



# User Manual

Author: Latha M G

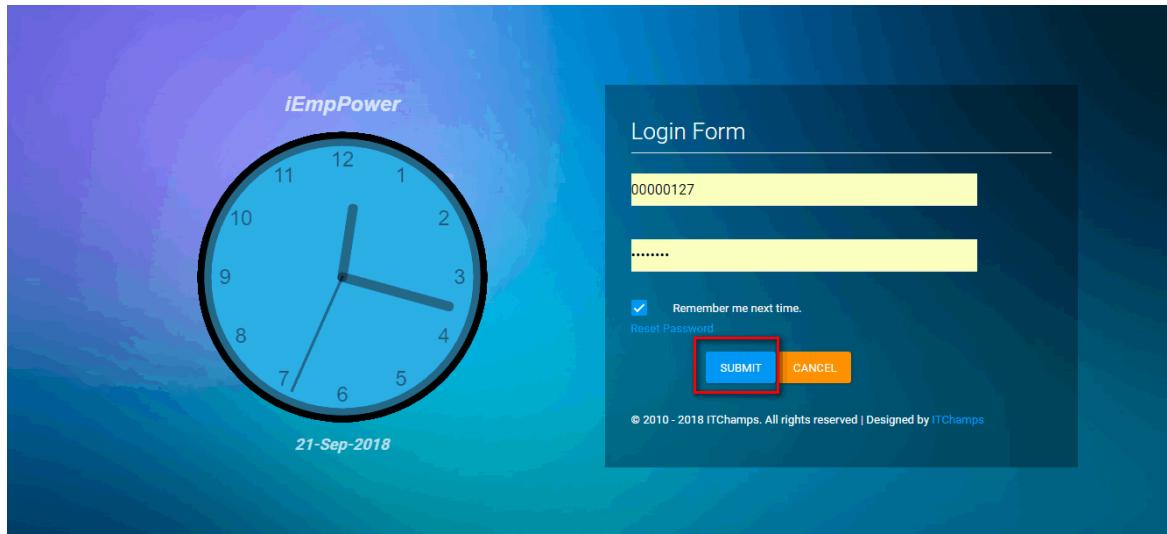
2/20/19

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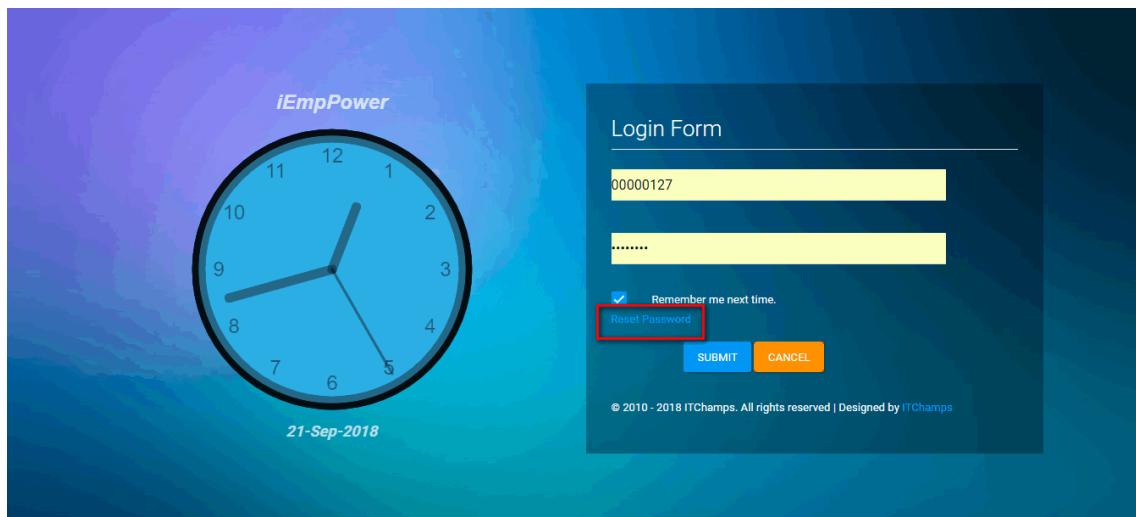
## Login Page

Enter Username and Password and click “SUBMIT” button



## Reset Password

When we click on “Reset Password” we get a message saying “New password has been sent to your email. Please use that password to login”





## Dashboard

After login we can see the Dashboard page

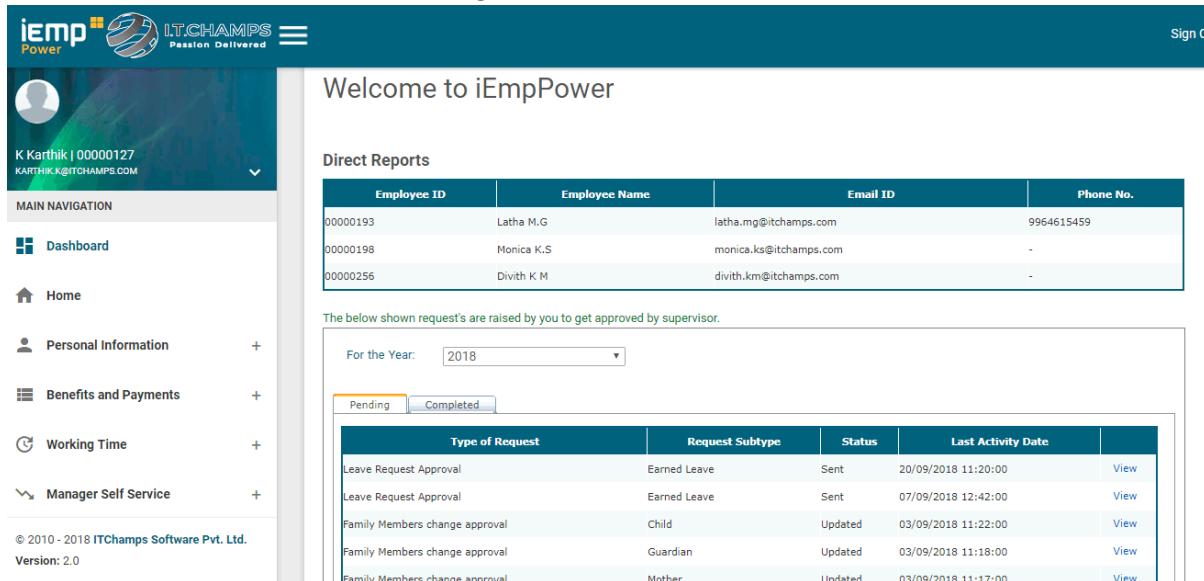
The dashboard interface for iEmpPower. It features a top navigation bar with the logo "iEmp Power" and "ITCHAMPS Passion Delivered". On the right is a "Sign Out" button. The main area is divided into several sections:

- MAIN NAVIGATION:** Includes links for "Dashboard", "Home", "Personal Information", "Benefits and Payments", "Working Time", and "Manager Self Service".
- MY REQUESTS:** Contains icons for "LEAVE/ATTEND. Apply", "TIMESHEET Create", "PLANNED TASK Create", "CTC View", "FORM 16 View", and "MY PENDING REQ View".
- APPROVE REQUESTS:** Contains icons for "LEAVE/ATTEND. Pending : 0", "TIMESHEET Pending : 0", "ASSIGN TASK Assign", "VIEW PLANNED TASK View", and "COMPLETED REC View".
- MY ACCOUNT:** Located at the bottom left.

At the bottom left of the dashboard, there is a footer with the text "© 2010 - 2018 ITChamps Software Pvt. Ltd." and "Version: 2.0".

## Home Page

Manager can view the Direct Reporters details and Employee can view their requested and approved Leave / Attendance and Record Working details.



Welcome to iEmpPower

**Direct Reports**

Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	9964615459
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

For the Year:

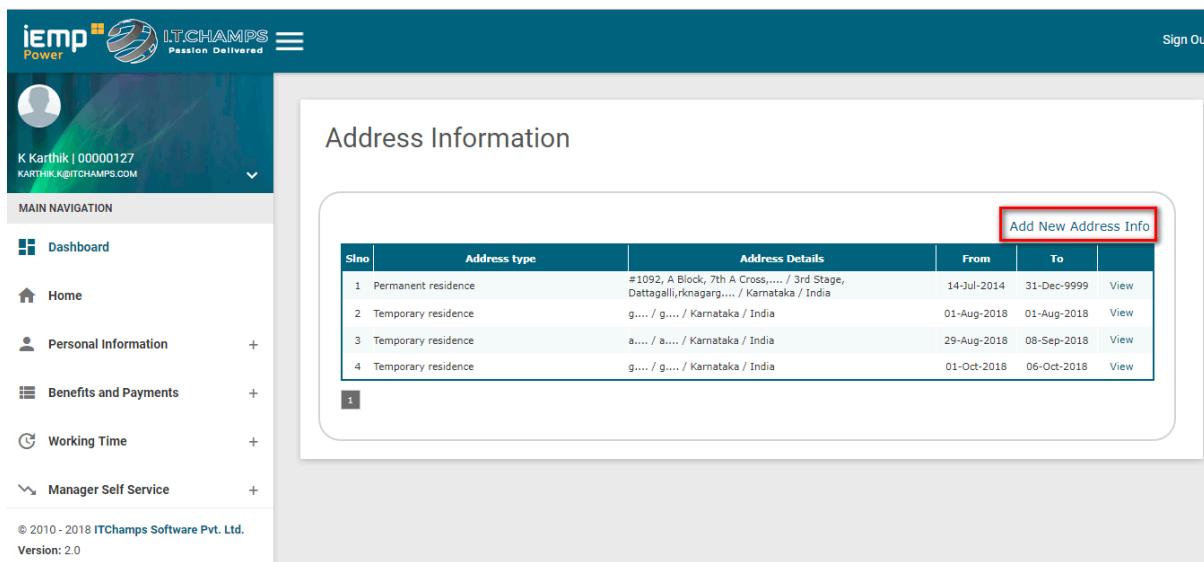
Pending     Completed

Type of Request	Request Subtype	Status	Last Activity Date	Action
Leave Request Approval	Earned Leave	Sent	20/09/2018 11:20:00	<a href="#">View</a>
Leave Request Approval	Earned Leave	Sent	07/09/2018 12:42:00	<a href="#">View</a>
Family Members change approval	Child	Updated	03/09/2018 11:22:00	<a href="#">View</a>
Family Members change approval	Guardian	Updated	03/09/2018 11:18:00	<a href="#">View</a>
Family Members change approval	Mother	Updated	03/09/2018 11:17:00	<a href="#">View</a>

## Personal Information

### Address Information

Address information home page



**Address Information**

[Add New Address Info](#)

Sno	Address type	Address Details	From	To	Action
1	Permanent residence	#1092, A Block, 7th A Cross,... / 3rd Stage, Dattagalli,irknagar..., / Karnataka / India	14-Jul-2014	31-Dec-9999	<a href="#">View</a>
2	Temporary residence	g.... / g.... / Karnataka / India	01-Aug-2018	01-Aug-2018	<a href="#">View</a>
3	Temporary residence	a.... / a.... / Karnataka / India	29-Aug-2018	08-Sep-2018	<a href="#">View</a>
4	Temporary residence	g.... / g.... / Karnataka / India	01-Oct-2018	06-Oct-2018	<a href="#">View</a>

To view address details

Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard**
- Home
- Personal Information
- Benefits and Payments
- Working Time
- Manager Self Service

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### Address Information

Sno	Address type	Address Details	From	To	Action
1	Permanent residence	#1092, A Block, 7th A Cross.... / 3rd Stage, Dattagalli,rknagarg.... / Karnataka / India	14-Jul-2014	31-Dec-9999	<a href="#">View</a>
2	Temporary residence	g.... / g.... / Karnataka / India	01-Aug-2018	01-Aug-2018	<a href="#">View</a>
3	Temporary residence	a.... / a.... / Karnataka / India	29-Aug-2018	08-Sep-2018	<a href="#">View</a>
4	Temporary residence	g.... / g.... / Karnataka / India	01-Oct-2018	06-Oct-2018	<a href="#">View</a>

Add New Address Info

Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard**
- Home
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- Working Time

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### Address Information

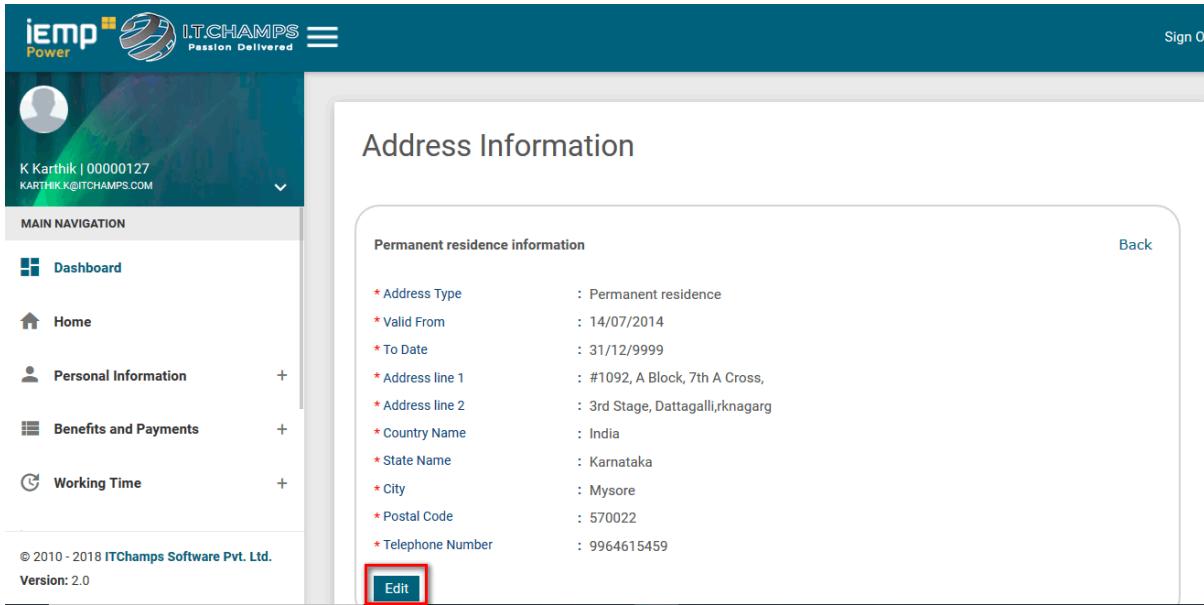
Permanent residence information

* Address Type	:	Permanent residence
* Valid From	:	14/07/2014
* To Date	:	31/12/9999
* Address line 1	:	#1092, A Block, 7th A Cross,
* Address line 2	:	3rd Stage, Dattagalli,rknagarg
* Country Name	:	India
* State Name	:	Karnataka
* City	:	Mysore
* Postal Code	:	570022
* Telephone Number	:	9964615459

[Edit](#)

Back

To edit the address page



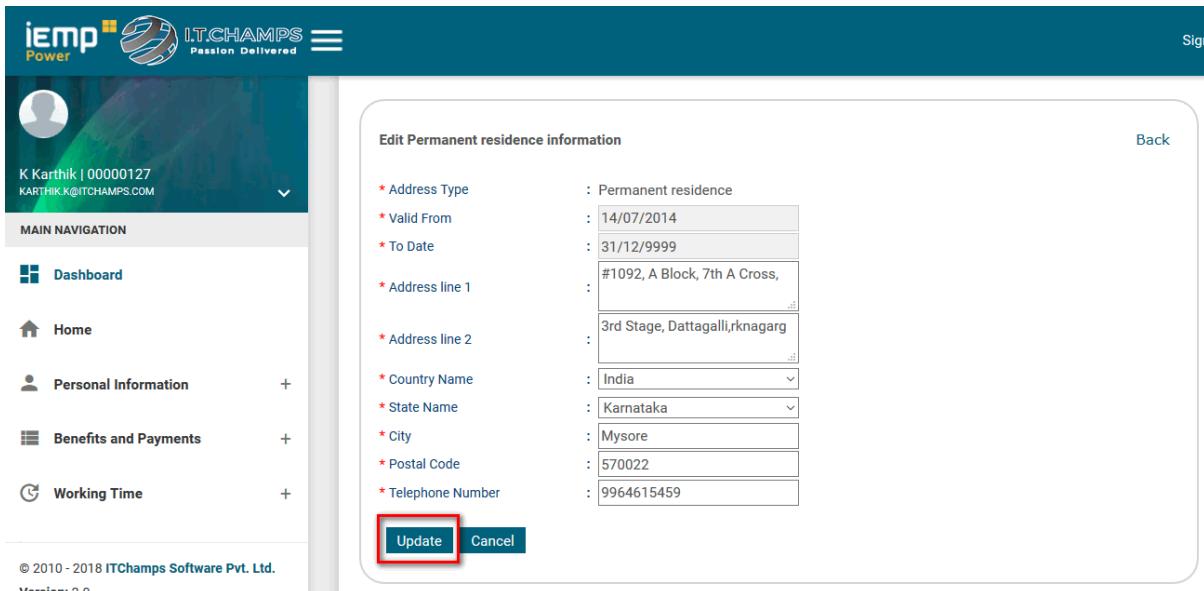
## Address Information

Permanent residence information

* Address Type	: Permanent residence
* Valid From	: 14/07/2014
* To Date	: 31/12/9999
* Address line 1	: #1092, A Block, 7th A Cross,
* Address line 2	: 3rd Stage, Dattagalli,rknagarg
* Country Name	: India
* State Name	: Karnataka
* City	: Mysore
* Postal Code	: 570022
* Telephone Number	: 9964615459

[Edit](#)

[Back](#)



### Edit Permanent residence information

* Address Type	: Permanent residence
* Valid From	: 14/07/2014
* To Date	: 31/12/9999
* Address line 1	: #1092, A Block, 7th A Cross,
* Address line 2	: 3rd Stage, Dattagalli,rknagarg
* Country Name	: India
* State Name	: Karnataka
* City	: Mysore
* Postal Code	: 570022
* Telephone Number	: 9964615459

[Update](#) [Cancel](#)

[Back](#)

Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Home
- Personal Information
- Benefits and Payments
- Working Time

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### Edit Permanent residence information

Do you want to Update this address details ?

* Address Type	
* Valid From	
* To Date	
* Address line 1	OK
* Address line 2	: 3rd Stage, Dattagalli, Mysore, Karnataka, India
* Country Name	: India
* State Name	: Karnataka
* City	: Mysore
* Postal Code	: 570022
* Telephone Number	: 9964615459

[Update](#) [Cancel](#)

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KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Home
- Personal Information
- Benefits and Payments
- Working Time

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### Address Information

Address Information updated successfully and sent for approval !

Sno	Address type	Address Details	From	To	Action
1	Permanent residence	#1092, A Block, 7th A Cross, 3rd Stage, Dattagalli, Mysore, Karnataka, India	14-Jul-2014	31-Dec-9999	<a href="#">View</a>
2	Temporary residence	g.... / g.... / Mysore, Karnataka, India	01-Aug-2018	01-Aug-2018	<a href="#">View</a>
3	Temporary residence	a.... / a.... / Mysore, Karnataka, India	29-Aug-2018	08-Sep-2018	<a href="#">View</a>
4	Temporary residence	g.... / g.... / Mysore, Karnataka, India	01-Oct-2018	06-Oct-2018	<a href="#">View</a>

[OK](#)

[Add New Address Info](#)

## Add new address

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**Address Information**

Sno	Address type	Address Details	From	To	Action
1	Permanent residence	#1092, A Block, 7th A Cross,... / 3rd Stage, Dattagalli,irknagarg.... / Karnataka / India	14-Jul-2014	31-Dec-9999	<a href="#">View</a>
2	Temporary residence	g.... / g.... / Karnataka / India	01-Aug-2018	01-Aug-2018	<a href="#">View</a>
3	Temporary residence	a.... / a.... / Karnataka / India	29-Aug-2018	08-Sep-2018	<a href="#">View</a>
4	Temporary residence	g.... / g.... / Karnataka / India	01-Oct-2018	06-Oct-2018	<a href="#">View</a>

[Add New Address Info](#)

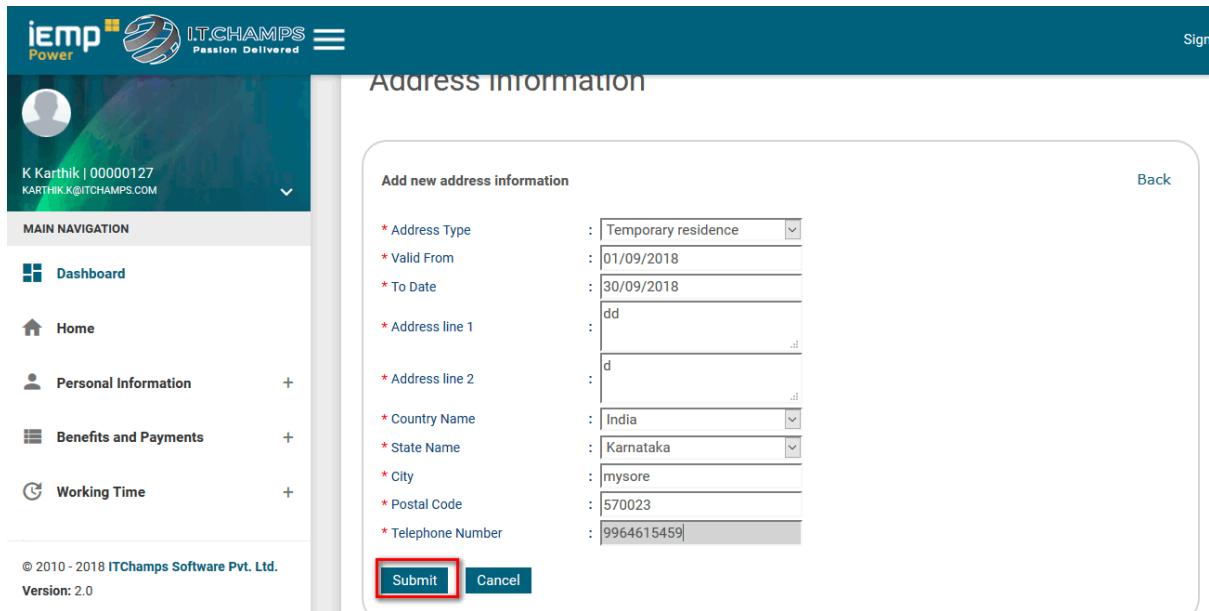
**Address Information**

Add new address information

Back

* Address Type :	- SELECT ADDRESS TYPE -
* Valid From :	
* To Date :	
* Address line 1 :	
* Address line 2 :	
* Country Name :	- SELECT COUNTRY NAME -
* State Name :	- SELECT STATE NAME -
* City :	
* Postal Code :	
* Telephone Number :	

[Submit](#)   [Cancel](#)



K Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard**
- Home
- Personal Information
- Benefits and Payments
- Working Time

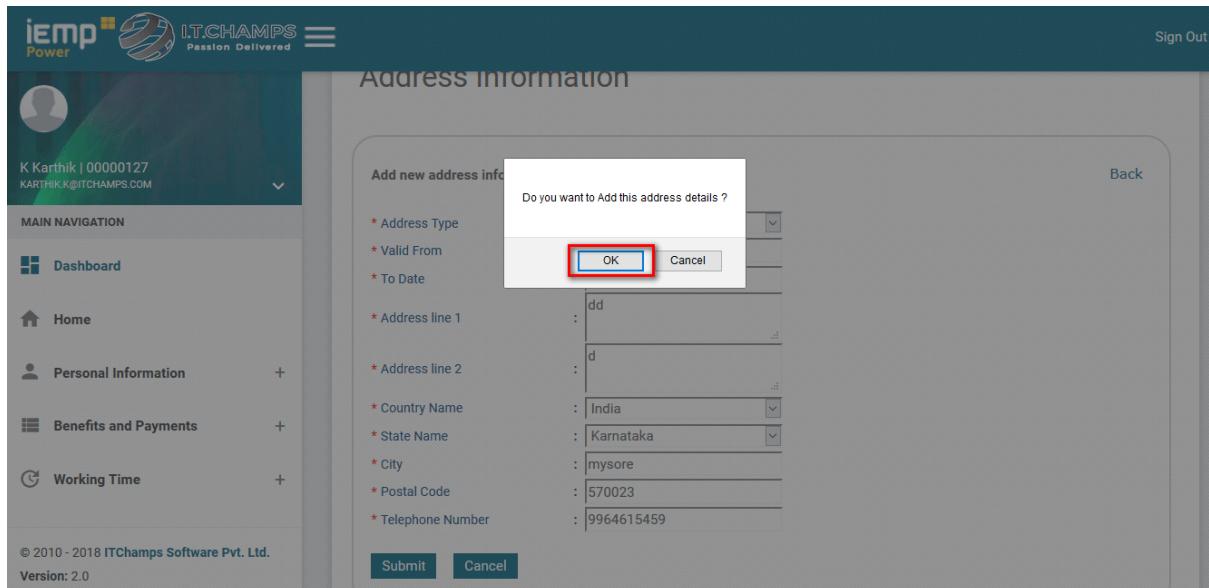
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**Add new address information**

* Address Type	: Temporary residence
* Valid From	: 01/09/2018
* To Date	: 30/09/2018
* Address line 1	: dd
* Address line 2	: d
* Country Name	: India
* State Name	: Karnataka
* City	: mysore
* Postal Code	: 570023
* Telephone Number	: 9964615459

**Submit** **Cancel**

Click on “Submit” button



K Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard**
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- Personal Information
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- Working Time

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**Add new address info**

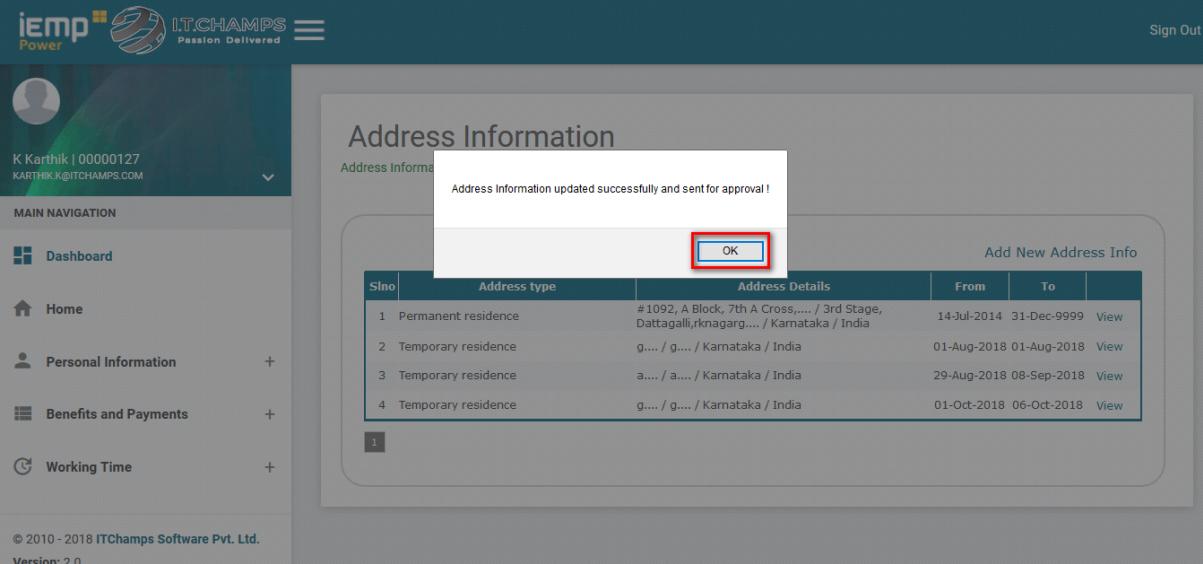
Do you want to Add this address details ?

