USER MANUAL
FOR
BIOLINK/BIOSTAR
TIME ATTENDANCE
&
PAYROLL MANAGMENT

2.0

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Introduction

Time Attendance software is generally used to take up employee Attendance and generate various types of reports for government and an Organization purpose, it take attendance data from an electronic machine that provide employee Id no date time and IN/Out status of his office in and out punch , Electronic machine that have capability to recode punching information and when required the status of employee collect data from device download it on PC and maintain different types of reports, on daily basis , monthly basis , yearly basis in different format like MS-Excel, MS-Word and Notepad format. With the help of this BioStar Time Attendance software, an organization can trace the information of an Employee Working Hours, over time .

Compatible :With Bio-Link & Bio-Star Reader

After installing BioStar Time Attendance software, you just double click on the BioStar Time Attendance Icon and you will see window for authenticate password like below:

Figure 1: Authenticate window for BioStat Time Attendance version 2.0

Default User Name: Admin
          Password: Admin

It is Single user system so user name is always Admin and an user can change there password after first time logon .
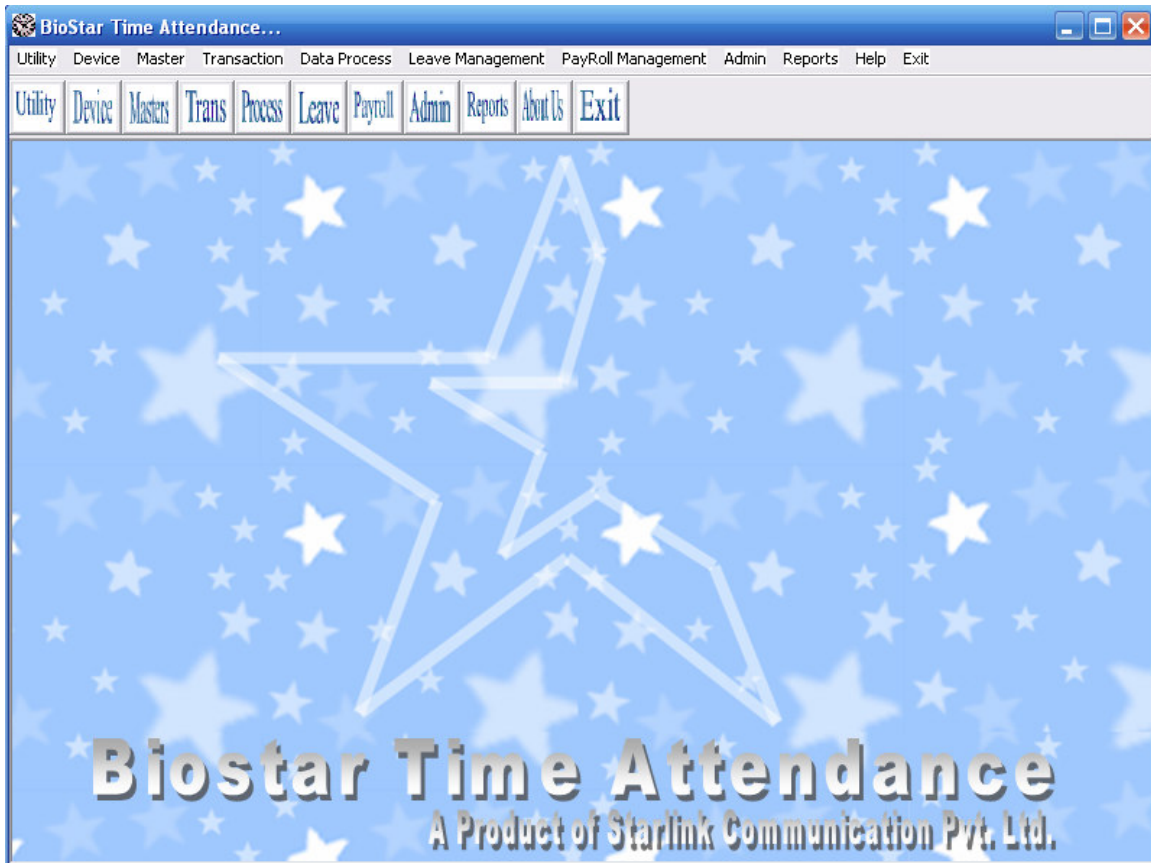
Figure 2: Default Window BioStar Time Attendance version 2.0

Menu bar Information -

1 Utility

In utility you can set password or change password, and see calendar

1.1   Calendar

You can see calendar and set date from this option.

Figure 3: Calendar

1.2   Password

You can change password of admin by filling up the information that is required for then given below window.

Figure 4: Change Password window

2. DEVICE

By clicking on device menu the following three options will shown.
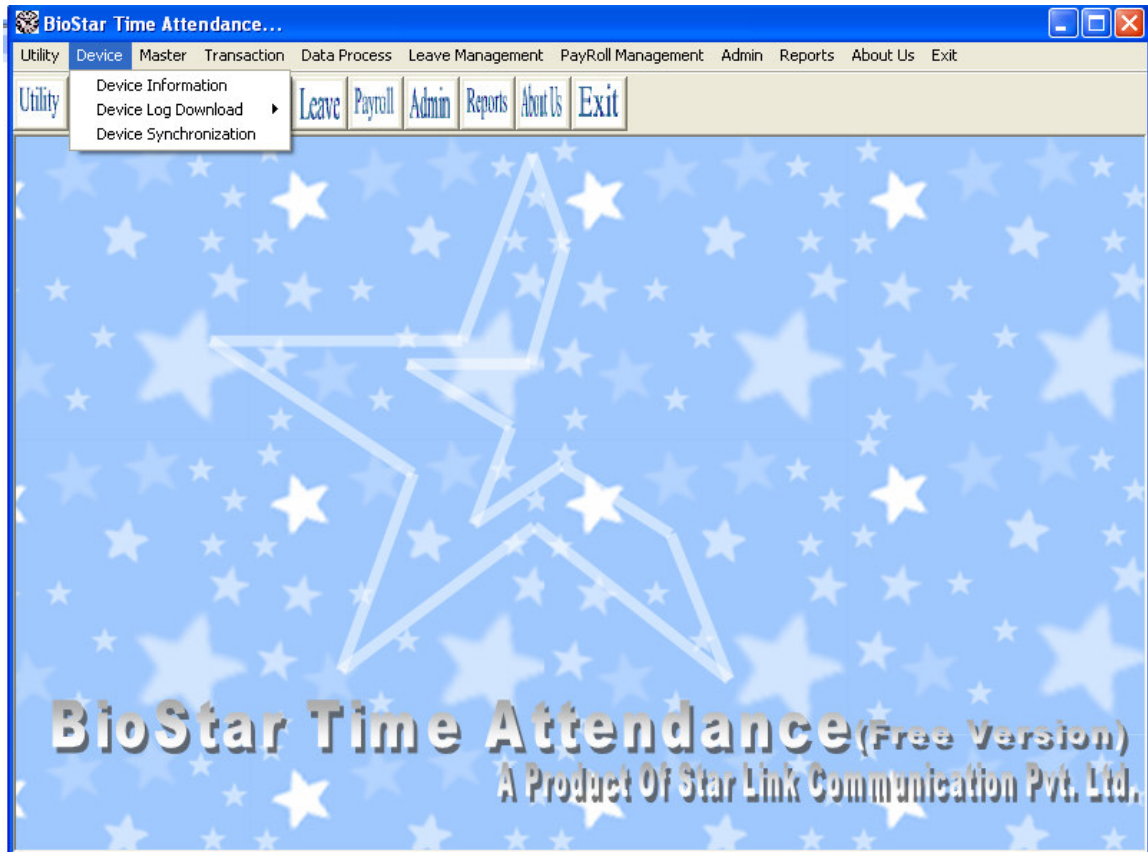

Figure 5: Device window

2.1   Device Setting Master.
2.2   Device Log Download.
      2.2.1 Device Attendance Log.
      2.2.2 Download Multiple Attendance Log.
2.3   Device Synchronization.

