

USER MANUAL FOR

LEAVE MANAGEMENT SYSTEM

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INTRODUCTION: -

On-Line Leave Management System software is generally used to get the status of the leave. You can fill online leave applications.

You can check report of the leave proposal status and leave register of all/individual employee(s).

You can also check the defined holidays of the Company and employee(s) attendance of the month.

The On-line Leave Management system of Star link is working on behalf of rights.

1. SUPER USER
2. USER
3. GATE USER
4. SUPER ADMIN

SUPER USER is a system define user having all rights to approve or reject leaves of his sub-users, and check monthly reports of his sub-users.

USER is a user created by SUPER ADMIN. A user can apply online for his leave to his super-user, can check his attendance, and can check holidays of company defined by company.

GATE USER is a user created by SUPER ADMIN. A gate user can check gate pass of all employees, and half day OD leave status of Employees along with their approval or rejection.

SUPER ADMIN is a system defines admin having rights to approve or reject any user leave, create/delete/update any user account to access leave management system. Moreover, he can create user accounts through excel sheet dynamically.

Working of On-Line Leave Management System in short...

- ❖ Super Admin can create user to access the Leave Management system.
- ❖ On-line Approval of leaves of employee(s)
- ❖ Employee details of the company.
- ❖ Holiday of the current calendar year
- ❖ On-Line leaves voucher applications for employees.
- ❖ User can check the leave status that the leave is approved or not.
- ❖ User can check his attendance of the given time of period.
- ❖ Any User can change his password.

INSTALLATION: -

Before installing Leave Management System in local system, first you have to configure the IIS in your system.

For configuration of IIS, please follow these below given steps...

- Step1. : **Go to** Control Panel.
- Step2. : **Select** Add Remove Program
- Step3. : **Select** Add/Remove Windows Components option
- Step4. : In the Windows Components Wizard window, **check/select** the Internet Information Services (IIS) and double click on it.
- Step5. : Now the Internet Information Services window is open the screen, **check/select** all check boxes of the window and press Ok button.
- Step6. : Now **press** the next button. (OS CD is required)
- Step7. : **Press** the Finish button.

After configuration of IIS, please follow these below given steps...

- Step1. : **Run** the exe of .Net frame work (provided by Star link with name "dotnetfx.exe")
- Step2. : **Go to** Administrator Tools option of Control Panel.
- Step3. : **Open** Internet Information Services option
- Step4. : **Expand** the console root of Internet Information Services (IIS) window.
- Step5. : Right **click** on Default Web Site option and select Virtual Directory option in NEW button.
- Step6. : Now **press** the next button.
- Step7. : **Put/Type** the name for identify to LMS. e.g. 'LMS' and **press** the next button.
- Step8. : **Select the Path**, where the files of LMS are saved in the system.
- Step9. : **Press** the next button.
- Step10. : **Press** the next button.
- Step11. : **Press** the Finish button.
- Step12. : **Run** all the scripts (.sql /.txt files) in database (provided by Star link).
- Step13. : **Go to** the LMS folder and configure the web.config file, as per database.

URL for Login of USER/SUPER USER/GATE USER:

Run internet explorer and give the URL **http://<IP_of_PC>*/lms/Default.aspx.**

URL for Login of SUPER ADMIN:

Run internet explorer and give the URL **http://<IP_of_PC>*/lms/ADMIN/Default.aspx.**

<IP_of_PC>*: is the PC's IP.

SUPER USER/USER: -

When the User is login in "On Line Leave Management System", Home page will open with the Internet Explorer.

Users Page of On Line Leave Management System

Star Link Communication Pvt. Ltd.
Welcome : AMRESH KUMAR

Star Link Communication Pvt. Ltd.

Leave/OD Management System
USER

- Public Holiday
- Leave Voucher
- OD Gate Pass
- Leave App. Status
- Leave Register
- Emp.Attendance
- Change Password
- LogOut

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Public Holiday: -

After click on Public Holiday option, it will display the Holiday details, which is saved in Star link Time Office software as per assigned to this user.

