40040000), and a 'Welcome Admin' message. A navigation bar contains links for Master, Transaction, Gate Pass, Data Process, Leave Management, Admin, and Reports. On the right, there are buttons for CHANGE PASSWORD, PAYROLL, and LOG OUT. The main form area has a dropdown menu for 'Select Type of Data' set to 'Company Master' with a note '(File size must be less than 2MB)'. Below this is a 'Click for Download' link with a download icon. The 'Select File' section shows a 'Choose File' button and the text 'No file chosen'. A 'Check Data' button is also present.

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.



This screenshot shows the same 'Import Data From Excel' page, but with the 'Select Type of Data' dropdown menu open. The menu lists various master data types: Company Master, Department Master, Location Master, Designation Master (highlighted), Grade Master, Section Master, Category Master, Employee Master, and Shift Import(Roster). The rest of the interface, including the header, navigation bar, and buttons, remains the same as in the previous screenshot.

On clicking Column setup, Page will look like as :


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

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

Column Section: Employee ▾

Report Column Setup

Show 100

Name

PAYCODE

EMPNAME

DATEOFBIRTH

DATEOFJOIN

PRESENTCARDNO

COMPANYCODE

COMPANYNAME

DEPARTMENTCODE

DEPARTMENTNAME

CAT

CATAGORYNAME

Display

Emp Pay Code

Employee Name

Date of Birth

Date of Joining

Card No

Company Code

Company Name

Department Code


Department Name

Category Code

Category Name

Update

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


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

Welcome Admin

CHANGE PASSWORD
LOG OUT

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

Column Section: Employee ▾

Report Column Setup

Show 100 entries

Name

PAYCODE

EMPNAME

DATEOFBIRTH

DATEOFJOIN

PRESENTCARDNO

COMPANYCODE

COMPANYNAME

DEPARTMENTCODE

DEPARTMENTNAME

CAT

CATAGORYNAME

DIVISIONCODE

Display

Emp Pay Code

Employee Name

Date of Birth


Update

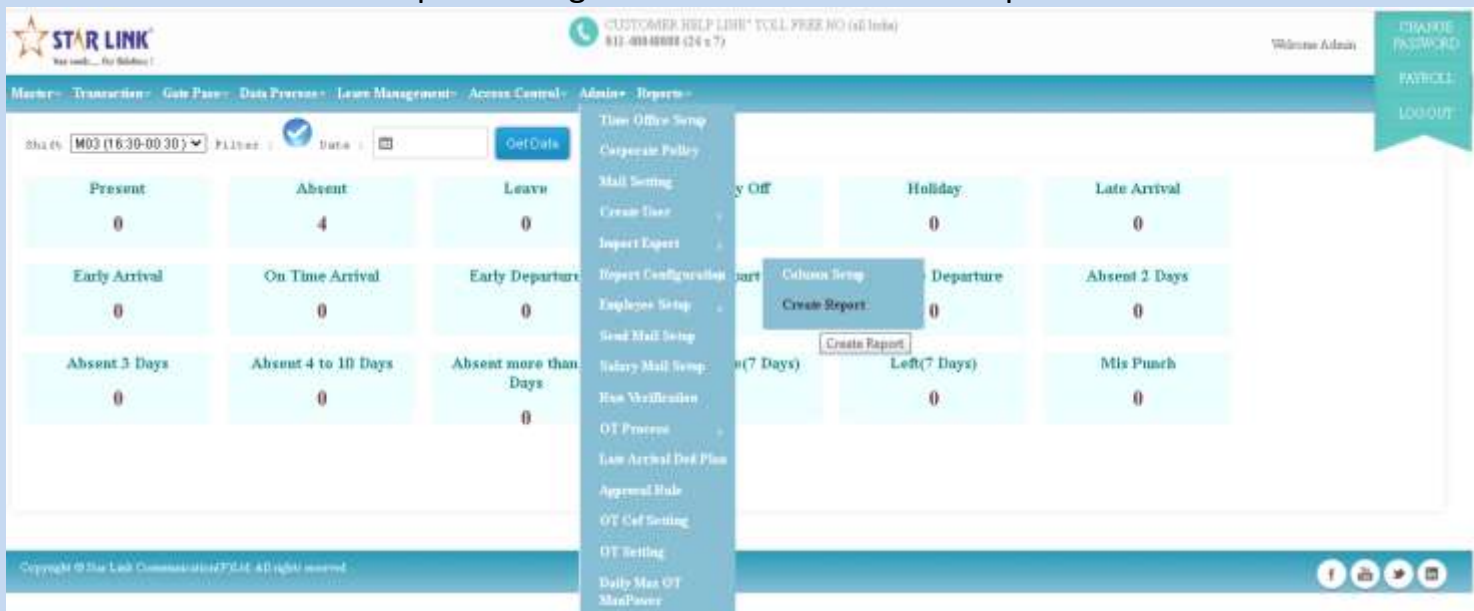
Message

Column display name updated.