2.1 Device Setting Master

Figure 2.1: Device Setting Master

In this window you will find the following Command Button:

New : by clicking on New Button you can write new device name and connection mode as serial or IP address which is given to the device .

Temp file Path: select the location folder path where you want to save text file of attendance log when downloading attendance log.

Edit: in edit button can change device type as serial or TCP / IP, and temp file path.

Delete: in Delete button you can delete the device from the Software.

Save: whenever you will enter a new Device Setting or Edit an Existing device setting Click on save button to save the information in database.

Cancel: if you have made any mistake between the editing or entering a new Device setting then by clicking the cancel button will cancel the changes.

Close: To close this window.

2.2.1 DEVICE ATTENDANCE LOG:

Figure 2.2.1: Device Attendance Log

On clicking Device Attendance Log menu of Device Data Download of the Main form you will see this window through you can capture the attendance data from Device to your Software. In form of text file. The Name of the Text will be the same as the date of the data it contains.

Select Date Range:- In this we can select the date range as "from date" to "to date" and when we click the transfer button then data will be transfer.
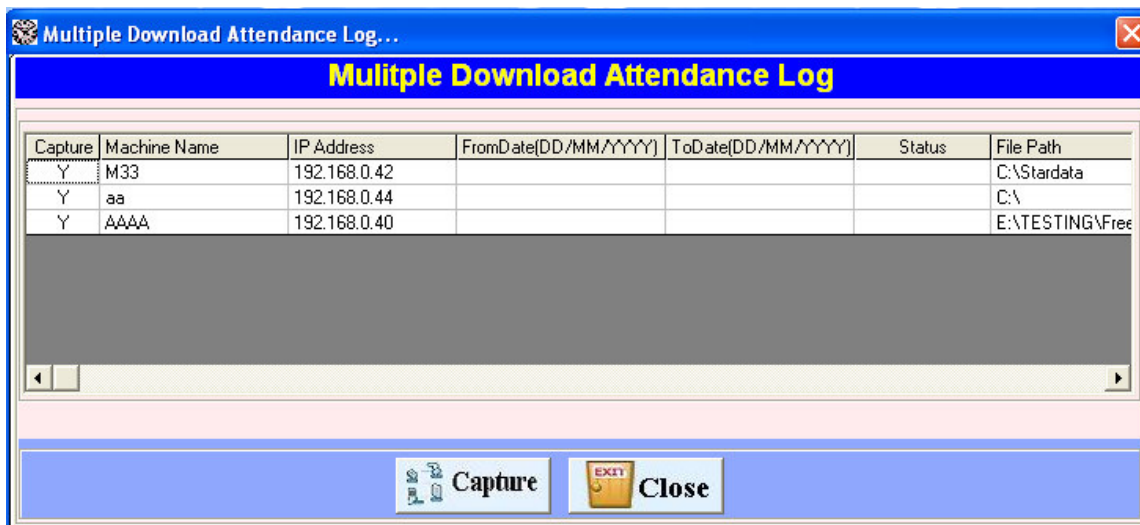
Date & Time Setting:- through this option we can set date & time setting after clicking the apply button then date & time setting will be set and if we want to see system date & time then we will click on show system date & time after clicking on show system date & time we can see date & time in the text box below the show system date & time button.

For Example: As text file name **01012006** will show the data punch in the Machine on the date 01-JAN-2006.

Device Name: select the device name which you want to connect and press the connect button .

Connect: after press the connect button if your machine is connected through then you will get the following form showing the date list on the left hand side and memory utilized by reader. As shown in figure.

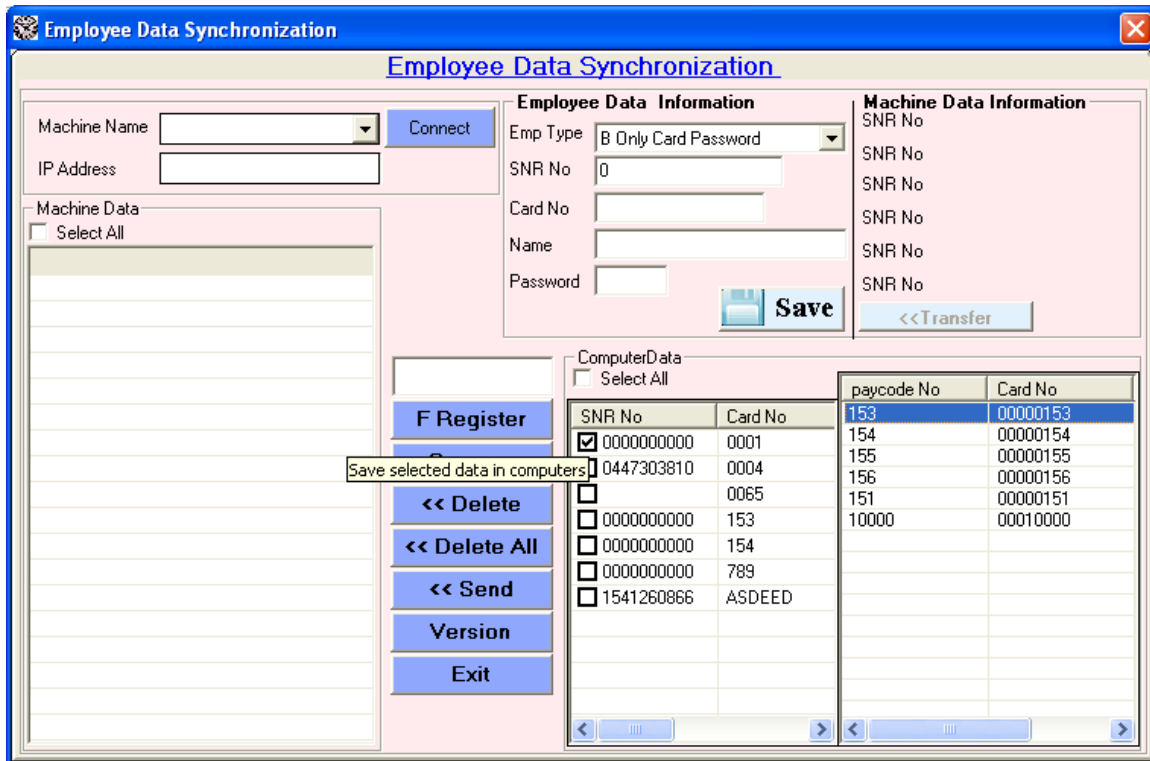## 2.2.2 MULTIPLE DOWNLOAD ATTENDANCE LOG:

Capture	Machine Name	IP Address	FromDate(DD/MM/YYYY)	ToDate(DD/MM/YYYY)	Status	File Path
Y	M33	192.168.0.42				C:\Stardata
Y	aa	192.168.0.44				C:\
Y	AAAA	192.168.0.40				E:\TESTING\Free

Figure 2.2.2: Multiple Download Attendance Log

On clicking Multiple Device Attendance Log menu of Device Data Download of the Main form you will see this window through this you can capture the attendance data from Device to your Software. In form of text file. The Name of the Text will be the same as the date of the data it contains. Multiple Device Attendance Log menu basically used to connect more than one machine. In this we select the "from date" and "to date" of that ip address which machine want to capture the data. and then click the "Capture" button to capture the data.

