



User Manual

Pay compute

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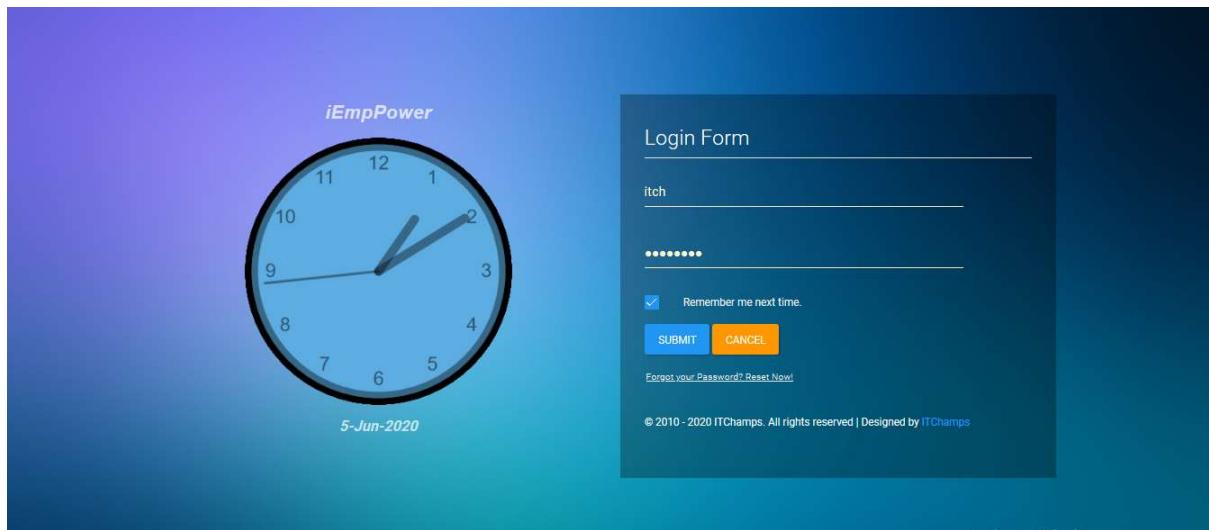
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Login Page

Enter Username and Password and click “SUMBIT” button

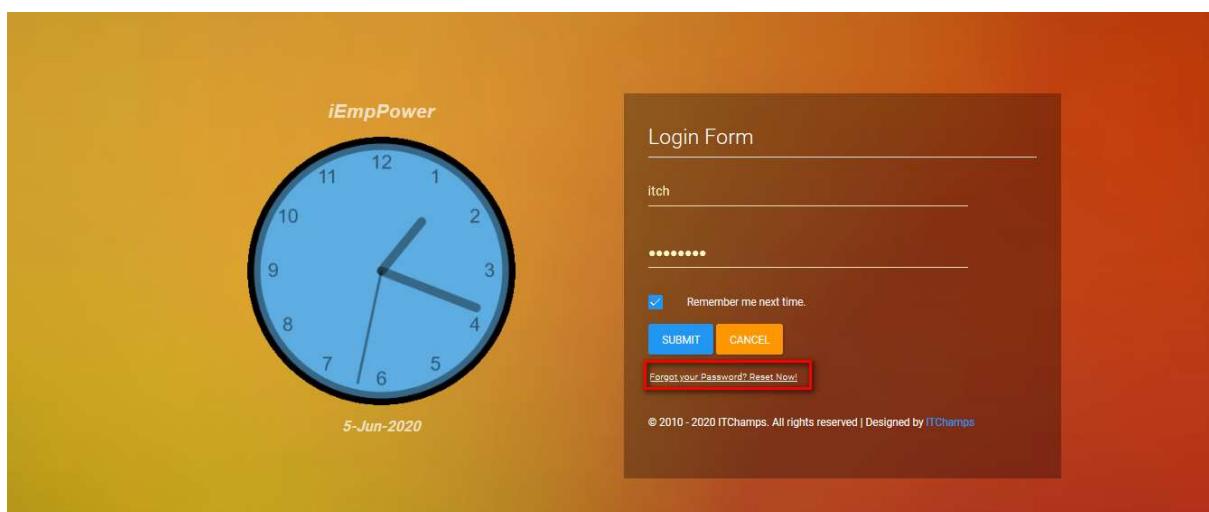
Company Username - itch

Password - abcd@123



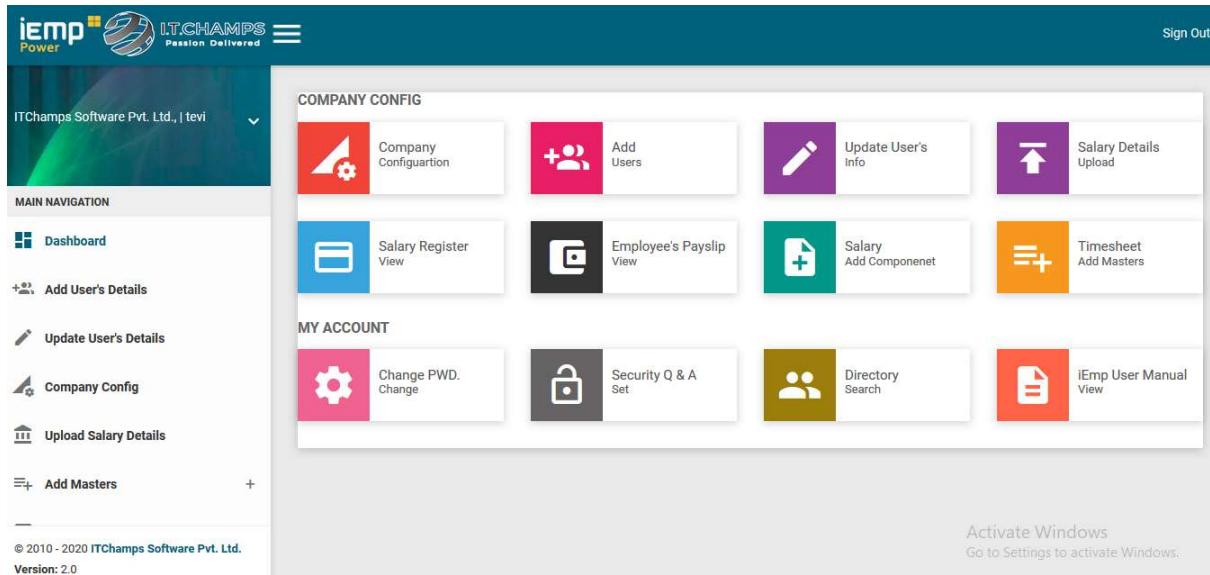
Reset Password

We can reset the password by clicking on “Reset Password” and we get a message saying “New password has been sent to your email. Please use that password to login”



Dashboard

Once we login we can view Dashboard page by default



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters

COMPANY CONFIG

Company Configuration	Add Users	Update User's Info	Salary Details Upload
Salary Register View	Employee's Payslip View	Salary Add Component	Timesheet Add Masters

MY ACCOUNT

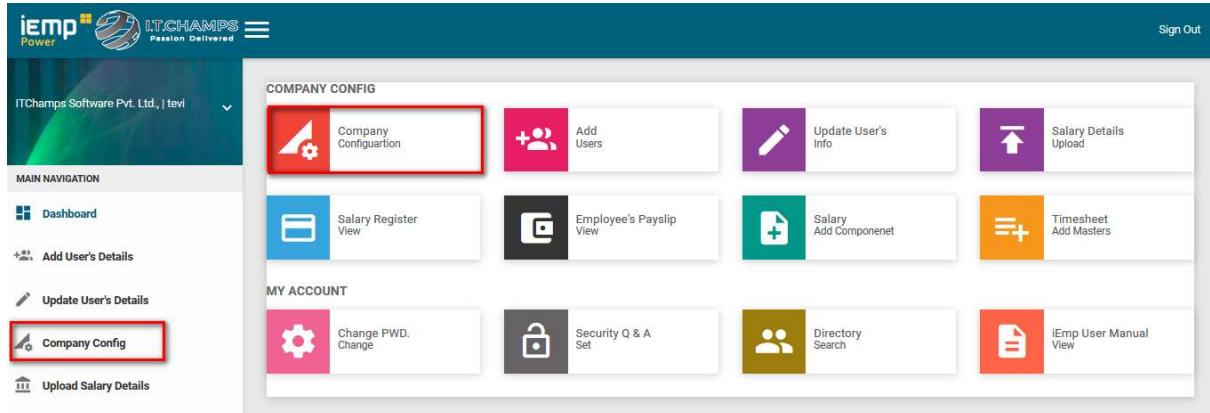
Change PWD. Change	Security Q & A Set	Directory Search	iEmp User Manual View
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Activate Windows
Go to Settings to activate Windows.

