

eSSL- eTime Track-Lite Web

--- eSSL Time Attendance & Payroll Management Management Help Manual

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

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What is Time Attendance and Payroll?

eSSL – eTimeTracklite-Server is automated **Time & Attendance** Systems that provides an alternative to the mechanical time clock systems or paper-based timesheets

eSSL – eTimeTracklite-Server 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?

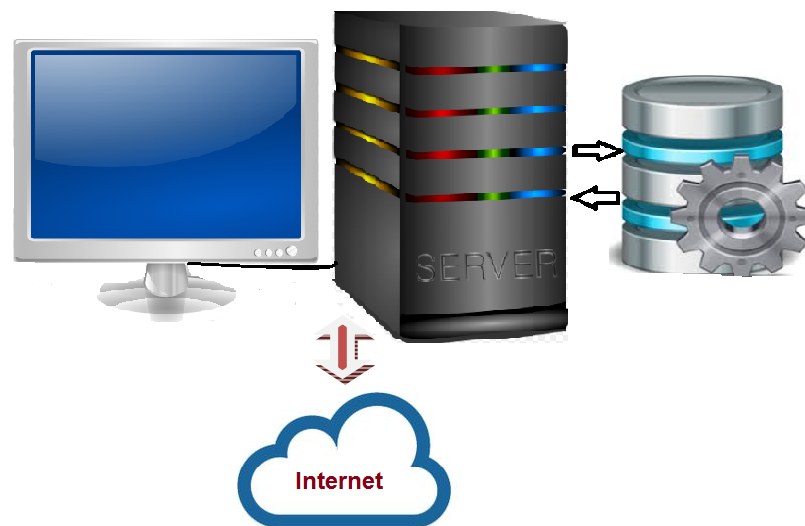
- Saving time for the accountant or book-keeper that was previously spent processing the old manual time and attendance system data
- To allow the attendance data to be collected at many computers around the company but processed and reported on central without the need for extra work
- So that local 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

- Device Push data at Centralized server
- 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
- Web Scheduler that calculate the Attendance

- Parallel Database , Helps in Integration with third party Payroll System
- Import/Export of the employee details 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
- Employee Self Service ,Employee can apply for Leave, Out Door entries, View shift assigned, holiday's View leave summary, leave balance, Punch records, Attendance records & Generate pay slip
- Department head can approve or reject leave records & Out Door records, Can schedule shift to subordinate employees & view the punch records & export subordinate Attendance records

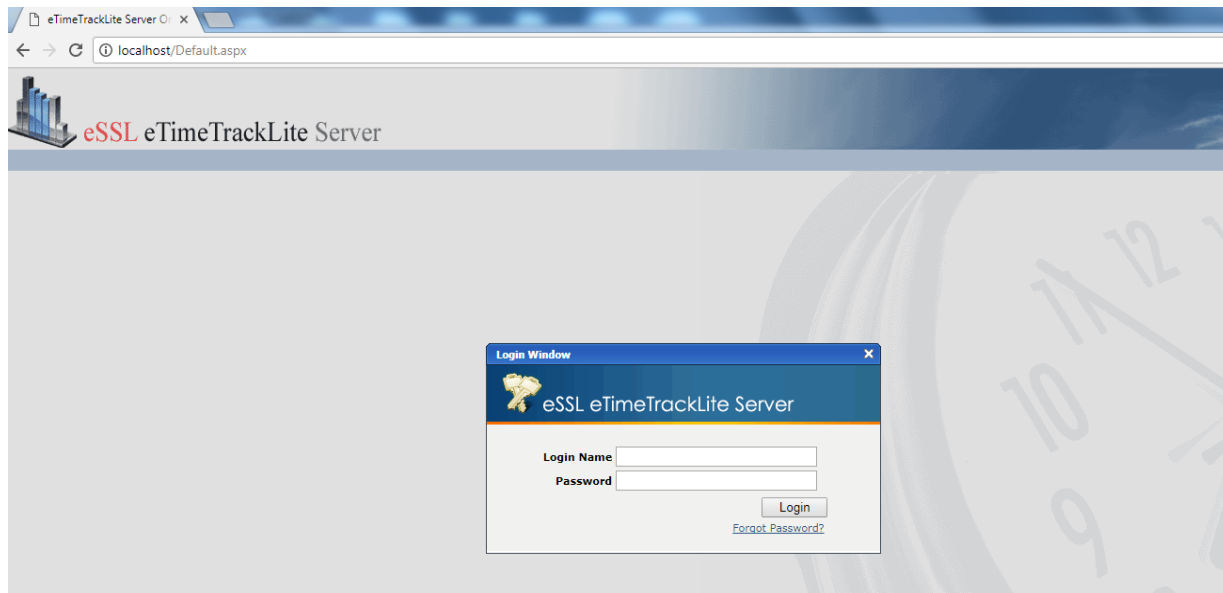
Centralized Server with Remote Device Communications



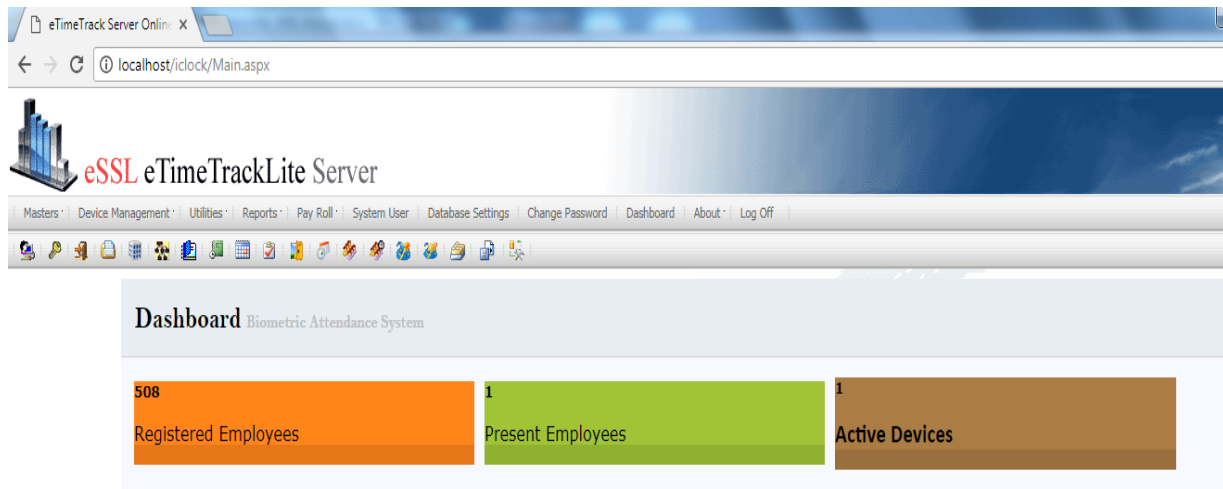
Go to browse & type Url of the application

User Name: essl

Password: essl

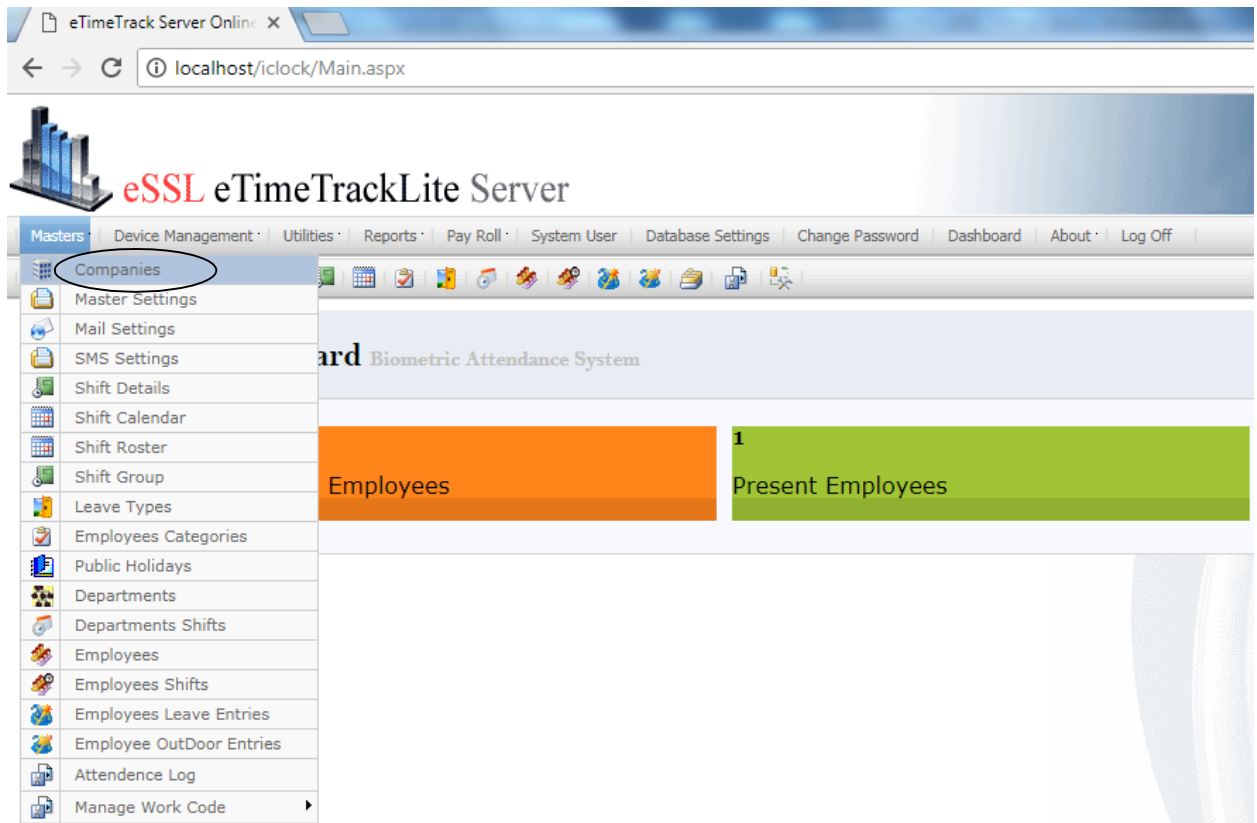


Welcome Page



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

The screenshot shows the 'Company List' table with the following data:

Company Name	Short Name	Edit	Delete
Default	Default	Edit	Delete
eSSL Pvt Ltd	eSSL	Edit	Delete

The modal form 'Company Information' contains the following fields:

- Company Name: eSSL Pvt Ltd
- Short Name: eSSL
- Visible To All: ☒
- eMail: essl@esslindia.com
- Website: www.esslindia.com
- Address Details: J P Nagar Bangalore

The 'Save' button is circled, and an arrow points to it from a label 'Click'.

The screenshot shows the 'Company List' table with the following data:

Company Name	Short Name	Edit	Delete
Default	Default	Edit	Delete
eSSL Pvt Ltd	eSSL	Edit	Delete

The modal form 'Company Information' contains the following fields:

- Company Name: eSSL Pvt Ltd
- Short Name: eSSL
- Visible To All: ☒
- eMail: essl@esslindia.com
- Website: www.esslindia.com
- Address Details: J P Nagar Bangalore

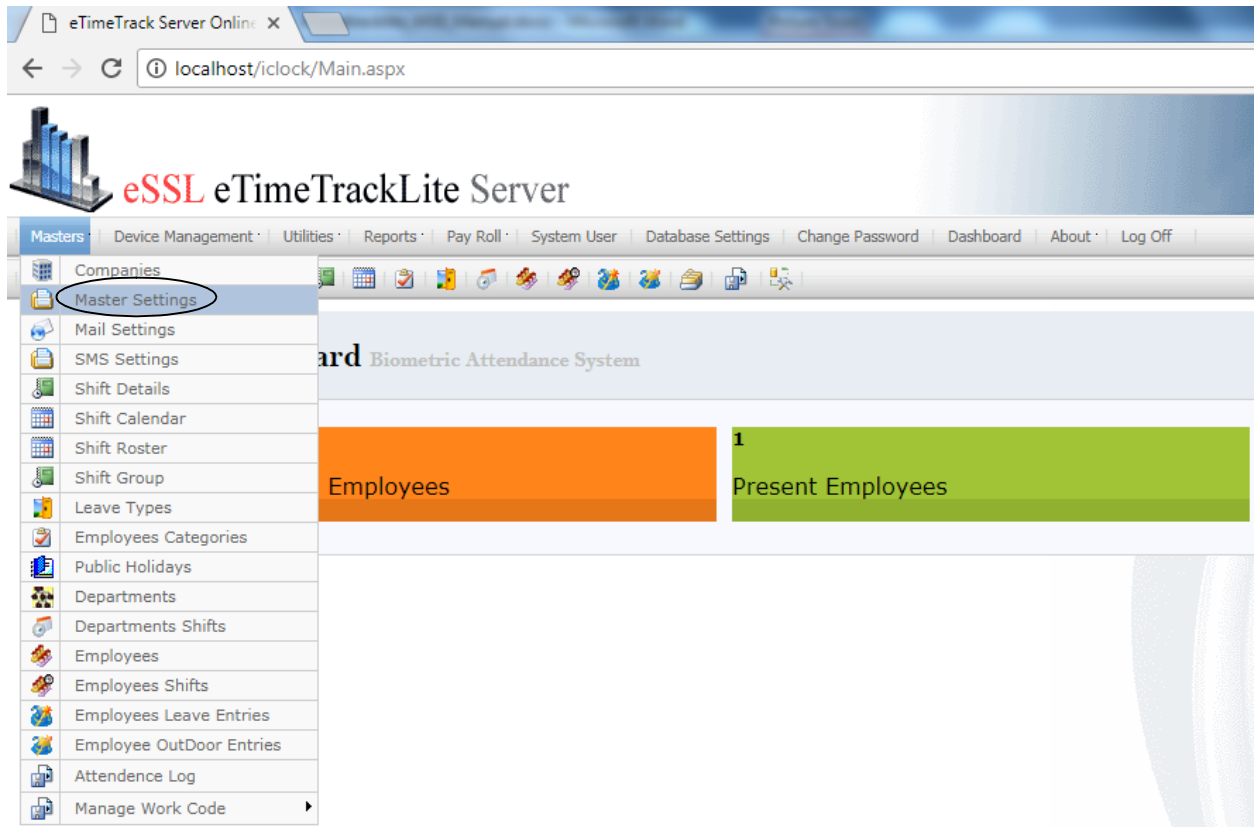
The 'Save' button is circled, and an arrow points to it from a label 'Click'.

Master Details:

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

Master Details consist of:

- Whether “Employee Code” & “Employee Code 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 & 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 and Shift Begin Time
- If Fixed shift is selected then Roaster, Shift Calendar, Employee, Department Shift will be disabled
- Web process will insert device data to application database by indirect method
- Web Application will insert device data directly to application database



Continue ...

The screenshot shows the eTimeTrackLite Server web application interface. The browser address bar displays 'localhost/iclock/Main.aspx'. The application header includes the eSSL logo and the title 'eTimeTrackLite Server'. A navigation menu at the top contains links: Masters, Device Management, Utilities, Reports, Pay Roll, System User, Database Settings, Change Password, Dashboard, About, and Log Off. Below the menu is a toolbar with various icons. The 'Master Settings' dialog box is open, displaying the following configuration options:

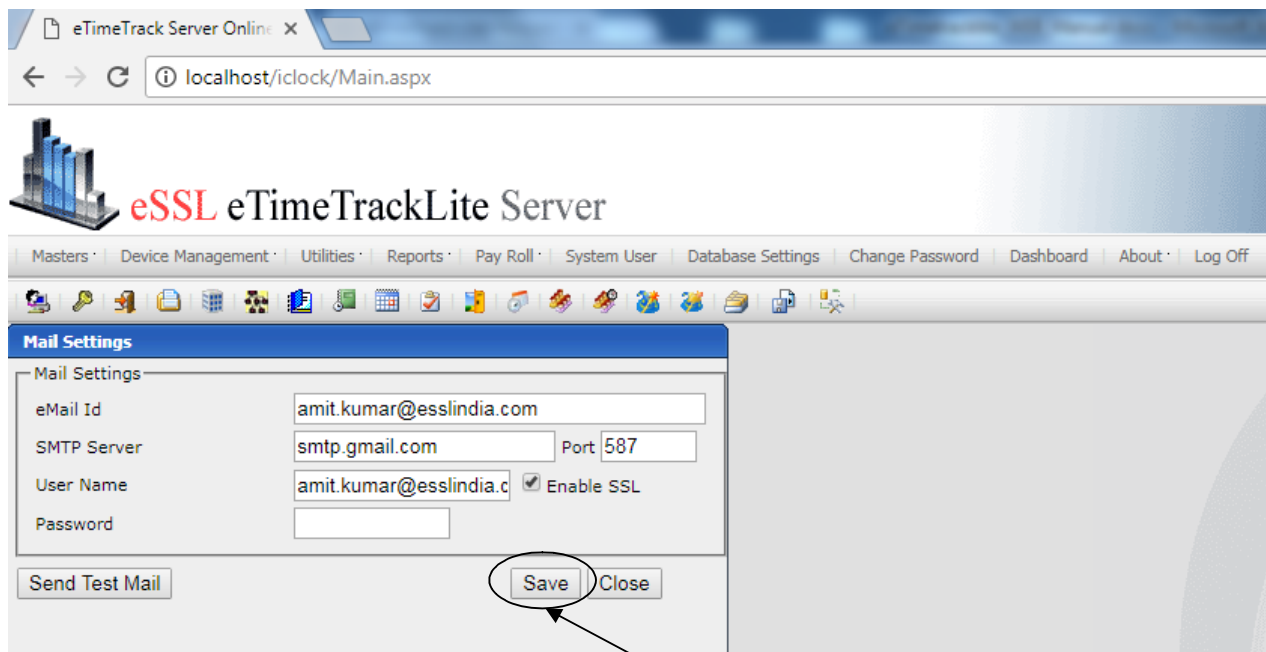
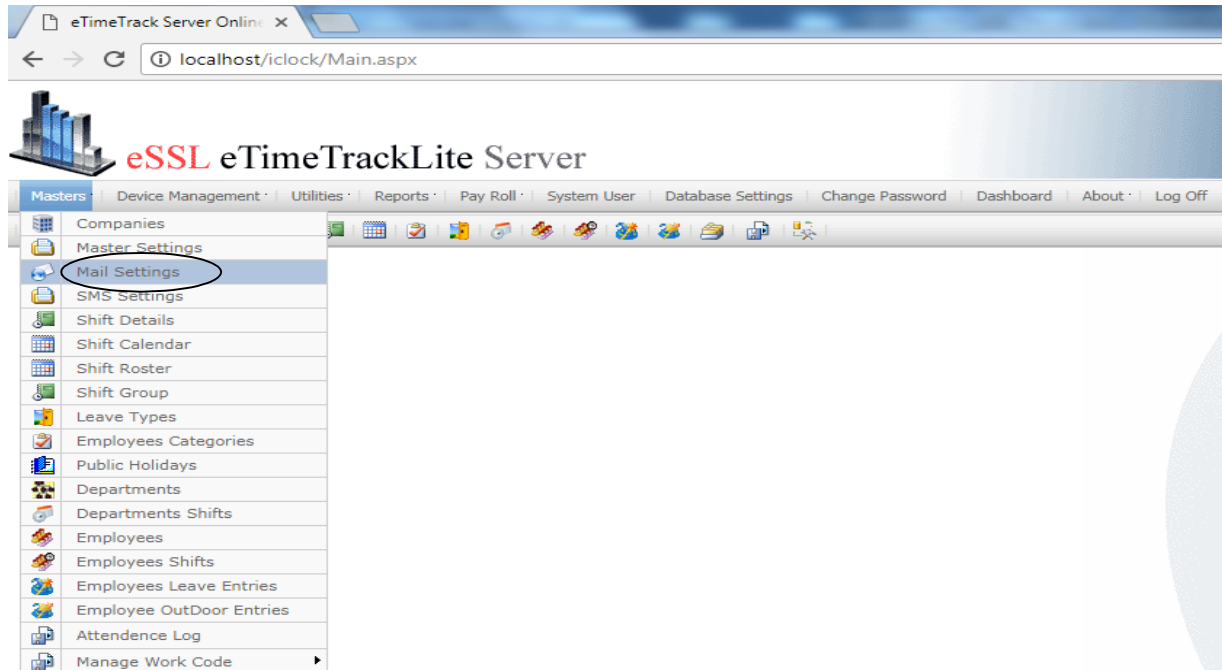
- ☒ Employee Code in Device is Same
- ☒ Fixed Shift
 - Begin Time: 09 : 00 HH:MM 24 hr fmt
 - End Time: 17 : 00 HH:MM 24 hr fmt
- Attendance Year Starts On: 1 Jan
- Minimum Difference Between Two Punches: 2 in Mins
- Punch Begin Duration: 120 in Mins
- When no shift assigned Consider: Auto Shift
- Get Employee Logs Using: ☒ Web Process ☐ Web Application

At the bottom of the dialog box are 'Save' and 'Close' buttons. An arrow points from a 'Click' label to the 'Save' button.