Select all the device name which you want and press Y in the capture column in front of Machine name then machine will be connected and if we press N then machine will not be connected. and we can't capture the data of selected date.

2.3 Device Synchronization

Figure 2.3: Device Synchronization

In finger setup you will find the following form through which you can save your finger print data from your machine to the database of the software. It will save all the finger print data in your computer's hard disk. In case if any problem to the machine or in case of you want to transfer the finger data to another machine you can use this facility.

Figure 2.3: Device Synchronization

Machine Name: Select the Device name in which your finger data is stored. And click on the connect button. If you got a message *connected* it means that your device is connected and you can do your work.

I.P.Address: it will automatically show the i.p. address of the device to which you are connected right now.

Machine Data: After connecting the Machine you will see all the finger print data on the left hand side of the form just below the Machine data.

Computer Data: it will show the data which is already stored in the software's memory.

You can select all the data at once by clicking on the select all check box. If you want to move all the Finger Data from the machine to the software's database or vice-versa you can do it easily.

Save>>: you know that all the data in the machine will show in the table shown on the right hand side of the form. So when you want to save Finger data from machine to the database then simply select one or more card no. and press this button and wait. Soon you will see the progress bar on the form and receive a massage ***Data has been transferred successfully.*** Then you can see the data on the right hand side of the database table.

<<Delete: if you want to delete some finger data from the Machine in case of wrong registration or full the memory of Machine then you can delete it from the Memory of the Machine by clicking on that card No. and **<<Delete** button.

Delete>>: if you want to delete the data from the database then simple click on that card no and press Delete>> Button.

<<Send: if you want to transfer the finger data from the database to the Machine then select that card no. and press this button.

<< Sync. >> by pressing this button you can get the click on that card no. which are not present in the database or in Machine . it will match the data from the Machine and Database. And Click on those card no which are not matched in the table.

New Finger Registration: if you want to register the finger from the software to the Machine. Then click it and fill the Card no. and press register. It will enroll the card to the Machine and save it to the database.

Exit: for exit to the form.

3. <u>Master</u>

You can create one company as well as many companies through this option of BioStar Time Attendance software. Company code should be unique. It is must to enter unique company code and company name for the company creation.

When you open the Company, you will see a Company Details window in which you see the following button like append, modify, delete, previous, find, next and close.
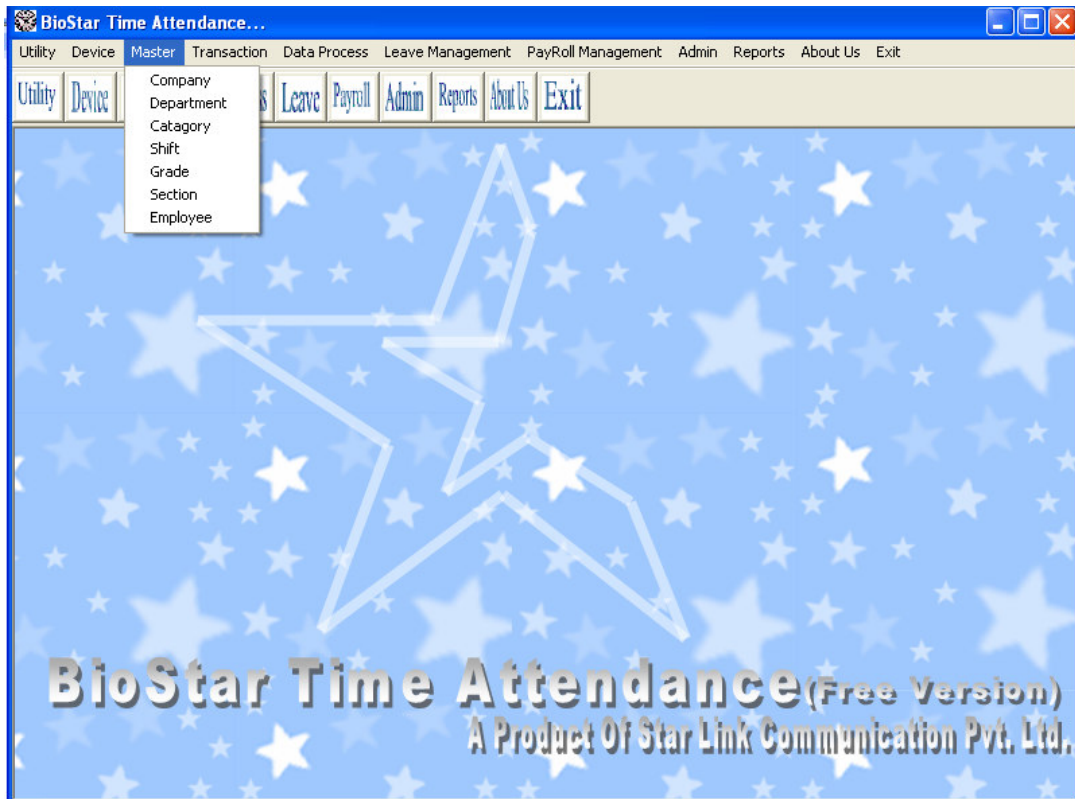

Figure 3: Main Master

3.1 Company

You can create one company as well as many companies in this main master of BoiStar Time Attendance. Company code should be unique.

When you open the company master, you will see a window in which you see the following information like append, modify, delete, previous, find, next and close.

Figure 3.1: company master -1

i.   Append: Press button "Append" to add a 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 which you will fill to make the new company. Company code and company name are the compulsory field to create the company.

ii.   Modify: You can modify information in company master except company code. If you want any modification in the existing company, press "Modify" button. After pressing modify button complete information about company will shown in the window. Modify those options which you want to modify and press "Ok" button. All the modification will activated now.

iii.   Delete: You can delete information through this option.

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

v.   Find: You can use this option to search a company. For searching a company you have to press "Find" button. A dialog box will open enter the company code which you want to find in the textbox and press "Ok" button. The arrow will move to that company which you want to find.

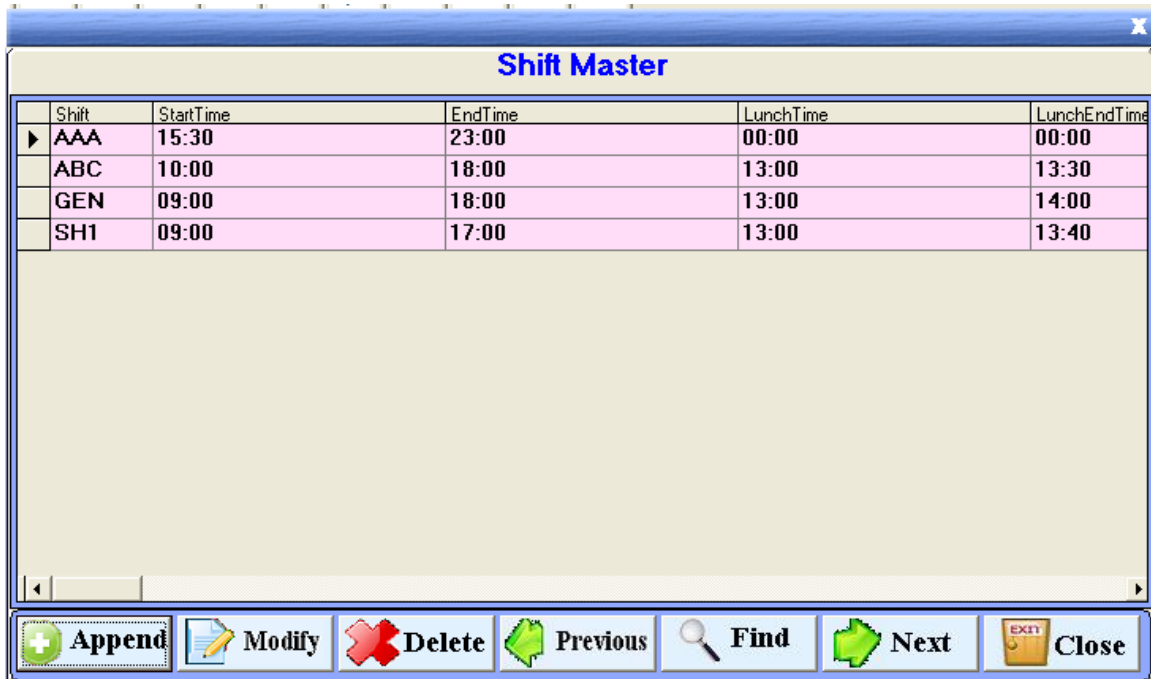vi.   Next: Pressing button next to switch to the next company.