Public Holiday List Page of On Line Leave Management System

Star Link Communication Pvt. Ltd.
Welcome : AMRESH KUMAR

Leave/OD Management System
USER

- Public Holiday**
- Leave Voucher
- OD Gate Pass
- Leave App. Status
- Leave Register
- Emp.Attendance
- Change Password
- LogOut

Public Holiday

From Date : To Date :

| Holiday Day | Holiday Type |
|-------------|------------------|
| 01/01/2011 | New Year Day |
| 14/01/2011 | Makarskranti |
| 26/01/2011 | Independent Day |
| 13/08/2011 | Raksha Bandhan |
| 15/08/2011 | Independance Day |
| 22/08/2011 | Janmastami |
| 06/10/2011 | Dashahara |
| 26/10/2011 | Diwali |
| 27/10/2011 | Gobardhan Pooja |

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Leave Voucher: -

Select Leave Voucher option, the Leave Voucher Page of the On Line Leave Management System will open. In this Page user can fill the application for the leave. For that select the from date and to date and select leave type that you want to take like EL, CL, Medical etc, then select leave duration of the leave like full day, half day etc, then enter the reason of the leave and press the submit button to submit the leave application. After that leave submission successfully message will appear on the screen and your leave application will be submitted.

Leave Voucher of on Line Leave Management system

| Star Link Communication Pvt. Ltd. | |
|---|--|
| Welcome : AMRESH KUMAR | |
| Leave/OD Management System USER | Leave Application Voucher |
| Public Holiday | PayCode : 00000071 |
| Leave Voucher | From Date : <input type="text"/> |
| OD Gate Pass | To Date : <input type="text"/> |
| Leave App. Status | Leave Type/Code : L01 - CASUAL LEAVE - CL |
| Leave Register | Leave Duration : Full Day |
| Emp.Attendance | Reason : <input type="text"/> |
| Change Password | <input type="button" value="Submit"/> <input type="button" value="Reset"/> |
| Logout | |
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OD Gate Pass: -

Select OD gate pass option, then gate pass page will open. You can enter out time and in time for your gate pass, and can select vehicle option and give reason for your gate pass.

OD Gate Pass of On Line Leave Management system

| Star Link Communication Pvt. Ltd. | |
|---|--|
| Welcome : AMRESH KUMAR | |
| Leave/OD Management System USER | OFFICIAL OD GATE PASS |
| Public Holiday | PayCode : 00000071 |
| Leave Voucher | Out Time : 15:50 <small>(For ex:-01:00 A.M=01:00 and 01:00 P.M=13:00)</small> |
| OD Gate Pass | In Time : 17:00 <small>(For ex:-01:00 A.M=01:00 and 01:00 P.M=13:00)</small> |
| Leave App. Status | Vehicle : <input checked="" type="radio"/> OFFICIAL <input type="radio"/> PERSONAL |
| Leave Register | Reason : Meeting In Spicejet Airlines |
| Emp.Attendance | <input type="button" value="Submit"/> <input type="button" value="Reset"/> |
| Change Password | |
| Logout | |
| Record Submitted Successfully..!! | |
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Leave/OD Gate Pass Approval Status: -

Press Leave Application Status menu of the Time Office Menu the Leave Approval status Page of the On Line Leave Management System will open here you can see the status of your leave Application. Press View button to see the status of your leave Application. Here in the page approval will be seen Y if the leave will approve otherwise seen N in the approval if not approve.

If nothing is seeing there that means super user has not seen your application till now. If you want to see the status of your approval or rejection of gate pass then you click on "OD Gate Pass Status".

Leave/OD Approval status Page of online Leave Management System

Star Link Communication Pvt. Ltd.

Leave/OD Management System

USER

- Public Holiday
- Leave Voucher
- OD Gate Pass
- Leave App. Status
- Leave Register
- Emp.Attendance
- Change Password
- LogOut

Welcome : AMRESH KUMAR

Leave Status Od Gate Pass Status

All Cancel Voucher No

| VOU_ID | VOU_DATE | FROM_DATE | TO_DATE | LEAVE_NAME | DURATION | APPROVAL | REMARKS |
|--------|------------|------------|------------|--------------|----------|----------|---------|
| 1 | | | | | | | |
| 2 | 10/11/2011 | 01/11/2011 | 09/11/2011 | CASUAL LEAVE | 1 | Y | |
| 1 | | | | | | | |

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Leave Register: -

Press Leave Register menu of Time Office menu leave balance page of the Online Management System will open in the Internet explorer. Here user can see the status of his annual leave. Like leave type and no of leave promised to him and how much he will take and how much is available now.

Leave Register page of the On Line Leave Management System

Star Link Communication Pvt. Ltd.

Leave/OD Management System

USER

- Public Holiday
- Leave Voucher
- OD Gate Pass
- Leave App. Status
- Leave Register
- Emp.Attendance
- Change Password
- LogOut

Welcome : AMRESH KUMAR

Leave Register

| Leave Name | Opening Balance | Consumed Leave | Balance Leave |
|--------------|-----------------|----------------|---------------|
| CASUAL LEAVE | 0 | 0 | 0 |
| SICK LEAVE | 0 | 0 | 0 |

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Employee Attendance: -

Press Employee attendance menu of Time Office menu the employee Attendance page of the On Line Leave Management System will open in the internet explorer. Here select from date and to date in which period you want to see the attendance. And press go button the attendance of the employee will show in the grid.

