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My SpaceTeamOrganization

OverviewDashboardCalendar



John Smith

CEO

Weekend

10:25 AM

Clock In Time: 9:30 AM

Clock Out Time: 00:00

Clock Out

ActivitiesFeedsProfileApprovalsLeaveAttendanceTime LogsTimesheets

Reportees

S19 - Michael Johnson

Weekend

S2 - Lily Williams

Weekend

S20 - Christopher Brown

Weekend

Schedule a free demo

Get an expert walkthrough, tailored to your business needs.

Request Demo

Good Morning John Smith

Have a productive day!

Work Schedule

04-May-2025 - 10-May-2025

General

9:00 AM - 6:00 PM

Sun

Mon

Tue

Wed

Thu

Fri

Sat

4

5

6

7

8

9

10

Weekend

Weekend

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Search candidates...

New Onboarding

First Name	Last Name	Email ID	Mobile No	Status	Department	Source of Hire	PAN Card	Aadhaar Card	UAN Number
Michael	Anderson	michael.a@company.com	+1 (555) 123-4567	In Progress	Engineering	LinkedIn	ABCDE1234F	1234 5678 9012	123456789012
Sarah	Wilson	sarah.w@company.com	+1 (555) 234-5678	Pending	Marketing	Referral	FQHU5678K	2345 6789 0123	234567890123
David	Thompson	david.t@company.com	+1 (555) 345-6789	Completed	Sales	Job Portal	KLMNO9012P	3456 7890 1234	345678901234