vii.   Close: You can close this window through this button.

3.2   Department

You can create a number of departments as per your requirement through this option. Department code should be unique. When you open the department, you will see a Department Details window in which you see the following button like append, modify, delete, previous, find, next and close.
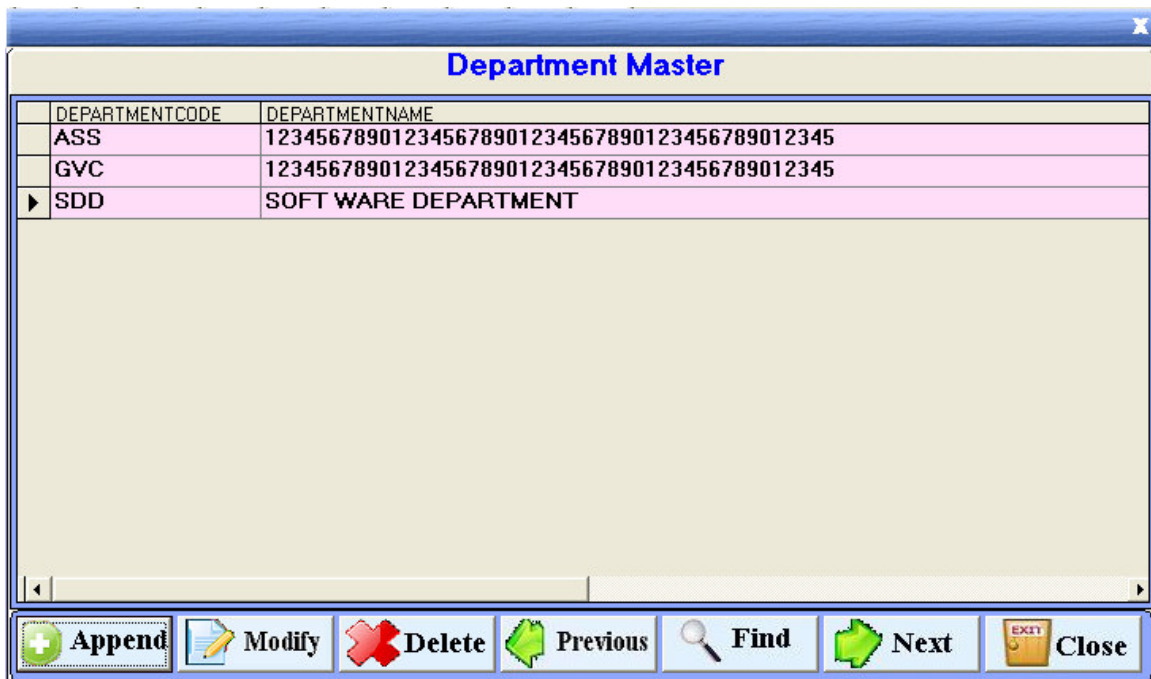
Figure 14: Department Master-1

i. Append: Press button "Append" to add a new department in the company. A Department Master window will open, in the window there are some fields like department code, department name, HOD (Head of Department) and Email Id, 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. There is a send mail send mail checkbox in the window. If you want to send report of absenteeism and late coming of employees to HOD of department, Check the send mail checkbox

Figure 15: Department Master-2

ii.   Modify: You can modify information except department code, press button to modify.

iii.   Delete: You can delete information through this option.

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

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

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

vii.   Close: You can close this window through this button.

3.3   Category

You can create 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 window in which you see the following button like append, modify, delete, find and close.
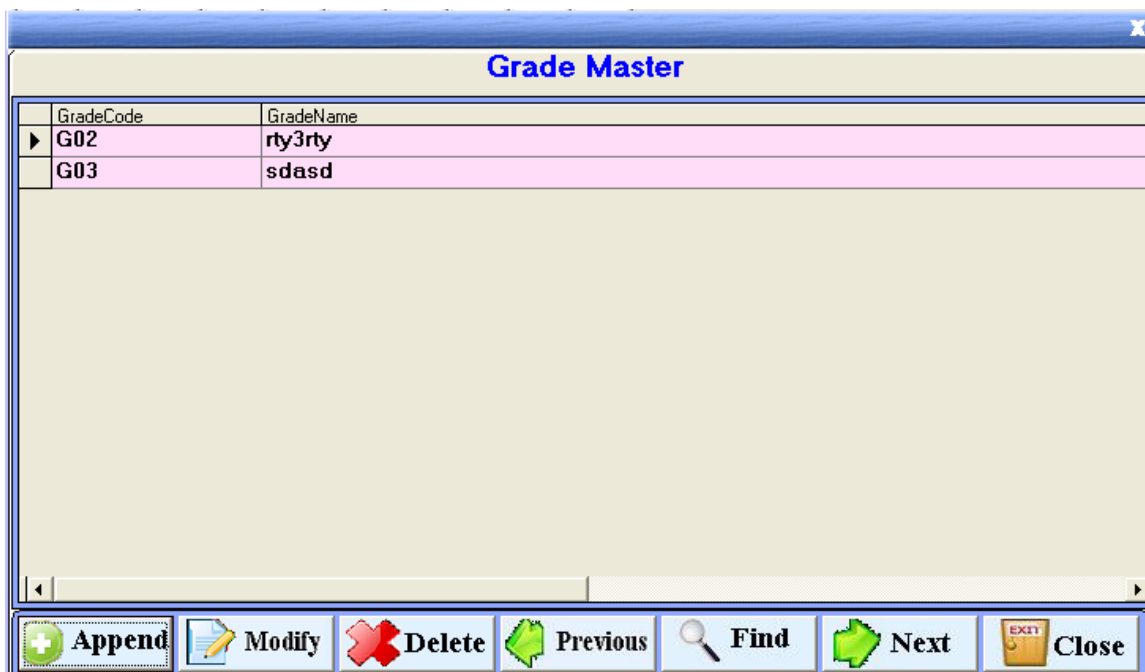

Figure 3.3: Category Master -1

Append: Press button "Append" to add a new Category for the employee. A Category Master window will open, in the window there are some fields like Category

code and Category name, which you will fill to make the Category .Category code and Category name are the compulsory field to create the Category.

Figure-3.3 Category Master-2

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

Find: You can use this option to search a Category. For searching a Category you have to press "Find" button. A dialog box will open enter the Category code which you want to find in the textbox and press "Ok" button. The arrow will move to that Category which you want to find.

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

Close: You can close this window through this button.

3.4 **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.

