

Time Attendance Report Set

Compatible with Bio-Link/Bio-Star
(Version 2.0.1)

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1. DAILY REPORTS

1.1 Attendance

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

Demo Company.

Page No.1 Attendance Report for 14/Jul/2011 Run Date : 11/11/2011

Srl No.	PayCode	CardNo	Employee Name	Shift	Start	In	Shift Late	Status
1	0103	00000103	BHARATBHAI PATEL	CON	08:30			A
2	1005	00001005	SURESH KUMAR SINGH	FAC	09:00	15:40	6.40	HLF
3	1006	00001006	SURESH PRAJAPATI	FAC	09:00	14:13	5.13	P
4	1007	00001007	SHRIKANT NAYAK	FAC	09:00	14:26	5.26	HLF
5	1008	00001008	SANDIP KHAIRE	FAC	09:00	08:30		P
6	1009	00001009	AJAY TIWARI	FAC	09:00	16:20	7.20	P
7	1010	00001010	NITIN KUMAR	FAC	09:00	08:45		P
8	1011	00001011	DADA SAHEB	FAC	09:00			A
9	1012	00001012	VASANT PATEL	FAC	09:00	08:45		P

1.2 DAILY ABSENTEEISM REPORT

This report shows the employees absent, on leave, on Duty for a specified date.

Demo Company

Page No.1 ABSENCE FROM DUTY ON 11/ Jul/2011 Run Date : 11/11/2011

Srl No.	Payroll No	Card No	Employee's Name	Absent	Leave	On Duty	Remark
1	0001	00000001	PASHABHAI PRAJAPATI	A			
2	0003	00000003	SANJAYKUMAR CHAVDA	A			
3	0004	00000004	VINODBHAI CHAUHAN	A			
4	0005	00000005	BHAYRAMBHAI KOPATEL	A			
5	0006	00000006	SHAILESH VAGHELA	A			
6	0007	00000007	BHEEMBHAI MAURYA	A			

1.3 LATE ARRIVAL

This report shows the employees who have come late than the Permissible Late Arrival allowed in employee master on the date for which the report is generated. It also shows the late duration like whether he has come within 10-30 minutes, 30 to 1 Hr or more than 1 Hr by marking ** and bus route which is defined in employee master below the Late field for which he has come late.

Demo Company

Page No.1 Late Arrival Report for 14/Jul/2011 Run Date : 11/Nov/2011

Srl No.	PayCode	Cardno.	Employee Name	Shift	Start	In	Shift Late	Late	Bus Route		
								>(0.01)	>(0.10)	>(0.30)	>(1.00)
1	1005	00001005	SURESH KUMAR SINGH	FAC	09:00	15:40	6.40	**			
2	1006	00001006	SURESH PRAJAPATI	FAC	09:00	14:13	5.13	**			
3	1007	00001007	SHRIKANT NAYAK	FAC	09:00	14:26	5.26	**			
4	1009	00001009	AJAY TIWARI	FAC	09:00	16:20	7.20	**			