**OK** **Cancel**

**Add new address information**

* Address Type	: Temporary residence
* Valid From	: 01/09/2018
* To Date	: 30/09/2018
* Address line 1	: dd
* Address line 2	: d
* Country Name	: India
* State Name	: Karnataka
* City	: mysore
* Postal Code	: 570023
* Telephone Number	: 9964615459

**Submit** **Cancel**



Address Information

Address Information updated successfully and sent for approval !

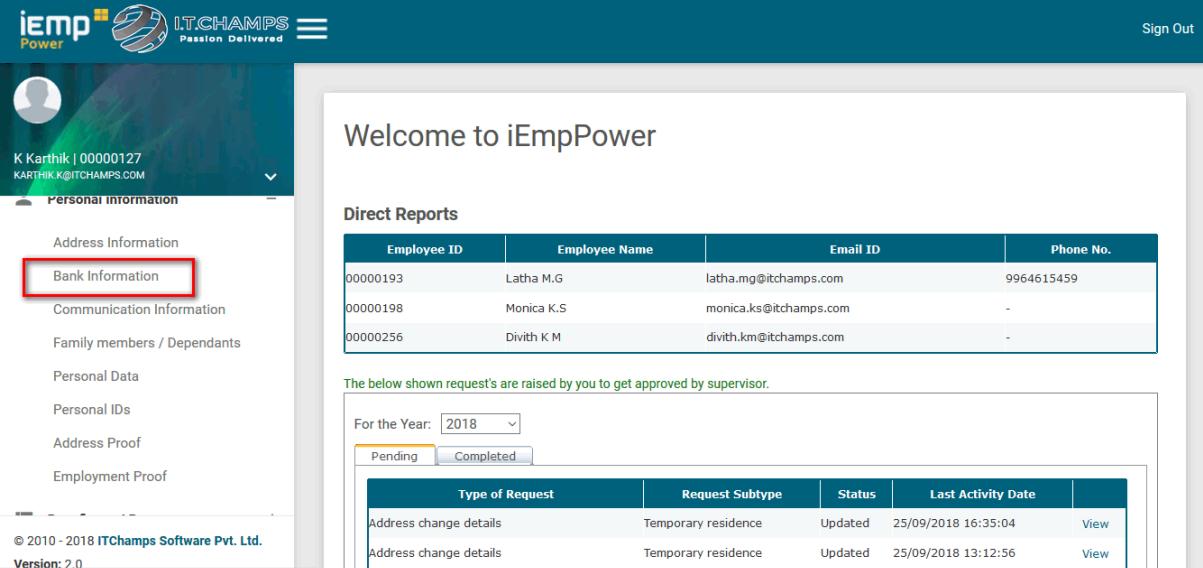
OK

Sno	Address type	Address Details	From	To	
1	Permanent residence	#1092, A Block, 7th A Cross..... / 3rd Stage, Dattagalli,rknagarg.... / Karnataka / India	14-Jul-2014	31-Dec-9999	<a href="#">View</a>
2	Temporary residence	g.... / g.... / Karnataka / India	01-Aug-2018	01-Aug-2018	<a href="#">View</a>
3	Temporary residence	a.... / a.... / Karnataka / India	29-Aug-2018	08-Sep-2018	<a href="#">View</a>
4	Temporary residence	g.... / g.... / Karnataka / India	01-Oct-2018	06-Oct-2018	<a href="#">View</a>

After approval from manager employee can view the details

## Bank Information

Bank information home page



Welcome to iEmpPower

Direct Reports

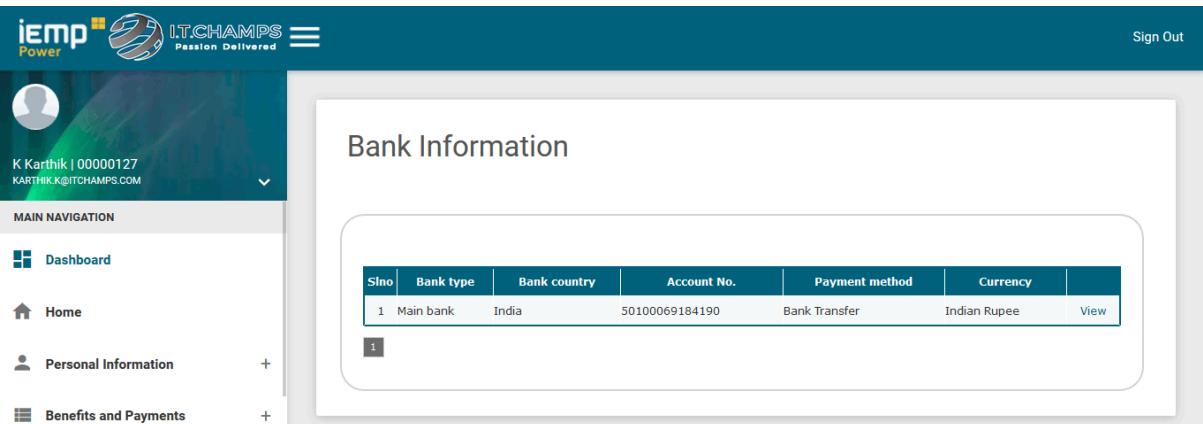
Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	9964615459
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

For the Year:

Pending Completed

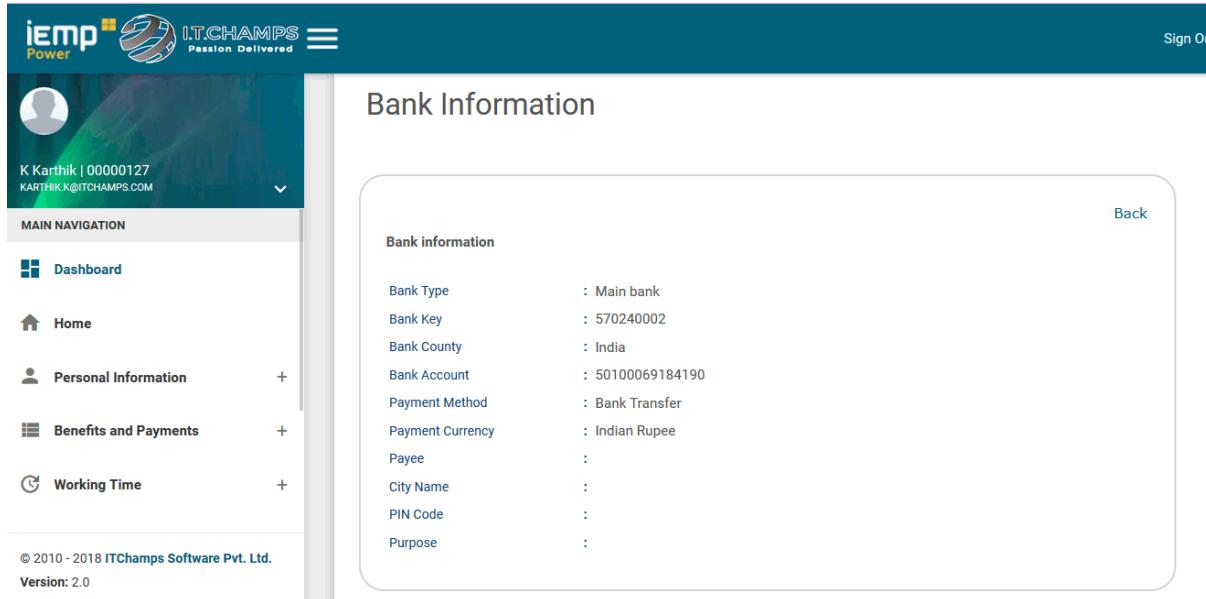
Type of Request	Request Subtype	Status	Last Activity Date	
Address change details	Temporary residence	Updated	25/09/2018 16:35:04	<a href="#">View</a>
Address change details	Temporary residence	Updated	25/09/2018 13:12:56	<a href="#">View</a>



Bank Information

Sno	Bank type	Bank country	Account No.	Payment method	Currency	
1	Main bank	India	50100069184190	Bank Transfer	Indian Rupee	<a href="#">View</a>

Click on “view” link to view the details



**Bank Information**

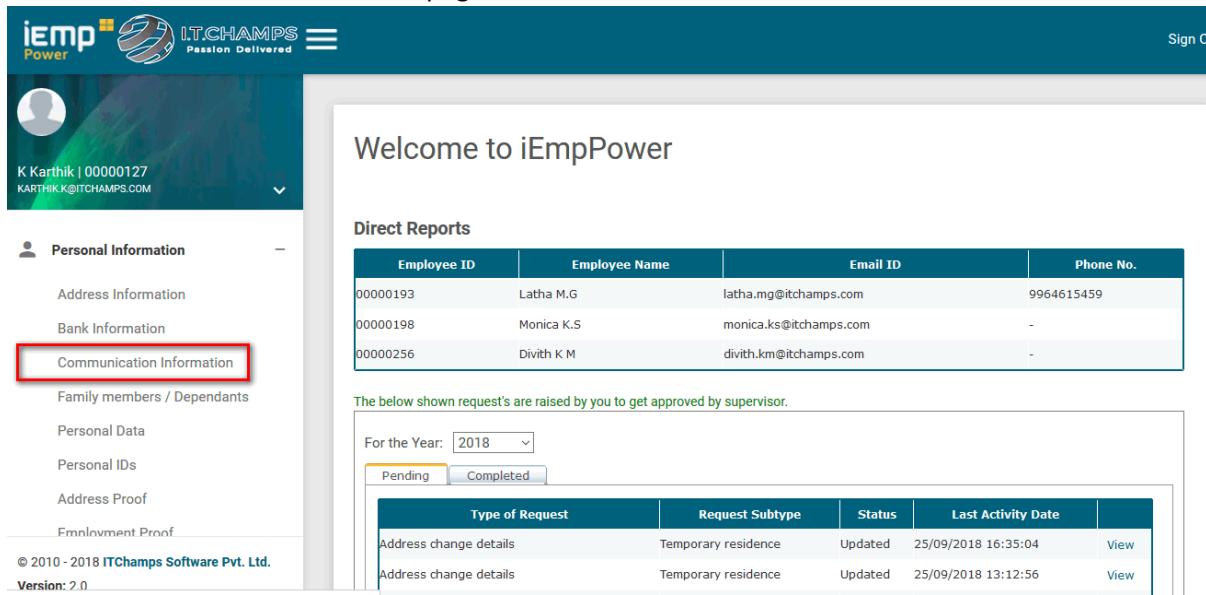
**Bank information**

Bank Type : Main bank  
 Bank Key : 570240002  
 Bank County : India  
 Bank Account : 50100069184190  
 Payment Method : Bank Transfer  
 Payment Currency : Indian Rupee  
 Payee :  
 City Name :  
 PIN Code :  
 Purpose :

[Back](#)

## Communication Information

Communication information home page



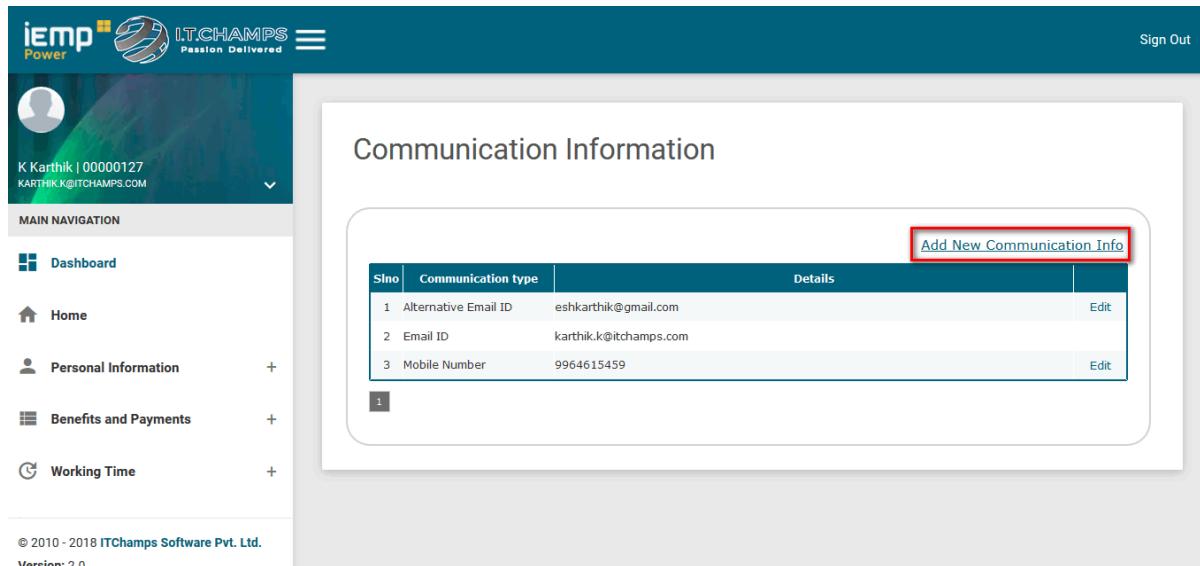
**Welcome to iEmpPower**

**Direct Reports**

Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	9964615459
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

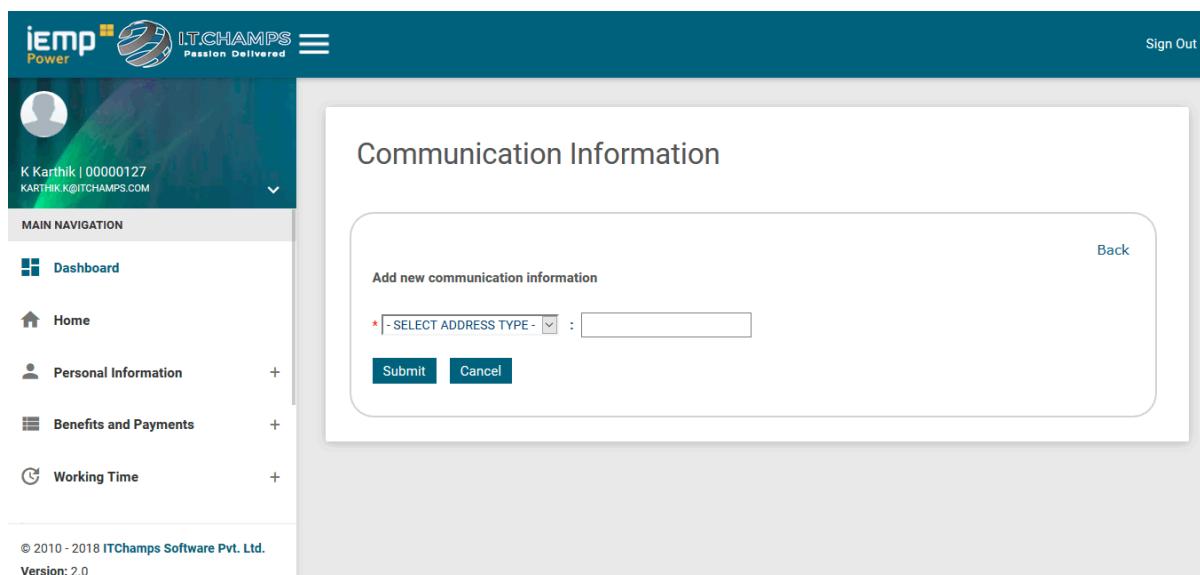
Type of Request	Request Subtype	Status	Last Activity Date	Action
Address change details	Temporary residence	Updated	25/09/2018 16:35:04	<a href="#">View</a>
Address change details	Temporary residence	Updated	25/09/2018 13:12:56	<a href="#">View</a>



The screenshot shows the ITCHAMPS Employee Portal interface. At the top, there's a header with the logo 'iEMP Power' and 'ITCHAMPS Passion Delivered'. On the right, there are 'Sign Out' and other user-related links. Below the header is a sidebar titled 'MAIN NAVIGATION' with options like 'Dashboard', 'Home', 'Personal Information', 'Benefits and Payments', and 'Working Time'. The main content area is titled 'Communication Information'. It displays a table with three rows of communication details: Alternative Email ID (eshkarthik@gmail.com), Email ID (karthik.k@itchamps.com), and Mobile Number (9964615459). A red box highlights the 'Add New Communication Info' button at the top right of the table.

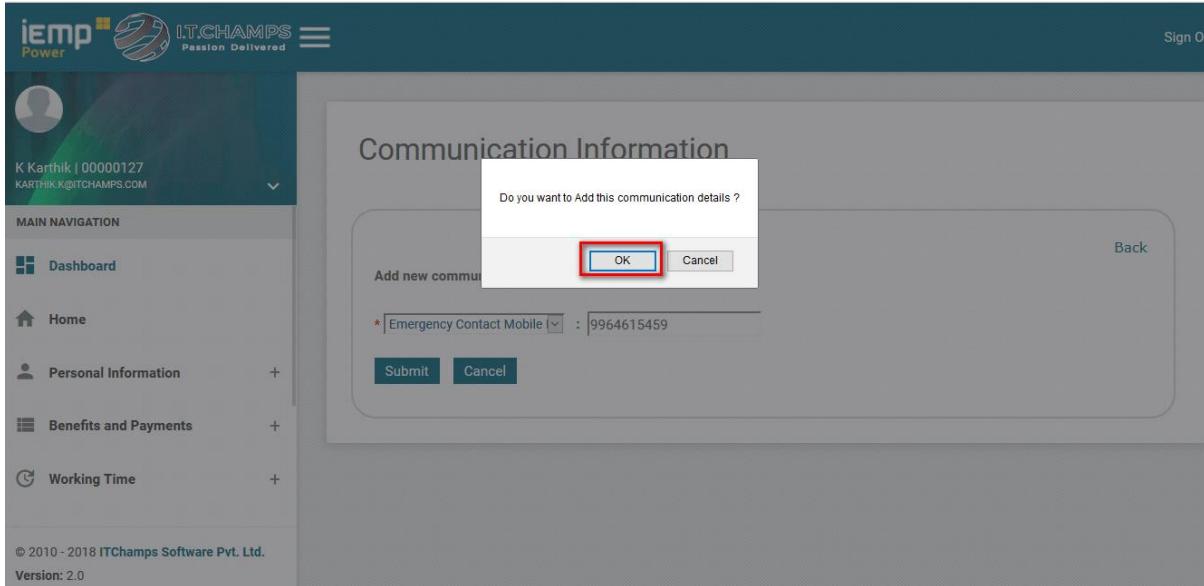
SNo	Communication type	Details	Action
1	Alternative Email ID	eshkarthik@gmail.com	Edit
2	Email ID	karthik.k@itchamps.com	
3	Mobile Number	9964615459	Edit

To add new communication information



The screenshot shows the 'Communication Information' page with a sub-form for adding new communication details. The sub-form has a title 'Add new communication information' and a note 'Back'. It contains a dropdown menu labeled '\* - SELECT ADDRESS TYPE -' followed by a text input field. At the bottom are two buttons: 'Submit' (in blue) and 'Cancel' (in grey).

Click on "Submit" button

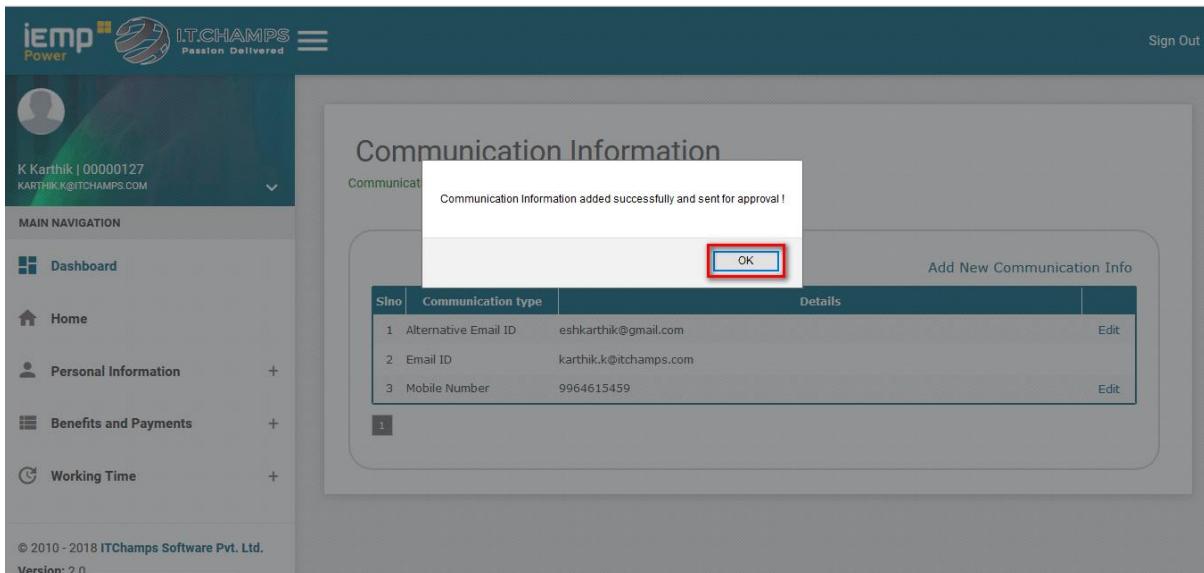


K Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Home
- Personal Information
- Benefits and Payments
- Working Time

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Sno	Communication type	Details	Action
1	Alternative Email ID	eshkarthik@gmail.com	Edit
2	Email ID	karthik.k@itchamps.com	
3	Mobile Number	9964615459	Edit

Employee can view new communication information details only after manager approves.

## Family members / Dependents

### Family members / Dependents home page

**Welcome to iEmpPower**

### Direct Reports

Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	9964615459
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

Type of Request	Request Subtype	Status	Last Activity Date	Action
Address change details	Temporary residence	Updated	25/09/2018 16:35:04	<a href="#">View</a>
Address change details	Temporary residence	Updated	25/09/2018 13:12:56	<a href="#">View</a>

**Family Members / Dependant Information**

Sno	Member Type	First Name	Last Name	Gender	DOB	Age	Action
1	Father	Kumart	T	Male	01-Feb-1949	69 Years	<a href="#">View</a>
2	Mother	k	I	Male	01-Feb-1979	39 Years	<a href="#">View</a>

To add new family details click on “Add New family Info” link and enter the details and click on “Submit” button

**Family Members / Dependent Information**

Add new Family information

* Family Type	:	Spouse
* First Name	:	anagha
* Last Name	:	karthik
Date Of Birth	:	29/06/1987
* Gender	:	<input type="radio"/> Male <input checked="" type="radio"/> Female

**Submit** **Clear** **Cancel**

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Version: 2.0

**Family Members / Dependent Information**

Do you want to Add this Family member details ?

