eSSL- eTime Track-Lite

--- eSSL Time Attendance & Payroll Management Help Manual

Version	**:**	eTimetracklite 9.8
Version Date	**:**	**7**[th] September, 2017
No. of Pages	**:**	134

About This Manual: This document introduces the main functions, the user interface and operations of the eTimetracklite software

Table Contents

What is Time Attendance and Payroll?

eSSL - eTimeTrack-Lite is automated **Time & Attendance** Systems that provides an alternative to the mechanical time clock systems or paper-based timesheets.

eSSL - eTimeTrack-Lite Software allows companies to track and evaluate the performance and work activities of employees using a single software application. Time & Attendance Software enables employees to store, track and organize the most important employee time related information in single place. The required information to track and monitor employee activities and management processes is available on a computer. This can also be invaluable for ensuring regulatory compliance with working regulations and proof of attendance.

Why You Should Use Time Attendance and Payroll?

- Saving time for the accountant or book-keeper that was previously spent processing the old manual time and attendance system data
- To allow the attendance data to be collected at many computers around the company but processed and reported on central without the need for extra work
- So that local overtime laws are no longer a problem and can be adhered to in few seconds rather than hours spent on manual calculations
- Helps you keep track of your real labor costs as well as preventing overpayments, both of which will impact immediately on your bottom line
- Prevents buddy punching and fraudulent time keeping records.
- Helps the Supervisor to know who is at work in fraction of seconds saving the time and allowing them to react more quickly to staffing problems
- BY knowing your employment costs by shift and department you can have a check over, The internal efficiencies more closely

eSSL - eTimeTrack-Lite Features

- Highly intuitive Set-Up Wizard that will get you up and running quickly
- User friendly appearance requires less time to get you educated for the software
- Flexible Shift timing can be defined with allowed grace time for late coming and early going. Also supports multiple breaks with a configurable Lunch break
- Weekly off 1 (e.g. Sunday) & Weekly Off 2 (e.g. Saturday,1st,2nd,3rd,4th,5th)
- Easy Configuration of Company Holidays
- Leave Type is defined for Leave Entries
- Shift calendar & Shift Roaster is defined for scheduling different shifts on different dates
- Scheduling of shift can be done by both Employee wise and Department wise
- Limited Leave quota management, that allows to assign Leave day(s) quota to employees. Consorted with "Leave Balance" report to track balance leave day(s) of employees.
- Invalid or missing punches can be detected by a Missed out Punch Report
- SMS can be sent to employee ,By this employee can track his or her punch records on daily basis
- Upload multiple users to multiple device
- Department Head can send Memo (Late Coming/Early Going, Absent, Half day, Missed Out Punch)to employee Individual or Group via mail
- Online downloader that collect data from device based upon time interval
- Scheduler that calculate the Attendance Data, Sync enrolled User Info & Punch records, Triggers mail to Head of the department of regular employee like (Late Coming/Early Going, Absent, Half day, Missed Out Punch)

Continue …

> ➢ Parallel Database , Helps in Integration with third party Payroll System
> ➢ Import/Export of the employee through the excel sheet
> ➢ Reports like (Daily, Monthly, Yearly, Matrix, Memo ...etc)
> ➢ Work Code ,Customer can define work code based upon that employee reports can be generated
> ➢ Visitor Management helps to track the visitor in your company
> ➢ Canteen Management, Track the employee food consumption item wise & helps in employee & employer contribution, Streamline funds

Go to Programs click on eTimetracklite
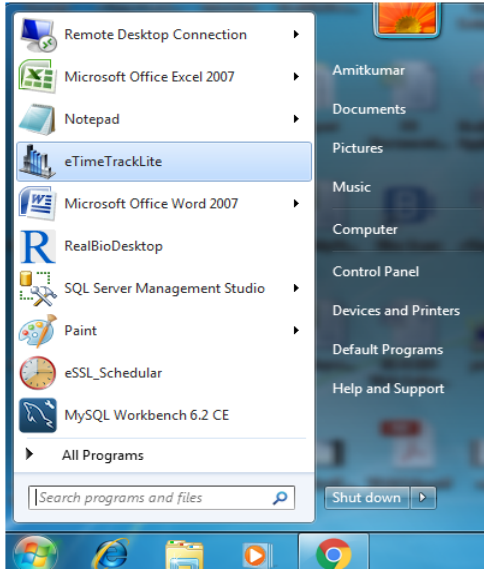
Continue …
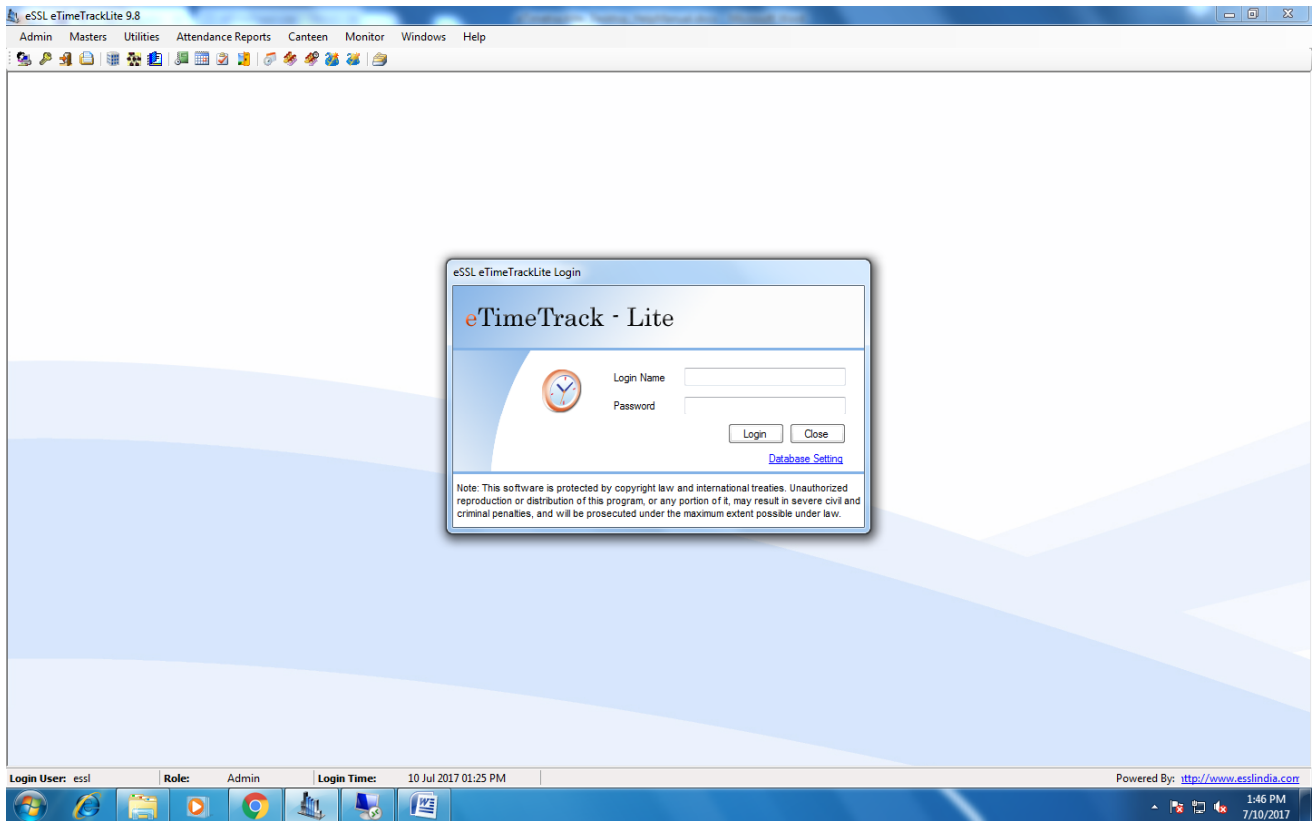
Database settings:

Click on Database

Connection for Ms Access
Select Database Type as Ms Access
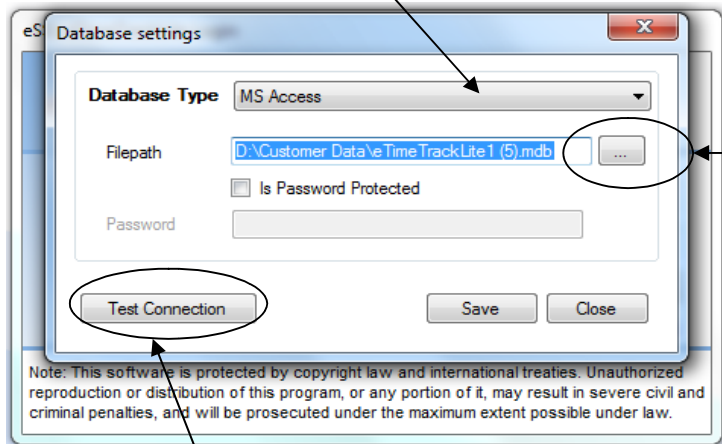
Browse Path of Database

Click on Test Connection

Continue …
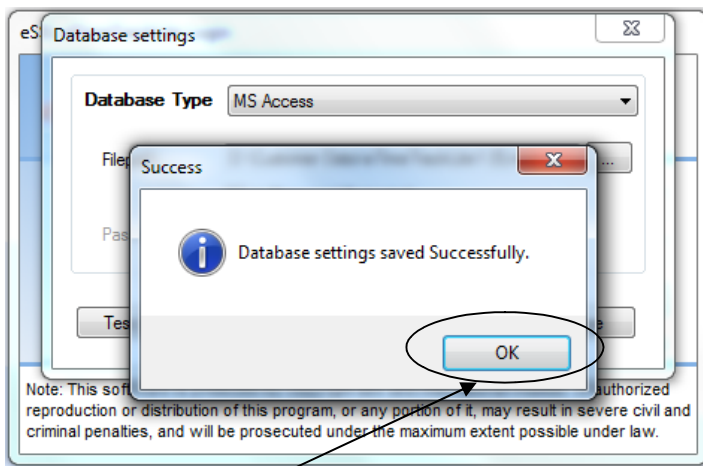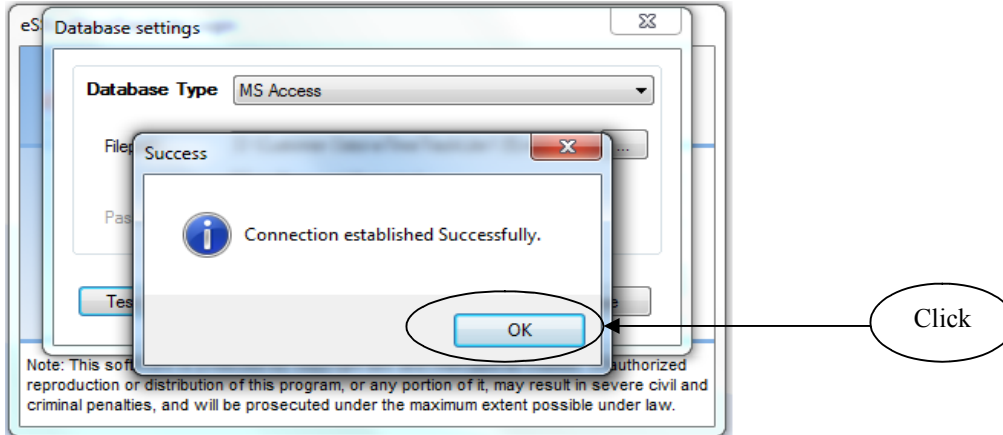
Click

Click on OK button to save

Connection for Microsoft SQL Server

Select Database type as Ms SQL Server

Assign: Below Credentials
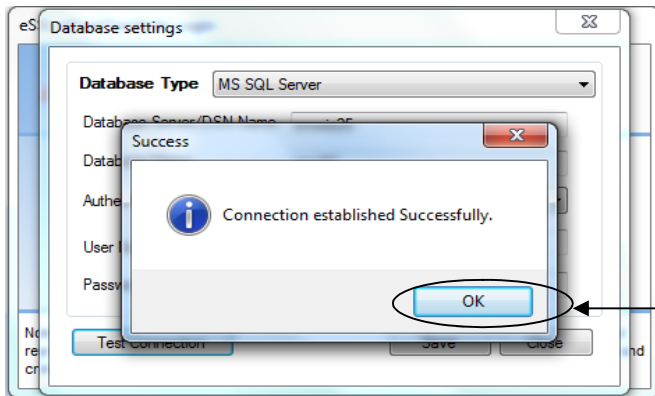
Click on Test Connection
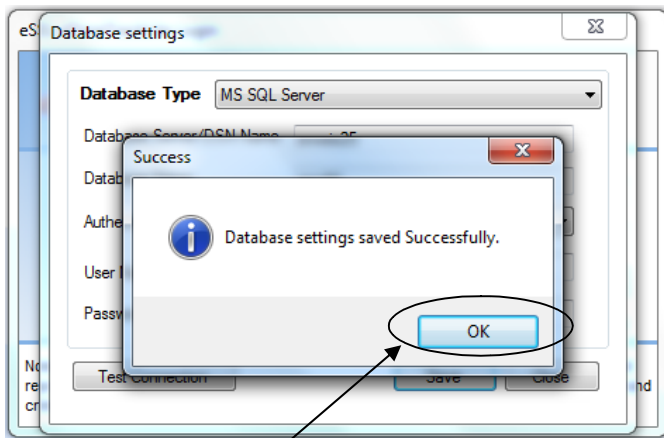
Click on OK button to save

Connection for Oracle Expression Edition

Select Database type as Oracle

Assign: Below Credentials

Click on Test Connection
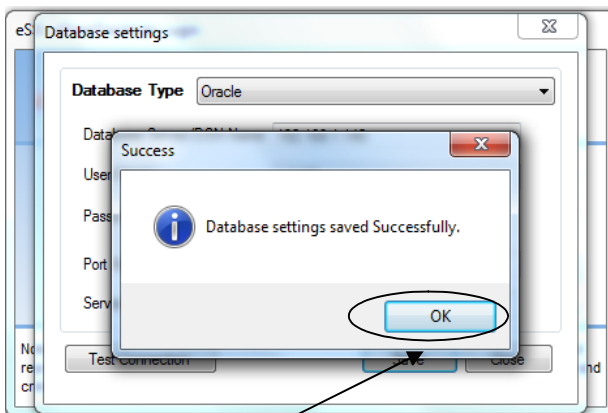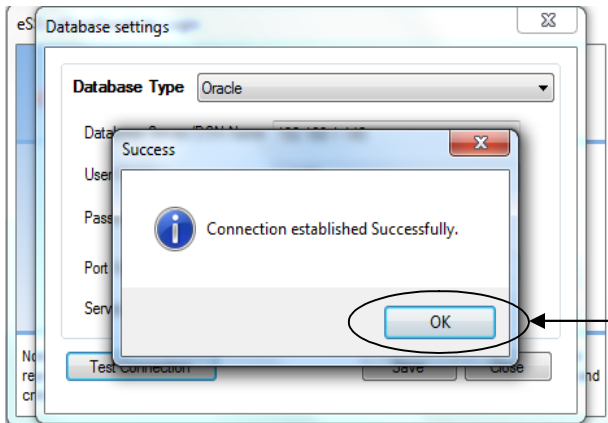
Click

Click on OK button to save

Login Window
Enter the below Credentials
Login Name   : essl
Password   : essl

Company:

➢ eSSL eTimeTrack-Lite Software support Multiple companies
➢ You can Add, Edit & Delete companies if user has the permission to "Edit Companies"
➢ This form will display the List of Companies which is accessible by Login User
➢ Company details consist of Company Name, Short Name, Email-Id, Website address & Location address
➢ "Visible to All " Check box is used to make Invisible Company which will be accessed by only the users who has permission to access Invisible Companies
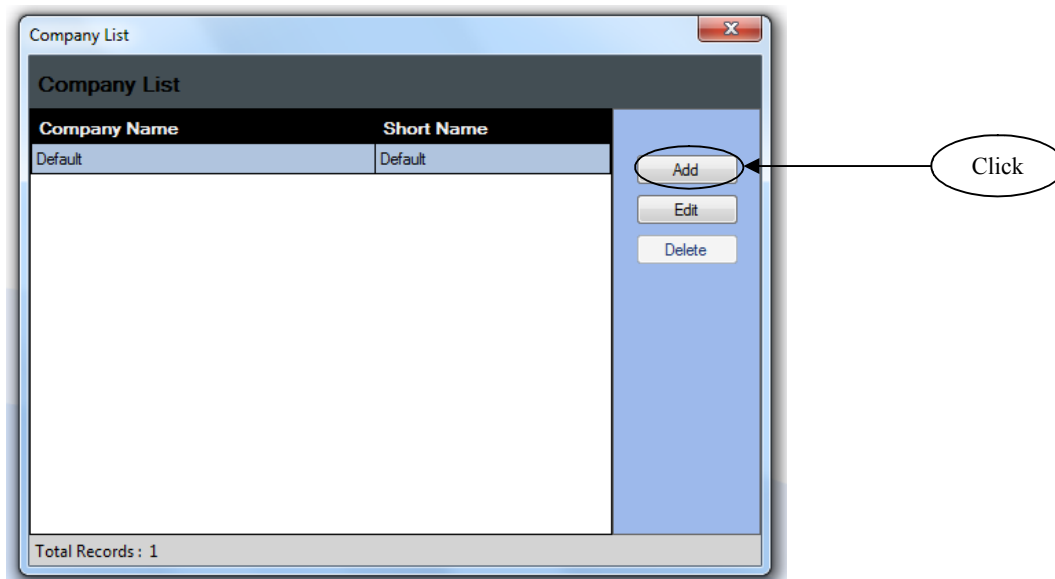
Name	**:**	Enter Company name
Short Name	**:**	Enter Company Short Name
Email Id	**:**	Enter the Email id
Website	:	Enter Web address
Description	**:**	Enter the description for the company

Click

Master Details:

Master Details form allows you to set master information related to Attendance calculation

Master Details consist of:

➢ Whether Employee Code and Employee Code Stored in Device are same for application or not.

➢ Whether to allow a Fixed Shift for application or not. If Fixed Shift is checked then it will disable all shift Related options like Shift Details, Shift calendar, Employee Shift , Department Shift etc.

➢ "Attendance Year starts on" Field will allows to set the start Attendance date and Month from which Attendance calculation has to start. For e.g. If you are willing to generate monthly report then it will take that Attendance date as Start of the month and if you are willing to generate Yearly Report then it will take Attendance date and Month as start of year

➢ "Minimum difference between two Punches" Field will allow to set the difference between two punches .If the difference between punches is greater than specified minutes then it will discard the later punch

➢ "Punch Begin duration" Field is used to set maximum allowed time before Shift Begin Time

➢ If Employee does not have any assigned shift then whether to consider the shift of previous day or Auto Shift. Auto Shift will take the shift according to Firth Punch & Shift Begin Time

➢ If Fixed shift is selected then Roaster, Shift Calendar, Employee, Department Shift will be disabled

➢ Whether to take Auto backup after Specified Days & Save it to specified Path, This Feature is allowed only for Ms Access Database

Mail Settings:

This from will help admin to set email settings of the application
User can send & receive mail notification related to the function of the application
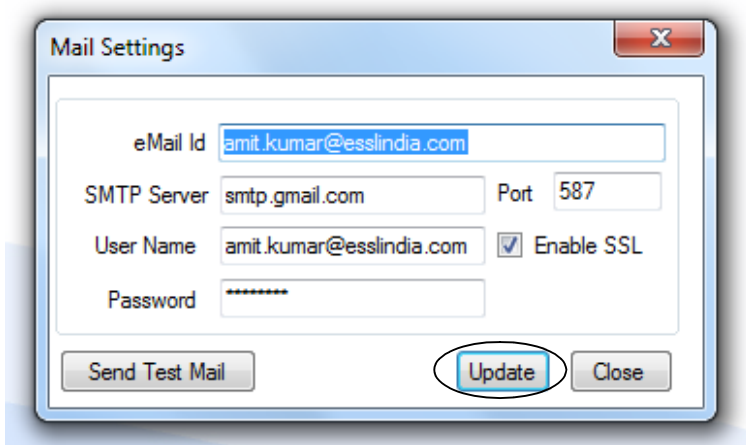
SMS Settings:

This feature will enables to send sms to registered employee number
SMS details consist of URL Name, SMS Text Format
If you check mark on enable SMS for new punches received ,It will send punch details of the employees ,once this data received in application of the database based on the time interval set every 1hr, 2 hr, 3hr, 4 hr.. etc
If you check mark for send only for single Punch, It will send only First single punch of that day to employee
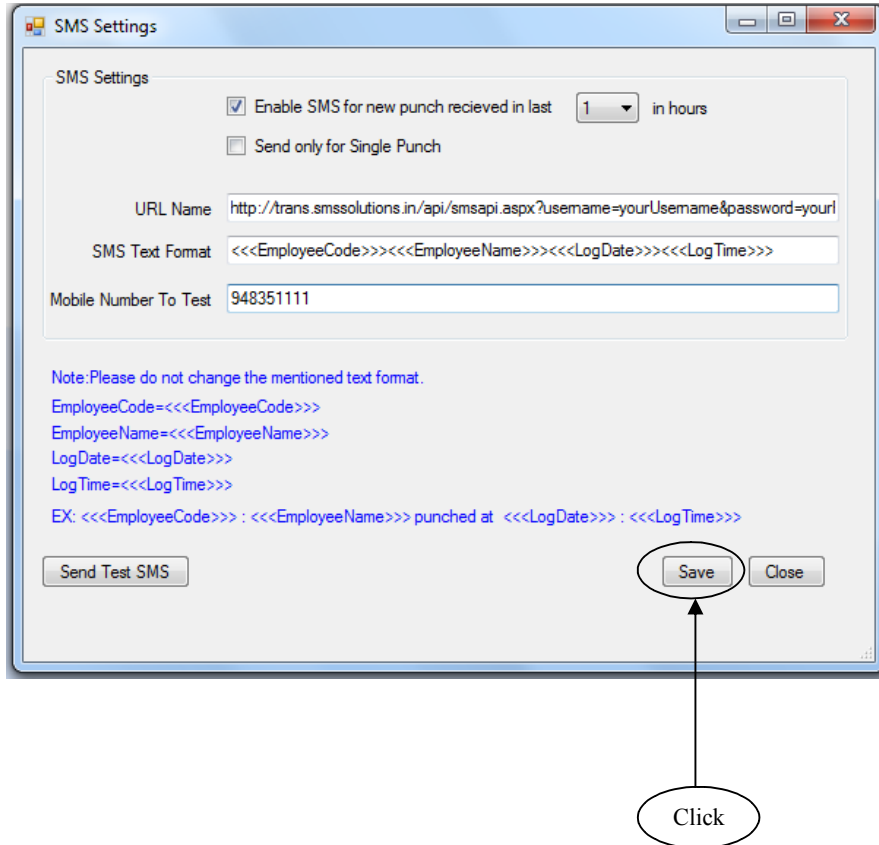
Shift Details:

This form will display the List of all shifts
You can Add, Edit & Delete the shift
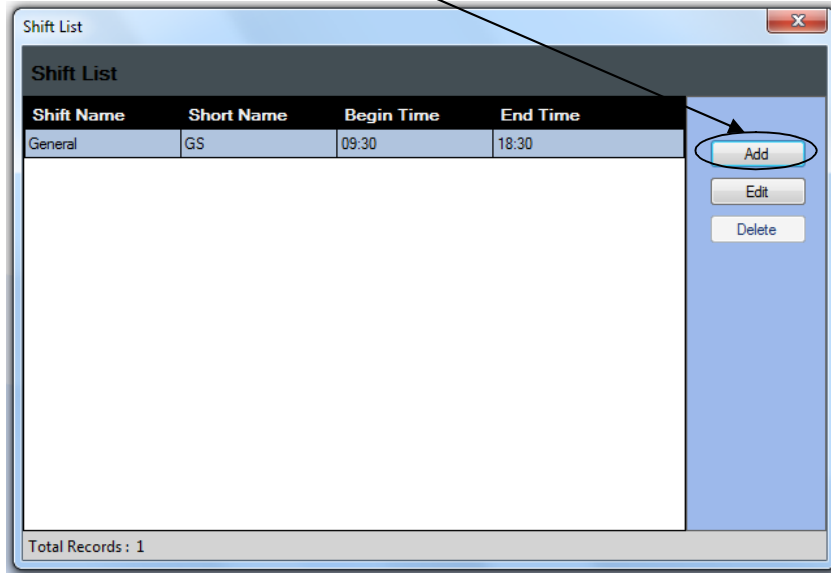
Name	: Enter Shift Name
Short Name	: Enter Shift Short Name
Begin Time	: Enter Begin Time value (In 24 hour's format)
End Time	: Enter End Time value (In 24 hour's format)
Break1 Details	: Enter Break Time value (In 24 hour's format) & Range time should within shift Start & End time
Break 2 Details	: Enter Break Time value (In 24 hour's format) & Range time should within shift Start & End time & should not clash with Break1 timings
Punch Begin before	: Enter Punch Begin before in minute's w.r.t shift Begin time
Punch end Time	: Enter Punch Begin before in minute's w.r.t shift End time
Grace Time for Late Coming	: Enter in minute's
Partial Day	: Set the partial week of the day & timings

Continue …
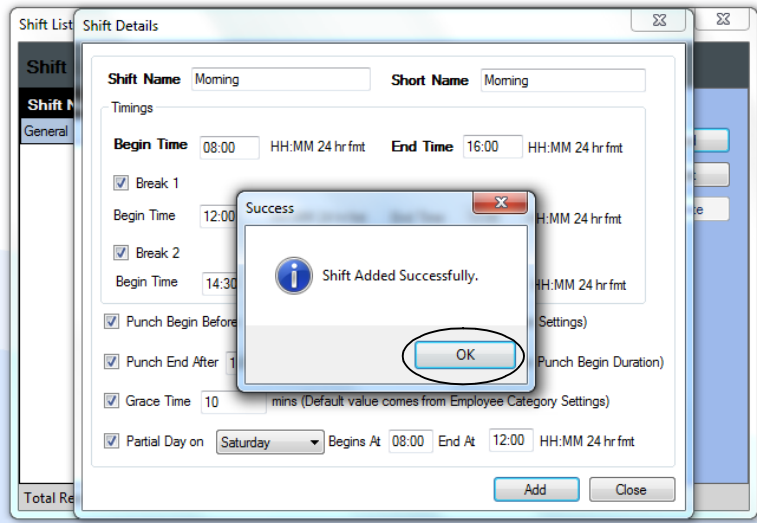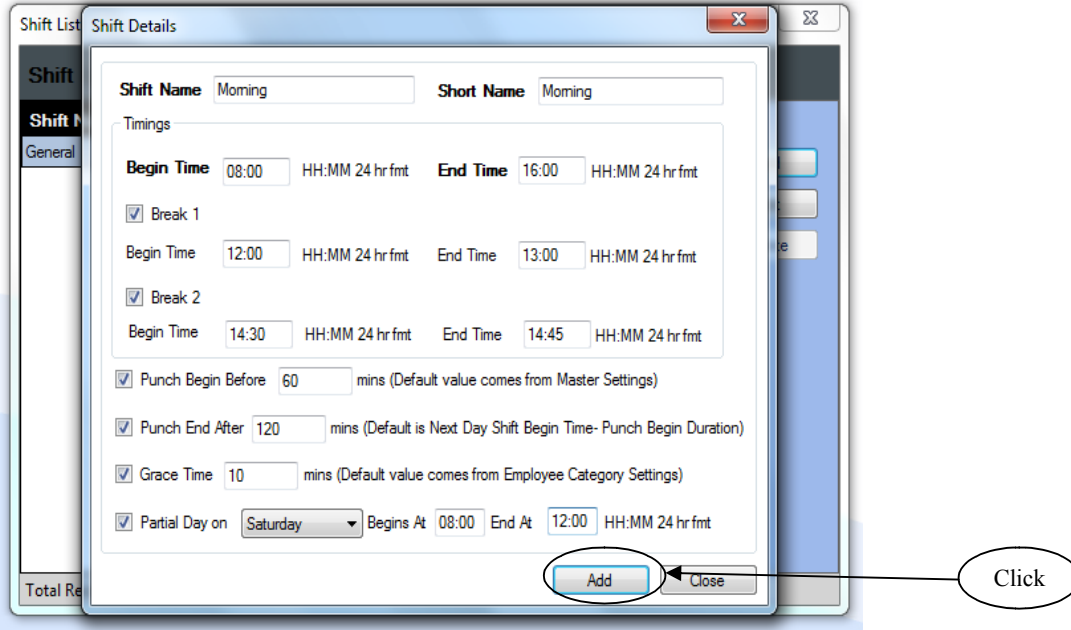
Shift Groups:

This form will display the List of all Shifts Groups
You can Add, Edit & Delete the shift group
Under group particular shift can be added
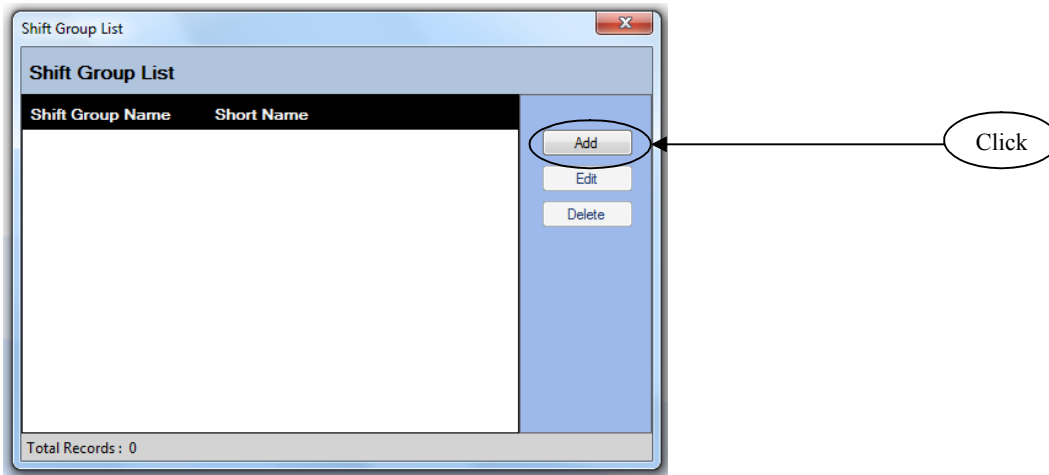
Name   **:** Enter Shift Group name
Short Name   **:** Enter Shift Short Name

Note:
Left side will display all shifts, if user want to set "GS & Shift A" under Group test, Select that shift & click on right arrow, it will move on the right hand side than click on add
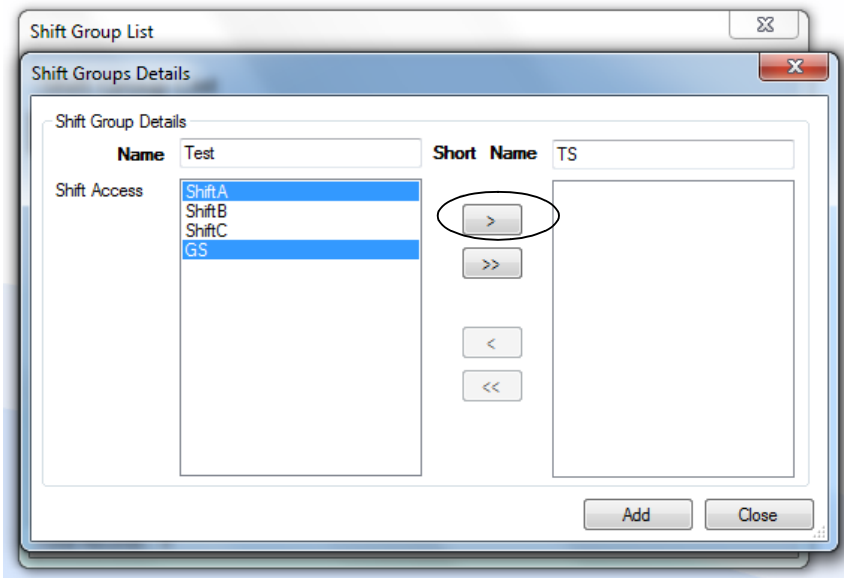
Continue …
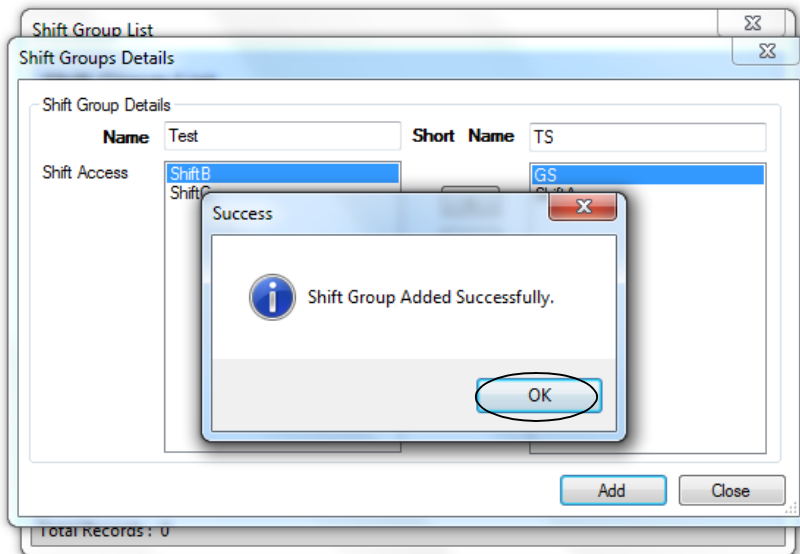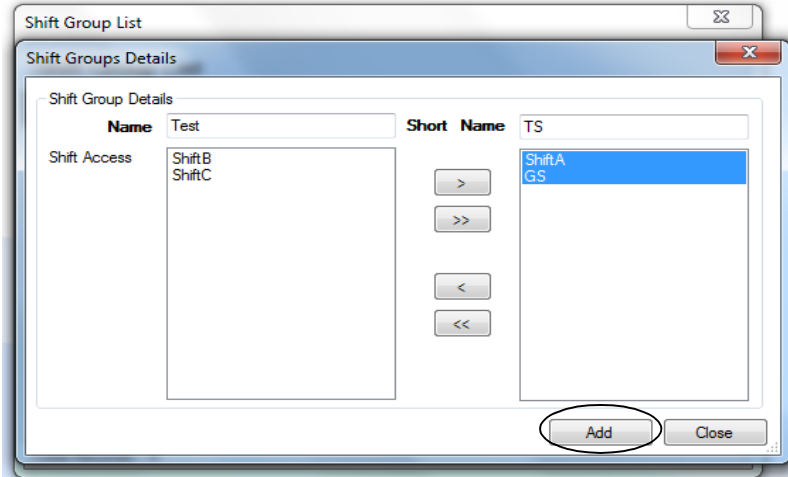
Note:
If you want to make shuffle shift than select the shift and click on (<) left arrow

Shift Calendar:

This form will display the List of all Shifts
You can Add, Edit Delete & Schedule the Shift Calendar
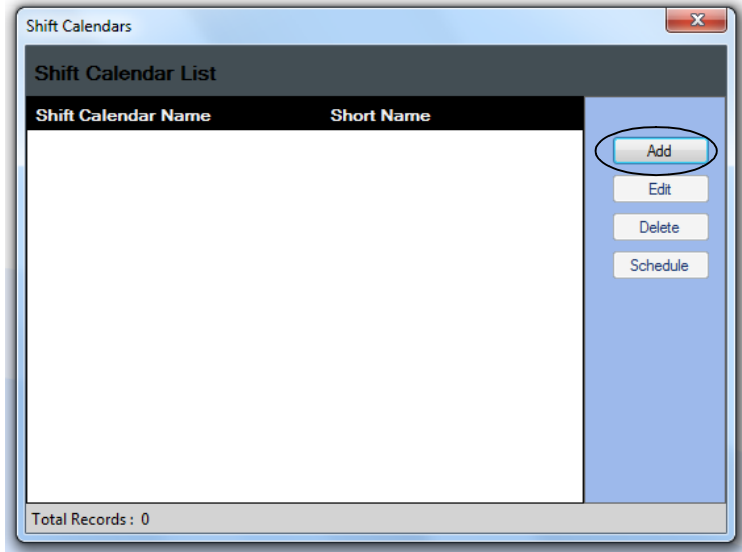
Shift Calendar Name   : Enter Shift calendar name
Short Name   : Enter Shift calendar Short Name
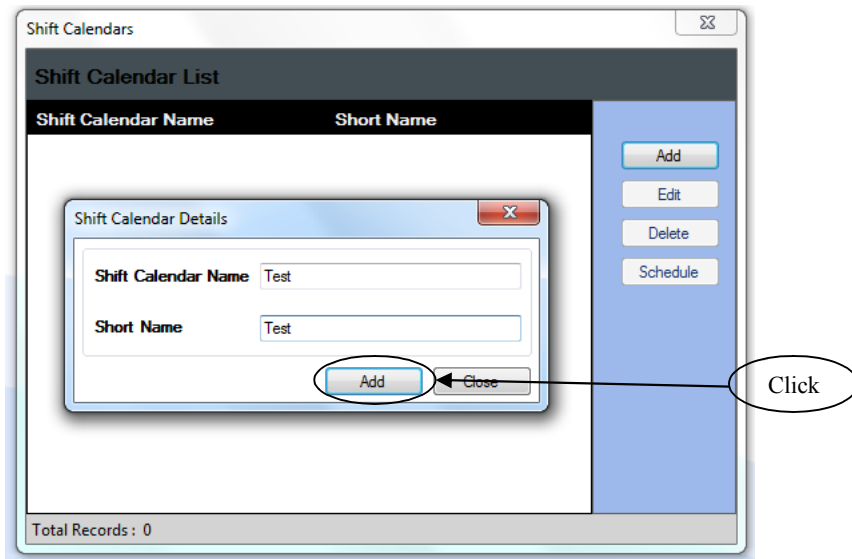
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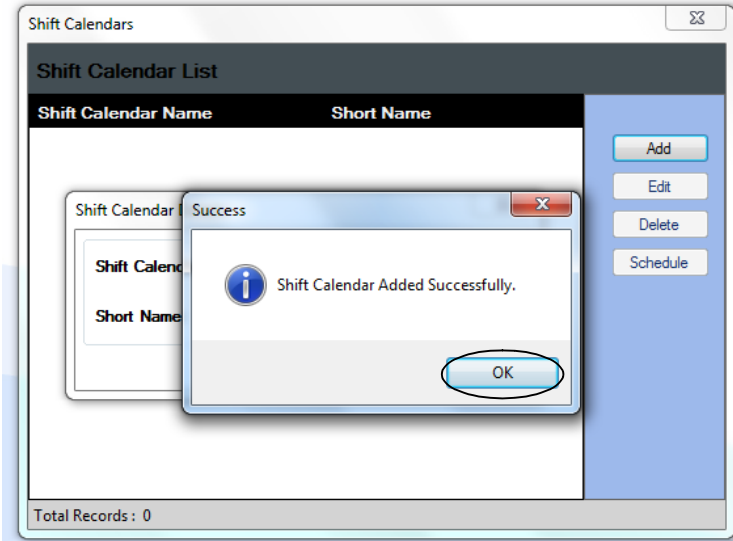
Scheduling of the shift
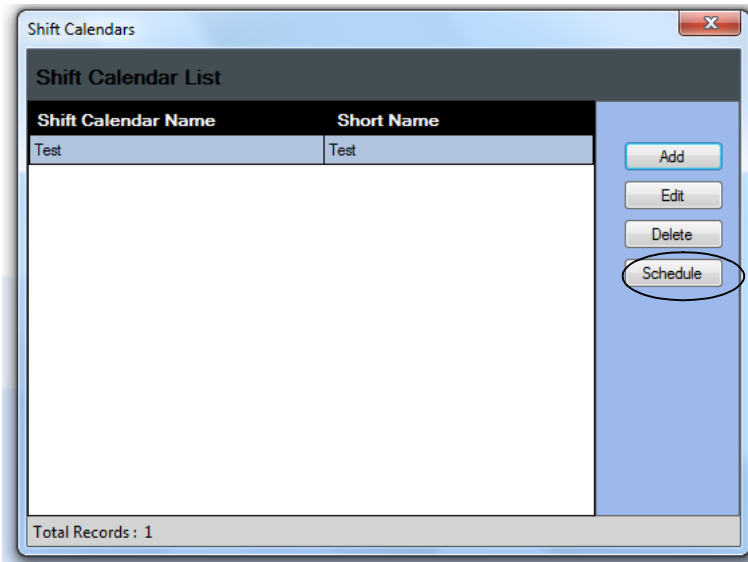
Continue …

Select the month, you can select single cell or multiple cells, click on Assign Shift
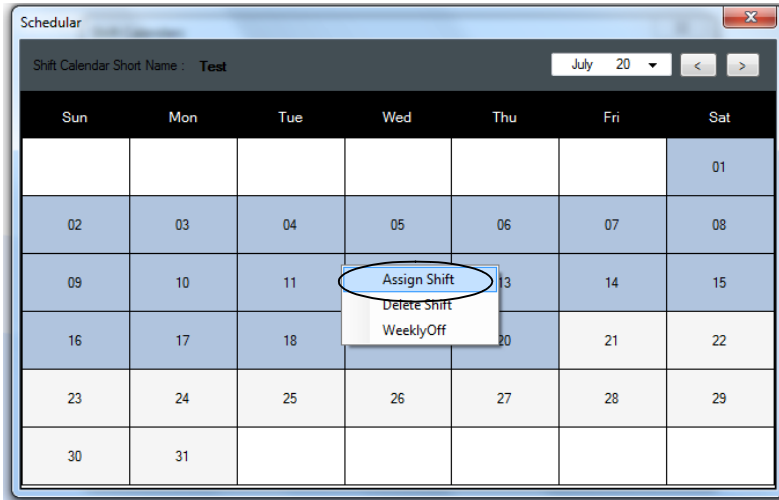
Select the shift name from drop down list, you would like to assign for selected cells

Continue …

Delete of assigned Shift

Select the month, you can select single cell or multiple cells, click on delete

Continue …
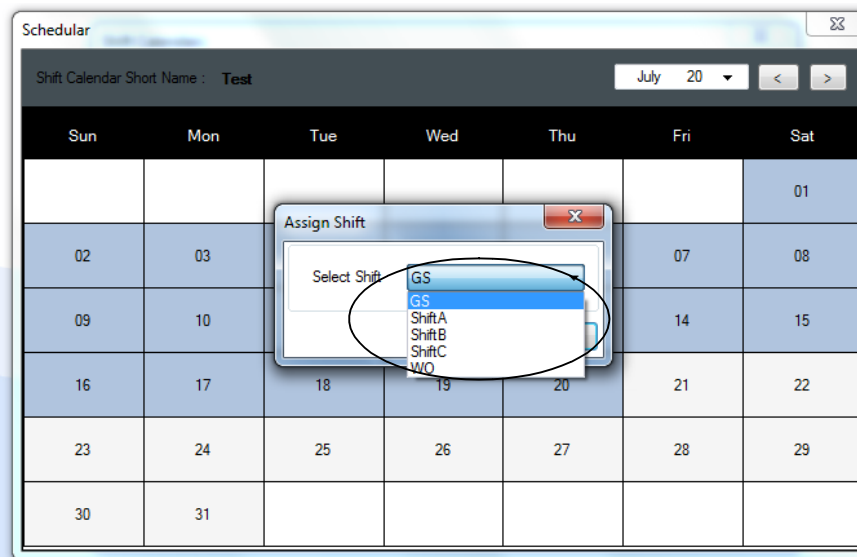
Schedular						
Shift Calendar Short Name : **Test**				July 20 ▾	<	>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01-GS
02-GS	03-GS	04-GS	05-GS	06-GS	07-GS	08-GS
09-GS	10-GS	11-WO	12-WO	13-WO	14-GS	15-GS
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Shift Roaster:

This form will display the List of all Shifts Roaster
You can Add, Edit & Delete the shift like Daily, Weekly & Monthly
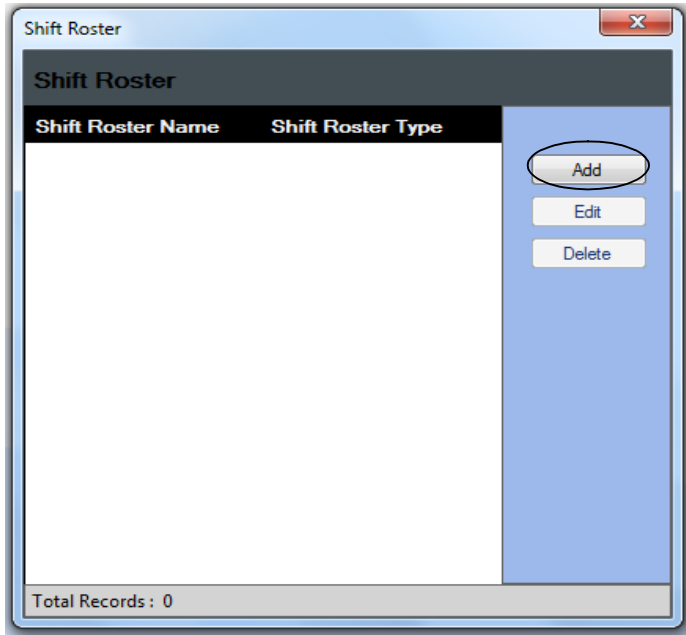
Rotation Master Name	**:** Enter rotation master name	
Begin Day	**:** Enter Start date	
End Day	**:** Enter End date	
Shift Rotation Pattern	**:** Select rotation pattern	
Weekly Off 1	**:** Select the weekly off 1 from the drop down	
Weekly Off 2	**:** Select the weekly off 2 from drop down & you can set condition like {(Every, 1st, 2nd, 3rd, 4th, 5th, or Alternate (1, 3), Alternate (2, 4)}	

Continue …

Click
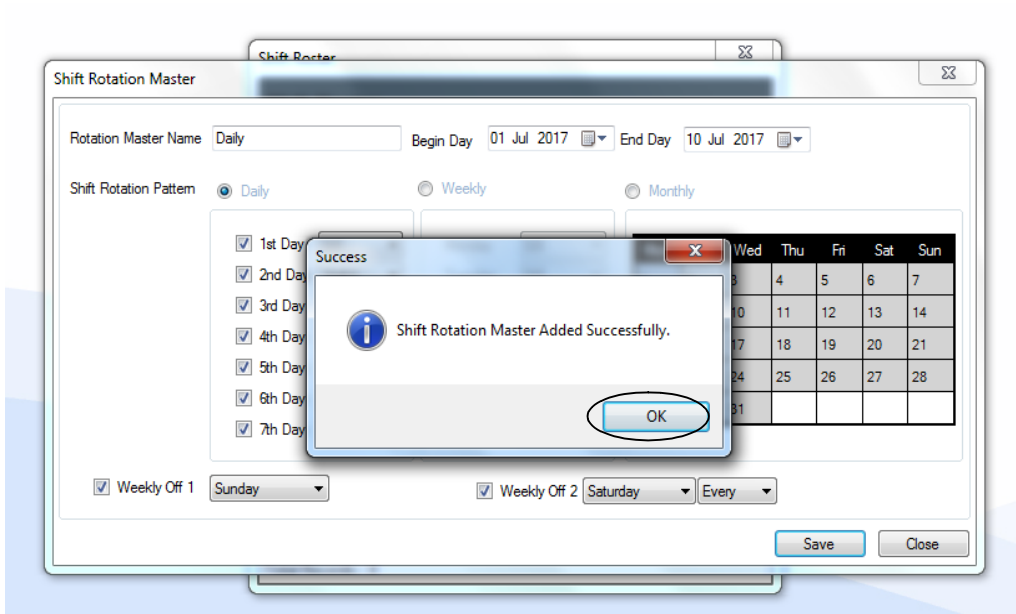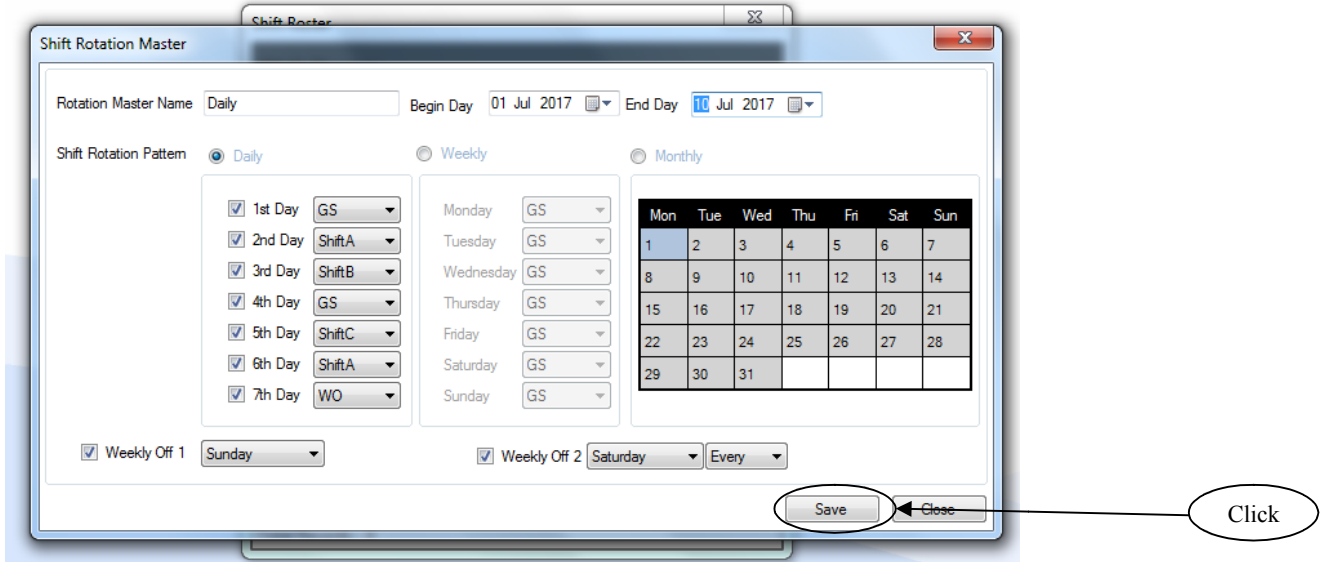
Leave Types:

This form will display the List of all Leave Types
You can Add, Edit & Delete the Leave types

Leave Type Name	: Enter Leave Type Name
Short Name	: Enter Leave type Short Name
Yearly Limit	: Enter yearly limit value
Carry Forward Limit	: Enter carry forward limit value
Applicable To	: Select the Gender type
Consider as	: Select the leave type to be paid or without paid
Allow Negative leave Balance	: Applicable means check mark this option
Description	: Enter the description of the leave type

Continue …

Click
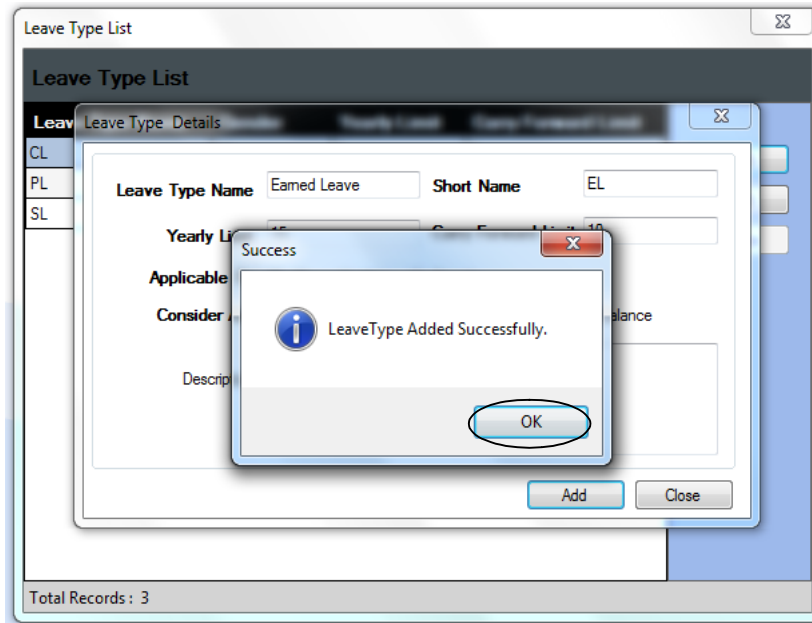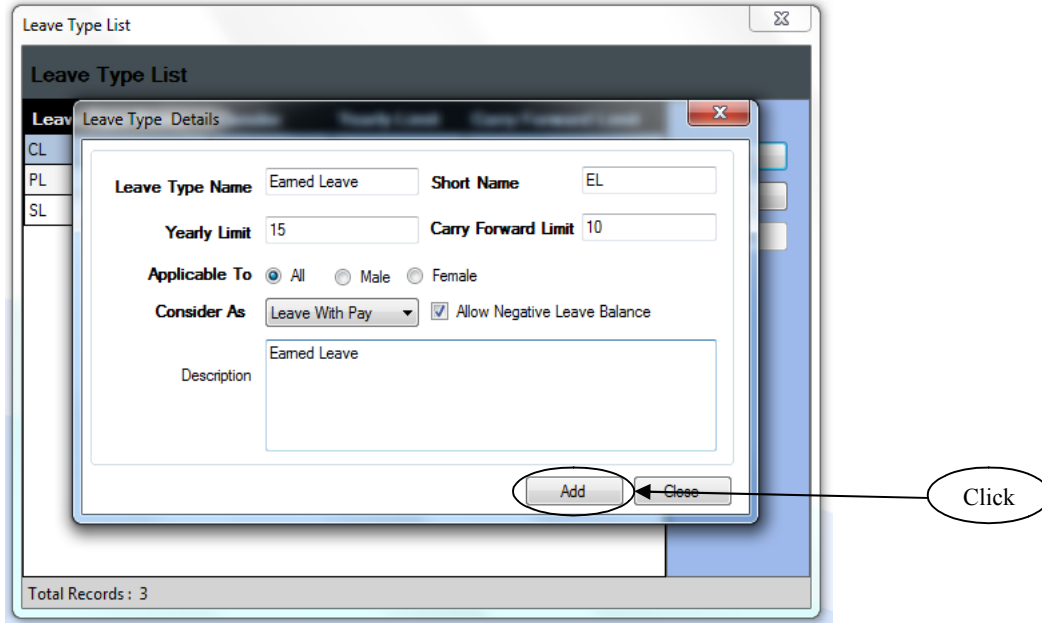
Employee Categories:

This form will display the List of all Employee Categories
You can Add, Edit & Delete the Categories
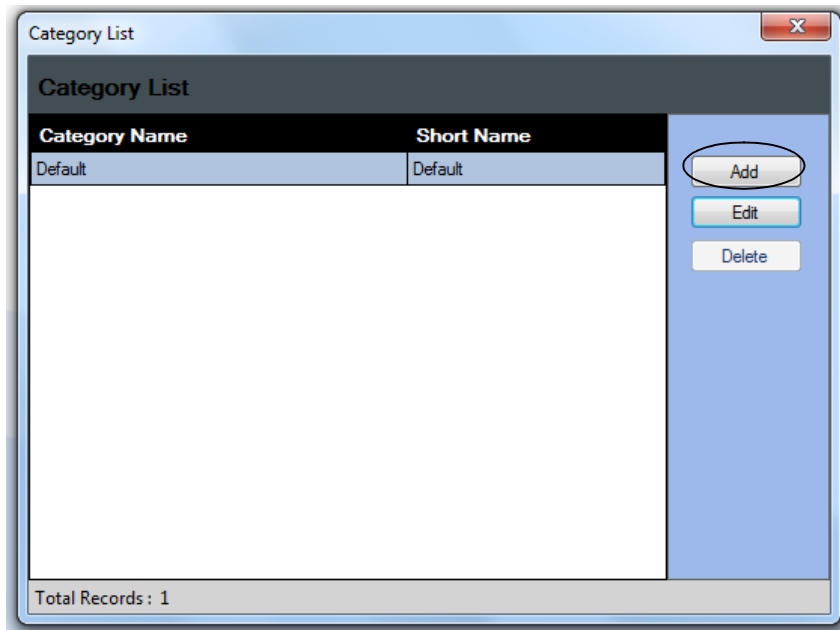
Attendance Calculation Details are:-