5 1017 00001017 KALPESH VAGHELA FAC 09:00 09:20 0.20 **
 6 1019 00001019 NARESH ARORA FAC 09:00 14:25 5.25 **

1.4 MACHINE RAW PUNCH

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

Demo Company

Page No.1 MACHINE RAW PUNCH DATA REPORT FOR 14/Jul/2011
 Run Date : 11/11/2011

Srl No.	PayRoll No	Card No	Name	Punch			
				1	2	3	4

*** Date 14-Jul-2011

1	1005	00001005	SURESH KUMAR SINGH	15:40 -	19:14 -	-	-
2	1006	00001006	SURESH PRAJAPATI	14:13 -	-	-	-

*** Date 15-Jul-2011

3	1005	00001005	SURESH KUMAR SINGH	08:50 -	-	-	-
4	1006	00001006	SURESH PRAJAPATI	08:37 -	19:49 -	-	-

1.5 DAILY DEPARTMENT SUMMARY

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

Demo Company

Page No.1 Run Date & Time : 11/11/2011 17:13

Department Summary for 14/07/2011

Srl No.	Department Code Name	Total Employee	Present	On Duty	Absent	Leave	Weekly Off
1	002 Maintenance Dept	7.00	6.00	0.00	1.00	0.00	0.00
2	003 Excise Dept	2.00	1.50	0.00	0.50	0.00	0.00
3	004 Production Dept	14.00	8.00	0.00	6.00	0.00	0.00
4	005 Store & Dispatch Dept	3.00	0.00	0.00	3.00	0.00	0.00
5	007 Security Dept	1.00	1.00	0.00	0.00	0.00	0.00
6	008 General Dept	2.00	1.00	0.00	1.00	0.00	0.00
7	009 Civil Work Dept	3.00	2.00	0.00	1.00	0.00	0.00
8	010 Admin Dept_AHD_Office	1.00	0.00	0.00	1.00	0.00	0.00
9	011 QC Dept	1.00	1.00	0.00	0.00	0.00	0.00
10	013 Contract Labours_Parmodbhai	1.00	0.00	0.00	1.00	0.00	0.00
TOTAL :-		35.00	20.50	0.00	14.50	0.00	0.00

1.6 DAILY PERFORMANCE REPORT

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

Demo Company

Page No.1 Run Date & Time : 11/11/2011 17:15

Daily Performance for 14/07/2011

Srl	PayCode	Cardno	Employee Name	Shift	Start In	Lunch	Lunch Out	Hours	Status	Early	Shift	Shift	Excess	Ot	Overtime	Over	Manual
-----	---------	--------	---------------	-------	----------	-------	-----------	-------	--------	-------	-------	-------	--------	----	----------	------	--------

No.	Out	In	Worked	Arrival	Late	Early Lunch	Amount	Stay
1 0103	00000103	BHARATBHAI PATEL	CON	08:30			A	
2 1006	00001006	SURESH PRAJAPATI	FAC	09:00	14:13		MIS	5.13
3 1030	00001030	SONALBEN	FAC	09:00	15:51		MIS	6.51
4 1031	00001031	RAJESH SALAT	SEC	20:00	15:41		MIS	4.19
5 1032	00001032	NAVENDU HADIAL	FAC	09:00			A	

1.7 OVER TIME EMPLOYEE WISE

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

Demo Company,

Page No.1

Run Date & Time : 11/11/2011 17:41
Over Time for 14/07/2011

Srl No.	PayCode	Cardno	Employee Name	Ot	Overtime Amount
1	1008	00001008	SANDIP KHAIRE	0.30	
2	1010	00001010	NITIN KUMAR	1.15	
3	1012	00001012	VASANT PATEL	0.50	
4	1013	00001013	YUVRAJ GOHIL	0.50	
5	1015	00001015	VINAYAK DUSSANE	1.20	
6	1016	00001016	PRIY KUMAR VYAS	0.40	
7	1018	00001018	BHAVDIP PATEL	1.00	
8	1023	00001023	PRAFUL GANDHI	1.45	
9	1025	00001025	AMIT PATEL	5.00	