**OK** **Cancel**

Add new Family i

* Family Type	:	Spouse
* First Name	:	anagha
* Last Name	:	karthik
Date Of Birth	:	29/06/1987
* Gender	:	<input type="radio"/> Male <input checked="" type="radio"/> Female

**Submit** **Clear** **Cancel**

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Version: 2.0

**Family Members / Dependent Information**

Family member Information added successfully and sent for approval !

**OK**

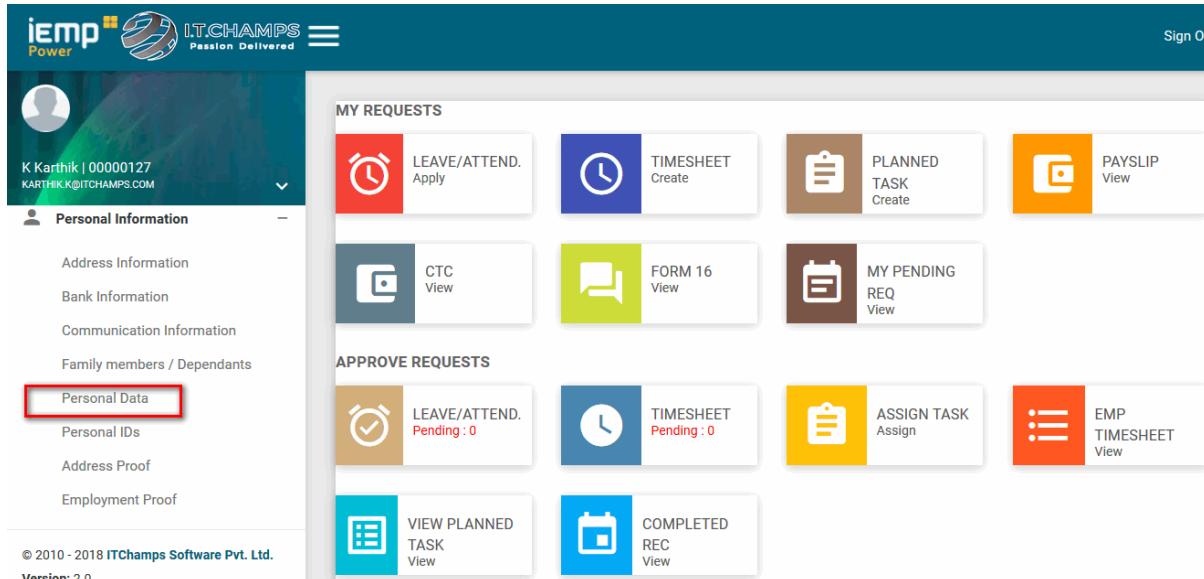
Add New Family Info

Sno	Member Type	First Name	Last Name	Gender	DOB	Age	Action
1	Father	Kumart	T	Male	01-Feb-1949	69 Years	<a href="#">View</a>
2	Mother	k	I	Male	01-Feb-1979	39 Years	<a href="#">View</a>

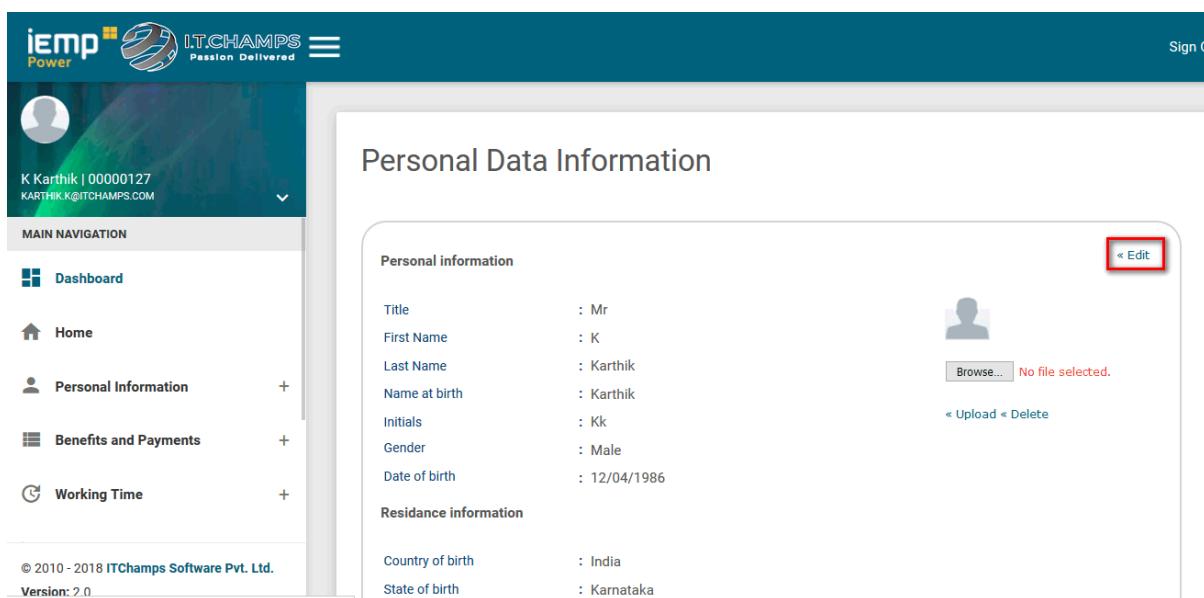
Details can be viewed only when manager approves the request.

## Personal Data

Personal data home page.



The screenshot shows the ITChamps Employee Portal dashboard. On the left, a sidebar menu includes "Personal Information" (with "Personal Data" highlighted), "Address Information", "Bank Information", "Communication Information", "Family members / Dependants", "Personal IDs", "Address Proof", and "Employment Proof". The main content area is divided into two sections: "MY REQUESTS" and "APPROVE REQUESTS". "MY REQUESTS" contains icons for "LEAVE/ATTEND. Apply", "TIMESHEET Create", "PLANNED TASK Create", and "PAYSPLIT View". "APPROVE REQUESTS" contains icons for "CTC View", "FORM 16 View", "MY PENDING REQ View", "LEAVE/ATTEND. Pending : 0", "TIMESHEET Pending : 0", "ASSIGN TASK Assign", "VIEW PLANNED TASK View", and "COMPLETED REC View".

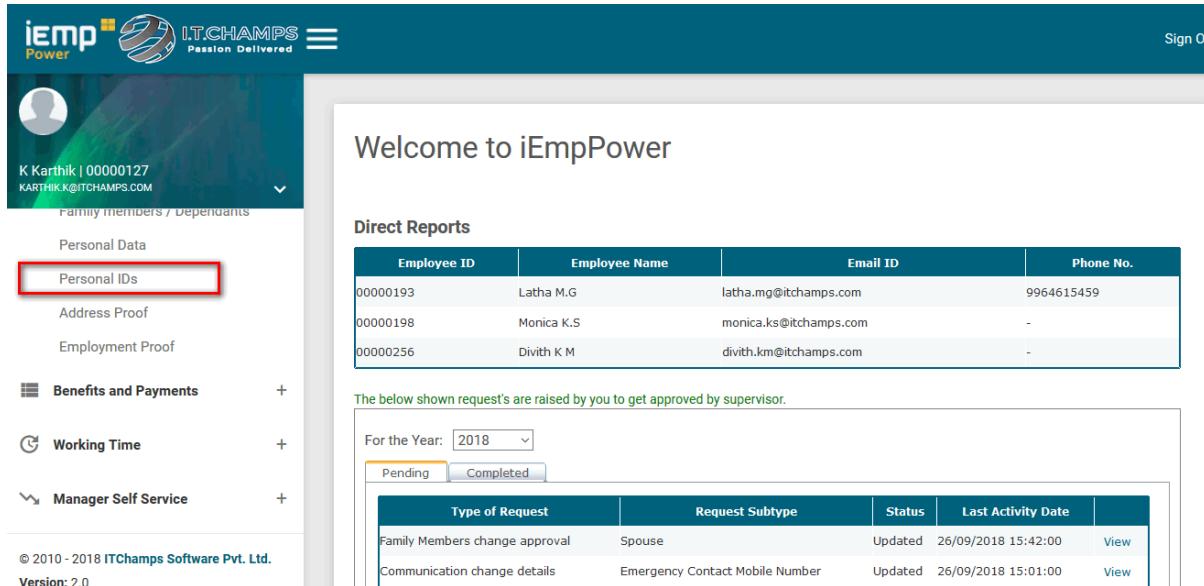


The screenshot shows the "Personal Data Information" page. The left sidebar has a "MAIN NAVIGATION" with "Dashboard" selected, and other options like "Home", "Personal Information" (which is expanded to show "Benefits and Payments" and "Working Time"), and "Logout". The main content area displays "Personal information" with fields: Title (Mr), First Name (K), Last Name (Karthik), Name at birth (Karthik), Initials (Kk), Gender (Male), Date of birth (12/04/1986). It also shows "Residence information" with fields: Country of birth (India) and State of birth (Karnataka). A file upload section shows a placeholder image and buttons for "Browse...", "Upload", and "Delete". An "Edit" button is located in the top right corner of the form area.

Details can be viewed only when manager approves the request.

## Personal ID's

Personal id home page.



Welcome to iEmpPower

**Direct Reports**

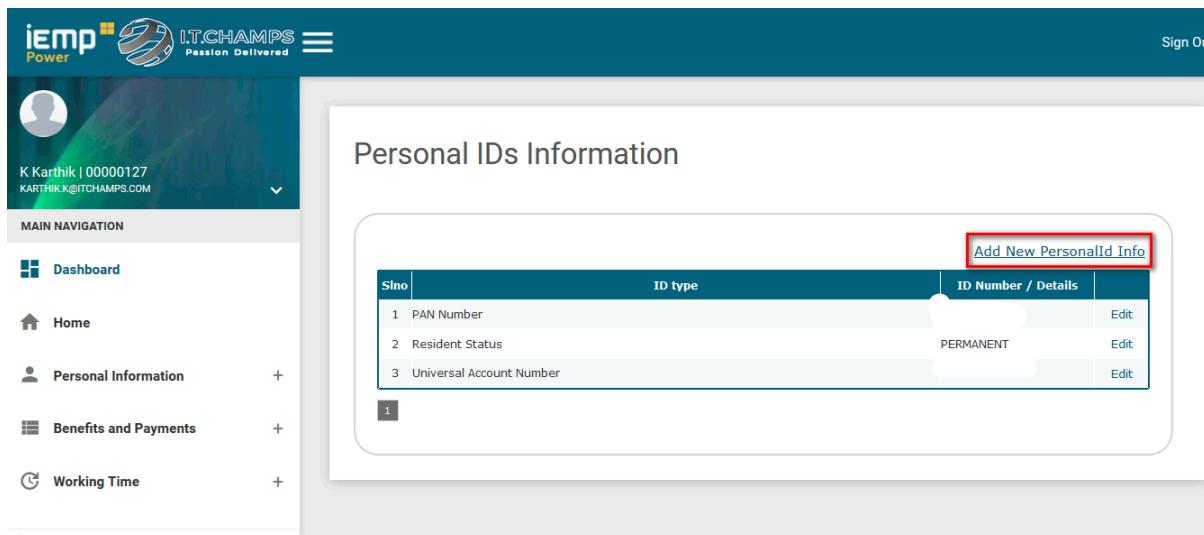
Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	9964615459
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

For the Year: 2018

Pending    Completed

Type of Request	Request Subtype	Status	Last Activity Date	Action
Family Members change approval	Spouse	Updated	26/09/2018 15:42:00	<a href="#">View</a>
Communication change details	Emergency Contact Mobile Number	Updated	26/09/2018 15:01:00	<a href="#">View</a>

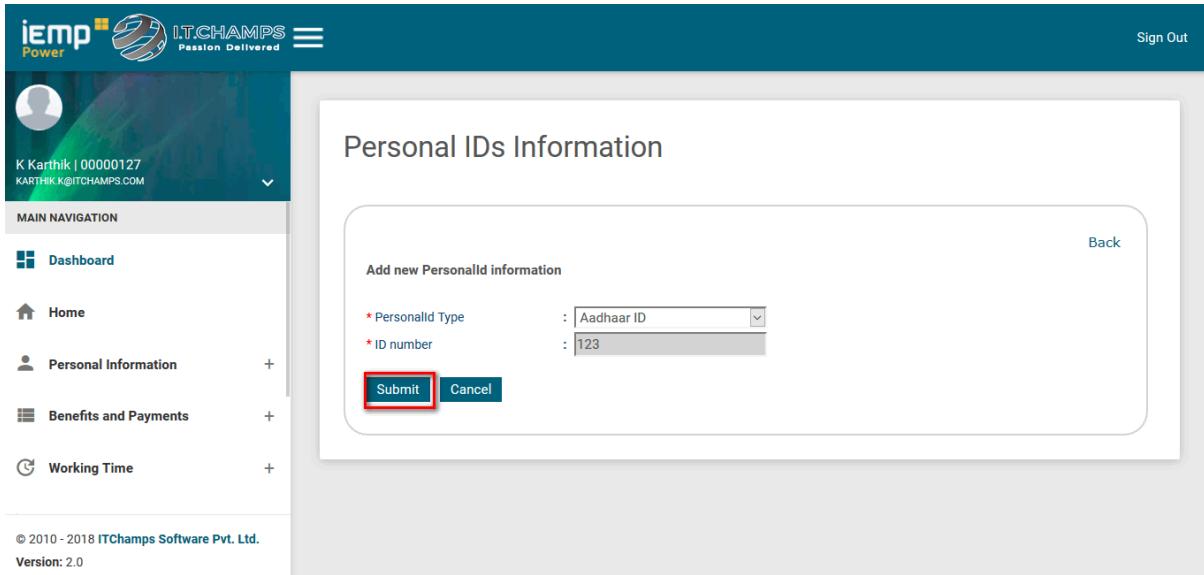


Personal IDs Information

Slno	ID type	ID Number / Details	Action
1	PAN Number	PERMANENT	<a href="#">Edit</a>
2	Resident Status		<a href="#">Edit</a>
3	Universal Account Number		<a href="#">Edit</a>

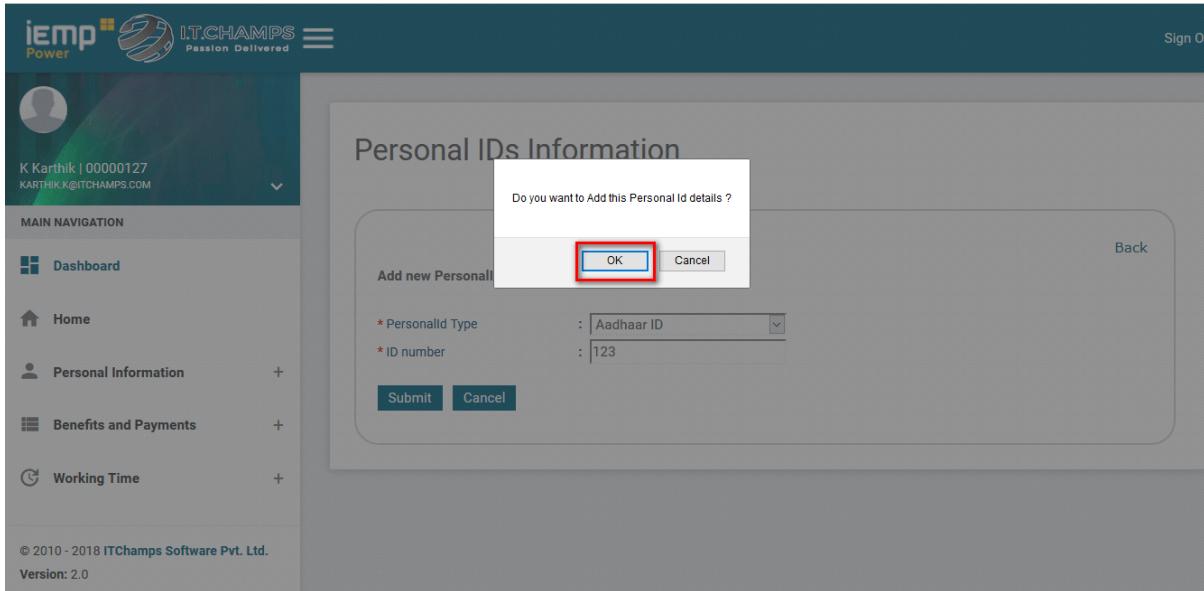
Add New PersonalId Info

## Add new Personal ID Information

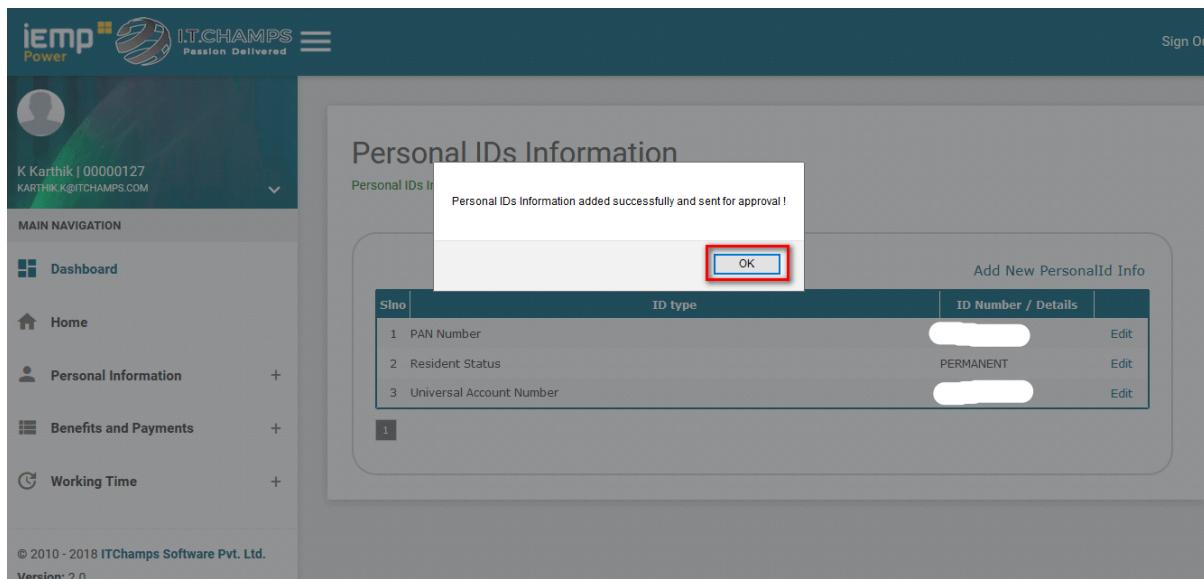


The screenshot shows the iEMP Power application interface. On the left, there's a sidebar with 'MAIN NAVIGATION' containing links for Dashboard, Home, Personal Information, Benefits and Payments, and Working Time. The main content area has a title 'Personal IDs Information' and a sub-section 'Add new PersonalId information'. It contains two fields: 'PersonalId Type' set to 'Aadhaar ID' and 'ID number' set to '123'. At the bottom are 'Submit' and 'Cancel' buttons, with 'Submit' being highlighted by a red box.

Click on “Submit” button



The screenshot shows the same application interface after the 'Submit' button was clicked. A modal dialog box appears in the center, asking 'Do you want to Add this Personal Id details ?'. It has 'OK' and 'Cancel' buttons, with 'OK' being highlighted by a red box. The background shows the 'Personal IDs Information' form with the same data as before.



Personal IDs Information

Personal IDs Information added successfully and sent for approval !

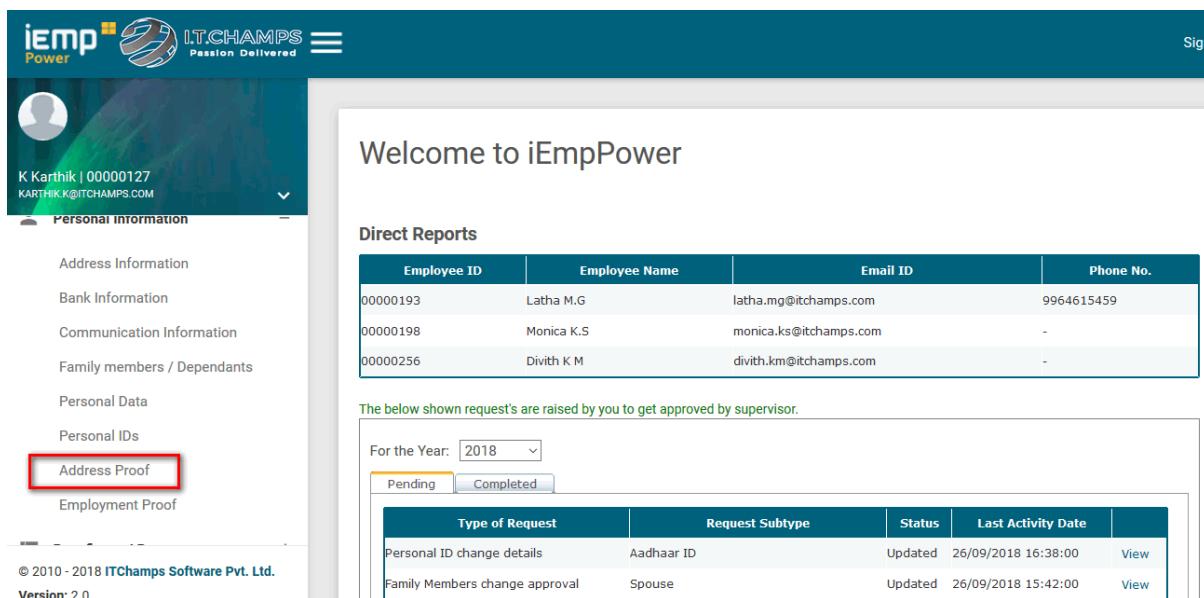
Sno	ID type	ID Number / Details	Action
1	PAN Number	[REDACTED]	Edit
2	Resident Status	PERMANENT	Edit
3	Universal Account Number	[REDACTED]	Edit

Details can be viewed only when manager approves the request.

## Address Proof

Address proof home page

Employee can generate Address proof and can save the PDF



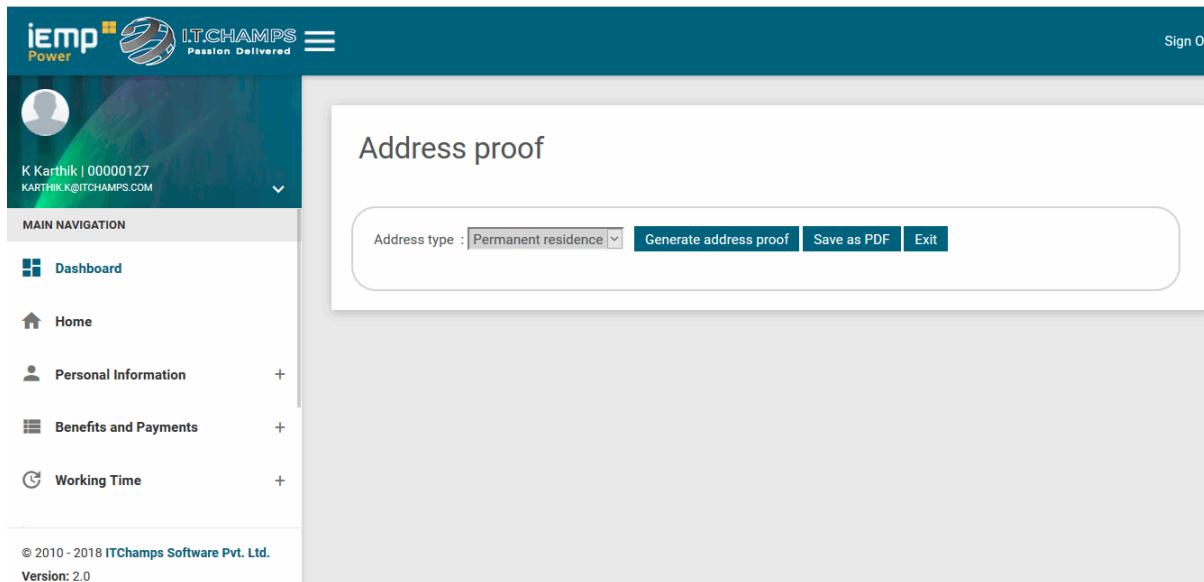
Welcome to iEmpPower

Direct Reports

Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	9964615459
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

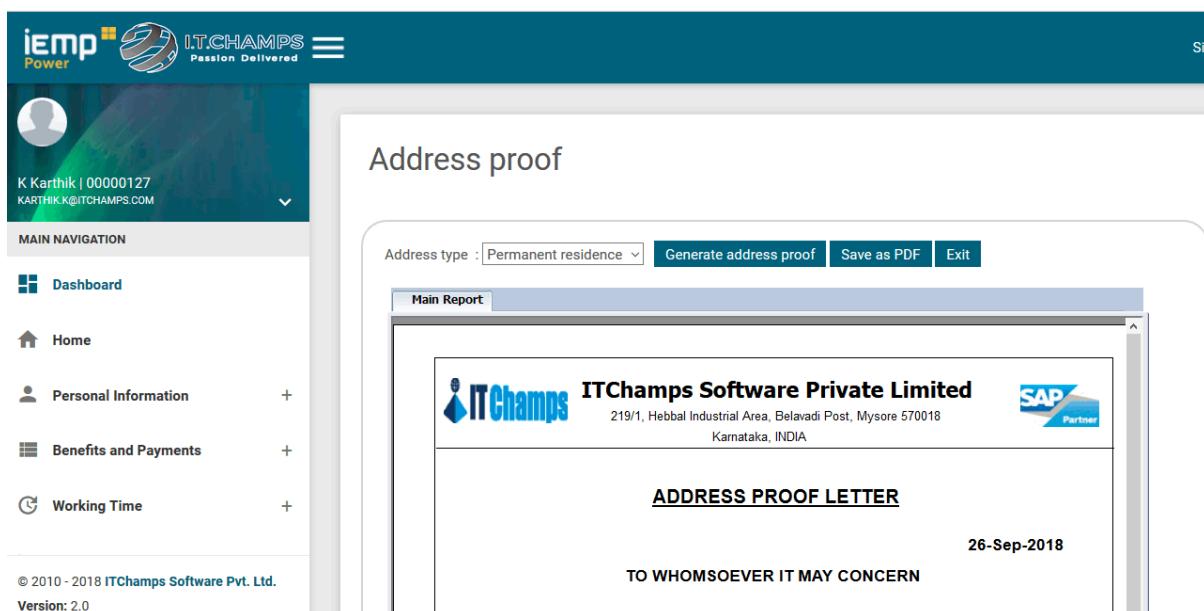
The below shown request's are raised by you to get approved by supervisor.