Showing 1 to 3 of 3 entries

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< New Candidate Onboarding

Personal Information

First Name *

Last Name *

Email ID *

Mobile Number *

Professional Details

Department *

Source of Hire *

Expected Joining Date *

Document Information

PAN Card Number *

Aadhaar Card Number *

UAN Number

Additional Information

Current Location *

Save as Draft

Submit Form

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Leave Summary

Leave Balance

Leave Requests

Shift

Leave booked this year: 0 | Absent: 0

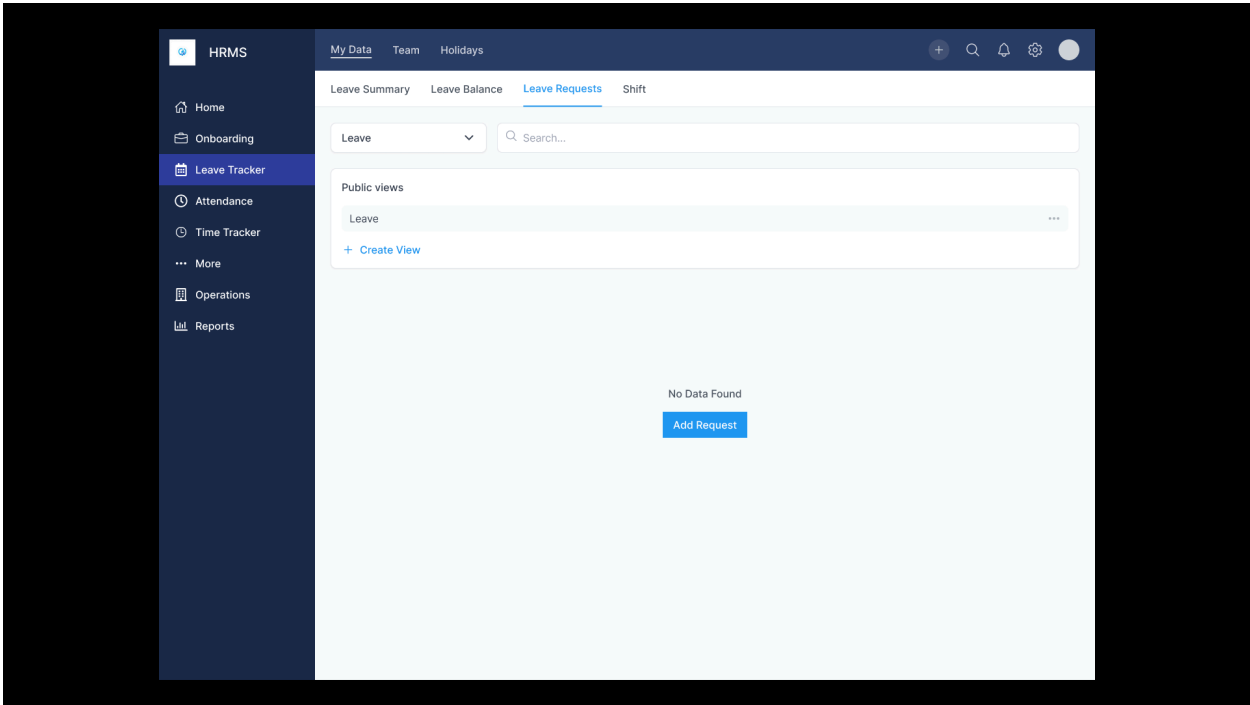
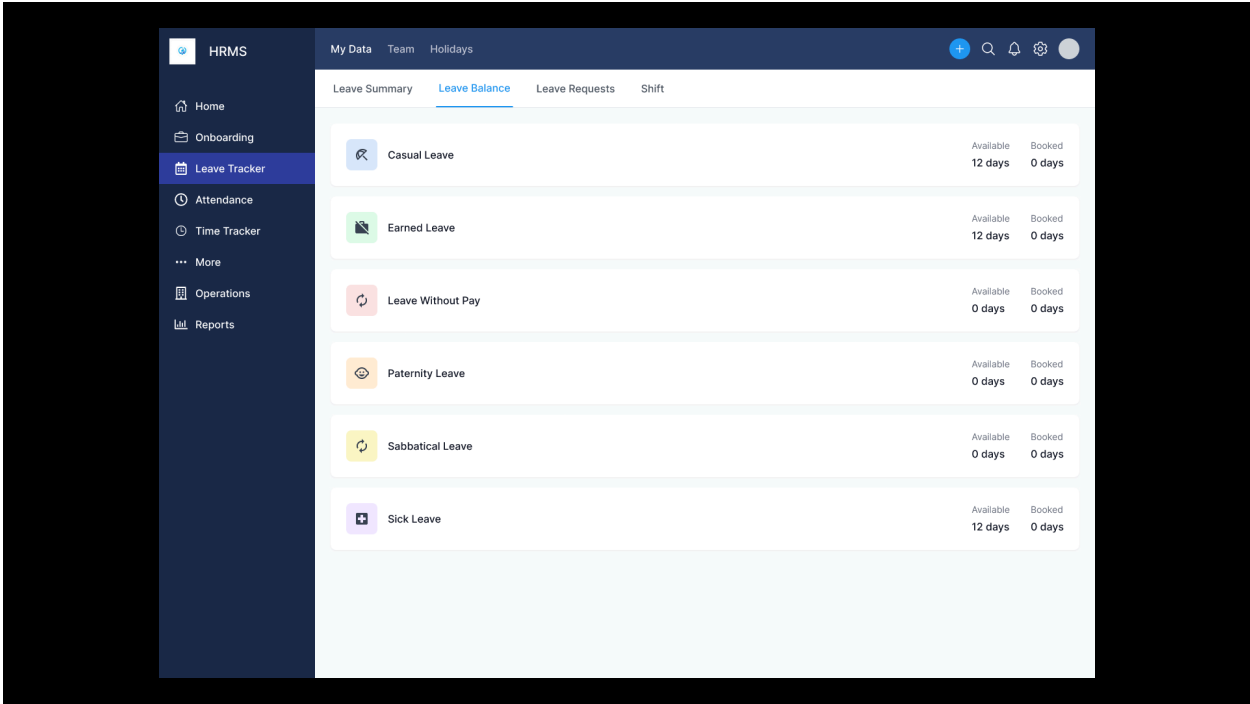
< 01-Jan-2025 - 31-Dec-2025 >