1. Company Configuration

Company Configuration tab is used to generate employees, employee's designation, Manager mapping for employees etc.



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config**
- Upload Salary Details
- Add Masters

COMPANY CONFIG

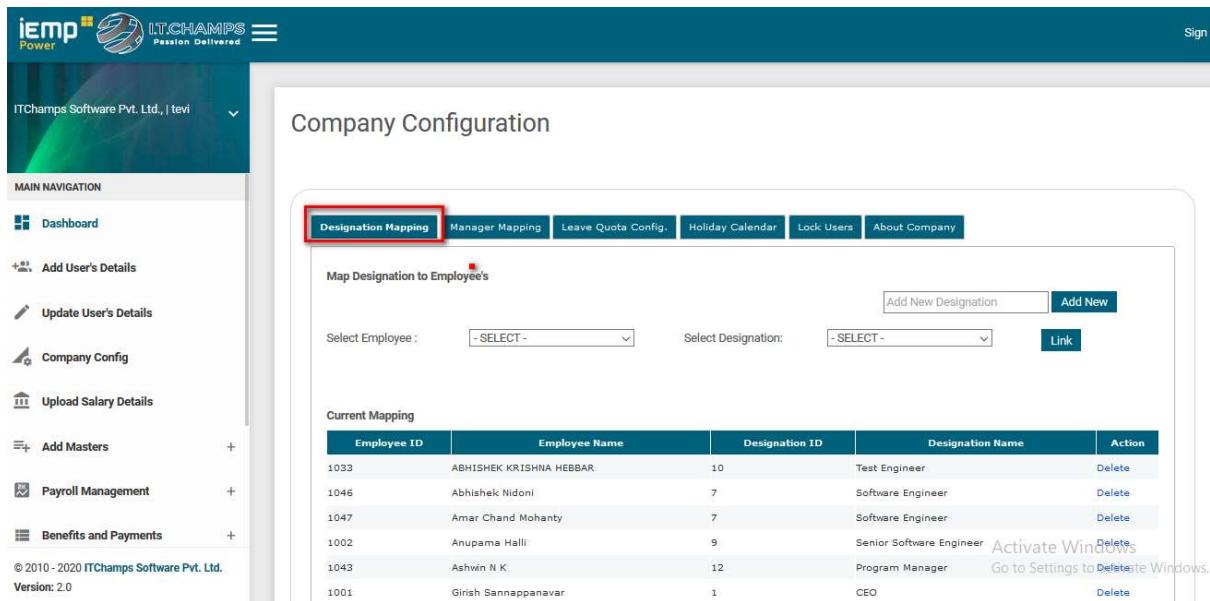
Company Configuration	Add Users	Update User's Info	Salary Details Upload
Salary Register View	Employee's Payslip View	Salary Add Component	Timesheet Add Masters

MY ACCOUNT

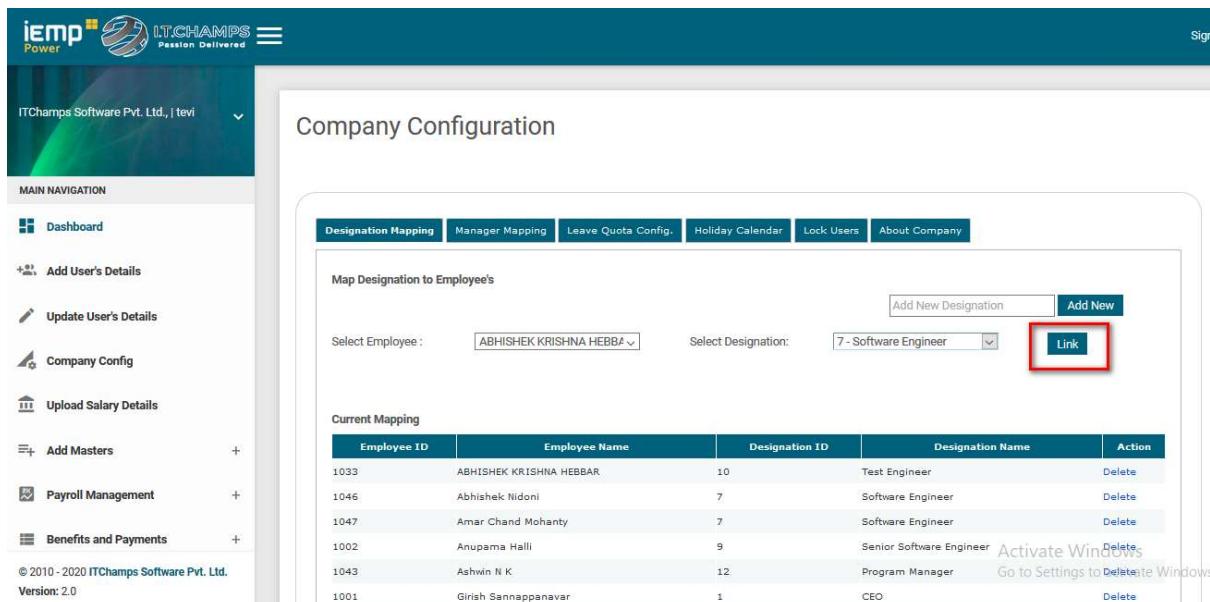
Change PWD. Change	Security Q & A Set	Directory Search	iEmp User Manual View
--------------------	--------------------	------------------	-----------------------

Designation Mapping

User can create new designation and also you can map employee's designation.

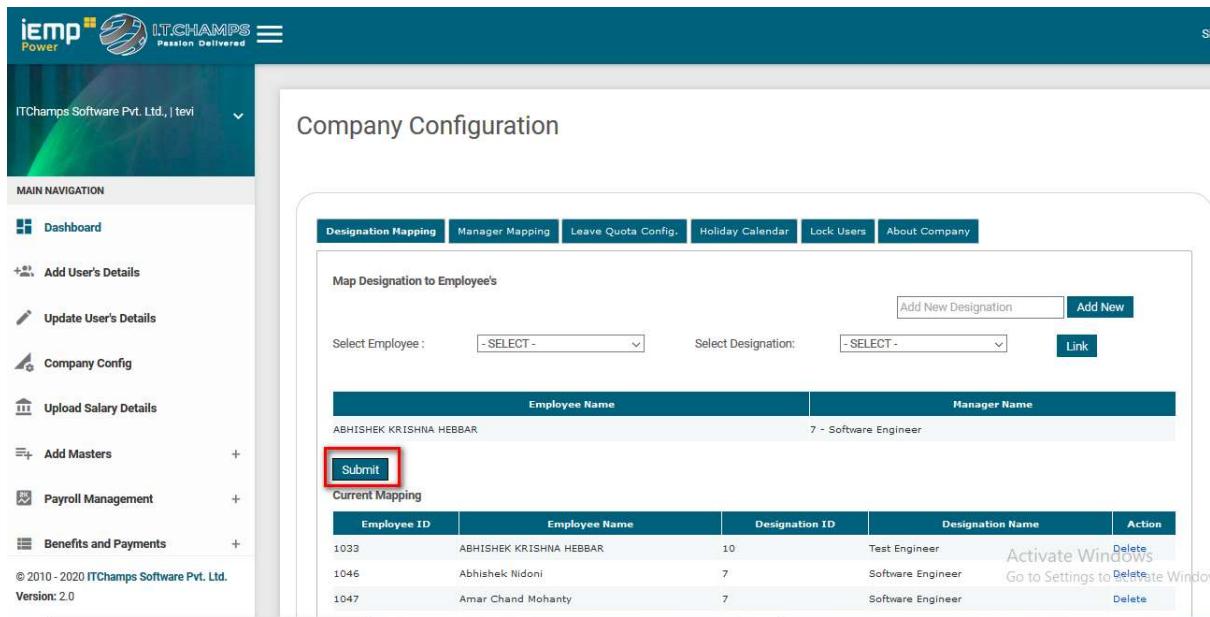


Employee ID	Employee Name	Designation ID	Designation Name	Action
1033	ABHISHEK KRISHNA HEBBAR	10	Test Engineer	Delete
1046	Abhishek Nidoni	7	Software Engineer	Delete
1047	Amar Chand Mohanty	7	Software Engineer	Delete
1002	Anupama Halli	9	Senior Software Engineer	Delete
1043	Ashwin N K	12	Program Manager	Delete
1001	Girish Sannappanavar	1	CEO	Delete