When you open the Shift, you will see Shift Details Window in which you see the following button append, modify, previous, delete, next, find and close.

Shift Master

Shift	StartTime	EndTime	LunchTime	LunchEndTime
AAA	15:30	23:00	00:00	00:00
ABC	10:00	18:00	13:00	13:30
GEN	09:00	18:00	13:00	14:00
SH1	09:00	17:00	13:00	13:40

Append Modify Delete Previous Find Next Close

Figure 3.4 Shift Master-1

Shifts are identified by their unique codes. There are three type of shift fixed, rational and ignore shift. You can enter any valid 3 character code for shift except **OFF** and **IGN** because OFF is reserved for weekly off and IGN is reserved for ignorable shift employees. IGN is used to allot for senior employees whose attendance is not compulsory.

Figure 3.4: Shift Master-2

There are following option 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 Hours   : 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.

Overtime deduct after: 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.

Overtime 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.

3.5   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 window in which you see the following button like append, modify, delete, find and close.

Figure 3.5: Grade Master -1

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

Figure 3.5 Grade Master-2

Modify: You can modify information except Grade code, If you want any modification in the existing Grade then press "Modify" button .After pressing modify button complete information about Grade will shown in the window. Modify that option which you want to modify and press "Ok" button. All the modification will activated now.
 Delete: You can delete existing Grade information through this option.

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

Find: You can use this option to search a Grade. For searching a Grade you have to press "Find" button. A dialog box will open enter the Grade code which you want to find in the textbox and press "Ok" button. The arrow will move to that Grade which you want to find.

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

Close: You can close this window through this button.

3.6   Section

In a company, department divides in many section. You can create sections through this option. Section code should be unique. Section code and section name are compulsory parameter for creating sections.
When you open the section, you will see Section Details Window in which you see the following button append, modify, previous, delete, next, find and close.

Figure 3.6: Section Master-1

Append: - Press button "Append" to add a new section in the department. A Section Master window will open, in the window there are some fields like section code and section name, which you will fill to make the section in the department. Section code and section name are the compulsory field to create the section.

Figure 3.6: Section Master-2

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

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

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

Find: You can use this option to search a section. For searching a section you have to press "Find" button. A dialog box will open enter the section code which you want to find

in the textbox and press "Ok" button. The arrow will move to that section which you want to find.

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

Close: You can close this window through this button.

3.7   **Employee**

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

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

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

Active – see all active employees of company

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

Figure 3.7: Employee Master -2

Append: Press button "Append" to add a new employee in the company.
There are five type of information which used to complete the whole information regarding employee master.

3.7.1 Office detail
3.7.2. Personal detail
3.7.3. Time Office policy
3.7.4. Leave Accural
3.7.5. Device Communication

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

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

Figure 3.7.1: Official Detail in Employee Master

There are only three parameters are compulsory which are card no., name and paycode.

3.7.2 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.
- ❖ You can add date of joining of employee.
- ❖ You can add date of birth of employee.
- ❖ You can add married status of employee.
- ❖ You can add blood group and sex of employee.
- ❖ You can add qualification and experience of employee.
- ❖ You can add permanent address and temporary address with contact no of employee.
- ❖ You can add bus route and vehicle no. of employee.

Figure 3.7.2: Personal Details in Employee Master

Date of joining is the compulsory parameter in personal details.

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

1. **Permissible late arrival** :You can set time which you give to employee who comes late without marking as late.

   2.Permissible early departure: You can set time which you give to employee who goes early without show early.

   3.Maximum working hours in a day : If there is a shift and employee wants to continue next sift then you can set this 24:00.after 24 hours, employee has to punch again.

   4.Round the clock work : If a employee wants to continue next shift, in that case you have to tick out this option.

   5.Consider Time loss: If you want to activate feature like time loss, half day and short leave, just tick out these option in the window.

   2.**Present marking duration**: If working hour is less than this present marking duration, employee will show absent. If working hour is equal to & greater then system check his half day/short day.

Figure 3.7.3: Time shift policy in Employee Master

7. **Maximum working hour for half day:** if employee working
hours is between present working hour and max working hour for half day
then he is half day present. If working hour is greater than it, he is full day
present.

8. **Maximum absent hours for short day**:
Absent hour= shift hour – working hour
If absent hour is greater than this max absent hour, he is marked SRT.

9. **Punches required in a day**:
No punch: This punch is used for senior employees whose
Attendance is not required.

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

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

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

10. **Overtime and overstay**: When an employee works after his
    Working hour, that works will count in overtime but if company
    don't want to give over time then it will show as overstay.

3.7.4 Leave Accural: In Leave Accural all the leave taken by the employee is mentioned in one year.

Figure 3.7.4: Leave Accural in Employee Master

In "Leave Accural" all the leave which is taken by the employee in one year is mentioned . In Leave Accural, Leave Name, Leave Type and number of Leave which is already taken by the employee in one year is mentioned.

3.7.5 Device Communication: Device Communication is basically used to communicate our software with machine. In this first you select the machine name then machine ip will be automatically select and then click on the connect button to connect.

Figure 3.7.5 Device Communication in Employee Master

4   Transaction

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

4.1   Punch entry for attendance

When an employee forgot his card, in that case you can mark his attendance present through this option in time office software. But when you will generate report, present will show with Manual.
There are two options in this punch entry for attendance window. One is punching posting and second is cancel.
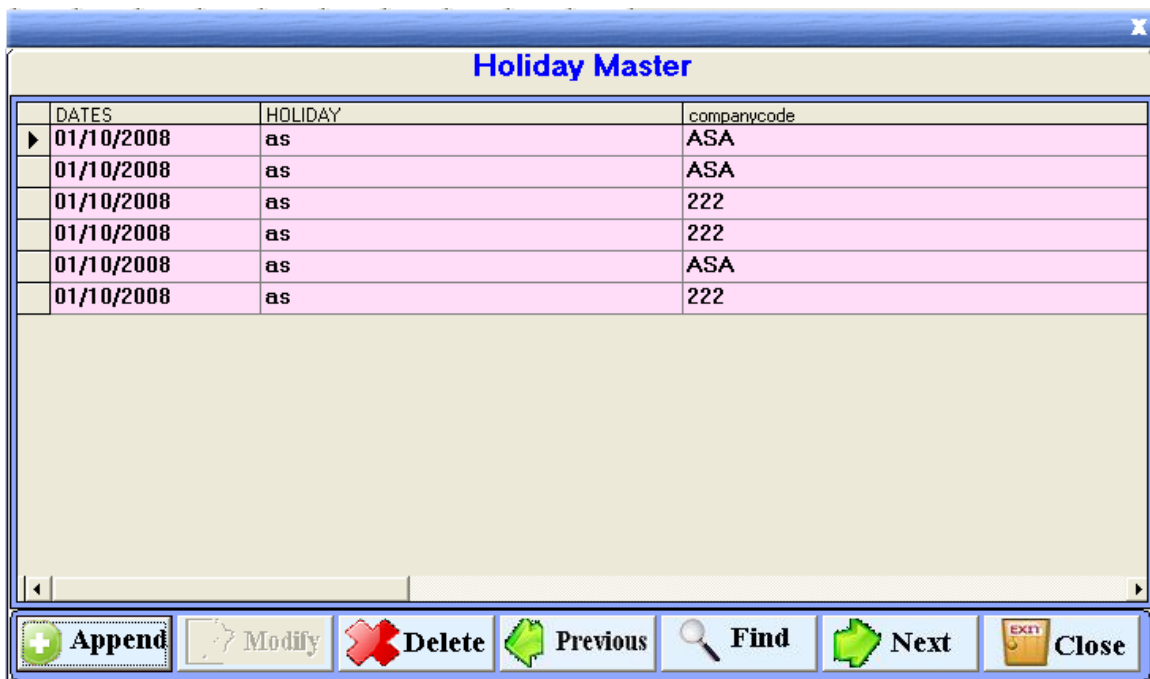
Figure 4.1: Punch Entry for Attendance

- **Punch Posting:-**Press button Punch posting to make a punch of any employee for the attendance who left 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 punch 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.