Ok

7.6.2. Create Report:-

- Go to Admin Report Configuration  Click on Create Report.



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



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

- **Search:** You can use this option to search a section which you want to find.
- **Next:** Press button "Next" to switch to the next section.
- **Last:** Press button "Last" to switch to the last page.

How to Add a new Report:-

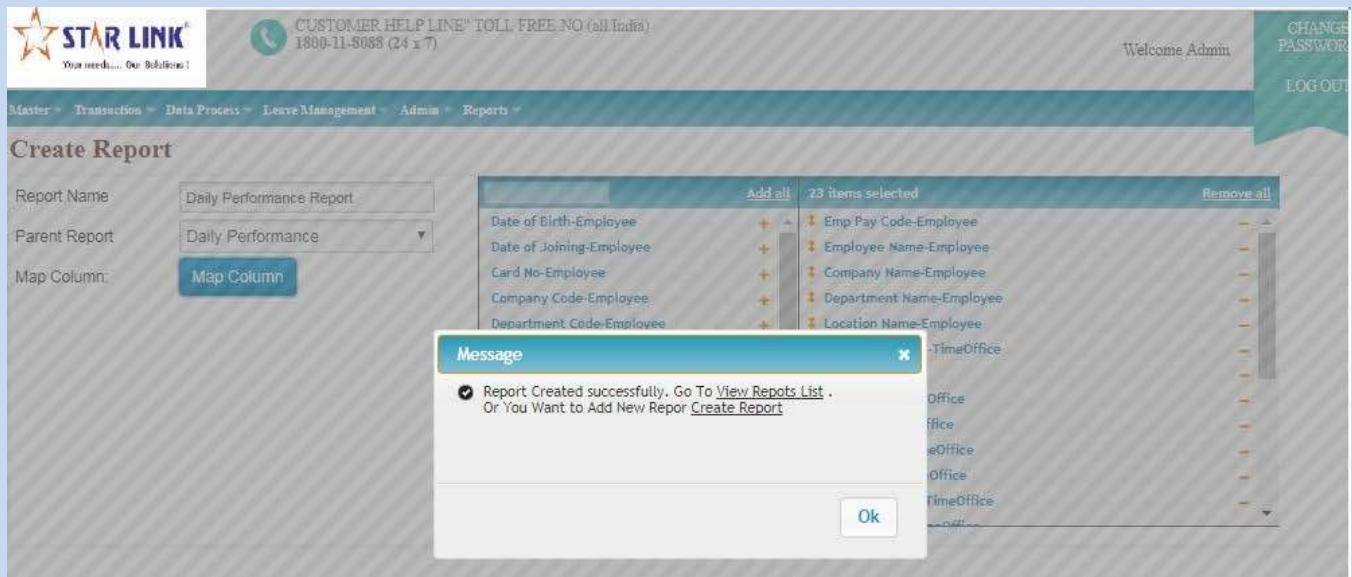
- Click on Add new Report link text. Create Report page will be displayed.
- You Can Create Report column as per your own.
- First we will have to select Parent Report name. Then we can give new reportname in Report Name text box.

The screenshot shows the 'Create Report' interface. At the top, there's a header with the STAR LINK logo, contact information, and user status 'Welcome Admin'. Below the header is a navigation bar with links like Master, Transaction, Data Process, Leave Management, Admin, and Reports. The main section is titled 'Create Report'. It contains a 'Report Name' text box and a 'Parent Report' dropdown menu. The dropdown is open, showing a list of options including 'Daily Performance', 'Monthly Performance Register', 'Monthly Employee Wise Performance', etc. To the right of the dropdown is a list of columns with '+' symbols next to them, indicating they can be added to the report. There are 'Add all' and 'Remove all' buttons at the top of this list. A black arrow points to the 'Map Column' button at the bottom left of the form.

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

This screenshot shows the 'Create Report' page with more progress. The 'Report Name' field now contains 'Daily Performance Report'. The 'Parent Report' dropdown is still 'Daily Performance'. The 'Map Column' button is highlighted with a black arrow. The column list on the right now shows 23 items selected, with a 'Select' button and a 'Remove all' button. A black arrow points to the 'Select' button, and another points to the 'Remove all' button. A third arrow points to the '-' symbol next to a column, labeled 'Remove one by one'.