+ Apply Leave

<div>Casual Leave</div> <div>Available12</div> <div>Booked0</div>	<div>Earned Leave</div> <div>Available12</div> <div>Booked0</div>	<div>Leave Without Pay</div> <div>Available0</div> <div>Booked0</div>
<div>Paternity Leave</div> <div>Available0</div> <div>Booked0</div>	<div>Sabbatical Leave</div> <div>Available0</div> <div>Booked0</div>	<div>Sick Leave</div> <div>Available12</div> <div>Booked0</div>

Upcoming Leave & Holidays

No Data Found



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Leave Summary

Leave Balance

Leave Requests

Shift

<04-May-2025 - 10-May-2025>

WeeklyMonthlyAssign shift

08 AM09 AM10 AM11 AM12 PM01 PM02 PM03 PM04 PM05 PM

06 PM

Sun4

General9:00 AM - 6:00 PM

Mon5

General9:00 AM - 6:00 PM

Tue6

General9:00 AM - 6:00 PM

Wed7

General9:00 AM - 6:00 PM

Thu8

General9:00 AM - 6:00 PM

Fri9

General9:00 AM - 6:00 PM

Sat10

General9:00 AM - 6:00 PM

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Attendance Summary

Shift

<04-May-2025 - 10-May-2025>

General [9:00 AM - 6:00 PM]

Add notes for check-in

Check in

Sun04

00:00Hrs worked

Today05

00:00Hrs worked

Tue06

00:00Hrs worked

Wed07

00:00Hrs worked

Payable Days2 Days

Present0 Days

On Duty0 Days

Paid leave0 Days

Holidays0 Days

Weekend2 Days

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Attendance SummaryShift

< 04-May-2025 - 10-May-2025 >

WeeklyMonthly

+ Assign shift?

Time	08 AM	09 AM	10 AM	11 AM	12 PM	01 PM	02 PM	03 PM	04 PM	05 PM
06 PM										
Sun 4	General 9:00 AM - 6:00 PM									
Mon 5	General 9:00 AM - 6:00 PM									
Tue 6	General 9:00 AM - 6:00 PM									
Wed 7	General 9:00 AM - 6:00 PM									
Thu 8	General 9:00 AM - 6:00 PM									
Fri 9	General 9:00 AM - 6:00 PM									
Sat 10	General 9:00 AM - 6:00 PM									

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Time LogsTimesheetsJobsProjectsJob Schedule

< 04-May-2025 - 10-May-2025 >

Log Time >

Select Project

Select Job

What are you working on?