Employee ID	Employee Name	Designation ID	Designation Name	Action
1033	ABHISHEK KRISHNA HEBBAR	10	Test Engineer	Delete
1046	Abhishek Nidoni	7	Software Engineer	Delete
1047	Amar Chand Mohanty	7	Software Engineer	Delete
1002	Anupama Halli	9	Senior Software Engineer	Delete
1043	Ashwin N K	12	Program Manager	Delete
1001	Girish Sannappanavar	1	CEO	Delete

Click on “Link” button to map the designation of the employee



MAIN NAVIGATION

- Dashboard
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- Benefits and Payments

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Company Configuration

Designation Mapping Manager Mapping Leave Quota Config. Holiday Calendar Lock Users About Company

Map Designation to Employee's

Select Employee: - SELECT - Select Designation: - SELECT - Add New Designation Add New Link

Employee Name	Manager Name
ABHISHEK KRISHNA HEBBAR	7 - Software Engineer

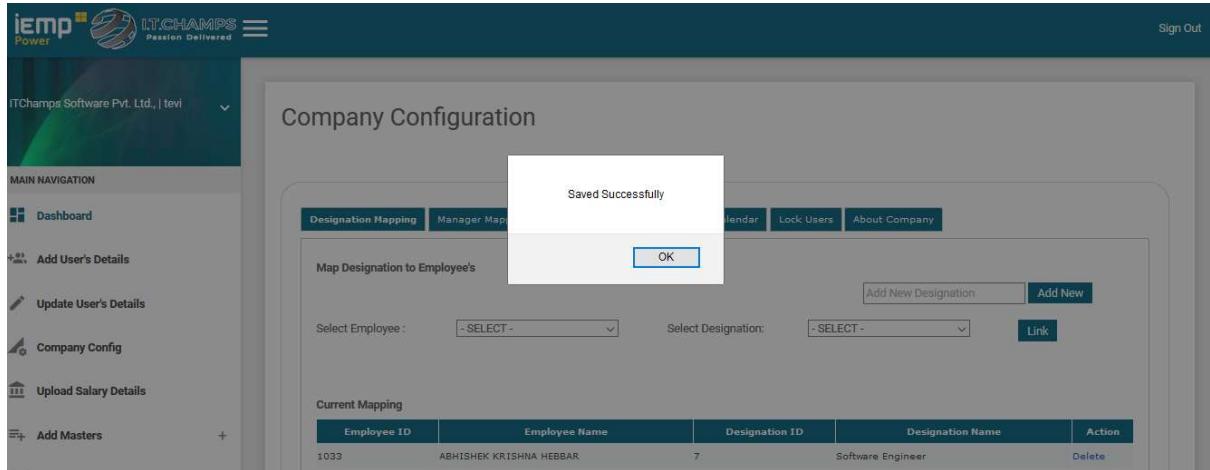
Submit

Current Mapping

Employee ID	Employee Name	Designation ID	Designation Name	Action
1033	ABHISHEK KRISHNA HEBBAR	10	Test Engineer	Delete
1046	Abhishek Nidoni	7	Software Engineer	Delete
1047	Amar Chand Mohanty	7	Software Engineer	Delete

Activate Windows
Go to Settings to activate Windows

Click on “Submit” button to save the link



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters

Company Configuration

Designation Mapping Manager Map

Map Designation to Employee's

Select Employee: - SELECT - Select Designation: - SELECT - Add New Designation Add New Link

Saved Successfully

OK

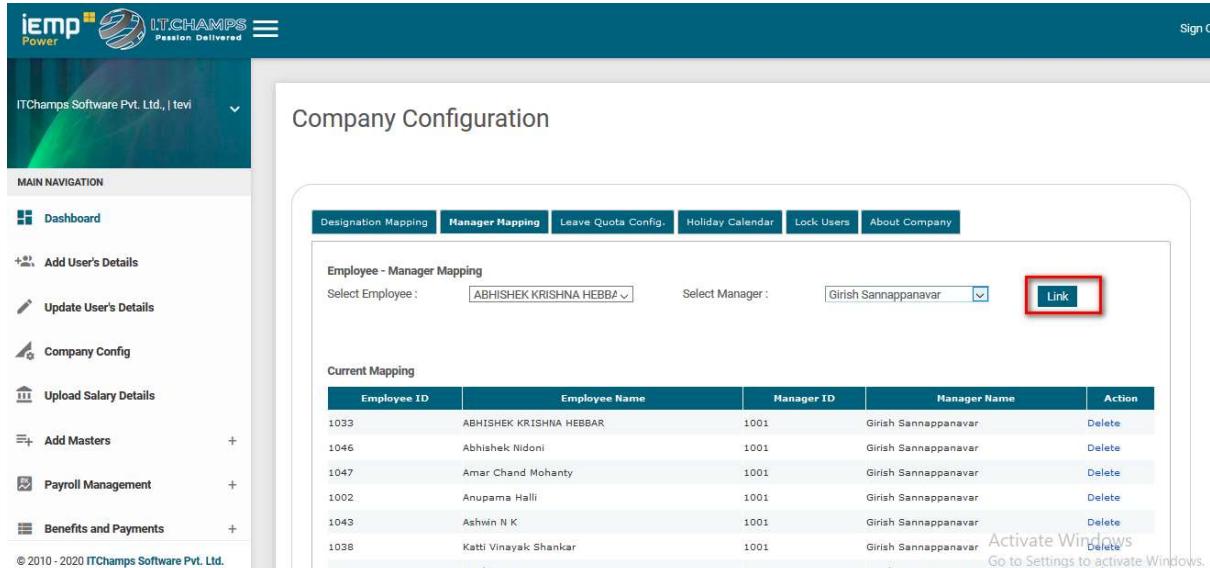
Current Mapping

Employee ID	Employee Name	Designation ID	Designation Name	Action
1033	ABHISHEK KRISHNA HEBBAR	7	Software Engineer	Delete

Pop up message is displayed “Saved Successfully”

Manager Mapping

User can map manager to the employees.



Company Configuration

Designation Mapping Manager Mapping Leave Quota Config. Holiday Calendar Lock Users About Company

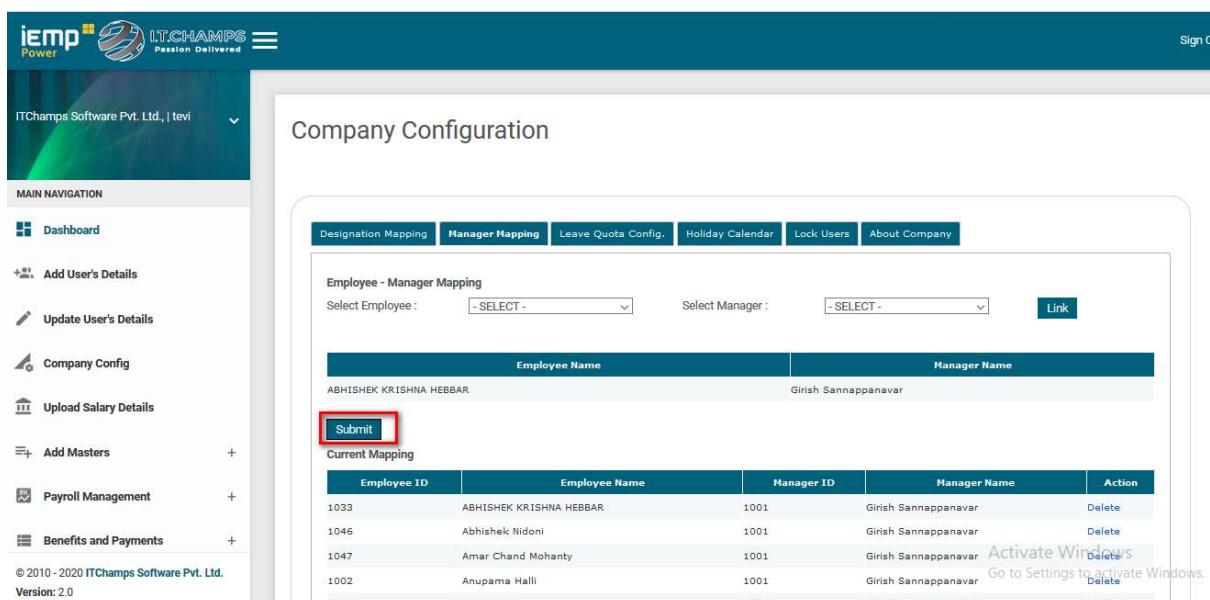
Employee - Manager Mapping

Select Employee : ABHISHEK KRISHNA HEBBAR Select Manager : Girish Sannappanavar **Link**