Employee Attendance page of On Line Leave Management System

| Date | Card No | Shift | In | Out | Late Arrival | Early Departure | Over Time | Worked Hours | Status |
|------------|----------|-------|-------|-------|--------------|-----------------|-----------|--------------|--------|
| 11/09/2011 | 00000071 | OFF | | | 00:00 | 00:00 | 00:00 | 00:00 | WO |
| 12/09/2011 | 00000071 | G1 | 08:57 | 18:00 | 00:00 | 00:00 | 00:00 | 09:03 | P |
| 13/09/2011 | 00000071 | G1 | 09:09 | 18:00 | 00:00 | 00:00 | 00:00 | 08:51 | P |
| 14/09/2011 | 00000071 | G1 | 08:55 | 18:00 | 00:00 | 00:00 | 00:00 | 09:05 | P |
| 15/09/2011 | 00000071 | G1 | 08:51 | 18:00 | 00:00 | 00:00 | 00:00 | 09:09 | P |
| 16/09/2011 | 00000071 | G1 | | | 00:00 | 00:00 | 00:00 | 00:00 | OD |
| 17/09/2011 | 00000071 | G1 | 09:06 | 18:00 | 00:00 | 00:00 | 00:00 | 08:54 | P |
| 18/09/2011 | 00000071 | OFF | | | 00:00 | 00:00 | 00:00 | 00:00 | WO |
| 19/09/2011 | 00000071 | G1 | 09:06 | 18:00 | 00:00 | 00:00 | 00:00 | 08:54 | P |
| 20/09/2011 | 00000071 | G1 | 09:09 | 18:00 | 00:00 | 00:00 | 00:00 | 08:51 | P |

Change Password: -

Press Change Password menu to change the Login password of the On Line Leave Management. Change Password page of On Line Leave Management System

Leave Management System Change Password

Employee Login ID: 00000071

Old Password: [Masked]

New Password: [Masked]

Confirm Password: [Masked]

[Change] [Clear]

Your Password has been changed now

All above menu options work same for User and Super User. But for Super User, two more functions are given which are also explained below.

When the Super User is login in “On Line Leave Management System”, Home page will open with the Internet Explorer.

Super Users Page of On Line Leave Management System

Star Link Communication Pvt. Ltd.
Welcome : SUMIT KAPOOR

Leave/OD Management System
SUPER USER

- Public Holiday
- Leave Voucher
- OD Gate Pass
- Leave App. Status
- Leave Register
- Emp.Attendance
- Change Password
- Approve Leave
- Employee Reports
- LogOut

Star Link Communication Pvt. Ltd.

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Leave/OD Gate Pass Approval: -

Press Leave Approval of the On Line Leave Management system Menu, Leave Approval page of On Line Leave Management System will open in the Internet explorer.

Selection of Leave for Approval

Star Link Communication Pvt. Ltd.
Welcome : SUMIT KAPOOR

Leave Approval

[Back](#) [LogOut](#) [OD Gate Pass](#)

Apply Id :

- Select Apply ID
- 25-00000071-AMRESH KUMAR

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Apply Id is the Id to which you want to approve/not approve leave.

After select the Leave ID, Leave Approval page of selected leave id will open.

Leave Approval page of Selected leave ID

| | | |
|--|---|-----------------------------|
| Voucher_No : | 0000006424 | L01 - CASUAL LEAVE - 000.00 |
| Name : | AMRESH KUMAR | L02 - OUT DUTY - 000.00 |
| Paycode : | 00000071 | |
| Designation : | Software Developer | |
| Department : | SDD | |
| LeaveField : | L02 | |
| LeaveCode : | OD | |
| Duration : | 1 | |
| LeaveReason : | Meeting In Maruti | |
| FromDate : | 13/01/2012 13/01/2012 | |
| FromDate : | <input type="text" value="13/01/2012"/> <input type="button" value="Edit"/> | |
| ToDate : | <input type="text" value="13/01/2012"/> <input type="button" value="Edit"/> | |
| Approved Date (DD/MM/YYYY) : | <input type="text" value="13/01/2012"/> | |
| <input checked="" type="radio"/> Approve | <input type="radio"/> Not Approve | |
| Remarks | <input type="text"/> | |
| <input type="button" value="Ok"/> | | |

Press "OD Gate Pass" button on leave approval page to approve/reject OD gate pass of your sub-user.