- ➢ OT Formula is used to set Method to calculate Overtime
  Note: OT Not applicable is used to ignore Overtime
  Minimum & Maximum OT minutes can be set

  There are three types of OT Formula:

  a) Out Punch – Shift End time will Calculate OT by subtracting Out Time (Last out Punch) from Shift
     End Time if Out Time is Greater Than Shift End Time

  b) Total Duration – Shift Duration will Calculate OT by subtracting Shift Duration from Total work
     duration

  c) Early Coming + Late going will Calculate OT Adding early Coming minutes and Late Going Minutes
     which is depended on Shift Begin Time and End Time.
- ➢ "Neglect Last In Punch" is used when there is missed Out punch it will discard the Last In Punch
- ➢ "Consider First & Last Punch" is used to consider the first day of the punch & last day of the punch
- ➢ Grace Time is used to neglect Late coming \ Early going Minutes if it is less than Specified Minutes
- ➢ Weekly Off1 can be set entire week falls in that month & Weekly Off2 can be set for particular
  (1st,2nd,3rd,4th &5th) weeks of the month
- ➢ "Consider Early Coming Punch" will allow you to set whether to take Punches before Shift Begin Time or
  not

- "Consider Late going Punch" will allow you to set whether to take Punches after Shift End Time or not
- "Deduct Break Hours from Work duration" is used to set whether to deduct break hours from working Hours or Not, This Break Hours will be deducted according to Shift Break1 and Break2
- "Calculate Half Day If Work duration Less Than" is used to set whether to mark half day Present or not if work duration is Less than specified minutes
- "Calculate Absent If Work duration Less than" is used to set whether to mark "Absent" or not if work duration is less than specified minutes.
- "Marked Weekly Off & Holiday as Absent for Prefix day is absent" is used to mark Weekly off and holiday as Absent if employee is "Absent" on Previous day
- "Mark Absent" if late by mentioned minutes on the same day
- "Mark Absent Half day or Full day " if late occurrences are more than specified days

Public Holiday:

This form will display the list of all Public Holiday's

You can Add, Edit & Delete the holidays & it can be restricted to particular groups

Holiday Name	: Enter Holiday Name
Company Name	: Select the company from the drop down
Date	: Set the date
Description	: Enter holiday description
Restricted to Group	: If restricted to group is unchecked then holiday will be by default to all groups, if you want to restrict the holiday to particular groups, Press control to select multiple group

Continue …
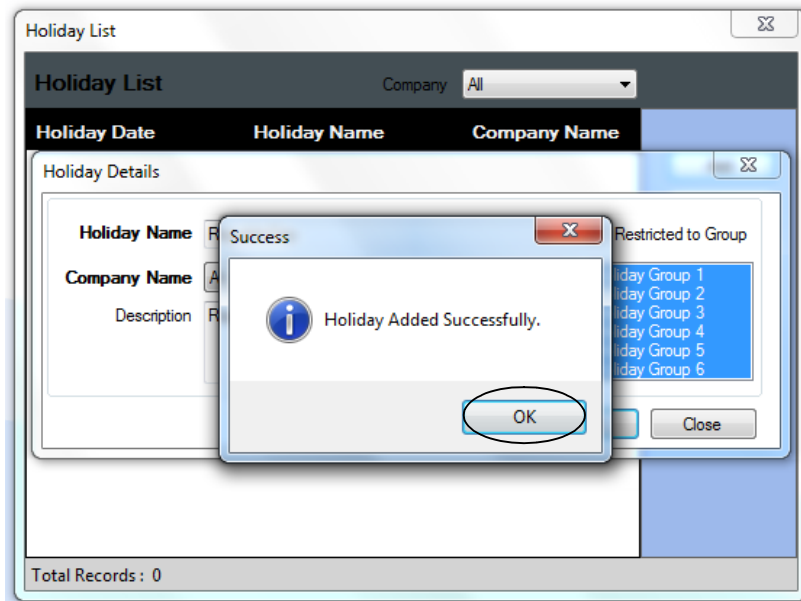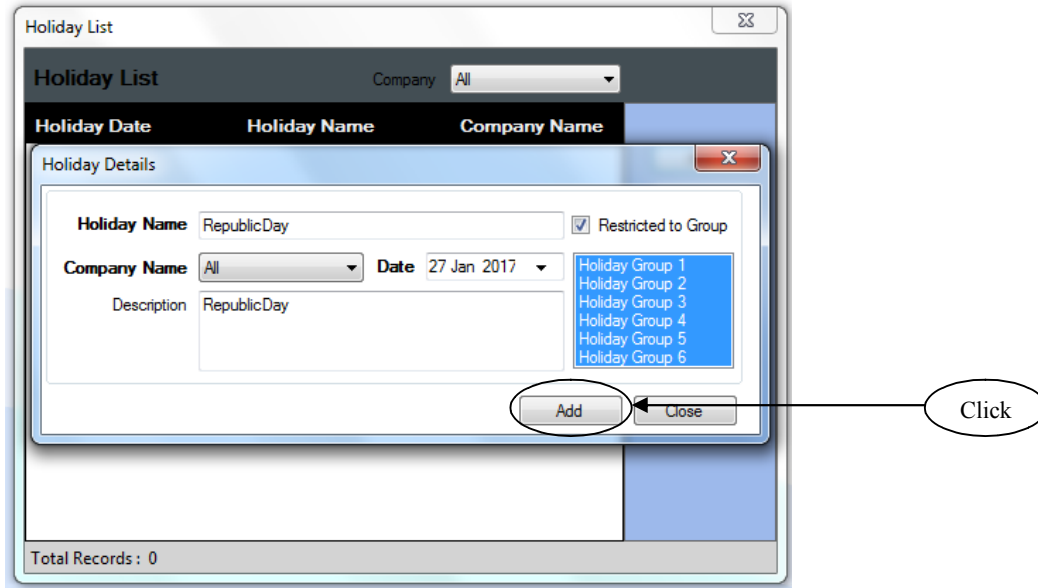
Department:

This form will display the list of all Departments
You can Add, Edit & Delete the departments
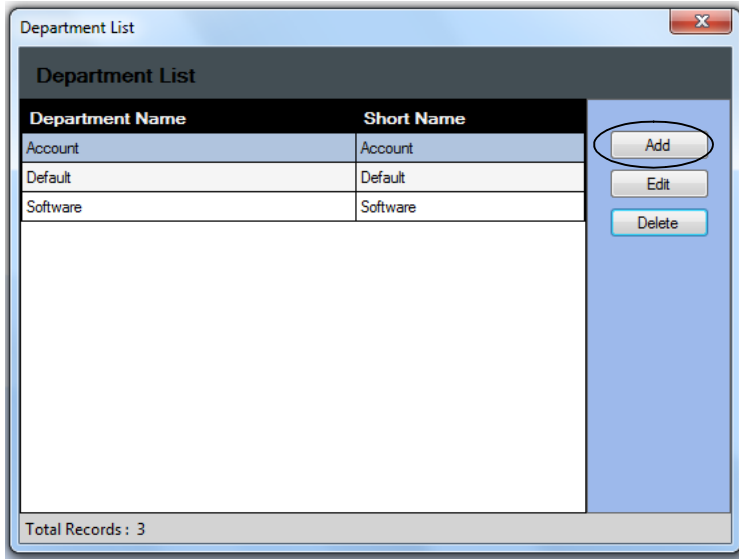
Name   **:** Enter Department name
Short Name   **:** Enter Department Short Name
Description   **:** Enter the description for the department
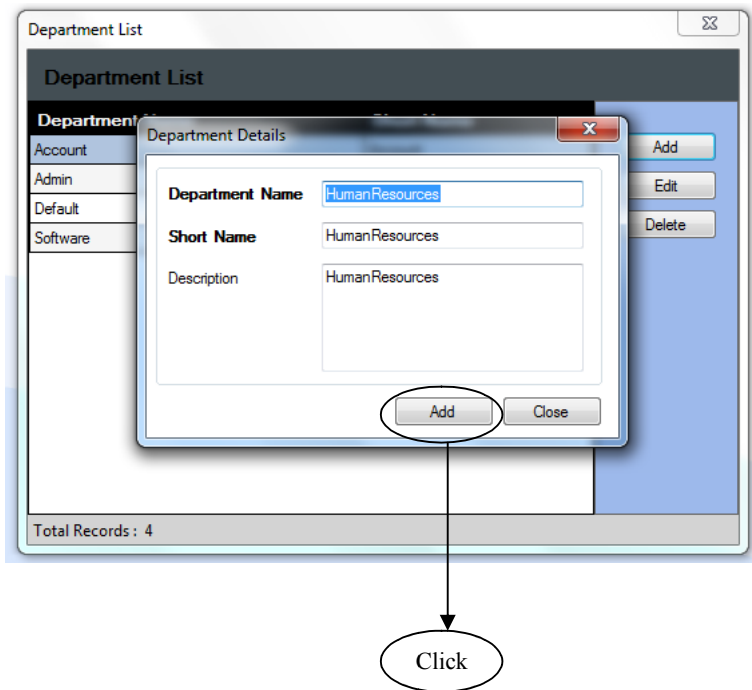
Continue …
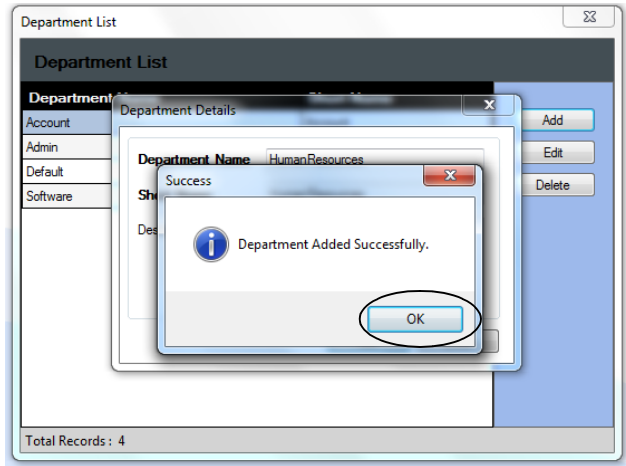
Department Shift:

This form will department shift list
User can assign department shift

Click on assign & select Company, Department, Shift & select the from date to date

Employees:

This form will display the list of all Employees, You can Add, Edit & Delete the Employees

Employee Name	: Enter Employee Name
Employee Code	: Enter Employee Code
Device Code	: Enter employee code in the device
Company	: Select the company from the drop down
Department	: Select the department from the drop down
Designation	: Enter designation of employee
Gender	: Select the gender
Holiday Group	: Select the holiday group from the drop down
Employment Type	: Enter employment type of the employee
Grade	: Enter grade of employee
Date of Joining	: Set the date of employee joining
Date of confirmation	: Set the date of employee confirmation
Status	: Select the status from the drop down
Location	: Enter employee location place name
Shift Group	: Select the shift group name from the drop down, if applicable only
Shift Roster	: Select the shift roster name from the drop down, if applicable only
Category	: Select the category from the drop down
Team	: Enter employee team name
Aadhaar Number	: Enter the aadhaar number of the employee

Photo: Browse the path of the Image or you can also take photo of employee from the web cam also

Biometric Details:

Employee finger can be registered remotely via system by connecting the finger print scanner to the system
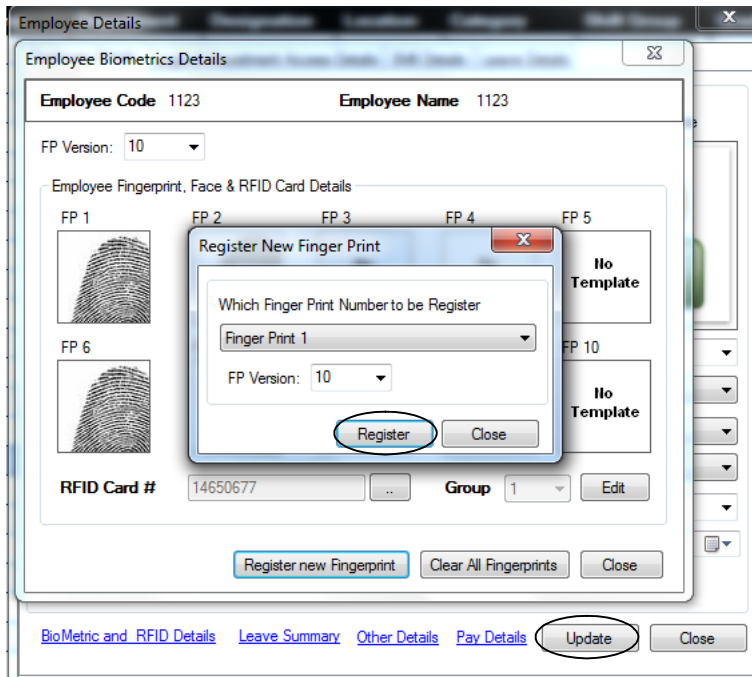
Employee other Details:

Employee Shift Details:

You can assign the shift to employee & delete the assigned shift
Select the month, you can select single cell or multiple cells, click on Assign Shift

Continue …

Select the month, you can select single cell or multiple cells, click on delete

Leave Details:

You can assign the leave to the employee
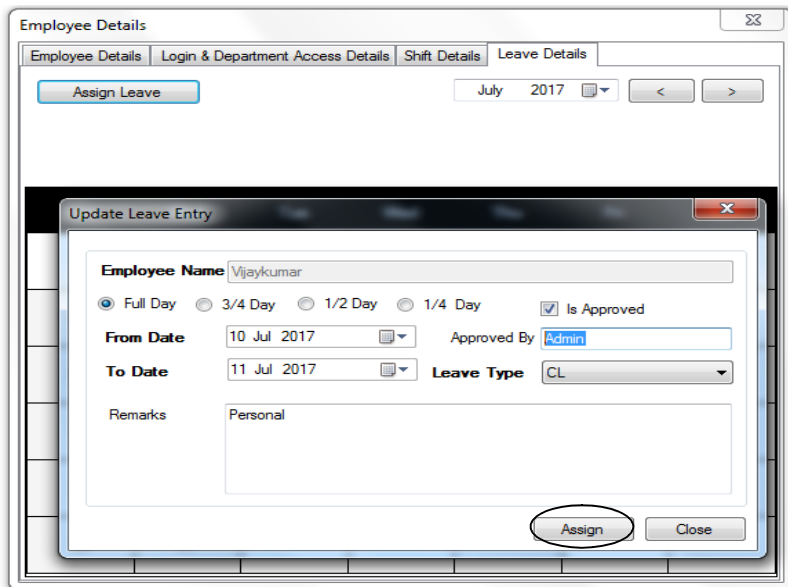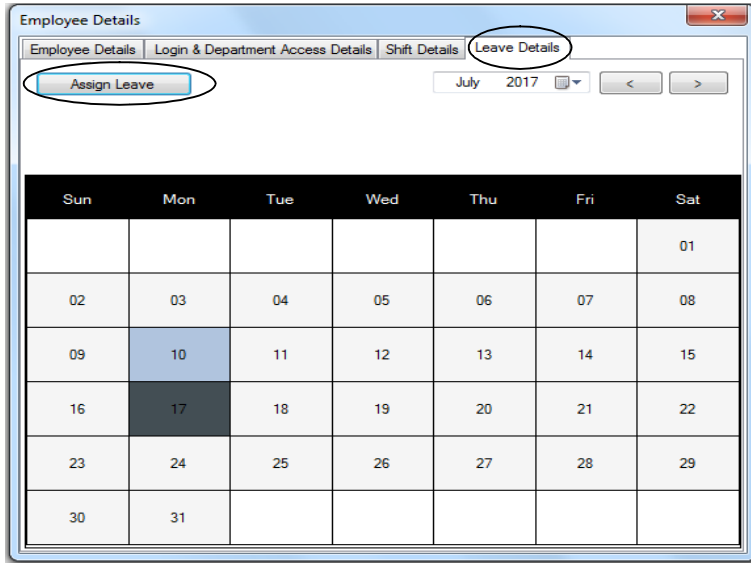
Continue …
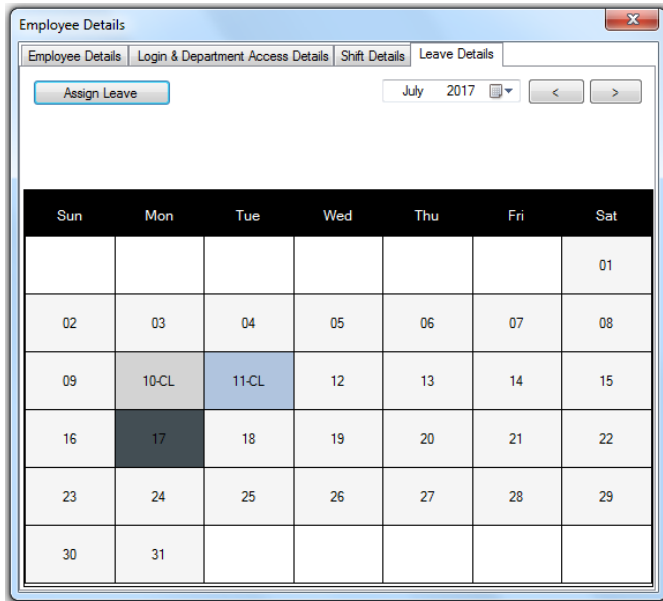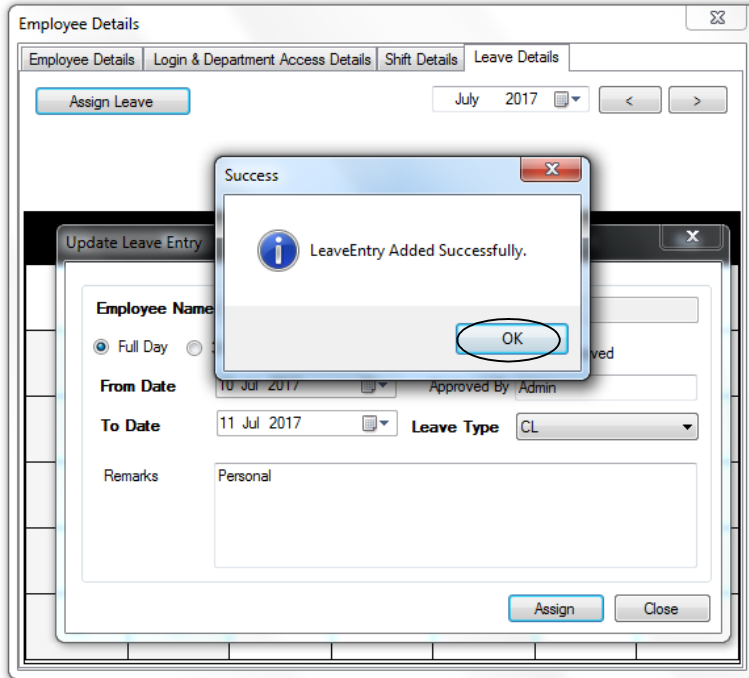
Leave Summary:

➢ This form will display the employee summary based upon the year that includes leave type, Leave Allowed & Allowed leave& Leave Taken

This form also allows to Update Multiple Employee details which will you find in right click menu option

Employee Shift:

➢ This page will display the employee assigned shift records, you can assign the shift to single employee or multiple employees

➢ User can filter leave entries by Employee name, code, from date -To date, status etc...

Leave Entries:

- ➢ This page will display the employee leave records; User can assign the leave entry to single employee or multiple employees
- ➢ User can filter leave entries by Employee name, code, from date -To date, status, leave type etc...

Out Door Entries:

➢ This page will display the employee outdoor records; User can assign the Outdoor entry to single employee or multiple employees

➢ User can filter Outdoor entries by Employee name, code, from date -To date, status etc...

Logs:

> This page will display the employee logs records downloaded from devices to the application database
> User can filter log records by Employee name, code, date wise & device wise

Note: Manual punches can be assigned to multiple employees; only manual punches can be edited or deleted

Attendance Register:

➤ This form will display the employee attendance records
➤ User can export the attendance logs
➤ User can filter by Company, Department, Designation, Employee type etc …

Attendance Register																																Export

Month Jun ▾ Year 2016 ▾ Go

Company All ▾ Designation All ▾ Category All ▾ Status Working ▾ Employment Type All ▾ Location All ▾

Filter
Employee Code

☐ Is Exact Filter

Employee Name

Department
Account
Default
HR
Sales
Service
Software
TechSupport

Emp Code	Emp Name	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
1003	Praveen		P	P	A	WO	P	P	A	P	P	A	WO	P	P	P	P	A	WO	P	P	P	P	A	WO	P	P	P	P			
1009	Chetan		P	P	P	WO	P	P	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	P	P			
1014	BASAVARAJGuru		A	A	A	WO	A	A	A	A	A	A	WO	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P			
1038	Patil		P	P	A	WO	P	P	P	P	P	A	WO	P	P	P	A	A	WO	A	P	P	P	A	WO	P	P	A	P			
1041	Nagraj		P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	A	WO	A	P	P	P	P	WO	P	P	P	P			
1064	Shivkumar		½P	P	P	WO	P	½P	P	P	P	P	WO	P	½P	P	½P	A	P	WO	P	P	P	P	P	WO	A	A	A	A			
1083	Basavraju Hiremath		A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A			
1241	Prashanth		P	P	P	WO	A	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P			
1471	Amol		P	P	P	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A			
1605	Krishnan		A	P	P	WO	P	A	P	P	P	P	WO	A	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P			
1688	Shweta		P	P	P	WO	P	P	P	P	P	P	WO	P	A	P	P	P	WO	P	P	P	A	P	P	WO	P	P	A	A			

OT Register:

- ➢ This form will display the employee Over Time records
- ➢ User can export the OT
- ➢ User can filter by Company, Department, Designation, Employee type etc ...

OverTime Register

Month Jun ▾ Year 2016 ▾ [Go] Export

Company eSSL ▾ Designation All ▾ Category All ▾ Status Working ▾ Employment Type All ▾ Location All ▾

Filter
Employee Code
☐ Is Exact Filter
Employee Name
Department: Account / Default / HR / Sales / Service / Software / TechSupport
[Filter] [Reset]

Emp Code	Emp Name	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
1003	Praveen	150	146	72	0	0	216	0	0	171	76	0	0	162	128	4	169	59	0	0	187	130	99	136	64	0	0	191	141	139	144
1009	Chetan	101	89	85	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	95	87
1014	BASAVARAJGuru	0	0	0	0	0	0	0	0	0	0	0	0	45	80	0	84	88	0	0	81	80	82	81	80	0	0	40	77	89	79
1041	Nagraj	91	89	93	0	0	84	87	89	91	86	0	0	89	86	0	89	99	0	0	92	87	86	84	0	0	81	86	83	85	
1064	Shivkumar	0	0	81	0	0	84	0	0	0	82	0	0	79	0	0	0	0	0	0	86	84	88	735	675	119	0	0	0	0	0
1083	Basavraju Hiremath	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1095	Daniel	96	79	76	0	0	86	0	717	160	567	0	0	78	87	74	88	76	0	0	98	76	81	84	89	0	0	79	73	84	0
1452	Karthik L	102	114	111	0	0	164	120	101	114	114	0	0	139	123	138	113	105	0	0	130	119	87	113	101	10	0	155	111	107	107
1689	Jason	91	82	96	0	0	98	96	90	95	95	0	0	107	97	93	72	96	0	0	100	93	84	84	106	0	0	107	94	83	87
1692	Peter	84	85	80	0	0	82	83	82	77	96	0	0	79	79	84	78	78	0	0	85	79	79	79	78	0	0	89	86	82	78
1698	Abram	112	0	57	27	0	0	91	0	85	107	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

User can update Over Time

OverTime Register

Month Jun ▾ Year 2016 ▾ [Go]

Company eSSL ▾ Designation All ▾ Category All ▾ Status Working ▾ Employment Type All ▾ Location All ▾

Filter
Employee Code
☐ Is Exact Filter
Employee Name
Department: Account / Default / HR / Sales / Service / Software / TechSupport
[Filter] [Reset]

(Context menu: Update OverTime / Don't Perserve)

Emp Code	Emp Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1003	Praveen	150	146	72	0	0	216	0	0	171	76	0	0	162	128	4	169	59	0	0	187
1009	Chetan				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1014	BASAVARAJGuru				0	0	0	0	0	0	0	0	0	45	80	0	84	88	0	0	81
1041	Nagraj	91	89	93	0	0	84	87	89	91	86	0	0	89	86	0	89	99	0	0	0
1064	Shivkumar	0	0	81	0	0	84	0	0	0	82	0	0	79	0	0	0	0	0	0	86
1083	Basavraju Hiremath	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1095	Daniel	96	79	76	0	0	86	0	717	160	567	0	0	78	87	74	88	76	0	0	98
1452	Karthik L	102	114	111	0	0	164	120	101	114	114	0	0	139	123	138	113	105	0	0	130
1689	Jason	91	82	96	0	0	98	96	90	95	95	0	0	107	97	93	72	96	0	0	100
1692	Peter	84	85	80	0	0	82	83	82	77	96	0	0	79	79	84	78	78	0	0	85
1698	Abram	112	0	57	27	0	0	91	0	85	107	0	0	0	0	0	0	0	0	0	0

Continue …

Note: User can preserve or un-preserver the OT

Leave Summary:

> ➢ This page will display the Leave records of the employee by year wise like Leave take, Leave current balance, Leave balance at year begin
> ➢ User can Import leave balance
> ➢ User can Export the leave records
> ➢ User can edit the leave balance at year begin
> ➢ User can filter by Company, Department, Designation, Employee type etc ...

Attendance Logs:

➢ This page will display the employee Attendance records date wise
➢ User can Add the manual punch
➢ User can recalculate employee attendance
➢ User can update the remarks for particular attendance date
➢ User can filter status like Present, Absent, Late, Coming, Early going etc ...