2. MONTHLY REPORTS

2.1 MONTHLY PERFORMANCE REGISTER

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

Demo Company

Page No.1

Performance Register from 01/07/2011 To 31/07/2011

Run Date & Time : 11/11/2011 17:42

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
PayCode : 1005	Card No. : 00001005 Name : SURESH KUMAR SINGH																														
	Present 19.5 Absent 7.5 Holiday 0 Weekly_Off 4 Leave 0 Hours_Worked 139.0 Overtime 35.05 OT Amount 0																														
In Time	08:33	08:20	08:30	08:30				08:36	09:05					15:40	08:50	08:47		08:45		13:29	09:36	08:36	08:51	08:35	08:51		08:40	08:34	08:40	19:39	
Out Time	20:05	18:40	19:30	18:00										19:14				14:05		20:00	19:35	20:08	19:37	20:21	19:30		19:33	20:12	20:10		
Late														6.40						4.29	0.36									10.39	
Hrs. Wkd.	11.02	9.50	10.30	9.00										3.04				4.50		6.01	9.29	11.02	10.16	11.16	10.09		10.23	11.08	11.00		
Over Time	3.32	2.20	3.00	1.30																1.59	3.32	2.46	3.46	2.39		2.53	3.38	3.30			
Status	P	P	P	P	WO	A	A	MIS	MIS	A	A	WO	A	HLF	MIS	MIS	A	P	WO	P	P	P	P	P	WO	P	P	P	MIS	A	
Shift Att.	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	

2.2 SHIFT SCHEDULE

This report shows the shift schedule details of each individual employee For the period the report is generated.
Star Link Communication Pvt Ltd

Shift Schedule for the month of July , 2011

Sr1 No.	Code	Pay Code	Name	Designation	Shift Type	Shift Pattern	Weekly Off 1st	2nd Off 2nd F/H Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	00001025	1025	AMIT PATEL	Store & Dispatch	F	FAC	TUE	NON	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC
2	00001026	1026	NIKHIL JOSHI	Store & Dispatch	F	FAC	TUE	NON	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC
3	00001027	1027	JAYESH KADIYA	Store & Dispatch	F	FAC	TUE	NON	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC	FAC
4	00001031	1031	RAJESH SALAT	Security_Night Shift	F	SEC	NON	NON	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC

2.3 OVER TIME REPORT

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

Over Time Register from 01/07/2011 To 31/07/2011

Sr1	Pay Code	Card No.	Employee's Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
1	1005	00001005	SURESH KUMAR SINGH	3.32	2.20	3.00	1.30																	1.59	3.32	2.46	3.46	2.39		2.53	3.38	3.30			35.05	
2	1006	00001006	SURESH PRAJAPATI															3.12							3.13	2.50	3.51	2.34		2.42	3.35	3.23		3.27	28.47	
3	1007	00001007	SHRIKANT NAYAK															2.06						3.02	2.54	3.29	2.37	4.15	2.40			3.45	2.03	2.55	3.56	35.15
4	1008	00001008	SANDIP KHAIRE	1.00	1.20	2.03			0.53	0.29	0.30	1.59	0.45	3.30		0.55	0.30	0.44	1.03	1.40	0.39			3.14	1.32	2.06	2.08	3.35		0.33	2.56	1.57	0.50	3.22	40.13	
5	1009	00001009	AJAY TIWARI	1.00	1.12	2.21	0.36		0.28	0.36		0.59	1.00	3.30				0.45	1.03	1.40	0.39			3.17	2.09	2.11	2.33	3.24	0.30		1.29	0.28	3.00		34.50	
6	1010	00001010	NITIN KUMAR	1.58	1.10	2.45	2.20		1.50	1.40	1.22	3.15	1.00	1.45		2.00	1.15		2.01		1.33			3.00	2.54	3.29	2.39	4.15	2.39		2.38	3.45	2.04	2.24	3.21	59.02

2.4 DEPARTMENT WISE SUMMARY DETAILS

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

Attendance Detail Department Wise from 01/07/2011 To 31/07/2011

Sr1 No.	Department Code Name	Total Employee	Present	Absent	Leave	Weekly Off	Holiday
1	001 Account Dept	2.00	0.00	300.00	0.00	50.00	0.00
2	002 Maintenance Dept	7.00	159.00	1081.00	0.00	202.00	0.00
3	003 Excise Dept	2.00	54.00	300.00	0.00	58.00	0.00
4	004 Production Dept	16.00	261.00	2380.00	0.00	433.00	0.00
5	005 Store & Dispatch Dept	3.00	50.00	481.00	0.00	87.00	0.00
6	007 Security Dept	1.00	18.00	188.00	0.00	0.00	0.00
7	008 General Dept	2.00	13.00	337.00	0.00	58.00	0.00
8	009 Civil Work Dept	3.00	31.00	493.00	0.00	84.00	0.00
9	010 Admin Dept_AHD_Office	3.00	8.00	456.00	0.00	92.00	0.00
10	011 QC Dept	1.00	15.00	162.00	0.00	29.00	0.00
11	013 Contract Labours_Parmodbhai	1.00	0.00	27.00	0.00	4.00	0.00