Selection of OD Gate Pass for Approval


Star Link Communication Pvt. Ltd.

Welcome : SUMIT KAPOOR

Leave Approval

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OD Gate Pass Request :

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After Selection of Employee from a particular list of OD gate pass request, following page will open.

Star Link Communication Pvt. Ltd.

Welcome : SUMIT KAPOOR

Leave Approval

[Back](#) [LogOut](#) [OD Gate Pass](#)

OD Gate Pass Request :

| | |
|---------------|--|
| Name : | AMRESH KUMAR |
| Paycode : | 00000071 |
| Designation : | Software Developer |
| Out Time : | 13-Jan-2012 15:50 |
| In Time : | 13-Jan-2012 17:00 |
| LeaveReason : | Meeting In Spicejet Airlines |
| Vehicle : | OFFICIAL |
| | <input checked="" type="radio"/> Approve <input type="radio"/> Not Approve |
| | <input type="button" value="Submit>>"/> |

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Employee Reports: - To check Employee Reports like

1. Employee Detail
2. Absenteeism
3. Monthly Performance Register
4. Over Time
5. Attendance
6. Department Summary
7. Late Arrival

Employee Detail: In this report you can check the details of employees of your company. The format of employee details is given below:

Star Link Communication Pvt. Ltd.
Welcome :SUMIT KAPOOR

Employee Reports

Employee Detail Absenteeism
 Monthly Performance Register Late Arrival
 Attendance

Prev Next

| Active | PayCode | EmployeeName | GuardianName | DOB | JoiningDate | CompanyName | Dept.Name | Cat.Name | Sex | Qualification | Designation |
|--------|----------|--------------|--------------|-----|-------------|---|----------------------|-------------------------------------|-----|---------------|--------------------|
| Y | 00000008 | SUNIL KUMAR | | | 14/04/2005 | STAR LINK COMMUNICATION PVT. LTD. , New Delhi | SOFTWARE DEVELOPMENT | STAR LINK COMMUNICATION M PVT. LTD. | | | |
| Y | 00000071 | AMRESH KUMAR | | | 13/01/2009 | STAR LINK COMMUNICATION PVT. LTD. , New Delhi | SOFTWARE DEVELOPMENT | STAR LINK COMMUNICATION M PVT. LTD. | | | Software Developer |

Prev Next

Absenteeism: In absenteeism report you can see reports of those employees who are absent by entering from date and to date. The absenteeism report is given below:

Star Link Communication Pvt. Ltd.
Welcome :SUMIT KAPOOR

Employee Reports

Employee Detail Absenteeism
 Monthly Performance Register Late Arrival
 Attendance

From Date (DD-MMM-YYYY) : ToDate (DD-MMM-YYYY) :

Prev Next

| Paycode | EmpName | Dateoffice | Companycode | DepartmentCode | DepartmentName | Cat | Catagoryname | Gradecode | reason | Shift | Status | LeaveType |
|----------|-------------|------------|-------------|----------------|----------------|-----|-----------------------------------|-----------|--------|-------|--------|-----------|
| 00000069 | SUNIL KUMAR | 01/01/2011 | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | G1 | | GN | A | |
| 00000069 | SUNIL KUMAR | 03/01/2011 | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | G1 | | GN | A | |
| 00000069 | SUNIL KUMAR | 04/01/2011 | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | G1 | | GN | A | |
| 00000069 | SUNIL KUMAR | 05/01/2011 | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | G1 | | GN | A | |
| 00000069 | SUNIL KUMAR | 06/01/2011 | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | G1 | | GN | A | |
| 00000069 | SUNIL KUMAR | 07/01/2011 | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | G1 | | GN | A | |
| 00000069 | SUNIL KUMAR | 08/01/2011 | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | G1 | | GN | A | |
| 00000069 | SUNIL KUMAR | 10/01/2011 | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | G1 | | GN | A | |

Monthly Performance Register: In monthly performance register you can check the whole performance register of employees like shift, in time, out time etc. The format of monthly performance register in the form of report is given below:

Employee Reports

From Date (DD-MMM-YYYY) :  ToDate (DD-MMM-YYYY) : 

Employee Detail
 Absenteeism
 Monthly Performance Register
 Overtime
 Attendance
 Department Summary
 Late Arrival