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



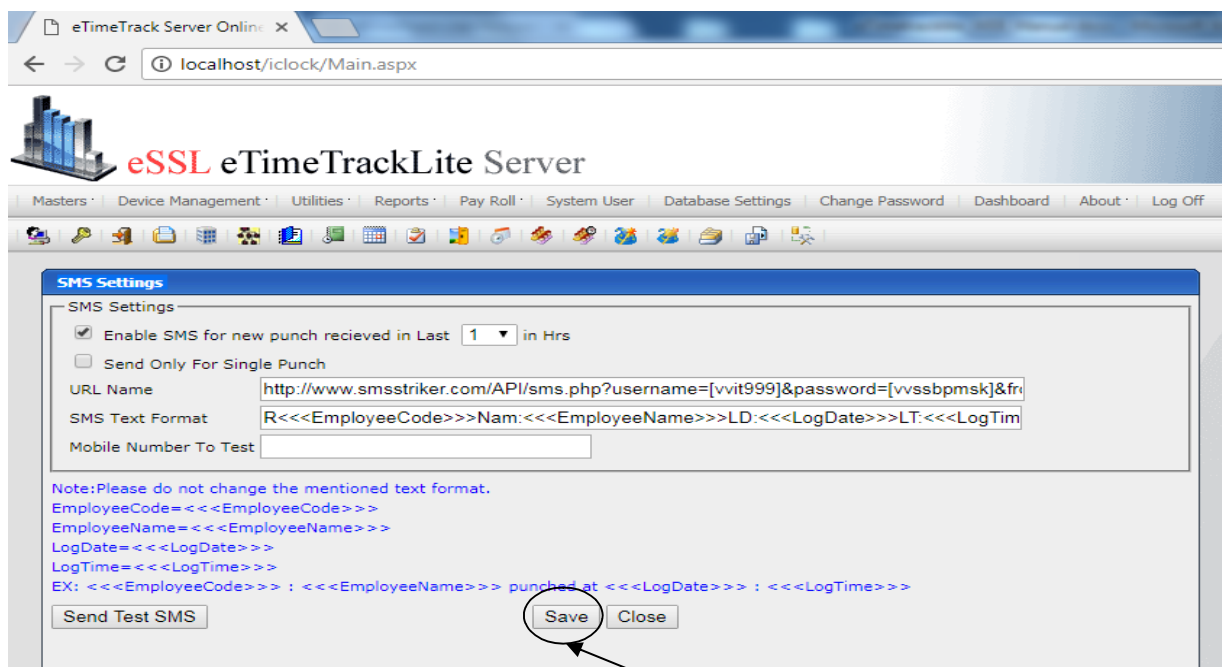
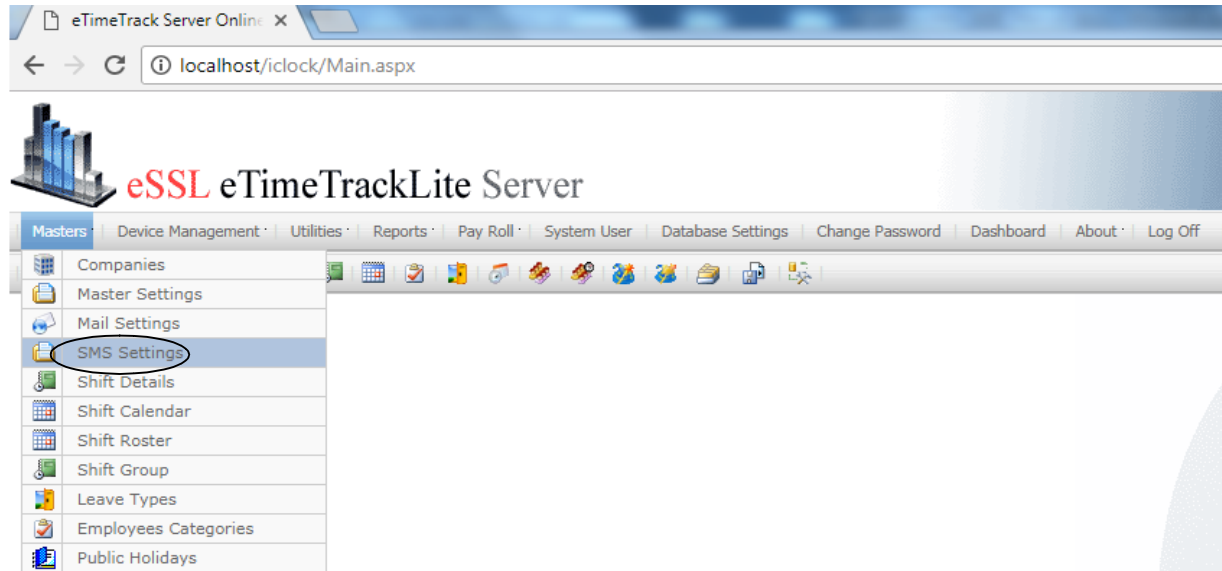
SMS Settings:

This feature will enable to send sms to registered employee number

SMS details consist of URL Name, SMS Text Format

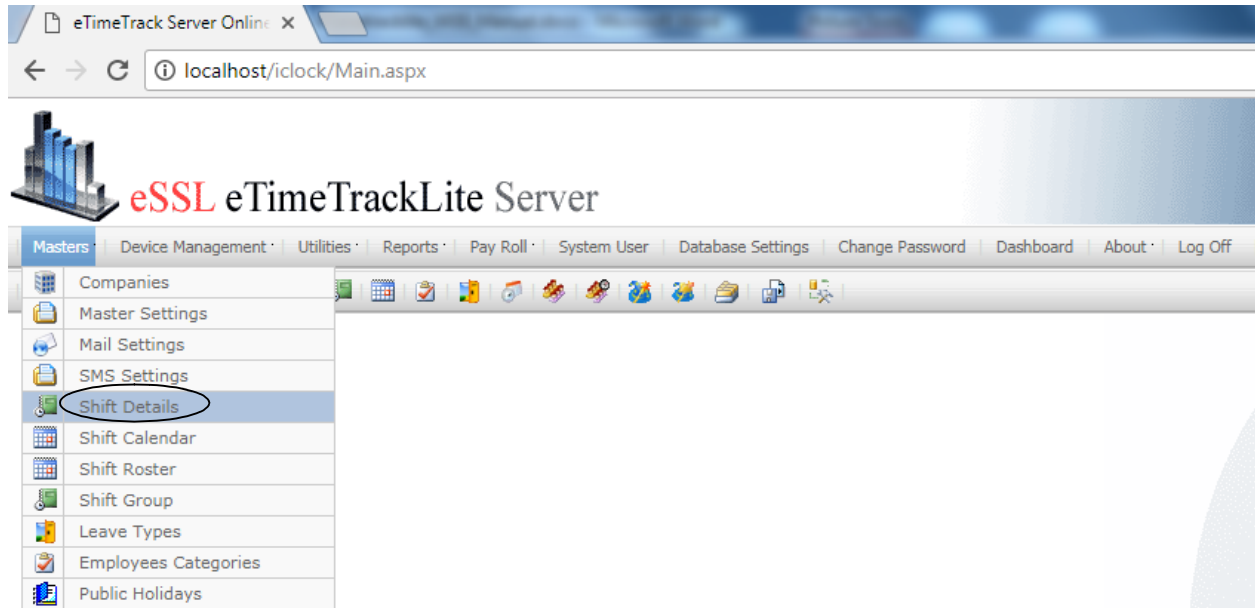
If you check mark on enable SMS for new punches received ,It will send punch details of the employees ,once this data received in application of the database based on the time interval set every 1hr, 2 hr, 3hr, 4 hr.. etc

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 & Stat & End timings

Continue ...

Shift Details

Shift Name
Short Name

Begin Time : HH:MM 24 hr fmt
End Time : HH:MM 24 hr fmt

☐ BREAK 1

Begin Time : HH:MM 24 hr fmt
End Time : HH:MM 24 hr fmt

☐ BREAK 2

Begin Time : HH:MM 24 hr fmt
End Time : HH:MM 24 hr fmt

☒ Punch Begin Before mins (Default value comes from Master Settings)

☒ Punch End After mins (Default is Next Day Shift Begin - Punch Begin Duration)

☒ Grace Time mins (Default value comes from Employee Category Settings)

☒ Partial Day On Begins At : End At : HH:MM 24 hr fmt

Click

Shift Details

Shift Name
Short Name

Begin Time : HH:MM 24 hr fmt
End Time : HH:MM 24 hr fmt

☐ BREAK 1

Begin Time : HH:MM 24 hr fmt
End Time : HH:MM 24 hr fmt

☐ BREAK 2

Begin Time : HH:MM 24 hr fmt
End Time : HH:MM 24 hr fmt

☒ Punch Begin Before mins (Default value comes from Master Settings)

☒ Punch End After mins (Default is Next Day Shift Begin - Punch Begin Duration)

☒ Grace Time mins (Default value comes from Employee Category Settings)

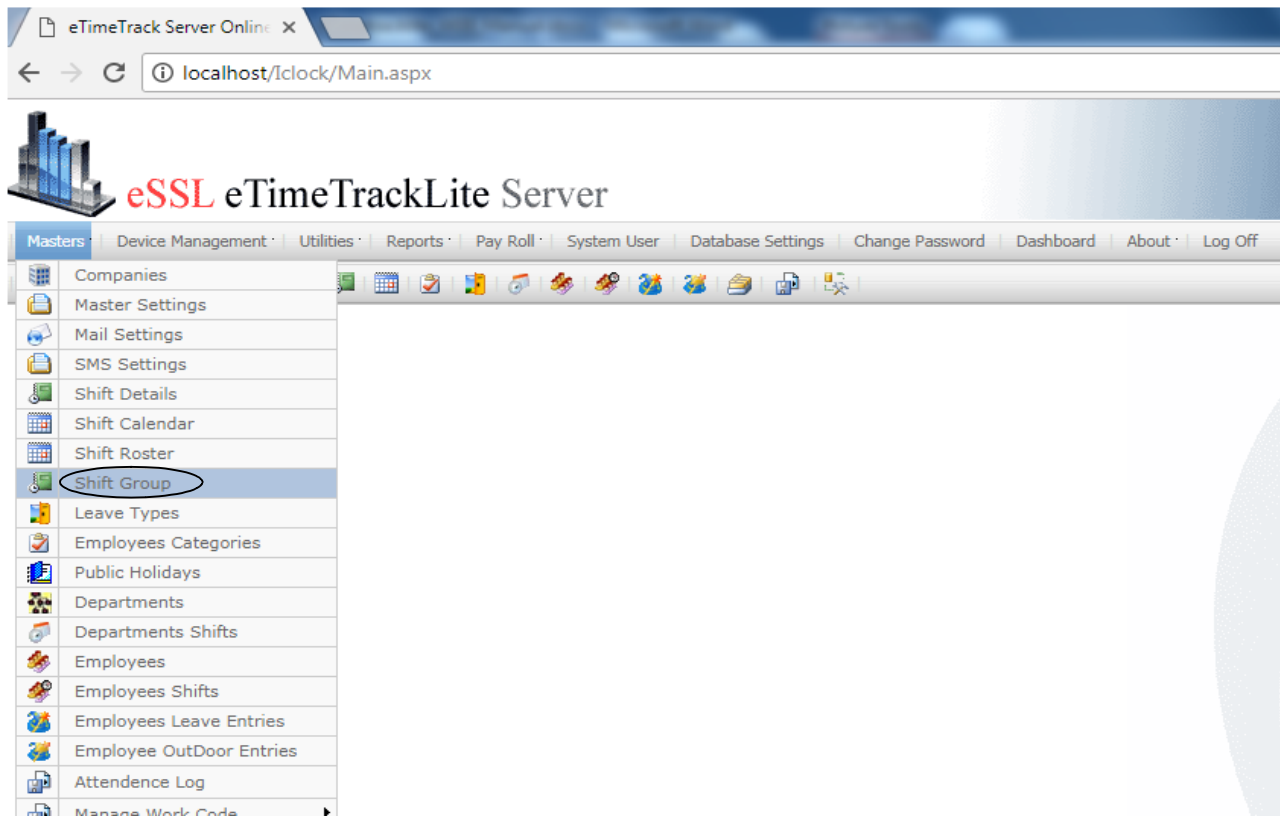
☒ Partial Day On Begins At : End At : HH:MM 24 hr fmt

Shift Added Successfully.

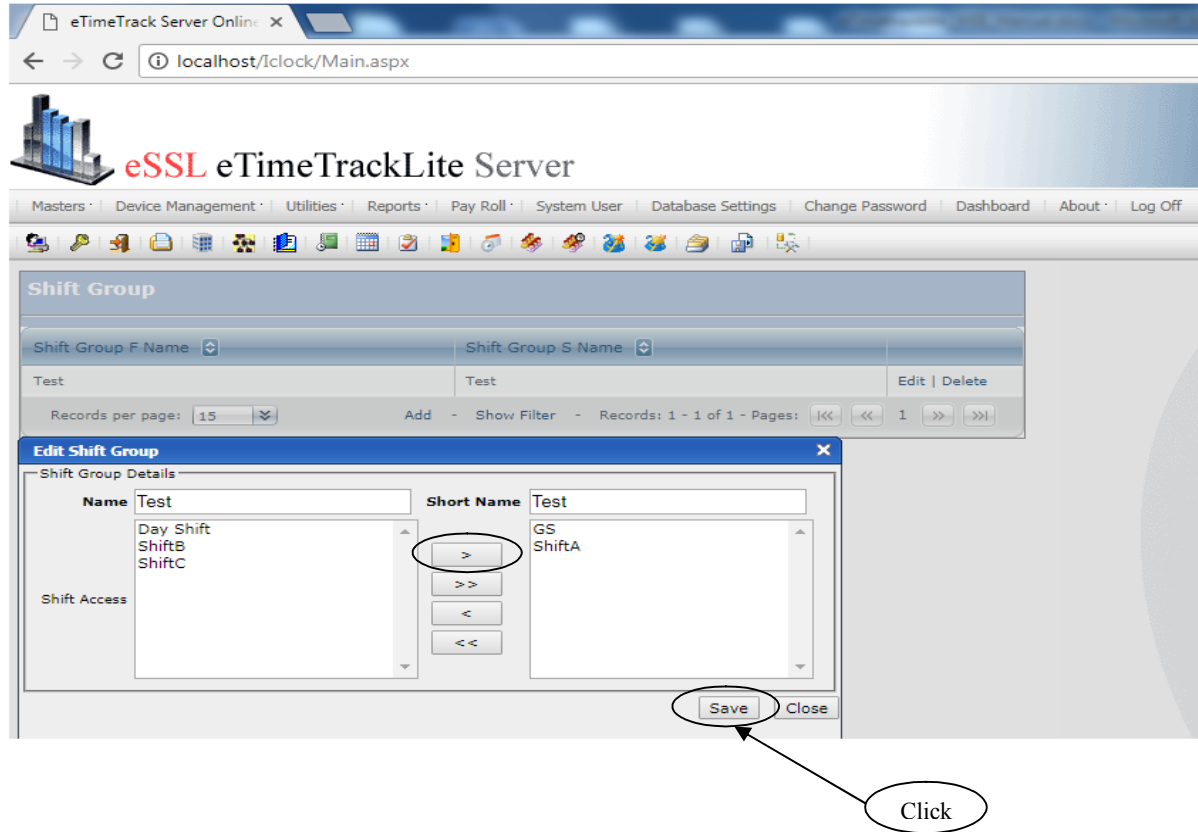
Click

Shift Groups:

This form will display the List of all Shifts Groups
You can Add, Edit & Delete the shift group
Under particular group shift can be added



Name : Enter Shift Group name
Short Name : Enter Shift Short Name

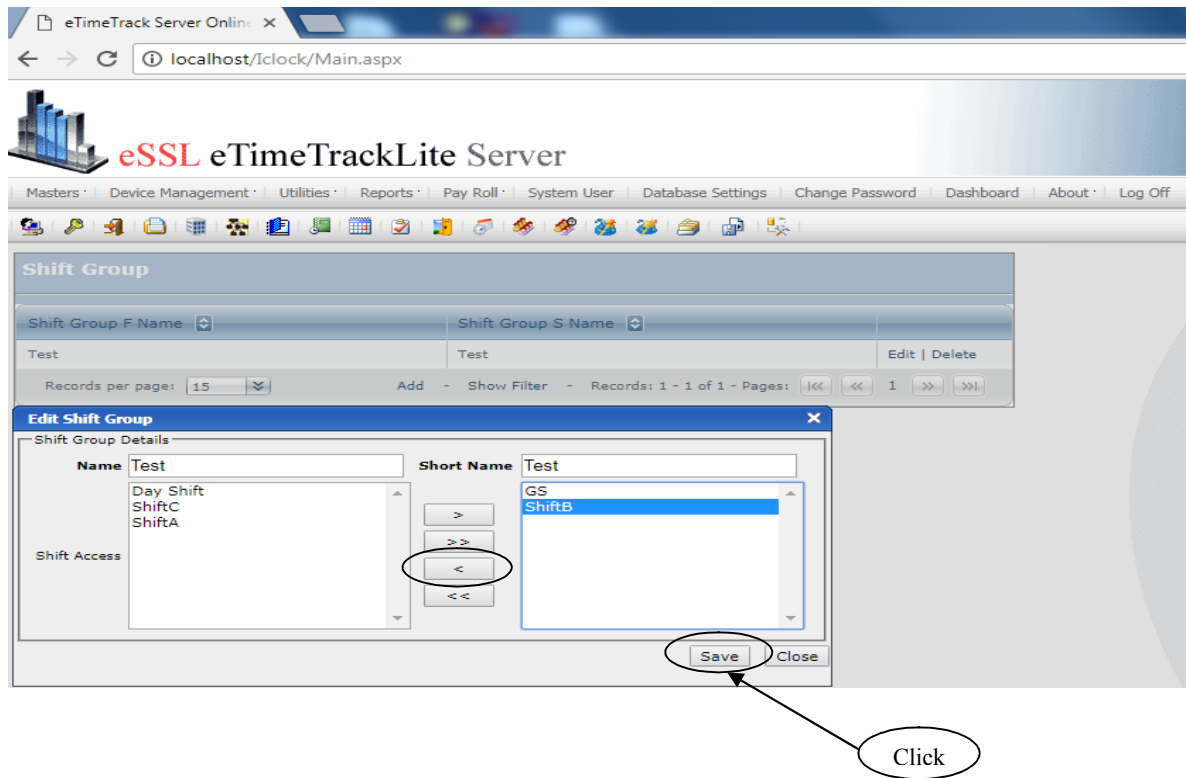


Note:

Left side will display all shifts, If user want to add “GS & Shift A” under Group Test, Select that shift & click on right arrow, it will move on the right hand side than click on save

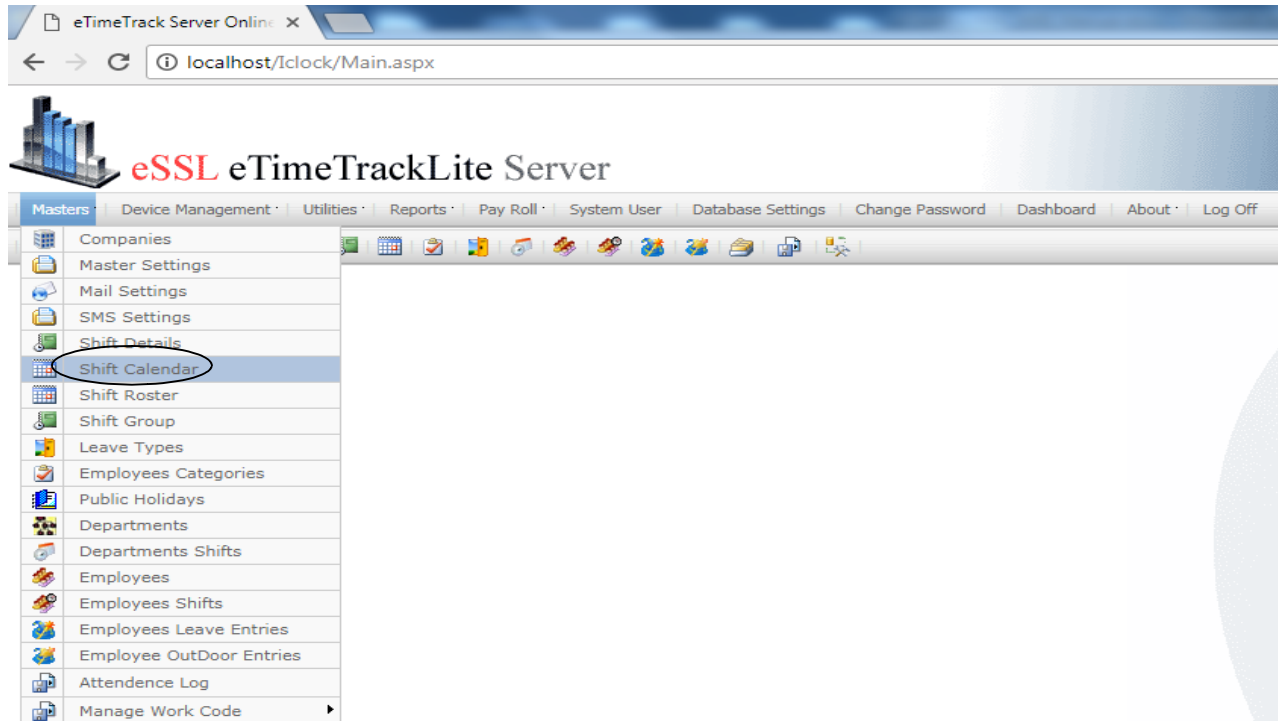
Note:

If you want to make shuffle shift than select the shift and click on (<) left arrow



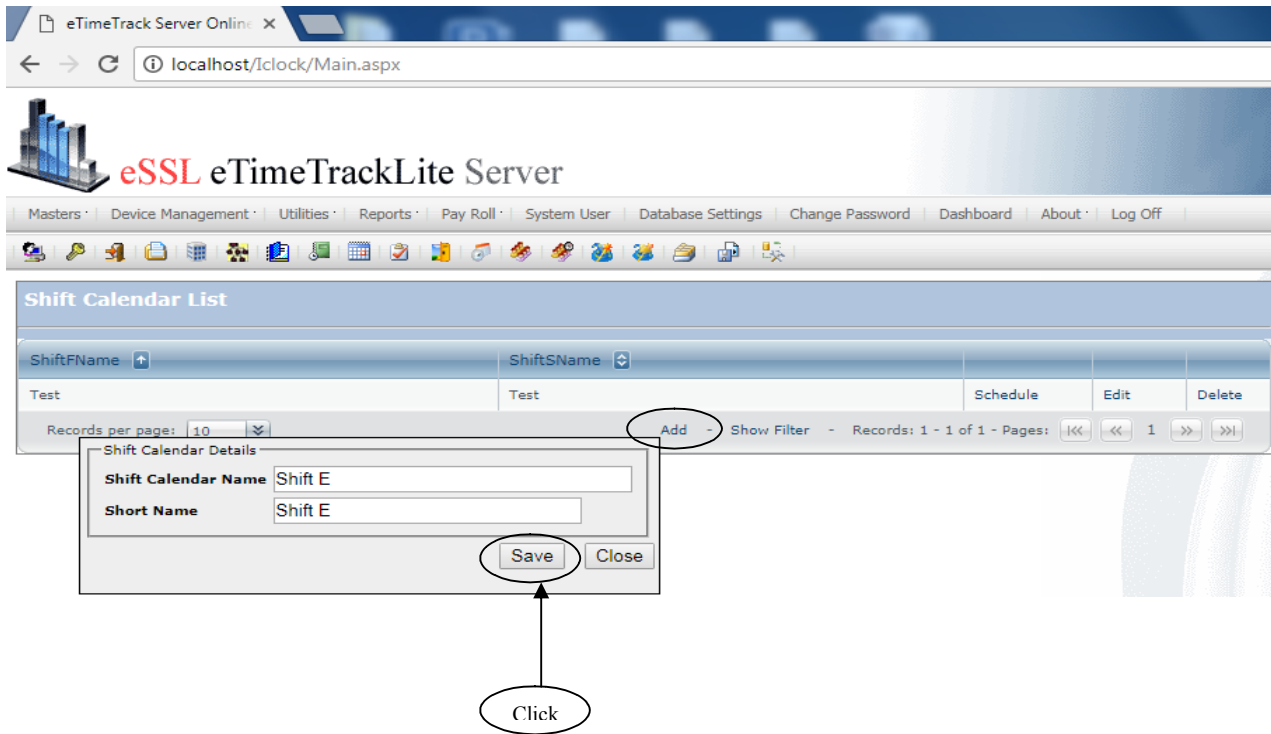
Shift Calendar:

This form will display the List of all Shifts
You can Add, Edit, & Delete, Schedule the Shift Calendar



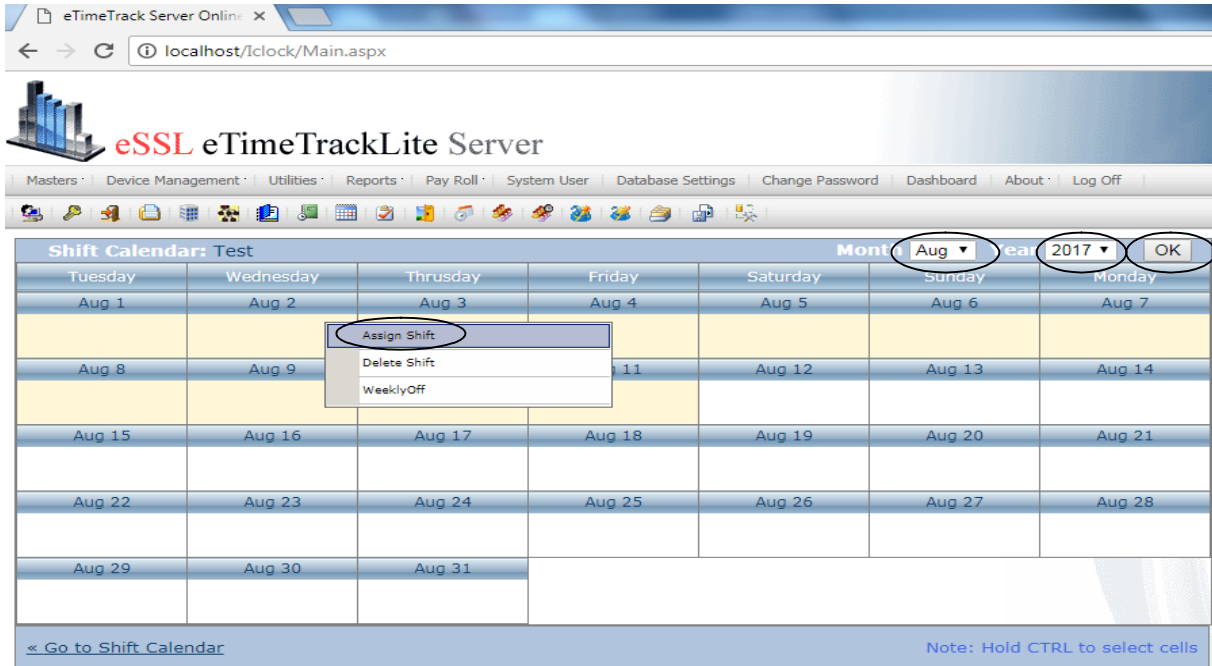
Shift Calendar Name : Enter Shift calendar name
Short Name : Enter Shift calendar Short Name

Continue ...