Attendance Logs

Attendance Date `01 Jun 2016 ▼`   Status `All ▼`   Add Manual Punch   Recalculate Attenadance   Update Remarks

Filter
Employee Code
☐ Is Exact Filter
Employee Name

[Filter] [Reset]

	Att Date	Emp Code	Emp Name	Status	InTime	OutTime	Shift	Duration	OT	LateBy	EarlyBy	On Leave	On OD	PunchRecords	Remarks
☐	01 Jun 2016	1180	Chandrashekar V	P	09:49	18:56	ShiftA	480	67	49	0	☐	☐	09:49:in(T168),12:49:out(T1...	
☐	01 Jun 2016	1188	Shankarappa N	P	08:44	17:27	ShiftA	480	43	0	0	☐	☐	08:44:in(T168),17:27:out(T1...	
☐	01 Jun 2016	1193	Nabraj Awasthi	P	08:37	18:39	ShiftA	480	122	0	0	☐	☐	08:37:in(T168),18:39:out(T1...	
☐	01 Jun 2016	1205	1205	P	09:16	18:44	ShiftA	480	88	16	0	☐	☐	09:16:in(T168),13:18:out(T1...	
☐	01 Jun 2016	1210	sunil	P	09:07	18:56	ShiftA	480	109	0	0	☐	☐	09:07:in(T168),12:54:out(T1...	
☐	01 Jun 2016	1228	SHASHIKALA	P	09:12	18:21	ShiftA	480	69	12	0	☐	☐	09:12:in(T168),14:11:out(T1...	
☐	01 Jun 2016	1237	Harshawardhana A	P	09:10	15:15	ShiftA	365	0	0	104	☐	☐	09:10:in(T168),14:11:out(T1...	
☐	01 Jun 2016	1238	Moinuddin	P	09:14	17:00	ShiftA	466	0	14	0	☐	☐	09:14:in(T168),17:00:out(SE),	
☐	01 Jun 2016	1240	Suresh	A			NS	0	0	0	0	☐	☐		
☐	01 Jun 2016	1241	Prashanth	P	09:14	18:48	ShiftA	480	94	14	0	☐	☐	09:14:in(T168),13:56:out(T1...	
☐	01 Jun 2016	1255	Soumya	P	10:19	18:59	ShiftA	480	40	79	0	☐	☐	10:19:in(T168),18:59:out(T1...	
☐	01 Jun 2016	1257	Ashok Lenka	P	09:01	18:49	ShiftA	480	108	0	0	☐	☐	09:01:in(T168),18:49:out(T1...	
☐	01 Jun 2016	1263	Sagarika	P	09:35	18:59	ShiftA	480	84	35	0	☐	☐	09:35:in(T168),18:59:out(T1...	
☐	01 Jun 2016	1265	Rakesh Panicker	P	09:21	18:38	ShiftA	480	77	21	0	☐	☐	09:21:in(T168),13:35:out(T1...	
☐	01 Jun 2016	1334	Savita	P	09:13	17:37	ShiftA	480	24	13	0	☐	☐	09:13:in(T168),13:07:out(T1...	

Work Code:

This form display work code list
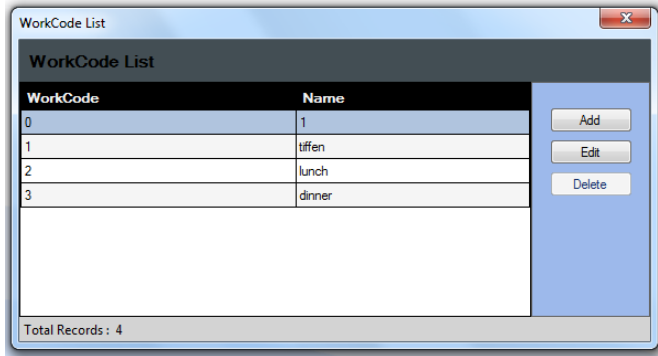
Work Code	**:** Enter work code number
Name	**:** Enter work code Name
Description	**:** Enter work code description

Work Code : Enter work code number
Name : Enter work code Name
Description : Enter work code description
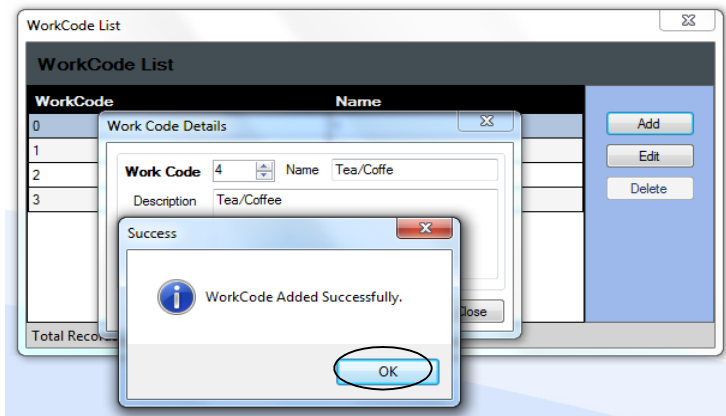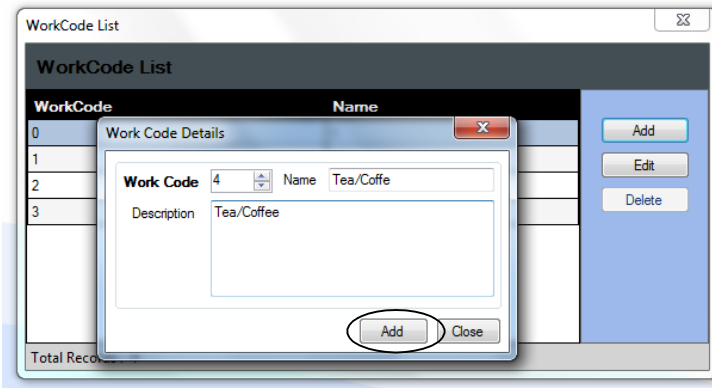
Device Management:

You can Add, Edit & Delete devices
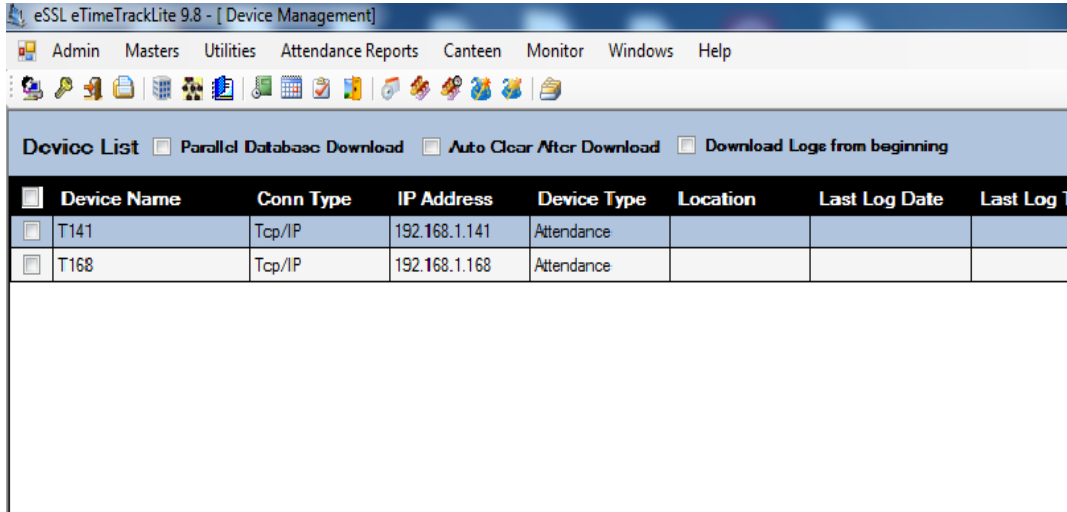
Device Name	: Enter device name
Short Name	: Enter device short name
Serial Number	: Enter device Serial number
Connection Type	: Select the connection type
Device Type	: Select the device type
IP address	: Enter the device IP Address
Device Direction	: Select device direction from drop down
Device Location	: Enter the location name
Comm Key	: By default value will be "0" or Enter the comm key if set in the device
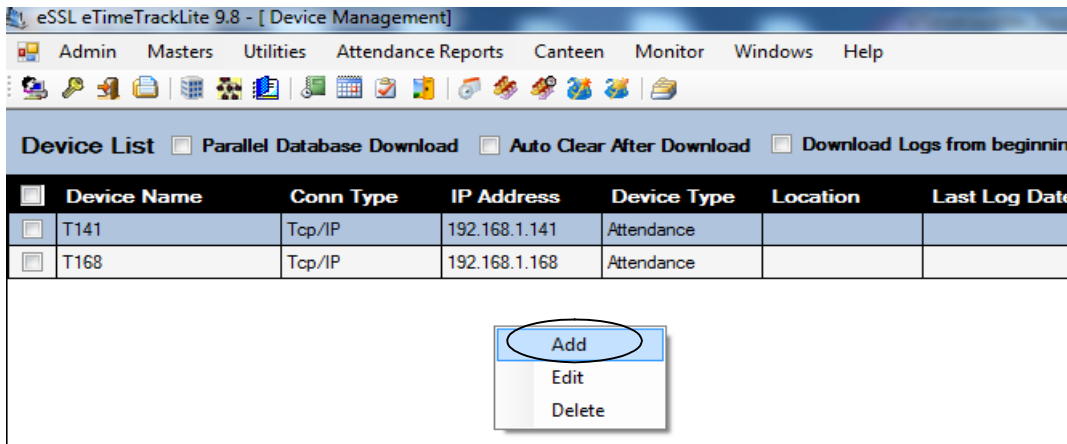
Note: If logs exist of this device than we cannot delete the device

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Continue …
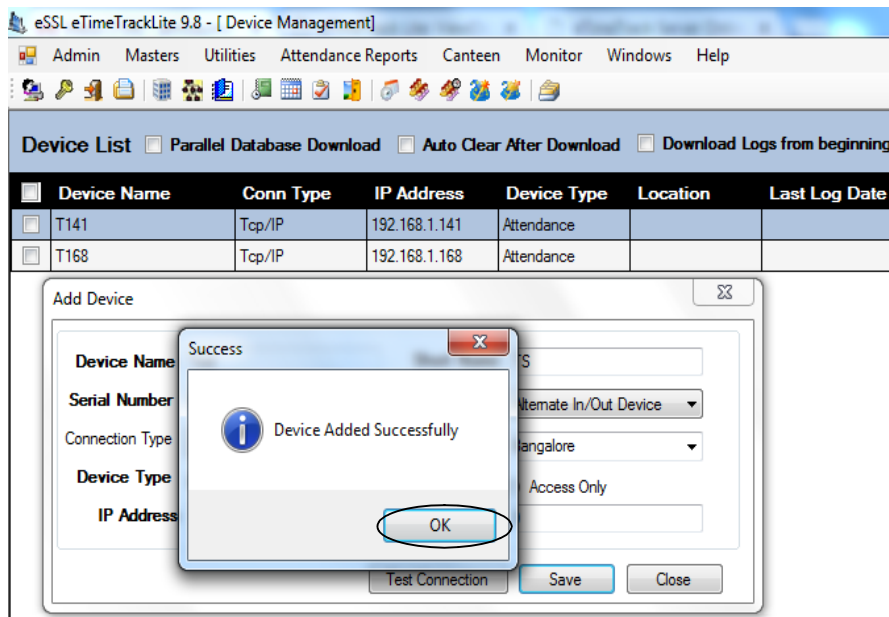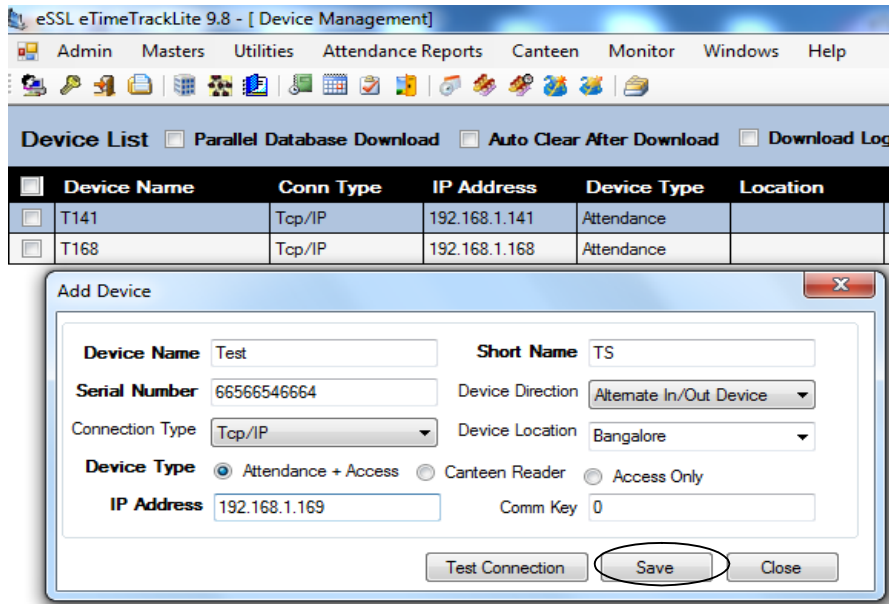
Set Device Date & Time:

User can set the System date & time in the device
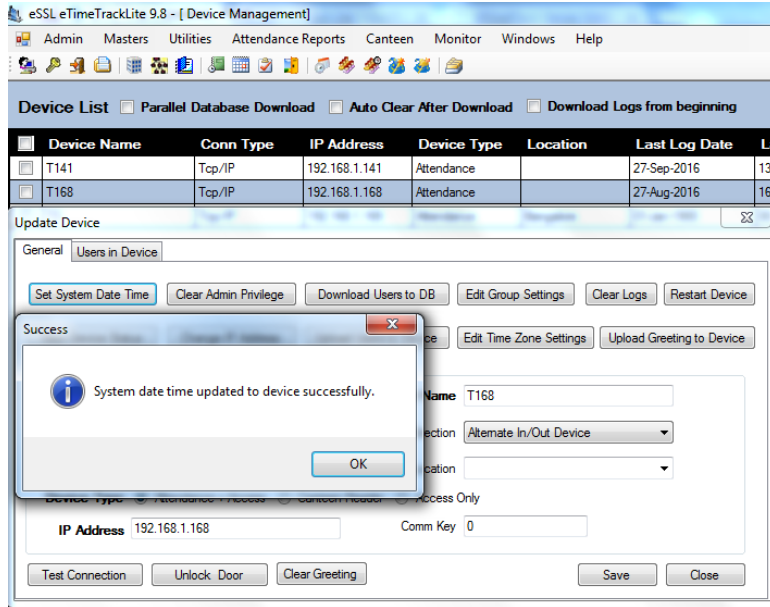
View Device Status:

User can extract information from the device enrolled employee count, Finger count, Face count, Attendance Logs count, Admin count, Password user count
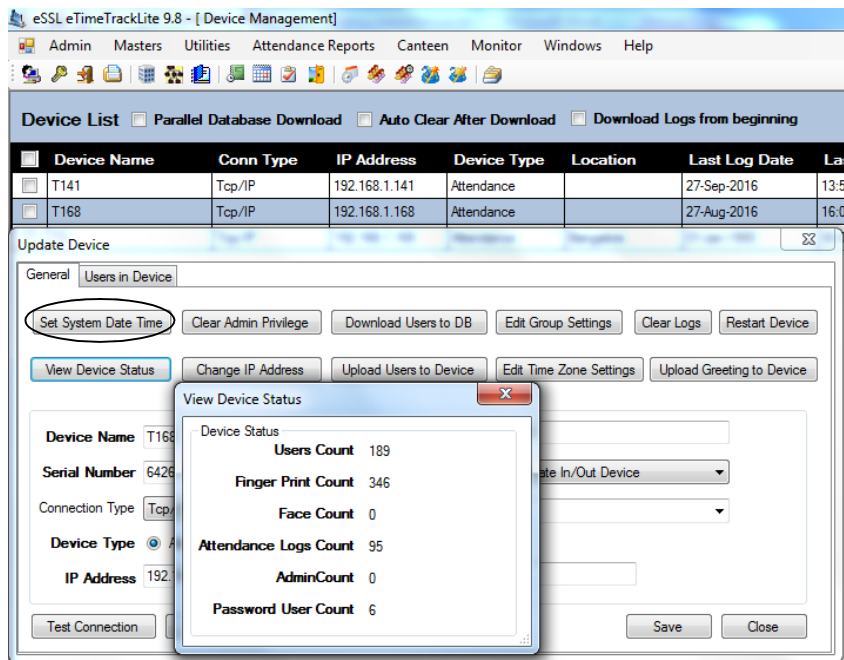
Clear Admin Privilege:

User can clear the all admin privilege set in the device
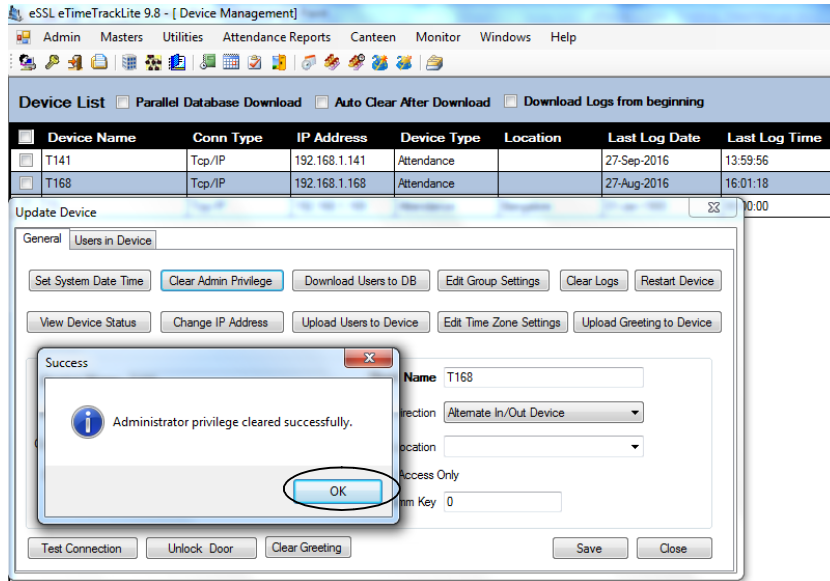
Download Users:

User can download enrolled employee information like (Name, Card Number, Finger Templates & Face Templates) to the application database
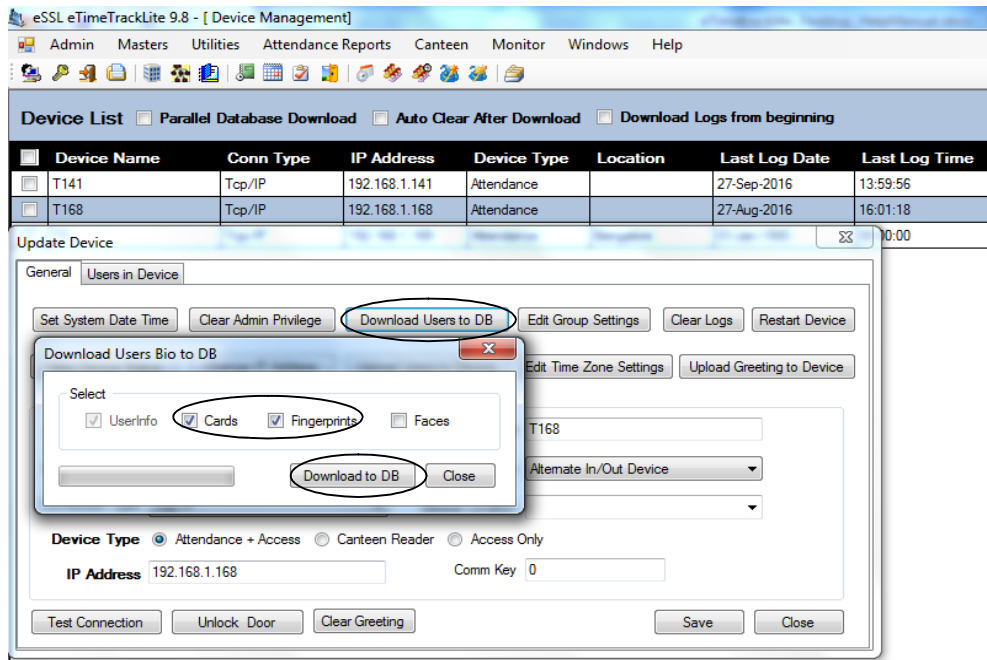
Note: Kindly select Finger or Face, One at time to download

Upload Users:

- ➢ User can upload single or multiple employees from application database to device
- ➢ User can filter the employee based on Company, Department, Status, Designation etc

Note: Kindly select either Finger or Face, to upload to the device

Change IP Address:

User can set LAN IP address in the device
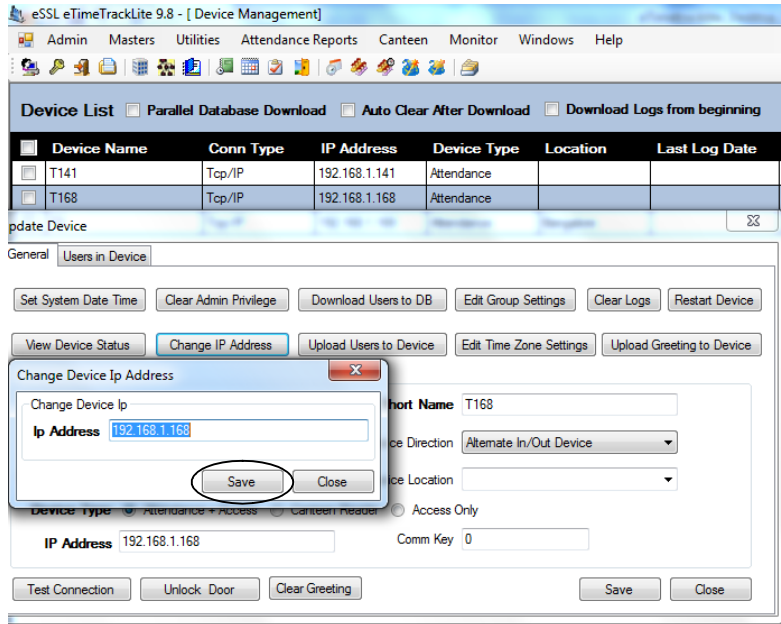
Clear Logs:

User can clear log records from the device
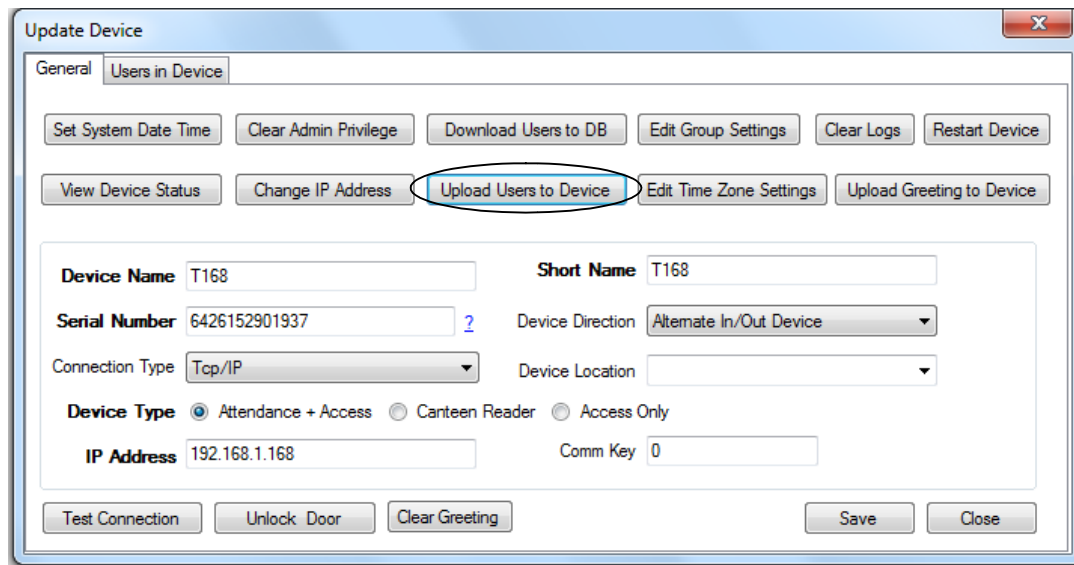
Note: Log records in the device are deleted cannot be restored

Download Logs:

You can download the logs from single or multiple devices to application database

Download Logs from beginning   : This function download the log records from beginning

Auto Clear After Download   : This function will clear logs from the device after downloading to application
Database

Parallel Database:

This API will dump log data from the device to the third party database by mapping the following database fields

Database Type	:	Select the database type from the drop down
Server Name	:	Enter the server name or IP address of the database
User Name	:	Enter the database user name
Password	:	Enter the database user password
Table Name	:	Enter the table name
Service	:	If connection type is Oracle then type as "XE" or as per the user input
Port Number	:	If connection type is Oracle then port number is "1521" or as per the user input
Fields	:	Map the fields name with your table schema

Upload User to Multiple Devices:
User can upload single or multiple employees to multiple devices

Delete User from Multiple Devices:

User can delete single or multiple employees from multiple devices

Backup & Clear Old Logs:

User can back up the logs from date to date from database of the application & file will be created as "date" name with extension "bck" & at the same time if you check mark clear logs then logs will be deleted from the database
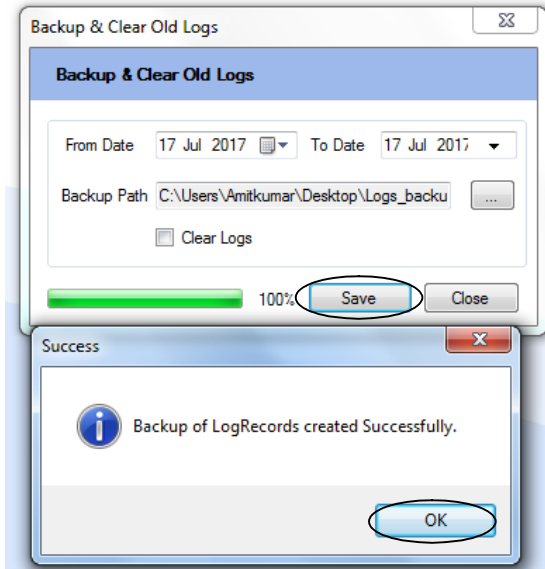
Restore Logs:

User can restore the logs records from backup file that is created
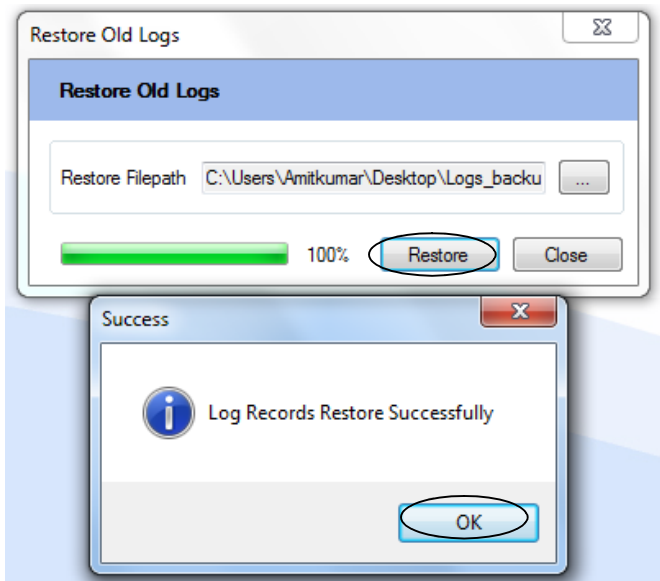
Import/Export:

Import Employee Details

Export Employee Details

Import Employee Other Details

Export Employee Details

Import Employee Leave Summary

5) **Pay-Roll:**

This application includes simple basic Pay-Roll module
You can set Manual or Formula for values of HRA, DA, Convinces, TD, LOP, OT, PF etc...
You can add the loan details & Reimbursement details also
You can generate the reports like Monthly Pay-Slip, TDS, PF, ESIC, LOP, Yearly Summary report etc …

Employee Salary structure:

You can Add, Edit & Delete the employee salary components

Continue …

Additional Earning Components:

Additional Deduction Components:

Continue …

Pay Slip Records:

To generate the pay slip, need to re-calculate pay slip records of the employee
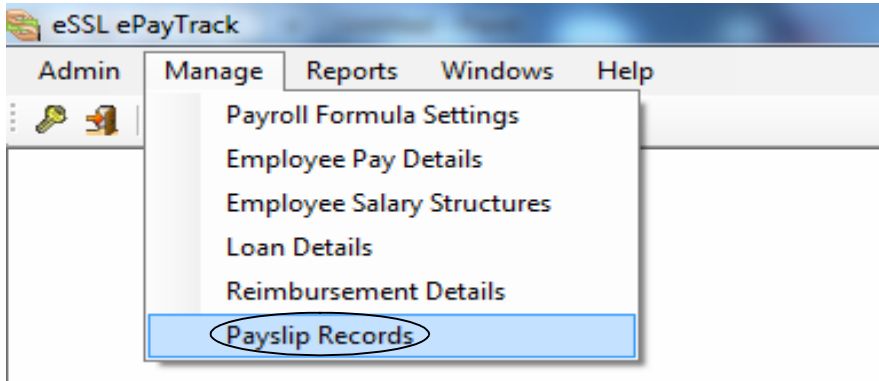
Note: Attendance Records should be recalculated