Type of Request	Request Subtype	Status	Last Activity Date	Action
Personal ID change details	Aadhaar ID	Updated	26/09/2018 16:38:00	<a href="#">View</a>
Family Members change approval	Spouse	Updated	26/09/2018 15:42:00	<a href="#">View</a>



The screenshot shows the iEMP Power ITCHAMPS software interface. At the top, there's a header with the logo and navigation links. On the left, a sidebar titled 'MAIN NAVIGATION' lists 'Dashboard', 'Home', 'Personal Information', 'Benefits and Payments', and 'Working Time'. The main content area is titled 'Address proof' and contains a form with a dropdown menu set to 'Permanent residence', and buttons for 'Generate address proof', 'Save as PDF', and 'Exit'. Below the form, there's a copyright notice: '© 2010 - 2018 ITChamps Software Pvt. Ltd.' and 'Version: 2.0'.

Click on “Generate address proof” button



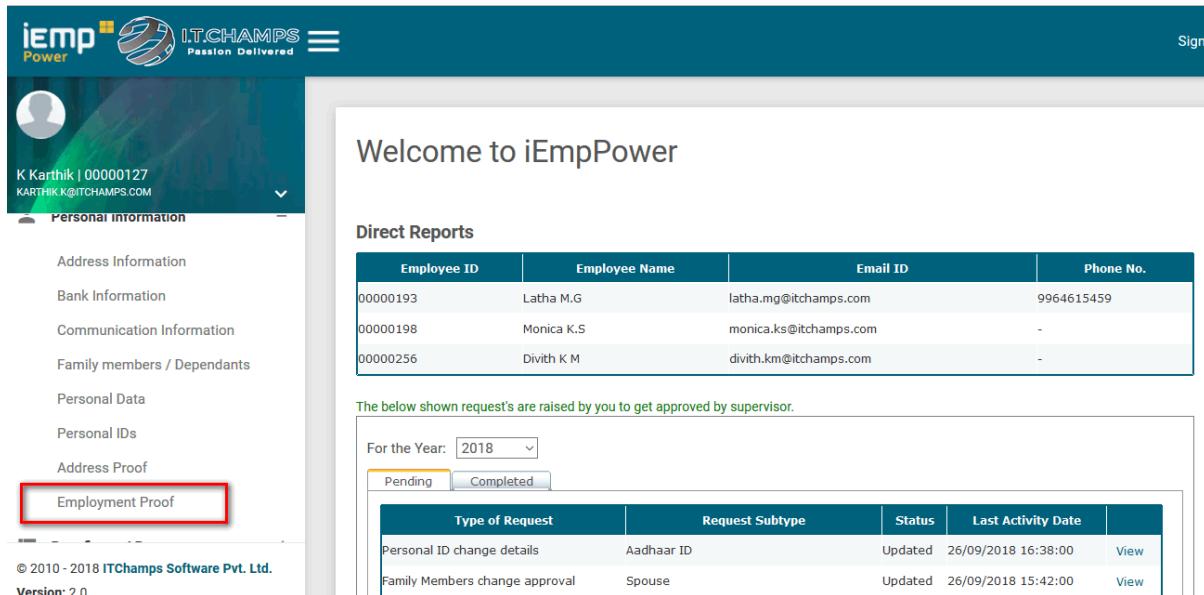
The screenshot shows the generated 'Address proof' letter. The header includes the ITChamps logo, company name 'ITChamps Software Private Limited', address '219/1, Hebbal Industrial Area, Belavadi Post, Mysore 570018', state 'Karnataka, INDIA', and SAP Partner logo. The letter is titled 'ADDRESS PROOF LETTER' and dated '26-Sep-2018'. It is addressed to 'TO WHOMSOEVER IT MAY CONCERN'.

## Employment Proof

---

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Employee can generate employment proof letter and save the document in PDF Format



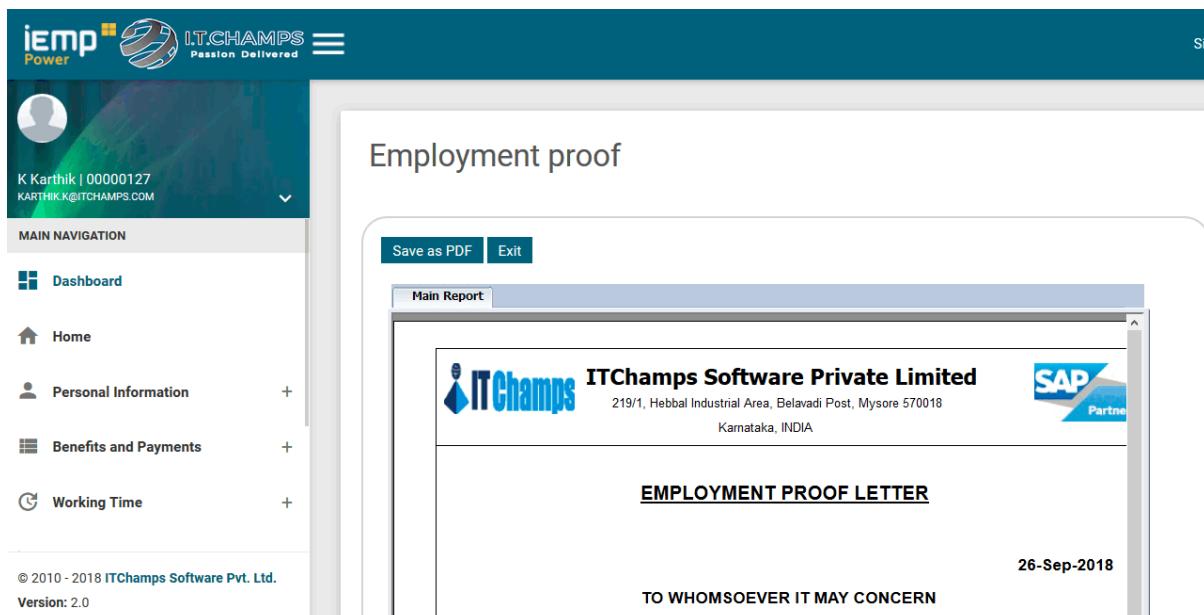
Welcome to iEmpPower

**Direct Reports**

Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	9964615459
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

Type of Request	Request Subtype	Status	Last Activity Date	Action
Personal ID change details	Aadhaar ID	Updated	26/09/2018 16:38:00	<a href="#">View</a>
Family Members change approval	Spouse	Updated	26/09/2018 15:42:00	<a href="#">View</a>



Employment proof

**Main Report**

Save as PDF | Exit

**ITChamps Software Private Limited**  
 219/1, Hebbal Industrial Area, Belavadi Post, Mysore 570018  
 Karnataka, INDIA

**SAP Partner**

**EMPLOYMENT PROOF LETTER**

26-Sep-2018

TO WHOMSOEVER IT MAY CONCERN

To View Benefits and payment

Pay slip

Employee can view and download the pay slip by selecting year and month

Click on "Generate Pay slip"

**Welcome to iEmpPower**

**Direct Reports**

Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	9964615459
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

Type of Request	Request Subtype	Status	Last Activity Date	Action
Personal ID change details	Aadhaar ID	Updated	26/09/2018 16:38:00	<a href="#">View</a>
Family Members change approval	Spouse	Updated	26/09/2018 15:42:00	<a href="#">View</a>

**Pay Slip**

Year  Month



Easily open all your files across devices.



**ITChamps Software Private Limited**  
219/1, Hebbal Industrial Area, Belavadi Post, Mysore 570018  
Karnataka, INDIA

**PAYSLIP for the month of January-2017**

<b>Employee Id</b> : 00000127	<b>Bank Name</b> : HDFC BANK
<b>Employee Name</b> : K Karthik	<b>Account No</b> :
<b>Designation</b> : Developer	<b>PAN No</b> :
<b>Department</b> : Development Team	<b>PF No</b> :
<b>Date Of Joining</b> : 14.07.2014	<b>ESI/Insurance No</b> :
<b>Total Working Days</b> 31.00	<b>SL Balance</b> 6.00
<b>No. of Days Worked</b> 31.00	<b>EL Balance</b> 31.00
<b>No. of Leaves Taken</b> 0.00	<b>LOP Days</b> 0.00

## CTC

Employee can view current year CTC and can download the file

iEmp Power ITCHAMPS Passion Delivered

K Karthik | 00000127  
 KARTHIK.K@ITCHAMPS.COM

- + Personal Information
- Benefits and Payments
- + PaySlip
- + CTC Form 16
- + Working Time
- + Manager Self Service

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### Welcome to iEmpPower

**Direct Reports**

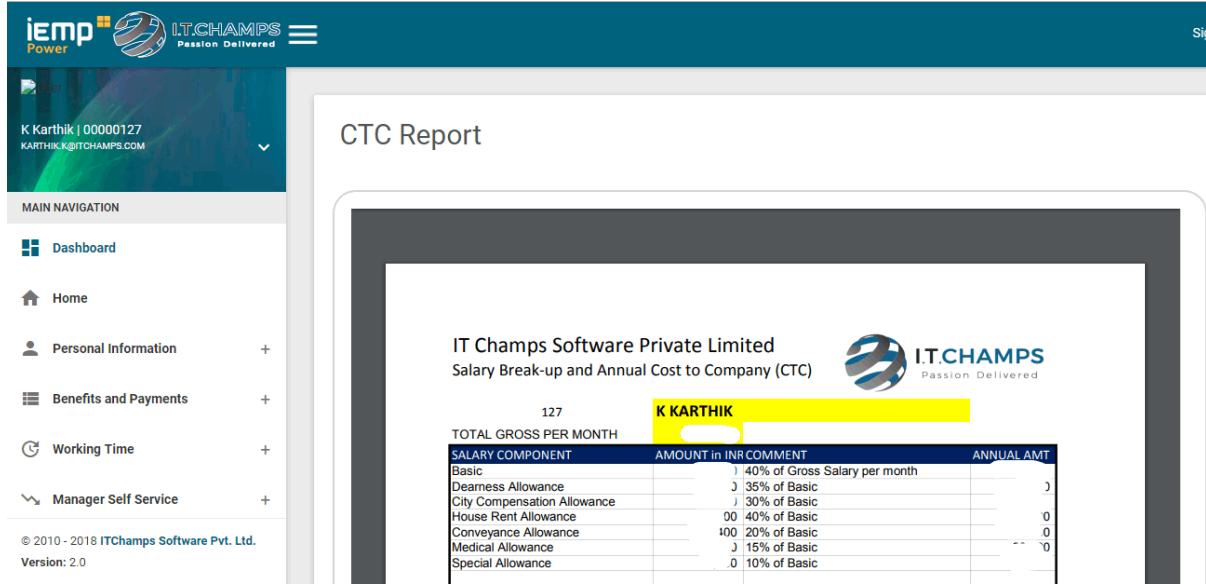
Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	9964615459
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

For the Year: <input type="button" value="2018"/>															
<input type="button" value="Pending"/> <input type="button" value="Completed"/>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Type of Request</th> <th>Request Subtype</th> <th>Status</th> <th>Last Activity Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Personal ID change details</td> <td>Aadhaar ID</td> <td>Updated</td> <td>26/09/2018 16:38:00</td> <td><input type="button" value="View"/></td> </tr> <tr> <td>Family Members change approval</td> <td>Spouse</td> <td>Updated</td> <td>26/09/2018 15:42:00</td> <td><input type="button" value="View"/></td> </tr> </tbody> </table>	Type of Request	Request Subtype	Status	Last Activity Date	Action	Personal ID change details	Aadhaar ID	Updated	26/09/2018 16:38:00	<input type="button" value="View"/>	Family Members change approval	Spouse	Updated	26/09/2018 15:42:00	<input type="button" value="View"/>
Type of Request	Request Subtype	Status	Last Activity Date	Action											
Personal ID change details	Aadhaar ID	Updated	26/09/2018 16:38:00	<input type="button" value="View"/>											
Family Members change approval	Spouse	Updated	26/09/2018 15:42:00	<input type="button" value="View"/>											

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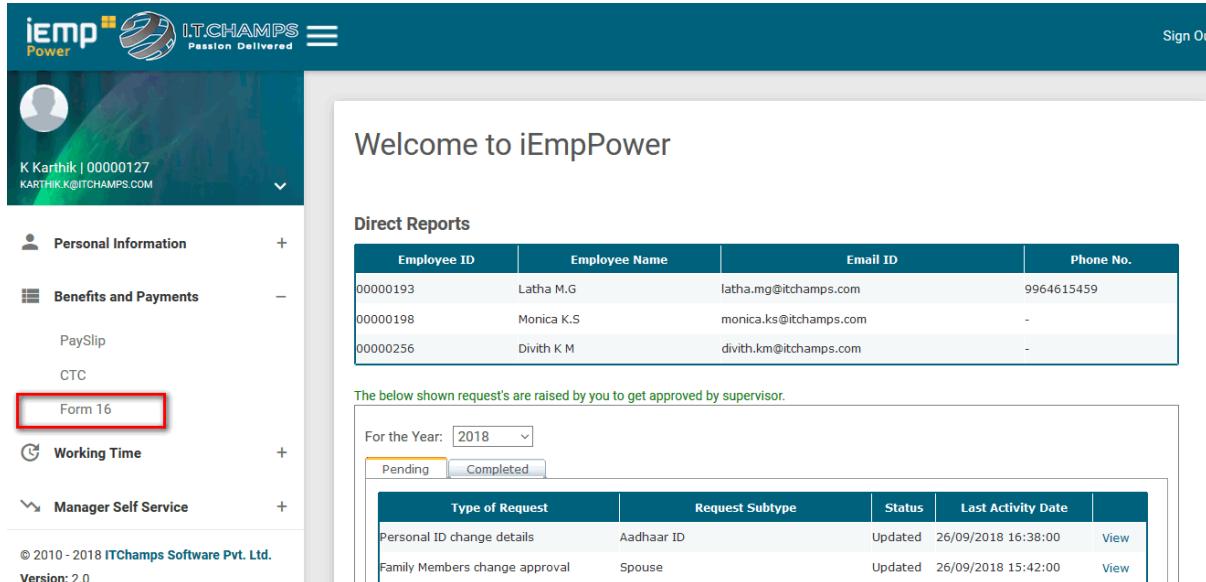
The screenshot shows the iEmpPower software interface. On the left, there's a sidebar with navigation links: Dashboard, Home, Personal Information, Benefits and Payments, Working Time, and Manager Self Service. The main content area is titled "CTC Report". It displays the following information:

**IT Champs Software Private Limited**  
**Salary Break-up and Annual Cost to Company (CTC)**

127		K KARTHIK	Signature
TOTAL GROSS PER MONTH		ANNUAL AMT	
SALARY COMPONENT	AMOUNT in INR COMMENT		
Basic	1 40% of Gross Salary per month		
Dearness Allowance	3 35% of Basic		
City Compensation Allowance	1 30% of Basic		
House Rent Allowance	00 40% of Basic		0
Conveyance Allowance	100 20% of Basic		0
Medical Allowance	J 15% of Basic		
Special Allowance	0 10% of Basic		

## Form 16

Employee can download the Form 16



The screenshot shows the iEmpPower software interface. On the left, there's a sidebar with navigation links: Personal Information, Benefits and Payments (with PaySlip and CTC), Form 16 (which is highlighted with a red box), Working Time, and Manager Self Service. The main content area is titled "Welcome to iEmpPower". It displays the following information:

**Direct Reports**

Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	9964615459
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

Type of Request	Request Subtype	Status	Last Activity Date	
Personal ID change details	Aadhaar ID	Updated	26/09/2018 16:38:00	<a href="#">View</a>
Family Members change approval	Spouse	Updated	26/09/2018 15:42:00	<a href="#">View</a>

Select the year and click on “Generate Form 16” button

**iEMP<sup>+</sup> Power** **ITCHAMPS** Passion Delivered

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KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard**
- Home**
- Personal Information**
- Benefits and Payments**
- Working Time**

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**Form 16**

Year: 2017-18 **Generate Form16**

**iEMP<sup>+</sup> Power** **ITCHAMPS** Passion Delivered

K Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard**
- Home**
- Personal Information**
- Benefits and Payments**
- Working Time**
- Manager Self Service**

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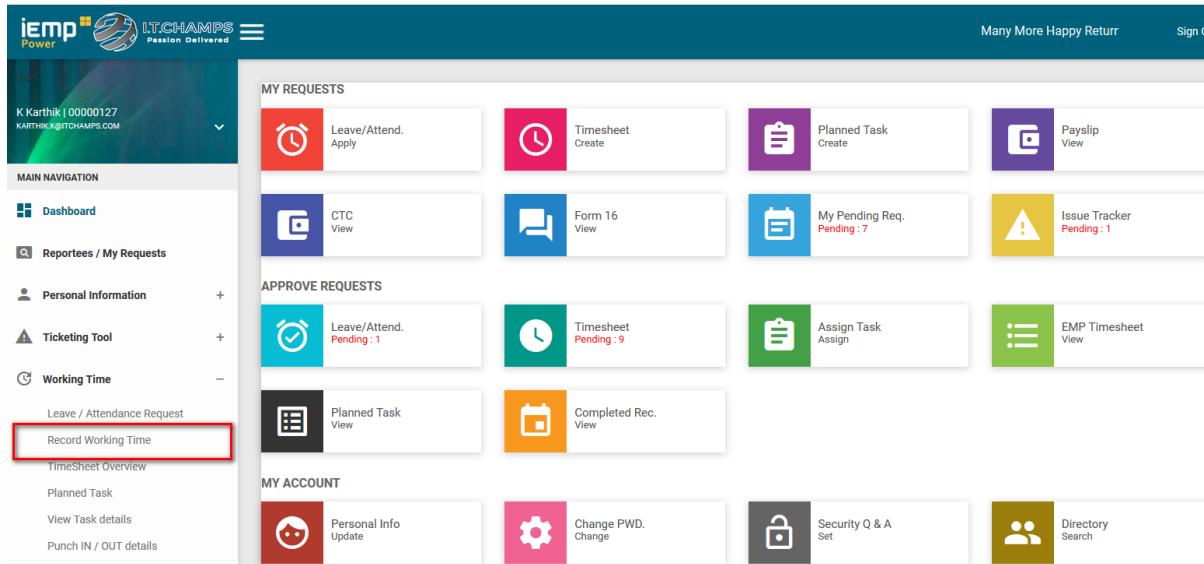
**Form 16**

Year: 2017-18 **Generate Form16**

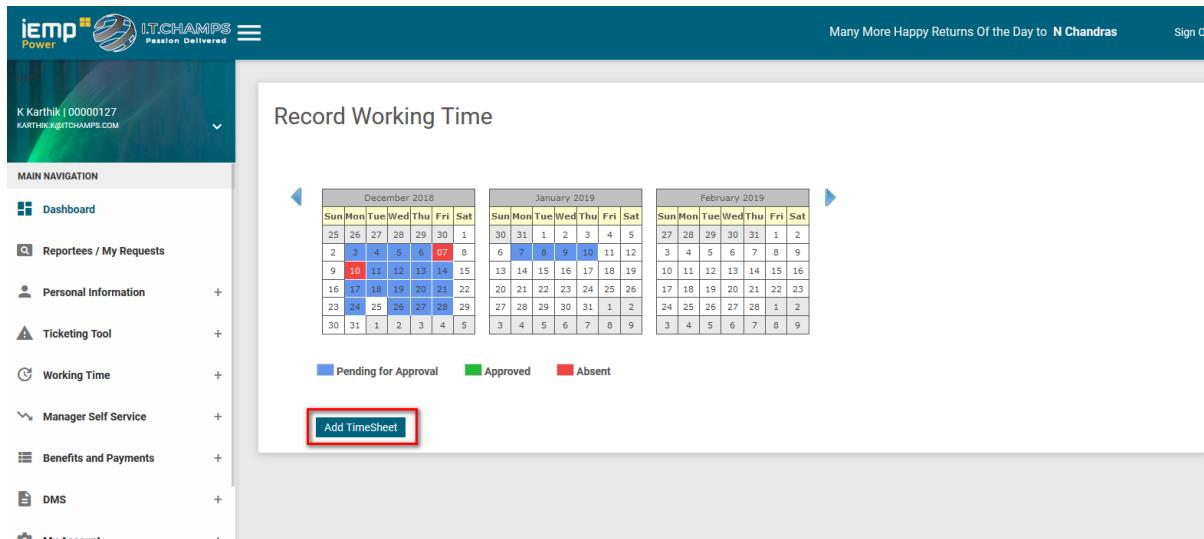
FORM NO. 16	
(See rule 31(1)(a))	
<b>PART A</b>	
Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary	
Certificate No.: NRYBWFL	Last updated on: 10-Jun-2018
Name and address of the Employer	Name and address of the Employee
ITCHAMPS SOFTWARE PRIVATE LIMITED # 2754, 5th Main, Uttarayana Layout, Bangalore - 560041	KUMAR KARTHIK

## Record Working Time

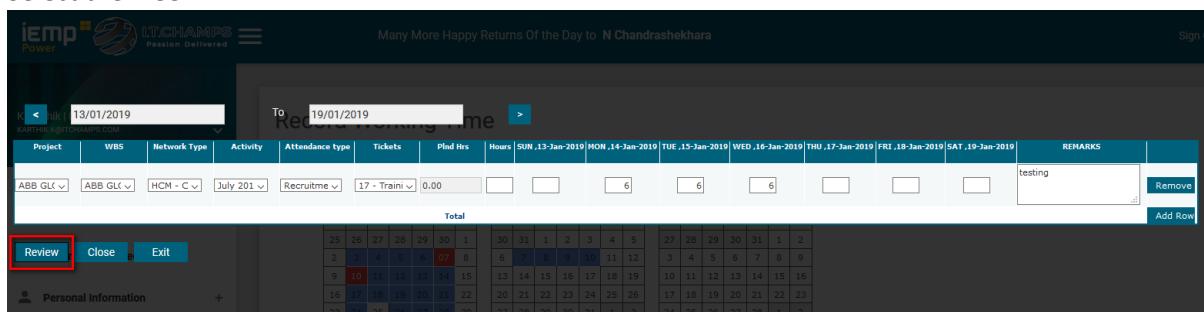
Employee can add working time details



Click on “Add Timesheet” button

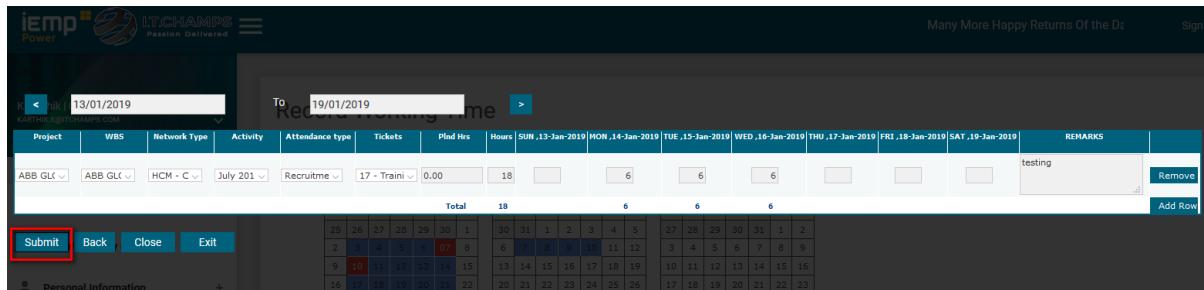


Select the week



Enter all the details and click on “Review” button

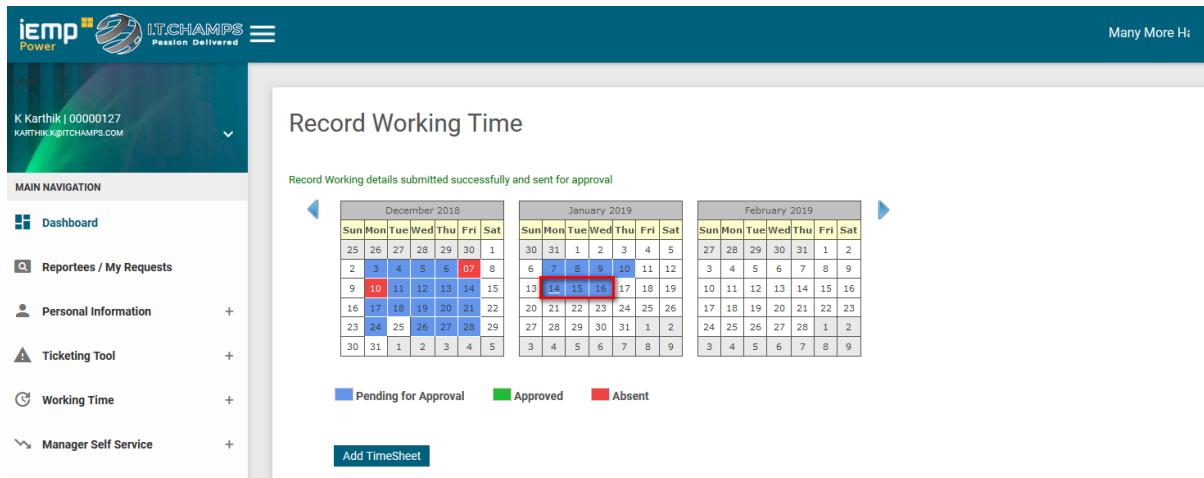
Click on “Submit” button



The screenshot shows a software interface for managing working time. At the top, there are dropdown menus for 'Project' (ABB GLC), 'WBS' (ABB GLC), 'Network Type' (HCM - C), 'Activity' (July 201), 'Attendance type' (Recruitment), and 'Tickets' (17 - Trainin). Below these are fields for 'Planned Hrs' (0.00) and 'Hours' (18). The main area displays a monthly calendar for January 2019, with days from 13-Jan-2019 to 19-Jan-2019. A specific date in the middle of the month is highlighted in blue. At the bottom, there are buttons for 'Submit' (highlighted with a red box), 'Back', 'Close', and 'Exit'. A 'REMARKS' field contains the text 'testing'.