2.5 MUSTER ROLL

This report shows the details of the employee date wise for two half's for each employee for which the Report is generated.

Demo Company

Page No.1

Run Date & Time : 11/11/2011 17:48

Muster Roll from 01/07/2011 To 31/07/2011

S.No.	Payroll	Card No.	Employee's Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DW	HLD	CL	EL	ML	PL	SL	REST	TOTAL	ABS
1	1030	00001030	SONALBEN	A	P	P	P	WO	A	A	A	P	A	A	WO	A	MIS	A	A	A	A	WO	P	P	A	A	P	P	WO	A	A	A	A	A	9.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00	18.00
2	1039	00001039	KHANIBEN	A	A	A	A	WO	A	A	A	P	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	P	P	WO	P	A	A	A	A	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	23.00

Present :- 13
 Absent :- 41
 Holiday / Weekly Off :- 8
 Leave :- 0
 Comp. Working Days :- 0

PRESENT --> P = Present; POW = Present On Weekly off; POH = Present On Holiday; WO = Weekly Off; OD = On Duty
 ABSENT --> A = Absent; A1 = Absent or leave before & after weekly off; CWD = Compensatory Working Day ; LWP = Leave Without Pay
 LEAVE --> CL = CL; EL = EL; SL = SL;
 MISC --> HLD = Holiday; MIS = Missing punch entry; ?_ = Invalid declaration

3. YEARLY REPORTS

3.1 FORM NO. 14

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

FORM NO. 14
(Rule No.102)

S. No.

Department : PRODUCTION

Serial No. in the register of Adult/Child Worker : 00000007

LEAVE WITH WAGES REGISTERS

NAME OF FACTORY : Demo Company

Date and amount of payment made in

No.....

Name : SURESH YADAV

Guardian Name :

Date of Discharge

Date of Entry into service : 21/10/2004

lieu of leave due _____

Calender year of service	Wages Period	Wages earned during the period	No of days worked during the calendar year				Total of 4,6 and 7 column	Leave Credit		Total of 9 and 10 column	Whether leave in accordance with scheme under sec 79(8) was refused	Leave enjoyed		No. of Days	Balance of leave to credit	Normal rate of wages	Cash equivalent advantage accruing through concession-nal sales of food grains & other particulars	Rate of wages for the leave period (total of column 15 and 16)	CL	SL	CO	AB	WO	LWP	SPL	ESI
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
2011	Jan		23	0	0	0	23	0	0	0									0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00
	Feb		24	0	0	0	24	0	0	0									0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00
	Mar		27	0	0	0	27	0	0	0									0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00
	Apr		26	0	0	0	26	0	0	0									0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00
	May		16.5	0	0	0	16.5	0	0	0									9.00	0.00	0.00	1.50	4.00	0.00	0.00	0.00
	Jun		25	0	0	0	25	0	0	0									1.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00
	Jul		25	0	0	0	25	0	0	0									1.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00
	Aug		24	0	0	0	24	0	0	0									0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00
	Sep		21	0	0	0	21	0	0	0									6.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00
	Oct		23	0	0	0	23	0	0	0									0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00
	Nov		0	0	0	0	0	0	0	0									0.00	0.00	0.00	26.00	4.00	0.00	0.00	0.00
	Dec		0	0	0	0	0	0	0	0				0	0				0.00	0.00	0.00	27.00	4.00	0.00	0.00	0.00

Signature of Employee Received Leave Book

Note : Separate page will be allotted to each Worker

3.2 FORM NO. 15

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

FORM NO. 15

(Rule No.102)

S. No.

Department : PRODUCTION

Serial No. in the register of Adult/Child Worker : 00000007

LEAVE WITH WAGES REGISTERS

NAME OF FACTORY : Demo Company

Date and amount of payment made in

No.....