Continue …

> ➢ You can filter the month & select single employee or multiple employees
> ➢ Right click on the Page
> ➢ Recalculate Pay Slip Details
> ➢ Freeze --- This option will freeze pay slip for particular month
> ➢ Un Freeze --- This option will Unfreeze pay slip for particular month

You can also edit particular month pay slip

6) **Canteen:**

This form will display the list of all Canteen Items
You can Add, Edit & Delete the Canteen Items
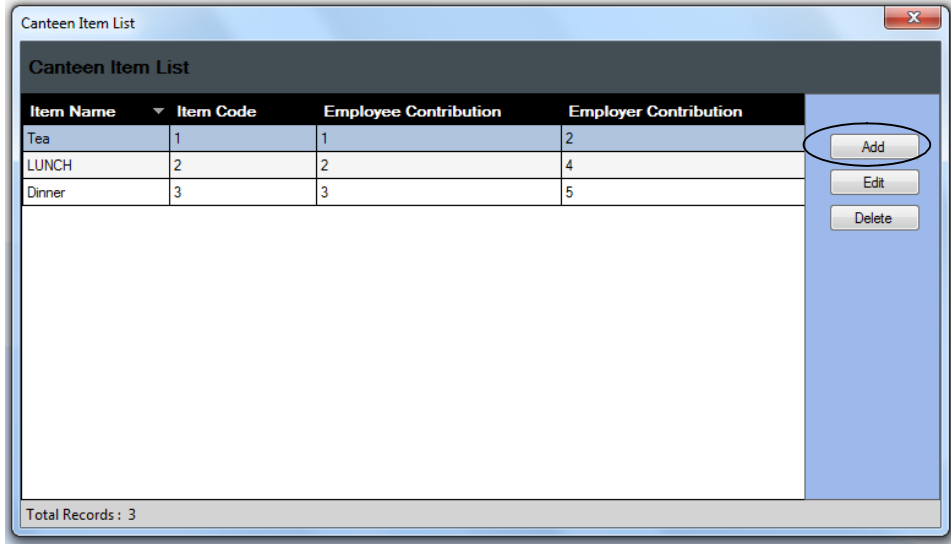
Item Name	: Enter Item name
Short Name	**: Enter Item Short Name**
Employee contribution	**: Enter amount**
Employer contribution	**: Enter amount**
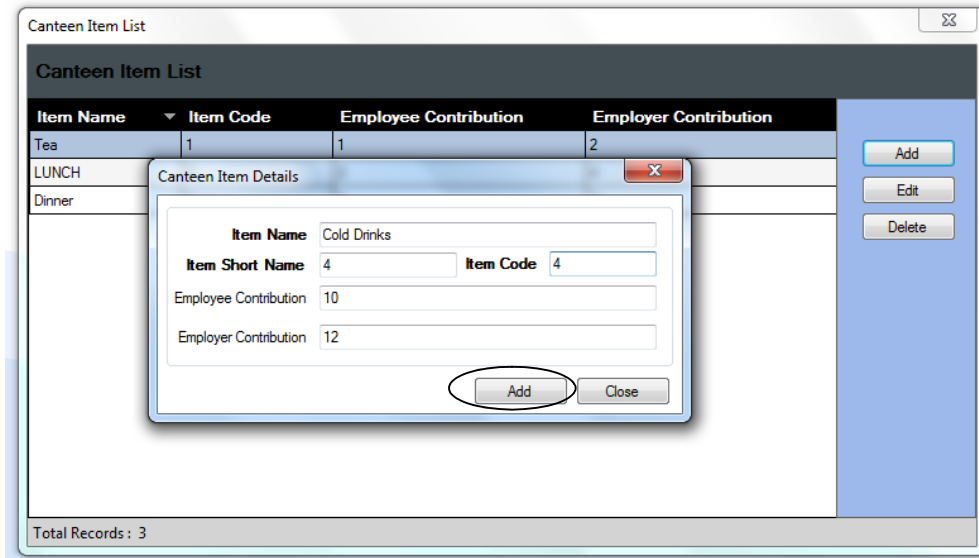
Continue …
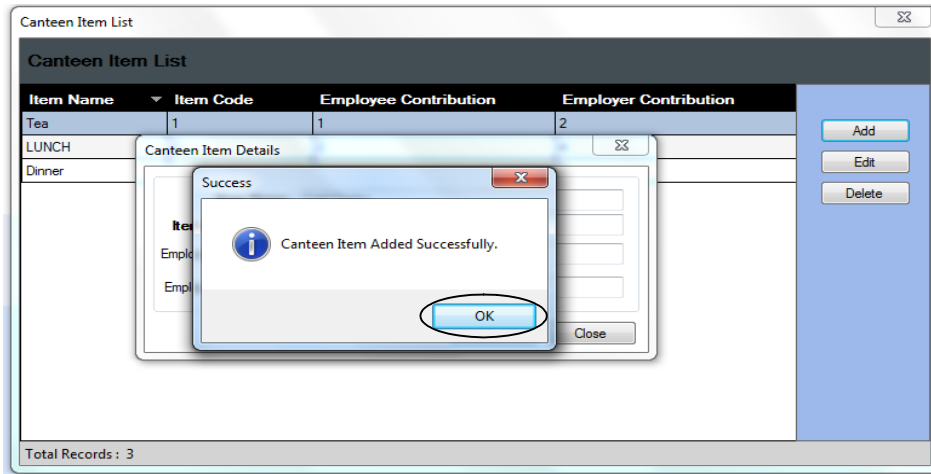
User can define the canteen item timings

Continue …

Note: Each canteen items should not clash Begin & End time

7) **Online Downloader:**

➢ Online downloader is data(log records) collector from the device
➢ Logs can be downloaded to third party database
➢ Logs can be cleared after downloading
➢ User can select the time interval from the drop down ,as per that online downloader will be running in the loop

8) **Scheduler:**

Following function of scheduler:

➢ Syncs Employee data from the device to application database
➢ Collect & export the logs records at specified local directory folder or FTP directory
➢ Sync System date & time with device
➢ Calculate & export attendance logs at specified local directory folder or FTP directory
➢ Send email of Late coming /Early going to department head
➢ Send email notification of Absentees to department head
➢ User can schedule these parameters as per convenient timings
➢ Scheduler runs only once in 24 hours
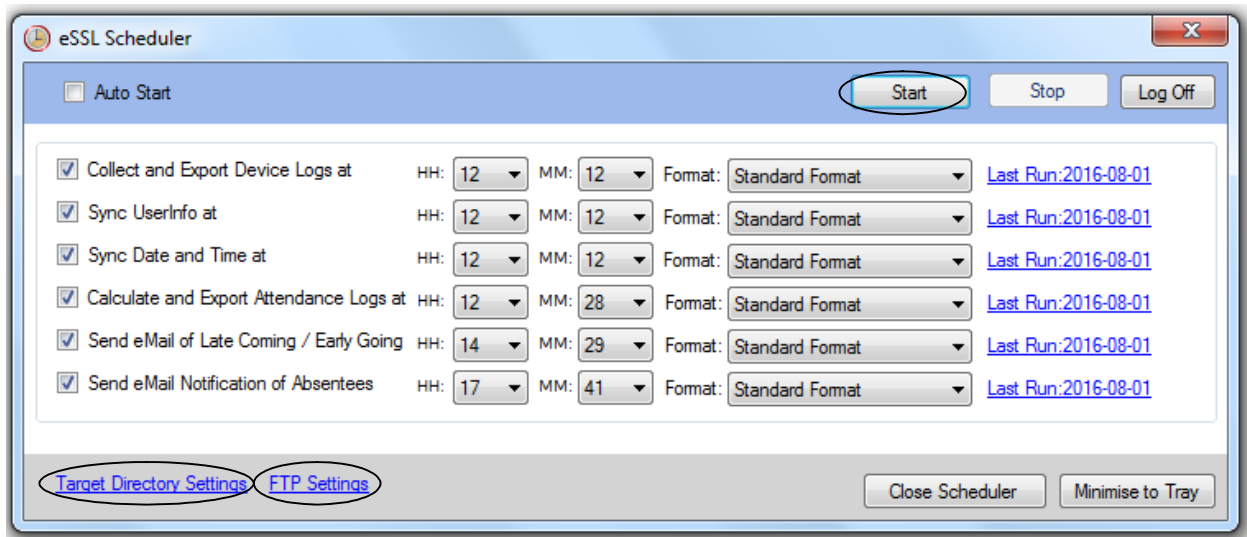
9) **Admin:**

This Form will display the List of all Users.
You can Add, Edit & Delete User's
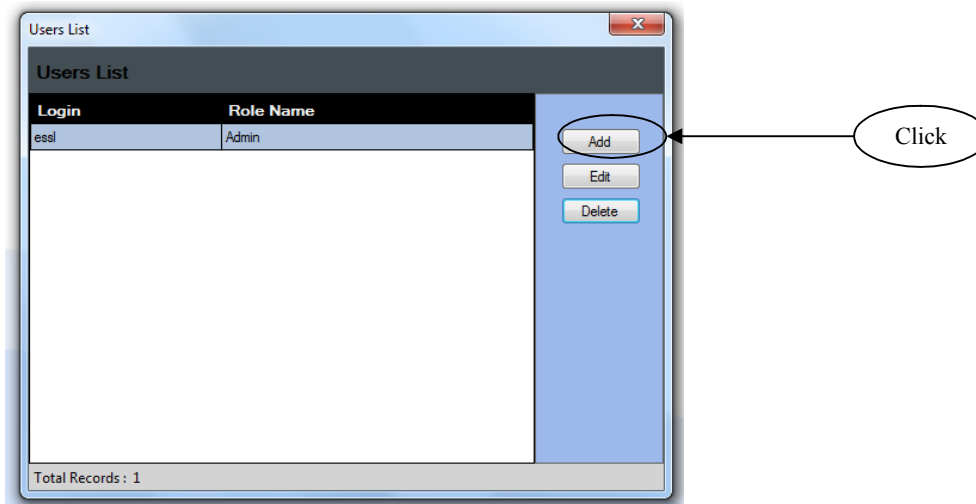
Login Name : Enter User login Name
Password : Enter password
Role : Enter the role name

Note:

- Accessible companies & permission allowed to user
- Check Mark as "Is Admin" then user will able to access all Permission
- Can access invisible Items check box is used to give permission of accessing Invisible companies

Continue …
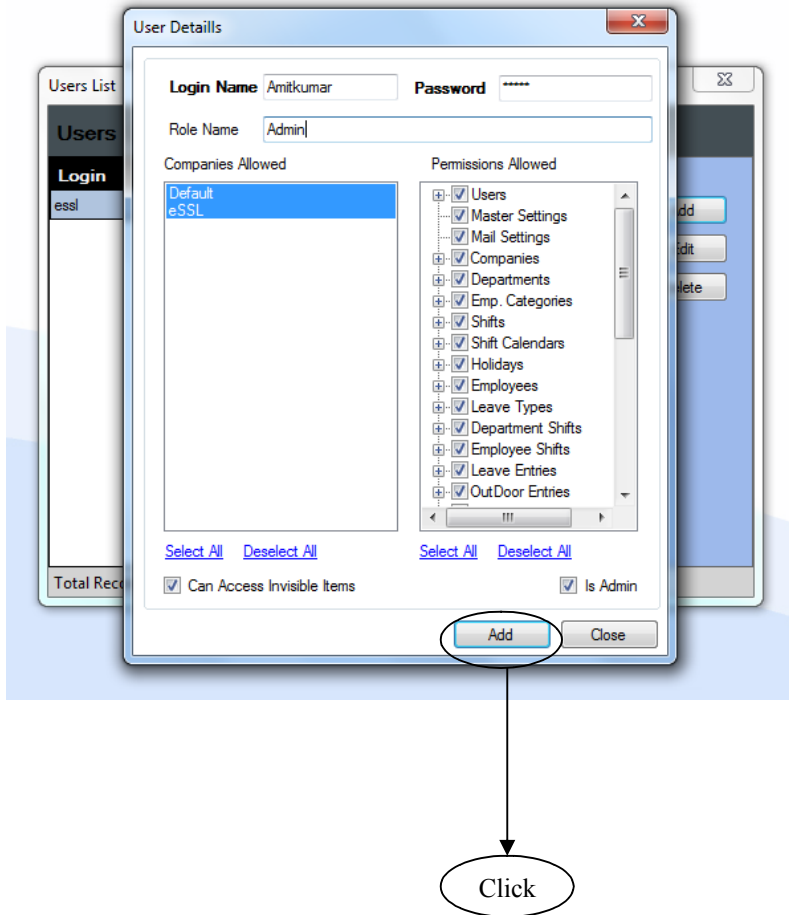
Continue …
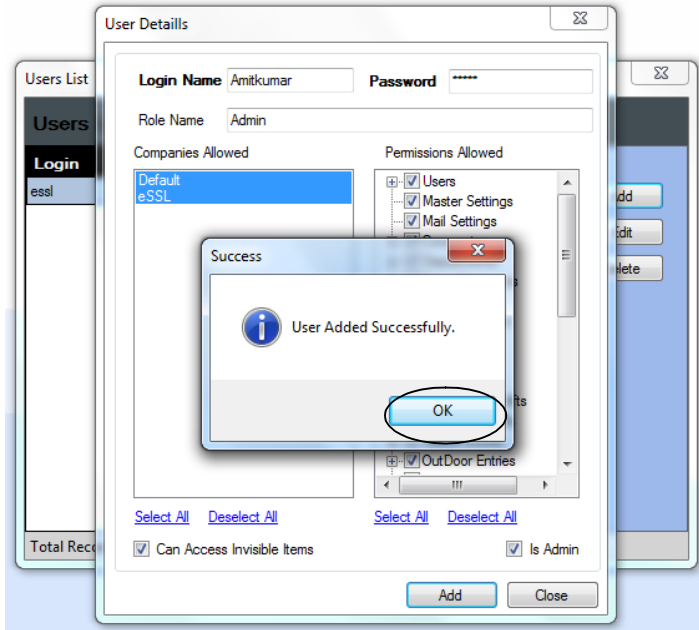
10) **Reports:**

User can recalculate the attendance of the employee from date To date

User can filter company & department
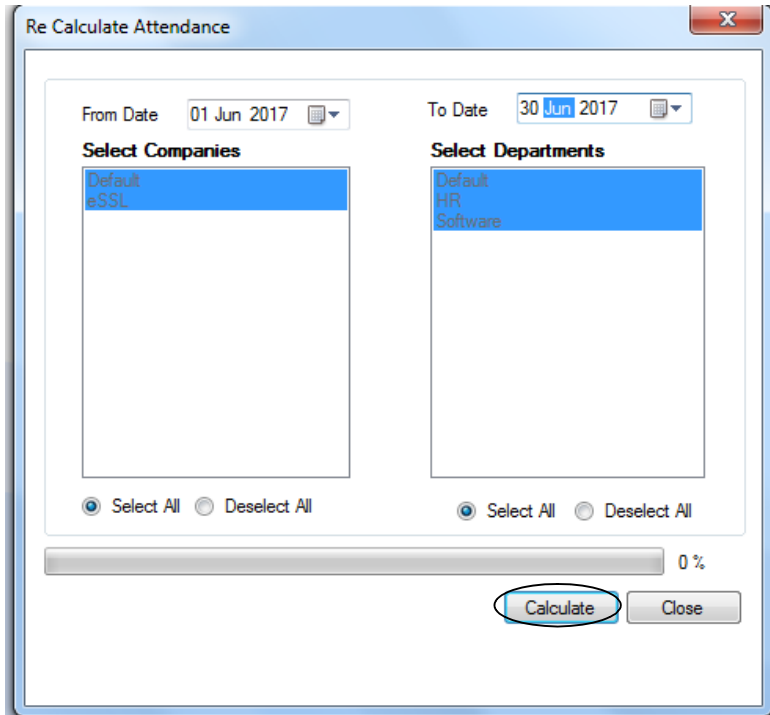
Daily Reports:

1.1) Basic Report

Daily Attendance Report (Basic Report)

Jun 01 2016 To   Jun 01 2016

Company: eSSL   Printed On : Jul 20 2017 11:59

Attendance Date   01-Jun-2016

Department   Account

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1507	Adam	NS			00:00	00:00	00:00	On Leave(PL)	
2	1514	Lee	ShiftA	09:08	18:37	8:00	1:29	9:29	Present	
3	1527	Swapnil P	ShiftA	09:04	18:57	8:00	1:53	9:53	Present	
4	1529	Nanda Kulkarni	ShiftA	09:11	18:57	8:00	1:46	9:46	Present	
5	1533	Manoj Joshi	ShiftA	10:26	18:55	8:00	00:29	8:29	Present	
6	1580	Sachi	ShiftA	09:42		7:18	00:00	7:18	Present (No OutPunch)	

Department   HR

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1095	Daniel	ShiftA	08:56	18:32	8:00	1:36	9:36	Present	
2	1452	Karthik L	ShiftA	08:50	18:32	8:00	1:42	9:42	Present	
3	1689	Jason	ShiftA	09:01	18:32	8:00	1:31	9:31	Present	
4	1692	Peter	ShiftA	09:08	18:32	8:00	1:24	9:24	Present	
5	1698	Abram	ShiftA	08:53	18:45	8:00	1:52	9:52	Present	

1.2) Daily Detail Report

Daily Attendance Report (Detailed Report)

Jun 01 2016 To Jun 01 2016

Company: eSSL

Printed On : Jul 20 2017 12:00

Attendance Date :   01-Jun-2016

Department   Account

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1507	Adam	NS	00:00	00:00			00:00	00:00	00:00	00:00	00:00	On Leave(PL)	
2	1514	Lee	ShiftA	09:00	17:00	09:08	18:37	8:00	1:29	9:29	00:00	00:00	Present	09:08:in(T168),18:37:out(T168),
3	1527	Swapnil P	ShiftA	09:00	17:00	09:04	18:57	8:00	1:53	9:53	00:00	00:00	Present	09:04:in(T168),18:57:out(T168),
4	1529	Nanda Kulkarni	ShiftA	09:00	17:00	09:11	18:57	8:00	1:46	9:46	00:11	00:00	Present	09:11:in(T168),18:57:out(T168),
5	1533	Manoj Joshi	ShiftA	09:00	17:00	10:26	18:55	8:00	00:29	8:29	1:26	00:00	Present	10:26:in(T168),14:04:out(T168),14:43:in (T168),18:55:out(T168),
6	1580	Sachi	ShiftA	09:00	17:00	09:42		7:18	00:00	7:18	00:42	00:00	Present (No OutPunch)	09:42:in(T168),17:00:out(SE),

Department   HR

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1095	Daniel	ShiftA	09:00	17:00	08:56	18:32	8:00	1:36	9:36	00:00	00:00	Present	08:56:in(T168),18:32:out(T168),
2	1452	Karthik L	ShiftA	09:00	17:00	08:50	18:32	8:00	1:42	9:42	00:00	00:00	Present	08:50:in(T168),12:29:out(T168),12:40:in (T168),18:32:out(T168),
3	1689	Jason	ShiftA	09:00	17:00	09:01	18:32	8:00	1:31	9:31	00:00	00:00	Present	09:01:in(T168),18:32:out(T168),
4	1692	Peter	ShiftA	09:00	17:00	09:08	18:32	8:00	1:24	9:24	00:00	00:00	Present	09:08:in(T168),13:23:out(T168),14:39:in (T168),18:32:out(T168),
5	1698	Abram	ShiftA	09:00	17:00	08:53	18:45	8:00	1:52	9:52	00:00	00:00	Present	08:53:in(T168),10:53:out(T168),11:17:in (T168),18:45:out(T168),

Department   Sales

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1038	Patil	ShiftA	09:00	17:00	08:27	18:18	8:00	1:51	9:51	00:00	00:00	Present	08:27:in(T168),18:18:out(T168),
2	1241	Prashanth	ShiftA	09:00	17:00	09:14	18:48	8:00	1:34	9:34	00:14	00:00	Present	09:14:in(T168),13:56:out(T168),14:12:in (T168),18:48:out(T168),
3	1471	Amol	ShiftA	09:00	17:00	09:09	18:53	8:00	1:44	9:44	00:00	00:00	Present	09:09:in(T168),18:53:out(T168),
4	1605	Krishnan	NS	00:00	00:00			00:00	00:00	00:00	00:00	00:00	Absent	
5	1688	Shweta	ShiftA	09:00	17:00	08:59	18:31	8:00	1:32	9:32	00:00	00:00	Present	08:59:in(T168),13:07:out(T168),14:07:in (T168),18:31:out(T168),
6	1706	Rohini	NS	00:00	00:00			00:00	00:00	00:00	00:00	00:00	Absent	

1.3) Daily Summary Report

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:00

Department: Account

Employee Code: 1507   Employee Name : Adam

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-Jun-2016			NS	00:00	On Leave(PL)	
02-Jun-2016	09:07	18:33	ShiftA	9:26	Present On Leave(PL)	
03-Jun-2016	09:13	18:35	ShiftA	9:22	Present On Leave(PL)	
04-Jun-2016	08:43	16:40	ShiftA	7:57	Present On Leave(PL)	
05-Jun-2016			NS	00:00	WeeklyOff On Leave(PL)	
06-Jun-2016	09:24	18:27	ShiftA	9:03	Present On Leave(PL)	
07-Jun-2016	09:14	18:28	ShiftA	9:14	Present On Leave(PL)	
08-Jun-2016	09:11	18:27	ShiftA	9:16	Present On Leave(PL)	
09-Jun-2016	09:13	18:29	ShiftA	9:16	Present On Leave(PL)	
10-Jun-2016	09:14	18:27	ShiftA	9:13	Present On Leave(PL)	

Total Duration=72 Hrs 47 Min , PresentDays=8 , Leaves=10 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code: 1514   Employee Name : Lee

Date	InTime	OutTime	Shift	Total Duration	Status	Remarks
01-Jun-2016	09:08	18:37	ShiftA	9:29	Present	
02-Jun-2016	09:12	18:35	ShiftA	9:23	Present	
03-Jun-2016	09:08	18:32	ShiftA	9:24	Present	
04-Jun-2016	09:09	16:01	ShiftA	6:52	Present	
05-Jun-2016			NS	00:00	WeeklyOff	
06-Jun-2016	09:06	18:37	ShiftA	9:31	Present	
07-Jun-2016	09:12	18:33	ShiftA	9:21	Present	
08-Jun-2016	09:10	18:34	ShiftA	9:24	Present	
09-Jun-2016	09:14	18:33	ShiftA	9:19	Present	
10-Jun-2016	08:52	18:32	ShiftA	9:40	Present	

Total Duration=82 Hrs 23 Min , PresentDays=9 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1

1.4) Daily Detailed Summary Report

Daily Attendance Report (Detailed Summary Report)
Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:01

Department: Account

Emp Code: 1507   Employee Name :   Adam

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
01-Jun-2016			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	On Leave(PL)	
02-Jun-2016	09:07	18:33	ShiftA	09:00	17:00	8:00	1:26	9:26	00:00	00:00	Present On Leave(PL)	09:07:in(T168),11:22:out(T168),14:40:in (T168),18:33:out(T168),
03-Jun-2016	09:13	18:35	ShiftA	09:00	17:00	8:00	1:22	9:22	00:00	00:00	Present On Leave(PL)	09:13:in(T168),13:22:out(T168),18:35:in(T168),
04-Jun-2016	08:43	16:40	ShiftA	09:00	17:00	7:57	00:00	7:57	00:00	00:00	Present On Leave(PL)	08:43:in(T168),16:40:out(T168),
05-Jun-2016			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	WeeklyOff On Leave(PL)	
06-Jun-2016	09:24	18:27	ShiftA	09:00	17:00	8:00	1:03	9:03	00:00	00:00	Present On Leave(PL)	09:24:in(T168),18:27:out(T168),
07-Jun-2016	09:14	18:28	ShiftA	09:00	17:00	8:00	1:14	9:14	00:00	00:00	Present On Leave(PL)	09:14:in(T168),13:38:out(T168),14:00:in (T168),18:28:out(T168),
08-Jun-2016	09:11	18:27	ShiftA	09:00	17:00	8:00	1:16	9:16	00:00	00:00	Present On Leave(PL)	09:11:in(T168),13:32:out(T168),14:05:in (T168),18:27:out(T168),
09-Jun-2016	09:13	18:29	ShiftA	09:00	17:00	8:00	1:16	9:16	00:00	00:00	Present On Leave(PL)	09:13:in(T168),12:58:out(T168),13:14:in (T168),13:40:out(T168),14:03:in(T168),18:29:out (T168),
10-Jun-2016	09:14	18:27	ShiftA	09:00	17:00	8:00	1:13	9:13	00:00	00:00	Present On Leave(PL)	09:14:in(T168),10:33:out(T168),10:57:in (T168),13:33:out(T168),14:05:in(T168),18:27:out (T168),

Total Duration=72 Hrs 47 Min , PresentDays=8 , Leaves=10 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Emp Code: 1514   Employee Name :   Lee

Att. Date	InTime	OutTime	Shift	S. InTime	S. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
01-Jun-2016	09:08	18:37	ShiftA	09:00	17:00	8:00	1:29	9:29	00:00	00:00	Present	09:08:in(T168),18:37:out(T168),
02-Jun-2016	09:12	18:35	ShiftA	09:00	17:00	8:00	1:23	9:23	00:12	00:00	Present	09:12:in(T168),18:35:out(T168),
03-Jun-2016	09:08	18:32	ShiftA	09:00	17:00	8:00	1:24	9:24	00:00	00:00	Present	09:08:in(T168),11:07:out(T168),11:21:in (T168),18:32:out(T168),
04-Jun-2016	09:09	16:01	ShiftA	09:00	17:00	6:52	00:00	6:52	00:00	00:58	Present	09:09:in(T168),16:01:out(T168),
05-Jun-2016			NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	WeeklyOff	
06-Jun-2016	09:06	18:37	ShiftA	09:00	17:00	8:00	1:31	9:31	00:00	00:00	Present	09:06:in(T168),18:37:out(T168),

Total Duration=82 Hrs 23 Min , PresentDays=9 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =1

Generated By:essl

Page No. 1

1.5) Daily In-Out Duration Report

Daily Attendance Report (IN/OUT Punch Report)

Jun 01 2016 To   Jun 10 2016

Company:	eSSL	Printed On : Jul 20 2017 12:02

Date   01-June-2016

SNo	E. Code	Name	Department	Shift	IN-1	OUT-1	IN-2	OUT-2	IN-3	OUT-3	IN-4	OUT-4	IN-5	OUT-5
35	1706	Rohini	Sales	NS										
36	1708	Puja	Sales	ShiftA	09:13	18:34								
37	1740	Manju	TechSupport	ShiftA	08:50	13:36	14:04	18:54						
38	1784	Victor	Sales	NS										

Date   02-June-2016

SNo	E. Code	Name	Department	Shift	IN-1	OUT-1	IN-2	OUT-2	IN-3	OUT-3	IN-4	OUT-4	IN-5	OUT-5
39	1003	Praveen	Service	ShiftA	08:13	12:53	13:21	18:39						
40	1009	Chetan	Service	ShiftA	09:03	18:32								
41	1014	BASAVARAJGuru	Service	NS										
42	1015	Santhosh	Software	ShiftA	09:22	11:16	11:33							
43	1037	Rubesh	TechSupport	NS										
44	1038	Patil	Sales	ShiftA	08:32	18:20								
45	1041	Nagraj	Service	ShiftA	09:09	12:52	13:07	18:38						
46	1064	Shivkumar	Service	ShiftA	09:05	12:20								
47	1083	Basavraju Hiremath	Service	NS										
48	1095	Daniel	HR	ShiftA	09:08	18:27								
49	1123	Amitkumar	Software	ShiftA	09:40	17:00								