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| PayCode | PresentCardNo | EmpName | Companycode | Cat | DepartmentCode | DepartmentName | CategoryName | DivisionName | Shift | Divisioncode | Gradecode | Dateoffice |
|----------|---------------|--------------|-------------|-----|----------------|----------------|--------------------------------------|--------------|-------|--------------|-----------|------------|
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | GN | SL | G1 | 01/11/2011 |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | GN | SL | G1 | 02/11/2011 |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | GN | SL | G1 | 03/11/2011 |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | GN | SL | G1 | 04/11/2011 |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | GN | SL | G1 | 05/11/2011 |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | OFF | SL | G1 | 06/11/2011 |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | GN | SL | G1 | 07/11/2011 |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | GN | SL | G1 | 08/11/2011 |

| In1 | Out1 | In2 | Out2 | HoursWorked | Status | LATEARRIVAL | SHIFTATTENDED | OtDuration | OtAmount | PresentValue | AbsentValue | LeaveValue | Holiday | Value | Wo | Value |
|-----|------|-----|------|-------------|--------|-------------|---------------|------------|----------|--------------|-------------|------------|---------|-------|----|-------|
| | | | | 0 | A | 0 | GN | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | |
| | | | | 0 | A | 0 | GN | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | |
| | | | | 0 | A | 0 | GN | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | |
| | | | | 0 | A | 0 | GN | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | |
| | | | | 0 | A | 0 | GN | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | |
| | | | | 0 | A1 | 0 | OFF | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | |
| | | | | 0 | A | 0 | GN | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | |
| | | | | 0 | A | 0 | GN | 0 | 0 | 0 | 1 | 0 | 0 | 0 | | |

Over Time: In over time report you can check the reports of those employees who have done over time. You can check over time reports by entering from date and to date. Its format is given below:

Employee Reports

From Date (DD-MMM-YYYY) : ToDate (DD-MMM-YYYY) :

Employee Detail Absenteeism
 Monthly Performance Register Overtime
 Attendance Department Summary
 Late Arrival

[Prev](#) [Next](#)

| PayCode | EmpName | PresentCardNo | CategoryName | DivisionName | DateOffice | Shift | Shift1 | Divisioncode | GradeCode | Companycode | Cat | DepartmentCode | DepartmentName | OtDuration | OtAmount |
|----------|--------------|---------------|--------------------------------------|--------------|------------|-------|--------|--------------|-----------|-------------|--------|----------------|----------------|------------|----------|
| 00000003 | SATISH VERMA | 00000003 | STAR LINK COMMUNICATION NA PVT. LTD. | | 01/10/2011 | GN | GN | SL | G1 | SLS | SL PRD | PRODUCTION | 0 | 0 | |
| 00000003 | SATISH VERMA | 00000003 | STAR LINK COMMUNICATION NA PVT. LTD. | | 02/10/2011 | OFF | OFF | SL | G1 | SLS | SL PRD | PRODUCTION | 0 | 0 | |
| 00000003 | SATISH VERMA | 00000003 | STAR LINK COMMUNICATION NA PVT. LTD. | | 03/10/2011 | GN | GN | SL | G1 | SLS | SL PRD | PRODUCTION | 0 | 0 | |
| 00000003 | SATISH VERMA | 00000003 | STAR LINK COMMUNICATION NA PVT. LTD. | | 04/10/2011 | GN | GN | SL | G1 | SLS | SL PRD | PRODUCTION | 0 | 0 | |
| 00000003 | SATISH VERMA | 00000003 | STAR LINK COMMUNICATION NA PVT. LTD. | | 05/10/2011 | GN | GN | SL | G1 | SLS | SL PRD | PRODUCTION | 0 | 0 | |
| 00000003 | SATISH VERMA | 00000003 | STAR LINK COMMUNICATION NA PVT. LTD. | | 06/10/2011 | GN | GN | SL | G1 | SLS | SL PRD | PRODUCTION | 0 | 0 | |
| 00000003 | SATISH VERMA | 00000003 | STAR LINK COMMUNICATION NA PVT. LTD. | | 07/10/2011 | GN | GN | SL | G1 | SLS | SL PRD | PRODUCTION | 0 | 0 | |
| 00000003 | SATISH VERMA | 00000003 | STAR LINK COMMUNICATION NA PVT. LTD. | | 08/10/2011 | GN | GN | SL | G1 | SLS | SL PRD | PRODUCTION | 0 | 0 | |

Attendance: In attendance report, you can check the attendance of employees by entering from date and to date. Its report format is given below:

Employee Reports

From Date (DD-MMM-YYYY) : ToDate (DD-MMM-YYYY) :

Employee Detail Absenteeism
 Monthly Performance Register Overtime
 Attendance Department Summary
 Late Arrival