Current Mapping

Employee ID	Employee Name	Manager ID	Manager Name	Action
1033	ABHISHEK KRISHNA HEBBAR	1001	Girish Sannappanavar	Delete
1046	Abhishek Nidoni	1001	Girish Sannappanavar	Delete
1047	Amar Chand Mohanty	1001	Girish Sannappanavar	Delete
1002	Anupama Halli	1001	Girish Sannappanavar	Delete
1043	Ashwin N K	1001	Girish Sannappanavar	Delete
1038	Katti Vinayak Shankar	1001	Girish Sannappanavar	Delete
1040	Pradeep N	1001	Girish Sannappanavar	Delete

Activate Windows
Go to Settings to activate Windows.



Company Configuration

Designation Mapping Manager Mapping Leave Quota Config. Holiday Calendar Lock Users About Company

Employee - Manager Mapping

Select Employee : - SELECT - Select Manager : - SELECT - **Link**

Employee Name	Manager Name
ABHISHEK KRISHNA HEBBAR	Girish Sannappanavar

Submit

Current Mapping

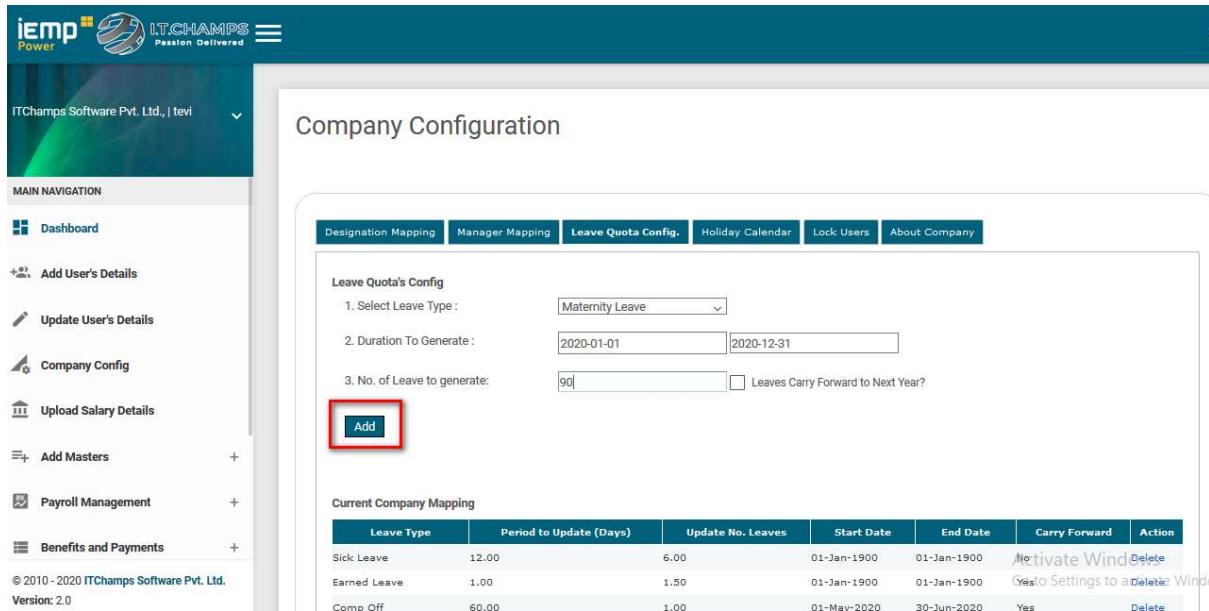
Employee ID	Employee Name	Manager ID	Manager Name	Action
1033	ABHISHEK KRISHNA HEBBAR	1001	Girish Sannappanavar	Delete
1046	Abhishek Nidoni	1001	Girish Sannappanavar	Delete
1047	Amar Chand Mohanty	1001	Girish Sannappanavar	Delete
1002	Anupama Halli	1001	Girish Sannappanavar	Delete
1043	Ashwin N K	1001	Girish Sannappanavar	Delete

Activate Windows
Go to Settings to activate Windows.

Click on "Submit" to save the Mapping.

Leave Quota Configuration

In leave quota configuration tab, you can create leave quota for employees. Leave quota creation consists of Sick leave, Earned leave, Maternity leave, Com off, restricted leave, Work from home, LWP. You also opt an option of carry forward of leaves while we create.



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- Benefits and Payments

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Company Configuration

Designation Mapping Manager Mapping Leave Quota Config Holiday Calendar Lock Users About Company

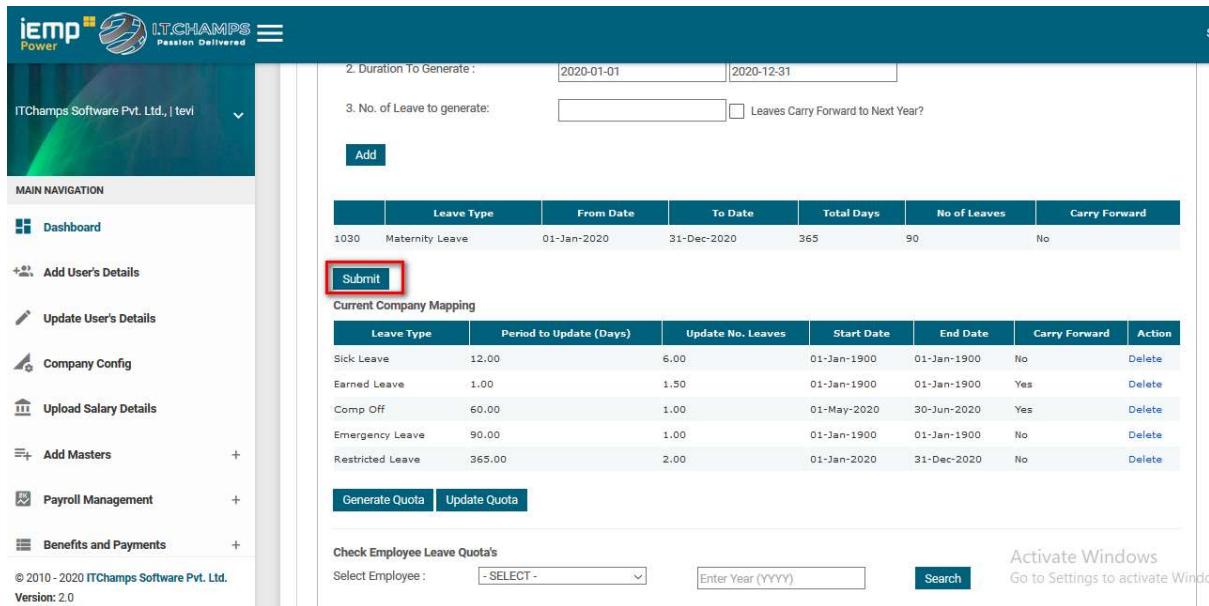
Leave Quota's Config

- Select Leave Type :
- Duration To Generate :
- No. of Leave to generate: Leaves Carry Forward to Next Year?