Scheduling of the shift:

Select the month, you can select single cell or for multiple cell selection press control key, click on Assign Shift



The screenshot shows the eTimeTrackLite Server web application. The browser address bar indicates the URL is localhost/Iclock/Main.aspx. The application header includes the eSSL logo and the title "eTimeTrackLite Server". Below the header is a navigation menu with links: Masters, Device Management, Utilities, Reports, Pay Roll, System User, Database Settings, Change Password, Dashboard, About, and Log Off. The main content area is titled "Shift Calendar: Test". It features a calendar grid for the month of August 2017. The calendar has columns for days of the week (Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday) and rows for dates (Aug 1 to Aug 31). A context menu is open over the cell for August 11, showing three options: "Assign Shift", "Delete Shift", and "WeeklyOff". The "Assign Shift" option is highlighted. The month and year are set to "Aug" and "2017" respectively, and the "OK" button is highlighted. At the bottom of the calendar, there is a link "Go to Shift Calendar" and a note "Note: Hold CTRL to select cells".

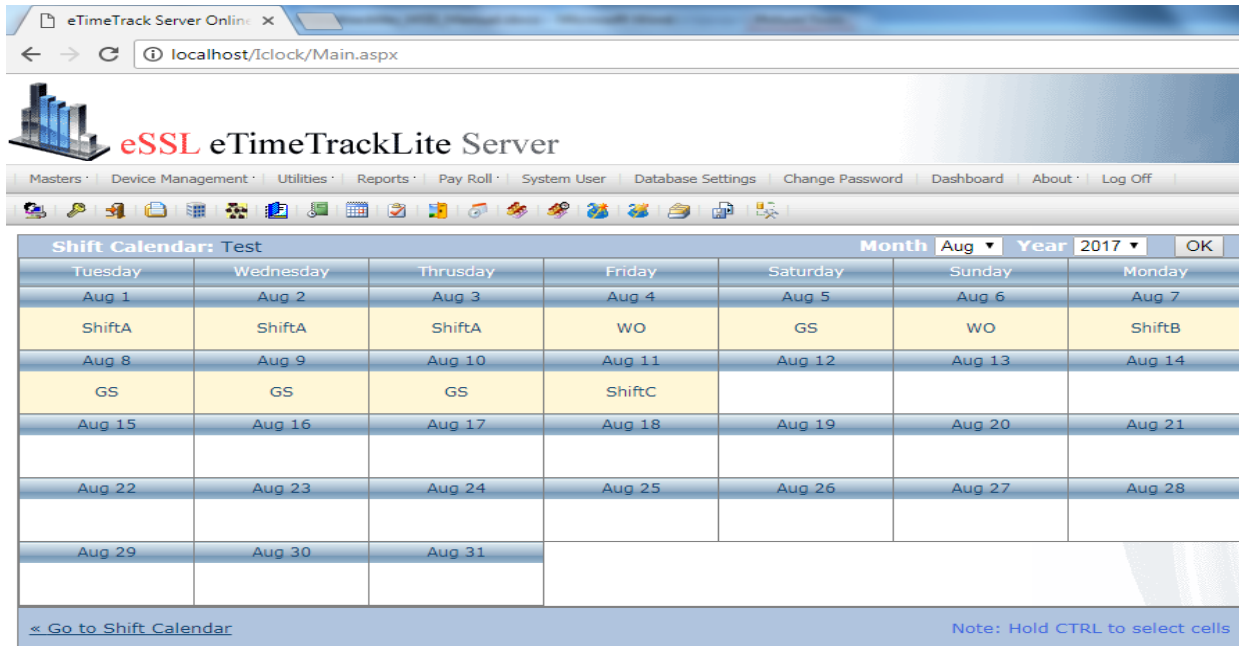
Select the shift name from drop down list, you would like to assign for selected cells

The screenshot shows the eTimeTrackLite Server web application interface. At the top, there is a navigation bar with links: Masters, Device Management, Utilities, Reports, Pay Roll, System User, Database Settings, Change Password, Dashboard, About, and Log Off. Below the navigation bar is a toolbar with various icons. The main content area displays a 'Shift Calendar: Test' for the month of August 2017. The calendar is a grid with columns for days of the week (Tuesday to Monday) and rows for dates (Aug 1 to Aug 31). A dialog box titled 'Assign Shift' is open over the calendar, showing a 'Shift Name' dropdown menu with options: Day Shift, GS, ShiftA, ShiftB, and ShiftC. The 'Day Shift' option is currently selected. The dialog box also has an 'Assign' button and a 'Close' button. At the bottom of the calendar, there is a link '< Go to Shift Calendar' and a note 'Note: Hold CTRL to select cells'.

Shift Calendar: Test							Month	Aug ▼	Year	2017 ▼	OK
Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday					
Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6	Aug 7					
Aug 8	Aug 9	Aug 10	Aug 11	Aug 12	Aug 13	Aug 14					
Aug 15	Aug 16	Aug 17	Aug 18	Aug 19	Aug 20	Aug 21					
Aug 22	Aug 23	Aug 24	Aug 25	Aug 26	Aug 27	Aug 28					
Aug 29	Aug 30	Aug 31									

< Go to Shift Calendar Note: Hold CTRL to select cells

Continue ...



The screenshot shows the eTimeTrackLiteServer web application. The browser address bar displays 'localhost/Iclock/Main.aspx'. The application header includes the eSSL logo and the title 'eTimeTrackLite Server'. A navigation menu contains links: Masters, Device Management, Utilities, Reports, Pay Roll, System User, Database Settings, Change Password, Dashboard, About, and Log Off. Below the menu is a toolbar with various icons. The main content area displays a 'Shift Calendar: Test' for the month of August 2017. The calendar is a table with columns for days of the week and rows for dates. Shifts are assigned to specific dates: ShiftA on Aug 1-3, WO on Aug 4, GS on Aug 5, ShiftB on Aug 6, GS on Aug 8-10, ShiftC on Aug 11, and ShiftA on Aug 12-14. The calendar also shows dates without shifts (Aug 15-17, Aug 19-21, Aug 22-24, Aug 26-28, Aug 29-31). At the bottom, there is a link 'Go to Shift Calendar' and a note: 'Note: Hold CTRL to select cells'.

Shift Calendar: Test				Month	Aug	Year	2017	OK
Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday		
Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6	Aug 7		
ShiftA	ShiftA	ShiftA	WO	GS	WO	ShiftB		
Aug 8	Aug 9	Aug 10	Aug 11	Aug 12	Aug 13	Aug 14		
GS	GS	GS	ShiftC					
Aug 15	Aug 16	Aug 17	Aug 18	Aug 19	Aug 20	Aug 21		
Aug 22	Aug 23	Aug 24	Aug 25	Aug 26	Aug 27	Aug 28		
Aug 29	Aug 30	Aug 31						

Go to Shift Calendar

Note: Hold CTRL to select cells

Deletion of assigned Shift

Select the month, you can select single cell or for multiple cell selection press control key, click on delete

Continue ...

eTimeTrack Server Online x

localhost/Iclock/Main.aspx

eSSL eTimeTrackLite Server

Masters · Device Management · Utilities · Reports · Pay Roll · System User · Database Settings · Change Password · Dashboard · About · Log Off

Shift Calendar: Test Month Aug Year 2017 OK

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6	Aug 7
ShiftA	ShiftA	ShiftA	WO	GS	WO	ShiftB
Aug 8	Aug 9	Aug 10	Aug 11	Aug 12	Aug 13	Aug 14
GS	GS					
Aug 15	Aug 16			Aug 19	Aug 20	Aug 21
Aug 22	Aug 23	Aug 24	Aug 25	Aug 26	Aug 27	Aug 28
Aug 29	Aug 30	Aug 31				

< Go to Shift Calendar Note: Hold CTRL to select cells

eTimeTrack Server Online x

localhost/Iclock/Main.aspx

eSSL eTimeTrackLite Server

Masters · Device Management · Utilities · Reports · Pay Roll · System User · Database Settings · Change Password · Dashboard · About · Log Off

Shift Calendar: Test Month Aug Year 2017 OK

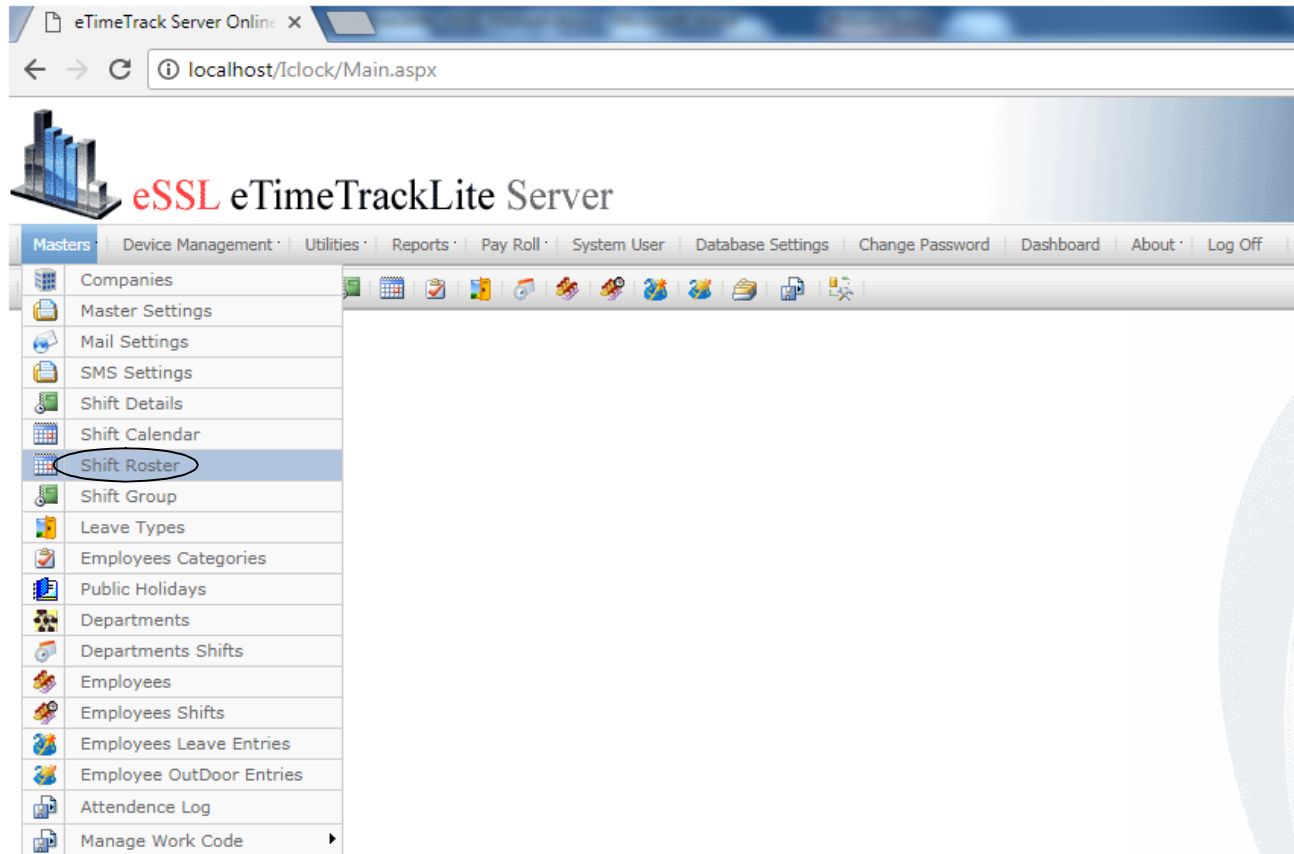
Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6	Aug 7
ShiftA	ShiftA	ShiftA	WO	GS	WO	ShiftB
Aug 8	Aug 9	Aug 10	Aug 11	Aug 12	Aug 13	Aug 14
			ShiftC			
Aug 15	Aug 16	Aug 17	Aug 18	Aug 19	Aug 20	Aug 21
Aug 22	Aug 23	Aug 24	Aug 25	Aug 26	Aug 27	Aug 28
Aug 29	Aug 30	Aug 31				

< Go to Shift Calendar Note: Hold CTRL to select cells

Shift Roaster:

This form will display the List of all Shifts Roaster

You can Add, Edit & Delete the shift roaster 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 the 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 ...

Shift Roster List				
ShiftRotationMasterId	Shift Roster Name	Shift Roster Type	Edit	Delete
7	Daily	Daily	Edit	Delete
Records per page: 15				

Shift Rotation Master

Shift Rotation Master

Rotation Master Name

Daily

Begin Day

01 Jul 2017

End Day

10 Jul 2017

Shift Rotation Pattern

☒ Daily
 ☐ Weekly
 ☐ Monthly Note: Hold CTRL to select cells

1st Day

GS

2nd Day

ShiftA

3rd Day

ShiftB

4th Day

GS

5th Day

ShiftC

6th Day

ShiftA

7th Day

WO

Monday

Day Shift

TuesDay

Day Shift

WednesDay

Day Shift

ThursDay

Day Shift

FriDay

Day Shift

Saturday

Day Shift

Sunday

Day Shift

☒ Weekly Off 1

Sunday

☒ Weekly Off 2

Saturday

Every

Save

Close

Click

Shift Roster List				
ShiftRotationMasterId	Shift Roster Name	Shift Roster Type	Edit	Delete
7	Daily	Daily	Edit	Delete
Records per page: 15				

Shift Rotation Master

Shift Rotation Master

Rotation Master Name

Daily

Begin Day

01 Jul 2017

End Day

10 Jul 2017

Shift Rotation Pattern

☒ Daily
 ☐ Weekly
 ☐ Monthly Note: Hold CTRL to select cells

1st Day

GS

2nd Day

ShiftA

3rd Day

ShiftB

4th Day

GS

5th Day

ShiftC

6th Day

ShiftA

7th Day

WO

Monday

Day Shift

TuesDay

Day Shift

WednesDay

Day Shift

ThursDay

Day Shift

FriDay

Day Shift

Saturday

Day Shift

Sunday

Day Shift

☒ Weekly Off 1

Sunday

☒ Weekly Off 2

Saturday

Every

Save

Close

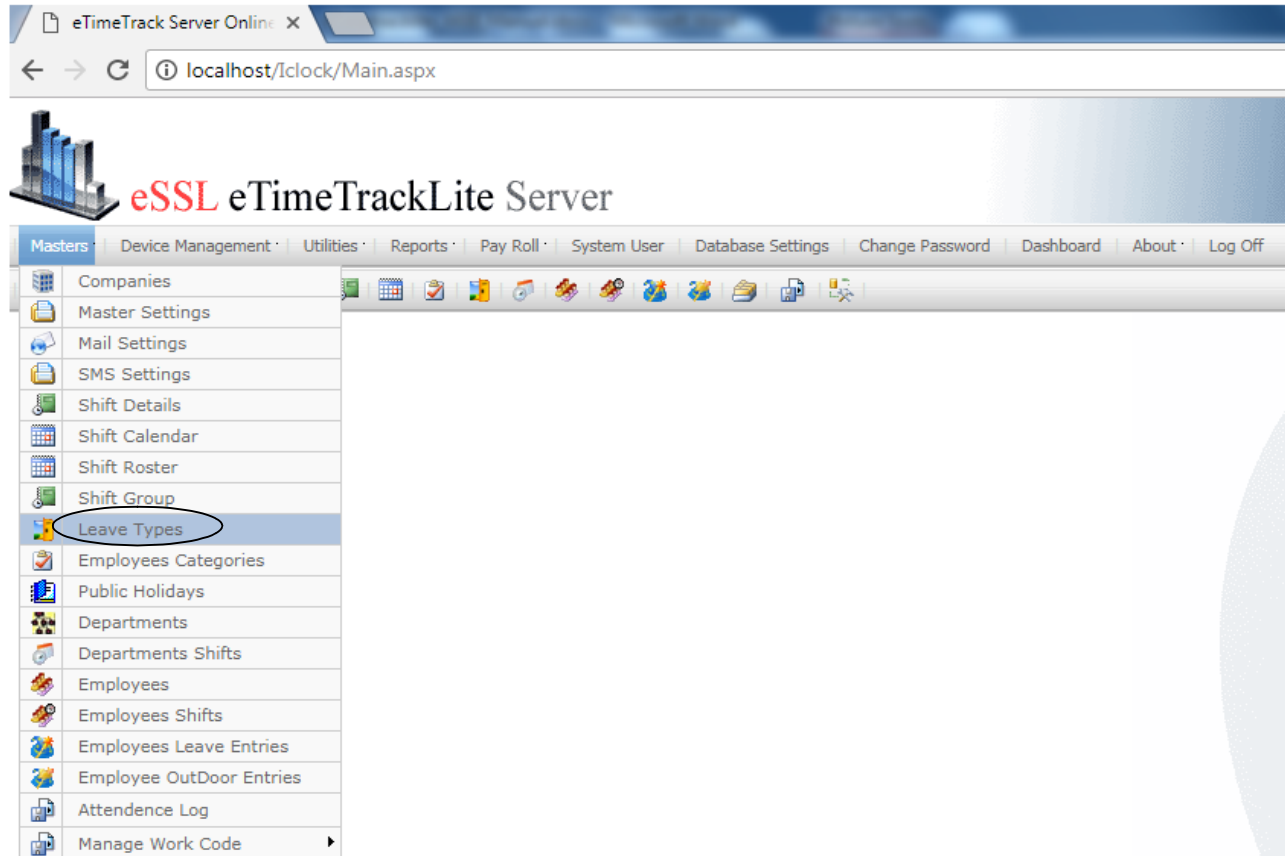
Shift Roster Saved Successfully.

CONFIDENTIAL

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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 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 ...