1.6) In-Out Punch Report

Daily Attendance Report (In Out Duration Report)

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:01

Attendance Date 10-Jun-2016

Department Sales

SNo.	Emp Code	Name	In Duration (In Hrs)	Out Duration(In Hrs)	Punch Records
1	1038	Patil	9:32	00:00	08:48:in(T168),18:20:out(T168),
2	1241	Prashanth	9:24	00:00	09:13:in(T168),14:02:out(T168),14:26:in(T168),18:38:out(T168),
3	1471	Amol	00:00	00:00	
4	1605	Krishnan	9:27	00:00	09:03:in(T168),18:30:out(T168),
5	1688	Shweta	9:44	00:00	08:39:in(T168),18:23:out(T168),
6	1706	Rohini	00:00	00:00	
7	1708	Puja	9:14	00:00	09:14:in(T168),13:53:out(T168),13:57:in(T168),18:29:out(T168),
8	1784	Victor	00:00	00:00	

Department Service

SNo.	Emp Code	Name	In Duration (In Hrs)	Out Duration(In Hrs)	Punch Records
1	1003	Praveen	9:16	00:00	08:14:in(T168),17:30:out(T168),
2	1009	Chetan	00:00	00:00	
3	1014	BASAVARAJGuru	00:00	00:00	
4	1041	Nagraj	9:26	00:00	09:10:in(T168),12:55:out(T168),13:12:in(T168),18:36:out(T168),
5	1064	Shivkumar	9:21	00:00	09:05:in(T168),18:27:out(T168),
6	1083	Basavraju Hiremath	00:00	00:00	

Department Software

SNo.	Emp Code	Name	In Duration (In Hrs)	Out Duration(In Hrs)	Punch Records
1	1015	Santhosh	9:20	00:00	09:24:in(T168),13:41:out(T168),14:32:in(T168),18:44:out(T168),
2	1123	Amitkumar	6:55	00:00	10:04:in(T168),17:00:out(SE),
3	1124	Pradeep	00:00	00:00	
4	1125	Soumya	00:00	00:00	

Generated By:essl

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1.7) Daily Late Coming Report

Daily Attendance Late Coming (Detailed Report)

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:06

Attendance Date :   01-Jun-2016

Department   Account

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1529	Nanda Kulkarni	ShiftA	09:00	17:00	09:11	18:57	8:00	1:46	9:46	00:11	00:00	Present	09:11:in(T168),18:57:out(T168),
2	1533	Manoj Joshi	ShiftA	09:00	17:00	10:26	18:55	8:00	00:29	8:29	1:26	00:00	Present	10:26:in(T168),14:04:out(T168),14:43:in(T168),18:55:out(T168),
3	1580	Sachi	ShiftA	09:00	17:00	09:42		7:18	00:00	7:18	00:42	00:00	Present (No OutPunch)	09:42:in(T168),17:00:out(SE),

Department   Sales

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1241	Prashanth	ShiftA	09:00	17:00	09:14	18:48	8:00	1:34	9:34	00:14	00:00	Present	09:14:in(T168),13:56:out(T168),14:12:in(T168),18:48:out(T168),
2	1708	Puja	ShiftA	09:00	17:00	09:13	18:34	8:00	1:21	9:21	00:13	00:00	Present	09:13:in(T168),18:34:out(T168),

Department   Software

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1015	Santhosh	ShiftA	09:00	17:00	09:21	18:41	8:00	1:20	9:20	00:21	00:00	Present	09:21:in(T168),10:25:out(T168),10:36:in(T168),13:42:out(T168),14:49:in(T168),18:41:out(T168),

Department   TechSupport

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1165	Peter	ShiftA	09:00	17:00	09:24	18:27	8:00	1:03	9:03	00:24	00:00	Present	09:24:in(T168),13:03:out(T168),13:22:in(T168),14:43:out(T168),14:52:in(T168),18:27:out(T168),
2	1703	Mishra	ShiftA	09:00	17:00	09:11		7:49	00:00	7:49	00:11	00:00	Present (No OutPunch)	09:11:in(T168),17:00:out(SE),

Attendance Date :   02-Jun-2016

Department   Account

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1514	Lee	ShiftA	09:00	17:00	09:12	18:35	8:00	1:23	9:23	00:12	00:00	Present	09:12:in(T168),18:35:out(T168),
2	1529	Nanda Kulkarni	ShiftA	09:00	17:00	11:51	18:37	6:46	00:00	6:46	2:51	00:00	Present	11:51:in(T168),18:37:out(T168),

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1.8) Daily Early Going Report

Daily Attendance Early Going (Detailed Report)

Jun 01 2016 To Jun 10 2016

Company: eSSL

Printed On : Jul 20 2017 12:06

Attendance Date : 02-Jun-2016

Department Service

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1064	Shivkumar	ShiftA	09:00	17:00	09:05	12:20	3:15	00:00	3:15	00:00	4:39	½Present	09:05:in(T168),12:20:out(T168),

Department Software

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1015	Santhosh	ShiftA	09:00	17:00	09:22	11:33	2:11	00:00	2:11	00:22	5:26	½Present	09:22:in(T168),11:16:out(T168),11:33:in (T168),

Department TechSupport

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1135	Harry	ShiftA	09:00	17:00	08:45	13:01	4:16	00:00	4:16	00:00	3:58	Present	08:45:in(T168),13:01:out(T168),

Attendance Date : 03-Jun-2016

Department TechSupport

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1135	Harry	ShiftA	09:00	17:00	09:40	11:38	1:58	00:00	1:58	00:40	5:21	Absent	09:40:in(T168),11:38:out(T168),

Attendance Date : 04-Jun-2016

Department Account

SNo	E. Code	Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Dur.	OT	Tot. Dur.	LateBy	EarlyGoingBy	Status	Punch Records
1	1514	Lee	ShiftA	09:00	17:00	09:09	16:01	6:52	00:00	6:52	00:00	00:58	Present	09:09:in(T168),16:01:out(T168),
2	1527	Swapnil P	ShiftA	09:00	17:00	09:12	16:40	7:28	00:00	7:28	00:12	00:19	Present	09:12:in(T168),16:40:out(T168),
3	1529	Nanda Kulkarni	ShiftA	09:00	17:00	09:01	14:23	5:22	00:00	5:22	00:00	2:36	Present	09:01:in(T168),13:53:out(T168),14:23:in (T168),
4	1580	Sachi	ShiftA	09:00	17:00	09:38	16:28	6:50	00:00	6:50	00:38	00:31	Present	09:38:in(T168),13:38:out(T168),13:49:in (T168),16:28:out(T168),

Generated By:essl

Page No. 1

1.9) Missed Out Punch Report

Daily Attendance Missed Out Punch (Basic Report)
Jun 01 2016 To   Jun 10 2016

Company: eSSL   Printed On : Jul 20 2017 12:08

Attendance Date   06-Jun-2016

Department   Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1123	Amitkumar	ShiftA	10:23		6:37	00:00	6:37	Present (No OutPunch)	

Attendance Date   07-Jun-2016

Department   HR

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1095	Daniel	ShiftA	09:24		7:36	00:00	7:36	Present (No OutPunch)	

Attendance Date   08-Jun-2016

Department   Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1015	Santhosh	ShiftA	09:24		7:36	00:00	7:36	Present (No OutPunch)	

Department   TechSupport

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1133	Tom	ShiftA	09:11		7:49	00:00	7:49	Present (No OutPunch)	

Attendance Date   10-Jun-2016

Department   Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1123	Amitkumar	ShiftA	10:04		6:56	00:00	6:56	Present (No OutPunch)	

1.10) Daily Leave Report

Daily Attendance On Leave (Basic Report)
Jun 01 2016 To   Jun 10 2016

Company: eSSL   Printed On : Jul 20 2017 12:06

Attendance Date   08-Jun-2016

Department   Account

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1507	Adam	ShiftA	09:11	18:27	8:00	1:16	9:16	Present On Leave (PL)	

Attendance Date   09-Jun-2016

Department   Account

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1507	Adam	ShiftA	09:13	18:29	8:00	1:16	9:16	Present On Leave (PL)	

Attendance Date   10-Jun-2016

Department   Account

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1507	Adam	ShiftA	09:14	18:27	8:00	1:13	9:13	Present On Leave (PL)	

1.11) Designation wise Report

Daily Designation Report (Basic Report)
Jun 01 2016 To   Jun 01 2016

Company: eSSL

Attendance Date   01-Jun-2016

Designation   Manager

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1003	Praveen	ShiftA	08:07	18:37	8:00	2:30	10:30	Present	
2	1095	Daniel	ShiftA	08:56	18:32	8:00	1:36	9:36	Present	

Designation   RSM

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1038	Patil	ShiftA	08:27	18:18	8:00	1:51	9:51	Present	

Designation   Snr Developer

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1125	Soumya	NS			00:00	00:00	00:00	Absent	

Designation   Snr Servcie Eng

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1083	Basavraju Hiremath	NS			00:00	00:00	00:00	Absent	

Designation   Snr.Business Analyst

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1123	Amitkumar	NS			00:00	00:00	00:00	Absent	

1.12) Daily Grade wise Report

Daily Gradewise Report (Basic Report)

Jun 01 2016 To   Jun 01 2016

Company: eSSL   Printed On : Jul 20 2017 12:26

Attendance Date   01-Jun-2016

Grade   G2

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
12	1680	Priyanka	ShiftA	09:08	18:30	8:00	1:22	9:22	Present	
13	1688	Shweta	ShiftA	08:59	18:31	8:00	1:32	9:32	Present	
14	1692	Peter	ShiftA	09:08	18:32	8:00	1:24	9:24	Present	
15	1703	Mishra	ShiftA	09:11		7:49	00:00	7:49	Present (No OutPunch)	
16	1704	Preethi	ShiftA	09:05	18:29	8:00	1:24	9:24	Present	
17	1706	Rohini	NS			00:00	00:00	00:00	Absent	
18	1708	Puja	ShiftA	09:13	18:34	8:00	1:21	9:21	Present	
19	1740	Manju	ShiftA	08:50	18:54	8:00	2:04	10:04	Present	
20	1784	Victor	NS			00:00	00:00	00:00	Absent	

Grade   G3

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1003	Praveen	ShiftA	08:07	18:37	8:00	2:30	10:30	Present	
2	1014	BASAVARAJGuru	NS			00:00	00:00	00:00	Absent	
3	1083	Basavraju Hiremath	NS			00:00	00:00	00:00	Absent	

1.13) Employee wise Report

Daily Attendance Report (Basic Report)

Jun 01 2016 To   Jun 05 2016

Company: eSSL   Printed On : Jul 20 2017 12:21

Attendance Date   01-Jun-2016

Emp. Type   Permanent

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1003	Praveen	ShiftA	08:07	18:37	8:00	2:30	10:30	Present	
2	1009	Chetan	ShiftA	09:08	18:49	8:00	1:41	9:41	Present	
3	1014	BASAVARAJGuru	NS			00:00	00:00	00:00	Absent	
4	1015	Santhosh	ShiftA	09:21	18:41	8:00	1:20	9:20	Present	
5	1037	Rubesh	NS			00:00	00:00	00:00	Absent	
6	1038	Patil	ShiftA	08:27	18:18	8:00	1:51	9:51	Present	
7	1041	Nagraj	ShiftA	09:10	18:41	8:00	1:31	9:31	Present	
8	1064	Shivkumar	NS			00:00	00:00	00:00	Absent	
9	1083	Basavraju Hiremath	NS			00:00	00:00	00:00	Absent	
10	1095	Daniel	ShiftA	08:56	18:32	8:00	1:36	9:36	Present	
11	1123	Amitkumar	NS			00:00	00:00	00:00	Absent	
12	1124	Pradeep	NS			00:00	00:00	00:00	Absent	
13	1125	Soumya	NS			00:00	00:00	00:00	Absent	
14	1133	Tom	ShiftA	08:58		8:00	00:02	8:02	Present (No OutPunch)	
15	1135	Harry	ShiftA	08:56	18:37	8:00	1:41	9:41	Present	
16	1165	Peter	ShiftA	09:24	18:27	8:00	1:03	9:03	Present	
17	1241	Prashanth	ShiftA	09:14	18:48	8:00	1:34	9:34	Present	
18	1452	Karthik L	ShiftA	08:50	18:32	8:00	1:42	9:42	Present	
19	1471	Amol	ShiftA	09:09	18:53	8:00	1:44	9:44	Present	
20	1507	Adam	NS			00:00	00:00	00:00	On Leave(PL)	
21	1514	Lee	ShiftA	09:08	18:37	8:00	1:29	9:29	Present	
22	1527	Swapnil P	ShiftA	09:04	18:57	8:00	1:53	9:53	Present	
23	1529	Nanda Kulkarni	ShiftA	09:11	18:57	8:00	1:46	9:46	Present	
24	1533	Manoj Joshi	ShiftA	10:26	18:55	8:00	00:29	8:29	Present	

1.14) Team Wise Report

Daily Attendance Report (Basic Report)

Jun 01 2016 To   Jun 01 2016

Company: eSSL   Printed On : Jul 20 2017 12:25

Attendance Date   01-Jun-2016

Team   T2

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
12	1704	Preethi	ShiftA	09:05	18:29	8:00	1:24	9:24	Present	
13	1740	Manju	ShiftA	08:50	18:54	8:00	2:04	10:04	Present	

Team   T4

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1003	Praveen	ShiftA	08:07	18:37	8:00	2:30	10:30	Present	
2	1009	Chetan	ShiftA	09:08	18:49	8:00	1:41	9:41	Present	
3	1014	BASAVARAJGuru	NS			00:00	00:00	00:00	Absent	
4	1041	Nagraj	ShiftA	09:10	18:41	8:00	1:31	9:31	Present	
5	1064	Shivkumar	NS			00:00	00:00	00:00	Absent	
6	1083	Basavraju Hiremath	NS			00:00	00:00	00:00	Absent	

Team   T5

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1015	Santhosh	ShiftA	09:21	18:41	8:00	1:20	9:20	Present	
2	1123	Amitkumar	NS			00:00	00:00	00:00	Absent	
3	1124	Pradeep	NS			00:00	00:00	00:00	Absent	
4	1125	Soumya	NS			00:00	00:00	00:00	Absent	
5	1571	Sagrika	ShiftA	08:59	18:32	8:00	1:33	9:33	Present	

1.15) Daily Short work Duration Report

Daily Attendance Short Worked (Basic Report)

Jun 01 2016 To   Jun 10 2016

Company: eSSL   Printed On : Jul 20 2017 12:07

Attendance Date   09-Jun-2016

Department   Service

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1064	Shivkumar	ShiftA	09:05	13:15	4:10	00:00	4:10	Present	

Department   Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1123	Amitkumar	ShiftA	10:15	10:42	00:27	00:00	00:27	Absent	

Department   TechSupport

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1135	Harry	ShiftA	08:54	13:11	4:17	00:00	4:17	Present	

Attendance Date   10-Jun-2016

Department   Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1123	Amitkumar	ShiftA	10:04		6:56	00:00	6:56	Present (No OutPunch)	

1.16) Daily Absent Report

Daily Attendance Absent (Basic Report)

Jun 01 2016 To Jun 10 2016

Company: eSSL   Printed On : Jul 20 2017 12:04

Attendance Date 10-Jun-2016

Department   Sales

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
3	1784	Victor	NS			00:00	00:00	00:00	Absent	

Department   Service

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1009	Chetan	NS			00:00	00:00	00:00	Absent	
2	1014	BASAVARAJGuru	NS			00:00	00:00	00:00	Absent	
3	1083	Basavraju Hiremath	NS			00:00	00:00	00:00	Absent	

Department   Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1124	Pradeep	NS			00:00	00:00	00:00	Absent	
2	1125	Soumya	NS			00:00	00:00	00:00	Absent	

Department   TechSupport

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1037	Rubesh	NS			00:00	00:00	00:00	Absent	
2	1135	Harry	NS			00:00	00:00	00:00	Absent	

1.17) Daily Extra Work Duration Report

Daily Attendance Extra Worked (Basic Report)
Jun 01 2016 To Jun 10 2016

Company: eSSL   Printed On : Jul 20 2017 12:07

Attendance Date   07-Jun-2016

Department   Account

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
5	1580	Sachi	ShiftA	09:14	18:31	8:00	1:17	9:17	Present	

Department   HR

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1452	Karthik L	ShiftA	08:30	18:30	8:00	2:00	10:00	Present	
2	1689	Jason	ShiftA	08:54	18:30	8:00	1:36	9:36	Present	
3	1692	Peter	ShiftA	09:07	18:30	8:00	1:23	9:23	Present	
4	1698	Abram	ShiftA	09:01	18:32	8:00	1:31	9:31	Present	

Department   Software

SNo	E. Code	Name	Shift	InTime	OutTime	Work Dur.	OT	Tot. Dur.	Status	Remarks
1	1015	Santhosh	ShiftA	09:22	18:38	8:00	1:16	9:16	Present	
2	1123	Amitkumar	ShiftA	10:11	18:53	8:00	00:42	8:42	Present	
3	1571	Sagrika	ShiftA	09:08	18:30	8:00	1:22	9:22	Present	

2.0 Monthly Report

2.1) Monthly Basic Report

Monthly Status Report (Basic Report)
Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 12:29

Department   Account

Sl	Emp. Code	Name	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	P	A	L	H	HP	WO	WOP
1	1507	Adam	PL	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PL	PLP	24	0	30	0	0	0	0
2	1514	Lee	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	26	0	0	0	0	4	0
3	1527	Swapnil P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	26	0	0	0	0	4	0
4	1529	Nanda Kulkarni	P	P	P	P	WO	P	A	A	A	A	A	WO	P	P	A	A	P	P	WO	P	P	P	P	P	WO	P	P	P	P	19	7	0	0	0	4	0
5	1533	Manoj Joshi	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	26	0	0	0	0	4	0
6	1580	Sachi	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	26	0	0	0	0	4	0

Department   HR

Sl	Emp. Code	Name	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	P	A	L	H	HP	WO	WOP
1	1095	Daniel	P	P	P	P	WO	P	P	P	P	P	A	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	25	1	0	0	0	4	0
2	1452	Karthik L	P	P	P	P	WO	P	P	P	P	P	A	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	25	1	0	0	0	4	0
3	1689	Jason	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	26	0	0	0	0	4	0
4	1692	Peter	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	26	0	0	0	0	4	0
5	1698	Abram	P	P	P	P	WO	P	P	P	P	P	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	10	16	0	0	0	4	0

Department   Sales

Sl	Emp. Code	Name	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	P	A	L	H	HP	WO	WOP
1	1038	Patil	P	P	P	A	P	P	P	P	P	A	WO	P	P	P	A	A	WO	A	P	P	P	A	WO	P	P	A	P	19	7	0	0	0	4	0
2	1241	Prashanth	P	P	P	P	WO	A	P	P	P	P	P	WO	P	P	P	A	A	WO	A	P	P	P	A	WO	P	P	P	P	25	1	0	0	0	4	0
3	1471	Amol	P	P	P	P	WO	A	A	A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	4	22	0	0	0	4	0
4	1605	Krishnan	A	A	P	P	WO	P	A	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	22	4	0	0	0	4	0
5	1688	Shweta	P	P	P	P	WO	P	P	P	P	P	WO	P	A	P	P	P	P	WO	P	P	P	A	P	WO	P	P	A	A	22	4	0	0	0	4	0
6	1706	Rohini	A	A	P	P	WO	P	P	P	A	A	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	22	4	0	0	0	4	0
7	1708	Puja	P	P	P	P	WO	P	P	P	P	P	WO	A	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	25	1	0	0	0	4	0

Generated By:essl

2.2) Monthly Detail Basic Report

Monthly Status Report (Basic Work Duration)
Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 12:56

Days	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	

Department: Account

Emp. Code: 1507   **Emp. Name:** Adam

Status	PL	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PL	PLP	
InTime		09:07	09:13	08:43		09:24	09:14	09:11	09:13	09:14	08:59		09:15	09:12	09:14	09:15	09:12	08:54		18:31	18:30	18:30	18:30	17:52	16:01		09:16	09:12		09:10	
OutTime		18:33	18:35	16:40		18:27	18:28	18:27	18:29	18:27	15:54		18:27	18:27	18:25	18:27	18:46	16:01		09:15	14:43	14:10	14:14	14:08			17:22	18:38		18:29	
Total	00:00	9:26	9:22	7:57	00:00	9:03	9:14	9:16	9:16	9:13	6:55	00:00	9:12	9:15	9:11	9:12	9:34	7:07	00:00	14:44	20:13	19:40	19:44	20:16	13:59	00:00	8:06	9:26	00:00	9:19	

Emp. Code: 1514   **Emp. Name:** Lee

Status	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	
InTime	09:08	09:12	09:08	09:09		09:06	09:12	09:10	09:14	08:52	08:55		09:18	08:58	09:05	09:08	09:08	09:05		09:11	09:05	09:05	09:03	09:02	09:05		09:20	09:11	09:12	09:03	
OutTime	18:37	18:35	18:32	16:01		18:37	18:33	18:34	18:33	18:32	16:00		18:34	18:36	18:54	18:39	18:38	16:15		18:37	18:34	18:39	18:32	18:33	16:04		18:31	18:32	18:35	18:33	
Total	9:29	9:23	9:24	6:52	00:00	9:31	9:21	9:24	9:19	9:40	7:05	00:00	9:16	9:38	9:49	9:31	9:30	7:10	00:00	9:26	9:29	9:34	9:29	9:31	6:59	00:00	9:11	9:21	9:23	9:30	

Emp. Code: 1527   **Emp. Name:** Swapnil P

Status	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	
InTime	09:04	09:06	09:01	09:12		09:07	09:07	09:07	09:07	08:58	09:26		09:08	08:58	09:17	09:06	09:02	09:30		09:03	09:06	09:08	09:15	09:07	09:06		09:09	09:15	10:57	08:57	
OutTime	18:57	18:28	18:21	17:25		18:24	18:27	18:26	18:25	18:20	15:59		18:23	18:26	18:28	18:34	17:04	17:28		18:24	18:37	18:25	18:27	18:22	16:00		18:29	18:22	18:24		
Total	9:53	9:22	9:20	7:28	00:00	9:17	9:20	9:19	9:18	9:22	6:33	00:00	9:15	9:28	9:11	9:28	8:02	7:58	00:00	9:21	9:31	9:17	9:12	9:15	6:54	00:00	9:20	9:07	7:27	8:03	

Emp. Code: 1529   **Emp. Name:** Nanda Kulkarni

Status	P	P	P	P	WO	P	A	A	A	A	A	WO	P	P	A	A	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	
InTime	09:11	11:51	09:13	09:01		08:56							08:52	09:13			10:54	09:11		09:08	09:15	09:08	08:59	09:07	09:04		09:38	09:21	09:04	09:08	
OutTime	18:57	18:37	18:15	14:23		18:59							18:40	18:27			18:29	16:01		18:36	18:39	18:34	18:42	18:39	16:04		18:45	18:17	18:21	18:42	
Total	9:46	6:46	9:02	5:22	00:00	10:03	00:00	00:00	00:00	00:00	00:00	00:00	9:48	9:14	00:00	00:00	7:35	6:50	00:00	9:28	9:24	9:26	9:43	9:32	7:00	00:00	9:07	8:56	9:17	9:34	

Emp. Code: 1533   **Emp. Name:** Manoj Joshi

Status	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	
InTime	10:26	09:11	09:12	09:12		10:57	09:09	09:12	09:13	09:14	09:14		09:14	09:14	09:15	09:14	09:14	09:28		09:13	09:15	09:14	09:15	09:15	09:15		09:14	09:15	08:56	09:14	
OutTime	18:55	18:33	18:27	17:25		18:33	18:30	18:34	18:30	18:33	16:00		18:33	18:32	18:33	18:33	18:33	16:11		18:33	18:33	18:33	18:30	18:35	16:04		18:45	18:44	18:32	18:41	
Total	8:29	9:22	9:15	8:13	00:00	7:36	9:21	9:22	9:17	9:19	6:46	00:00	9:19	9:18	9:18	9:19	9:19	6:43	00:00	9:20	9:18	9:19	9:15	9:20	6:49	00:00	9:31	9:29	9:36	9:27	

Emp. Code: 1580   **Emp. Name:** Sachi

Status	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	
InTime	09:42	10:34	10:33	09:38		10:17	09:14	09:22	09:26	10:11	09:22		09:40	09:36	09:47	09:42	09:26	10:00		09:20	09:17	09:25	09:49	09:33	09:50		09:22	10:15	09:42	09:23	

Generated By:essl

Page No   1

2.3) Monthly Detailed Report

Monthly Status Report (Detailed Work Duration)

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 12:32

Days	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	

Department: TechSupport

Status	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	A	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	
InTime	09:11	09:13	09:04	09:04		09:05	09:13	09:11	09:13	09:07	09:12		09:11	09:07			12:23	16:05		09:12	09:11	09:08	09:13	09:09	09:09		09:07	09:12	09:14	09:13	
OutTime		18:42	18:34	16:38		18:31	18:35	18:37	18:43	18:48	16:06		15:17	18:28			09:01			18:34	18:39	18:41	18:40		16:25		18:56	18:38	18:39	18:40	
Duration	7:49	8:00	8:00	7:34	00:00	8:00	8:00	8:00	8:00	8:00	6:54	00:00	6:06	8:00	00:00	00:00	8:00	12:00	00:00	8:00	8:00	8:00	8:00	7:51	7:16	00:00	8:00	8:00	8:00	8:00	
Late By	00:11	00:13					00:13	00:11	00:13		00:12		00:11							00:12	00:11		00:13					00:12	00:14	00:13	
Early By				00:21							00:53		1:42												00:35						
OT		1:29	1:30			1:26	1:22	1:26	1:30	1:41				1:21			12:38	1:55		1:22	1:28	1:33	1:27				1:49	1:26	1:25	1:27	
Shift	ShiftA	ShiftA	ShiftA	ShiftA	NS	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	NS	ShiftA	ShiftA	NS	NS	ShiftB	ShiftC	NS	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	NS	ShiftA	ShiftA	ShiftA	ShiftA	

Employee: 1704 : Preethi   Total Duration: 195:21 Hrs. Total OT: 29:22 Hrs. Present: 25 Absent: 1 WeeklyOff: 4 Holidays: 0 Leaves Taken: 0 Late By Hrs: 1:29 Late By Days: 7 Early By Hrs: 3:55 Early going By Days: 4

Status	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	A	P	P	P	P	P	WO	P	P	P	P	
InTime	09:05	09:02	09:08	09:08		09:10	09:10	09:13	09:13	09:06	09:10		09:05	09:04	09:11	09:05	09:13	09:13			09:05	09:07	09:10	09:14	09:09		09:08	09:08	09:06	09:12	
OutTime	18:29	18:36	18:26	16:00		18:31	18:29	18:36	18:26	18:28	15:54		18:33	18:31	18:27	18:32	18:28	16:09			18:34	18:33	18:43	18:37	15:58		18:35	18:40	18:28	18:35	
Duration	8:00	8:00	8:00	6:52	00:00	8:00	8:00	8:00	8:00	8:00	6:44	00:00	8:00	8:00	8:00	8:00	8:00	6:56	00:00	00:00	8:00	8:00	8:00	8:00	6:49	00:00	8:00	8:00	8:00	8:00	
Late By								00:13	00:13						00:11		00:13	00:13						00:14						00:12	
Early By				00:59							1:05							00:50							1:01						
OT	1:24	1:34	1:18			1:21	1:19	1:13	1:13	1:22			1:28	1:27	1:16	1:27	1:15				1:29	1:26	1:33	1:23			1:27	1:32	1:22	1:23	
Shift	ShiftA	ShiftA	ShiftA	ShiftA	NS	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	NS	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	NS	NS	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	NS	ShiftA	ShiftA	ShiftA	ShiftA	