- **Close:-**Press button close to close the punch entry for attendance window.

4.2   **Holiday Entry**

You can add all holidays from this option.

Figure 4.2: Holiday Entry 1

In the holiday entry dates, holiday and company code is mentioned and if you want to change the holiday type on particular date then you will click on the next button then arrow of the grid moves down on the date and you can change the holiday of the particular date.

Append:- you can click on the append button to append the new type of holiday which is shown in the figure given below as:-

Figure 4.2: Holiday Entry 2

In the holiday entry you have to write the date of the holiday, reason of the holiday of the selected Company and Department from the selection button. If you work on this holiday and you will get OT, tick on OT factor option.

Do not forget to select Company and Department selection to declare Holiday.

5. Data Process

5.1 Attendance Register Creation

The Attendance Register is used to create for one year. Selecting option all will create Attendance Register for each & every employee of the organization.

Figure 35: Attendance Register Creation-1

For creating Attendance Register of one employee or more than one employee, you have to click on selection button and then select the employee.

Figure 36: Attendance Register Creation-2

5.2 Attendance Register Updating

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

Figure 5.2: Attendance Register Updating-1

For one employee or more than one employee, you have to click on selection button and select employee and then press update.

Figure 5.2: Attendance Register Updating-2

5.3 Back Date Processing

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

Figure 5.3: Back Date Processing

If you want to select one or more than one employee then you can use the selection button From the selection button you can select the company, employee,department, Category,section and grade.
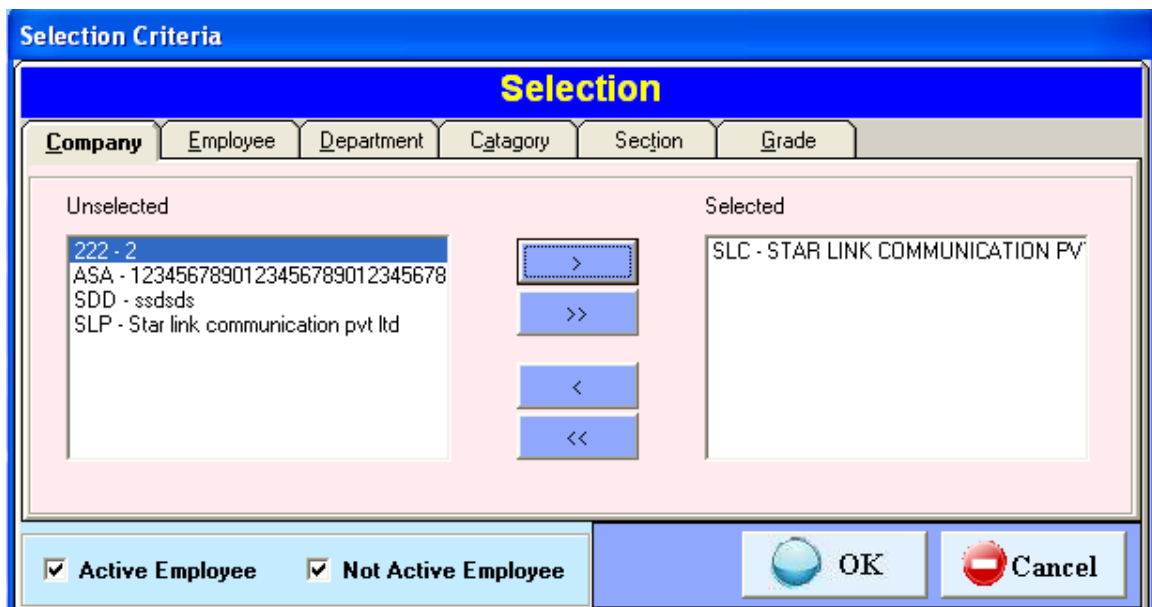
Figure 5.3: Back Date Processing

5.4 Re-processing

If BioStar Time Attendance 2.0 software is running and you want to generate report after capturing punching data , you have to run re-processing and punching data will automatically set at their places. If you click the Re-processing then a message will be show that will asked you "Process for all employee" if you click the yes button then processing will be done for all employee and if you click no button then a window will be show from which you can select company, department, section, grade, category ,employee and then click the ok button which is shown in the given figure as

Figure 5.4: Re Processing

6. Leave Management

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 create a new leave use Append. Modify in existing leave and use delete to delete existing leave, previous to switch to previous and find to search a leave in many leave , next to switch to next leave and finally use button to close the leave window.

Figure 6.1: 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 will be considered when you tick on "weekly off include". Else will not include.

Figure 6.1: Weekly Off Include (Yes/No)

❖ Holiday Include (Yes/No): If holiday is coming between leaves will be considered when you tick on "holiday include". Else will not include.
❖ Leave Type: You can specify either Leave or Present or absent by using this option i.e. It will be Leave in case of CL or SL or EL and it will be Present in case of On duty and it will be Absent in case of Leave without pay.

Leave Application

You can use this voucher to enter any type leaves or tours for a single or group of employees for a single or multiple days. Before using this voucher, you should make sure that, all possible leaves are defined in the leave master.

Figure 6.2: Leave Application

Once you give the pay code (single or range) and date you will select for leave then you have to select leave duration of quarter, half day, three fourth and full day. You have to select leave code, reason and also enter approved date

Leave Accrual

You can put opening balance in the starting of the year by using this option. Enter paycode of that employee you want to put opening balance.

Figure 6.3: Leave Accrual

7.   Pay Roll Management

Pay Roll software is basically used for generates salary reports,   ESI report, pf report, Reimbursement reports, loan/advance reports, arrear,/bonus report, master reports, piece information and Statement.