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



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



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

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

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

The screenshot shows the 'Employee Auto Code' page in the STAR LINK system. The page has a header with the STAR LINK logo, a customer help line number (011-48848888), and a user login 'Welcome Admin'. A navigation bar includes links for Master, Transaction, Gate Pass, Data Process, Leave Management, Admin, and Reports. On the right, there are buttons for 'CHANGE PASSWORD', 'PAYROLL', and 'LOG OUT'. The main content area is titled 'Employee Auto Code' and includes a link for 'Add / Update Auto Code'. Below this is a table with columns: Company, Prefix, Suffix, Start No, No of Character, and Last Generated Code. The table currently shows 'No data available in table'. At the bottom, there are pagination controls showing 'Showing 0 to 0 of 0 entries' and buttons for 'First', 'Previous', 'Next', and 'Last'.

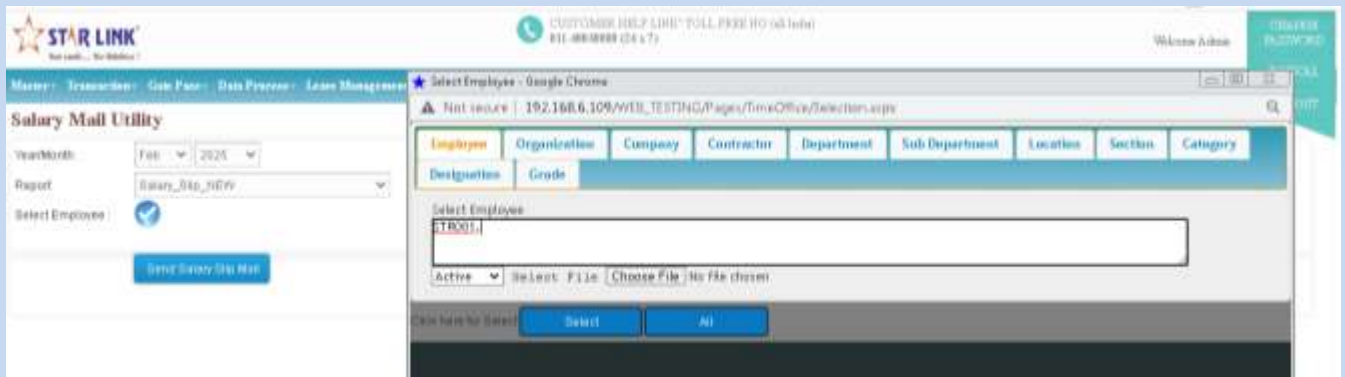
7.7.1. Add / Update Auto Code :-

The screenshot shows the 'Update Company Master' form in the STAR LINK system. The form has a header with the STAR LINK logo, a customer help line number (011-48848888), and a user login 'Welcome Admin'. A navigation bar includes links for Master, Transaction, Gate Pass, Data Process, Leave Management, Admin, and Reports. On the right, there are buttons for 'CHANGE PASSWORD', 'PAYROLL', and 'LOG OUT'. The main content area is titled 'Update Company Master' and includes a dropdown menu for 'Company' (currently showing '001-Starlok Communication P...'). Below this are input fields for 'Prefix', 'Suffix', 'Start No', 'No of Character', and 'Last Generated Code'. At the bottom, there are 'Add' and 'Back' buttons.