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| Paycode | CardNo | EMPNAME | Companycode | Cat | Categoryname | DepartmentCode | DepartmentName | Divisioncode | DivisionName | GradeCode | DateOffice | Shift | SHIFTATTEND | ShiftStartTime | In1 | LateArrival | Status |
|----------|----------|--------------|-------------|-----|---------------------------------------|----------------|----------------|--------------|--------------|-----------|------------|-------|-------------|-----------------------|-----------------------|-------------|--------|
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | STAR LINK COMMUNICATION PRD PVT. LTD. | PRODUCTION | | SL | NA | G1 | 01/10/2011 | GN | GN | 01/10/2011 9:00:00 AM | 01/10/2011 8:57:00 AM | 0 | P |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | STAR LINK COMMUNICATION PRD PVT. LTD. | PRODUCTION | | SL | NA | G1 | 02/10/2011 | OFF | OFF | | | 0 | WO |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | STAR LINK COMMUNICATION PRD PVT. LTD. | PRODUCTION | | SL | NA | G1 | 03/10/2011 | GN | GN | 03/10/2011 9:00:00 AM | 03/10/2011 8:53:00 AM | 0 | P |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | STAR LINK COMMUNICATION PRD PVT. LTD. | PRODUCTION | | SL | NA | G1 | 04/10/2011 | GN | GN | 04/10/2011 9:00:00 AM | 04/10/2011 8:58:00 AM | 0 | P |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | STAR LINK COMMUNICATION PRD PVT. LTD. | PRODUCTION | | SL | NA | G1 | 05/10/2011 | GN | GN | 05/10/2011 9:00:00 AM | 05/10/2011 9:01:00 AM | 0 | P |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | STAR LINK COMMUNICATION PRD PVT. LTD. | PRODUCTION | | SL | NA | G1 | 06/10/2011 | GN | GN | 06/10/2011 9:00:00 AM | | 0 | HLD |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | STAR LINK COMMUNICATION PRD PVT. LTD. | PRODUCTION | | SL | NA | G1 | 07/10/2011 | GN | GN | 07/10/2011 9:00:00 AM | 07/10/2011 8:39:00 AM | 0 | P |
| 00000003 | 00000003 | SATISH VERMA | SLS | SL | STAR LINK COMMUNICATION PRD PVT. LTD. | PRODUCTION | | SL | NA | G1 | 08/10/2011 | GN | GN | 08/10/2011 9:00:00 AM | 08/10/2011 8:58:00 AM | 0 | P |

Department Summary: In department summary report you can check the whole department summary of employees. Its report format is given below:

Employee Reports

From Date (DD-MMM-YYYY) : ToDate (DD-MMM-YYYY) :

Employee Detail Absenteeism
 Monthly Performance Register Overtime
 Attendance Department Summary
 Late Arrival

[Prev](#) [Next](#)

| CardNo | Dateoffice | DepartmentCode | DepartmentName | Catagoryname | DivisionName | Wo | Value | PresentValue | Shift | AbsentValue | LeaveValue | LeaveAmount |
|----------|------------|----------------|----------------|--|--------------|----|-------|--------------|-------|-------------|------------|-------------|
| 00000003 | 01/11/2011 | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | 0 | 0 | | GN 1 | 0 | 0 | |
| 00000003 | 02/11/2011 | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | 0 | 0 | | GN 1 | 0 | 0 | |
| 00000003 | 03/11/2011 | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | 0 | 0 | | GN 1 | 0 | 0 | |
| 00000003 | 04/11/2011 | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | 0 | 0 | | GN 1 | 0 | 0 | |
| 00000003 | 05/11/2011 | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | 0 | 0 | | GN 1 | 0 | 0 | |
| 00000003 | 06/11/2011 | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | 0 | 0 | | OFF 1 | 0 | 0 | |
| 00000003 | 07/11/2011 | PRD | PRODUCTION | STAR LINK COMMUNICATION NA PVT. LTD. | | 0 | 0 | | GN 1 | 0 | 0 | |

Late Arrival: In late arrival report you can check the reports of those who have come late in the company premises. Its report format is given below:

Employee Reports

From Date (DD-MMM-YYYY) : 1-Oct-2011 ToDate (DD-MMM-YYYY) : 16-Nov-2011

Employee Detail Absenteeism
 Monthly Performance Register Overtime
 Attendance Department Summary
 Late Arrival