Add

Current Company Mapping

Leave Type	Period to Update (Days)	Update No. Leaves	Start Date	End Date	Carry Forward	Action
Sick Leave	12.00	6.00	01-Jan-1900	01-Jan-1900	No	Activate Window Delete
Earned Leave	1.00	1.50	01-Jan-1900	01-Jan-1900	Yes	Activate Window Delete
Comp Off	60.00	1.00	01-May-2020	30-Jun-2020	Yes	Activate Window Delete



MAIN NAVIGATION

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2. Duration To Generate :

3. No. of Leave to generate: Leaves Carry Forward to Next Year?

Add

Current Company Mapping

Leave Type	From Date	To Date	Total Days	No of Leaves	Carry Forward
1030 Maternity Leave	01-Jan-2020	31-Dec-2020	365	90	No

Submit

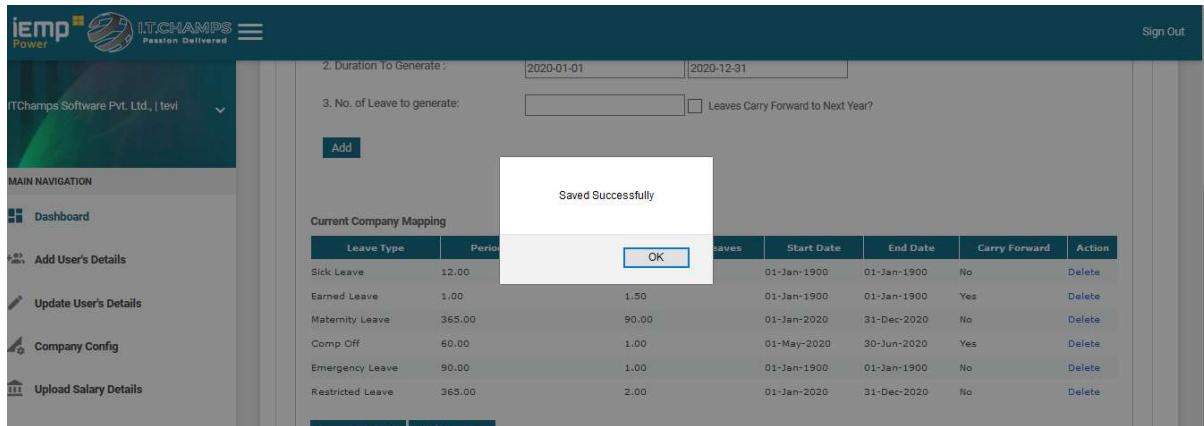
Check Employee Leave Quota's

Select Employee :

Enter Year (YYYY)

Search

Activate Windows
Go to Settings to activate Windo



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details

2. Duration To Generate : 2020-01-01 | 2020-12-31

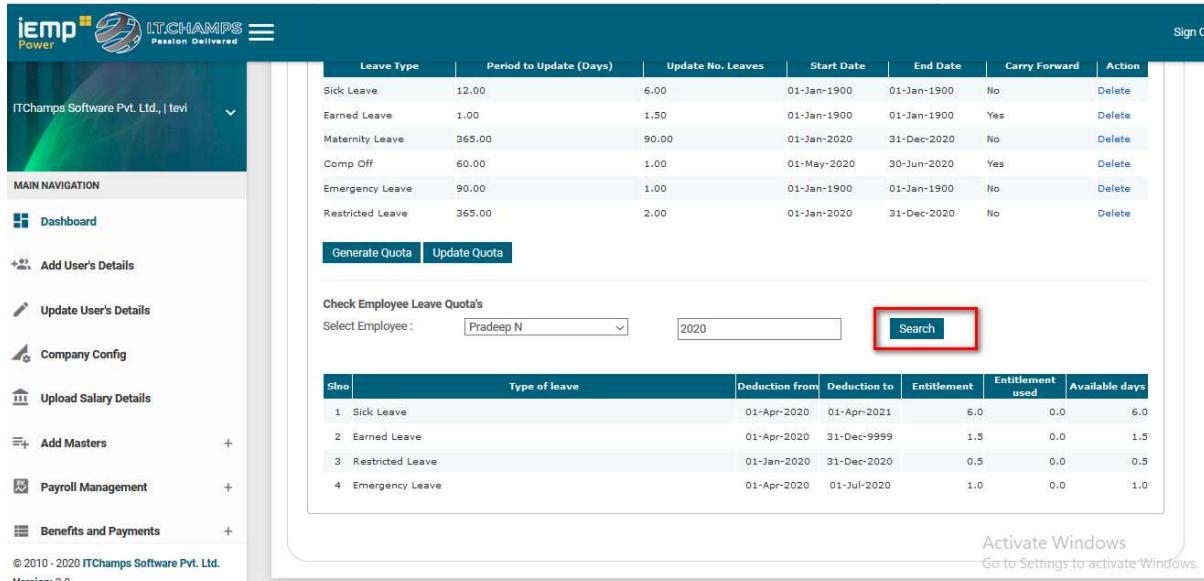
3. No. of Leave to generate: Leaves Carry Forward to Next Year?

Add

Saved Successfully

Leave Type	Period	Start Date	End Date	Carry Forward	Action
Sick Leave	12.00	01-Jan-1900	01-Jan-1900	No	Delete
Earned Leave	1.00	01-Jan-1900	01-Jan-1900	Yes	Delete
Maternity Leave	365.00	01-Jan-2020	31-Dec-2020	No	Delete
Comp Off	60.00	01-May-2020	30-Jun-2020	Yes	Delete
Emergency Leave	90.00	01-Jan-1900	01-Jan-1900	No	Delete
Restricted Leave	365.00	01-Jan-2020	31-Dec-2020	No	Delete

Leave Saved successfully



MAIN NAVIGATION

- Dashboard
- Add User's Details
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Leave Type Period to Update (Days) Update No. Leaves Start Date End Date Carry Forward Action

Sick Leave	12.00	6.00	01-Jan-1900	01-Jan-1900	No	Delete
Earned Leave	1.00	1.50	01-Jan-1900	01-Jan-1900	Yes	Delete
Maternity Leave	365.00	90.00	01-Jan-2020	31-Dec-2020	No	Delete
Comp Off	60.00	1.00	01-May-2020	30-Jun-2020	Yes	Delete
Emergency Leave	90.00	1.00	01-Jan-1900	01-Jan-1900	No	Delete
Restricted Leave	365.00	2.00	01-Jan-2020	31-Dec-2020	No	Delete

Generate Quota **Update Quota**

Check Employee Leave Quota's

Select Employee: Pradeep N 2020 **Search**

Sno	Type of leave	Deduction from	Deduction to	Entitlement	Entitlement used	Available days
1	Sick Leave	01-Apr-2020	01-Apr-2021	6.0	0.0	6.0
2	Earned Leave	01-Apr-2020	31-Dec-9999	1.5	0.0	1.5
3	Restricted Leave	01-Jan-2020	31-Dec-2020	0.5	0.0	0.5
4	Emergency Leave	01-Apr-2020	01-Jul-2020	1.0	0.0	1.0

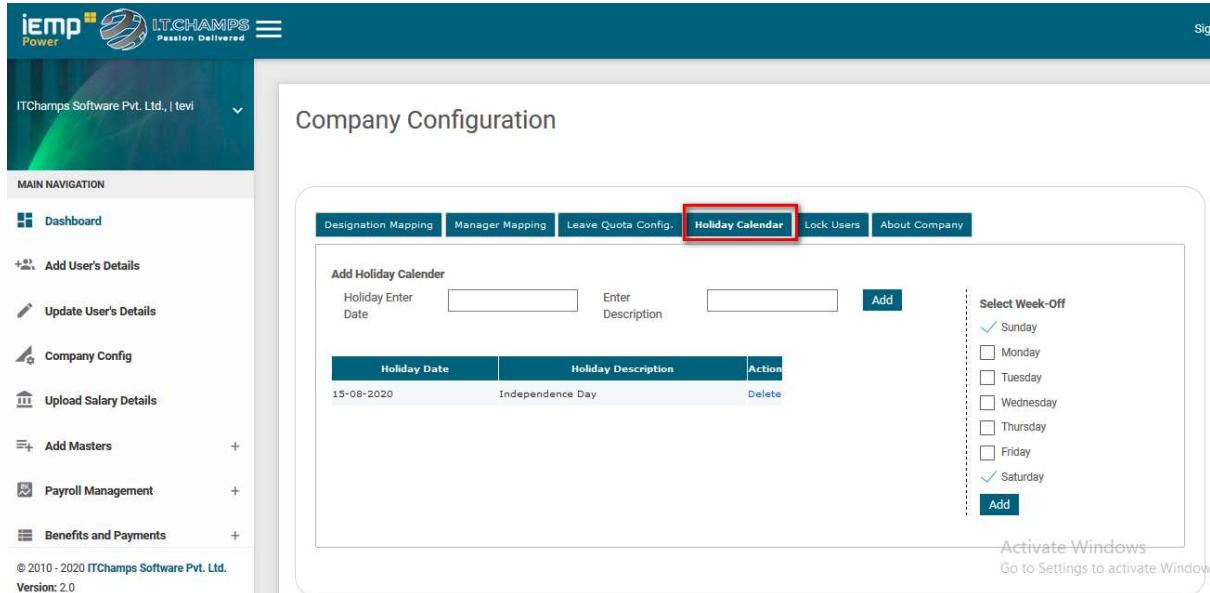
Activate Windows
Go to Settings to activate Windows.