Leave Type List

Leave Type Name	Yearly Limit	Carry Forward Limit	Gender		
CL	5	0	All	Edit	Delete
EL	15	10	All	Edit	Delete
PL	10	2	All	Edit	Delete
SL	10	0	All	Edit	Delete

Records per page: 10
Add
Show Filter
Records: 1 - 4 of 4 - Pages: 1

Leave Type Details

LeaveTypeName: Special Leave
Short Name: Special Leave

Yearly Limit: 10
Carry Forward: 5

Applicable To: ☒ All ☐ Female ☐ Male

Consider As: Leave With Pay
☒ Allow Negative Leave Balance

Description: Special Leave

Save
Close

Click

Leave Type List

Leave Type Name	Yearly Limit	Carry Forward Limit	Gender		
CL	5	0	All	Edit	Delete
EL	15	10	All	Edit	Delete
PL	10	2	All	Edit	Delete
SL	10	0	All	Edit	Delete
Special Leave	10	5	All	Edit	Delete

Show Filter
Records: 1 - 5 of 5 - Pages: 1

Leave Type Details

LeaveTypeName: Special Leave
Short Name: Special Leave

Yearly Limit: 10
Carry Forward: 5

Applicable To: ☒ All ☐ Female ☐ Male

Consider As: Leave With Pay
☒ Allow Negative Leave Balance

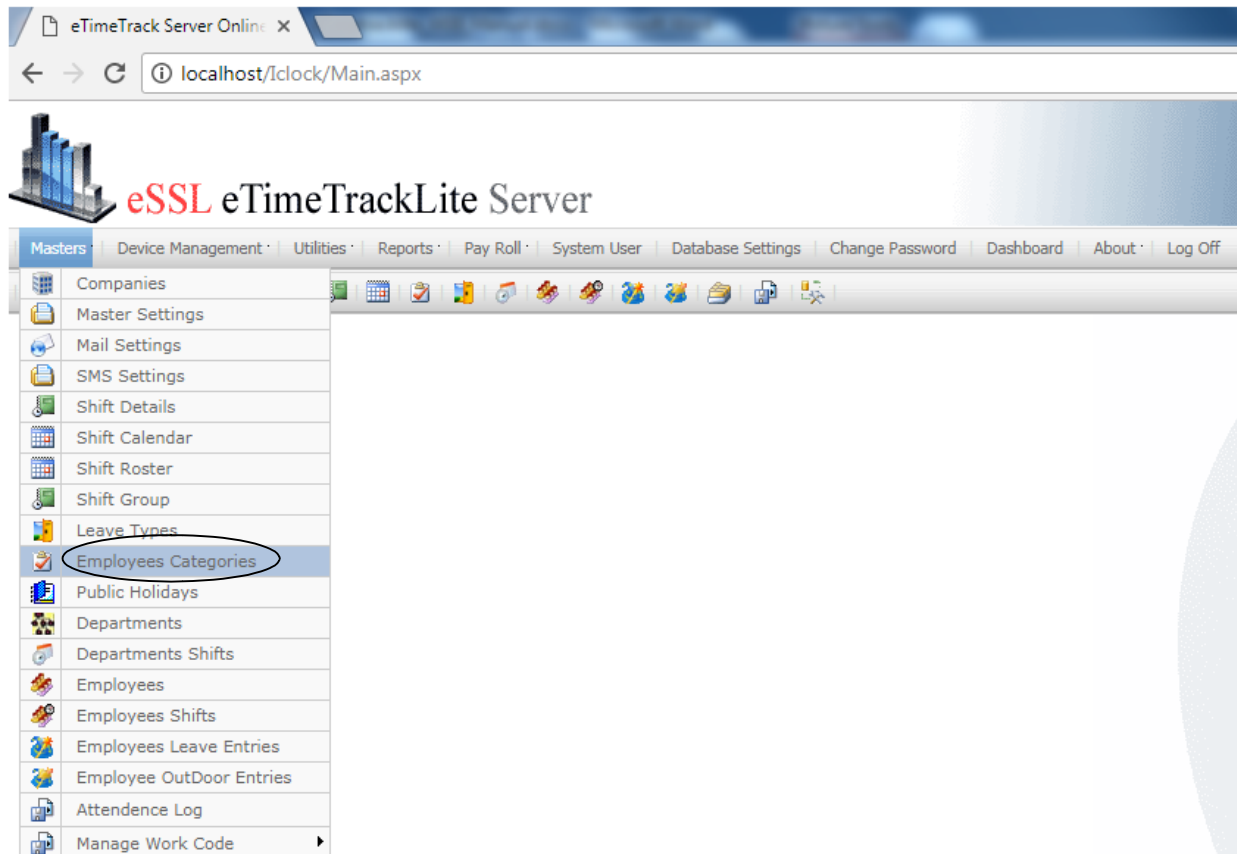
Description: Special Leave

LeaveType Added Successfully.

Save
Close

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

The screenshot shows the 'Category Details' form for a category named 'Business Analyst'. The form includes the following fields and options:

- Category Name:** Business Analyst
- Short Name:** BA
- OT Formula:** OT Not Applicable
- Min OT:** 0 Mins
- Max OT:** 0 Mins
- Neglect Last InPunch(For Missed OutPunch):** ☐
- Grace Time For Late Coming:** 30 Mins
- Grace Time For Early Going:** 30 Mins
- Weekly Off 1:** Sunday
- Weekly Off 2:** Saturday
- 1st, 2nd, 3rd, 4th, 5th:** ☒ 1st ☒ 2nd ☒ 3rd ☒ 4th ☒ 5th
- Consider Early Coming Punch:** ☒
- Consider Late Going Punch:** ☒
- Consider only First And Last Punch In Att Calculation:** ☒
- Deduct BreakHours From WorkDuration:** ☐
- Calculate HalfDay If Work Duration Is Less Than:** 240 Mins
- Calculate Absent If Work Duration Is Less Than:** 120 Mins
- On Partial Day Calculate HalfDay If Work Duration Is Less Than:** 90 Mins
- On Partial Day Calculate Absent If Work Duration Is Less Than:** 60 Mins
- Mark Weekly Off and Holiday as Absent for Prefix Day is Absent:** ☐
- Mark Weekly Off and Holiday as Absent for Suffix Day is Absent:** ☐
- Mark Weekly Off and Holiday as Absent if both Suffix Day and Prefix Day is Absent:** ☐
- Mark Half Day Absent When Late For:** 1 Days
- Mark Half Day If late by:** 0 Mins
- Mark Half Day If Early Going by:** 0 Mins

At the bottom right of the form, there are 'Save' and 'Close' buttons. A red circle highlights the 'Save' button, and an arrow points to it from a circle containing the word 'Click'.

Continue ...

Category Details

Category Name
Business Analyst
Short Name
BA

OT Formula
OT Not Applicable
Min OT
0
Mins
Max OT
0
Mins

☐ Neglect Last InPunch(For Missed OutPunch)
Grace Time For Late Coming
30
Mins

☒ Weekly Off 1
Sunday
☒ Weekly Off 2
Saturday

☒ Consider Early Coming Punch
☒ Consider Late Going Punch

☒ Consider only First And Last Punch In Att Calculation
☐ Deduct BreakHours From WorkDuration

☒ Calculate HalfDay If Work Duration Is Less Than
240
Mins

☒ Calculate Absent If Work Duration Is Less Than
120
Mins

☐ On Partial Day Calculate HalfDay If Work Duration Is Less Than
0
Mins

☐ On Partial Day Calculate Absent If Work Duration Is Less Than
0
Mins

☐ Mark Weekly Off and Holiday as Absent for Prefix Day is Absent

☐ Mark Weekly Off and Holiday as Absent for Suffix Day is Absent

☐ Mark Weekly Off and Holiday as Absent if both Suffix Day and Prefix Day is Absent

☐ Mark
Half Day
Absent When Late For
1
Days

☐ Mark Half Day If late by
0
Mins

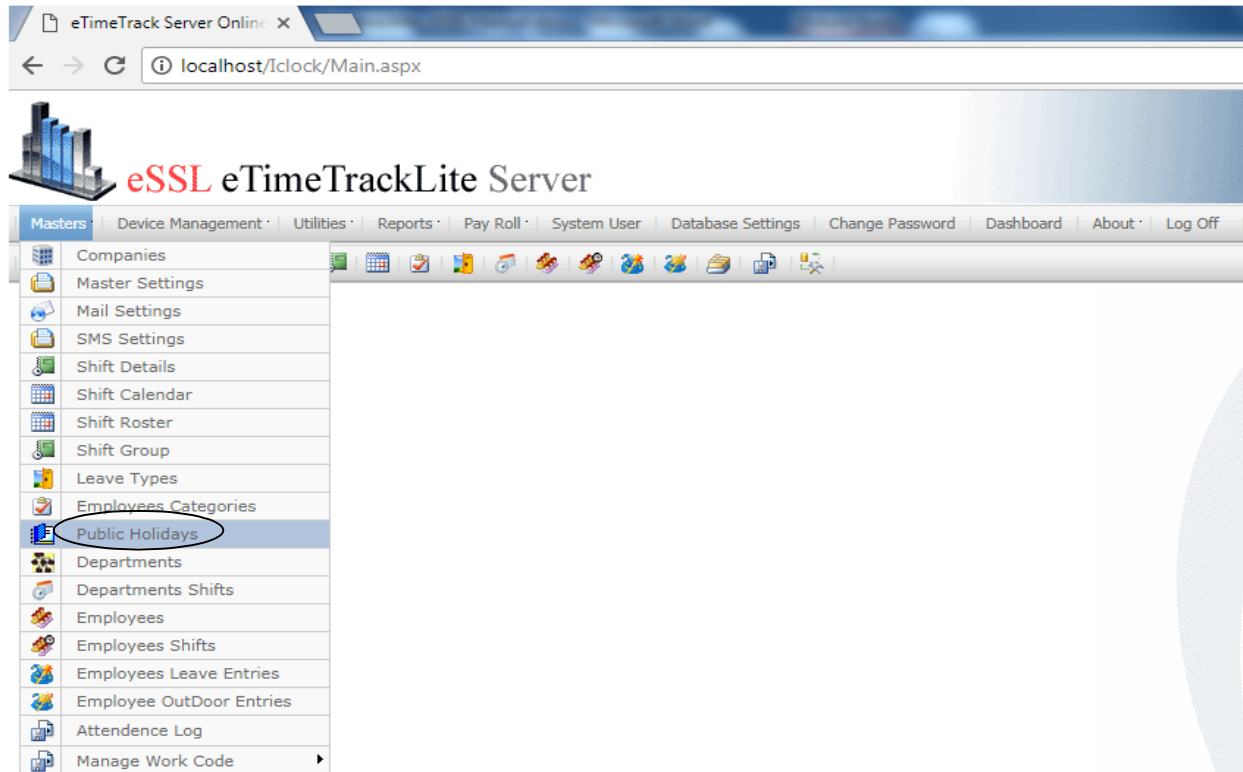
☐ Mark Half Day If Early Going by
0
Mins

Category Updated Successfully.
Save
Close

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 ...

Holiday List Company All ▼

Holiday Name ▲	Company Name ▼	Holiday Date ▼	Holiday Groups		
GN	All	06 Apr 2017		Edit	Delete
Independence Day	All	15 Aug 2017		Edit	Delete

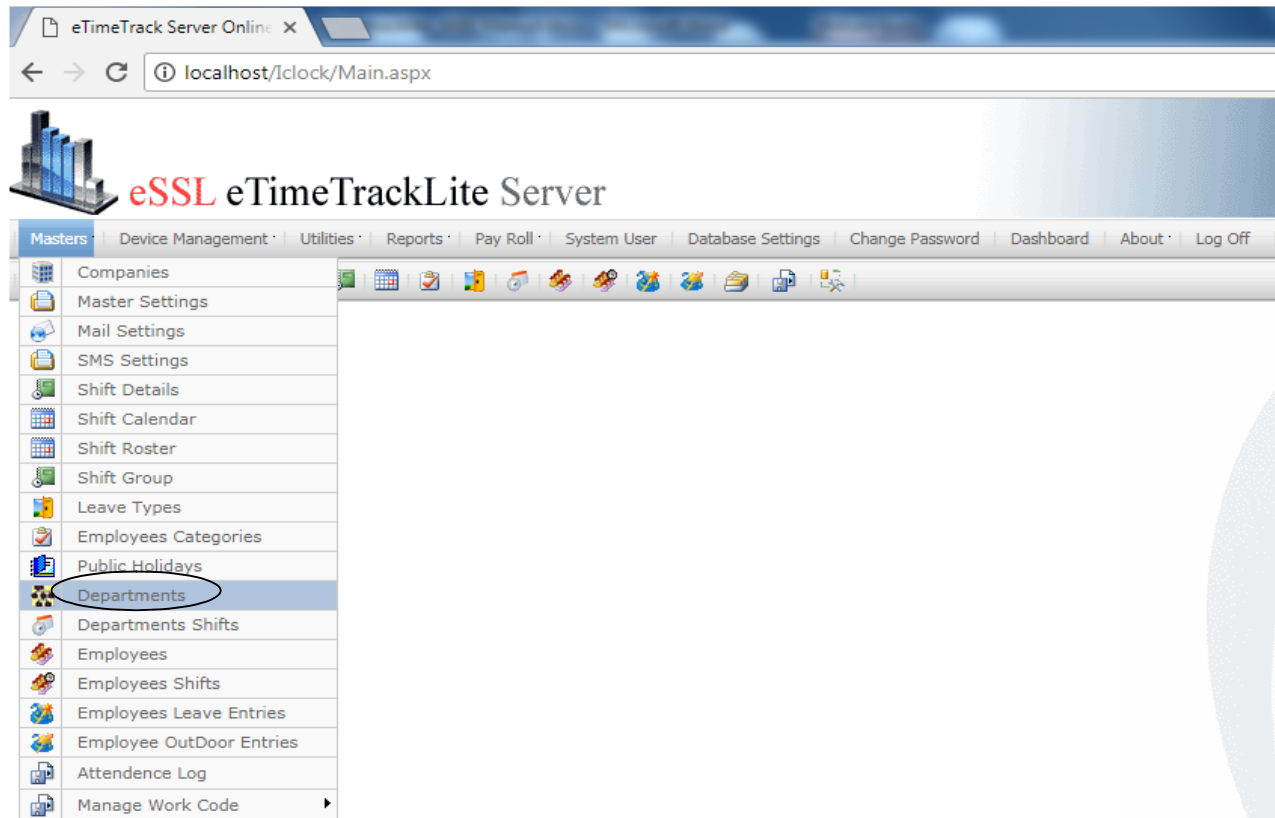
Holiday Details
Holiday Name Independence Day
 Company Name All Date 15 ▼ Aug ▼ 2017 ▼
 Description Independence Day

☐ Restricted to Group
 Holiday Group 1
 Holiday Group 2
 Holiday Group 3
 Holiday Group 4
 Holiday Group 5
 Holiday Group 6
 Holiday Group 7

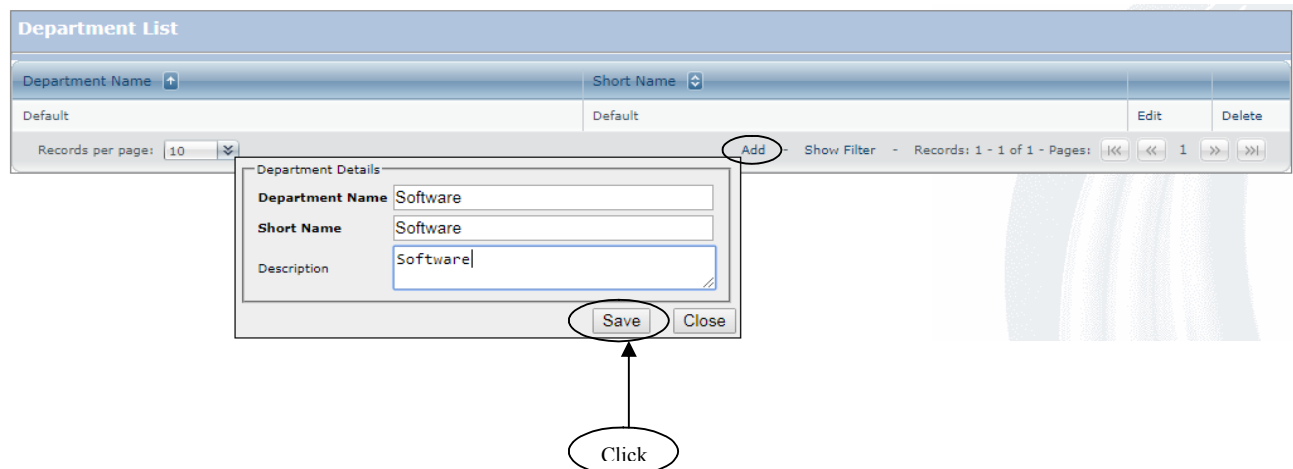
Holiday Added Successfully.

Departments:

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 List

Department Name	Short Name		
Default	Default	Edit	Delete
Software	Software	Edit	Delete

Records per page: 10

Department Details

Department Name

Software

Short Name

Software

Description

Software

Department Added Successfully.

Save

Close

Add - Show Filter - Records: 1 - 2 of 2 - Pages: 1

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

Department Shift List

Company	Department	Shift Type	Shift	From Date	To Date	Last Modified Date		
Default	Service	Shift	ShiftA	01-May-2017	10-May-2017	21 Jul 2017 17:25	Edit	Delete
Default	Account	Shift	GS	01-Apr-2017	10-Jul-2017	21 Jul 2017 17:25	Edit	Delete

Records per page: 10

Assign Department Shift Show Filter - Records: 1 - 2 of 2 - Pages: 1

Department Shift Details

Company: eSSL

Department: Service

☒ Shift ☐ Shift Calendar

Shift: ShiftA

From Date: 01 Aug 2017

To Date: 11 Aug 2017

Save Close

Click

Department Shift List

Company	Department	Shift Type	Shift	From Date	To Date	Last Modified Date		
eSSL	Service	Shift	Day Shift	01-Aug-2017	11-Aug-2017	11 Aug 2017 12:11	Edit	Delete
Default	Service	Shift	ShiftA	01-May-2017	10-May-2017	21 Jul 2017 17:25	Edit	Delete
Default	Account	Shift	GS	01-Apr-2017	10-Jul-2017	21 Jul 2017 17:25	Edit	Delete

Records per page: 10

Assign Department Shift Show Filter - Records: 1 - 3 of 3 - Pages: 1

Department Shift Details

Company: eSSL

Department: Service

☒ Shift ☐ Shift Calendar

Shift: Day Shift

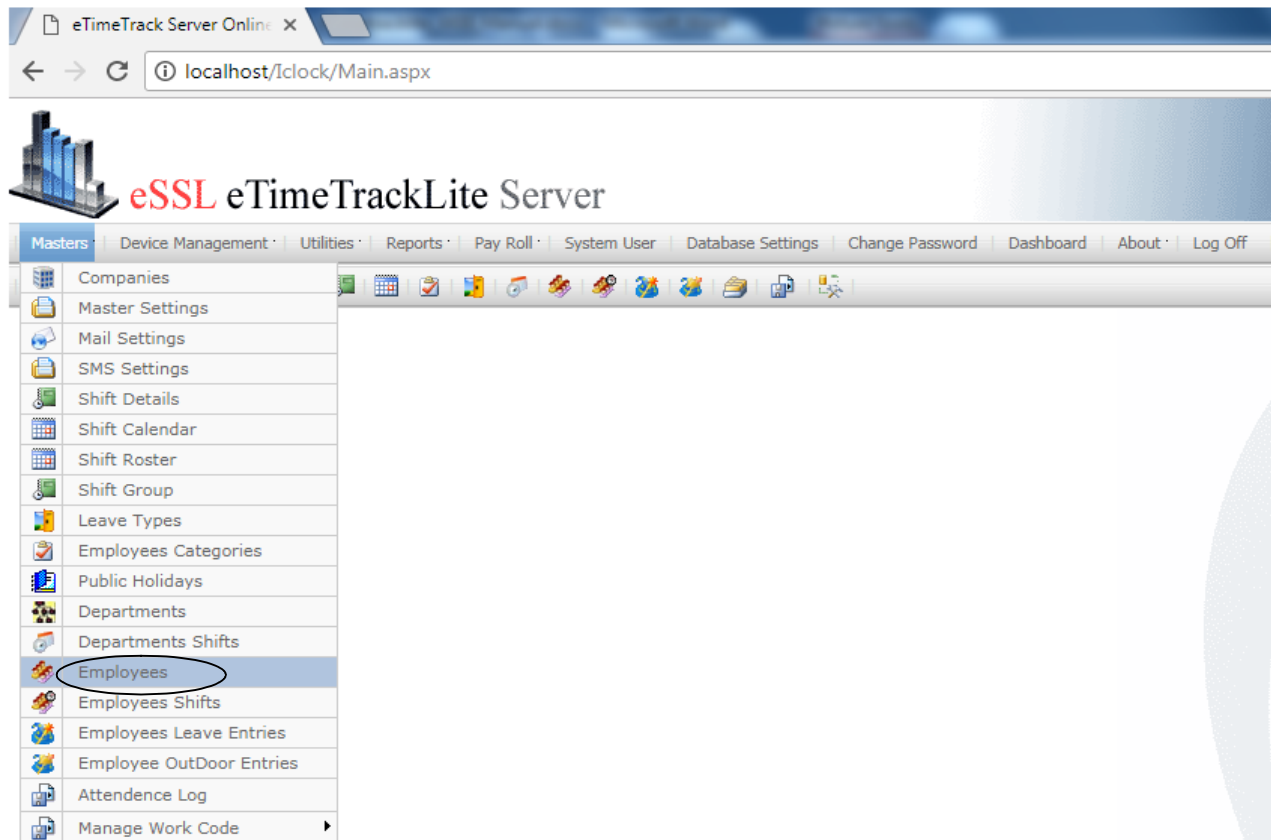
From Date: 01 Aug 2017

To Date: 11 Aug 2017

Department Shift Added Successfully Save Close

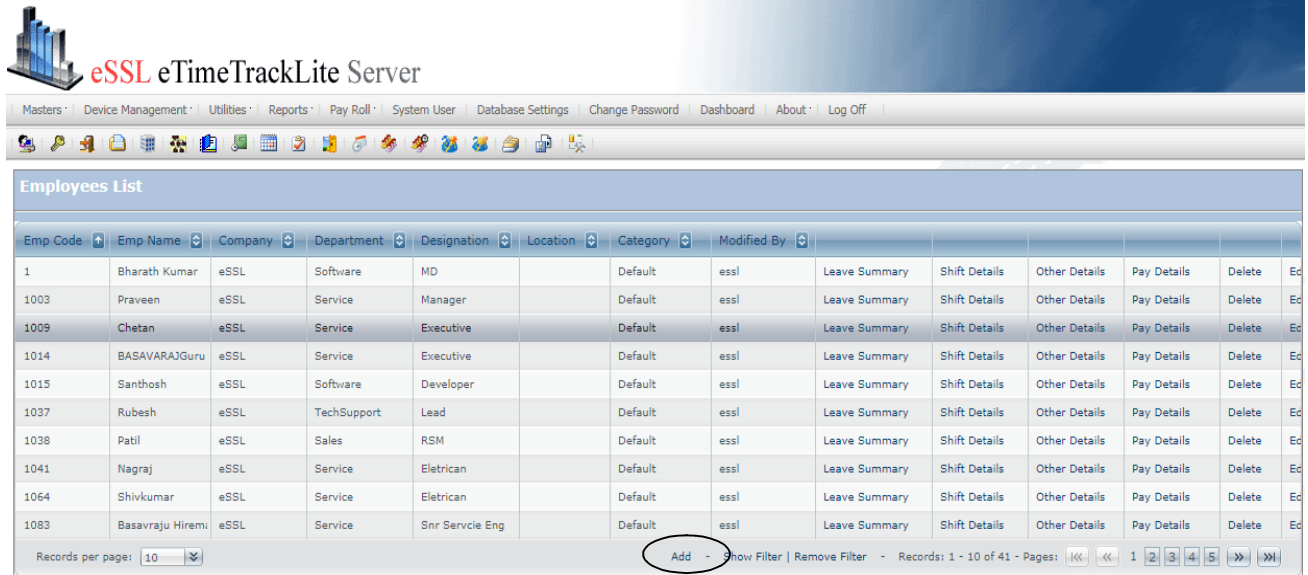
Employees:

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

Click on Add, to enter Employee details



eSSL eTimeTrackLite Server

Masters · Device Management · Utilities · Reports · Pay Roll · System User · Database Settings · Change Password · Dashboard · About · Log Off

Employees List

Emp Code	Emp Name	Company	Department	Designation	Location	Category	Modified By						
1	Bharath Kumar	eSSL	Software	MD		Default	essl	Leave Summary	Shift Details	Other Details	Pay Details	Delete	Ec
1003	Praveen	eSSL	Service	Manager		Default	essl	Leave Summary	Shift Details	Other Details	Pay Details	Delete	Ec
1009	Chetan	eSSL	Service	Executive		Default	essl	Leave Summary	Shift Details	Other Details	Pay Details	Delete	Ec
1014	BASAVARAJGuru	eSSL	Service	Executive		Default	essl	Leave Summary	Shift Details	Other Details	Pay Details	Delete	Ec
1015	Santhosh	eSSL	Software	Developer		Default	essl	Leave Summary	Shift Details	Other Details	Pay Details	Delete	Ec
1037	Rubesh	eSSL	TechSupport	Lead		Default	essl	Leave Summary	Shift Details	Other Details	Pay Details	Delete	Ec
1038	Patil	eSSL	Sales	RSM		Default	essl	Leave Summary	Shift Details	Other Details	Pay Details	Delete	Ec
1041	Nagraj	eSSL	Service	Eletrican		Default	essl	Leave Summary	Shift Details	Other Details	Pay Details	Delete	Ec
1064	Shivkumar	eSSL	Service	Eletrican		Default	essl	Leave Summary	Shift Details	Other Details	Pay Details	Delete	Ec
1083	Basavraju Hiremu	eSSL	Service	Snr Service Eng		Default	essl	Leave Summary	Shift Details	Other Details	Pay Details	Delete	Ec

Records per page: 10

Add · Show Filter · Remove Filter · Records: 1 - 10 of 41 · Pages: 1 2 3 4 5

Employee Details

Employee Name Amitkumar S Nalwadam **Employee Code** S1123

Device Code **Company** eSSL

Department Software **Designation** Snr Business Analyst

Grade A **Team** P1

Location Bangalore **Employment Type** Permanent

Category BA **Holiday Group** Holiday Group 1

Shift Group None **Shift Roster** None

Date of joining 19 Jan 2011 **Date of Confirmation** 20 Jan 2011

Status Working **Last Working Day** 24 2017

Sex ☒ Male ☐ Female **Aadhaar Number**

Save **Close**

Click

Employee Other Details:

Employee Other Details			
Employee Name: Amitkumar : 1123			
Fathers's Name	Kumar	Mothers's Name	Radha
Contact No.	9483522226	Blood Group	AB+Ve
Email Id	amit.kumar@esslindia.com		
Date of Birth	01 Jan 1982	Place of Birth	Solapur
Nominee1	kumar	Nominee2	Radha
Residentail Address	#2295/16
Vijaynagar Bangalore		
Permanent Address	#670
Tagore Road		
Remarks			
Update Close			

Employee Self Service login Id creation & password settings

Employee Details

Employee Name Praveen	Employee Code 1003
Device Code 1003	Company eSSL
Department Service	Designation Manager
Grade G3	Team T4
Location Bangalore	Employment Type Permanent
Category Default	Holiday Group None
Shift Group None	Shift Roster None
Date of joining 01 Jan 2010	Date of Confirmation 01 Jan 2010
Status Working	Last Working Day 01 Jan 3000
Sex ☒ Male ☐ Female	Aadhaar Number

Employee Login And Department Access Details [X]

Employee:- 1003:Praveen

Login Name 1003	Password
☒ Receive Notification	
Department Access Account Default HR Sales Software TechSupport Service	> >> < <<
Update Close	

Employee Login And Department Access Details Updated Successfully.

Continue ...

You can also assign employee as department head
Select department from the list & click on the left arrow

Employee Login And Department Access Details

Employee:- 1003:Praveen

Login Name: 1003 Password:

☒ Receive Notification

Department Access: Account, Default, HR, Sales, **Service**, Software, TechSupport

> >> < <<

Update Close

Employee Login And Department Access Details

Employee:- 1003:Praveen

Login Name: 1003 Password:

☒ Receive Notification

Department Access: Account, Default, HR, Sales, Software, TechSupport

> >> < <<

Service

Update Close

Employee Login And Department Access Details Updated Successfully.

Employee Shift Details:

You can assign the shift to employee & delete the assigned shift

Employee Name: Rubesh				Month: Aug	Year: 2017	OK
Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6	Aug 7
Aug 8	Aug 9			Aug 12	Aug 13	Aug 14
Aug 15	Aug 16	Aug 17	Aug 18	Aug 19	Aug 20	Aug 21
Aug 22	Aug 23	Aug 24	Aug 25	Aug 26	Aug 27	Aug 28
Aug 29	Aug 30	Aug 31				

Employee Name: Rubesh				Month: Aug	Year: 2017	OK
Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Aug 1	Aug 2	Aug 3	Aug 4	Aug 5	Aug 6	Aug 7
ShiftA	ShiftA	WO	ShiftA	ShiftA	ShiftA	ShiftC
Aug 8	Aug 9	Aug 10	Aug 11	Aug 12	Aug 13	Aug 14
ShiftB	ShiftC	ShiftC				
Aug 15	Aug 16	Aug 17	Aug 18	Aug 19	Aug 20	Aug 21
Aug 22	Aug 23	Aug 24	Aug 25	Aug 26	Aug 27	Aug 28
Aug 29	Aug 30	Aug 31				

Leave Summary:

- This form will display the employee leave summary based upon the year that includes leave type, Year, Allowed leave & Leave Taken & edit Actual leaves

Employee Leaves 1083:Basavraju Hiremath					Year 2017 ▼
LeaveType ↑	Year ↓	Allowed Leaves(Std.) ↓	Allowed Leaves(Actual) ↓	Leave Taken ↓	
CL	2017	5	5	2	Edit Actual Leaves
EL	2017	15	15	0	Edit Actual Leaves
PL	2017	10	10	123	Edit Actual Leaves
SL	2017	10	10	0	Edit Actual Leaves
Special Leave	2017	10	10	0	Edit Actual Leaves

Records per page: 10 ▼ - Show Filter - Records: 1 - 5 of 5 - Pages: << < 1 > >>

[« Go to Employees](#)

Employee Leaves 1083:Basavraju Hiremath					Year 2017 ▼
LeaveType ↑	Year ↓	Allowed Leaves(Std.) ↓	Allowed Leaves(Actual) ↓	Leave Taken ↓	
CL	2017	5	5	2	Edit Actual Leaves
EL	2017	15	15	0	Edit Actual Leaves
PL	2017	10			Edit Actual Leaves
SL	2017	10			Edit Actual Leaves
Special Leave	2017	10			Edit Actual Leaves

Update Employee Leave Details

Actual Leave

[Save](#) [Close](#)

Records per page: 10 ▼ - Show Filter - Records: 1 - 5 of 5 - Pages: << < 1 > >>

[« Go to Employees](#)

Employee Leaves 1083:Basavraju Hiremath					Year 2017 ▼
LeaveType ↑	Year ↓	Allowed Leaves(Std.) ↓	Allowed Leaves(Actual) ↓	Leave Taken ↓	
CL	2017	5	5	2	Edit Actual Leaves
EL	2017	15	10	0	Edit Actual Leaves
PL	2017	10			Edit Actual Leaves
SL	2017	10			Edit Actual Leaves
Special Leave	2017	10			Edit Actual Leaves

Update Employee Leave Details

Actual Leave

Actual Leaves Updated Successfully. [Save](#) [Close](#)

Records per page: 10 ▼ - Show Filter - Records: 1 - 5 of 5 - Pages: << < 1 > >>

[« Go to Employees](#)

Pay Details:

You can add the employee details

Girish CS:1010

Payment Type ☒ Bank Transfer ☐ Cheque/DD ☐ Cash PAN Card Number

Bank Name Bank A/C Number IFSE Code

ESIC Number PF Number PF Scheme

Employee Pay Details Updated Successfully

Effective Date	Basic	HRA	DA	Conveyance	OT Per Hour	LOP per Day	Edit	Delete
There are no records available.								

Records per page: Records: 0 - 0 of 0 - Pages:

[Go To Employees](#)

Employee Name:- Girish CS:1010 Effective Date

Standard Earnings

Basic HRA DA Conveyance

☒ OT per Hour

Standard Deduction

☒ TDS ☒ ESIC Employee Contribution to ESIC Employer Contribution to ESIC

☒ PF Employee Contribution to PF Employer Contribution to PF

☒ LOP Per Day ☒ Fixed ☐ Floating

Employee Name:- Girish CS:1010 Effective Date

Standard Earnings

Basic HRA DA Conveyance

☐ OT per Hour

Standard Deduction

☐ TDS ☒ ESIC Employee Contribution to ESIC Employer Contribution to ESIC

☒ PF Employee Contribution to PF Employer Contribution to PF

☒ LOP Per Day ☒ Fixed ☐ Floating

Salary Structure Details Added Successfully

Employee Shift Records:

- This page will display the employee assigned shift records, you can select from Shift or from Shift Calendar, to single employee or multiple employees
- User can filter shift entries by Employee name, code, from date -To date, status etc ...

Assign Employee Shift

From Date 01 Jul 2017
To Date 24 Jul 2017

☒ Shift
☐ Shift Calendar

Shift Day Shift

Day Shift
GS
ShiftA
ShiftB
ShiftC
WO

	Emp Code	Emp Name	Company	Department	Location		Status	Emp Type
☐	1	Bharath Kumar	eSSL	Software		De	Working	Permanent
☐	2	2	eSSL	Sales		BA	Working	Permanent
☐	3	Kamlesh Kothari	Default	Default		Default	Working	Permanent
☐	4	4	Default	Default		BA	Working	Permanent
☐	6	6	Default	Default		BA	Working	Permanent
☒	9	9	Default	Default		Default	Working	Permanent
☒	10	10	Default	Account		Default	Working	Permanent
☐	44	44	Default	Default		Default	Working	Permanent
☐	99	99	Default	Default		BA	Working	Permanent
☐	100	100	Default	Account		Default	Working	Permanent

Records per page: 10
Show Filter - Records: 1 - 10 of 510 - Pages: 1 2 3 4 5

[Go to Employees Shift](#)
Assign Shift

Employee Leave Records:

- This page will display the employee leave records, you can assign leave entries to single employee or multiple employees
- User can filter leave entries by Employee Name, Code, Leave type ,Approved or Not Approved, Status , from date -To date, status etc ...

Assign Employees Leave Entries

☒ Full Day
 ☐ 3/4 Day
 ☐ 1/2 Day
 ☐ 1/4 Day
 ☒ Is Approved

From Date: 20 ▾ Aug ▾ 2017 ▾
 Approved By: essl
 Remarks: Personal

To Date: 20 ▾ Aug ▾ 2017 ▾
 Leave Type:

CL
 PL
 SL
 EL
 Special Leave

	Emp Code	Emp Name	Department	Location	Category	Status	Emp Type
☐	1	Bharath Kumar	Software		Default	Working	Permanent
☐	2	2	eSSL	Sales	BA	Working	Permanent
☐	3	Kamlesh Kothari	Default	Default	Default	Working	Permanent
☒	4	4	Default	Default	BA	Working	Permanent
☐	6	6	Default	Default	BA	Working	Permanent
☐	9	9	Default	Default	Default	Working	Permanent
☐	10	10	Default	Account	Default	Working	Permanent
☐	44	44	Default	Default	Default	Working	Permanent
☐	99	99	Default	Default	BA	Working	Permanent
☐	100	100	Default	Account	Default	Working	Permanent

Records per page: 10 ▾
 Show Filter - Records: 1 - 10 of 510 - Pages:

1 2 3 4 5

[Go to Employees Leave Entries](#)
[Display Error](#)
[Assign Leave Entries](#)

Out Door Entries:

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

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

Assign Employees Out Door Entries

From Date: 24 Aug 2017
To Date: 24 Aug 2017
☒ Is Approved
Approved By: essl

Duration: 180 Mins
Begin Time 1: 10:00 Hr fmt
End Time 1: 13:00 Hr fmt
Remarks: Meeting at Client place

Begin Time 2: 00:00 24 Hr fmt
End Time 2: 00:00 24 Hr fmt

	Emp Code	Emp Name	Company	Department	Location	Category	Status	Emp Type
☐	1	Bharath Kumar	eSSL	Software		Default	Working	Permanent
☐	2	2	eSSL	Sales		BA	Working	Permanent
☐	3	Kamlesh Kothari	Default	Default		Default	Working	Permanent
☒	4	4	Default	Default		BA	Working	Permanent
☐	6	6	Default	Default		BA	Working	Permanent
☐	9	9	Default	Default		Default	Working	Permanent
☐	10	10	Default	Account		Default	Working	Permanent
☐	44	44	Default	Default		Default	Working	Permanent
☐	99	99	Default	Default		BA	Working	Permanent
☐	100	100	Default	Account		Default	Working	Permanent

Records per page: 10
Show Filter - Records: 1 - 10 of 510 - Pages: 1 2 3 4 5

[Go to Employees OutDoor Entries](#)

Attendance Register:

- This page will display the employee Attendance records date wise
- User can Add the manual punch
- User can recalculate employee attendance
- User can filter by Employee Code, Status like Present, Absent, Half Day, Late/Early Going etc ...

Attendance Logs										
Attendance Date		19 ▾	May ▾	2017 ▾	Status	All ▾	Add Manual Punch			
						Recalculate Attendance		Update Remarks		
	Attendance Date	Emp Code	Emp Name	InTime	OutTime	Shift	Duration	Over Time	Status	
☐	19 May 2017	1003	Praveen	10:00	19:00	Day Shift	442	98	P(OD)	Edit OT
☐	19 May 2017	1006	1006			NS	0	0	A	Edit OT
☐	19 May 2017	1009	Chetan	10:00	19:00	Day Shift	442	98	P(OD)	Edit OT
☐	19 May 2017	1010	Girish CS			NS	0	0	A	Edit OT
☐	19 May 2017	1011	Saleem			NS	0	0	A	Edit OT
☐	19 May 2017	1014	BASAVARAJGuru	10:00	19:00	Day Shift	442	98	P(OD)	Edit OT
☐	19 May 2017	1015	Santhosh			NS	0	0	A	Edit OT
☐	19 May 2017	1019	1019			NS	0	0	A	Edit OT
☐	19 May 2017	1036	Hanumantha			NS	0	0	A	Edit OT
☐	19 May 2017	1037	Rubesh			NS	0	0	A	Edit OT
☐	19 May 2017	1038	Patil			NS	0	0	A	Edit OT
☐	19 May 2017	1040	Anand MK			NS	0	0	A	Edit OT
☐	19 May 2017	1041	Nagraj	10:00	19:00	Day Shift	442	98	P(OD)	Edit OT
☐	19 May 2017	1064	Shivkumar	10:00	19:00	Day Shift	442	98	PLP(OD)	Edit OT

Work Code:

This form display work code list
You can Add, Edit & Delete work code

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

The screenshot shows the eTimeTrackLite Server web application. The browser address bar indicates the URL is localhost/Iclock/Main.aspx. The application header features the eSSL logo and the title 'eTimeTrackLite Server'. A navigation menu on the left lists various modules, with 'Manage Work Code' highlighted. The main content area displays a table of work codes with columns for Name, Description, Edit, and Delete. The table contains five rows of data: dinner, lunch, Tea/Coffee, and tiffen. At the bottom of the table, there is a pagination control showing 'Records: 1 - 5 of 5 - Pages: 1'.

Name	Description	Edit	Delete
	dinner	Edit	Delete
	lunch	Edit	Delete
	Tea/Coffee	Edit	Delete
	tiffen	Edit	Delete

Records: 1 - 5 of 5 - Pages: 1

Continue ...

The screenshot shows the eTimeTrack Lite Server web application. The browser address bar displays 'localhost/lock/Main.aspx'. The application header includes the eSSL logo and the title 'eTimeTrackLite Server'. A navigation menu contains links: Masters, Device Management, Utilities, Reports, Pay Roll, System User, Database Settings, Change Password, Dashboard, About, and Log Off. Below the menu is a toolbar with various icons. The main content area is titled 'Work Code List' and contains a table with the following data:

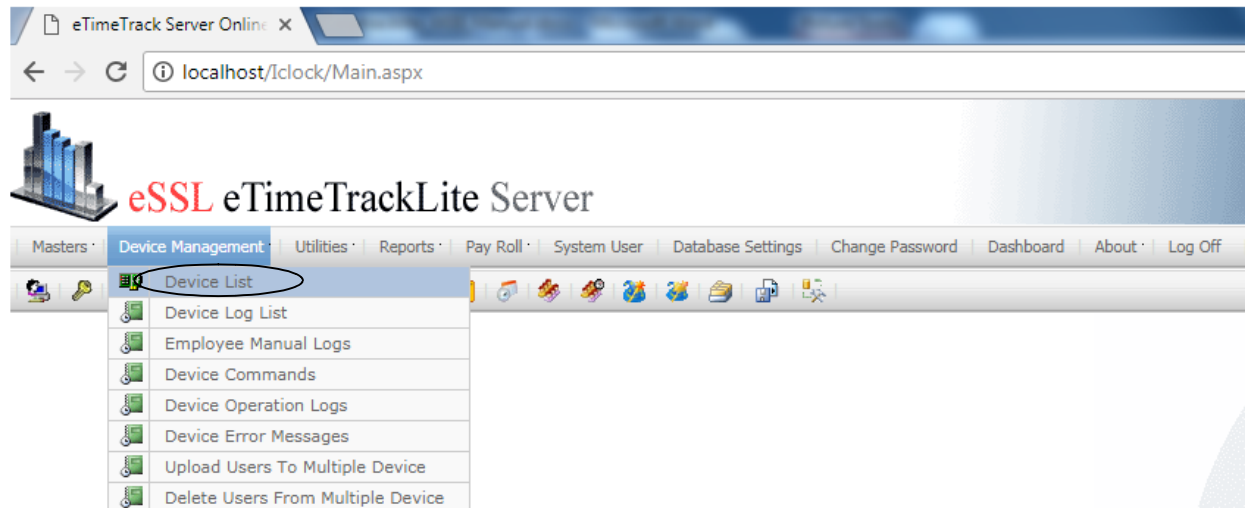
Work Code	Work Code Name	Description	Edit	Delete
0	1		Edit	Delete
3	dinner	dinner	Edit	Delete
2	lunch	lunch	Edit	Delete
4	Tea/Coffe	Tea/Coffee	Edit	Delete
1	tiffen	tiffen	Edit	Delete

At the bottom of the table, there is a 'Records per page' dropdown set to 10 and a pagination control showing 'Records: 1 - 5 of 5 - Pages: 1'.

The screenshot shows the 'Work Code Details' form. It contains three input fields: 'Work Code' with a dropdown menu showing '5', 'Work Code Name' with the text 'Snacks', and 'Description' with the text 'Snacks'. At the bottom right of the form are two buttons: 'Save' and 'Close'. An arrow points from a circle containing the word 'Click' to the 'Save' button.

Device Management:

You can Add, Edit & Delete devices



Device Information

Device Name

Short Name

Serial Number

Connection Type

Ip Address

Device Location

Time Zone

Time Out

Sec

Device Direction

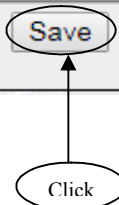
Device Type
☒ Attendance
☐ Canteen
☐ Access Control

Center Id

Center User Name

Center Password

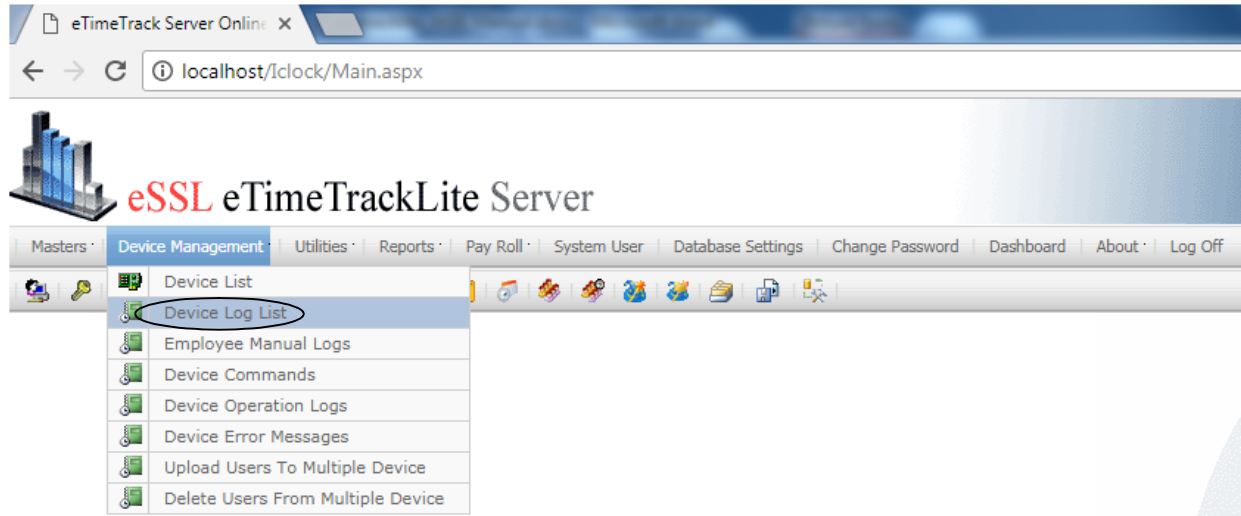
Device Name : Enter device name
Short Name : Enter device short name
Serial Number : Enter device serial number
Connection Type : Select the connection type
Device Type : Select the device type as attendance
IP address : Enter the device IP Address
Device Direction : Select device direction from drop down
Device Location : Enter the location name



Note: If logs exist of this device than we cannot delete the device

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



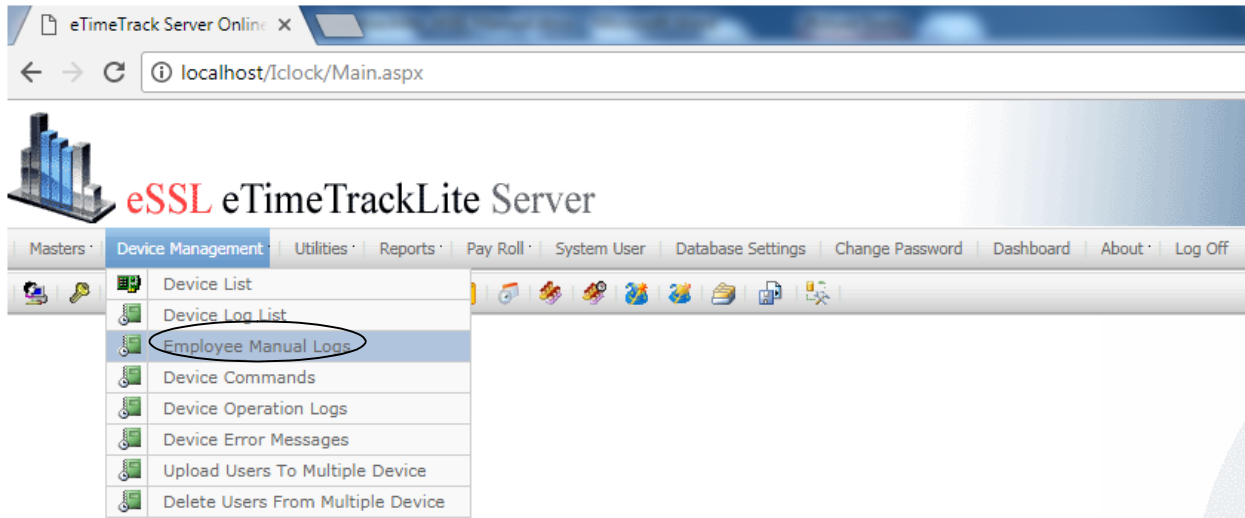
The screenshot shows the 'Device Logs List' page in the eTimeTrackLite Server web application. The browser address bar displays 'localhost/Iclock/Main.aspx'. The application header includes the eSSL logo and the title 'eTimeTrackLite Server'. A navigation menu at the top contains links: Masters, Device Management, Utilities, Reports, Pay Roll, System User, Database Settings, Change Password, Dashboard, About, and Log Off. The 'Device Management' menu is expanded, showing options: Device List, Device Log List (highlighted with a red circle), Employee Manual Logs, Device Commands, Device Operation Logs, Device Error Messages, Upload Users To Multiple Device, and Delete Users From Multiple Device.