Name : SURESH YADAV

Guardian Name :

Date of Discharge

Date of Entry into service : 21/10/2004

lieu of leave due _____

Calender year of service	Wages Period	Wages earned during the period	No of days worked during the calender year				Total of column 4,6 and 7	Leave Credit		Total of column 9 and 10	Whether leave in accordance with scheme under sec 79(8) was refused	Leave enjoyed		No. of Days	Balance of leave to credit	Normal rate of wages	Cash equivalent advantage accruing through concession-nal sales of food grains & other particulars	Rate of wages for the period (total of column 15 and 16)	CL	SL	CO	AB	WO	LWP	SPL	ESI
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
2011	Jan		23	0	0	0	23	0	0	0								0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	
	Feb		24	0	0	0	24	0	0	0								0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	
	Mar		27	0	0	0	27	0	0	0								0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	
	Apr		26	0	0	0	26	0	0	0								0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	
	May		16.5	0	0	0	16.5	0	0	0								9.00	0.00	0.00	1.50	4.00	0.00	0.00	0.00	
	Jun		25	0	0	0	25	0	0	0								1.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	
	Jul		25	0	0	0	25	0	0	0								1.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	
	Aug		24	0	0	0	24	0	0	0								0.00	0.00	0.00	0.00	4.00	0.00	0.00	0.00	
	Sep		21	0	0	0	21	0	0	0								6.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	
	Oct		23	0	0	0	23	0	0	0								0.00	0.00	0.00	0.00	5.00	0.00	0.00	0.00	
	Nov		0	0	0	0	0	0	0	0								0.00	0.00	0.00	26.00	4.00	0.00	0.00	0.00	
	Dec		0	0	0	0	0	0	0	0								0.00	0.00	0.00	27.00	4.00	0.00	0.00	0.00	

Signature of Employee Received Leave Book

Note : Separate page will be allotted to each Worker

3.3 EMPLOYEE WISE YEARLY ATTENDANCE DETAILS

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

Demo Company

YEARLY ATTENDANCE DETAILS FOR THE YEAR 2011

Run at : 11/11/2011

S No : 1
 Card No. : 00000007
 PayCode : 00000007
 Emp Name : SURESH YADAV

Month	PRE	ABS.	WO	LEAVE				OT	OT AMOUNT
				CL	EL	SL	OTHERS		
January	23.00		5.00						
February	24.00		4.00						
March	27.00		4.00						
April	26.00		4.00						
May	16.50	1.50	4.00	9.00				1.50	
June	25.00		4.00	1.00					
July	25.00		5.00	1.00					
August	24.00		4.00						
September	21.00		3.00	6.00					
October	23.00		5.00						
November		26.00	4.00						
December		27.00	4.00						

3.4 NEW YEARLY EMPLOYEE WISE ATTENDANCE DETAILS

This report shows the Yearly Attendance details of each individual employee in a form for The whole year or you can also generate it for a selected period.