You can view the leave quota of individual employee by searching employee name.

Holiday Calendar

User can create holiday calendar list of each year.

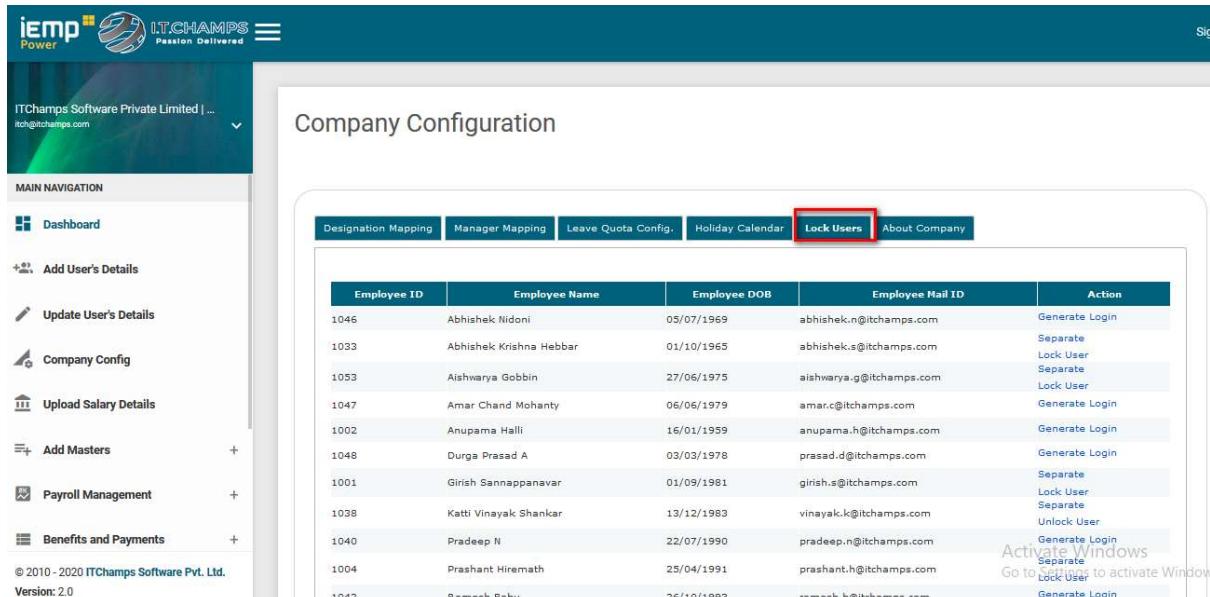
User can select the week-off.



The screenshot shows the 'Company Configuration' page with the 'Holiday Calendar' tab highlighted by a red box. On the left, there is a sidebar with various navigation options like Dashboard, Add User's Details, Update User's Details, Company Config, Upload Salary Details, Add Masters, Payroll Management, and Benefits and Payments. The main content area has a form titled 'Add Holiday Calendar' with fields for 'Holiday Enter Date' and 'Enter Description'. Below this is a table with columns 'Holiday Date', 'Holiday Description', and 'Action'. A single row is shown: '15-08-2020' under 'Holiday Date', 'Independence Day' under 'Holiday Description', and a 'Delete' button under 'Action'. To the right of the table is a 'Select Week-Off' section with checkboxes for Sunday through Saturday, where Saturday is checked. At the bottom right of the content area, there is an 'Activate Windows' message with a link to go to settings.

Lock Users

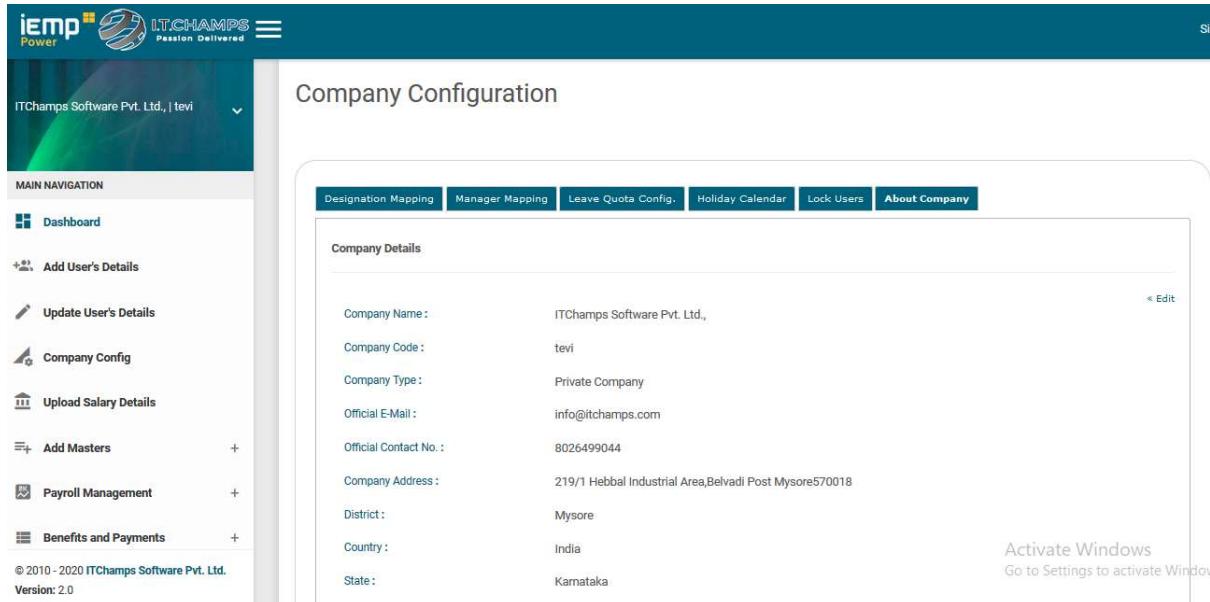
Under lock users tab user can restrict/block employee's login to iEmpPower portal by clicking "Lock User" option and also user can provide login to employee by clicking "Generate Login" link button which will enable the employee to login into the application only after the employee creation process.



The screenshot shows the 'Company Configuration' page with the 'Lock Users' tab highlighted by a red box. The left sidebar is identical to the previous screenshot. The main content area displays a table with columns 'Employee ID', 'Employee Name', 'Employee DOB', 'Employee Mail ID', and 'Action'. The table lists several employees with their details and actions: Abhishek Nidoni (Generate Login), Abhishek Krishna Hebbar (Separate, Lock User, Separate, Lock User), Aishwarya Gobbin (Generate Login), Amar Chand Mohanty (Generate Login), Anupama Halli (Generate Login), Durga Prasad A (Generate Login), Girish Sannipanavar (Generate Login), Katti Vinayak Shankar (Separate, Lock User, Separate, Unlock User, Generate Login), Pradeep N (Generate Login), Prashant Hiremath (Generate Login), and Ramesh Babu (Generate Login). An 'Activate Windows' message is visible at the bottom right.

About Company

User can update their company details by clicking “Edit” link option. User can also upload their company logo.