Prev Next

| Paycode | CardNo | EMPNAME | Companycode | DepartmentCode | DepartmentName | Cat | Categoryname | Divisioncode | DivisionName | Gradecode | Shift | Dateoffice | SHIFTATTEND |
|----------|----------|----------------------|-------------|----------------|----------------|-----|-----------------------------------|--------------|--------------|-----------|-------|------------|-------------|
| 00000004 | 00000004 | PRAVEEN KUMAR TANEJA | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | SL | NA | G1 | G1 | 01/10/2011 | G1 |
| 00000004 | 00000004 | PRAVEEN KUMAR TANEJA | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | SL | NA | G1 | G1 | 03/10/2011 | G1 |
| 00000004 | 00000004 | PRAVEEN KUMAR TANEJA | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | SL | NA | G1 | G1 | 05/10/2011 | G1 |
| 00000004 | 00000004 | PRAVEEN KUMAR TANEJA | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | SL | NA | G1 | G1 | 08/10/2011 | G1 |
| 00000004 | 00000004 | PRAVEEN KUMAR TANEJA | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | SL | NA | G1 | G1 | 10/10/2011 | G1 |
| 00000004 | 00000004 | PRAVEEN KUMAR TANEJA | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | SL | NA | G1 | G1 | 13/10/2011 | G1 |
| 00000004 | 00000004 | PRAVEEN KUMAR TANEJA | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | SL | NA | G1 | G1 | 15/10/2011 | G1 |
| 00000004 | 00000004 | PRAVEEN KUMAR TANEJA | SLC | CSE | CUSTOMER CARE | SL | STAR LINK COMMUNICATION PVT. LTD. | SL | NA | G1 | G1 | 17/10/2011 | G1 |

| shiftStartTime | In1 | Latearrival | Late1 | Late10 | Late30 | Late60 | BUS |
|--------------------------|---------------------------|-------------|-------|--------|--------|--------|-----|
| 01/10/2011 9:00:00 AM | 01/10/2011 10:45:00 AM | 105 | | | | ** | |
| 03/10/2011 9:00:00 AM | 03/10/2011 10:02:00 AM | 62 | | | | ** | |
| 05/10/2011 9:00:00 AM | 05/10/2011 9:49:00 AM | 49 | | | ** | | |
| 08/10/2011 9:00:00 AM | 08/10/2011 9:33:00 AM | 33 | | | ** | | |
| 10/10/2011 9:00:00 AM | 10/10/2011 9:39:00 AM | 39 | | | ** | | |
| 13/10/2011 9:00:00 AM | 13/10/2011 9:42:00 AM | 42 | | | ** | | |
| 15/10/2011 9:00:00 AM | 15/10/2011 10:17:00 AM | 77 | | | ** | | |
| 17/10/2011 9:00:00 AM | 17/10/2011 12:47:00 PM | 227 | | | ** | | |

Logout: -

Press Logout option of the Time office menu to logout from the On Line Leave Management System.

GATE USER: -

When the User is login in "On Line Leave Management System", Home page will open with the Internet Explorer.

Gate Users Page of On Line Leave Management System

Star Link Communication Pvt. Ltd.

Welcome : SUNIL KUMAR

Star Link Communication Pvt. Ltd.

Leave/OD Management System

Gate User

Half Day Leave Status

OD Gate Pass Status

LogOut

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Half Day Leave Status: -

Press Half Day Leave Status of the On Line Leave Management system Menu, Half day leave page of On Line Leave Management System will open in the Internet explorer.

Half Day Leave Status of Employees

Star Link Communication Pvt. Ltd.

Welcome: SUNIL KUMAR

Leave/OD Management System

Gate User

Half Day Leave Status

OD Gate Pass Status

LogOut

[Half Day Leave Status](#) [Change Password](#)

Employee's Half Day Leave Status

Paycode Employee Name

Date:

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A gate user can change his password. Press "Change Password" button to change your password in Half day leave status page.

Change Password Page for Gate User

OD Gate Pass Status: -

Press OD gate pass button to open gate pass status page. In this page a gate user can see details of those employees who normally go outside from company premises for 2 or 3 etc hours. A gate user can check the status of gate pass whether it is approved or not approved.

Gate Pass Details of Employees

| Apply ID | Paycode | Name | Out Time | Actual Out Time | In Time | Actual In Time | Gate UserID | Vehicle | Status | Reason |
|------------------------|----------|--------------|-------------------|-------------------|-------------------|-------------------|-------------|----------|--------|------------------------------|
| Edit 1 | 00000071 | AMRESH KUMAR | 13 Jan 2012 15:50 | 13 Jan 2012 15:51 | 13 Jan 2012 17:00 | 16 Jan 2012 12:33 | 00000008 | OFFICIAL | Y | Meeting In Spicejet Airlines |
| Edit 3 | 00000071 | AMRESH KUMAR | 13 Jan 2012 15:59 | 16 Jan 2012 12:34 | 13 Jan 2012 16:00 | 16 Jan 2012 12:34 | 00000008 | OFFICIAL | N | assasa |

Logout: -

Press Logout option of the Time office menu to logout from the On Line Leave Management System.