7.1   Formula setup

You can create Formula for the further calculation of earnings and
deduction's over the salary through this option of the payroll
Management. You can also do modification in the existing formula and
search the formula and delete the existing formula. When you
press the Formula setup tab of setup window menu, you will see a
Formula setting window in which you see the following button's like
append, modify, delete, previous, find, next and close.
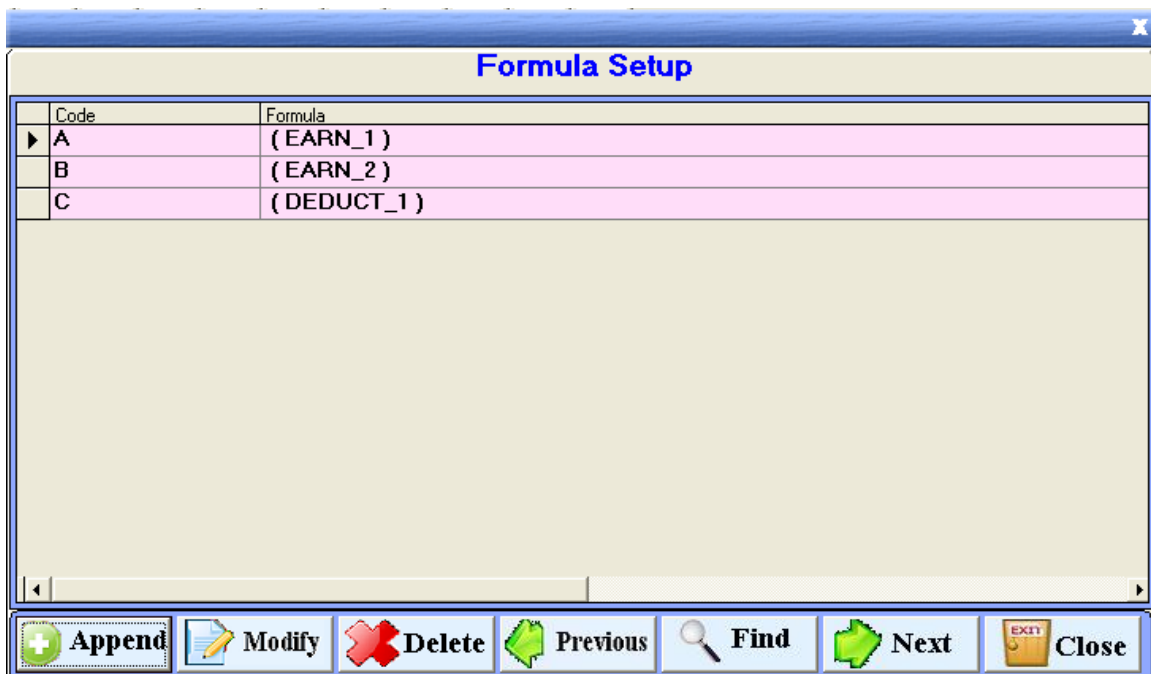
Figure 7.1 Formula Setup-1

7.2. Payroll setup

In this payroll setup, you can feed information about all employees
by using general setup, PF setup, ESI setup.

There are 3 parameters in payroll setup:

i. General Setup: In general setup you can set earnings and Deductions on rate per amount by using formulas which you Made in formula setup. You can allot these earnings and Deductions and TDS to selective employees.

Figure 7.2: General Setup-1

ii PF Setup: In PF setup, employer can set limit of basic salary on which PF from the employee salary.

By tick on fixed on limit of basic salary will be fixed. You can set percentage of PF deduction will be deducted from employer's account. This PF will be deducting into 2 parts.

1. Percentage of Employee PF (EPF) will deduct from employer's account.

2. Percentage of Family PF (FPF) will deduct from employer's account.

Employee's PF deduction: This percentage of amount will be deduct from employee's salary.

PF A/C 02, PF A/C 21, and PF A/C 22: Some amount of PF will be deposited in government's account.

Amount on which PF will deduct: you can select option on which you want to deduct PF.

Figure 7.2: PF Setup-1

iii. ESI Setup: This option is used for ESI setup.

Limit of ESI deduction: You can set a amount of salary on which you can deduct ESI.

Employer's ESI deduction: Percentage of ESI which will be deducted from employer's account.

Employee's ESI deduction: Percentage of ESI which will be deducted from employee's account.

Allow ESI on Over Time: Check on this box and allow ESI

on overtime.

Allow ESI on Arrear: check on this box and allow ESI on arrear.

Amount on which ESI will be deducted: By check selective boxes on which you want to deduct ESI.

Figure 7.2: ESI Setup-1

7.3   Employee Setup

In this you have to do master feeding of all active employees in payroll . There are following button in the employee setup as

1. Enter payroll code in this setup. This payroll code should be unique.
 2. You have to set Basic salary for an employee.
 3. Enter PF No., ESI No and PAN No.
 4. You can select payment to employee by cash or by cheque or by Bank.

5. Enter employee's account no.
6. You can set employee's working on daily wages or on roll or piece rate.
7. You can set DA, Conveyance, medical and HRA on per day basis or fixed for month.

Figure 7.3: Employee setup-1

8. You can set earnings and deductions in the employee setup.
9. You can set P& GS code, GGS code and LIC ID to employee.
10. You can tick on professional tax, ESI, VPF, Gratuity for activate these options.

7.4. Pay Processing

By using this option, you can process for attendance data. There is three types of data, you can process:

Figure 7.4: Pay Processing

   I. Capture Data from Time Office and process: If you want to give salary to employee for actual days, you have to run this process.

 II. Process on Current Master Setup: if you have made entry on performance analysis and process this option, report will generate on this captured data.

III. Process on Previous Data: If you want to see report for previous month, run this process.

7.5 Performance Analysis

By using this window you can maintain an employee's data. You can
set how many days that employee worked? His absent, his OT
hours, Late hours, Early hours, WO, CL,SL,PL/EL, Other leave, Late
days, Early days, Holiday.

Figure 7.5 Performance Analysis

7.6 Payroll Reports

7.6.1   Salary Register

Fig 7.6.1 Salary Register

Salary Register

Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate Basic DA HRA	Paid Basic DA HRA	Other(E4-E10) Earnings OT AMT Gross Pay	ESI PF Prof. Tax Advance	T. Deduction	Net Pay	Signature
1	0002 BBBB SOFT WARE DEPARTMENT 12345678ghjk2e5 0	0.00 27.00 4.00 0.00 4.00	80.00 0.00 0.00	0.00 0.00 0.00	 0.00	0.00 0.00 0.00 0.00	 0.00	 0.00	
2	0003 CCCC SOFT WARE DEPARTMENT 00000pankajsdfh 0	0.00 27.00 4.00 0.00 4.00	100.00 0.00 0.00	0.00 0.00 0.00	 0.00	0.00 0.00 0.00 0.00	 0.00	 0.00	
3	0004 DDDD SOFT WARE DEPARTMENT 12345678999 2330	0.00 27.00 4.00 0.00 4.00	5,000.00 1,000.00 0.00 1,000.00 500.00	645.00 1,000.00 0.00 1,000.00 500.00	 3,145.00	0.00 0.00 0.00 0.00	 0.00	 3,145.00	
4	0008 SUNIL	0.00 27.00	5,000.00	645.00		0.00 0.00			

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STAR LINK COMMUNICATION PVT LTD
Salary Register For the Month of January 2007

Fig 7.6.1 Salary Register

Salary Slip

Fig 7.6.1 Salary Slip

When we click the salary slip then a window will be
Shown above from this option we can generate the salary
Slip of selected date of employee.

Fig 7.6.1 Salary Slip

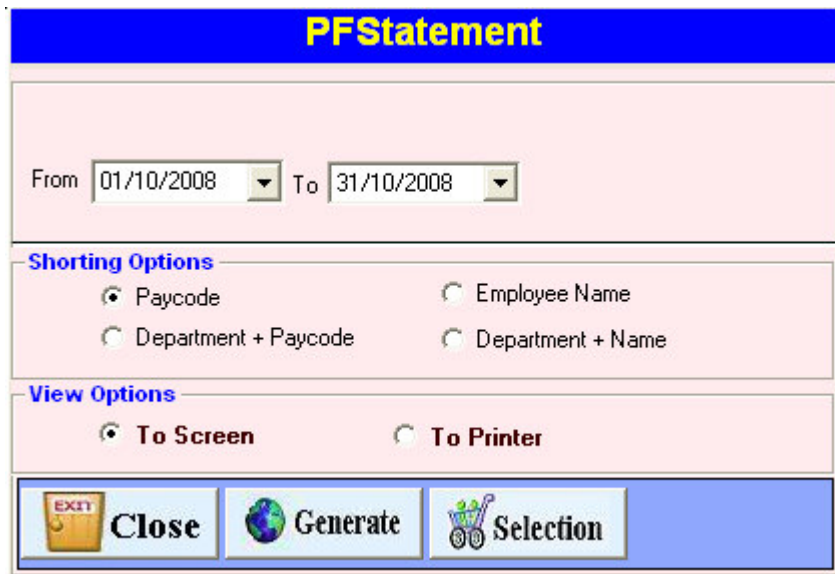**PF Statement**:-In PF statement user can generate the pf report of employee as :-

Fig   PF Statement

After selecting the company or department ,you can generate the pf of employee from "from date" to "to date" as follows:-

Fig PF Statement

ESI Statement :-

Fig ESI Statement

When we click on the ESIStatement then window which is shown above
 will be appeared from this window we select company or department and
 then select "from date" to "todate" and then click on the generate button to
generate the "ESI REPORT".