Run Date & Time : 11/11/2011 17:59

Attendance Detail Employee Wise from Jan 01 2011 To Dec 31 2011

Srl No.	Payroll No.	Card No.	Employee Name	Present	Absent	Weekly Off	Holiday	Leave	OT	OT Amount	Total Days
1	00000003	00000003	SATISH VERMA	246.0	57.00	47.00	9.00	6.00	0.00	0.00	308.00
2	00000004	00000004	PRAVEEN KUMAR TANEJA	228.0	53.00	52.00	9.00	23.00	0.00	0.00	312.00
3	00000005	00000005	SUSHEEL KUMAR	233.0	55.00	52.00	9.00	16.00	0.00	0.00	310.00
4	00000007	00000007	SURESH YADAV	234.5	54.50	50.00	9.00	17.00	0.00	0.00	310.50
5	00000008	00000008	SUNIL KUMAR	227.0	58.00	52.00	9.00	19.00	0.00	0.00	307.00
6	00000011	00000011	GAURAV KUMAR	231.5	54.50	52.00	9.00	18.00	10.58	0.00	310.50
7	00000015	00000015	DEERAJ BHAN	248.0	53.00	52.00	9.00	3.00	0.00	0.00	312.00
8	00000020	00000020	MANOJ KUSHWAHA	259.0	53.00	47.00	6.00	0.00	0.00	0.00	312.00
9	00000026	00000026	LILY MOHANTY	239.5	55.50	52.00	9.00	9.00	0.00	0.00	309.50

3.5 FORM B

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

Page No. 1

DEMO COMPANY

FORM B

[See Rule 7(2)]

Register of Festival Holidays, Casual & Sick Leave in respect of Shri MR R.B.SINGH for the year 2008 under the Punjab Industrial Establishment (National Festival Casual & Sick Leave) Rules, 1965]

1. Date of joining Service 01/09/1998

2. Whether covered by the Employee's State Insurance Scheme, Yes/No

Serial No.	Number Of Festival Casual/Sick leave due at the beginning of the year	Period for which Festival Holidays Casual/sick leave applied for	Whether granted or refused	Remarks	
1	2	3	4	5	
	Holiday	Casual Leave	Sick Leave	From To Number of Leave	CL SL
	0	15.00	0.00		
				01/04 03/04 3.00CL	12.00
				05/04 05/04 1.00CL	11.00

4. LEAVE REPORTS

4.1 SANCTIONED LEAVE

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

Sanctioned Leave Report from 01/01/2011 To 31/01/2011

Paycode	Card No.	Employee Name	DESIGNATION	-----Date-----		Voucher No	Leave Type	Leave Amount	Posted	Remarks
				From	To					
00000003	00000003	SATISH VERMA		13/01/2011	13/01/2011	0000005008	CL	0.50	Y	
00000003	00000003	SATISH VERMA		25/01/2011	25/01/2011	0000005009	CL	0.50	Y	
00000004	00000004	PRAVEEN KUMAR TANEJA		24/01/2011	25/01/2011	0000005033	CL	2.00	Y	
00000004	00000004	PRAVEEN KUMAR TANEJA		10/01/2011	10/01/2011	0000005031	OD	1.00	Y	
00000004	00000004	PRAVEEN KUMAR TANEJA		22/01/2011	22/01/2011	0000005032	OD	1.00	Y	
00000004	00000004	PRAVEEN KUMAR TANEJA		28/01/2011	28/01/2011	0000005034	OD	1.00	Y	
00000004	00000004	PRAVEEN KUMAR TANEJA		31/01/2011	31/01/2011	0000005035	OD	1.00	Y	
00000005	00000005	SUSHEEL KUMAR		03/01/2011	03/01/2011	0000005158	OD	1.00	Y	
00000005	00000005	SUSHEEL KUMAR		12/01/2011	12/01/2011	0000005159	OD	1.00	Y	
00000005	00000005	SUSHEEL KUMAR		28/01/2011	29/01/2011	0000005160	OD	2.00	Y	
00000008	00000008	SUNIL KUMAR		28/01/2011	28/01/2011	0000005189	CL	1.00	Y	

4.2 LEAVE CARD

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

PAGE NO 1
 DEMO COMPANY
 LEAVE CARD FOR THE YEAR 2011

Employee's Card No. :	00000001		
Employee's PAYROLL Code & Name :	0001	MR R.B.SINGH	
Department Code & Name :	P02	PACKING	
Leave Type	Leave Accrued	Leave Consumed	Leave Balance
EARNED LEAVE	0.00	1.00	-1.00
TOTAL :-	-----	-----	-----
	0.00	1.00	-1.00
	-----	-----	-----