Billable

00:00:00

Total

Submitted

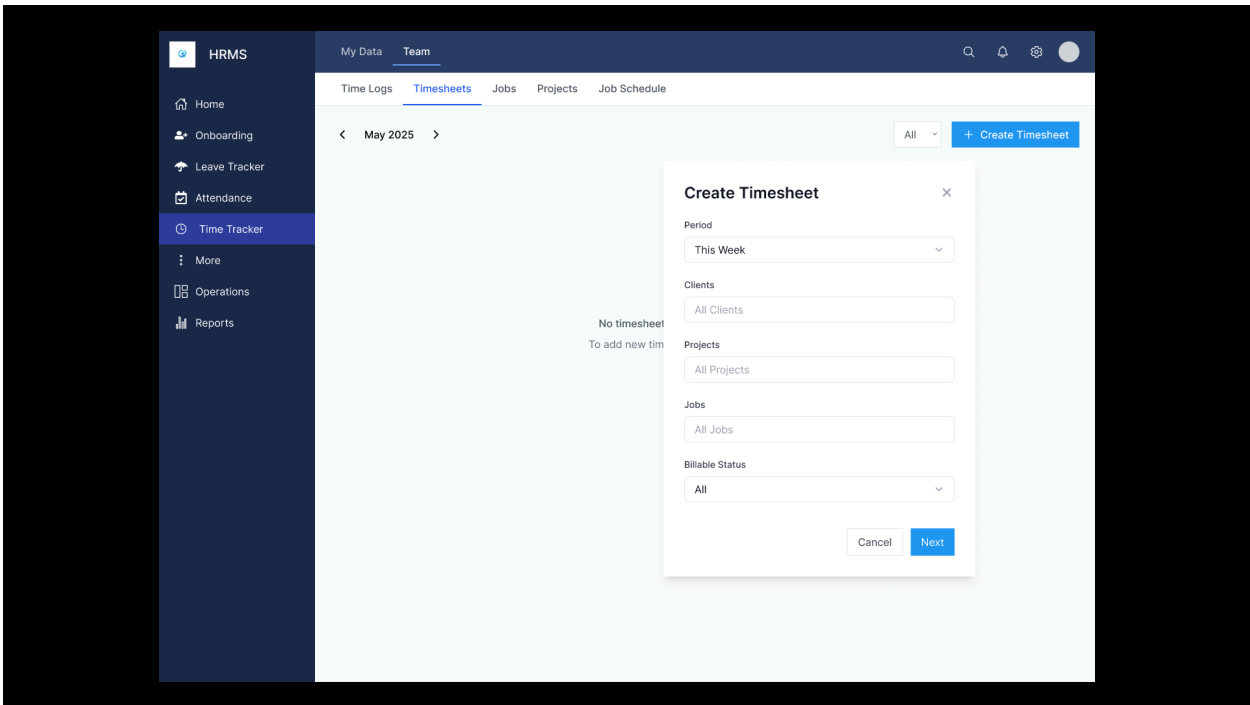
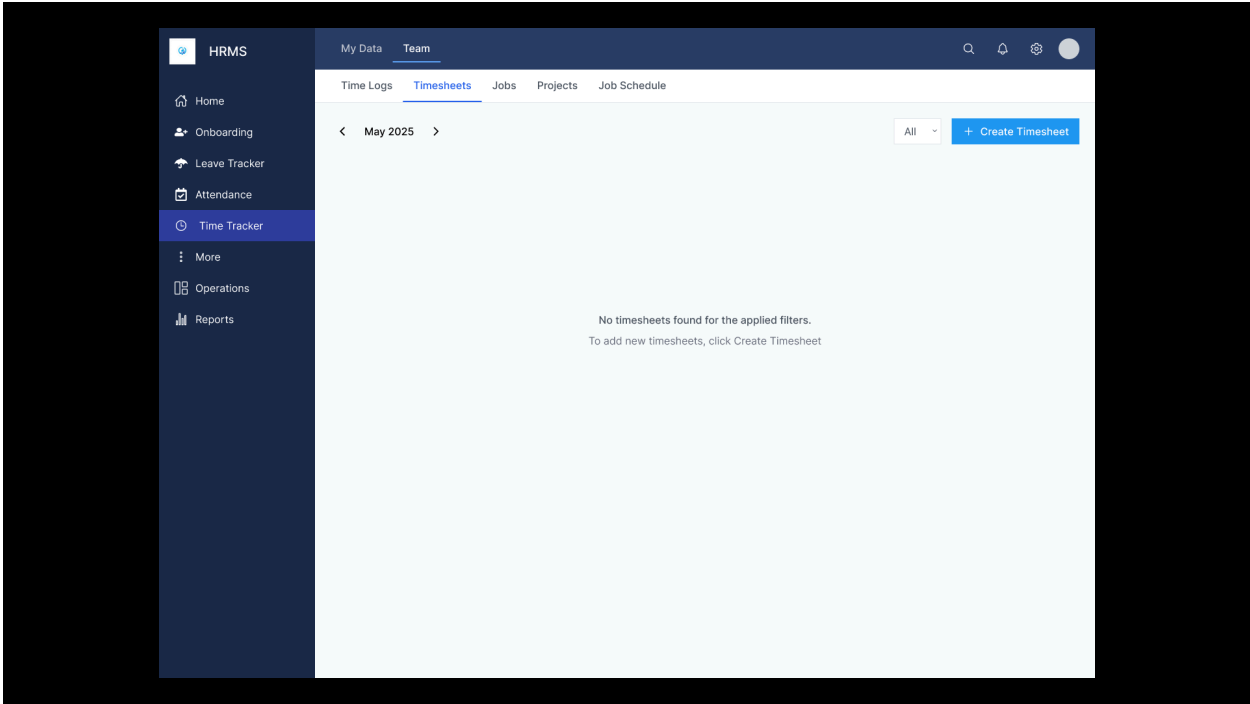
Not Submitted