After saving the details calendar will be highlighted in blue color as Requested

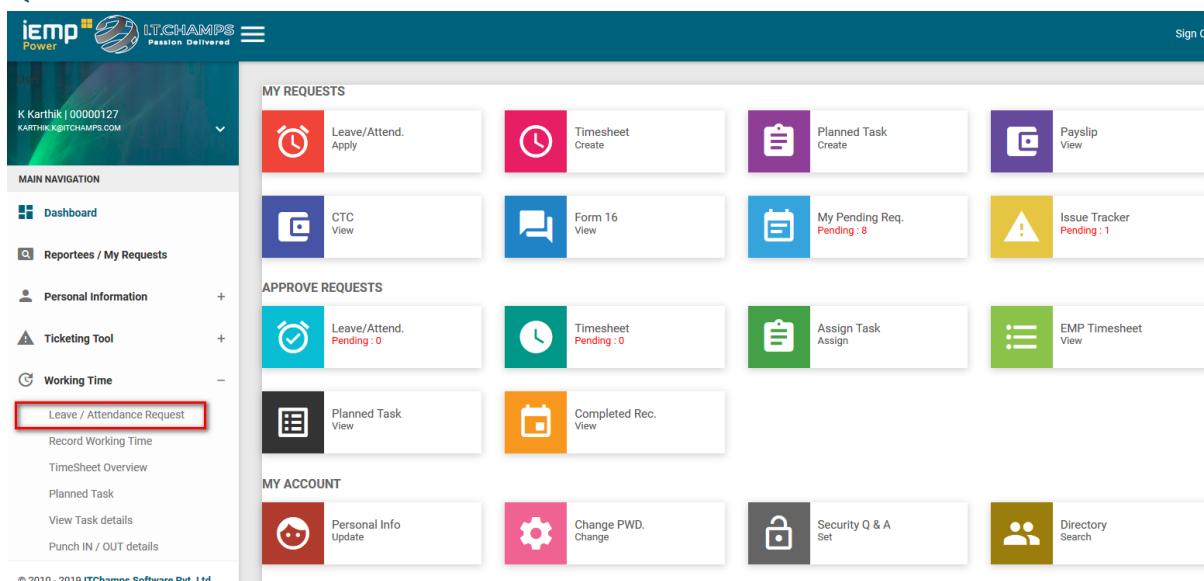
When manager approves the color changes to green



This screenshot shows the same software interface after the manager has approved the entry. The previously blue-highlighted date in the calendar grid has now turned green, signifying approval. The rest of the calendar and interface elements remain the same.

## Leave Request

Quota based



The screenshot shows a dashboard with several sections. On the left, a sidebar lists 'MAIN NAVIGATION' items: Dashboard, Reportees / My Requests, Personal Information, Ticketing Tool, Working Time (with 'Leave / Attendance Request' highlighted with a red box), and Manager Self Service. The main content area is titled 'MY REQUESTS' and contains eight cards: Leave/Attend. Apply, Timesheet Create, Planned Task Create, Payslip View, CTC View, Form 16 View, My Pending Req. (Pending: 8), and Issue Tracker (Pending: 1). Below this is a section titled 'APPROVE REQUESTS' with four cards: Leave/Attend. Pending: 0, Timesheet Pending: 0, Assign Task Assign, and EMP Timesheet View. At the bottom is a section titled 'MY ACCOUNT' with three cards: Personal Info Update, Change PWD. Change, and Security Q & A Set. The footer of the dashboard includes a copyright notice: '© 2010 - 2019 ITChamps Software Pvt. Ltd.'

Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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**Apply Leave / Attd.**   [Overview of Leave / Attd.](#)   [Leave Quota](#)   [Team Calendar \(Leave\)](#)   [Holiday Calendar](#)

**Apply Leave / Attendance**

December 2018							January 2019							February 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	
30	31																				

■ Approved   
 ■ Pending for approval   
 ■ Deletion requested

Type of Request :

Request Sub-type :

From Date :

To Date :

From Time :  [Note : 24Hr format]

To Time :  [Note : 24Hr format]

Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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**Apply Leave / Attd.**   [Overview of Leave / Attd.](#)   [Leave Quota](#)   [Team Calendar \(Leave\)](#)   [Holiday Calendar](#)

**Apply Leave / Attendance**

December 2018							January 2019							February 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	
30	31																				

■ Approved   
 ■ Pending for approval   
 ■ Deletion requested

Type of Request :

Request Sub-type :

Leave

From Date :

To Date :

From Time :  [Note : 24Hr format]

To Time :  [Note : 24Hr format]

EMP<sup>+</sup> ITCHAMPS Power Passion Delivered

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MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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Version: 2.0

### Apply Leave / Attendance

December 2018							January 2019							February 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					07	8		1	2	3	4	5			1	2				
2	3	4	5	6	07	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
30	31																			

Approved Pending for approval Deletion requested

Type of Request : Leave

Request Sub-type : Comp off

From Date :

To Date :

Mode Of Leave :

Approver : Rajesh Kutnlkar

Reason for Request : k

When no quota is available “Doesn’t have leave quota” message is displayed

EMP<sup>+</sup> ITCHAMPS Power Passion Delivered

K Karthik | 00000127 KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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### Leave / Attendance Request

Doesn't have leave Quota!

Apply Leave / Attd. Overview of Leave / Attd. Leave Quota Team Calendar (Leave) Holiday Calendar

### Apply Leave / Attendance

December 2018							January 2019							February 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					07	8		1	2	3	4	5			1	2				
2	3	4	5	6	07	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
30	31																			

Approved Pending for approval Deletion requested

Type of Request : Leave

Request Sub-type : Comp off

From Date : 18/01/2019

To Date : 18/01/2019

## Sick Leave

K Karthik | 00000127  
KARTHIK@ITCHAMPS.COM

MAIN NAVIGATION

- [Dashboard](#)
- [Reportees / My Requests](#)
- [Personal Information](#)
- [Ticketing Tool](#)
- [Working Time](#)
- [Manager Self Service](#)
- [Benefits and Payments](#)
- [DMS](#)
- [My Account](#)

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Version: 2.0

**Apply Leave / Attendance**

December 2018							January 2019							February 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5

■ Approved   
 ■ Pending for approval   
 ■ Deletion requested

Type of Request :

Request Sub-type :

From Date :

To Date :

Mode Of Leave :

Approver :

Reason for Request :

K Karthik | 00000127  
KARTHIK@ITCHAMPS.COM

MAIN NAVIGATION

- [Dashboard](#)
- [Reportees / My Requests](#)
- [Personal Information](#)
- [Ticketing Tool](#)
- [Working Time](#)
- [Manager Self Service](#)
- [Benefits and Payments](#)
- [DMS](#)
- [My Account](#)

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Version: 2.0

**Apply Leave / Attendance**

December 2018							January 2019							February 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5

■ Approved   
 ■ Pending for approval   
 ■ Deletion requested

Type of Request :

Request Sub-type :

From Date :

To Date :

Mode Of Leave :  Full Day

Approver :

Reason for Request :

available Quota - 6  
Applied - 5

Next

**Apply Leave / Attendance**

December 2018					January 2019					February 2019										
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5			1	2			
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
30	31																			

■ Approved   
 ■ Pending for approval   
 ■ Deletion requested

Leave Type : Sick Leave  
 From Date : 21/01/2019  
 To Date : 25/01/2019  
 Mode Of Leave : Full Day  
 Approver : Rajesh Kutnikar  
 Reason for request : not well

[Previous](#) Finish [Next](#)

[Delete Leave / Attendance](#)

**Leave / Attendance Request**

Leave / Attendance request has been successfully created and sent for approval to Rajesh Kutnikar

OK

December 2018					January 2019					February 2019										
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5			1	2			
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28		
30	31																			

■ Approved   
 ■ Pending for approval   
 ■ Deletion requested

Leave Type : Sick Leave  
 From Date : 21/01/2019  
 To Date : 25/01/2019  
 Mode Of Leave : Full Day

**Leave / Attendance Request**

Apply Leave / Attd.   Overview of Leave / Attd.   Leave Quota   Team Calendar (Leave)   Holiday Calendar

Apply Leave / Attendance

December 2018   January 2019   February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7	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
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

■ Approved   ■ Pending for approval   ■ Deletion requested

Type of Request :

Request Sub-type :

From Date :

To Date :

### When there is no leave quota

**Leave Quota exceeded!**

Apply Leave / Attd.   Overview of Leave / Attd.   Leave Quota   Team Calendar (Leave)   Holiday Calendar

Apply Leave / Attendance

December 2018   January 2019   February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7	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
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				

■ Approved   ■ Pending for approval   ■ Deletion requested

Type of Request :

Request Sub-type :

From Date :

To Date :

Mode Of Leave :  Half Day  Full Day

Approver :

**Available - 0 applied - 1**

## Earned Leave

**Apply Leave / Attd.**

December 2018							January 2019							February 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1			1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			
30	31																				

■ Approved ■ Pending for approval ■ Deletion requested

Type of Request : Leave  
 Request Sub-type : Earned Leave  
 From Date : 29/01/2019  
 To Date : 31/01/2019  
 Mode Of Leave : Full Day  
 Approver : Rajesh Kutnikar  
 Reason for Request : earned leave

**Available quota - 30 applied - 3**

**Next**

**Apply Leave / Attd.**

December 2018							January 2019							February 2019							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1			1	2	3	4	5							1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			
30	31																				

■ Approved ■ Pending for approval ■ Deletion requested

Leave Type : Earned Leave  
 From Date : 29/01/2019  
 To Date : 31/01/2019  
 Mode Of Leave : Full Day  
 Approver : Rajesh Kutnikar  
 Reason for request : earned leave

**Previous** **Finish**

**Leave / Attendance Request**

Leave / Attendance request has been successfully created and sent for approval [OK]

01/2019 to 31/01/2019 has been successfully sent for approval to Rajesh Kutnikar

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

Leave Type : Earned Leave  
 From Date : 29/01/2019  
 To Date : 31/01/2019  
 Mode Of Leave : Full Day

**Leave / Attendance Request**

Apply Leave / Attd.

Leave / Attendance

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

Type of Request : - SELECT REQUEST TYPE -  
 Request Sub-type : - SELECT LEAVE TYPE -  
 From Date : 25/01/2019  
 To Date : 25/01/2019

## Emergency Leave

1 quota is generated every quarter [Jan/April/July/Oct]

Lapsed – end of the quarter

**Leave**

K Karthik | 00000127  
KARTHIK@ITCHAMPS.COM

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December 2018							January 2019							February 2019												
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat						
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	
29	30	31					27	28	29	30	31															

**Approved** **Pending for approval** **Deletion requested**

Type of Request : Leave  
 Request Sub-type : Emergency Leave  
 From Date : 25/01/2019  
 To Date : 25/01/2019  
 Mode Of Leave : Full Day  
 Approver : Rajesh Kutnikar  
 Reason for Request : emergency leave

Available Quota - 1  
Applied - 1

**Next**

**Leave**

K Karthik | 00000127  
KARTHIK@ITCHAMPS.COM

**MAIN NAVIGATION**

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December 2018							January 2019							February 2019												
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat						
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	
30	31						27	28	29	30	31															

**Approved** **Pending for approval** **Deletion requested**

Leave Type : Emergency Leave  
 From Date : 25/01/2019  
 To Date : 25/01/2019  
 Mode Of Leave : Full Day  
 Approver : Rajesh Kutnikar  
 Reason for request : emergency leave

**Previous** **Finish**

K Karthik | 00000127  
KARTHIK@ITCHAMPS.COM

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### Leave / Attendance Request

Leave / Attendance request has been successfully created and sent for approval to Rajesh Kutnikar

OK

01/2019 to 25/01/2019 has been successfully sent for approval to Rajesh Kutnikar

Holiday Calendar

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

Approved Pending for approval Deletion requested

Leave Type : Emergency Leave  
From Date : 25/01/2019  
To Date : 25/01/2019  
Mode Of Leave : Full Day

K Karthik | 00000127  
KARTHIK@ITCHAMPS.COM

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### Apply Leave / Attnd.

Leave Quota

Team Calendar (Leave)

Holiday Calendar

#### Apply Leave / Attendance

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

Approved Pending for approval Deletion requested

Type of Request :

Request Sub-type :

From Date : 25/01/2019

To Date : 25/01/2019

From Time :  [Note : 24Hr format]

To Time :  [Note : 24Hr format]

Mode Of Leave :  Half Day  Full Day

Applied for one more day then message is displayed as “Leave quota exceeded”

K Karthik | 00000127  
KARTHIK@ITCHAMPS.COM

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### Leave / Attendance Request

Apply Leave / Attd. Overview of Leave / Attd. Leave Quota Team Calendar (Leave) Holiday Calendar

Leave Quota exceeded!

Apply Leave / Attendance

December 2018							January 2019							February 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18	19	20	21	13	14	15	16	17	18	19
15	16	17	18	19	20	21	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30	31			27	28	29	30	31		

■ Approved ■ Pending for approval ■ Deletion requested

Type of Request : Leave  
Request Sub-type : Emergency Leave  
From Date : 24/01/2019  
To Date : 24/01/2019

## Non Quota based

### Leave without pay

Leave Request

192.168.2.240:89/UI/Working\_Time/leaverequest\_new.aspx

K Karthik | 00000127  
KARTHIK@ITCHAMPS.COM

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### Leave / Attendance Request

December 2018 January 2019 February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	15	16	17	18	19	20	21	13	14	15	16	17	18	19
15	16	17	18	19	20	21	22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30	31					27	28	29	30	31			27	28	29	30	31		

■ Approved ■ Pending for approval ■ Deletion requested

Type of Request : Leave  
Request Sub-type : LWP  
From Date : 03/01/2019  
To Date : 24/01/2019  
Mode Of Leave : Full Day  
Approver : Rajesh Kutnikar  
Reason for Request : long leave

Next

Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

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Apply Leave / Attd.		Overview of Leave / Attd.		Leave Quota		Team Calendar (Leave)		Holiday Calendar																																																																																																																																														
<b>Apply Leave / Attendance</b>																																																																																																																																																						
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Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

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<b>Leave / Attendance Request</b>																																																																																																																																																						
Leave / Attendance request has been successfully created and sent for approval to Rajesh Kutnikar <a href="#" style="border: 1px solid red; padding: 5px 10px; border-radius: 5px;">OK</a>																																																																																																																																																						
<table border="1"> <thead> <tr> <th colspan="5">December 2018</th> </tr> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">January 2019</th> </tr> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="5">February 2019</th> </tr> <tr> <th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>										December 2018					Sun	Mon	Tue	Wed	Thu	Fri	Sat	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	29	30	31						January 2019					Sun	Mon	Tue	Wed	Thu	Fri	Sat	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	29	30	31						February 2019					Sun	Mon	Tue	Wed	Thu	Fri	Sat	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	29	30	31					
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<b>Leave Type :</b> LWP <b>From Date :</b> 03/01/2019 <b>To Date :</b> 24/01/2019 <b>Mode Of Leave :</b> Full Day																																																																																																																																																						



Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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Apply Leave / Attd. Overview of Leave / Attd. Leave Quota Team Calendar (Leave) Holiday Calendar

Apply Leave / Attendance

December 2018 January 2019 February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
						1			1	2	03	04	05		1	2							
2	3	4	5	6	07	08	06	07	08	09	10	11	12	03	04	05	06	07	08	09	10		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
16	17	18	19	20	21	22	20	21	22	23	24	25	26	27	28	29	30	31					

Reg ID : 63876  
Date : 16/January/2019, Wednesday  
Emp ID : 00000127  
Leave Type : Full Day  
Duration : 09:00:00  
From Time : 09:00:00  
To Time : 18:30:00  
Status : Sent  
Note : long leave

Approved Pending for approval Deletion request

Type of Request : - SELECT REQUEST TYPE -  
Request Sub-type : - SELECT LEAVE TYPE -  
From Date : 25/01/2019  
To Date : 25/01/2019  
From Time : HH:mm [Note : 24Hr format]  
To Time : HH:mm [Note : 24Hr format]  
Mode Of Leave :  Half Day  Full Day

## Deletion of Leave / Attendance Request

Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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Version: 2.0

Apply Leave / Attd. Overview of Leave / Attd. Leave Quota Team Calendar (Leave) Holiday Calendar

Apply Leave / Attendance

December 2018 January 2019 February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
						1			1	2	03	04	05		1	2							
2	3	4	5	6	07	08	06	07	08	09	10	11	12	03	04	05	06	07	08	09	10	11	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
16	17	18	19	20	21	22	20	21	22	23	24	25	26	27	28	29	30	31					

Req ID : 63875  
Date : 25/January/2019, Friday  
Emp ID : 00000127  
Leave Type : Emergency Leave  
Duration : Full Day  
From Time : 09:00:00  
To Time : 18:30:00  
Status : Sent  
Note : emergency leave

click on the date which you want to delete

Type of Request : - SELECT REQUEST TYPE -  
Request Sub-type : - SELECT LEAVE TYPE -  
From Date : 25/01/2019  
To Date : 25/01/2019

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K Karthik | 00000127 KARTHIK@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

From Date : 25/01/2019  
 To Date : 25/01/2019  
 From Time : HH:mm [Note : 24Hr format]  
 To Time : HH:mm [Note : 24Hr format]  
 Mode Of Leave :  Half Day  Full Day  
 Approver : Rajesh Kutnikar  
 Reason for Request : Enter Reason for Leave

**Next**

Delete Leave / Attendance

Sno	Type of leave / Attendance	From	To	From time	To time	Total Day(s)	Status	Action
1	Emergency Leave	25-Jan-2019	25-Jan-2019	09:30:00	18:30:00	1.0	Pending	<a href="#">Delete</a>

**click on delete link**

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K Karthik | 00000127 KARTHIK@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

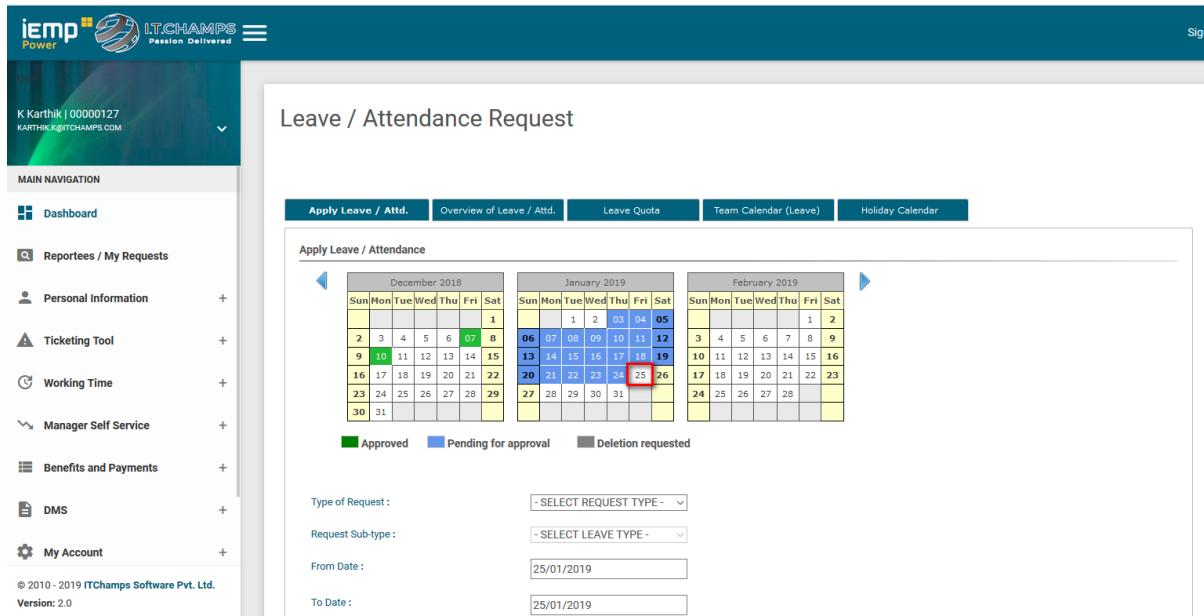
From Date : 25/01/2019  
 To Date : 25/01/2019  
 From Time : HH:mm [Note : 24Hr format]  
 To Time : HH:mm [Note : 24Hr format]  
 Mode Of Leave :  
 Approver :  
 Reason for Request : Enter Reason for Leave

**Next**

Delete Leave / Attendance

Sno	Type of leave / Attendance	From	To	From time	To time	Total Day(s)	Status	Action
1	Emergency Leave	25-Jan-2019	25-Jan-2019	09:30:00	18:30:00	1.0	Pending	<a href="#">Delete</a>

**OK**

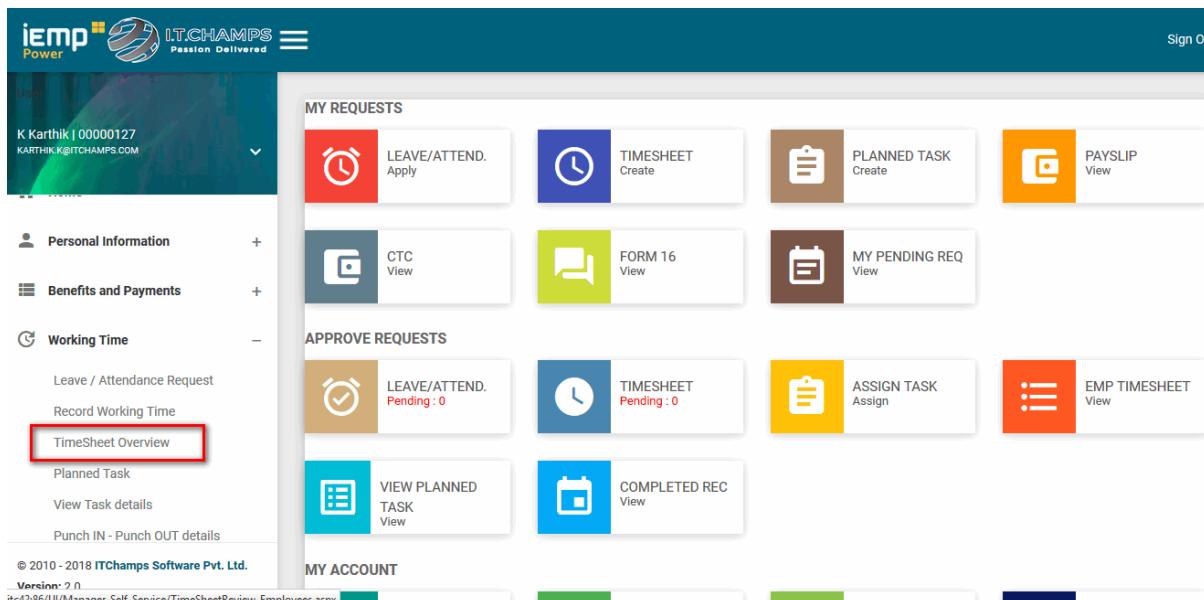


The screenshot shows the 'Leave / Attendance Request' section of the software. At the top, there are tabs: 'Apply Leave / Attd.', 'Overview of Leave / Attd.', 'Leave Quota', 'Team Calendar (Leave)', and 'Holiday Calendar'. Below these are three calendar grids for December 2018, January 2019, and February 2019. The calendar uses color coding: green for approved leave, blue for pending approval, and grey for deletion requests. Specific dates are highlighted: December 7th (green), January 5th (blue), January 24th (blue), and January 25th (red). Below the calendars are input fields for 'Type of Request', 'Request Sub-type', 'From Date' (25/01/2019), and 'To Date' (25/01/2019). A legend at the bottom identifies the colors: green for Approved, blue for Pending for approval, and grey for Deletion requested.