4.3 LEAVE ACCURAL

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

Accrued Leaves Report for the Year 2011

Srl No.	Payroll	Employee Name	Accrued																			
			L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
1	00000007	SURESH YADAV	24.00	0.00	0.00	0.00	0.00	0.00														

L01 - CASUAL LEAVE
L04 - WORKING ON HOLIDAY

L02 - LATE ARRIVAL DEDUCTI
L05 - SL

L03 - OUT DUTY
L06 - PL

4.4 LEAVE CONSUMED

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

Consumed Leaves for the Year 2011

Srl No.	Payroll	Employee Name	Consumed																			
			L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
1	00000007	SURESH YADAV	17.00	1.50	0.00	0.00	0.00	0.00														

L01 - CASUAL LEAVE
L04 - WORKING ON HOLIDAY

L02 - LATE ARRIVAL DEDUCTI
L05 - SL

L03 - OUT DUTY
L06 - PL

4.5 LEAVE BALANCE

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

Balance Leaves Report for the Year 2011

Srl No.	Payroll	Employee Name	Balance																			
			L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
1	00000007	SURESH YADAV	7.00	-1.50	0.00	0.00	0.00	0.00														

L01 - CASUAL LEAVE
L04 - WORKING ON HOLIDAY

L02 - LATE ARRIVAL DEDUCTI
L05 - SL

L03 - OUT DUTY

4.6 LEAVE REGISTER

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

Page No.1

DEMO COMPANY

Run Date & Time : 11/11/2011 18:13

Leave Register for the Year :- 2011

00000026		00000026		Lata Sharma	

CL	-	CASUAL LEAVE	[L]	Accrued :	24.00
02/05/2011		0000005582		[Posted]	1.00
03/05/2011		0000005582		[Posted]	1.00
01/07/2011		0000005851		[Posted]	1.00
16/08/2011		0000005975		[Posted]	1.00
08/09/2011		0000006114		[Posted]	1.00
12/09/2011		0000006115		[Posted]	1.00

					Balance :
					18.00

LAD	-	LATE ARRIVAL DEDUCTI	[A]	Accrued :	0.00
18/05/2011			[Posted]	0.50	
25/05/2011			[Posted]	0.50	
31/05/2011			[Posted]	0.50	
06/08/2011			[Posted]	0.50	
24/08/2011			[Posted]	0.50	

					Balance :
					-2.50

OD	-	OUT DUTY	[P]	Accrued :	0.00

					Balance :
					0.00

COF	-	WORKING ON HOLIDAY	[P]	Accrued :	0.00

					Balance :
					0.00

SL	-	SL	[L]	Accrued :	0.00

					Balance :
					0.00

PL	-	PL	[L]	Accrued :	0.00

					Balance :
					0.00

5. PAYROLL REPORTS

5.1 SALARY REGISTER

This Report shows salary Register of employee.