The 'Device Logs List' page features a filter bar with the following settings: Select Device: All, Month: 8, Year: 2017, From Date: 1, To Date: 31, Sort By: DownloadDate, SortOrder: Desc, Page Size: 100, and a Filter button.

Download Date	User Id	Log Date	Device Name	Serial No	Att State	Verify Mode
18 Aug 2017 15:4	2	18 Aug 2017 15:15:59	T168	6426152901937	Check-In	VS_FP
18 Aug 2017 15:4	2	18 Aug 2017 15:16:03	T168	6426152901937	Check-In	VS_FP
18 Aug 2017 15:4	2	18 Aug 2017 15:42:49	T168	6426152901937	Check-In	VS_FP
18 Aug 2017 15:4	2	18 Aug 2017 15:42:52	T168	6426152901937	Check-In	VS_FP
18 Aug 2017 15:4	2	18 Aug 2017 15:42:54	T168	6426152901937	Check-In	VS_FP
18 Aug 2017 15:4	2	18 Aug 2017 15:42:58	T168	6426152901937	Check-In	VS_FP
18 Aug 2017 15:4	2	18 Aug 2017 15:43:00	T168	6426152901937	Check-In	VS_FP
18 Aug 2017 15:4	2	18 Aug 2017 15:43:01	T168	6426152901937	Check-In	VS_FP
18 Aug 2017 15:4	2	18 Aug 2017 15:43:02	T168	6426152901937	Check-In	VS_FP

Manual Logs:

This page will display the employee Manual logs records
You can Add, edit & delete manual punches
User can filter log records by Employee name, code & date wise



Employee Manual Entries								Filter	
		Refresh		Device	All	Month	8	Year	2017
Log Date	Device	Direction	Work Code	Emp Code	Emp Name	Company	Department		
24-Aug-2017 09:01	ME(Attendance)	in	0	10	10	Default	Account	Edit	Delete
24-Aug-2017 09:01	ME(Attendance)	in	0	44	44	Default	Default	Edit	Delete
24-Aug-2017 09:01	ME(Attendance)	in	0	6	6	Default	Default	Edit	Delete
24-Aug-2017 09:01	ME(Attendance)	in	0	9	9	Default	Default	Edit	Delete

Records per page: 10

Assign Manual Entries - Show Filter - Records: 1 - 4 of 4 - Pages: 1

Continue ...

Assign Employees Device Logs

Date/Time: 24 ▾ Aug ▾ 2017 ▾ 09 ▾ 01 ▾
Direction: In ▾
Device Name: ME(Attendance) ▾
WorkCode: 1 ▾

Approved By: Admin
Status: Missed Punch

	Emp Code ▾	Emp Name ▾	Company ▾	Department ▾	Location ▾	Category ▾	Status ▾	Emp Type ▾
☐	1	Bharath Kumar	eSSL	Software		Default	Working	Permanent
☐	2	2	eSSL	Sales		BA	Working	Permanent
☐	3	Kamlesh Kothari	Default	Default		Default	Working	Permanent
☐	4	4	Default	Default		BA	Working	Permanent
☒	6	6	Default	Default		BA	Working	Permanent
☒	9	9	Default	Default		Default	Working	Permanent
☒	10	10	Default	Account		Default	Working	Permanent
☒	44	44	Default	Default		Default	Working	Permanent
☐	99	99	Default	Default		BA	Working	Permanent
☐	100	100	Default	Account		Default	Working	Permanent

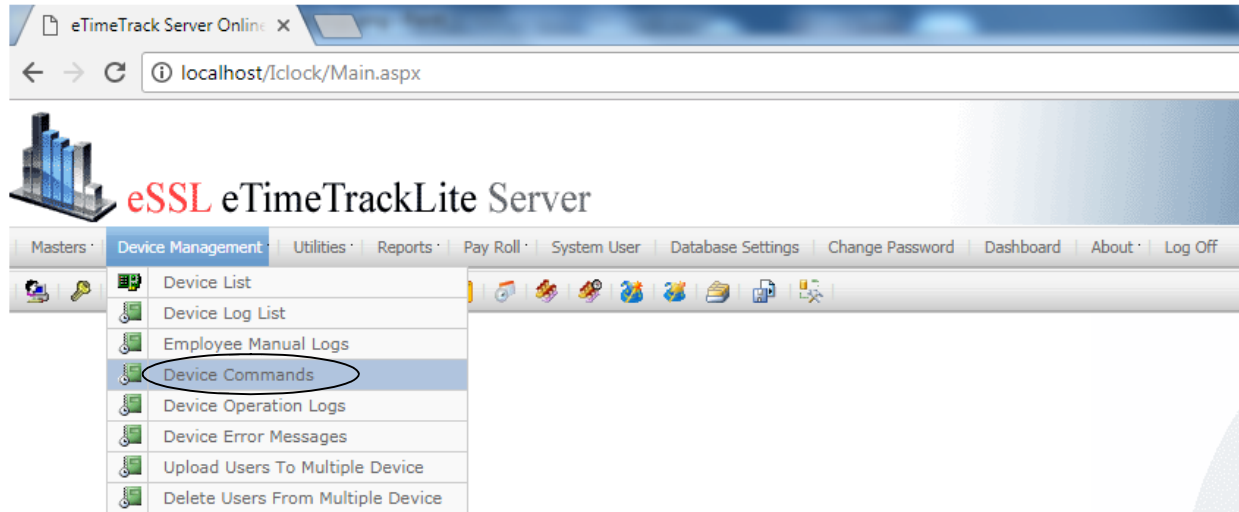
Records per page: 10 ▾
Show Filter - Records: 1 - 10 of 510 - Pages: 1 2 3 4 5

[« Go to Employees Manual Entries](#)
[Assign Manual Entries](#)

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

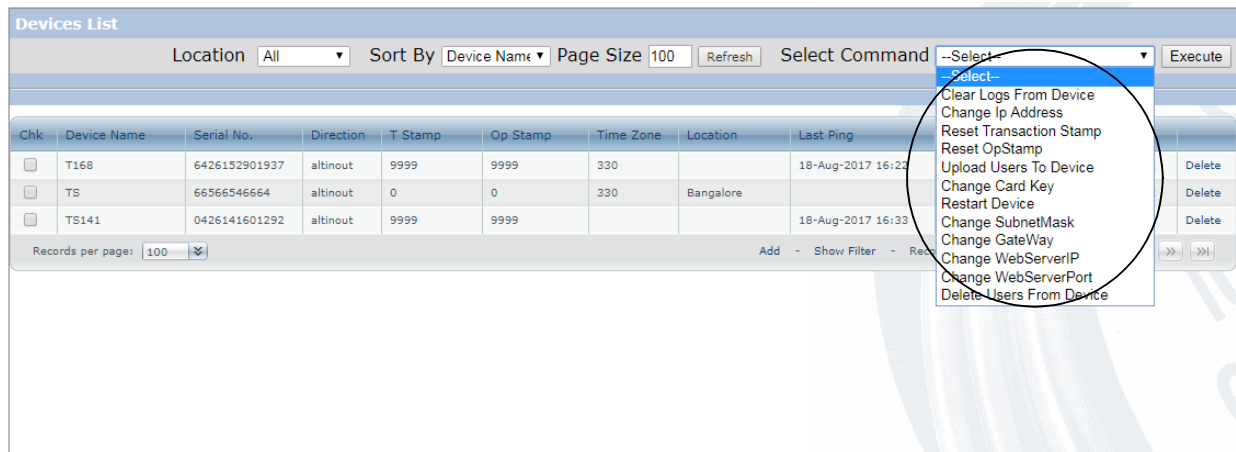
Device Commands:

This page will display the device commands list
You can add & delete the device commands



Steps to Add the device commands

- Go to device list page
- Select device commands from the list
- This command can sent to single device or multiple devices



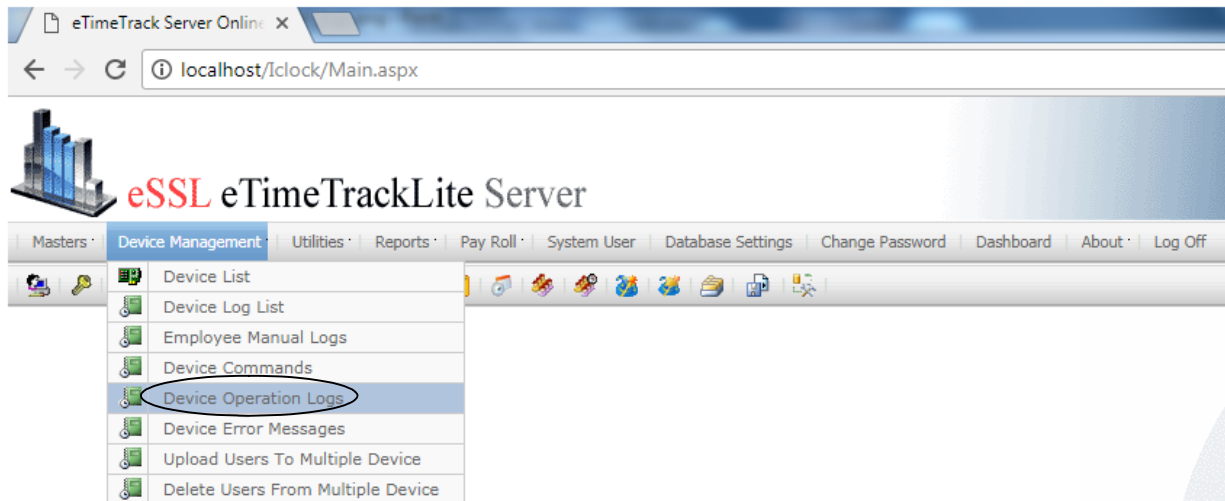
Reset Transaction Stamp	: Device will send all punch records from beginning to server
Reset Op-Stamp	: Device will re-send all employees, Enrolled data to server
Clear Logs	: This command will clear all the log records from device
Restart	: This command will restart the device
Delete user	: This command will delete single or multiple employees in device
Upload User	: This command will upload the single or multiple employees from server database to single device or multiple devices
Change Web Server Ip	: This command will set the URL or Web Ip address in the device

Note:

- a. Above commands can sent to single device or multiple device
- b. Device will send Employee code, Name, Password, Card Number & Finger Template
- c. Device will not send Face template to server database

Device Operations:

This page will display the device operation happening at the device end
You can filter device operation logs by Device name, Serial Number, etc ...



Device Operation Logs			
			Device: All
Device Name	Serial Number	Device Operation Command	Execution Date
T168	6426152901937	Power On	22 Apr 2017 00:01
T168	6426152901937	Power On	22 Apr 2017 00:01
TS141	0426141601292	Power On	01 Aug 2017 07:18
TS141	0426141601292	Power Off	01 Aug 2017 07:17
TS141	0426141601292	Alarm	17 Apr 2017 17:15
TS141	0426141601292	Alarm	17 Apr 2017 17:15
TS141	0426141601292	Alarm	17 Apr 2017 17:15
TS141	0426141601292	Alarm	17 Apr 2017 17:16
TS141	0426141601292	Alarm	17 Apr 2017 17:16
TS141	0426141601292	Alarm	17 Apr 2017 17:31

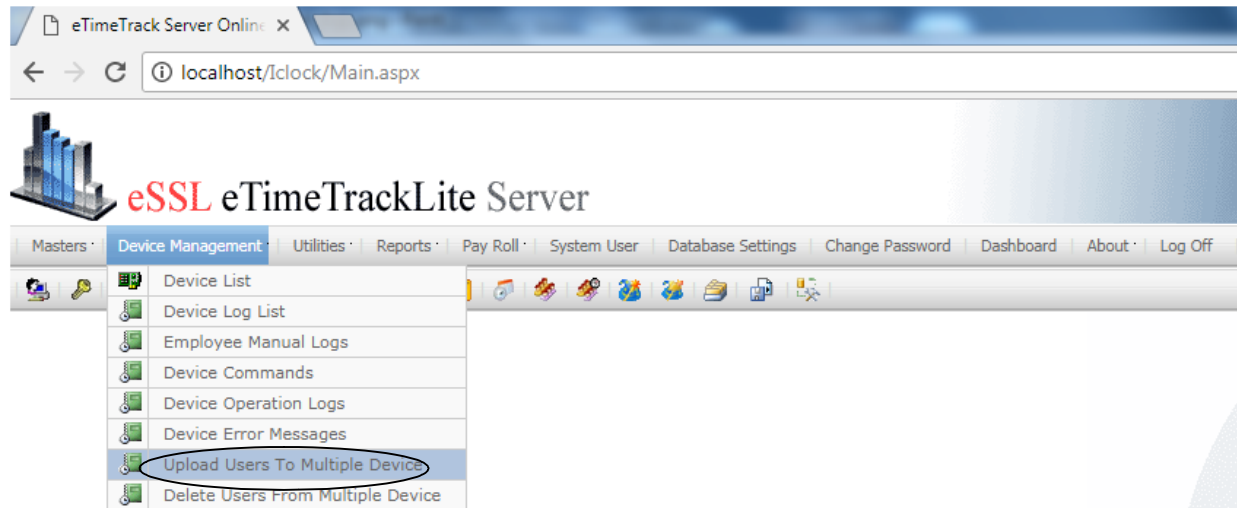
Records per page: 10

Show Filter - Records: 1 - 10 of 34 - Pages: 1 2 3 4

Upload User to Multiple devices:

You can upload the user to single device or multiple devices

User can filter the employee based on Employee code, Device Code, Company, Department etc ...



Upload Users To Multiple Device

	Device Code	Emp Code	Emp Name	Company	Department	Group Id	Card Number	Password	FingerPrint
☒	10	10	10	Default	Account	1		Yes	0
☒	100	100	100	Default	Account	1	786117910	No	0
☒	1019	1019	1019	Default	Default	1		No	2
☒	109	109	109	Default	Default	1	12734760	No	0
☒	110	110	110	Default	Default	1	13301266	No	0
☒	114	114	114	Default	Default	1	14049655	No	0
☒	118	118	118	Default	Default	1	118	No	0
☒	119	119	119	Default	Default	1	119	Yes	2
☒	1205	1205	1205	Default	Default	1		No	2
☒	1743	1743	1743	Default	Default	1		No	2

Records per page: 10 | Show Filter | Remove Filter | Records: 1 - 10 of 448 - Pages: 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 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448

Select Devices | Location: All | Refresh

	Device Name	Serial No.	Device Direction	T Stamp	Op Stamp	Time Zone	Location	Last Ping	Device Status
☒	T168	6426152901937	altinout	9999	9999	330		18-Aug-2017 16:22	offline
☒	TS	66566346664	altinout	0	0	330	Bangalore		offline
☒	TS141	0426141601292	altinout	9999	9999			18-Aug-2017 16:33	offline

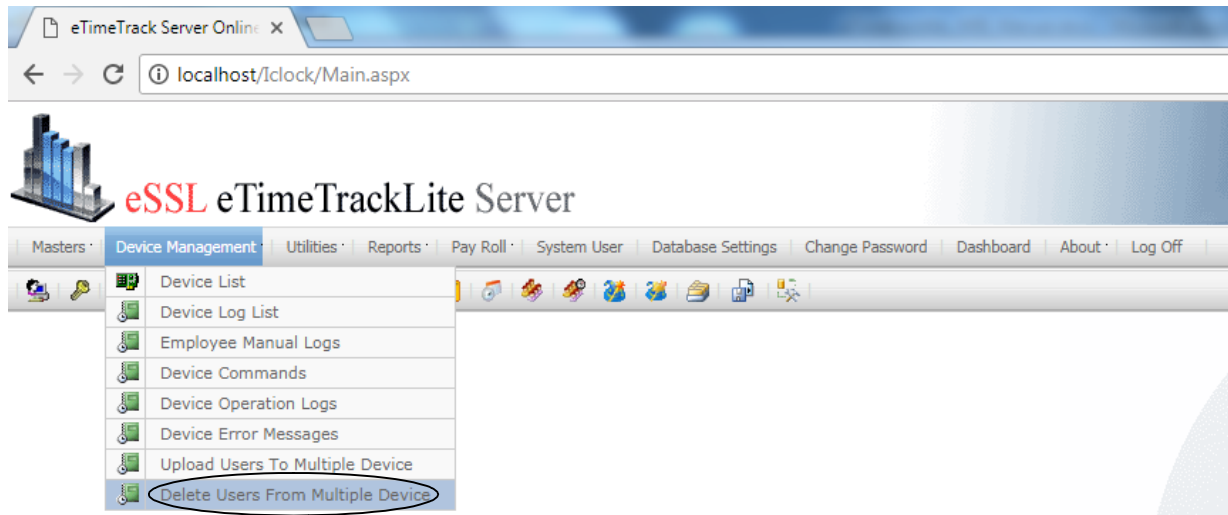
Records per page: 10 | Show Filter | Records: 1 - 3 of 3 - Pages: 1 2 3

☒ List all Employees with Bio Details | To Group: 1 | ☒ User Info ☒ Cards ☒ Password ☒ FingerPrints **Upload**

Delete User from Multiple devices:

You can delete the user from single device or multiple devices

User can filter the employee based on Employee code, Device Code, Company, Department etc ...



Delete Users From Multiple Device

	Device Code	Emp Code	Emp Name	Company	Department	Group Id	Card Number	Password	FingerPrint
☒	10	10	10	Default	Account	1		Yes	0
☐	100	100	100	Default	Account	1	786117910	No	0
☒	1006	1006	1006	Default	Default	1		No	0
☒	1019	1019	1019	Default	Default	1		No	2
☐	109	109	109	Default	Default	1	12734760	No	0
☐	110	110	110	Default	Default	1	13301266	No	0
☐	111	111	111	Default	Default	1		No	0
☐	114	114	114	Default	Default	1	14049655	No	0
☒	118	118	118	Default	Default	1	118	No	0
☒	119	119	119	Default	Default	1	119	Yes	2

Records per page: 10 Show Filter Records: 1 - 10 of 510 - Pages: 1 2 3 4 5

Select Devices Location: All Refresh

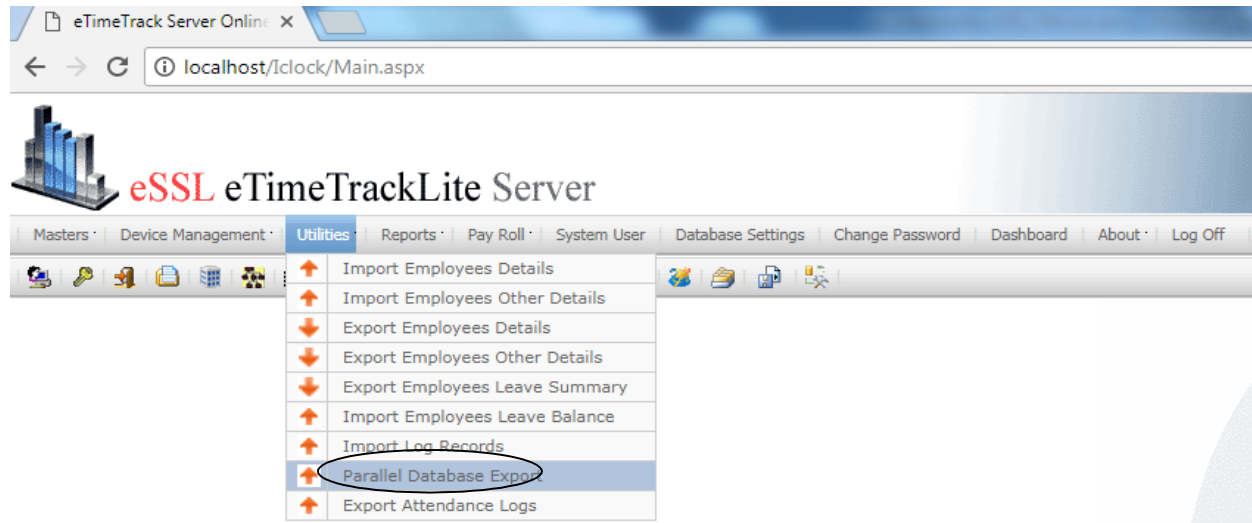
	Device Name	Serial No.	Device Direction	T Stamp	Op Stamp	Time Zone	Location	Last Ping	Device Status
☒	T168	6426152901937	altinout	9999	9999	330		18-Aug-2017 16:22	offline
☐	TS	66566546664	altinout	0	0	330	Bangalore		offline
☐	TS141	0426141601292	altinout	9999	9999			18-Aug-2017 16:33	offline

Records per page: 10 Show Filter Records: 1 - 3 of 3 - Pages: 1

Delete

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

Continue ...