## Timesheet Overview

Employee can view the time sheet based on from and to date

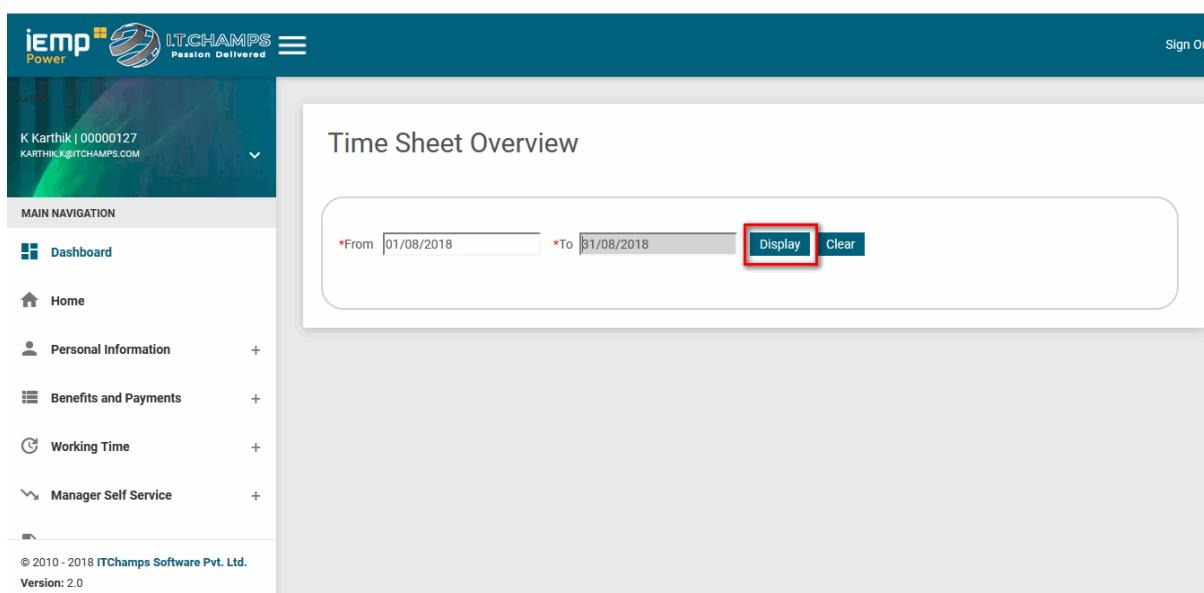
Enter from and to date and click on “Display” button



This screenshot shows the Employee Home screen of the ITChamps software. At the top right, there are links for 'Sign Out' and the user's name 'K. Karthik'. The main area is divided into several sections:

- MY REQUESTS:** Contains icons for Leave/Attendance (Apply), Timesheet (Create), Planned Task (Create), Payslip (View), CTC (View), Form 16 (View), and My Pending Req (View).
- APPROVE REQUESTS:** Contains icons for Leave/Attendance (Pending: 0), Timesheet (Pending: 0), Assign Task (Assign), and Emp Timesheet (View).
- TimeSheet Overview:** This link is highlighted with a red box.
- MY ACCOUNT:** Contains icons for View Planned Task (View) and Completed Rec (View).

The left sidebar includes navigation links for Personal Information, Benefits and Payments, Working Time (with sub-links for Leave / Attendance Request, Record Working Time, TimeSheet Overview, Planned Task, View Task details, and Punch IN - Punch OUT details), and Manager Self Service.



This screenshot shows the 'Time Sheet Overview' page. At the top right, there are links for 'Sign Out' and the user's name 'K. Karthik'. The main content area is titled 'Time Sheet Overview' and features a search bar with fields for 'From' (01/08/2018) and 'To' (31/08/2018), and buttons for 'Display' (highlighted with a red box) and 'Clear'.

The left sidebar includes navigation links for Dashboard, Home, Personal Information, Benefits and Payments, Working Time, and Manager Self Service.

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### Time Sheet Overview

\*From  \*To

Employee ID	Working Dates	Project	Work Breakdown Structure(WBS)	Type	Hours	Remarks	Status
00000127	31-Aug-2018 / Fri	Subex All modules implementation-AMS	Subex Iemppower	Project Work	7	Subex Issue Tracker Issues	Review
00000127	30-Aug-2018 / Thu	Subex All modules implementation-AMS	Subex Iemppower	Project Work	7	Subex Issue Tracker Issues	Review
00000127	29-Aug-2018 / Wed	Subex All modules implementation-AMS	Subex Iemppower	Project Work	7	Subex Issue Tracker Issues	Review
00000127	28-Aug-2018 / Tue	Subex All modules implementation-AMS	Subex Iemppower	Project Work	7	Subex Issue Tracker Issues	Review
00000127	27-Aug-2018 / Mon	Subex All modules implementation-AMS	Subex Iemppower	Project Work	7	Subex Issue Tracker Issues	Review
00000127	23-Aug-2018 / Thu	Subex All modules implementation-AMS	Subex Iemppower	Project Work	7	Subex Issue Tracker Issues	Review
00000127	22-Aug-2018 / Wed	Subex All modules implementation-AMS	Subex Iemppower	Project Work	7	Subex Issue Tracker Issues	Review
00000127	21-Aug-2018 / Tue	Subex All modules implementation-AMS	Subex Iemppower	Project Work	7	Subex Issue Tracker Issues	Review
00000127	20-Aug-2018 / Mon	Subex All modules implementation-AMS	Subex Iemppower	Project Work	7	Subex Issue Tracker Issues	Review
00000127	17-Aug-2018 / Fri	Subex All modules implementation-AMS	Subex Iemppower	Project Work	1	Subex Issue Tracker Issues	Review
00000127	17-Aug-2018 / Fri	SUBEX CR Project	SUBEX CR - I-Empower	Project Work	7	PR New requirements CR changes	Review
00000127	16-Aug-2018 / Thu	Subex All modules implementation-AMS	Subex Iemppower	Project Work	1	Subex Issue Tracker Issues	Review

To download to excel click "Convert To Excel"

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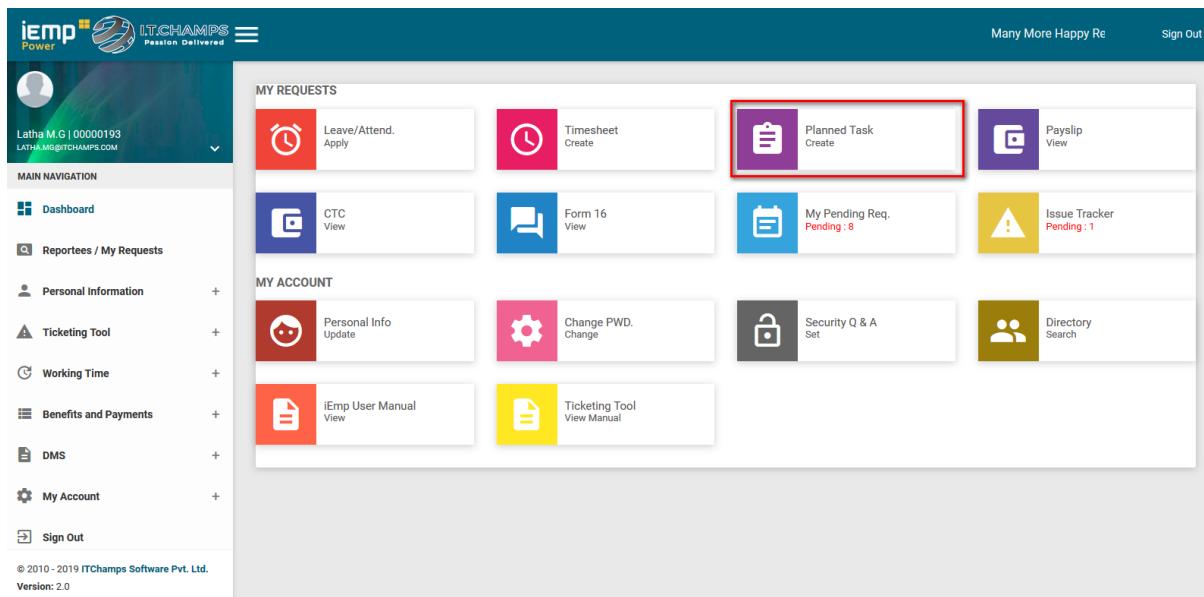
### Time Sheet Overview

\*From  \*To

Employee ID	Working Dates	Project	Work Breakdown Structure(WBS)	Type	Hours	Remarks	Status
00000127	31-Aug-2018 / Fri	Opening Summary_Report03_10_2018_10_53_19_RWT.xls			7	Subex Issue Tracker Issues	Review
00000127	30-Aug-2018 / Thu				7	Subex Issue Tracker Issues	Review
00000127	29-Aug-2018 / Wed				7	Subex Issue Tracker Issues	Review
00000127	28-Aug-2018 / Tue				7	Subex Issue Tracker Issues	Review
00000127	27-Aug-2018 / Mon				7	Subex Issue Tracker Issues	Review
00000127	23-Aug-2018 / Thu				7	Subex Issue Tracker Issues	Review
00000127	22-Aug-2018 / Wed				7	Subex Issue Tracker Issues	Review
00000127	21-Aug-2018 / Tue				7	Subex Issue Tracker Issues	Review
00000127	20-Aug-2018 / Mon				7	Subex Issue Tracker Issues	Review
00000127	17-Aug-2018 / Fri	implementation-AMS	Subex Iemppower	Project Work	1	Subex Issue Tracker Issues	Review

## Planned Task

Employee can view the task which is assigned by their manager



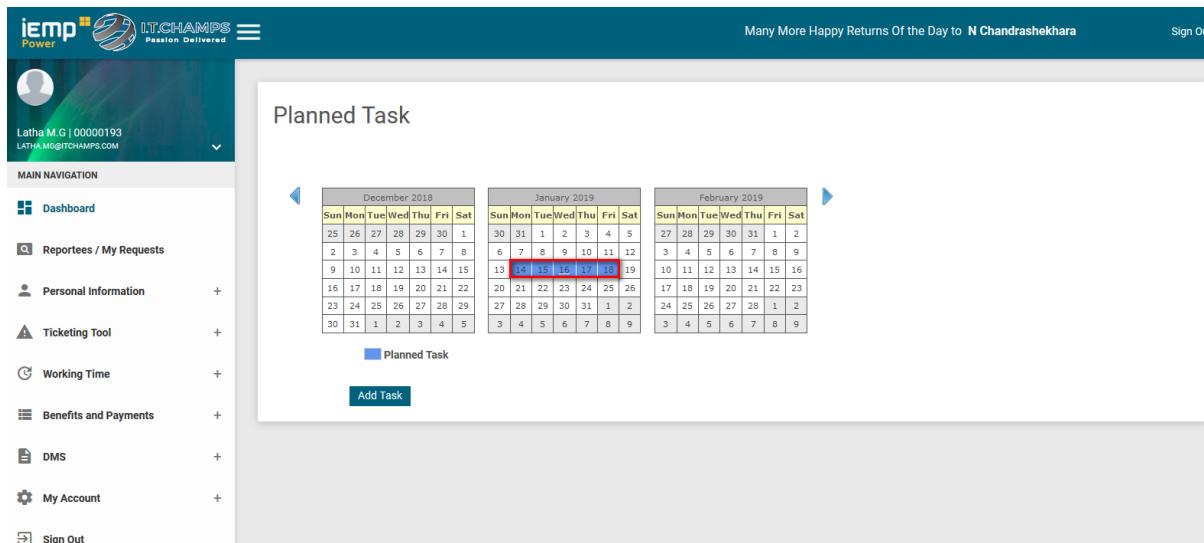
The screenshot shows the iEmp Power ITCHAMPS home screen. At the top right, there are links for "Many More Happy Re..." and "Sign Out". The main area has a grid of icons:

- MY REQUESTS:**
  - Leave/Attend. Apply
  - Timesheet Create
  - Planned Task Create** (highlighted with a red box)
  - Payslip View
- MY ACCOUNT:**
  - CTC View
  - Form 16 View
  - My Pending Req. Pending : 8
  - Issue Tracker Pending : 1
  - Personal Info Update
  - Change PWD. Change
  - Security Q & A Set
  - Directory Search
  - iEmp User Manual View
  - Ticketing Tool View Manual

On the left, the "MAIN NAVIGATION" sidebar lists various modules: Dashboard, Reportees / My Requests, Personal Information, Ticketing Tool, Working Time, Benefits and Payments, DMS, My Account, and Sign Out. At the bottom left, it says "© 2010 - 2019 ITChamps Software Pvt. Ltd. Version: 2.0".

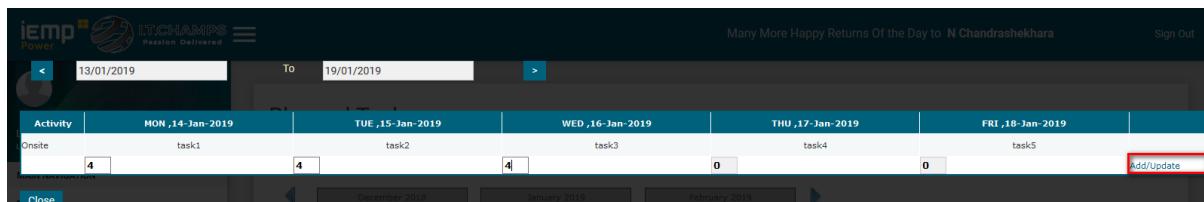
Select the date in the calendar

If task has not been assigned message is displayed as “**Task not yet assigned for these dates**”.

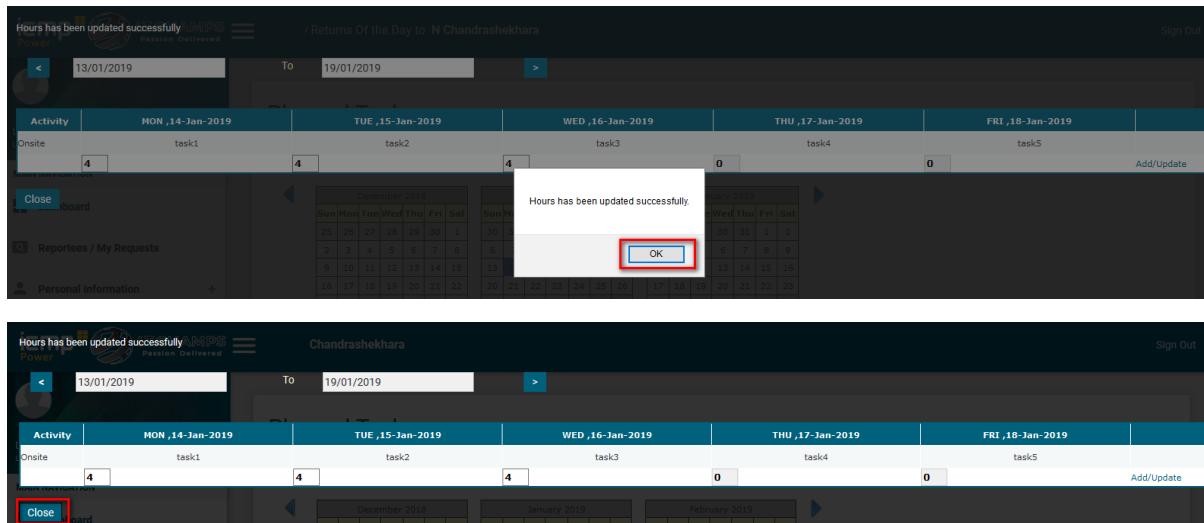


The screenshot shows the "Planned Task" screen. At the top right, it says "Many More Happy Returns Of the Day to N Chandrashekhar" and "Sign Out". The main area displays three calendar grids for December 2018, January 2019, and February 2019. The date "14" in the January 2019 grid is highlighted with a red box. Below the calendars, there are buttons for "Planned Task" and "Add Task". On the left, the "MAIN NAVIGATION" sidebar is identical to the one in the previous screenshot.

Employee can update the hours they have worked on the assigned task



The screenshot shows the "Timesheet Entry" screen. At the top right, it says "Many More Happy Returns Of the Day to N Chandrashekhar" and "Sign Out". The top navigation bar includes date pickers for "From" (13/01/2019) and "To" (19/01/2019). The main table shows activity details for each day from Monday, 14-Jan-2019, to Friday, 18-Jan-2019. The "Onsite" activity for Monday has four hours entered. The "Add/Update" button is highlighted with a red box at the bottom right of the table.

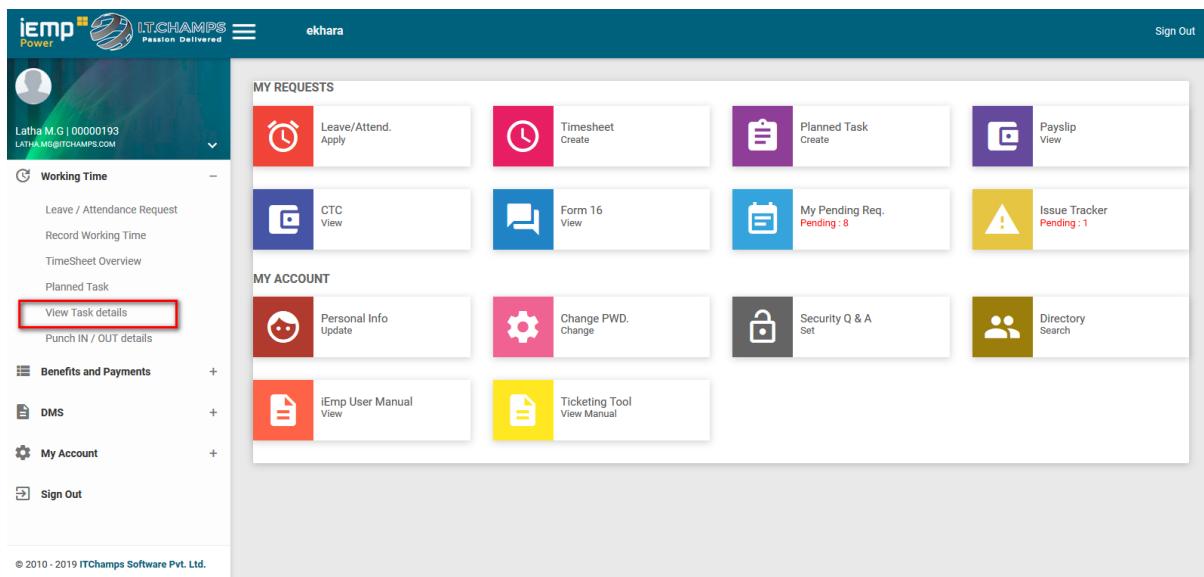


The first screenshot shows a modal dialog with the message "Hours has been updated successfully." with an "OK" button highlighted. The second screenshot shows the same interface after the update, with the "Close" button highlighted.

## View Task Details

Employee can view the task details which is assigned by his manager

Manager can view his and his subordinate's task details



The screenshot shows the iEmp software interface. On the left, there is a sidebar with various options like Working Time, Benefits and Payments, DMS, My Account, and Sign Out. The "View Task details" option under Working Time is highlighted with a red box. On the right, there is a grid of icons categorized under "MY REQUESTS" and "MY ACCOUNT".

Latha M.G | 00000193  
LATHA.MG@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard**
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Benefits and Payments
- DMS
- My Account
- Sign Out

### View Task Details

\*Display data for :

\*From :

\*To :

**Display** **Clear**

Latha M.G | 00000193  
LATHA.MG@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard**
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Benefits and Payments
- DMS
- ...