SUPER ADMIN: -

Super Admin is a system defined admin. When the Super Admin is login in "On Line Leave Management System", Home page will open with the Internet Explorer.

Super Admin Page of On Line Leave Management System

Star Link Communication Pvt. Ltd.

Welcome :Admin

Star Link Communication Pvt. Ltd.

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Leave/OD Management System

SUPER ADMIN

Approve Leave

Create User

Import User

LogOut

Approve Leave: -

Press Leave Approval of the On Line Leave Management system Menu, Leave Approval page of On Line Leave Management System will open in the Internet explorer.

Selection of Leave for Approval

Star Link Communication Pvt. Ltd.

Welcome :Admin

Leave Approval

[Back](#) [LogOut](#)

Apply Id :

- Select Apply ID
- 25-00000071-AMRESH KUMAR
- 24-00000128-SUMIT KAPOOR
- 23-00000128-SUMIT KAPOOR

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Apply Id is the Id to which you want to approve/not approve leave. These id's are the apply id of all employees. When a user applies for his leave then his leave shows to his super user as well as super admin also.

After select the Leave ID, Leave Approval page of selected leave id will open.

Leave Approval page of Selected leave ID

| | | |
|--|---|-----------------------------|
| Voucher_No : | 0000006424 | L01 - CASUAL LEAVE - 000.00 |
| Name : | AMRESH KUMAR | L02 - OUT DUTY - 000.00 |
| Paycode : | 00000071 | |
| Designation : | Software Developer | |
| Department : | SDD | |
| LeaveField : | L02 | |
| LeaveCode : | OD | |
| Duration : | 1 | |
| LeaveReason : | Meeting In Maruti | |
| FromDate : | 13/01/2012 13/01/2012 | |
| FromDate : | <input type="text" value="13/01/2012"/> <input type="button" value="Edit"/> | |
| ToDate : | <input type="text" value="13/01/2012"/> <input type="button" value="Edit"/> | |
| Approved Date (DD/MM/YYYY) : | <input type="text" value="13/01/2012"/> | |
| <input checked="" type="radio"/> Approve | <input type="radio"/> Not Approve | |
| Remarks | <input type="text"/> | |
| <input type="button" value="Ok"/> | | |

Create User: -

Press Create User button to pen the create user page of on line leave management system. An admin can create, update and delete account of User/Super User/Gate User.

User Creation Page in Leave Management System

Star Link Communication Pvt. Ltd.

Welcome:Admin

Leave/OD Management System

SUPER ADMIN

Approve Leave

Create User

Import User

LogOut

Create User

Paycode : 00000071

User Id : 00000071

Password : ****

Confirm Password : ****

Is Gate User ??

Select His Reported User From All Users

Selected Reported User

| | |
|-------------------------------|-------------------------------|
| 00000003-SATISH VERMA | 00000004-PRAVEEN KUMAR TANEJA |
| 00000005-SUSHEEL KUMAR | 00000011-GAURAV KUMAR |
| 00000007-SURESH YADAV | 00000026-LILY MOHANTY |
| 00000015-DEERAJ BHAI | 00000031-MANOJ GODAR |
| 00000020-MANOJ KUSHWAHA | 00000008-SUNIL KUMAR |
| 00000034-ASHRAF JAHANGIR KHAN | |
| 00000035-NAVNEET KUMAR SINGH | |
| 00000037-ANIL THAKUR | |
| 00000040-MANOJ JINDAL | |
| 00000041-HARENDRA KUMAR TIWAR | |
| 00000043-JITENDRA KUMAR NAYAK | |
| 00000045-ILYAS AHMED | |
| 00000046-ASHUTOSH KUMAR | |
| 00000048-PRİYASHA BHADORIYA | |

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Import User: -

Press Import User button to open import user page. If you want to create users from excel sheet then you can import excel sheet from this page and can create user, super user only.
Create User from Excel Sheet

Star Link Communication Pvt. Ltd.

Welcome : Admin

Leave/OD Management System

SUPER ADMIN

Approve Leave

Create User

Import User

LogOut

Import User Excel Sheet

| Paycode | UserId | Password | ReportingPersons |
|---------|--------|----------|------------------|
| 1234 | 1234 | 1234 | 1234 |
| 8529 | 8529 | 8529 | 1234 |
| 6547 | 6547 | 6547 | 8529 |
| 3697 | 3697 | 3697 | 6547 |

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Logout: -

Press Logout option of the Time office menu to logout from the On Line Leave Management System.

-!-*THE END*!-