Employee: 1740 : Manju   Total Duration: 154:43 Hrs. Total OT: 25:23 Hrs. Present: 20 Absent: 6 WeeklyOff: 4 Holidays: 0 Leaves Taken: 0 Late By Hrs: 1:03 Late By Days: 2 Early By Hrs: 5:51 Early going By Days: 2

Status	P	P	P	A	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	A	P	P	WO	A	A	A	A	
InTime	08:50	08:44	08:57			08:58	09:15	08:53	09:48	08:50	08:55		08:53	08:53	09:02	08:53	08:45	08:44		08:51	09:02	08:47		09:02	08:56						
OutTime	18:54	18:38	18:12			18:23	18:23	18:46	18:30	18:24	15:55		18:26	18:59	18:26	18:32	18:30	16:08		18:41	18:42	13:57		18:33	16:05						
Duration	8:00	8:00	8:00	00:00	00:00	8:00	8:00	8:00	8:00	8:00	7:00	00:00	8:00	8:00	8:00	8:00	8:00	7:24	00:00	8:00	8:00	5:10	00:00	8:00	7:09	00:00	00:00	00:00	00:00	00:00	
Late By							00:15		00:48																						
Early By											1:04							00:51			3:02			00:54							
OT	2:04	1:54	1:15			1:25	1:08	1:53	00:42	1:34			1:33	2:06	1:24	1:39	1:45			1:50	1:40			1:31							
Shift	ShiftA	ShiftA	ShiftA	NS	NS	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	NS	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	ShiftA	NS	ShiftA	ShiftA	ShiftA	NS	ShiftA	ShiftA	NS	NS	NS	NS	NS	

2.4) Monthly Status Summary Report

Monthly Status Report (Summary Report)

Jun 01 2016 To Jun 30 2016

Company: eSSL   Printed On : Jul 20

Department: Software

Emp. Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave	Total Present
1015	Santhosh	24	2	0	0	4	0	0	0	0	0	0	24
1123	Amitkumar	15	11	0	0	4	0	0	0	0	0	0	15
1124	Pradeep	0	26	0	0	4	0	0	0	0	0	0	0
1125	Soumya	0	26	0	0	4	0	0	0	0	0	0	0
1571	Sagrika	23	3	0	0	4	0	0	0	0	0	0	23

Department: TechSupport

Emp. Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave	Total Present
1037	Rubesh	0	26	0	0	4	0	0	0	0	0	0	0
1133	Tom	26	0	0	0	4	0	0	0	0	0	0	26
1135	Harry	9	17	0	0	4	0	0	0	0	0	0	9
1165	Peter	25	1	0	0	4	0	0	0	0	0	0	25
1680	Priyanka	20	6	0	0	4	0	0	0	0	0	0	20
1703	Mishra	24	2	0	0	4	0	0	0	0	0	0	24
1704	Preethi	25	1	0	0	4	0	0	0	0	0	0	25
1740	Manju	20	6	0	0	4	0	0	0	0	0	0	20

2.5) Monthly OT Summary Report

Monthly Status Report (OT Summary)
Jun 01 2016 To Jun 30 2016

Company: eSSL

Department: Account

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total
Adam:1507		1:26	1:22			1:03	1:14	1:16	1:16	1:13			1:12	1:15	1:11	1:12	1:34			2:44	8:13	7:40	7:44	8:16	1:59		00:06	1:26		1:19	54:41
Lee:1514	1:29	1:23	1:24			1:31	1:21	1:24	1:19	1:40			1:16	1:38	1:49	1:31	1:30			1:26	1:29	1:34	1:29	1:31			1:11	1:21	1:23	1:30	32:09
Swapnil P:1527	1:53	1:22	1:20			1:17	1:20	1:19	1:18	1:22			1:15	1:28	1:11	1:28	00:02			1:21	1:31	1:17	1:12	1:15			1:20	1:07		00:03	25:41
Nanda Kulkarni:1529	1:46		1:02			2:03							1:48	1:14						1:28	1:24	1:26	1:43	1:32			1:07	00:56	1:17	1:34	20:20
Manoj Joshi:1533	00:29	1:22	1:15	00:13			1:21	1:22	1:17	1:19			1:19	1:18	1:18	1:19	1:19			1:20	1:18	1:19	1:15	1:20			1:31	1:29	1:36	1:27	27:46
Sachi:1580		00:10	00:11			00:26	1:17	1:15	1:09	00:39	1:15		1:04				1:09			1:12	1:40						1:11		1:10	1:25	15:13

Department: HR

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total
Daniel:1095	1:36	1:19	1:16			1:26		11:57	2:40	9:27			1:18	1:27	1:14	1:28	1:16			1:38	1:16	1:21	1:24	1:29			1:19	1:13	1:24		47:28
Karthik L:1452	1:42	1:54	1:51			2:44	2:00	1:41	1:54	1:54			2:19	2:03	2:18	1:53	1:45			2:10	1:59	1:27	1:53	1:41	00:10		2:35	1:51	1:47	1:47	43:18
Jason:1689	1:31	1:22	1:36			1:38	1:36	1:30	1:35	1:35			1:47	1:37	1:33	1:12	1:36			1:40	1:33	1:24	1:24	1:46			1:47	1:34	1:23	1:27	34:06
Peter:1692	1:24	1:25	1:20			1:22	1:23	1:22	1:17	1:36			1:19	1:19	1:24	1:18	1:18			1:25	1:19	1:19	1:19	1:18			1:29	1:26	1:22	1:18	30:02
Abram:1698	1:52		00:57	00:27			1:31		1:25	1:47																					7:59

Department: Sales

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total
Patil:1038	1:51	1:48	1:42			1:43	1:49	1:16	1:38	1:32			1:31	00:12	1:50	1:21					2:22	1:42	1:30	1:45			1:40	1:34		1:40	30:26
Prashanth:1241	1:34	1:17	1:14				1:20	1:20	1:22	1:25			1:26	1:25	1:27	1:20	1:26			1:23	1:24	1:27	1:25	1:20			12:02	7:43	7:46	7:46	58:52
Amol:1471	1:44	1:22		00:42																											3:48
Krishnan:1605			1:27			1:24		1:31	1:25	1:27				1:25	1:18	1:21	1:34			1:26	1:35	1:19	1:33	00:25			1:32	1:34	1:44	1:24	25:24
Shweta:1688	1:32	1:16	1:30			1:59	1:14	1:22	1:32	1:44			1:29		1:27	1:25	1:17			1:38	1:37	1:33		1:25			1:28				25:28
Rohini:1706			1:22			1:24	1:28	1:11					1:24	1:25	1:20	1:21	1:11			1:18	1:19		1:15	1:23			1:24	1:38	1:09	1:22	22:54
Puja:1708	1:21	1:18	1:12			1:17	1:11	1:18		1:15				1:27	1:11	1:09	1:14			1:16	1:13	1:11	1:14	1:16			1:12	1:21	1:11		23:47

Department: Service

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total
Praveen:1003	2:30	2:26	1:12			3:36		2:51	1:16				2:42	2:08	00:04	2:49	00:59			3:07	2:10	1:39	2:16	1:04			3:11	2:21	2:19	2:24	43:04
Chetan:1009	1:41	1:29	1:25			00:02																							1:35	1:27	7:39
BASAVARAJGuru:1014													00:45	1:20		1:24	1:28			1:21	1:20	1:22	1:21	1:20			00:40	1:17	1:29	1:19	16:26

Generated By:essl

2.6) Monthly OT Hours Report

Monthly Status Report (Hour Wise Summary)

Jun 01 2016 To Jun 30 2016

Company: eSSL

Department: Account

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total WH	Total OT	Total
Adam:1507		1:26	1:22			1:03	1:14	1:16	1:16	1:13			1:12	1:15	1:11	1:12	1:34			2:44	8:13	7:40	7:44	8:16	1:59		00:06	1:26		1:19	213:59	54:41	268:40
Lee:1514	1:29	1:23	1:24			1:31	1:21	1:24	1:19	1:40			1:16	1:38	1:49	1:31	1:30			1:26	1:29	1:34	1:29	1:31			1:11	1:21	1:23	1:30	204:06	32:09	236:15
Swapnil P:1527	1:53	1:22	1:20			1:17	1:20	1:19	1:18	1:22			1:15	1:28	1:11	1:28	00:02			1:21	1:31	1:17	1:12	1:15			1:20	1:07		00:03	204:20	25:41	230:01
Nanda Kulkarni:1529	1:46		1:02			2:03							1:48	1:14						1:28	1:24	1:26	1:43	1:32			1:07	00:56	1:17	1:34	145:33	20:20	165:53
Manoj Joshi:1533	00:29	1:22	1:15	00:13			1:21	1:22	1:17	1:19			1:19	1:18	1:18	1:19	1:19			1:20	1:18	1:19	1:15	1:20			1:31	1:29	1:36	1:27	203:54	27:46	231:40
Sachi:1580		00:10	00:11			00:26	1:17	1:15	1:09	00:39	1:15		1:04				1:09			1:12	1:40						1:11		1:10	1:25	186:12	15:13	201:25

Department: HR

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total WH	Total OT	Total
Daniel:1095	1:36	1:19	1:16			1:26		11:57	2:40	9:27			1:18	1:27	1:14	1:28	1:16			1:38	1:16	1:21	1:24	1:29			1:19	1:13	1:24		204:05	47:28	251:33
Karthik L:1452	1:42	1:54	1:51			2:44	2:00	1:41	1:54	1:54			2:19	2:03	2:18	1:53	1:45			2:10	1:59	1:27	1:53	1:41	00:10		2:35	1:51	1:47	1:47	199:05	43:18	242:23
Jason:1689	1:31	1:22	1:36			1:38	1:36	1:30	1:35	1:35			1:47	1:37	1:33	1:12	1:36			1:40	1:33	1:24	1:24	1:46			1:47	1:34	1:23	1:27	204:32	34:06	238:38
Peter:1692	1:24	1:25	1:20			1:22	1:23	1:22	1:17	1:36			1:19	1:19	1:24	1:18	1:18			1:25	1:19	1:19	1:19	1:18			1:29	1:26	1:22	1:18	203:12	30:02	233:14
Abram:1698	1:52		00:57	00:27			1:31		1:25	1:47																					74:49	7:59	82:48

Department: Sales

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total WH	Total OT	Total
Patil:1038	1:51	1:48	1:42			1:43	1:49	1:16	1:38	1:32			1:31	00:12	1:50	1:21					2:22	1:42	1:30	1:45			1:40	1:34		1:40	152:00	30:26	182:26
Prashanth:1241	1:34	1:17	1:14				1:20	1:20	1:22	1:25			1:26	1:25	1:27	1:20	1:26			1:23	1:24	1:27	1:25	1:20			12:02	7:43	7:46	7:46	207:40	58:52	266:32
Amol:1471	1:44	1:22		00:42																											31:40	3:48	35:28
Krishnan:1605			1:27			1:24		1:31	1:25	1:27				1:25	1:18	1:21	1:34			1:26	1:35	1:19	1:33	00:25			1:32	1:34	1:44	1:24	171:29	25:24	196:53
Shweta:1688	1:32	1:16	1:30			1:59	1:14	1:22	1:32	1:44			1:29		1:27	1:25	1:17			1:38	1:37	1:33		1:25			1:28				168:37	25:28	194:05
Rohini:1706			1:22			1:24	1:28	1:11					1:24	1:25	1:20	1:21	1:11			1:18	1:19		1:15	1:23			1:24	1:38	1:09	1:22	169:45	22:54	192:39
Puja:1708	1:21	1:18	1:12			1:17	1:11	1:18		1:15				1:27	1:11	1:09	1:14			1:16	1:13	1:11	1:14	1:16			1:12	1:21	1:11		192:21	23:47	216:08

Department: Service

Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total WH	Total OT	Total
Praveen:1003	2:30	2:26	1:12			3:36		2:51	1:16				2:42	2:08	00:04	2:49	00:59			3:07	2:10	1:39	2:16	1:04			3:11	2:21	2:19	2:24	166:06	43:04	209:10
Chetan:1009	1:41	1:29	1:25			00:02																							1:35	1:27	61:53	7:39	69:32

Generated By:essl

2.7) Monthly Designation Report

Monthly Attendance Sheet Summary
Jun 01 2016 To Jun 30 2016

Printed On : Jul 20 2017 12:51

Company Name:eSSL

SL. No.	Designation	Total Employees	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th		Jun.2016
1	Snr Business Analyst	2	0	1	1	0	0	1	1	0	0	1	0	0	1	0	1	1	1	0	0	1	1	1	1	1	0	0	1	0	0	0		15
2	Manager	2	2	2	2	1	0	2	2	1	2	2	0	0	2	2	2	2	2	1	0	2	2	2	2	2	1	0	2	2	2	2		46
3	Executive	22	17	17	19	18	0	17	16	16	15	15	15	0	15	16	15	15	17	17	0	16	17	17	15	17	17	0	16	16	16	16		423
4	Developer	3	2	1	1	2	0	2	2	2	2	2	2	0	2	2	2	1	1	2	0	1	2	2	2	2	2	0	2	1	2	2		46
5	Lead	5	4	4	3	2	0	3	3	3	4	3	3	0	3	3	4	4	3	3	0	4	4	3	3	2	2	0	2	2	2	3		79
6	RSM	1	1	1	1	0	0	1	1	1	1	1	1	0	0	1	1	1	1	0	0	0	1	1	1	1	0	0	1	1	0	1		19
7	Eletrican	2	1	1	2	2	0	2	1	2	2	2	2	0	2	1	2	1	1	0	1	2	2	2	2	2	0	1	1	1	1			40
8	Snr Servcie Eng	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
9	Snr Developer	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
	Total:	39	27	27	29	25	0	28	26	25	26	26	22	0	26	25	27	25	25	24	0	25	29	28	26	27	24	0	25	23	23	25	0	668

Generated By:essl

Page No   1

3) Yearly Report:

Yearly Summary Report

Jan 01 2017 To Jul 21 2017

Company: eSSL   Printed On : Jul 21 2017 15:02

Department: Service

Employee Code : 1064   **Employee Name :** Shivkumar

Month	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
January	2	24	0	0	5	0	0	0	0	0	0
February	3	21	0	0	4	0	0	0	0	0	0
March	0	11	0	0	2	0	0	18	0	0	18
April	2	0	0	0	0	0	0	30	0	0	30
May	2	0	0	0	0	0	0	31	0	0	31
June	0	0	0	0	0	0	0	30	0	0	30
July	0	5	0	0	0	0	0	16	0	0	16

4.0) Leave Report:

Leave Entries Report (All)

Jun 01 2016 To Jun 05 2016

Company: eSSL   Printed On : Jul 20 2017 13:07

Date: 01-Jun-2016

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
1507	Adam	Account	PL	True	Admin	

Date: 02-Jun-2016

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
1507	Adam	Account	PL	True	Admin	

Date: 03-Jun-2016

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
1507	Adam	Account	PL	True	Admin	

Date: 04-Jun-2016

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
1507	Adam	Account	PL	True	Admin	

Date: 05-Jun-2016

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
1507	Adam	Account	PL	True	Admin	

5.0) Out Door Report:

OutDoor Entries Report (All)

Jan 01 2017 To Jul 21 2017

Company: eSSL   Printed On : Jul 21 2017 15:14

Date: 06-Feb-2017

Employee Code	Employee Name	Department	Duration	IsApproved	ApprovedBy	Outdoor Entries Remarks
1003	Praveen	Service	480	True	Admin	Exhibition
1009	Chetan	Service	480	True	Admin	Offical
1014	BASAVARAJGuru	Service	480	True	RSM	Exhibition
1041	Nagraj	Service	480	True	Manager	Offical
1064	Shivkumar	Service	480	True	Admin	Offical
1083	Basavraju Hiremath	Service	480	True	Admin	Offical

Date: 07-Feb-2017

Employee Code	Employee Name	Department	Duration	IsApproved	ApprovedBy	Outdoor Entries Remarks
1003	Praveen	Service	480	True	Admin	Exhibition
1009	Chetan	Service	480	True	Admin	Offical
1014	BASAVARAJGuru	Service	480	True	RSM	Exhibition
1041	Nagraj	Service	480	True	Manager	Offical
1064	Shivkumar	Service	480	True	Admin	Offical
1083	Basavraju Hiremath	Service	480	True	Admin	Offical

6.0) Department Summary Report:

Department Summary Report

Jun 01 2016 To Jun 05 2016

Company: eSSL

Printed On : Jul 20 2017 13:08

Attendance Date: 01-Jun-2016

Department Name	P	A	H	HP	WO	WOP	On Leave	On OD	On OT	Late Coming	Early Going	Tot. Employee
Account	5	0	0	0	0	0	1	0	0	0	0	6
HR	5	0	0	0	0	0	0	0	5	0	0	5
Sales	5	3	0	0	0	0	0	0	8	0	0	8
Service	3	3	0	0	0	0	0	0	6	0	0	6
Software	2	3	0	0	0	0	0	0	5	5	0	5
TechSupport	7	1	0	0	0	0	0	0	0	0	0	8

Attendance Date: 02-Jun-2016

Department Name	P	A	H	HP	WO	WOP	On Leave	On OD	On OT	Late Coming	Early Going	Tot. Employee
Account	6	0	0	0	0	0	1	0	6	0	0	6
HR	5	0	0	0	0	0	0	0	5	0	0	5
Sales	5	3	0	0	0	0	0	0	8	0	0	8
Service	3.5	2.5	0	0	0	0	0	0	6	0	0	6
Software	2.5	2.5	0	0	0	0	0	0	0	5	5	5
TechSupport	7	1	0	0	0	0	0	0	0	0	0	8

Generated By:essl

Page No. 1

7.0) Leave Summary:

Leave Summary Report

Year:2017

Company:	eSSL	Printed On : Jul 21 2017 15:05

Department: Service

Employee Code: 1003   **Employee Name:** Praveen

Leave Type	Leave Allowed	Leave Taken	Leave Balance
CL	5	2	3
EL	15	0	15
PL	10	2	8
SL	10	0	10

Employee Code: 1009   **Employee Name:** Chetan

Leave Type	Leave Allowed	Leave Taken	Leave Balance
CL	5	1	4
EL	15	0	15
PL	10	2	8
SL	10	0	10

8.0) Random Check Report:

Random Check Report - in(Time : 09:20)

Jul 01 2016 To Jul 01 2016

Company: eSSL   Printed On : Jul 20 2017 13:18

Date: 01-Jul-2016

Date & Time	Employee Code	Employee Name	Department
01-Jul-2016 08:16	1003	Praveen	Service
01-Jul-2016 09:12	1014	BASAVARAJGuru	Service
01-Jul-2016 08:43	1038	Patil	Sales
01-Jul-2016 09:09	1041	Nagraj	Service
01-Jul-2016 09:08	1064	Shivkumar	Service
01-Jul-2016 09:10	1095	Daniel	HR
01-Jul-2016 09:00	1133	Tom	TechSupport
01-Jul-2016 08:55	1135	Harry	TechSupport
01-Jul-2016 09:13	1165	Peter	TechSupport
01-Jul-2016 08:42	1452	Karthik L	HR
01-Jul-2016 09:13	1507	Adam	Account
01-Jul-2016 09:05	1514	Lee	Account
01-Jul-2016 08:57	1527	Swapnil P	Account
01-Jul-2016 09:09	1529	Nanda Kulkarni	Account
01-Jul-2016 08:38	1605	Krishnan	Sales
01-Jul-2016 09:05	1680	Priyanka	TechSupport
01-Jul-2016 08:59	1688	Shweta	Sales
01-Jul-2016 08:56	1689	Jason	HR
01-Jul-2016 09:04	1692	Peter	HR
01-Jul-2016 09:15	1703	Mishra	TechSupport
01-Jul-2016 09:10	1704	Preethi	TechSupport
01-Jul-2016 09:10	1706	Rohini	Sales
01-Jul-2016 09:14	1708	Puja	Sales

9.0) Log Report:

i. Device wise

Log Records Report (Device Wise)

Jul 01 2016 To Jul 05 2016

Printed On : Jul 20 2017 13:21

Device Name   T168

Log Date	Direction	Employee Code	Employee Name	Company	Department
01-Jul-2016 08:43:21		1038	Patil	eSSL	Sales
01-Jul-2016 18:21:23		1038	Patil	eSSL	Sales
04-Jul-2016 08:39:54		1038	Patil	eSSL	Sales
04-Jul-2016 18:21:02		1038	Patil	eSSL	Sales
05-Jul-2016 08:49:30		1038	Patil	eSSL	Sales
05-Jul-2016 18:20:10		1038	Patil	eSSL	Sales
01-Jul-2016 09:10:13		1095	Daniel	eSSL	HR
01-Jul-2016 18:33:52		1095	Daniel	eSSL	HR
02-Jul-2016 09:13:28		1095	Daniel	eSSL	HR
02-Jul-2016 16:01:17		1095	Daniel	eSSL	HR
04-Jul-2016 09:10:34		1095	Daniel	eSSL	HR
04-Jul-2016 18:35:18		1095	Daniel	eSSL	HR
05-Jul-2016 09:13:27		1095	Daniel	eSSL	HR
05-Jul-2016 18:34:41		1095	Daniel	eSSL	HR
01-Jul-2016 09:00:37		1133	Tom	eSSL	TechSupport
01-Jul-2016 18:38:49		1133	Tom	eSSL	TechSupport
02-Jul-2016 09:04:30		1133	Tom	eSSL	TechSupport
02-Jul-2016 16:10:30		1133	Tom	eSSL	TechSupport
04-Jul-2016 09:08:16		1133	Tom	eSSL	TechSupport

ii.   **Date Wise**

Log Records Report (Date Wise)

Jul 01 2016 To Jul 05 2016

Company: eSSL   Printed On : Jul 20 2017 13:22

Department   Sales

Date: 2016-07-01

Log Date	Employee Code	Employee Name	Direction	DeviceName
08:43:21	1038	Patil		T168
18:21:23	1038	Patil		T168
09:33:54	1241	Prashanth		T168
13:26:07	1241	Prashanth		T168
14:23:52	1241	Prashanth		T168
18:31:58	1241	Prashanth		T168
08:38:35	1605	Krishnan		T168
14:20:37	1605	Krishnan		T168
14:42:45	1605	Krishnan		T168
18:33:37	1605	Krishnan		T168
08:59:03	1688	Shweta		T168
18:27:07	1688	Shweta		T168
09:10:50	1706	Rohini		T168
17:15:44	1706	Rohini		T168
17:19:51	1706	Rohini		T168
18:33:14	1706	Rohini		T168
09:14:07	1708	Puja		T168
18:32:17	1708	Puja		T168

iii. **Employee Wise**

Log Records Report (Employee Wise)

Jul 01 2016 To Jul 05 2016

Company: eSSL

Printed On : Jul 20 2017 13:20

Department Software

Employee 1015 : Santhosh

Log Date	DeviceName	Direction
01-Jul-2016 09:14:38	T168	
01-Jul-2016 13:45:11	T168	
01-Jul-2016 14:34:29	T168	
01-Jul-2016 18:40:23	T168	
02-Jul-2016 09:16:19	T168	
02-Jul-2016 14:04:37	T168	
02-Jul-2016 14:29:03	T168	
02-Jul-2016 15:53:57	T168	
04-Jul-2016 10:20:23	T168	
04-Jul-2016 13:03:40	T168	
04-Jul-2016 14:09:30	T168	
04-Jul-2016 18:57:10	T168	
05-Jul-2016 09:16:11	T168	
05-Jul-2016 11:33:14	T168	
05-Jul-2016 11:45:07	T168	
05-Jul-2016 14:11:58	T168	
05-Jul-2016 14:53:23	T168	
05-Jul-2016 18:35:57	T168	

10.0) Daily Log Matrix Report:

Daily Log Report

Jun 01 2016 To Jun 05 2016

Company: eSSL   Printed On : Jul 20 2017 13:22

Log Date   01 Jun 2016

Emp Code	Emp Name	Deparment	Log Records																			Status
1706	Rohini	Sales																				A
1708	Puja	Sales	09:13	18:34																		P
1740	Manju	TechSupport	08:50	13:36	14:04	18:54																P
1784	Victor	Sales																				A

Log Date   02 Jun 2016

Emp Code	Emp Name	Deparment	Log Records																			Status
510	Vijaykumar	Software																				
1003	Praveen	Service	08:13	12:53	13:21	18:39																P
1009	Chetan	Service	09:03	18:32																		P
1014	BASAVARAJG uru	Service																				A
1015	Santhosh	Software	09:22	11:16	11:33	19:08																½P
1037	Rubesh	TechSupport																				A
1038	Patil	Sales	08:32	18:20																		P
1041	Nagraj	Service	09:09	12:52	13:07	18:38																P
1064	Shivkumar	Service	09:05	12:20																		½P
1083	Basavraju Hiremath	Service																				A
1095	Daniel	HR	09:08	18:27																		P
1123	Amitkumar	Software	09:40	19:06																		P
1124	Pradeep	Software																				A
1125	Soumya	Software																				A
1133	Tom	TechSupport	09:06	18:37																		P
1135	Harry	TechSupport	08:45	13:01																		P

11.0) Continuous Abnormal Report:

Continous Abnormally Report (Absent)

May 30 2016 To Jun 30 2016   (For 3 Days)

Company:	eSSL	Printed On : Jul 20 2017 17:10

Deparment: Account

Sno.	Employee Code	Employee Name	Number of Times
1	1529	Nanda Kulkarni	1 (07-Jun-2016 ; 08-Jun-2016 ; 09-Jun-2016 ;)

Deparment: HR

Sno.	Employee Code	Employee Name	Number of Times
1	1698	Abram	5 (13-Jun-2016 ; 14-Jun-2016 ; 15-Jun-2016 ; 16-Jun-2016 ; 17-Jun-2016 ; 18-Jun-2016 ; 20-Jun-2016 ; 21-Jun-2016 ; 22-Jun-2016 ; 23-Jun-2016 ; 24-Jun-2016 ; 25-Jun-2016 ; 27-Jun-2016 ; 28-Jun-2016 ; 29-Jun-2016 ;)

12.0) Last Day Status Report:

Last Day Status Report

Jun 01 2016 To Jun 02 2016

Company: eSSL

Printed On : Jul 20 2017 17:16

SNo	Upload Date	Device Code	Device Name	Logdate	Emp. Code	Emp. Name	Department	Last Day Status	InOut Status
1		1015	T168	01-06-2016 09:21	1015	Santhosh	Software	01-06-2016	IN
2		1015	T168	01-06-2016 18:41	1015	Santhosh	Software	01-06-2016	OUT
3		1015	T168	02-06-2016 09:22	1015	Santhosh	Software	02-06-2016	IN
4		1015	T168	02-06-2016 11:33	1015	Santhosh	Software	02-06-2016	OUT
5		1123		01-06-2016	1123	Amitkumar	Software	01-06-2016	IN
6		1123		01-06-2016	1123	Amitkumar	Software	01-06-2016	OUT
7		1123	T168	02-06-2016 09:40	1123	Amitkumar	Software	02-06-2016	IN
8		1123	SE	02-06-2016 17:00	1123	Amitkumar	Software	02-06-2016	OUT
9		1124		01-06-2016	1124	Pradeep	Software	01-06-2016	IN
10		1124		01-06-2016	1124	Pradeep	Software	01-06-2016	OUT
11		1124		02-06-2016	1124	Pradeep	Software	02-06-2016	IN
12		1124		02-06-2016	1124	Pradeep	Software	02-06-2016	OUT
13		1125		01-06-2016	1125	Soumya	Software	01-06-2016	IN
14		1125		01-06-2016	1125	Soumya	Software	01-06-2016	OUT
15		1125		02-06-2016	1125	Soumya	Software	02-06-2016	IN
16		1125		02-06-2016	1125	Soumya	Software	02-06-2016	OUT
17		1571	T168	01-06-2016 08:59	1571	Sagrika	Software	01-06-2016	IN
18		1571	T168	01-06-2016 18:32	1571	Sagrika	Software	01-06-2016	OUT
19		1571	T168	02-06-2016 08:50	1571	Sagrika	Software	02-06-2016	IN
20		1571	T168	02-06-2016 18:31	1571	Sagrika	Software	02-06-2016	OUT

13.0) Generate Memo:

a) Absent

Memo

Printed On : Jul 20 2017 17:17

Employee Code:	1014	**Attendance Date:**	01 Jun 2016
Employee Name:	BASAVARAJGuru	**Ref No.**	
Company:	eSSL		
Department:	Service		

Sub: ABSENTEEISM NOTICE/MEMO.