### View Task Details

\*Display data for :

\*From :

\*To :

**Display** **Clear** **Export**

Employee ID	Employee Name	Module	Working Dates	Assigned Task	Actual Hours
00000193	Latha M.G	DEVEL	14-Jan-2019	Onsite-task1	4
00000193	Latha M.G	DEVEL	15-Jan-2019	Onsite-task2	4
00000193	Latha M.G	DEVEL	16-Jan-2019	Onsite-task3	4
00000193	Latha M.G	DEVEL	17-Jan-2019	Onsite-task4	0
00000193	Latha M.G	DEVEL	18-Jan-2019	Onsite-task5	0

## Punch-IN / Punch-Out details

Punch in and punch out details can be viewed in this page

**iEMP Power ITCHAMPS**

K Karthik | 00000127 KARTHIK@ITCHAMPS.COM

**Dashboard**

**Reportees / My Requests**

**Personal Information**

**Ticketing Tool**

**Working Time**

- Leave / Attendance Request
- Record Working Time
- TimeSheet Overview
- Planned Task
- View Task details

**Punch IN / OUT details** (highlighted with a red box)

**Manager Self Service**

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**MY REQUESTS**

- Leave/Attend. Apply
- Timesheet Create
- Planned Task Create
- Payslip View

**APPROVE REQUESTS**

- Leave/Attend. Pending : 1
- Timesheet Pending : 9
- Assign Task Assign
- EMP Timesheet View

**Planned Task View**

**Completed Rec. View**

**MY ACCOUNT**

- Personal Info Update
- Change PWD. Change
- Security Q & A Set
- Directory Search

**iEMP Power ITCHAMPS**

K Karthik | 00000127 KARTHIK@ITCHAMPS.COM

**MAIN NAVIGATION**

**Dashboard**

**Reportees / My Requests**

**Personal Information**

**Ticketing Tool**

**Working Time**

**Manager Self Service**

**Benefits and Payments**

**DMS**

**Employee Details**

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### Punch In / Out Details

\*Employee Name :

\*From Date :

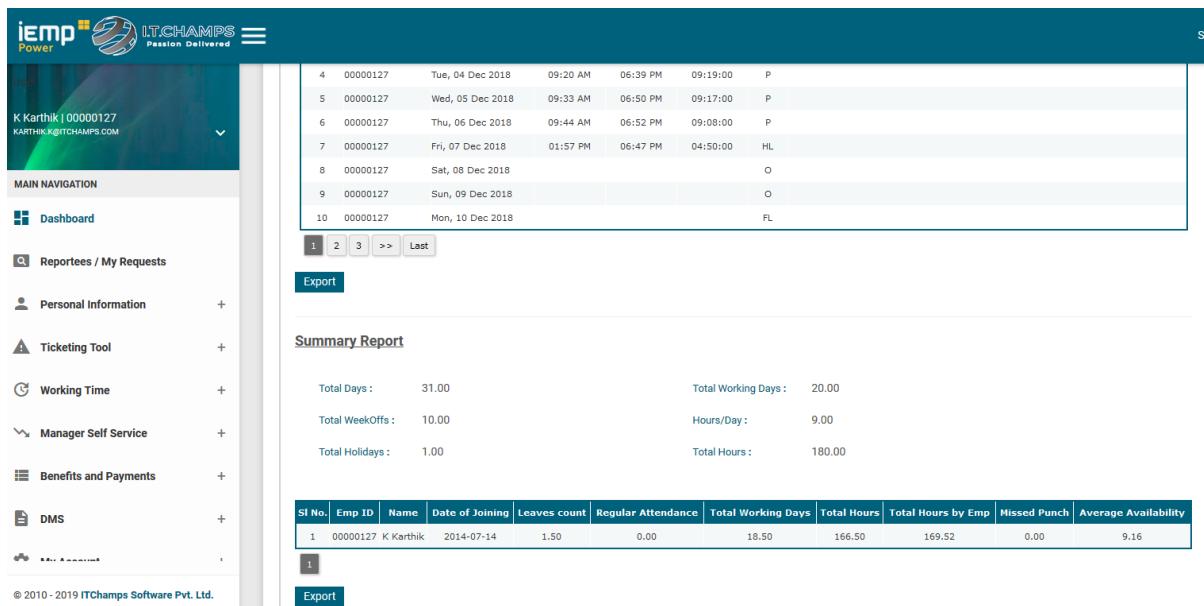
\*To Date :

**Status Legend**

P/A	- Present / Absent
O	- Weekly off (Saturday & Sunday)
H	- Holiday
HL/FL	- Half day Leave / Full day Leave
RA	- Regular Attendance
NA	- Not Available

**Detailed Report**

Sl No.	Emp ID	Date	Punch In	Punch Out	Total Hrs	Status	Holiday Name
1	00000127	Sat, 01 Dec 2018				O	
2	00000127	Sun, 02 Dec 2018				O	
3	00000127	Mon, 03 Dec 2018	09:38 AM	06:47 PM	09:09:00	P	
4	00000127	Tue, 04 Dec 2018	09:20 AM	06:39 PM	09:19:00	P	



The screenshot shows a summary report for employee K. Karthik. The report includes a table of attendance records from December 4 to December 10, 2018, and a summary table with the following data:

Total Days	31.00	Total Working Days	20.00
Total WeekOffs	10.00	Hours/Day	9.00
Total Holidays	1.00	Total Hours	180.00

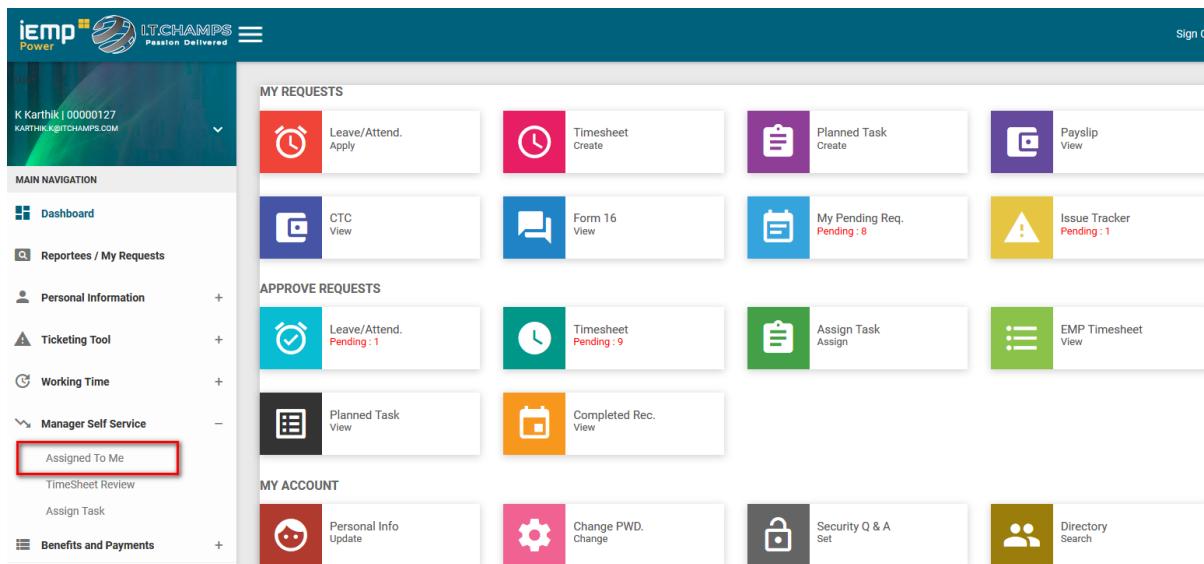
Below the summary table is a detailed attendance record table:

Sl No.	Emp ID	Name	Date of Joining	Leaves count	Regular Attendance	Total Working Days	Total Hours	Total Hours by Emp	Missed Punch	Average Availability
1	00000127	K. Karthik	2014-07-14	1.50	0.00	18.50	166.50	169.52	0.00	9.16

## Manager view for approval

### Single record approval

Login as manager and navigate to Home -> Manager self Service -> Assigned to me



The screenshot shows the 'Assigned To Me' section under the Manager Self Service menu. It displays a grid of icons and labels for various tasks:

- MY REQUESTS: Leave/Attend. Apply, Timesheet Create, Planned Task Create, Payslip View
- APPROVE REQUESTS: CTC View, Form 16 View, My Pending Req. (Pending: 8), Issue Tracker (Pending: 1)
- MY ACCOUNT: Personal Info Update, Change PWD. Change, Security Q & A Set, Directory Search

The 'Assigned To Me' section is highlighted with a red box.

Click on “view” link and details will be displayed with “Approve” and “reject” button

**Assigned to me**

Select Type :

Pending		Completed					
Employee ID	Employee Name	Type of Request	Request Subtype	Tasks	Last Activity Date	Action	View
00000198	Monica K.S	Leave Request	Emergency Leave	Sent	09/01/2019 09:32:00	<input type="button" value="View"/>	<input type="checkbox"/>
1							

Pending		Completed					
Employee ID	Employee Name	Type of Request	Request Subtype	Tasks	Last Activity Date	Action	View
00000198	Monica K.S	Leave Request	Emergency Leave	Sent	09/01/2019 09:32:00	<input type="button" value="View"/>	<input type="checkbox"/>
1							

**Emp ID :** 00000198  
**Type of leave :** Emergency Leave  
**From date :** 08/01/2019  
**To date :** 08/01/2019  
**From time :** 09:30:00  
**To time :** 18:30:00  
**Duration :** 1.0  
**Note for approver :** unavailability of buses due to barath bandh  
**Approver :** K Karthik  
**Status :** Sent  
**Approver Remarks :**

**Assigned to me**

Select Type : **Leave / Attendance**

Leave Request approved successfully!

OK

There are no pending records.

MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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**Assigned to me**

Select Type : **Leave / Attendance**

2019

Pending	Completed						
Employee ID	Employee Name	Type of Request	Request Subtype	Tasks	Approved By	Last Activity Date	View
00000198	Monica K.S	Leave Request Approval	Emergency Leave	Approved	K Karthik	17/01/2019 16:50:00	<a href="#">View</a>
00000198	Monica K.S	Leave Request Approval	Earned Leave	Approved	K Karthik	07/01/2019 16:33:42	<a href="#">View</a>
00000193	Latha M.G	Leave Request Approval	Emergency Leave	Approved	K Karthik	03/01/2019 11:37:34	<a href="#">View</a>
00000198	Monica K.S	Leave Request Approval	Earned Leave	Approved	K Karthik	02/01/2019 14:34:09	<a href="#">View</a>
00000256	Divith K M	Leave Request Approval	Sick Leave	Approved	K Karthik	02/01/2019 14:34:09	<a href="#">View</a>
00000193	Latha M.G	Leave Request Approval	Earned Leave	Approved	K Karthik	02/01/2019 14:34:08	<a href="#">View</a>

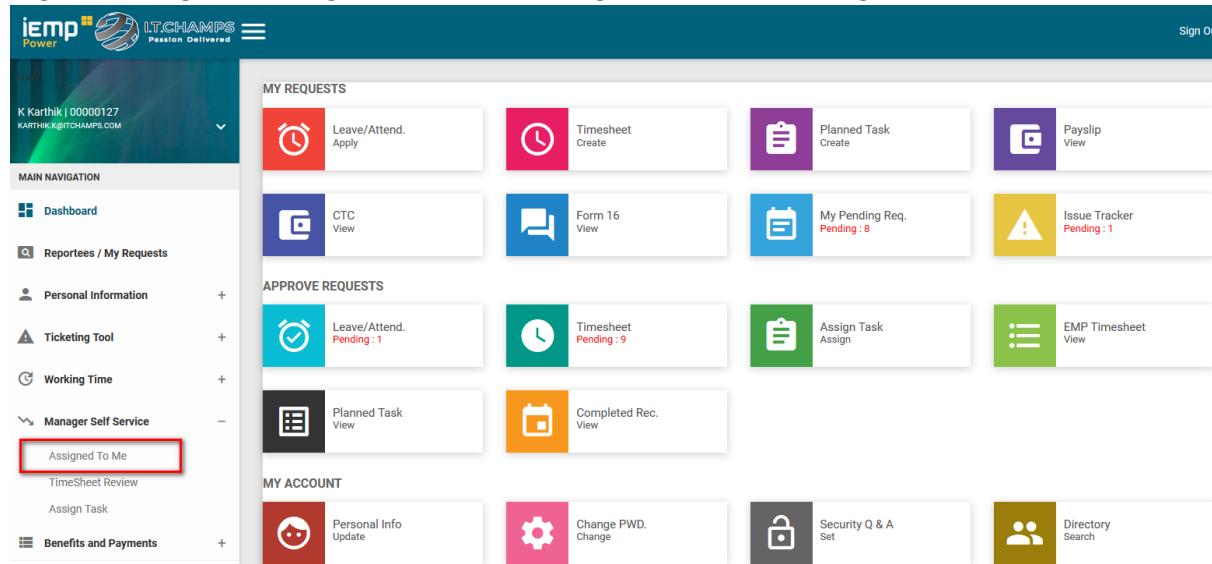
MAIN NAVIGATION

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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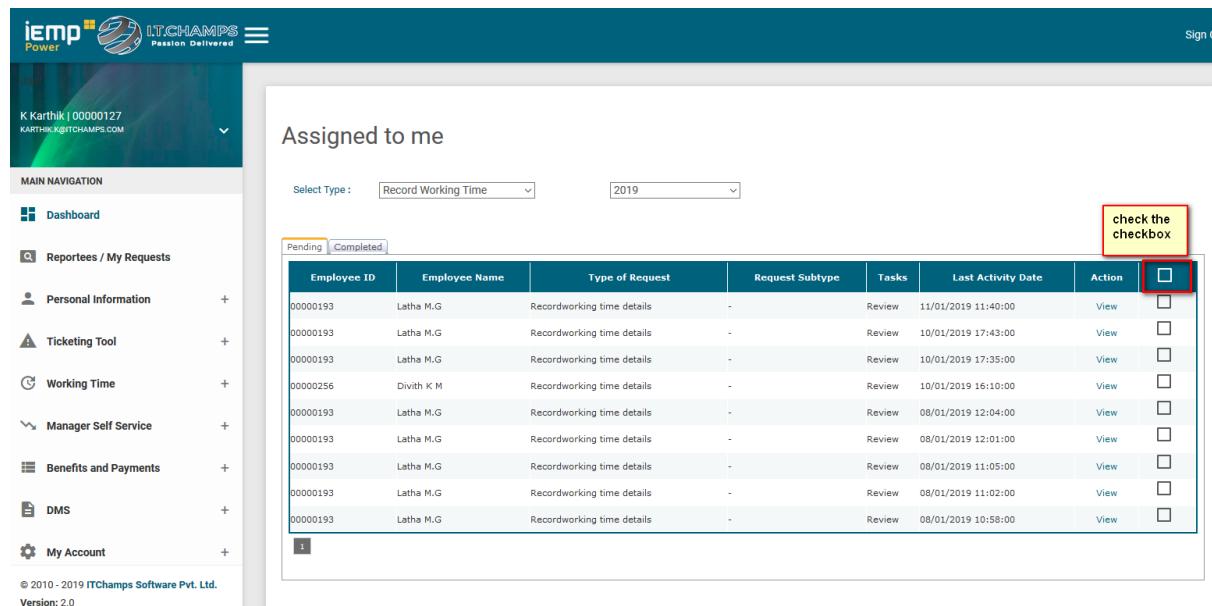
## Mass approval

Login as manager and navigate to Home -> Manager self Service -> Assigned to me



The screenshot shows the iEMP Power software interface. In the main navigation bar, under 'Manager Self Service', the 'Assigned To Me' option is highlighted with a red box. The central area displays a grid of icons and labels for various request types. The 'Approved Requests' section includes 'Leave/Attend. Pending: 1', 'Timesheet Pending: 9', 'Assign Task Assign', and 'Planned Task View'. The 'Completed Rec. View' icon is also present. The 'My Account' section includes 'Personal Info Update', 'Change PWD. Change', 'Security Q & A Set', and 'Directory Search'.

Check the checkbox



The screenshot shows the 'Assigned to me' list view. The 'Action' column contains checkboxes, one of which is highlighted with a red box and labeled 'check the checkbox'. The table lists several records, each with details like Employee ID, Employee Name, Type of Request, Request Subtype, Tasks, Last Activity Date, and Action (with a checkbox). The records are all of type 'Record working time details'.

Employee ID	Employee Name	Type of Request	Request Subtype	Tasks	Last Activity Date	Action
00000193	Latha M.G	Recordworking time details	-	Review	11/01/2019 11:40:00	<input type="checkbox"/>
00000193	Latha M.G	Recordworking time details	-	Review	10/01/2019 17:43:00	<input type="checkbox"/>
00000193	Latha M.G	Recordworking time details	-	Review	10/01/2019 17:35:00	<input type="checkbox"/>
00000256	Divith K M	Recordworking time details	-	Review	10/01/2019 16:10:00	<input type="checkbox"/>
00000193	Latha M.G	Recordworking time details	-	Review	08/01/2019 12:04:00	<input type="checkbox"/>
00000193	Latha M.G	Recordworking time details	-	Review	08/01/2019 12:01:00	<input type="checkbox"/>
00000193	Latha M.G	Recordworking time details	-	Review	08/01/2019 11:05:00	<input type="checkbox"/>
00000193	Latha M.G	Recordworking time details	-	Review	08/01/2019 11:02:00	<input type="checkbox"/>
00000193	Latha M.G	Recordworking time details	-	Review	08/01/2019 10:58:00	<input type="checkbox"/>

Click on "Approve" or "Reject" button

**Assigned to me**

Select Type : Record Working Time | 2019

Pending	Completed						
Employee ID	Employee Name	Type of Request	Request Subtype	Tasks	Last Activity Date	Action	✓
00000193	Latha M.G	Recordworking time details	-	Review	11/01/2019 11:40:00	View	✓
00000193	Latha M.G	Recordworking time details	-	Review	10/01/2019 17:43:00	View	✓
00000193	Latha M.G	Recordworking time details	-	Review	10/01/2019 17:35:00	View	✓
00000256	Divith K M	Recordworking time details	-	Review	10/01/2019 16:10:00	View	✓
00000193	Latha M.G	Recordworking time details	-	Review	08/01/2019 12:04:00	View	✓
00000193	Latha M.G	Recordworking time details	-	Review	08/01/2019 12:01:00	View	✓
00000193	Latha M.G	Recordworking time details	-	Review	08/01/2019 11:05:00	View	✓
00000193	Latha M.G	Recordworking time details	-	Review	08/01/2019 11:02:00	View	✓
00000193	Latha M.G	Recordworking time details	-	Review	08/01/2019 10:58:00	View	✓

**Approve** | **Reject** | click Approve or Reject button

**Assigned to me**

Select Type : Record Working Time

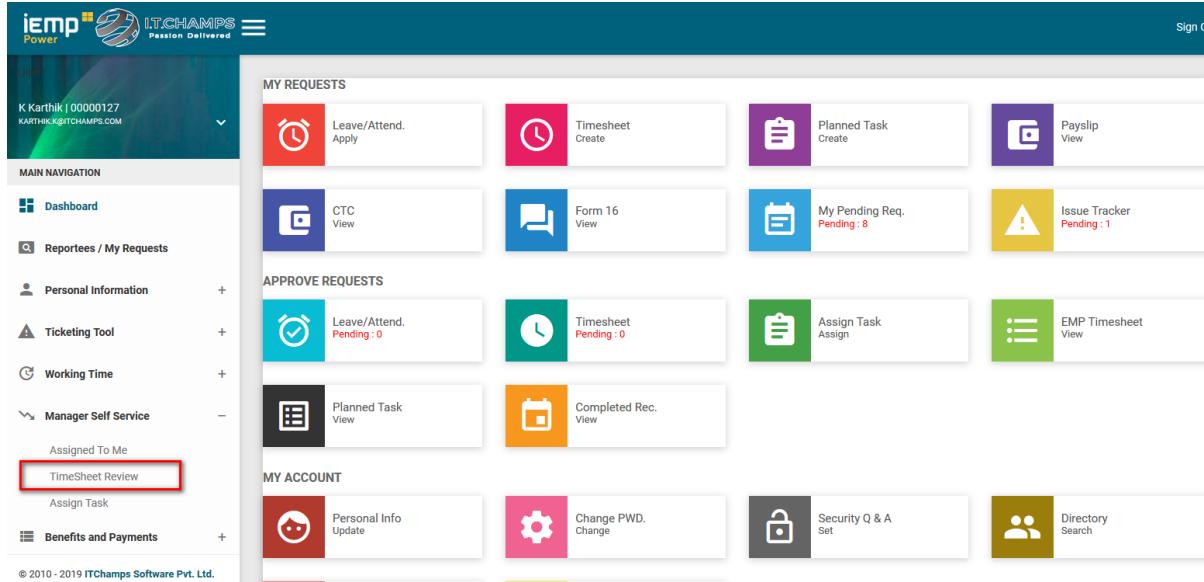
Approved Successfully!

OK

There are no pending records.

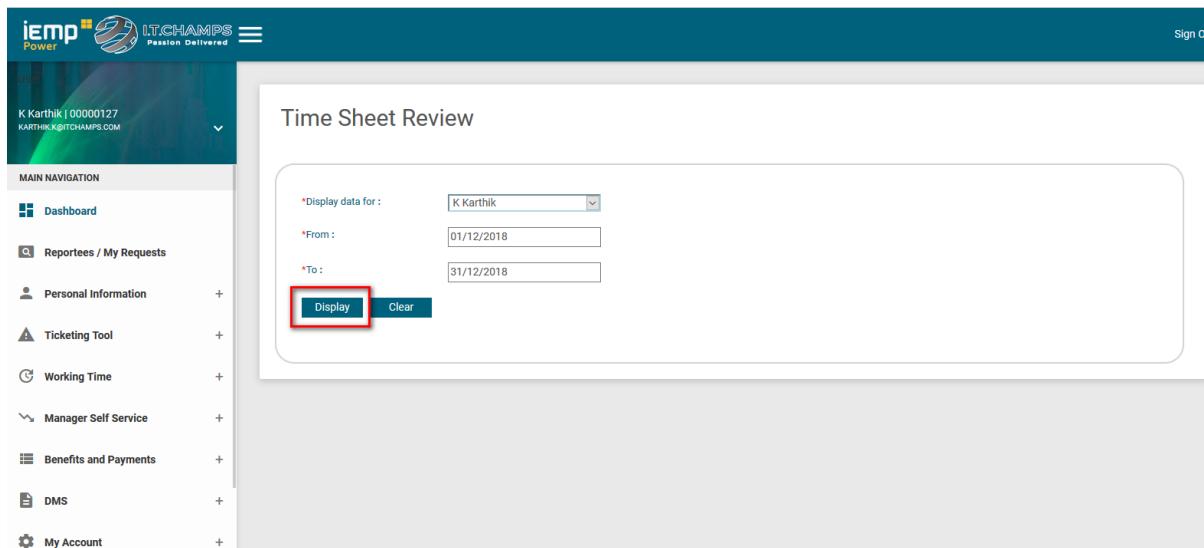
## Timesheet Review

Employee timesheet details can be viewed by selecting employee name and from and to date



The screenshot shows the ITChamps Employee Portal dashboard. The main navigation menu on the left includes options like Dashboard, Reportees / My Requests, Personal Information, Ticketing Tool, Working Time, Manager Self Service, Benefits and Payments, DMS, and My Account. Under Manager Self Service, there is a sub-section titled 'Assigned To Me' which contains a red box around the 'TimeSheet Review' button. The central area is divided into sections: MY REQUESTS, APPROVE REQUESTS, and MY ACCOUNT, each containing several icons and their corresponding labels.

Select Employee name, from date and to date and click on “Display” button



The screenshot shows the 'Time Sheet Review' form. It has fields for 'Display data for:' (set to 'K Karthik'), 'From:' (set to '01/12/2018'), 'To:' (set to '31/12/2018'), and two buttons at the bottom: 'Display' (which is highlighted with a red box) and 'Clear'.

**iEMP<sup>+</sup> ITCHAMPS**

K Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

\*From : 01/12/2018  
\*To : 31/12/2018  
Display Clear Export

**MAIN NAVIGATION**

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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Employee ID	Employee Name	Working Dates	Project	Work Breakdown Structure(WBS)	Type	Hours	Remarks	Status
00000127	K Karthik	28-Dec-2018 / Fri	Subex All modules implementation-AMS	Subex Iempower	Project Work	8	Subex New Requirement - Any travel or expenses raised against an external project (E/xxxxxx-xx) will follow the new workflow of project hierarchy.	Review
00000127	K Karthik	Dec-2018 / Thu	Subex All modules implementation-AMS	Subex Iempower	Project Work	8	Subex New Requirement - Any travel or expenses raised against an external project (E/xxxxxx-xx) will follow the new workflow of project hierarchy.	Review
00000127	K Karthik	Dec-2018 / Wed	Subex All modules implementation-AMS	Subex Iempower	Project Work	8	Subex New Requirement - Any travel or expenses raised against an external project (E/xxxxxx-xx) will follow the new workflow of project hierarchy.	Review
00000127	K Karthik	Dec-2018 / Mon	Subex All modules implementation-AMS	Subex Iempower	Project Work	8	Subex New Requirement - Any travel or expenses raised against an external project (E/xxxxxx-xx) will follow the new workflow of project hierarchy.	Review
00000127	K Karthik	21-Dec-2018 / Fri	Subex All modules implementation-AMS	Subex Iempower	Project Work	8	Subex Issue Tracker Issues - Ticket ID -1222 -Change of ELT members for no receipt deviation in Iempower Update Hotel and Per diem limits in India for both Metro and Non Metros. Exchange rates to be updated from Expenses date and not from Created date	Review
00000127	K Karthik	20-Dec-2018 / Thu	Subex All modules implementation-AMS	Subex Iempower	Project Work	8	Subex Issue Tracker Issues - Ticket ID -1222 -Change of ELT members for no receipt deviation in Iempower Update Hotel and Per diem limits in India for both Metro and Non Metros. Exchange rates to be updated from Expenses date and not from Created date	Review
00000127	K Karthik	19-Dec-2018 / Wed	Subex All modules implementation-AMS	Subex Iempower	Project Work	8	Subex Issue Tracker Issues - Ticket ID -1222 -Change of ELT members for no receipt deviation in Iempower Update Hotel and Per diem limits in India for both Metro and Non Metros. Exchange rates to be updated from Expenses date and not from Created date	Review
00000127	K Karthik	18-Dec-2018 / Tue	Subex All modules implementation-AMS	Subex Iempower	Project Work	8	Subex Issue Tracker Issues - Ticket ID -1222 -Change of ELT members for no receipt deviation in Iempower Update Hotel and Per diem limits in India for both Metro and Non Metros. Exchange rates to be updated from Expenses date and not from Created date	Review
00000127	K Karthik	17-Dec-2018 / Mon	Subex All modules implementation-AMS	Subex Iempower	Project Work	8	Subex Issue Tracker Issues - Ticket ID -1222 -Change of ELT members for no receipt deviation in Iempower Update Hotel and Per diem limits in India for both Metro and Non Metros. Exchange rates to be updated from Expenses date and not from Created date	Review
		..						