Parallel Database Export

☒ Is Parallel Database Export

Database Type: **MS SQL Server** Service: Port:

Server Name/IP: **erweis25** Database Name: **Pdb_**

User Name: **sa** Password:

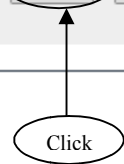
Table Name: **Devicelogs**

Table Field Mapping

Employee Code=	Empid	
Log DateTime=	Logdate	Format: yyyy-MM-dd HH:mm:ss
Log Date=		Format: yyyy-MM-dd HH:mm:ss
Log Time=		Format: yyyy-MM-dd HH:mm:ss
Direction=	Dir	In: In Out: Out
Work Code=		
Device Short Name=	FName	
Serial Number=	SNR	

Reserved Fields

☐ Reserved Field 1=		Value:
☐ Reserved Field 2=		Value:



Import/Export:

Import Employee Details

Export Employee Details

Import Employee Other Details

Export Employee Details

Import Employee Leave Summary

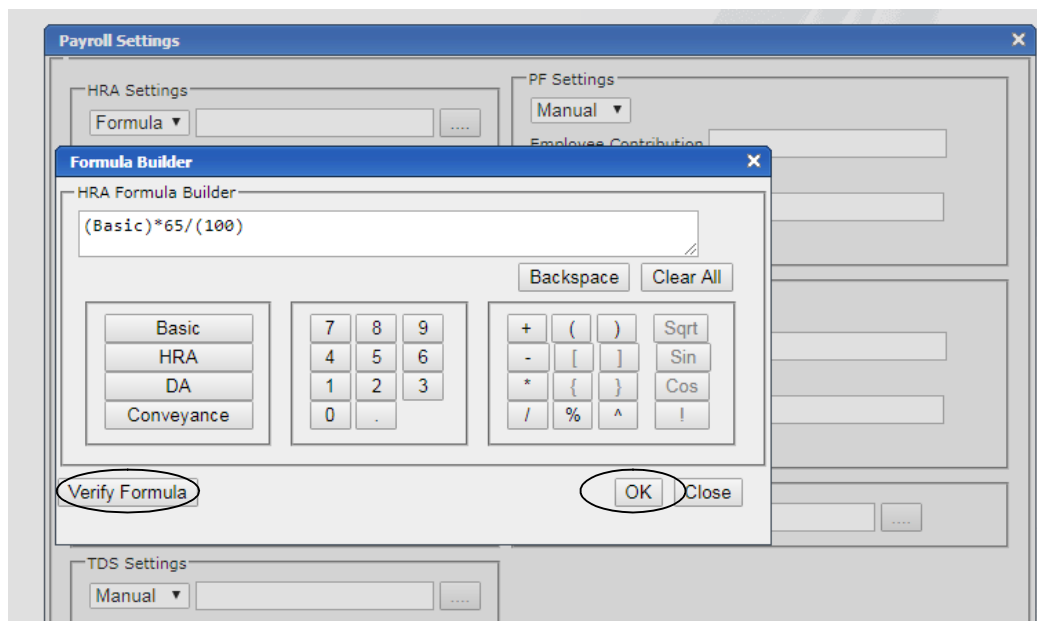
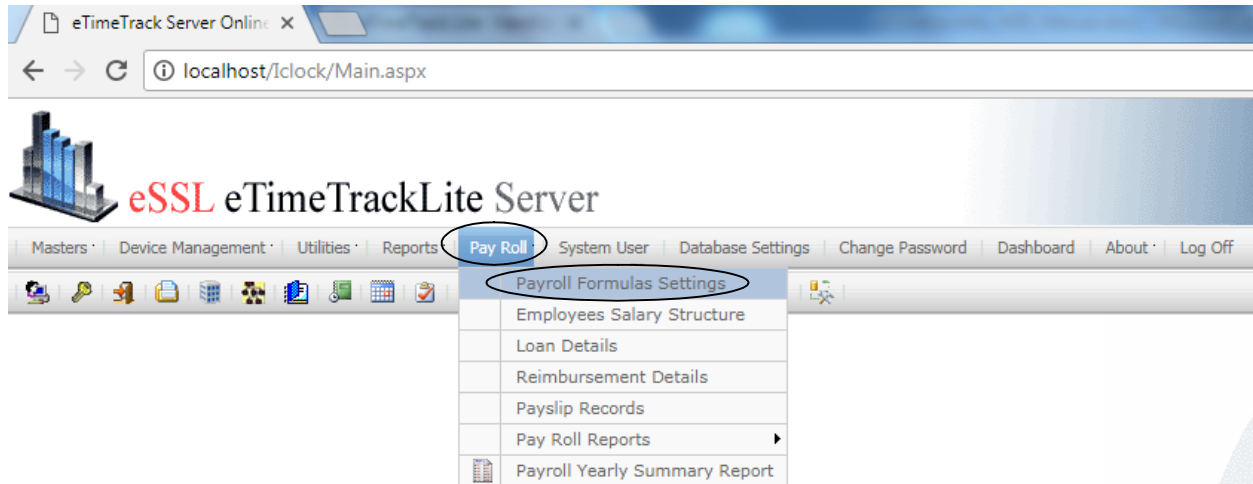
Pay-Roll:

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...

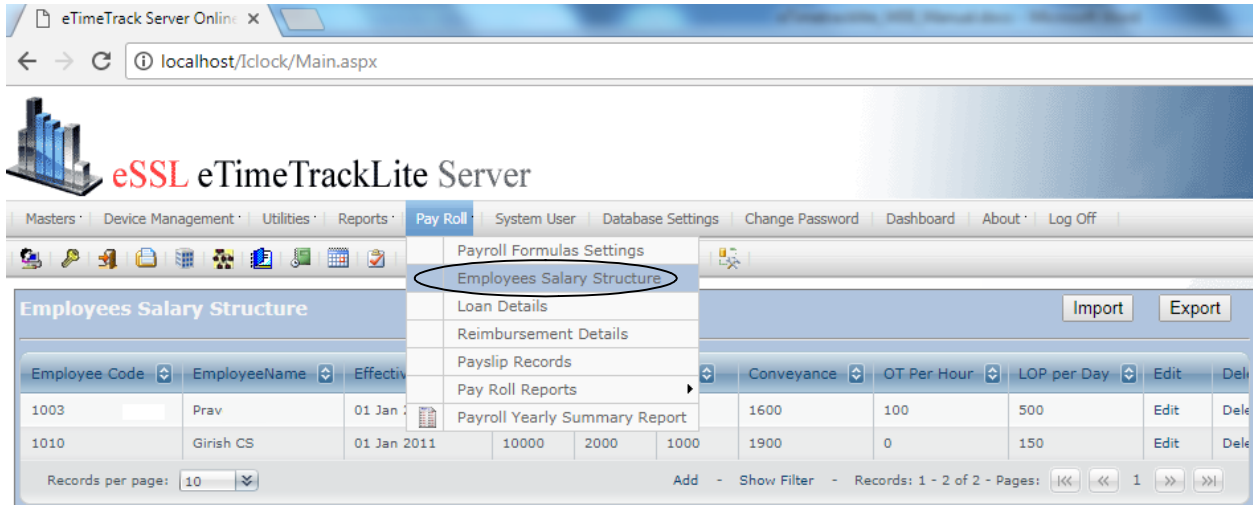
You can add the loan details & Reimbursement details also

You can generate the reports like Monthly Pay-Slip, TDS, PF, ESIC, LOP, Yearly Summary report etc ...

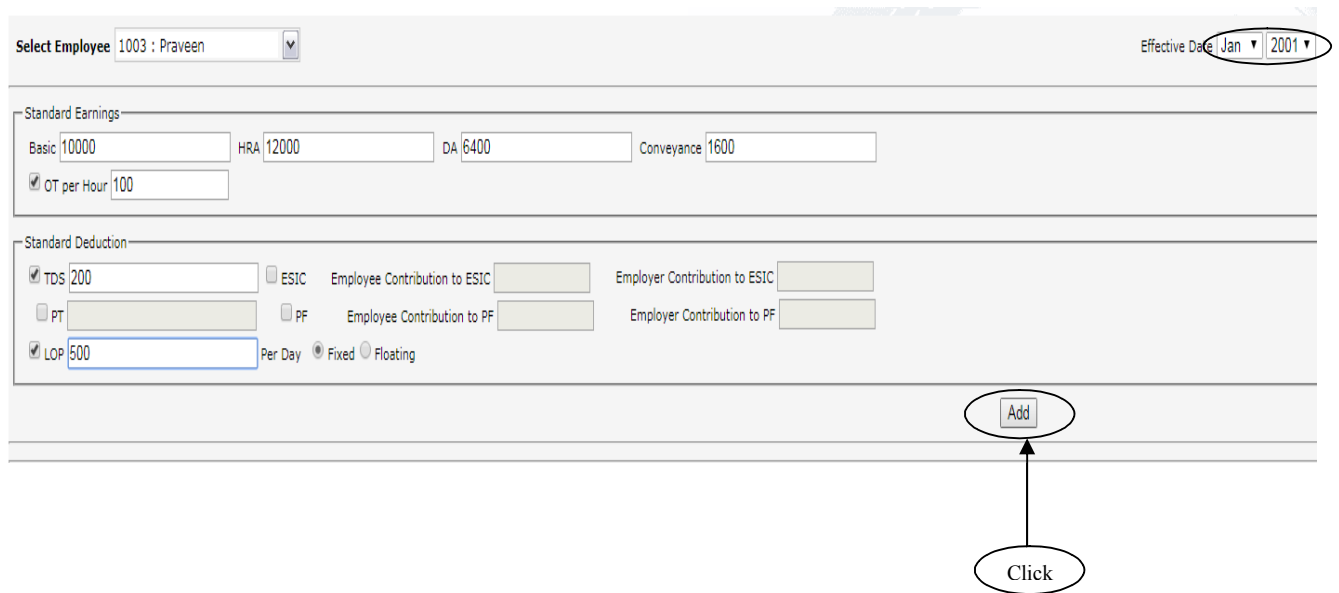


Employee Salary structure:

You can Add, Edit & Delete the employee salary components



The screenshot shows the eTimeTrackLite Server web application interface. The 'Pay Roll' menu is open, and 'Employees Salary Structure' is highlighted. The main content area displays the 'Employees Salary Structure' table with columns for Employee Code, Employee Name, Effective Date, and various salary components like Basic, HRA, DA, Conveyance, OT Per Hour, LOP per Day, etc. The table shows two employees: 1003 (Prav) and 1010 (Girish CS). The 'Records per page' is set to 10, and the page shows 1 record of 2.



The screenshot shows the 'Add' form for Employee Salary Structure. The 'Select Employee' dropdown is set to '1003 : Praveen'. The 'Effective Date' is set to 'Jan 2001'. The form is divided into two sections: 'Standard Earnings' and 'Standard Deduction'.

Standard Earnings:

- Basic: 10000
- HRA: 12000
- DA: 6400
- Conveyance: 1600
- OT per Hour: 100

Standard Deduction:

- TDS: 200
- ESIC: Employee Contribution to ESIC, Employer Contribution to ESIC
- PF: Employee Contribution to PF, Employer Contribution to PF
- LOP: 500
- Per Day: Fixed (selected), Floating

An 'Add' button is located at the bottom right of the form, with an arrow pointing to it and the text 'Click'.

Additional Earning Components:

Employee Name:- Praveen:1003 Effective Date Jan 2001

Standard Earnings

Basic 10000 HRA 12000 DA 6400 Conveyance 1600

☒ OT per Hour 100

Standard Deduction

☒ TDS 200 ☐ ESIC Employee Contribution to ESIC Employer Contribution to ESIC

☐ PF Employee Contribution to PF Employer Contribution to PF

☒ LOP 500 Per Day ☒ Fixed ☐ Floating

Salary Sturcture Details Added Successfully Update

Earnings

Earning Type	Amount	Remarks
There are no records available.		

Records per page: 10 Add - Records: 0 - 0 of 0 - Pages: 1

Deduction

Deduction Type	Amount	Remarks	Edit	Delete
There are no records available.				

Records per page: 10 Add - Records: 0 - 0 of 0 - Pages: 1

Earning/Deduction Details

Deduction Type: Bonus

Amount: 1000 ☐ Is Taxable

Remarks: Bonus

Save Close

Additional Deduction Components:

Employee Name:- Praveen:1003 Effective Date Jan 2001

Standard Earnings

Basic 10000 HRA 12000 DA 6400 Conveyance 1600

☒ OT per Hour 100

Standard Deduction

☒ TDS 200 ☐ ESIC Employee Contribution to ESIC Employer Contribution to ESIC

☐ PF Employee Contribution to PF Employer Contribution to PF

☒ LOP 500 Per Day ☒ Fixed ☐ Floating

Salary Sturcture Details Added Successfully Update

Earnings

Earning Type	Amount	Remarks	Edit	Delete
Bonus	1000	Bonus		

Records per page: 10 Add - Records: 1 - 1 of 1 - Pages: 1

Deduction

Deduction Type	Amount	Remarks	Edit	Delete
There are no records available.				

Records per page: 10 Add - Records: 0 - 0 of 0 - Pages: 1

Earning/Deduction Details

Deduction Type: Advance

Amount: 500 ☐ Is Taxable

Remarks: Advance

Save Close

Continue...

Employee Name:- Praveen:1003 Effective Date

Standard Earnings

Basic HRA DA Conveyance

☒ OT per Hour

Standard Deduction

☒ TDS ☐ ESIC Employee Contribution to ESIC Employer Contribution to ESIC

☐ PF ☐ PF Employee Contribution to PF Employer Contribution to PF

☒ LOP Per Day ☒ Fixed ☐ Floating

Salary Sturcture Details Added Successfully Update

Earnings

Earning Type	Amount	Remarks		
Bonus	1000	Bonus	Edit	Delete

Records per page: 10 Add - Records: 1 - 1 of 1 - Pages: 1

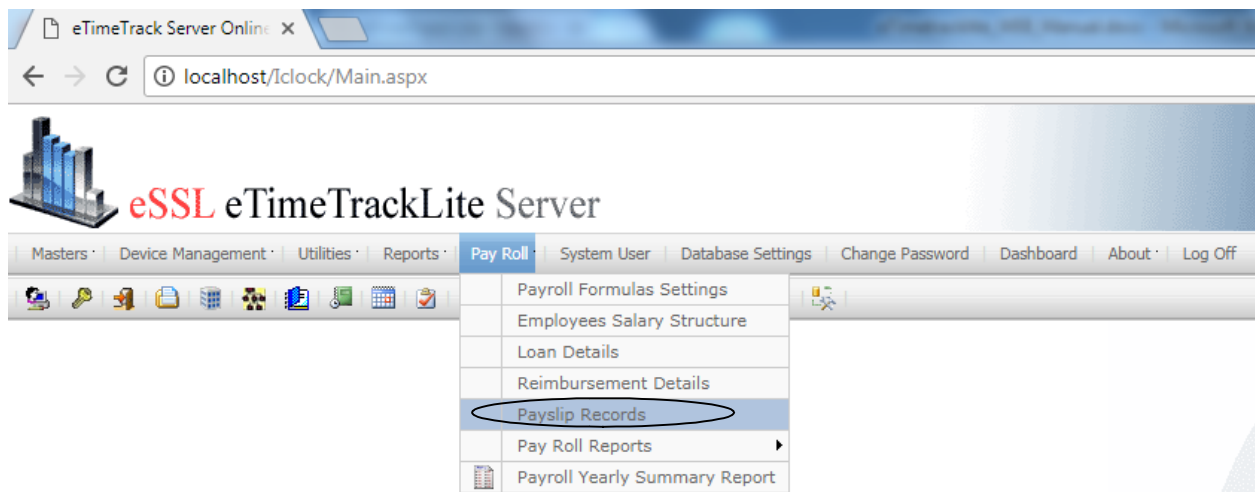
Deduction

Deduction Type	Amount	Remarks	Edit	Delete
Advance	500	Advance	Edit	Delete

Records per page: 10 Add - Records: 1 - 1 of 1 - Pages: 1

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

Month	Aug	Year	2017												
Company	All	Designation	All	Category	All	Status	Working	Employment Type	All	Location	All				
	Emp Code	Emp Name	Basic	HRA	DA	Conveyance	OT	TDS	PF	ESIC	PT	LOP	Tot. Earning	Tot. Deduction	Net Salary
☐	100	100	0	0	0	0	0	0	0	0	0	0	0	0	0
☒	1003	Praveen	10000				0	200	0	0	0	11000	31000	11700	19300
☐	1006	1006	0				0	0	0	0	0	0	0	0	0
☐	1009	Chetan	0				0	0	0	0	0	0	0	0	0
☐	5100	5100	0	0	0	0	0	0	0	0	0	0	0	0	0
☐	6100	6100	0	0	0	0	0	0	0	0	0	0	0	0	0

Records per page: 10

Show Filter | Remove Filter - Records: 1 - 6

You can also edit particular month pay slip

Employee Pay Slip

Pay Slip Details

Effective Date Aug 2017

1003:Praveen

Basic

10000

HRA

12000

DA

6400

Conveyance

1600

OT Hours

00 : 00

OT Per Hour

100

Total OT

0

Earning Type

Amount

Remarks

Edit

Delete

Bonus

1000

Bonus

Edit

Delete

Records per page: 10

Add - Records: 1 - 1 of 1 - Pages: 1

Total Earning 31000

Net Pay 19800

TDS

200

ESIC

0

PF

0

PT

0

Absent Days

21

LWOP Days

0

LOP Per day

500

Total LOP

10500

Deduction Type

Amount

Remarks

Edit

Delete

Advance

500

Advance

Edit

Delete

Records per page: 10

Add - Records: 1 - 1 of 1 - Pages: 1

Total Deduction 11200

Update

Web-Scheduler:

Following are the function of Web scheduler:

- This exe will be in the Iclock directory
- Calculate & export attendance logs at specified local directory folder or FTP directory
- Scheduler runs only once in 24 hours
- Attendance will be calculated one day previous of current date

eSSL Web Scheduler

☒ Recalculate Attendance

Start Stop Minimise to Tray Close Scheduler

And Upload Data to :

☐ FTP

Host Name

User Name

Password

Directory

☐ Proxy

Proxy Address

Proxy User Name

Proxy Password

Test Connection

☒ Folder

D:\RLogs

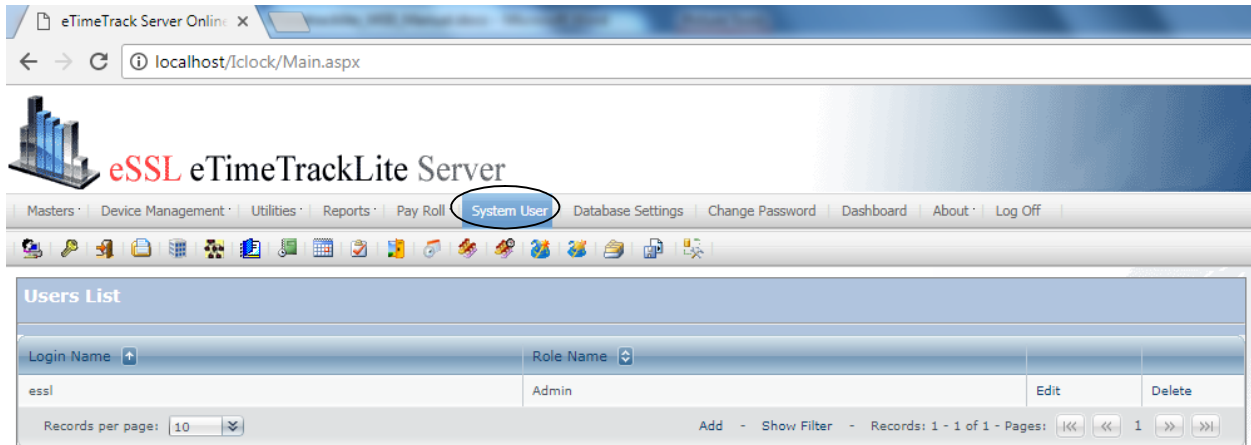
File Format

File Name Prefix Suffix Field Separator File Extension

at Everyday HH: MM: time. Last Recalculated Date

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 ...

The screenshot shows the 'Users List' interface. At the top, there's a header bar. Below it, a table lists users. The first row shows 'essl' as the Login Name and 'Admin' as the Role Name. To the right of the table are 'Edit' and 'Delete' buttons. Below the table, there's a pagination bar showing 'Records per page: 10', 'Add', 'Show Filter', 'Records: 1 - 1 of 1', and 'Pages: 1'. A modal form titled 'System User Information' is open in the foreground. It contains fields for 'Login Name' (Amitkumar), 'Password' (masked with dots), 'Role Name' (Admin), and 'Email Id' (amit.kumar@esslindia.com). Below these fields are two sections: 'Companies Allowed' with a list containing 'Default' and 'eSSL' (selected), and 'Permissions Allowed' with a tree view showing various system permissions like Users, MasterSettings, MailSettings, Companies, Departments, Emp Categories, Shifts, and Shift Calendars, all of which are checked. At the bottom of the modal are 'Select All' and 'Deselect All' buttons for both sections, and checkboxes for 'Can Access Invisible Items' and 'Is Admin'. At the very bottom of the modal are 'Save' and 'Close' buttons. An arrow points from the 'Save' button to a callout box labeled 'Click'.

Login Name	Role Name	Edit	Delete
essl	Admin		

Records per page: 10 Add Show Filter Records: 1 - 1 of 1 Pages: 1

System User Information

Login Name: Amitkumar Password: ****

Role Name: Admin

Email Id: amit.kumar@esslindia.com

Companies Allowed

- Default
- eSSL**

Select All Deselect All

☒ Can Access Invisible Items

Permissions Allowed

- ☒ Users
- ☒ MasterSettings
- ☒ MailSettings
- ☒ Companies
- ☒ Departments
- ☒ Emp Categories
- ☒ Shifts
- ☒ Shift Calendars

Select All Deselect All

☒ Is Admin

Save Close

Click

Continue ...

Users List

Login Name	Role Name		
Amitkumar	Admin	Edit	Delete
essl	Admin	Edit	Delete

Records

Add

Show Filter

Records: 1 - 2 of 2 - Pages: 1

System User Information

Login Name

Amitkumar

Password

...