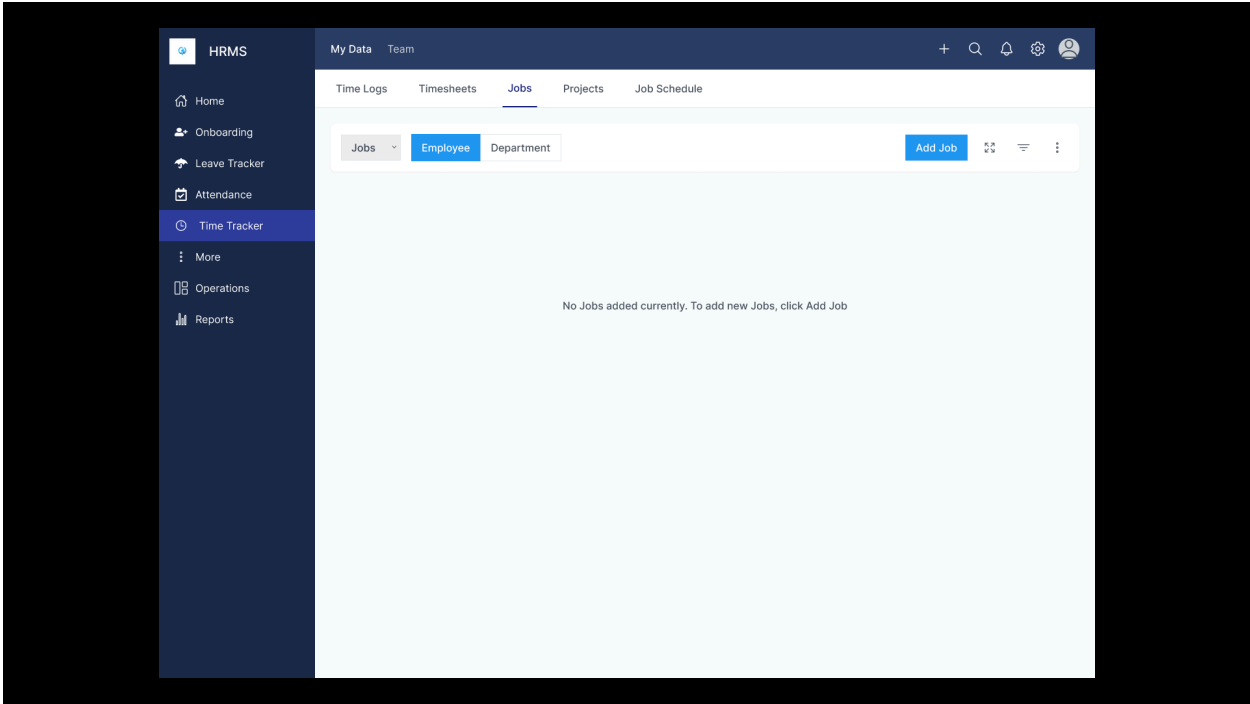
00:00 Hrs

00:00 Hrs

00:00 Hrs

No time logs added currently. To add new time logs, click Log Time





Add Job

Job Name *

Enter job name

Project

Select

+

Start Date

05-May-2025

End Date

dd-MMM-yyyy

Hours

00:00

Assignees *

Shardul kulkarni

00:00

0

×

Clear

Rate Per Hour

Description

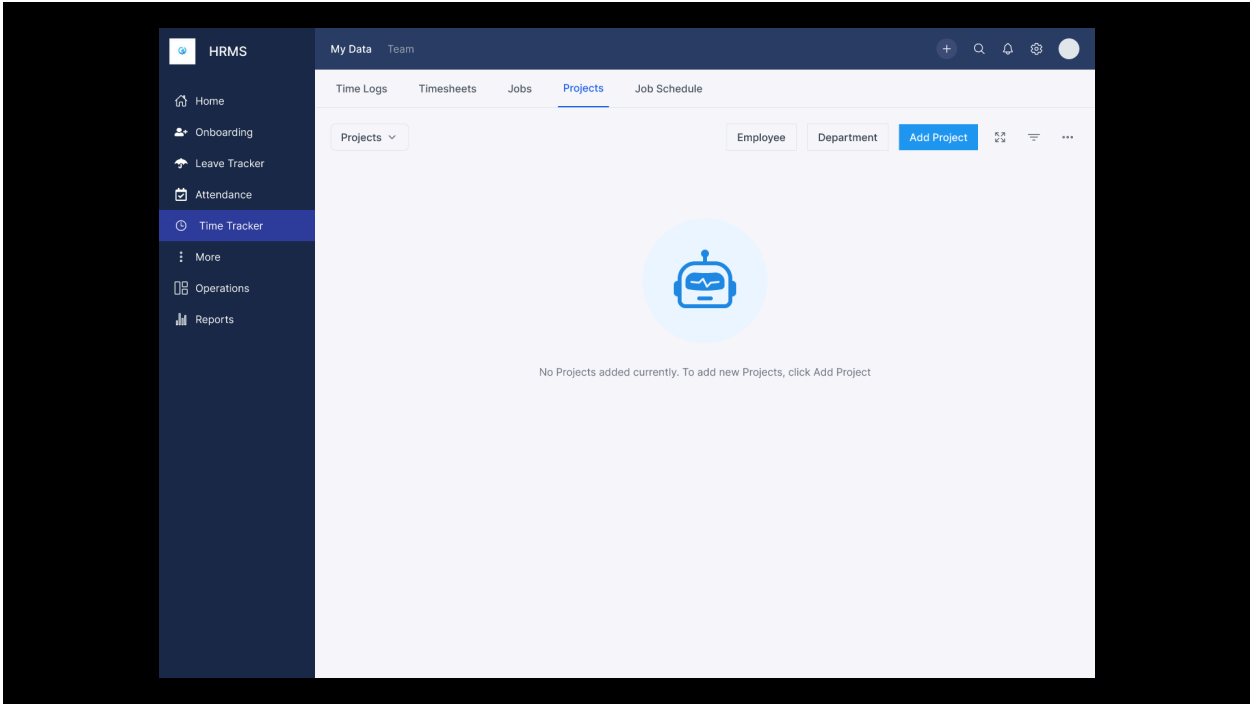
Attachment

Upload from: [Desktop](#) / [Zoho WorkDrive](#) / [Others](#)

Max. size: 5 MB

Billable Status

Select



Add Project

Project Configuration Details

Project Name *

Client Name

Select

Project Cost

Project Head

Shardul kulkarni1

Rate

RPH

Project Manager

Project Users

> Users (0)

Clear

Search users...

> Departments (0)

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04-May-2025 - 10-May-2025

DayWeek

Clone

0 pending changes

Published

...

	12 AM	1 AM	2 AM	3 AM	4 AM	5 AM	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM	8 PM
Sun 04 00:00 hrs																					
Mon 05 00:00 hrs																					
Tue 06 00:00 hrs																					
Wed 07 00:00 hrs																					
Thu 08 00:00 hrs																					
Fri 09 00:00 hrs																					

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