Employee can download the data into excel by clicking “Convert To Excel”

## Assign Task

Manager assign's the task to his subordinates

**iEMP<sup>+</sup> ITCHAMPS**

K Karthik | 00000127  
KARTHIK.K@ITCHAMPS.COM

Many More Happy Return  
Sign Out

**MAIN NAVIGATION**

- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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**MY REQUESTS**

- Leave/Attend. Apply
- Timesheet Create
- Planned Task Create
- Payslip View
- CTC View
- Form 16 View
- My Pending Req. Pending: 7
- Issue Tracker Pending: 1

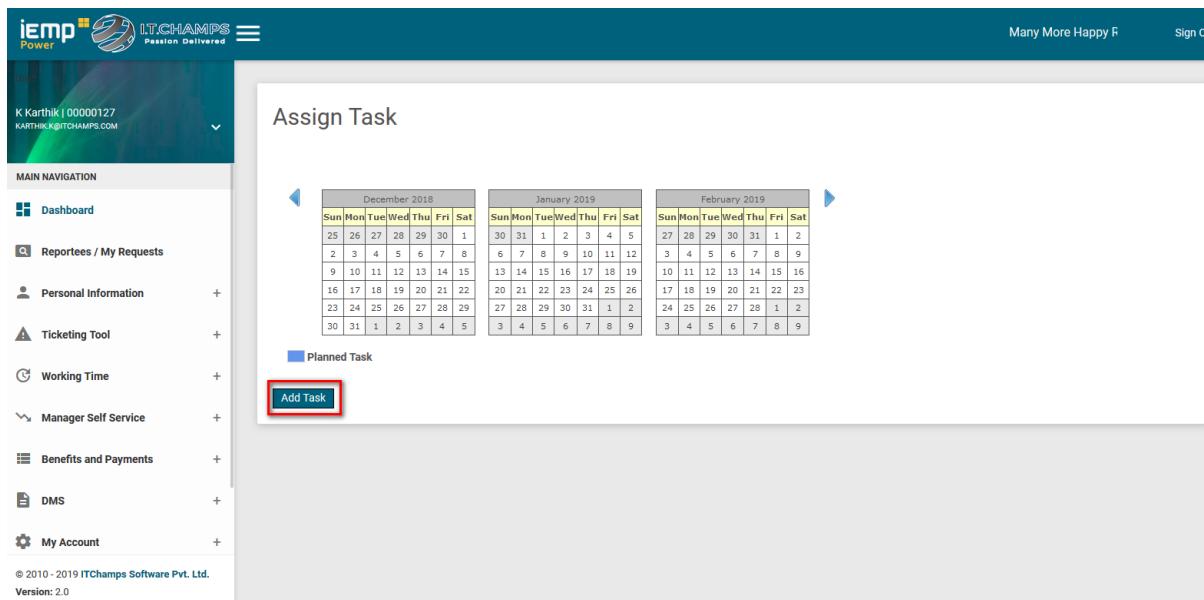
**APPROVE REQUESTS**

- Leave/Attend. Pending: 1
- Timesheet Pending: 9
- Assign Task Assign
- EMP Timesheet View
- Planned Task View
- Completed Rec. View

**MY ACCOUNT**

- Personal Info Update
- Change PWD. Change
- Security Q & A Set
- Directory Search
- iEmp User Manual
- Ticketing Tool

Click on “Add Task” button



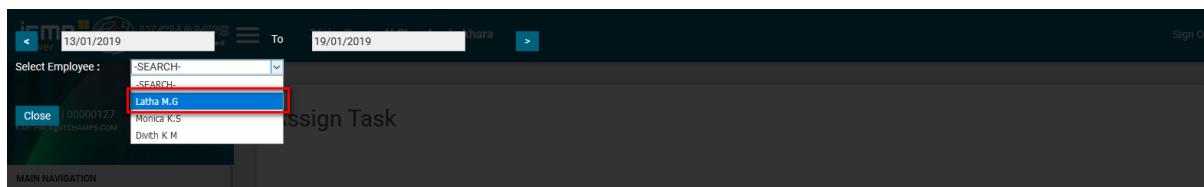
K Karthik | 00000127  
KARTHIK@ITCHAMPS.COM

MAIN NAVIGATION

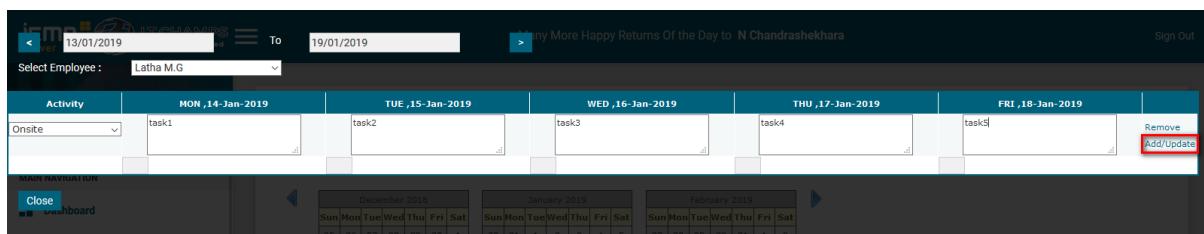
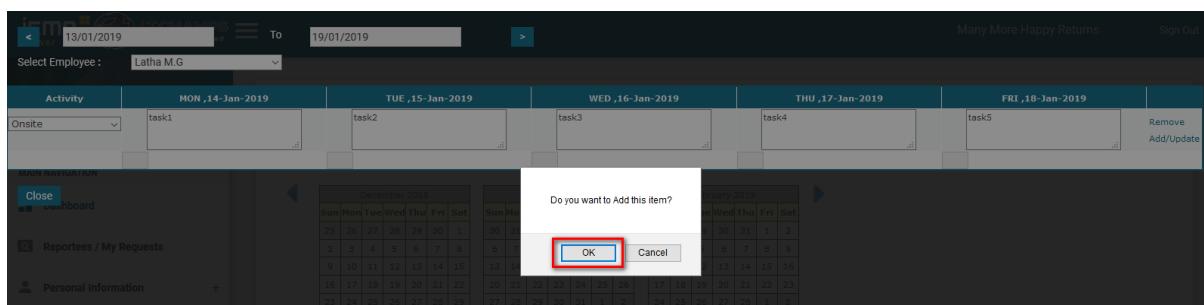
- Dashboard
- Reportees / My Requests
- Personal Information
- Ticketing Tool
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account

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Select the from and to date and Name of the employee



Add the task and click on “Add/Update” link

Record inserted successfully

Activity	MON ,14-Jan-2019	TUE ,15-Jan-2019	WED ,16-Jan-2019	THU ,17-Jan-2019	FRI ,18-Jan-2019	
task1	task2	task3	task4	task5		<a href="#">Remove</a> <a href="#">Add/Update</a>
0	0	0	0	0	0	<a href="#">Remove</a> <a href="#">Add/Update</a>

Many More Happy Returns O Sign Out

Select Employee : Latha M.G

Activity

task1 task2 task3 task4 task5

0 0 0 0 0

Close [Personal Information](#)

OK

Record inserted successfully  
Prevent this page from creating additional dialogues

Record inserted successfully

Activity	MON ,14-Jan-2019	TUE ,15-Jan-2019	WED ,16-Jan-2019	THU ,17-Jan-2019	FRI ,18-Jan-2019	
Onsite	task1	task2	task3	task4	task5	<a href="#">Remove</a> <a href="#">Add/Update</a>
SELECT						<a href="#">Remove</a> <a href="#">Add/Update</a>
0	0	0	0	0	0	

Many More Happy Returns Of the Day to N Chandrashekara Sign Out

Select Employee : Latha M.G

Activity

task1 task2 task3 task4 task5

0 0 0 0 0

Close [Personal Information](#)

OK

Record inserted successfully  
Prevent this page from creating additional dialogues

Assigned task can be viewed by employee

## My Account

### Change Password

iEMP Power ITCHAMPS Passion Delivered

K Karthik | 00000127 KARTHIK.K@ITCHAMPS.COM

Working Time Manager Self Service Document Management System My Account

Change password

Welcome to iEmpPower

Direct Reports

Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	-
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

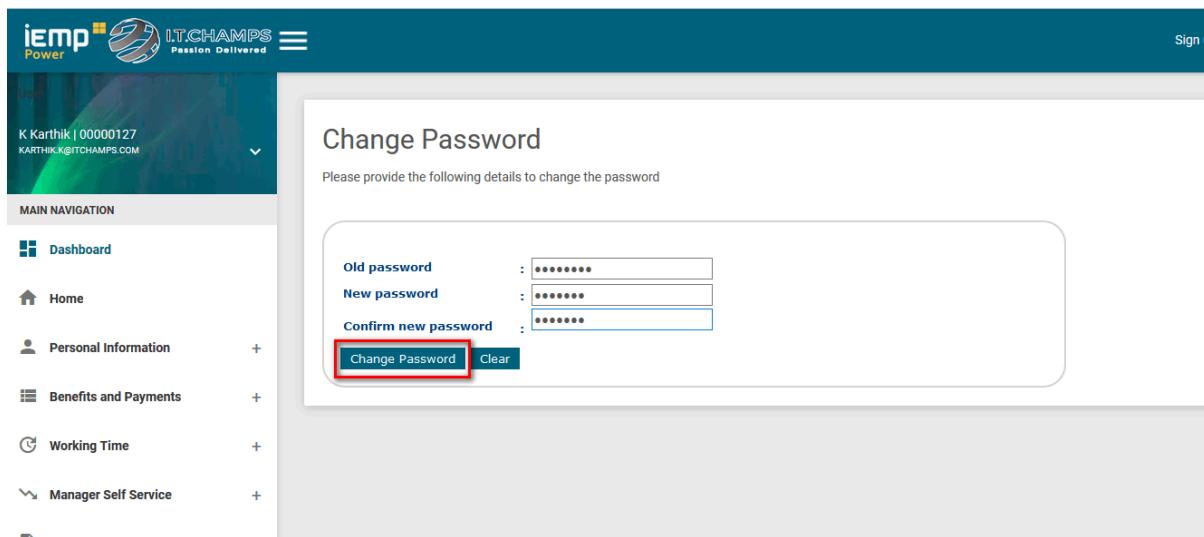
For the Year: 2018

Pending Completed

Type of Request	Request Subtype	Status	Last Activity Date	
Record working time details	-	Review	03/10/2018 10:40:00	<a href="#">View</a>
Record working time details	-	Review	05/09/2018 16:24:00	<a href="#">View</a>
Record working time details	-	Review	29/08/2018 10:22:00	<a href="#">View</a>
Record working time details	-	Review	23/08/2018 11:57:00	<a href="#">View</a>

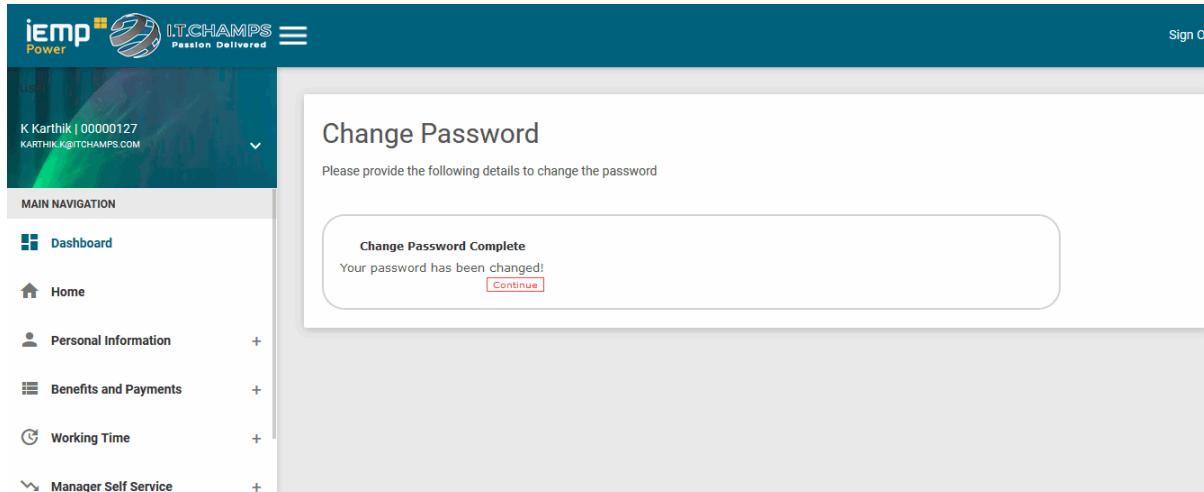
Sign Out

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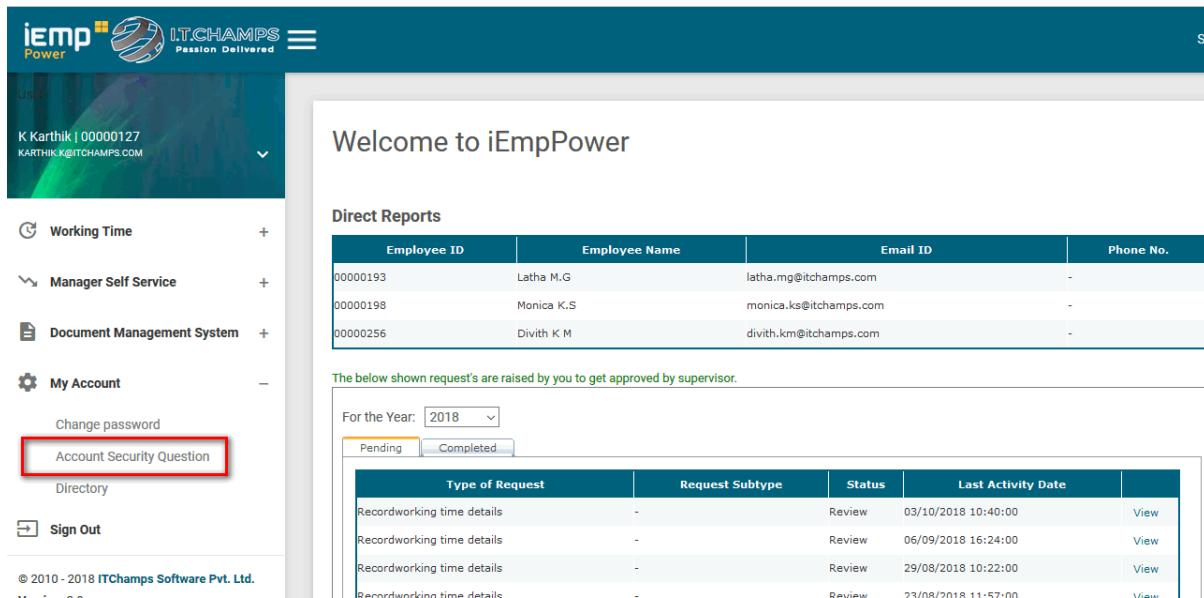
The screenshot shows the iemp Power ITCHAMPS application interface. On the left, there is a sidebar with a user profile picture and the text "K Karthik | 00000127 KARTHIK.K@ITCHAMPS.COM". Below this is a "MAIN NAVIGATION" section with links: Dashboard, Home, Personal Information, Benefits and Payments, Working Time, and Manager Self Service. The main content area has a title "Change Password" and a sub-instruction "Please provide the following details to change the password". It contains three input fields: "Old password", "New password", and "Confirm new password", each followed by a colon and a redacted password. Below these fields are two buttons: "Change Password" (highlighted with a red box) and "Clear".

Enter Old Password and new password and click on “Change Password” button



The screenshot shows the same application interface after a password change. The main content area now displays a message "Change Password Complete" and "Your password has been changed!" with a "Continue" button. The rest of the interface remains the same, including the sidebar and navigation menu.

## Account Security Question



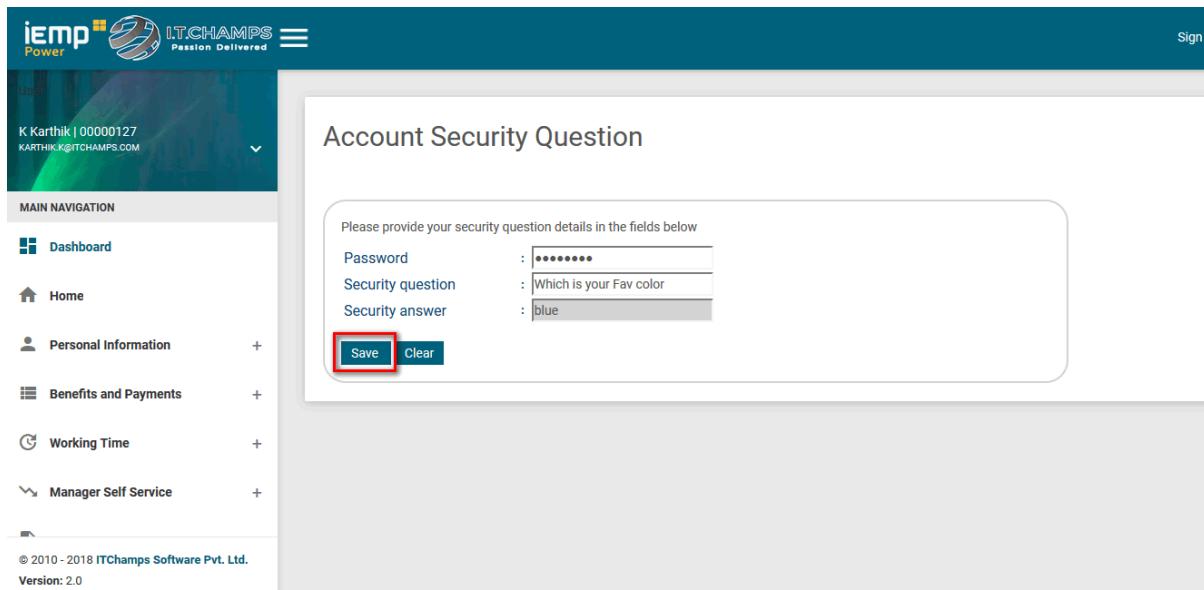
Welcome to iEmpPower

**Direct Reports**

Employee ID	Employee Name	Email ID	Phone No.
00000193	Latha M.G	latha.mg@itchamps.com	-
00000198	Monica K.S	monica.ks@itchamps.com	-
00000256	Divith K M	divith.km@itchamps.com	-

The below shown request's are raised by you to get approved by supervisor.

Type of Request	Request Subtype	Status	Last Activity Date	Action
Recordworking time details	-	Review	03/10/2018 10:40:00	<a href="#">View</a>
Recordworking time details	-	Review	06/09/2018 16:24:00	<a href="#">View</a>
Recordworking time details	-	Review	29/08/2018 10:22:00	<a href="#">View</a>
Recordworking time details	-	Review	23/08/2018 11:57:00	<a href="#">View</a>

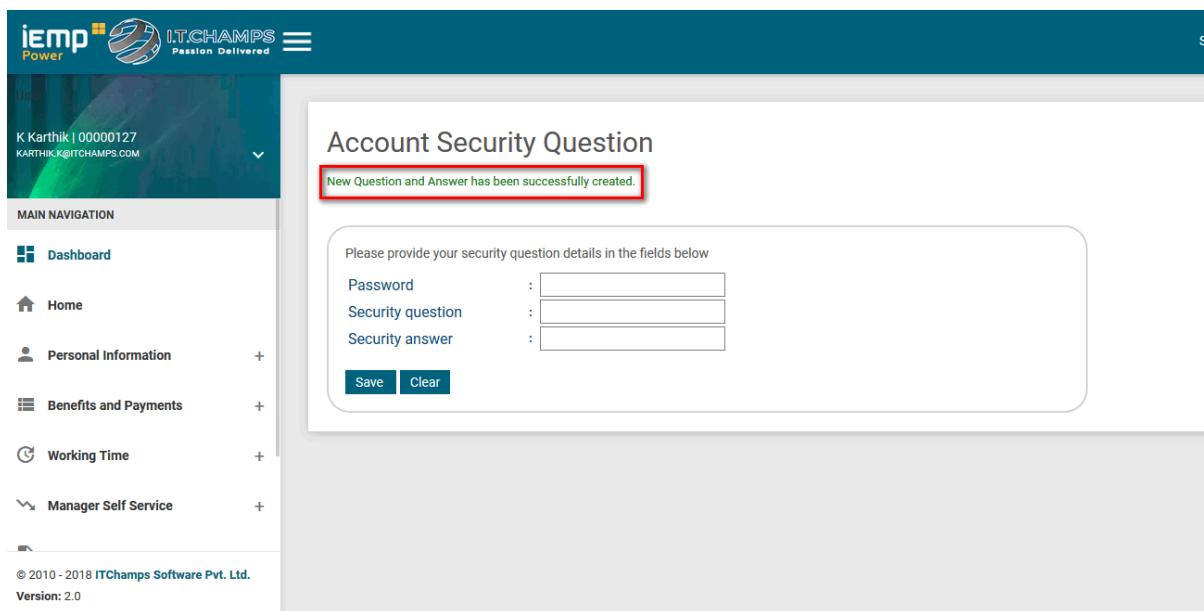


Please provide your security question details in the fields below

Password	:	*****
Security question	:	Which is your Fav color
Security answer	:	blue

**Save** **Clear**

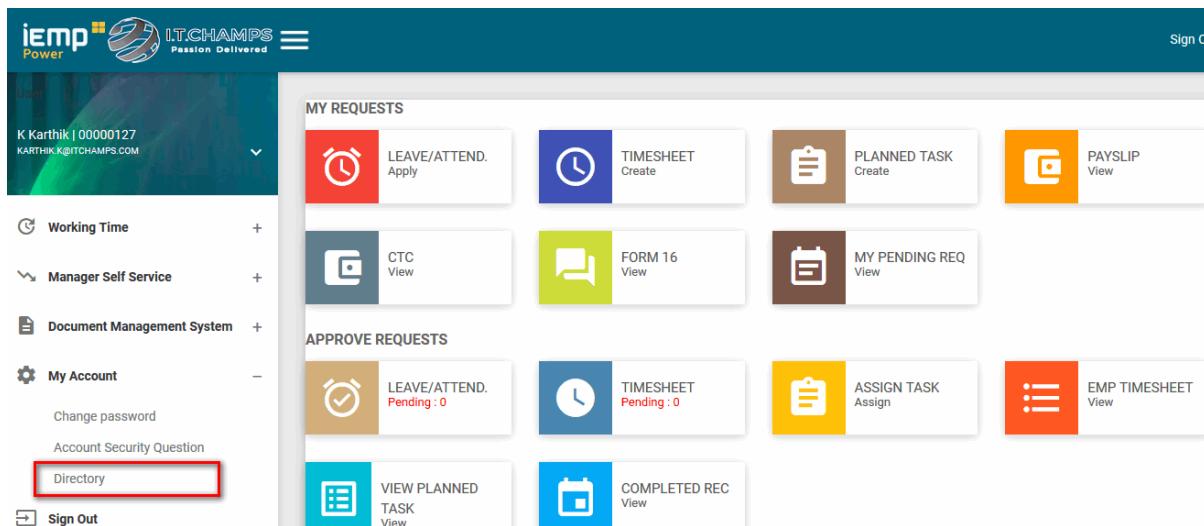
Enter all the details and click on “Save” button



The screenshot shows the 'Account Security Question' page. At the top, there's a banner with the ITCHAMPS logo and a message: 'New Question and Answer has been successfully created.' Below this, a form asks for security details: Password, Security question, and Security answer. There are 'Save' and 'Clear' buttons at the bottom of the form.

## Directory

Employee can view all the employee details in the organization



The screenshot shows the main dashboard of the Employee Self Service portal. On the left, a sidebar lists navigation items: Dashboard, Home, Personal Information, Benefits and Payments, Working Time, Manager Self Service, and My Account (which includes Change password and Account Security Question). The 'Account Security Question' item is highlighted with a red box. Other items in the sidebar include 'Working Time', 'Manager Self Service', 'Document Management System', 'My Account' (with sub-options), and 'Sign Out'. The main content area is titled 'MY REQUESTS' and contains several buttons for different tasks: LEAVE/ATTEND. Apply, TIMESHEET Create, PLANNED TASK Create, PAYSHEET View, CTC View, FORM 16 View, MY PENDING REQ View, APPROVE REQUESTS, and EMP TIMESHEET View. Below these are buttons for VIEW PLANNED TASK View and COMPLETED REC View.



K Karthik | 00000127  
KARTHIKK@ITCHAMPS.COM

MAIN NAVIGATION

- Dashboard
- Home
- Personal Information
- Benefits and Payments
- Working Time
- Manager Self Service

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## Directory

Employee name  Designation

Photo	Emp ID	Emp Name	DOJ	Designation	Email ID	Reporting Manager	Department	Module	Personal Area
	00000001	Rajesh Kutnikar	23-May-2005	CEO & Director	raj@itchamps.com	G.Srivastava Kutnikar	ITChamps Software Private	MANG	ITChamps Head Office
	00000002	Prajakta Kutnikar	23-May-2005	Training Director	prajakta.kutnikar@itchamps.com		ITChamps Software Private	MANG	ITChamps Head Office
	00000003	G.Srivastava Kutnikar	23-May-2005	Chairman	chairman@itchamps.com		ITChamps Advisory Board	MANG	ITChamps Head Office
	00000004	Sharada Kutnikar	23-May-2005	Honorary Director		G.Srivastava Kutnikar	ITChamps Advisory Board	MANG	ITChamps Head Office
	00000005	Santhosh Kumar G	26-Apr-2006	Office Asst.	santhosh.g@itchamps.com		Administration	SUPPORT	ITChamps Head Office
	00000009	Venu Kumar S	01-Sep-2008	Manager Finance	venu.kumar@itchamps.com	Rajesh Kutnikar	Finance & Administration	FID	ITChamps Head Office
	00000027	Ashok Kumar R	01-Nov-2010	Office Asst.	ashok.kumar@itchamps.com		Administration	SUPPORT	ITChamps Head Office