Role Name

Admin

Email Id

amit.kumar@esslindia.com

Companies Allowed

Default

eSSL

Permissions Allowed

Permissions

Users

MasterSettings

MailSettings

Companies

Departments

Emp Categories

Shifts

Shift Calendars

Select All

Deselect All

Can Access Invisible Items

Is Admin

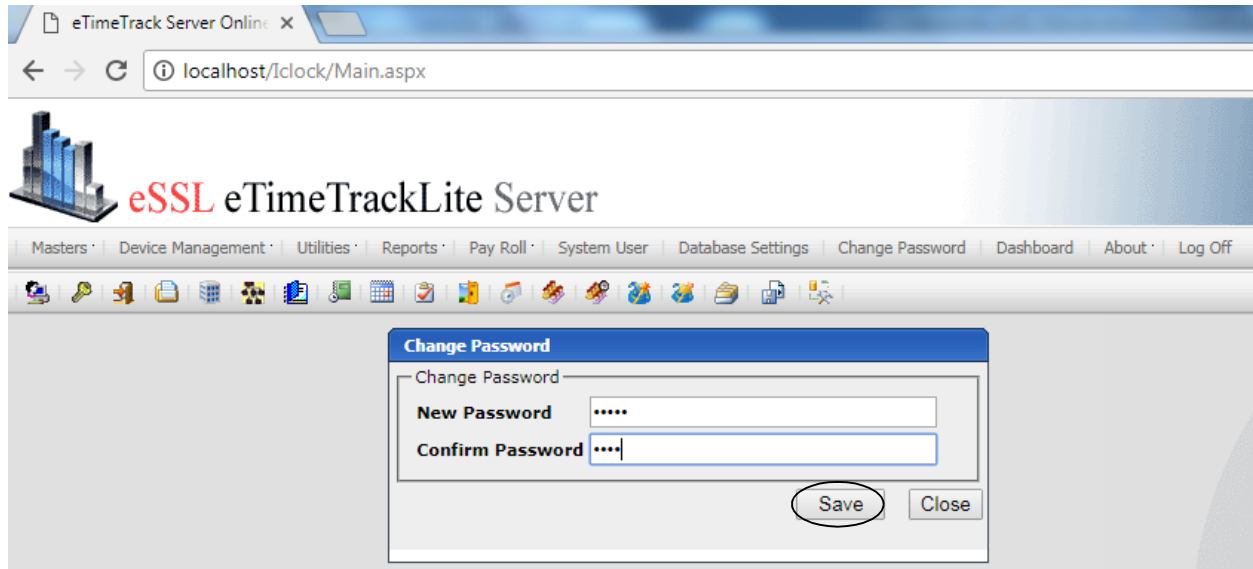
Save

Close

User Added Successfully.

Change Password:

You can change password

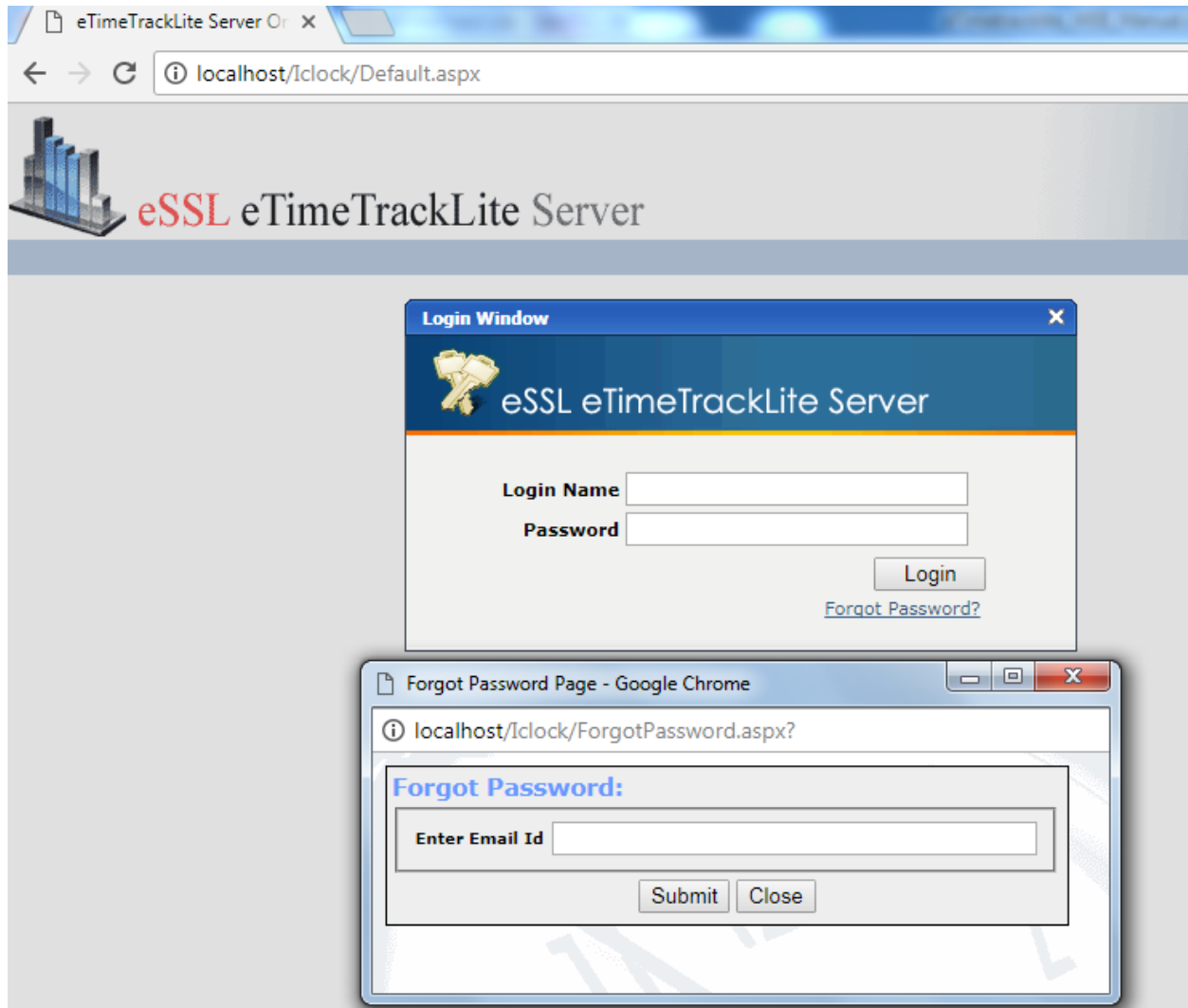


The screenshot shows a web browser window with the address bar displaying "localhost/Iclock/Main.aspx". The page title is "eTimeTrack Server Online". The main content area features the "eSSL eTimeTrackLite Server" logo and a navigation menu with items: Masters, Device Management, Utilities, Reports, Pay Roll, System User, Database Settings, Change Password, Dashboard, About, and Log Off. A toolbar with various icons is visible below the menu. A "Change Password" dialog box is open in the center, containing the following fields and buttons:

- Change Password** (Section Header)
- New Password** (Text input field with masked characters ".....")
- Confirm Password** (Text input field with masked characters "....")
- Save** (Button)
- Close** (Button)

For Get Password:

Please enter register email Id, You will receive change password link to your mail, by clicking this link
You are allowed to set new password



Note: This link will expire after 4 hrs, if link is expired then again you have to click on forget password & you will receive new link to set the password

Reports:

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

User can filter company & department

Re Calculate Attendance

From Date: 01 Jun 2017 To Date: 30 Jun 2017

Select Companies

- Default
- eSSL

Select Departments

- Default
- HR
- Software

☒ Select All ☐ Deselect All ☒ Select All ☐ Deselect All

0 %

Calculate Close

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	18:56	8:00	00:29	8:29	1:26	00:00	Present	10:26:in(T168),14:04:out(T168),14:43:in(T168),18:56: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	18:40	ShiftA	09:00	17:00	7:57	00:00	7:57	00:00	00:00	Present On Leave(PL)	08:43:in(T168),18:40: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	18:01	ShiftA	09:00	17:00	8:52	00:00	8:52	00:00	00:58	Present	09:09:in(T168),18:01: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	1084	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

Page No. 23

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	1528	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).

Generated By:essl

Page No. 1

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	%Present	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	%Present	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

Printed On : Jul 20 2017 12:27

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 Service 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 12:28

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	Basavraj 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	

2.2) 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 S	5 S	6 M	7 T	8 W	9 Th	10 F	11 S	12 S	13 M	14 T	15 W	16 Th	17 F	18 S	19 S	20 M	21 T	22 W	23 Th	24 F	25 S	26 S	27 M	28 T	29 W	30 Th	
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Department: Account

Emp. Code: 1507

Emp. Name: Adam

Status	PL	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	PLP	PLP	PLP	PLP	PL	PLP	PLP	PLP	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	8:22	7:57	00:00	9:03	9:14	9:16	9:16	6:13	6:55	00:00	9:12	9:15	9:11	9:12	9:34	7:07	00:00	14:44	20:13	15:40	15:44	20:15	13:59	00:00	8:06	9:26	00:00	9:19	

Emp. Code: 1514

Emp. Name: Lee

Status	P	P	P	P	WFO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	WFO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
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Emp. Code: 1529

Emp. Name: Nanda Kulkarni

Status	P	P	P	P	WFO	P	IA	IA	IA	IA	IA	WFO	P	P	IA	IA	P	P	WFO	P	P	P	P	P	P	P	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	WFO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	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	WFO	P	P	P	P	P	P	WFO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
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Generated By:essl

Page No 1

2.3) Monthly Detail 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
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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	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	16:06	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	18:36			18:31	18:35	18:37	18:43	18:48	18:06		15:17	15:28			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	8:54	00:00	6:06	8:00	00:00	00:00	8:00	12:00	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

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	18:00		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	
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	1:23	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	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: 4



Status	P	P	P	A	WO	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	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	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
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	NS	ShiftA	ShiftA	ShiftA	NS	ShiftA	ShiftA	NS	NS	NS	NS	NS

Generated By:essl

Page No 15

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

Printed On : Jul 20 2017 12:35

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	1:36	1:36			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

Page No 1

2.6) Monthly OT Hours Report

Monthly Status Report (Hour Wise Summary)

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 12:50

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 Kulam: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	188:12	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		1:57	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	30:28	182:28	
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	2:40	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		81:53	7:39	89:32

Generated By:essl

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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	2	2	2	2	2	2	1	0	2	2	2	2	2	2	1	0	2	2	2	46	
3	Executive	22	17	17	19	18	0	17	16	16	15	15	0	15	16	15	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	0	2	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	Electrician	2	1	1	2	2	0	2	1	2	2	2	0	2	1	2	1	1	1	1	0	1	2	2	2	2	2	0	1	1	1	1	40	
8	Snr Service 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

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

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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	Department	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	Department	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	BASAVARAJU	Service															A
1015	Santhosh	Software	09:22	11:16	11:33	19:08											1/2P
1037	Rubesh	TechSupport															A
1038	Pati	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													1/2P
1083	Basavaraju 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
Employee Name: BASAVARAJGuru
Company: eSSL
Department: Service

Attendance Date: 01 Jun 2016
Ref No.

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
Employee Name: Harry
Company: eSSL
Department: TechSupport

Attendance Date: 02 Jun 2016
Ref No.

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
Employee Name: Shivkumar
Company: eSSL
Department: Service

Attendance Date: 07 Jun 2016
Ref No.

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
Employee Name: Patil
Company: eSSL
Department: Sales

Attendance Date: 14 Jun 2016
Ref No.

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 Employment 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 Employment Type Matrix

Jun 01 2016 To Jun 30 2016

Company\EmploymentType	Permanent	Total
eSSL	700	700
Total	700	700

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

c) Employee Graph

Employee Graph

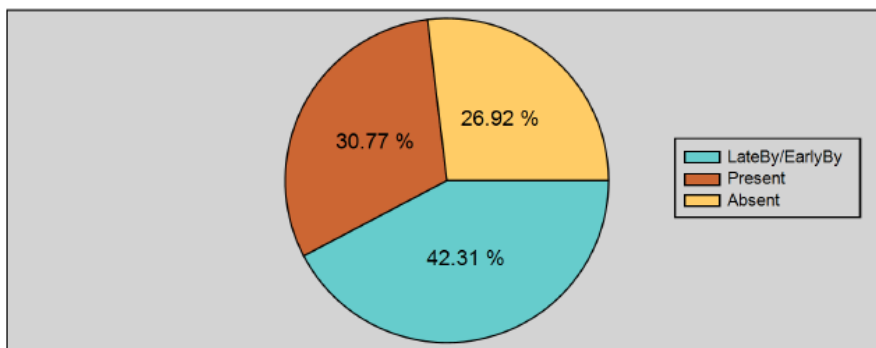
Jun 01 2016 To Jun 30 2016

Company: eSSL

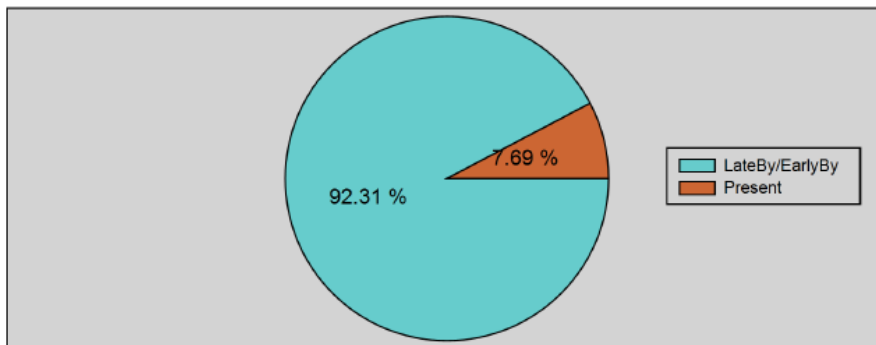
Printed On : Jul 20 2017 17:28

Department :Account

Employee: Nanda Kulkarni : 1529



Employee: Manoj Joshi : 1533



d) Department Graph

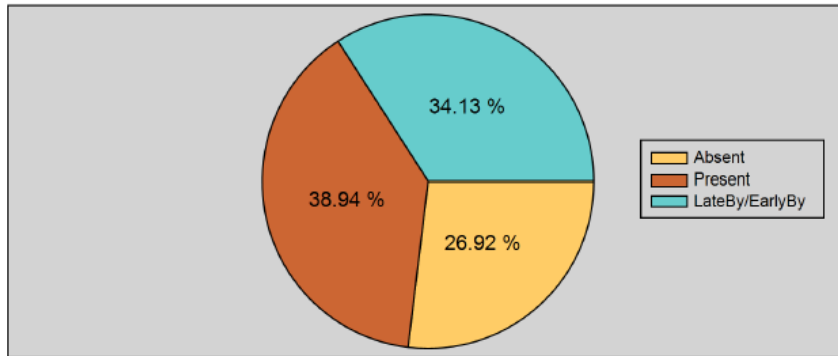
Department Graph

Jun 01 2016 To Jun 30 2016

Company: eSSL

Printed On : Jul 20 2017 17:29

Department :TechSupport



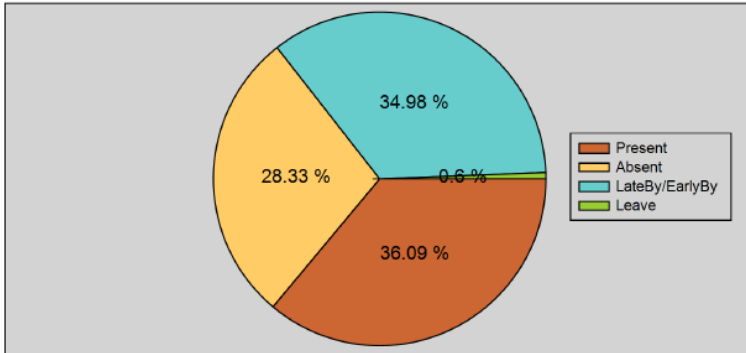
e) Company Graph

Company Graph

Jun 01 2016 To Jun 30 2016

Printed On : Jul 20 2017 17:30

Company : 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

Employee Code	Employee Name	Sex	Age	Working Hrs		Leave		Date of Entry		Lunch Time		Designation/ 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	Ex Sa																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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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	Night Interval	Hours Worked On																					Total Hours Worked During Week Ending	Days on Which Over Time Work is Done & Extent of each overtime on each occasion during the Week Ending	Extent of each overtime Worked during the Week Ending	Extent of each overtime Worked Previously during the Year													
							Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun																	
1	Pati	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	8:50	9:21	00:00	00:00	00:00	00:00	10:22	9:42	9:30	9:48	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	9:20	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	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	00:00	9:25	9:18	9:21	9:34	6:57	00:00	9:26	9:35	9:19	9:33	6:25	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	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	9:11	9:15	9:23	6:56	00:00	9:24	9:38	9:59	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	00:00	00:00	00:00	00:00			

15. C) Detail Form J

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

FORM "J"

[See Rule (201)]
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.	Employee		Sex	Age	Compensatory Time	Coming Time	Month/Year	Hours Worked On																																Total Hours Worked During Week Ending	Days on Which Over/Time Work is Done & Extent of each overtime on each occassion during the Week Ending	Extent of each overtime Worked during the Week Ending	Extent of each overtime Worked Previously during the Year
								1 W	2 Th	3 F	4 Su	5 S	6 M	7 T	8 W	9 Th	10 F	11 Su	12 S	13 M	14 T	15 W	16 Th	17 F	18 Su	19 S	20 M	21 T	22 W	23 Th	24 F	25 Su	26 S	27 M	28 T	29 W	30 Th						
1	Name:Santhosh	M		39.00	17.00			9.20	2.11	9.24	6.37	00.00	9.34	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	20.38		30.00				
	Code:1015			InTime				29.21	29.22	29.20	29.23		10.19	29.22	29.24	29.26	29.24	29.29		11.46	29.24	29.21	29.19	29.26	29.19		29.19	29.22	29.19	10.08	29.19		12.52	3.18	13.48	12.36							
	Designation:Developer			OutTime				18.41	11.33	14.44	16.02		16.53	18.38		16.45	9.44	16.17		18.43	18.38	14.47	13.06	16.51	16.11		18.50	18.26	18.33	18.43	16.06		29.13	1.03	29.25	29.14							
	DOJ:01-Jan-1900			Status					P	NP	P	P	WO	P	P	P	P	P	P	P	WO	P	NP	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	P			
2	Name:Anithumar	M		39.00	17.00			00.00	7.20	7.53	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	6.28	8.27	7.52	00.00	7.53	00.00	00.00	00.00		30.00					
	Code:1123			InTime					29.45	29.07			10.23	10.11	10.02	10.16	10.04		10.30		29.31	10.02	10.16			10.01	29.39	10.34	10.16	29.58		29.57											
	Designation:Onr Busine ss Analyst			OutTime									18.53	10.33	10.42								18.49						18.43														
	DOJ:01-Jan-1900			Status					A	P	A	WO	P	P	A	WO	P	P	A	WO	P	P	P	P	WO	P	P	P	P	P	P	A	WO	P	A	A	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	00.00	30.00			
	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	WO	A	A	A	A	A	A	WO	A	A	A	A	A	A	A			
4	Name:Seunja	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	00.00	30.00			
	Code:1125			InTime																																							
	Designation:Onr Developer			OutTime																																							
	DOJ:01-Jan-1900			Status					A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	A	A			
5	Name:Gargika	M		39.00	17.00			9.33	9.41	00.00	7.01	00.00	9.32	9.22	9.39	9.27	9.28	6.36	00.00	9.41	9.48	9.42	9.20	00.00	7.23	00.00	9.27	9.30	9.84	9.08	9.33	7.04	00.00	6.54	00.00	9.38	7.43		30.00				
	Code:1571			InTime				08.59	09.50		29.00		28.58	29.08	28.53	29.03	29.05	29.22		28.49	28.47	29.16	29.12		28.45		29.07	29.02	28.40	29.24	28.59	28.56		29.10		28.52	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	P	WO	P	P	P	P	P	P	P	WO	P	P	P	P	WO	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			

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 of host server

CSV Export for Third Party Payroll

From Date: 1 Aug 2017 To Date: 1 Aug 2017

File Format: dd-MM-yyyy File Extn: LT

LogDate Format: dd-MM-yyyy HH:mm Separator: Comma

In Symbol: In Out Symbol: Out

No of Digits in Employee Code: 15 ☒ Prefix Zero

Custom Fixed/Reserved Field 1: R1

Custom Fixed/Reserved Field 2: R2

Available Field: [Empty List Box]

Export to Excel: [Device Name, Employee Code, Direction, Time In Minutes, Time, Reserved Field1, Reserved Field2]

Enter Path: C:\ThirdPartyPayroll

Export Close

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 of host server

Export Logs in Custom Format
✕

From Date 7 ▾ Jun ▾ 2017 ▾ To Date 7 ▾ Jun ▾ 2017 ▾

File Format dd-MM-yyyy ▾ ☒ PrefixText PT File Extension txt Field Separator Comma ▾

Data Field No. 1 Employee Code ▾ No of Char 6

Data Field No. 2 Employee Device Code ▾ No of Char 6

Data Field No. 3 Device Name ▾ No of Char 10

Data Field No. 4 Device Name ▾ No of Char dd-MMM-yyyy HH

Data Field No. 5 Direction ▾ In Dir Symbol 0 Out Dir Symbol 1

Data Field No. 6 Reserved Field ▾ No of Char 100

Data Field No. 7 None ▾ No of Char

Data Field No. 8 None ▾ No of Char

Additional Direction Values

BreakIn Dir Symbol 3 BreakOut Dir Symbol 2

Enter Path C:\Logs

Generate
Close

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 of host server

SAP P10/P20 Export

From Date: 7 Jul 2017 To Date: 7 Jul 2017

File Format: dd_MM_yyyy File Extn: txt

Enter Path: C:\SapExport

Export Close

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
Employee Code: 1003
EmployeeName: Praveen

ND	WO	HD	CL	PL	ML	WD	Late Coming Days	Early Going Days
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 Sat	5 S	6 M	7 T	8 W	9 Th	10 F	11 Sat	12 S	13 M	14 T	15 W	16 Th	17 F	18 Sat	19 S	20 M	21 T	22 W	23 Th	24 F	25 Sat	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 Kulikam: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	1:38	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	198:12	15:13	201:25

18.4)Monthly Designation Report

Monthly Attendance Sheet Summary

Jun 01 2016 To Jun 30 2016

Printed On : Jul 21 2017 13:06

Company Name:eSSL																																		
SL No.	Designation	Total Employees	1 W	2 Th	3 F	4 Sat	5 S	6 M	7 T	8 W	9 Th	10 F	11 Sat	12 S	13 M	14 T	15 W	16 Th	17 F	18 Sat	19 S	20 M	21 T	22 W	23 Th	24 F	25 Sat	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	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	1	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	0	0	0	0	1	1	1	1	1	0	0	1	1	0	1	19	
7	Electrician	2	1	1	2	2	0	2	1	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 Service 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		
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		
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	666

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

19.3) 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													

19.4) 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													