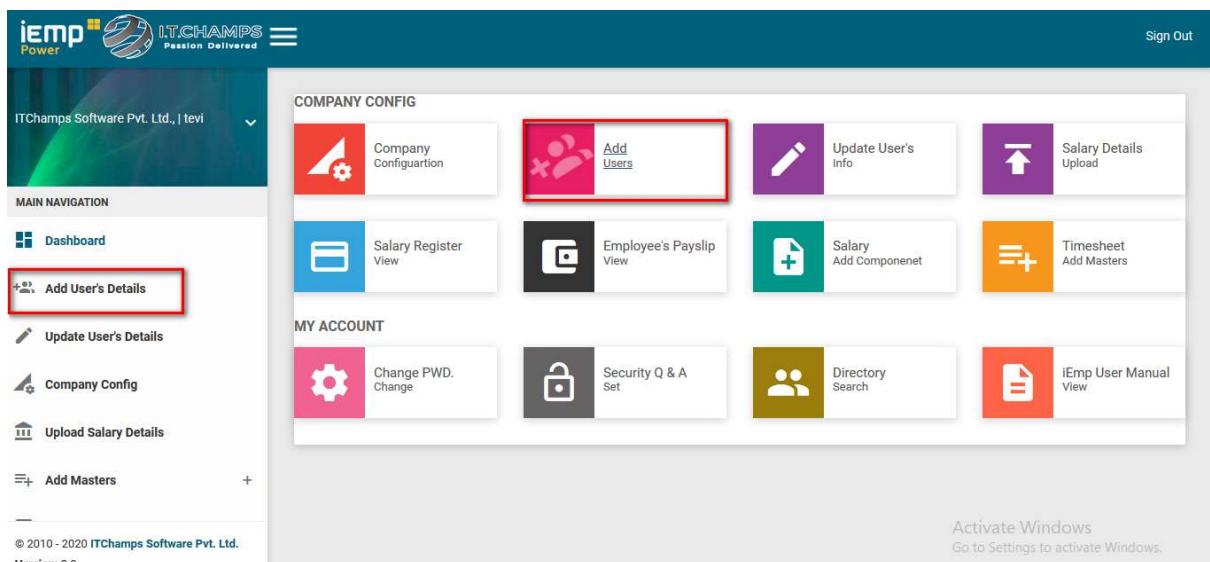
The screenshot shows the "Company Configuration" page. On the left, there is a sidebar with a logo and navigation links: Dashboard, Add User's Details, Update User's Details, Company Config, Upload Salary Details, Add Masters, Payroll Management, Benefits and Payments. Below these are copyright and version information: © 2010 - 2020 ITChamps Software Pvt. Ltd. Version: 2.0. The main content area has a title "Company Configuration" and a sub-section "Company Details". It lists company information with edit links:

Field	Value	Action
Company Name	ITChamps Software Pvt. Ltd., tevi	Edit
Company Code	tevi	
Company Type	Private Company	
Official E-Mail	info@itchamps.com	
Official Contact No.	8026499044	
Company Address	219/1 Hebbal Industrial Area,Belvadi Post Mysore570018	
District	Mysore	
Country	India	
State	Karnataka	

On the right side, there is a message: "Activate Windows Go to Settings to activate Windows."

2. Create/Add Users

Click on “Add Users” tab to add new users.

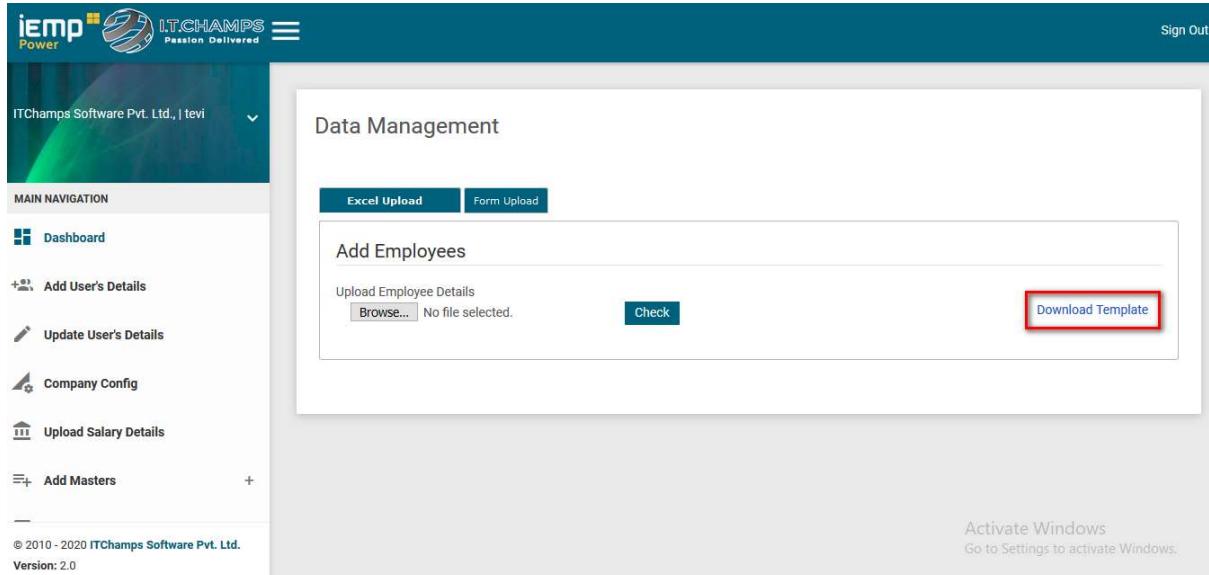


The screenshot shows the main dashboard. On the left, there is a sidebar with a logo and navigation links: Dashboard, Add User's Details (highlighted with a red box), Update User's Details, Company Config, Upload Salary Details, Add Masters. Below these are copyright and version information: © 2010 - 2020 ITChamps Software Pvt. Ltd. Version: 2.0. The main content area has sections: COMPANY CONFIG and MY ACCOUNT. Under COMPANY CONFIG, the "Add Users" button is highlighted with a red box. Under MY ACCOUNT, there are buttons for Change PWD, Security Q & A Set, Directory Search, and iEmp User Manual View. On the right side, there is a message: "Activate Windows Go to Settings to activate Windows."

Create user through Excel upload.

Click “Excel Upload” tab to upload from excel.

Click on “Download Template” link and open the file.



MAIN NAVIGATION

- Dashboard
- + Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters

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Sign Out

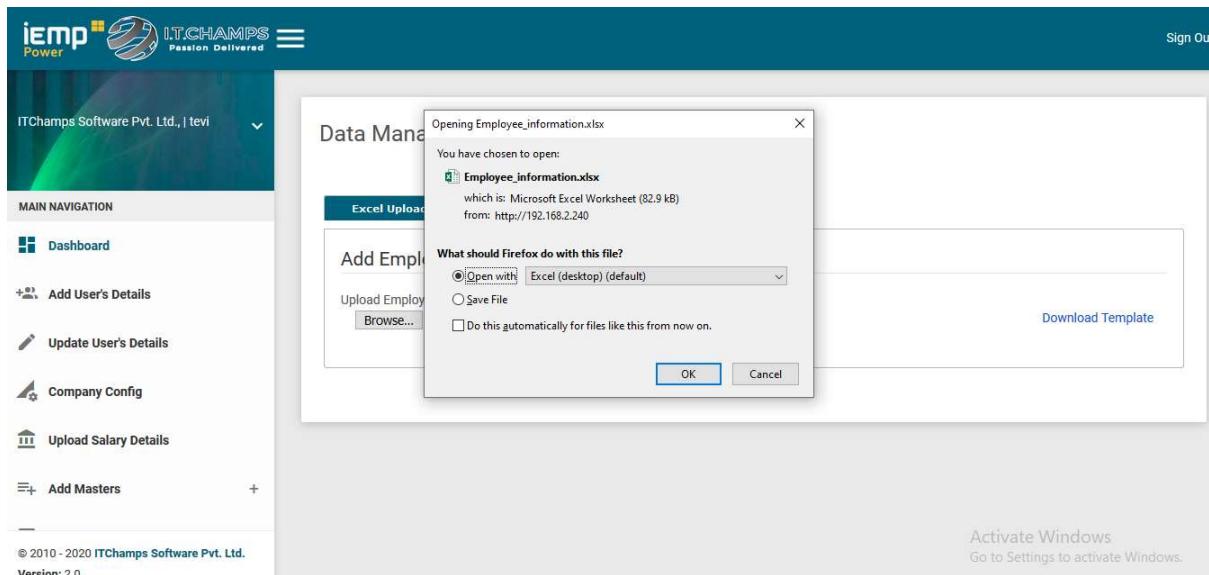
Data Management

Excel Upload Form Upload

Add Employees

Upload Employee Details

Browse... No file selected. Check Download Template



MAIN NAVIGATION

- Dashboard
- + Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters

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Sign Out

Data Management

Excel Upload

Add Employees

Upload Employee Details

Browse... Download Template

Opening Employee_information.xlsx
You have chosen to open:
Employee_information.xlsx
which is: Microsoft Excel Worksheet (82.9 kB)
from: http://192.168.2.240