Dear BASAVARAJGuru ,

It has been observed from the Attendance Record that you were Absent from the duty unauthorisedly i.e. without permission on below said attendance date.
Please give an explanation to the Authorised person immediately.

Administrator

b) Late

Memo

Printed On : Jul 20 2017 17:19

Employee Code:	1135	**Attendance Date:**	02 Jun 2016
Employee Name:	Harry	**Ref No.**	
Company:	eSSL		
Department:	TechSupport		

Sub: LATE-COMING/EARLY-GOING NOTICE/MEMO.

Dear Harry ,

It has been observed from the Attendance Record that you were Coming Late or Going Early from the duty unauthorisedly i.e. without permission on below
said attendance date. Please give an explanation to the Authorised person immediately.

Administrator

C) Half Day

Memo

Printed On : Jul 20 2017 17:22

Employee Code:	1064	Attendance Date:	07 Jun 2016
Employee Name:	Shivkumar	Ref No.	
Company:	eSSL		
Department:	Service		

Sub: HALF DAY FOR LATE-COMING/EARLY-GOING NOTICE/MEMO.

Dear Shivkumar ,

It has been observed from the Attendance Record that you were late coming/early going unauthorisedly i.e. without permission on below said attendance date. Hence, we have marked you as Half day.

Administrator

d) Missed Out Punch

Memo

Printed On : Jul 20 2017 17:21

Employee Code:	1038	Attendance Date:	14 Jun 2016
Employee Name:	Patil	Ref No.	
Company:	eSSL		
Department:	Sales		

Sub: MISSED OUT PUNCH NOTICE/MEMO.

Dear Patil ,

It has been observed from the Attendance Record that you are not punching properly which is resulting into Missed Out Punch records in our attendance reports. Kindly explain the reason and co-operate with us to know exact out punch.

Administrator

14.0) Special Report:

a) Department Vs Employee Matrix

Department Employement Type Matrix

Company: eSSL

Jun 01 2016 To Jun 30 2016

Department/Emp Type	Permanent	Total
Service	89	89
Software	63	63
Sales	139	139
HR	112	112
TechSupport	150	150
Account	147	147
Total	700	700

Generated By:essl   Printed on: Jul 20 2017 17:23

b) Company Vs Employee Matrix

Company Employement Type Matrix

Jun 01 2016 To Jun 30 2016

Company\EmployementType	Permanent	Total
eSSL	700	700
Total	700	700

Generated By:essl Printed on: Jul 20 2017 17:26

c) Employee Graph

Employee Graph

Jun 01 2016 To Jun 30 2016

Company: eSSL   Printed On : Jul 20 2017 17:28

Department :Account

Employee: Nanda Kulkarni : 1529

Employee: Manoj Joshi : 1533

d) Department Graph

Company:	eSSL		Printed On : Jul 20 2017 17:29

Department :TechSupport

e) **Company Graph**

Company Graph

Jun 01 2016 To   Jun 30 2016

Printed On : Jul 20 2017 17:30

Compnay :eSSL

15.0) Customized Reports:
15.a) Muster Roll Report

NAME OF ESTABLISHMENT: _____

NAME OF EMPLOYER : _____

REGISTRATION NO : _____

MUSTER ROLL CUM WAGES REGISTER

[See Rule (27)1]

REGISTER OF EMPLOYMENT

IN A SHOP OR COMMERCIAL ESTABLISHMENT
Where Opening and Closing Hours are Ordinarily uniform

For The Month Ending June To 2016

Empoyee Code	Employee Name	Sex	Age	Working Hrs From	To	Leave Bal.	Enjoyed	Date of Entry	Lunch Time From	To	Desination/ Nature of Work	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	Total Day	Rate/Mon /day	Ea Sa
1	2	3	4	5	6	7	8	9	10	11	12	13																													14	15	16
1507	Adam	M		09:00	17:00		30				Executive	PL	PL	P	PL	PL	P	PL	PL	PL	PL	PL	PL	PL	PL	P	PL	PL	PL	PL	PL	PL	PL	P	PL	PL	PL	P	PL	PL	PL	24		
1514	Lee	M		09:00	17:00		0				Executive	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	30		
1527	Swapnil P	M		09:00	17:00		0				Executive	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	30		
1529	Nanda Kulkarni	M		09:00	17:00		0				Executive	P	P	P	P	WO	P	A	A	A	A	A	WO	P	P	A	A	P	P	WO	P	P	P	P	P	WO	P	P	P	P	23		
1533	Manoj Joshi	M		09:00	17:00		0				Executive	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	30		
1580	Sachi	F		09:00	17:00		0				Executive	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	WO	P	P	P	P	30		

15. b) Form J

NAME OF ESTABLISHMENT: ....

NAME OF EMPLOYER : ....

REGISTRATION NO : ....

FORM "J"

[See Rule (20)1]

REGISTER OF EMPLOYMENT

IN A SHOP OR COMMERCIAL ESTABLISHMENT
Where Opening and Closing Hours are Ordinarily uniform

For The Month Ending June To 2016

Sr No.	Name of Employee	Sex	Age	Commencing Time	Closing Time	Rest Interval	Hours Worked On																										Total Hours Worked During Week Ending	Days on Which OverTime Work is Done & Extent of each overtime on each occation during the Week Ending	Extent of each overtime Worked during the Week Ending	Extent of each overtime Worked Previously during the Year
							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	Mon	Tue	Wed	Thu				
1	Patil	M		09:00	17:00		9:51	9:48	9:42	00:00	00:00	9:43	9:49	9:16	9:38	9:32	00:00	00:00	9:31	8:12	9:50	9:21	00:00	00:00	00:00	00:00	10:22	9:42	9:30	9:45	00:00	00:00	9:40	9:34	00:00	9:40	00:00			
2	Prashanth	M		09:00	17:00		9:34	9:17	9:14	7:14	00:00	00:00	9:20	9:20	9:22	9:25	6:46	00:00	9:26	9:25	9:27	9:20	9:26	6:51	00:00	9:23	9:24	9:27	9:25	9:20	6:49	00:00	20:02	19:43	19:46	19:46	00:00			
3	Amol	M		09:00	17:00		9:44	9:22	7:40	8:42	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			
4	Krishnan	M		09:00	17:00		00:00	00:00	9:27	6:55	00:00	9:24	00:00	9:31	9:25	9:27	6:57	00:00	9:25	9:18	9:21	9:34	6:57	00:00	9:26	9:35	9:19	9:33	8:25	6:40	00:00	9:32	9:34	9:44	9:24	00:00			
5	Shweta	M		09:00	17:00		9:32	9:16	9:30	7:02	00:00	9:59	9:14	9:22	9:32	9:44	7:07	00:00	9:29	00:00	9:27	9:25	9:17	6:44	00:00	9:38	9:37	9:33	00:00	9:25	7:05	00:00	9:28	4:39	00:00	00:00	00:00			
6	Rohini	M		09:00	17:00		00:00	00:00	9:22	7:40	00:00	9:24	9:28	9:11	00:00	00:00	6:59	00:00	9:24	9:25	9:20	9:21	9:11	6:59	00:00	9:18	9:19	5:11	9:15	9:23	6:56	00:00	9:24	9:38	9:09	9:22	00:00			
7	Puja	M		09:00	17:00		9:21	9:18	9:12	7:20	00:00	9:17	9:11	9:18	6:52	9:15	6:41	00:00	00:00	9:27	9:11	9:09	9:14	7:04	00:00	9:16	9:13	9:11	9:14	9:16	6:21	00:00	9:12	9:21	9:11	6:03	00:00			
8	Victor	M					00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			

15.C) Detail Form J

FORM "J"

[See Rule (20)1]

REGISTER OF EMPLOYMENT

IN A SHOP OR COMMERCIAL ESTABLISHMENT
Where Opening and Closing Hours are Ordinarily uniform

For The Month Ending June To 2016

NAME OF ESTABLISHMENT: _____
NAME OF EMPLOYER :
REGISTRATION NO :

Sr No.	Employee	Sex	Age	Commencing Time	Closing Time	Rest Interval	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total Hours Worked During Week Ending	Days on Which OverTime Work is Done & Extent of each overtime on each occation during the Week Ending	Extent of each overtime Worked during the Week Ending	Extent of each overtime Worked Previously during the Year
1	Name:Santhosh	M		09:00	17:00		9:20	2:11	9:24	6:37	00:00	8:34	9:16	7:36	9:20	9:20	6:48	00:00	6:57	9:14	5:26	3:47	9:26	6:52	00:00	00:00	9:31	9:04	9:14	8:38	6:47	00:00	21:11	21:45	19:37	20:39	00:00			
	Code:1015				InTime		09:21	09:22	09:20	09:23		10:19	09:22	09:24	09:26	09:24	09:29		11:45	09:24	09:21	09:19	09:25	09:19			09:19	09:22	09:19	10:05	09:19		12:02	13:18	13:48	12:35				
	Designation:Developer				OutTime		18:41	11:33	18:44	16:00		18:53	18:36		18:46	18:44	16:17		18:43	18:38	14:47	13:06	18:51	16:11			18:50	18:26	18:33	18:43	16:06		09:13	11:03	09:25	09:14				
	DOJ:01-Jan-1900				Status		P	P	P	P	WO	P	P	P	P	P	P	WO	P	½P	P	P	P	P	WO		P	P	P	P	P	WO	P	P	P	P				
2	Name:Amitkumar	M		09:00	17:00		00:00	7:20	7:03	00:00	00:00	6:37	8:42	00:31	00:27	6:56	00:00	00:00	6:30	00:00	7:29	6:58	8:33	00:00	00:00	6:59	7:21	6:26	8:27	7:02	00:00	00:00	7:03	00:00	00:00	00:00	00:00			
	Code:1123				InTime			09:40	09:57			10:23	10:11	10:02	10:15	10:04			10:30		09:31	10:02	10:16			10:01	09:39	10:34	10:16	09:58			09:57							
	Designation:Snr.Business Analyst				OutTime							18:53	18:36		18:46	18:44					18:49						18:43												
	DOJ:01-Jan-1900				Status		A	P	P	A	WO	P	P	A	A	P	A	WO	P	A	P	P	P	A	WO	P	P	P	P	A	WO	P	A	A	A				
3	Name:Pradeep	M					00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			
	Code:1124				InTime																																			
	Designation:Developer				OutTime																																			
	DOJ:01-Jan-1900				Status		A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A				
4	Name:Soumya	M					00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			
	Code:1125				InTime																																			
	Designation:Snr Developer				OutTime																																			
	DOJ:01-Jan-1900				Status		A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A				
5	Name:Sagrika	M		09:00	17:00		9:33	9:41	00:00	7:01	00:00	9:32	9:22	9:39	9:27	9:25	6:36	00:00	9:41	9:46	9:42	9:20	00:00	7:23	00:00	9:27	9:30	9:54	9:08	9:33	7:04	00:00	6:54	00:00	9:38	7:43	00:00			
	Code:1571				InTime		08:59	08:50		09:00		08:58	09:08	08:53	09:03	09:05	09:22		08:49	08:47	09:16	09:12		08:45		09:07	09:02	08:40	09:24	08:59	08:56		09:10		08:52	10:50				
	Designation:Developer				OutTime		18:32	18:31		16:01		18:30	18:30	18:32	18:30	18:30	15:58		18:30	18:33	18:58	18:32		16:08		18:34	18:32	18:34	18:32	18:32	16:00		16:04		18:30	18:33				
	DOJ:01-Jan-1900				Status		P	P	A	P	WO	P	P	P	P	P	P	WO	P	P	P	P	A	P	WO	P	P	P	P	P	WO	P	A	P	P				

16.0) Employee Detail Report

Employee Details Report (Working)

Jul 21 2017 To Jul 21 2017

Company: eSSL

Printed On : Jul 21 2017 12:29

Department   Software

Employee: 1123: Amitkumar (Male)

Email: amit.kumar@esslindia.com
Contact No: 9483522226

DOJ: 20-Jan-2011
DOC: 20-Jan-2011
DOR:

Employement Type: Permanent
Location: Bangalore

Company	eSSL	Department	Software
Category	Default	Designation	Snr.Business Analyst
Place of Birth		DOB	01-May-1982
FatherName	Shivakumar	MotherName	Anuradha
Residential Address			
Permanent Address			
Nomenee1		Nomenee2	

17.0) Export Logs:

17.1) Attendance Logs

This function helps the user to choose required fields to export the attendance logs, Click on save format & generate

17.2) Device Logs

This function helps the user to choose required fields to export the device logs, Click on save format & generate

17.3) Device Logs Third Party Format

> This function helps the user to choose required fields to export the device logs in the third party format
> File can be generated date wise, Month wise etc & file extension can be "Text file, Csv file, Dat file"
> Fields can be separated by "Tab, Space, Coma, None"
> User can set the value for direction of the In Punches & Out Punches
> Click on save format & can save file as per set directory folder
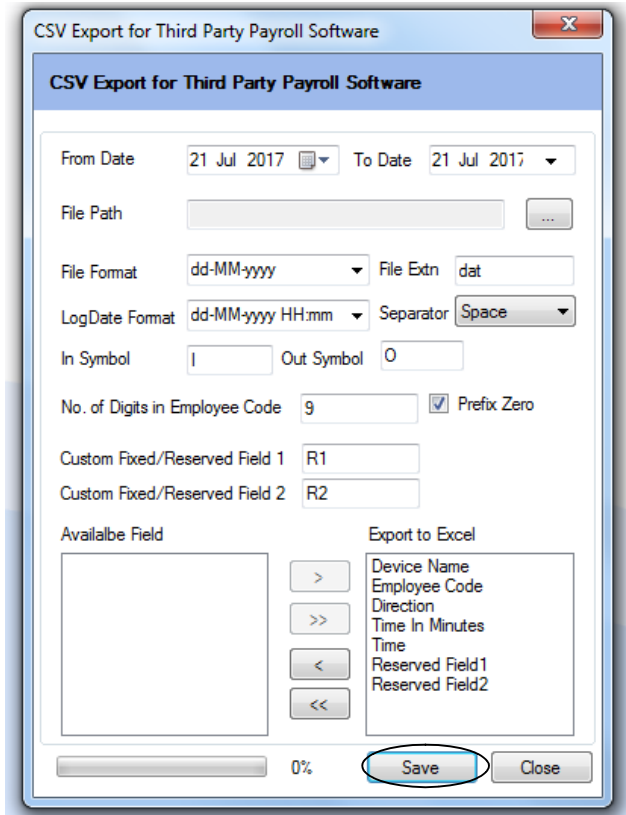
17.4) Export Device logs in custom format

- ➢ This function helps the user to choose required fields to export the device logs in the custom format
- ➢ File can be generated date wise, Month wise etc & Prefix file can be defined
- ➢ File extension can be "Text file, Csv file, Dat file"
- ➢ Fields can be separated by "Tab, Space, Coma, None"
- ➢ User can select fields name from the drop down list
- ➢ User can set the value for direction of the In Punches & Out Punches
- ➢ User can save file as per set directory folder
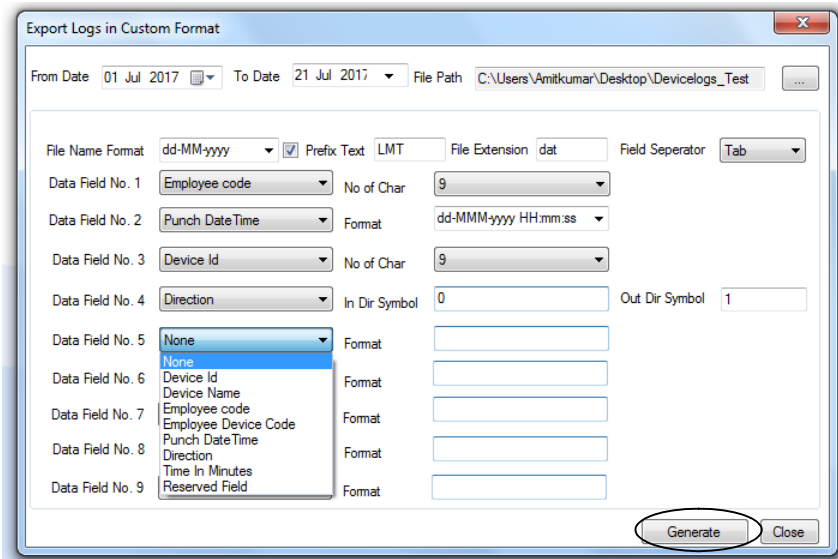
17.5) SAP Format

- ➢ This function helps the user to generate Standard SAP P10/P20 device logs of the employee
- ➢ File can be generated date wise, Month wise etc
- ➢ File extension can be "Text file, Csv file, Dat file"
- ➢ User can save file in set directory folder
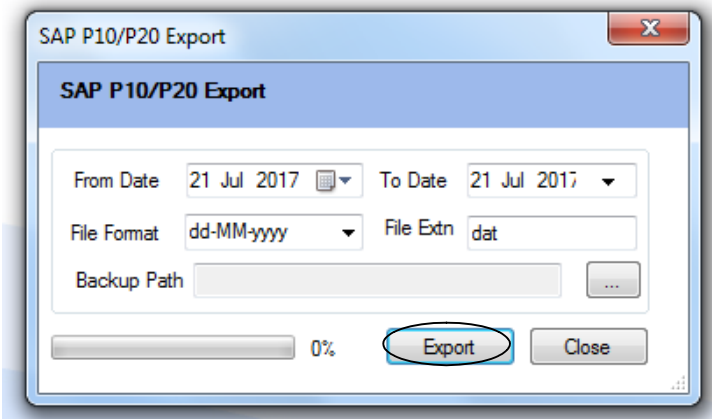
18.0) Extra Reports:

18.1) Custom Monthly Status Report

Custom Monthly Status Report
Jun 01 2016 To Jun 30 2016

Company: eSSL   Printed On : Jul 21 2017 13:02

Department: Service	ND	WO	HD	CL	PL	ML	WD	Late Coming Days	Early Going Days
Employee Code: 1003 EmployeeName: Praveen	30	4	0	0	0	0	26		07 Tue 14:23 15 Wed 16:23

18.2) Monthly Late Arrival/Early Departure Report

Monthly Late Arrival/Early Departure Report
Jun 01 2016 To Jun 30 2016

Company: eSSL   Printed On : Jul 21 2017 13:04

Department: Account

Emp. Code	Emp Name	Late Days	Late Beyond 15 mins	Early Departure > 15 mins
1507	Adam	0	0	0
1514	Lee	8	2	4
1527	Swapnil P	7	4	3
1529	Nanda Kulkarni	9	4	3
1533	Manoj Joshi	24	3	3
1580	Sachi	26	25	7

18.3) Monthly OT Hours Report

Monthly Status Report (Hour Wise Summary)
Jun 01 2016 To Jun 30 2016

Company: eSSL   Printed On : Jul 21 2017 13:05

Department: Account

| Employee	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th	Total WH	Total OT	Total
Adam:1507		1:26	1:22			1:03	1:14	1:16	1:16	1:13			1:12	1:15	1:11	1:12	1:34			2:44	8:13	7:40	7:44	8:16	1:59		00:06	1:26		1:19	213:59	54:41	268:40
Lee:1514	1:29	1:23	1:24			1:31	1:21	1:24	1:19	1:40			1:16	1:38	1:49	1:31	1:30			1:26	1:29	1:34	1:29	1:31			1:11	1:21	1:23	1:30	204:06	32:09	236:15
Swapnil P:1527	1:53	1:22	1:20			1:17	1:20	1:19	1:18	1:22			1:15	1:28	1:11	1:28	00:02			1:21	1:31	1:17	1:12	1:15			1:20	1:07		00:03	204:20	25:41	230:01
Nanda Kulkarni:1529	1:46		1:02			2:03							1:48	1:14						1:28	1:24	1:26	1:43	1:32			1:07	00:56	1:17	1:34	145:33	20:20	165:53
Manoj Joshi:1533	00:29	1:22	1:15	00:13			1:21	1:22	1:17	1:19			1:19	1:18	1:18	1:19	1:19			1:20	1:18	1:19	1:15	1:20			1:31	1:29	1:36	1:27	203:54	27:46	231:40
Sachi:1580		00:10	00:11			00:26	1:17	1:15	1:09	00:39	1:15		1:04				1:09			1:12	1:40						1:11		1:10	1:25	186:12	15:13	201:25

18.4)Monthly Designation Report

Monthly Attendance Sheet Summary

Jun 01 2016 To Jun 30 2016

Company Name:eSSL

SL. No.	Designation	Total Employees	1 W	2 Th	3 F	4 St	5 S	6 M	7 T	8 W	9 Th	10 F	11 St	12 S	13 M	14 T	15 W	16 Th	17 F	18 St	19 S	20 M	21 T	22 W	23 Th	24 F	25 St	26 S	27 M	28 T	29 W	30 Th		Jun.2016
1	Snr.Business Analyst	2	0	1	1	0	0	1	1	0	0	1	0	0	1	0	1	1	1	0	0	1	1	1	1	1	0	0	1	0	0	0		15
2	Manager	2	2	2	2	1	0	2	2	1	2	2	0	0	2	2	2	2	2	1	0	2	2	2	2	2	1	0	2	2	2	2		46
3	Executive	22	17	17	19	18	0	17	16	16	15	15	15	0	15	16	15	15	17	17	0	16	17	17	15	17	17	0	16	16	16	16		423
4	Developer	3	2	1	1	2	0	2	2	2	2	2	2	0	2	2	2	1	1	2	0	1	2	2	2	2	2	0	2	1	2	2		46
5	Lead	5	4	4	3	2	0	3	3	3	4	3	3	0	3	3	4	4	3	3	0	4	4	3	3	2	2	0	2	2	2	3		79
6	RSM	1	1	1	1	0	0	1	1	1	1	1	0	0	1	1	1	1	0	0	0	0	1	1	1	1	0	0	1	1	0	1		19
7	Eletrican	2	1	1	2	2	0	2	1	2	2	2	2	0	2	1	2	1	1	1	0	1	2	2	2	2	2	0	1	1	1	1		40
8	Snr Servcie Eng	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
9	Snr Developer	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0
	Total:	39	27	27	29	25	0	28	26	25	26	26	22	0	26	25	27	25	25	24	0	25	29	28	26	27	24	0	25	23	23	25	0	668

19.0) Work Code Reports:
19.1) Daily Report

WorkCode Wise Daily Report

Jun 01 2017 To Jul 21 2017

Company: Default   Printed On : Jul 21 2017 14:41

Department   Default

Date :   22-Jun-2017   WorkCode : 0   WorkCode Name : 1

SNo	EmployeeCode	Employee Name	FirstPunch	LastPunch	Duration
1	1531	Gokul	22-Jun-2017 13:24:30	22-Jun-2017 13:24:44	00:00
2	1531	Gokul	22-Jun-2017 13:24:30	22-Jun-2017 13:24:44	00:00

Date :   22-Jun-2017   WorkCode : 1   WorkCode Name : tiffen

SNo	EmployeeCode	Employee Name	FirstPunch	LastPunch	Duration
1	1531	Gokul	22-Jun-2017 13:25:17		

Date :   22-Jun-2017   WorkCode : 2   WorkCode Name : lunch

SNo	EmployeeCode	Employee Name	FirstPunch	LastPunch	Duration
1	1531	Gokul	22-Jun-2017 13:25:29	22-Jun-2017 13:26:58	00:01

Date :   29-Jun-2017   WorkCode : 0   WorkCode Name : 1

SNo	EmployeeCode	Employee Name	FirstPunch	LastPunch	Duration
1	1255	Soumya	29-Jun-2017 12:31:03		
2	1255	Soumya	29-Jun-2017 12:31:03		

19.2) Daily Work code Summary Report

WorkCode Wise Summary Report

Jul 01 2017 To Jul 21 2017

Company: eSSL   Printed On : Jul 21 2017 14:42

WorkCode : 0   WorkCode Name : 1

SNo	EmployeeCode	Employee Name	Department	Total Duration
1	1123	Amitkumar	Software	26:51

WorkCode : 1   WorkCode Name : tiffen

SNo	EmployeeCode	Employee Name	Department	Total Duration
1	1123	Amitkumar	Software	00:00

WorkCode : 2   WorkCode Name : lunch

SNo	EmployeeCode	Employee Name	Department	Total Duration
1	1123	Amitkumar	Software	00:00

WorkCode : 3   WorkCode Name : dinner

SNo	EmployeeCode	Employee Name	Department	Total Duration
1	1123	Amitkumar	Software	00:00

20.0) Canteen Reports

20.1) Daily Report

Daily Canteen Report
Jul 01 2017 To Jul 06 2017

Company: Default   Printed On : Jul 06 2017 11:25

Date :   03-Jul-2017

Company Total (Date Wise)	Tea/Coffe	Dinner	Emp Cont	Empr Cont
	4	1	8	14

Department :   Default

Employee		Tea/Coffe	Dinner	Emp Cont	Empr Cont
100	Vijay	2		1.5	4
1450	Kumar	2	1	6.5	10
Total		4	1	8	14

Date :   04-Jul-2017

Company Total (Date Wise)	Tea/Coffe	Lunch	Dinner	Emp Cont	Empr Cont
	1	1	2	15	19.75

Department :   Default

Employee		Tea/Coffe	Lunch	Dinner	Emp Cont	Empr Cont
100	Vijay	1		1	5.75	8
1450	Kumar		1	1	9.25	11.75
Total		1	1	2	15	19.75

20.2) Daily summary Report

Daily Summary Canteen Report
Jul 01 2017 To Jul 06 2017

Company: Default   Printed On : Jul 06 2017 11:25

Company Total (Date Wise)	Tea/Coffe	Lunch	Dinner	Emp Cont	Empr Cont
	7	1	3	24.5	37.75

Department :   Default

Employee		Tea/Coffe	Lunch	Dinner	Emp Cont	Empr Cont
100	Vijay	5		1	8.75	16
1450	Kumar	2	1	2	15.75	21.75
Total		7	1	3	24.5	37.75

20.4) Canteen Work code wise Report

Work Code Report(Daily)

Jul 04 2017 To Jul 05 2017

Printed On : Jul 06 2017 11:29

2017-07-04

Employee Code:Name	Tea	Lunch	Dinner												
1123:Amitkumar	1	1	2												
1450:Kumar	0	0	0												
1531:Pradeep	1	1	2												
Total:	2	2	4												

2017-07-05

Employee Code:Name	Tea	Lunch	Dinner												
1123:Amitkumar	1	0	0												
1450:Kumar	0	0	0												
1531:Pradeep	0	0	1												
Total:	1	0	1												

20.5) Canteen Work code Consolidated Report

Work Code Report(Consolidated)

Jul 01 2017 To Jul 06 2017

Printed On : Jul 06 2017 11:30

Employee Code:Name	Tea	Lunch	Dinner												
1123:Amitkumar	2	1	4												
1450:Kumar	0	0	0												
1531:Pradeep	1	1	3												
Total:	3	2	7												