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

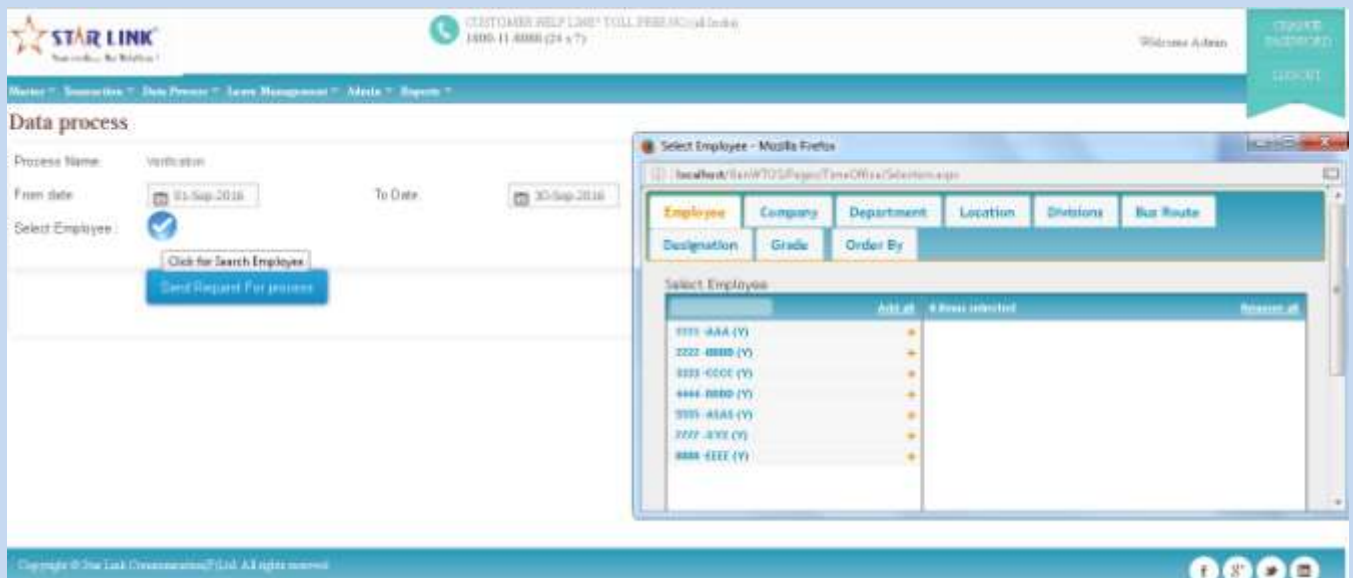
The screenshot shows the 'Send Mail Setup' page in the STAR LINK system. The page has a header with the STAR LINK logo, a customer help line number (011-48848888), and a user login 'Welcome Admin'. A navigation bar includes links for Master, Transaction, Gate Pass, Data Process, Leave Management, Admin, and Reports. On the right, there are buttons for 'CHANGE PASSWORD', 'PAYROLL', and 'LOG OUT'. The main content area is titled 'Send Mail Setup' and includes a 'Select Employee' dropdown menu. Below this is a button for 'View Request For Send Mail'. A modal window titled 'Select Employee - Google Chrome' is open, showing a list of employees with columns for Employee, Organization, Company, Contractor, Department, Sub Department, Location, Section, Category, Designation, and Grade. The modal window also includes a 'Select Employee' dropdown menu (currently showing 'ATK001'), an 'Active' dropdown menu (currently showing 'False'), and a 'Choose File' button. At the bottom of the modal window, there are 'Cancel' and 'OK' buttons.

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



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.



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

PlanCode	PlanName	SerialNo	ExemptDays	Late Min From	Late Min To	After Late Days	Deduction Type	Deduct Value	Leave Code	Edit	Delete
L01	L01	1	3	0	120	0	A	0.5			
L01	L01	2	0	120	240	0	A	0.5			

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.: Late Exempt Days:

Late Minutes Form: Late Minutes TO:

Every Late Days: Deduction Value:

Deduction Type:

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



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.

Company	Organization Code	Organization Name
<input type="checkbox"/>	001	Starlink Communication Pvt. Ltd.
<input type="checkbox"/>	002	WIPRO ENTERPRISES PRIVATE LIMITED

Branch	Location Code	Location Name
<input type="checkbox"/>	001	DELHI
<input type="checkbox"/>	002	Bhubli
<input type="checkbox"/>	003	TUMKUR

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

STAR LINK
Be ready... Be better!

SYSTEMS HELP LINE: 1-800-888-1010 ext 1000
800-888-1010 (Toll Free)

Welcome Admin

CHANGES REQUIRED
DETAILS
LOGOUT

Master Transaction Gen Pay Data Process Leave Management Admin Reports

COF OT Setting [Add New](#)


Location: Designation: Effective: -

Location	Designation	OT Allow	Daily Limit	Monthly Limit	Quarter Limit	Allow Exception	Effective Start	Effective End	Status
Location	Designation	OT Allow	Daily Limit	Monthly Limit	Quarter Limit	Allow Exception	Effective Start	Effective End	Status

Showing 2 of 2 entries

First Previous Next Last

Add new COF Settings



CUSTOMER HELP LINE™ TOLL FREE NO (all India)

011-40040000 (24 x 7)

Welcome Admin

[CHANGE PASSWORD](#)
[PAYROLL](#)
[LOG OUT](#)

[Master](#) - [Transaction](#) - [Gate Pass](#) - [Data Process](#) - [Leave Management](#) - [Admin](#) - [Reports](#)

Employee Qualification Details

Location:	<input type="text" value="Select"/>	Designation:	<input type="text" value="Select"/>
OT Allow	<input type="checkbox"/>		
Daily OT Limit	<input type="text" value="00:00"/> (00:00 min)	Monthly OT Limit	<input type="text" value="00:00"/> (00:00 min)
Quarter OT Limit	<input type="text" value="00:00"/> (00:00 min)		
Allow Exception	<input type="checkbox"/>	Effective From	<input type="text" value="dd-mm-yyyy"/>

****The End****