Page No. 1									
STARLINK COMMUNICATION PVT. LTD.									
Salary Register For the Month of October 2008									
Srl. No.	Paycode Name Guardian's Name Designation Department ESINO. PF NO.	Present Absent Holiday Leave P.Days	Rate Basic DA HRA Conveyance Medical	Paid Basic DA HRA Conveyance Medical	EARN ONE EARN TWO EARN THREE Other (E4 - E1) Earnings O T A M T Gross Pay	ESI PF DEDUC TIO DEDUC TIO DEDUC TIO DEDUC TIO	T. Deduction	Net Pay	Signature
1	0001 TEST ONE DEP ESI-024.0001 DL-1024/1256300 1	25.00 0.00 4.00 2.00 31.00	10,000.00 1,000.00 1,000.00 500.00 1,000.00	10,000.00 1,000.00 1,000.00 500.00 1,000.00	0.00 13,500.00	642.00 1,320.00 0.00 0.00 0.00 0.00 0.00	1,962.00	11,538.00	
2	0002 TEST TWO DEP 0	0.00 26.00 5.00 0.00 5.00	1,000.00 5,000.00 0.00	161.00 5,000.00 0.00	0.00 5,161.00	246.00 619.00 0.00 0.00 0.00 0.00 0.00	865.00	4,296.00	
3	0003 TEST THREE DEP 0	1.00 25.00 5.00 0.00 6.00	1,000.00 1,000.00 100.00 100.00 100.00	194.00 1,000.00 100.00 100.00 100.00	0.00 1,494.00	71.00 143.00 0.00 0.00 0.00 0.00 0.00	214.00	1,280.00	

5.2 SALARY SLIP

This Report shows the Salary Slip of an employee.

STARLINK COMMUNICATION PVT. LTD.					
Salary Slip For the Month of October 2008					
Name	TEST ONE	Designation	Run Date : 08-Dec-2008		
Paycode	0001	Dept. DEP	P.F. No. L-1024/1256300 1	E.S.I. No ESI-024/0001	
Rate		Total Earnings		Total Deductions	Net Pay
Basic	10,000.00	Salary 10,000.00	EARN ONE 0.00	E.S.I. 642.00	DEDUCTION 1
H.R.A	1,000.00	H.R.A. 1,000.00	EARN TWO	P.F. 1,320.00	DEDUCTION 2
DA	1,000.00	DA 1,000.00	EARN THREE		DEDUCTION 3
Conv.	500.00	Conv. 500.00	EARN FOUR		DEDUCTION 4
Med.	1,000.00	Med. 1,000.00	EARN FIVE 0.00		DEDUCTION 5 0.00
			EARN SIX 0.00		DEDUCTION 6 0.00
			EARN SEVEN 0.00		DEDUCTION 7 0.00
Days					
Days Worke	25.00				
Hld/Wo	4.00				
CL	1.00				
EL	1.00				
SL	0.00				
Other Leave	0.00				
Days Payabl	31.00				
		13,500.00		1,962.00	11,538.00

5.3 PF STATEMENT

This Report shows that the Contributions of Employee in the Month wise in the PF Statement.

STARLINK COMMUNICATION PVT. LTD.

PF Statement For the Month of October 2008

Page No.: 1
Date : 08-Dec-2008

Paycode	Employee Name & Father/Husband Name	D O J D O B	PF No.	Earning	Employee PF	Employee'r	
						PF	FPF
0001	TEST ONE	16/08/2008	DL-1024/1256300 1	11,000.00	1,320.00	779.00	541.00
0002	TEST TWO	17/08/2008	0	5,161.00	619.00	189.00	430.00
0003	TEST THREE	01/10/2008	0	1,194.00	143.00	44.00	99.00
0004	TEST FOUR	01/10/2008	0	1,161.00	139.00	42.00	97.00
0005	TEST FIVE	01/10/2008	0	1,048.00	126.00	39.00	87.00
0006	TEST	02/08/2008	0	129.00	15.00	4.00	11.00
Total---				19,693.00	2,362.00	1,097.00	1,265.00

5.4 ESI STATEMENT

This Report Shows ESI of the Employee in the Month Wise.

STARLINK COMMUNICATION PVT. LTD.

ESI S tatement For the Month of October 2008

Page No. 1
Date : 08-Dec-2008

Paycode	Employee Name Father/Husband Nam	ESI NO	DOJ DOB	Days	Earning On Whic ESI Deducted	ESI Employe Contribution	Employer Contribution	Total Contribution
0001	TEST ONE	ESI-024/0001	16/08/2008	31.00	13,500.00	642.00	237	879.00
Total :				56.00	25,158.00	1,198.00	91	2,393.00