Fig ESI Statement

8. Admin

8.1   Time Office Setup

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

Figure 8.1: time office setup-1

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

❖   **Setup Register No.:** This will automatically generate on every time when you modify in time office setup.

❖ **Duplicate check min**: This is a time duration in which if an employee punch his/her card at many time, software will take first punch. Default time 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 to half day to all employees, click on this option.

Figure 8.1: time office setup-2

- ❖ **Short Leave Marking:** If you want to allow to short leave to all employees, click on this option.

- ❖ **Present Marking Duration:** You can set min time for mark present.
- ❖ Maximum Working Hours for Half Day: You can set maximum hours for half day.

- ❖ **Maximum Absent Hours for Short Day:** You can set maximum absent hours for short day.

- ❖ **Auto Shift allowed:** By clicking this option, software will pick up shift automatically.

- ❖ **PremisEarly min auto shift:** By setting this time duration, if an employee is coming earlier, that employee will belong to which shift.

- ❖ **Weekly Day include or not in Duty Roster:** If you want to include weekly off in duty roster, click this option.

- ❖ **Present on WO present**: If you are present on weekly off, click on this option.

- ❖ **Present on HLD present:** If you are present on holiday, click on this option.

- ❖ **Maximum Working Duration:** You can set maximum working hours for working in a month.

- ❖ **Permissible Late Arrival:** You can set time which you give to employee who comes late without marking as late.

- ❖ **Permissible Early Departure:** You can set time which you give to employee who goes early without marking early departure.

- ❖ **Over Time Allowed:** By clicking on this option, you can activate this option.

- ❖ **Out Work Allowed:** By clicking on this option, you can activate this option.

- ❖ **Overstay Allowed**: By clicking on this option, you can activate over stay.

- ❖ **Mark AWA as AAA:** If an employee is absent on Saturday and also absent on Monday. By clicking this option, Sunday will also count as absent.

- ❖ **No of present for WO:** You can set no of days for weekly off.

❖ **Is Auto absent Allowed:** If an employee is absent on Saturday, software will show his absent automatically by clicking this option.

❖ **Mark WO as Absent when no of present < no of present of WO**: if no of weekly off is greater than no of present, weekly off will count as weekly off by clicking on this option.

❖ **There are some formulas for Over Time:**
   OT=Out Time-Shift End Time
   OT=Working hours – shift hours
   OT=Early coming + Late Departure

❖   **OT parameter options:**

1. check on "OT is allowed incase 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 restrict End Duration: You have to set maximum over time.

8.1   Employee Corporate policy

If you want to change in time shift policy for all employees or selected employees in employee master, use this option.

If you change in permissible late arrival, permissible early departure and maximum working hours in a day and press button save to save these information only.

Figure 8.2: Employee Corporate Policy

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

8.2   Verification(Wo/Hld)

When we click on the verification then a window will be shown as

Figure 8.3 Verification

You can select the company,department,section,grade,category and select the processing month and year and then click the ok button after clicking ok button processing done will be successfully.

8.3   Update database

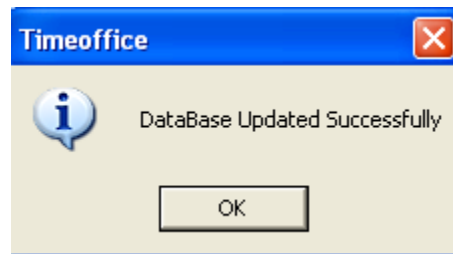By using this option you can update data base.

Figure 8.4: Update Database

9. Time office reports

Time office report generate on daily basis, monthly basis, yearly basis , etc in text, excel and word format.

i.   Daily Report

There are following types of reports you can generate on daily basis like late arrival, absenteeism, attendance, department summary, early departure, shift wise presence, machine raw punch, reason card punch, daily performance, early departure, time loss, etc.

Figure: Daily report

S.No.	Report's Reason	Description
1	Late Arrival	You can generate late arrival report of those employees who come late.
2	Absenteeism	You can generate absenteeism report of those employees who is absent.
3	Attendance	You can generate attendance report of all employees for IN punch only.
4	Department Summary	You can generate department wise attendance.
5	Machine Raw Punch	Through this report you can see all record of IN and OUT punching.
6	Daily Performance	You can generate daily performance report.
7	Over Time	You can generate over time report of all employees.

ii. Monthly Reports:

You can generate performance register, overtime register, shift schedule, department wise attendance etc on monthly basis in text, excel and word. And also can generate muster roll employee wise and department wise reports.

Figure : Monthly Report

S.No.	Report	Description
1	Performance Register	This report shows the monthly performance of each and every employee.
2	Department Wise Attendance	This report shows department wise attendance of employees like total employees in the department, number of presents, absents, leaves and weekly off and holiday.
3	Over Time Register	This report shows over time for one month of all Employees.
4	Shift schedule	This report shows shift chart of all employees For a month. This report can be generated for all Shifts (fixed, rotational, ignorable).This chart shows shift pattern, weekly off and the shift of each day employee wise.

5	Muster Roll	This reportshowsthe intime,outtime, late,hrsworked Overtime, shift, status of all employee or selected Company,employee,section ,grade, category

ii. Yearly Attendance Report:

You can generate reports on yearly basis of every employee in form no. 14, yearly attendance details, form no 15,form b, new yearly attendance details .

Figure 68: Yearly Attendance Report

S.No	Report	Description
1	Form No. 14	This report shows the calendar,no.of days worked during calendar year,cl,sl,lwp etc for one year.
2	New yearly attendance detail	This report shows the present,absent,weeklyoff,holiday of one Year of all employee or selected employee,department,section Grade, category etc.
3	Form No 15	This report shows the calendar no of days, worked during calendar year,cl,sl,lwp ,spl etc for one year.
4	Form B	This report shows register of festival holiday,casual and sick leave applied for one year.

5	Yearly Attendance Details	This report shows yearly attendance of one employees or all Employee like number of present,absents,weeklyoff, holiday for one year of all employee or selected employee, department, section, grade.

    iii.   **Leave Report :**

Figure: Leave Reports

S.No.	Reports	Description
1	Sanctioned leave	Reports of details of sanctioned leaves of all employees.
2	Leave Card	This is the card which can be given to Employees showing his / her leave status (Accrued, consumed and balance) till date.
3	Accrued Leave	Reports of all accrued leaves.
4	Consumed Leave	This report show how many leaves an employee has taken till now.
5	Balance Leave	This report show how many leave has been left to the employee till now.
6	Leave Register	This report shows employee wise accrual, Date wise consumption with reason and balance of each leave.

ABOUT:-

Figure: About

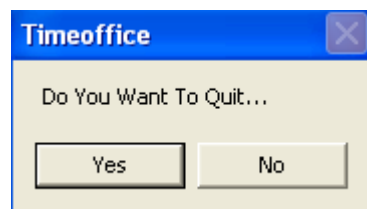**Exit:-** Exit is used to exit from BioStar Time Attendance software . which is shown in the figure as:-

Figure: Exit