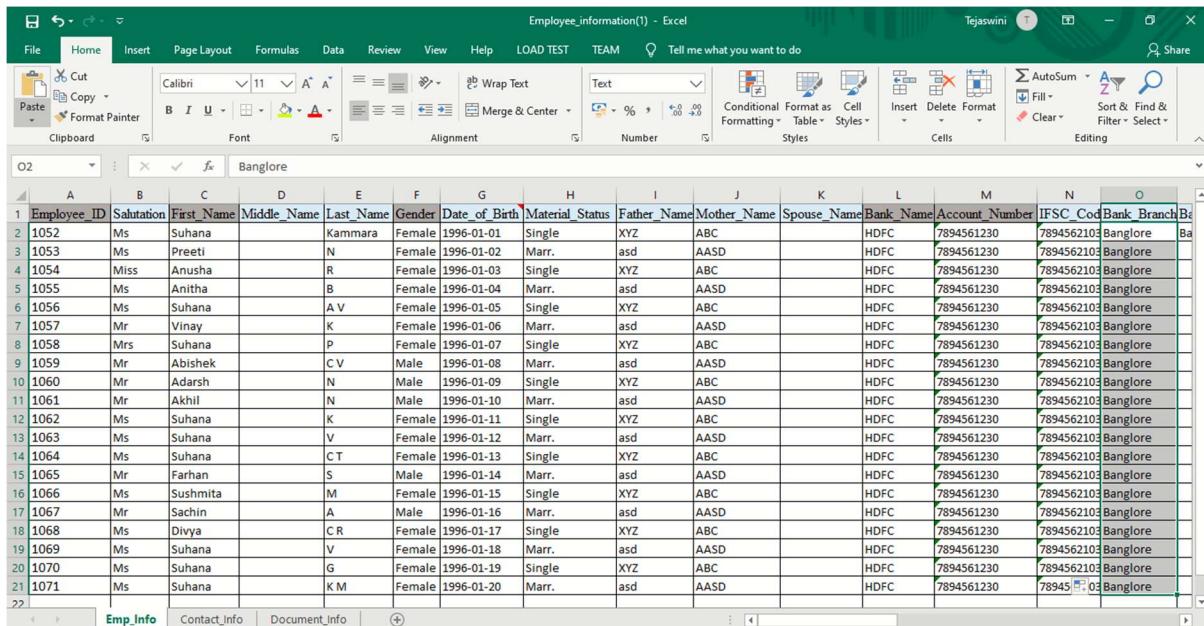
What should Firefox do with this file?
 Open with: Excel (desktop) (default)
 Save File
 Do this automatically for files like this from now on.

OK Cancel

Activate Windows
Go to Settings to activate Windows.

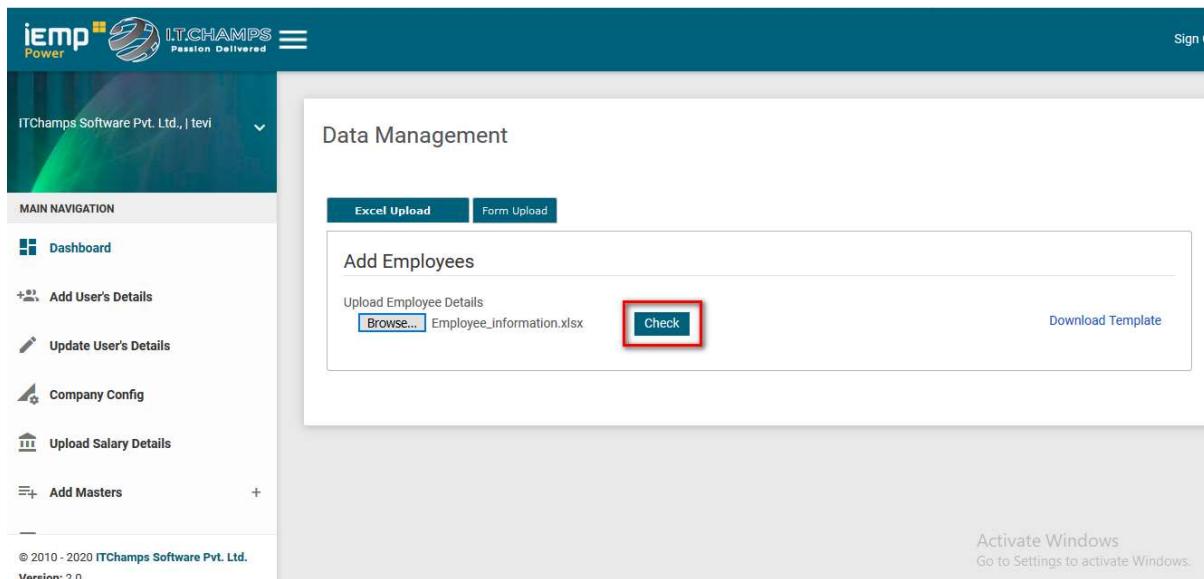
Add the data and save.

Employee_information(1) - Excel



Employee_ID	Salutation	First_Name	Middle_Name	Last_Name	Gender	Date_of_Birth	Material_Status	Father_Name	Mother_Name	Spouse_Name	Bank_Name	Account_Number	IFSC_Code	Bank_Branch	Bank_Branch_Bank
1052	Ms	Suhana	Kammara	Female	1996-01-01	Single	XYZ	ABC			HDFC	7894561230	7894562102	Banglore	Ba
1053	Ms	Preeti	N	Female	1996-01-02	Marr.	asd	AASD			HDFC	7894561230	7894562102	Banglore	
1054	Miss	Anusha	R	Female	1996-01-03	Single	XYZ	ABC			HDFC	7894561230	7894562102	Banglore	
1055	Ms	Anitha	B	Female	1996-01-04	Marr.	asd	AASD			HDFC	7894561230	7894562102	Banglore	
1056	Ms	Suhana	A V	Female	1996-01-05	Single	XYZ	ABC			HDFC	7894561230	7894562102	Banglore	
1057	Mr	Vinay	K	Female	1996-01-06	Marr.	asd	AASD			HDFC	7894561230	7894562102	Banglore	
1058	Mrs	Suhana	P	Female	1996-01-07	Single	XYZ	ABC			HDFC	7894561230	7894562102	Banglore	
1059	Mr	Abishek	C V	Male	1996-01-08	Marr.	asd	AASD			HDFC	7894561230	7894562102	Banglore	
1060	Mr	Adarsh	N	Male	1996-01-09	Single	XYZ	ABC			HDFC	7894561230	7894562102	Banglore	
1061	Mr	Akhil	N	Male	1996-01-10	Marr.	asd	AASD			HDFC	7894561230	7894562102	Banglore	
1062	Ms	Suhana	K	Female	1996-01-11	Single	XYZ	ABC			HDFC	7894561230	7894562102	Banglore	
1063	Ms	Suhana	V	Female	1996-01-12	Marr.	asd	AASD			HDFC	7894561230	7894562102	Banglore	
1064	Ms	Suhana	C T	Female	1996-01-13	Single	XYZ	ABC			HDFC	7894561230	7894562102	Banglore	
1065	Mr	Farhan	S	Male	1996-01-14	Marr.	asd	AASD			HDFC	7894561230	7894562102	Banglore	
1066	Ms	Sushmita	M	Female	1996-01-15	Single	XYZ	ABC			HDFC	7894561230	7894562102	Banglore	
1067	Mr	Sachin	A	Male	1996-01-16	Marr.	asd	AASD			HDFC	7894561230	7894562102	Banglore	
1068	Ms	Divya	C R	Female	1996-01-17	Single	XYZ	ABC			HDFC	7894561230	7894562102	Banglore	
1069	Ms	Suhana	V	Female	1996-01-18	Marr.	asd	AASD			HDFC	7894561230	7894562102	Banglore	
1070	Ms	Suhana	G	Female	1996-01-19	Single	XYZ	ABC			HDFC	7894561230	7894562102	Banglore	
1071	Ms	Suhana	K M	Female	1996-01-20	Marr.	asd	AASD			HDFC	7894561230	7894562102	Banglore	

Upload the saved data.



Data Management

Excel Upload Form Upload

Add Employees

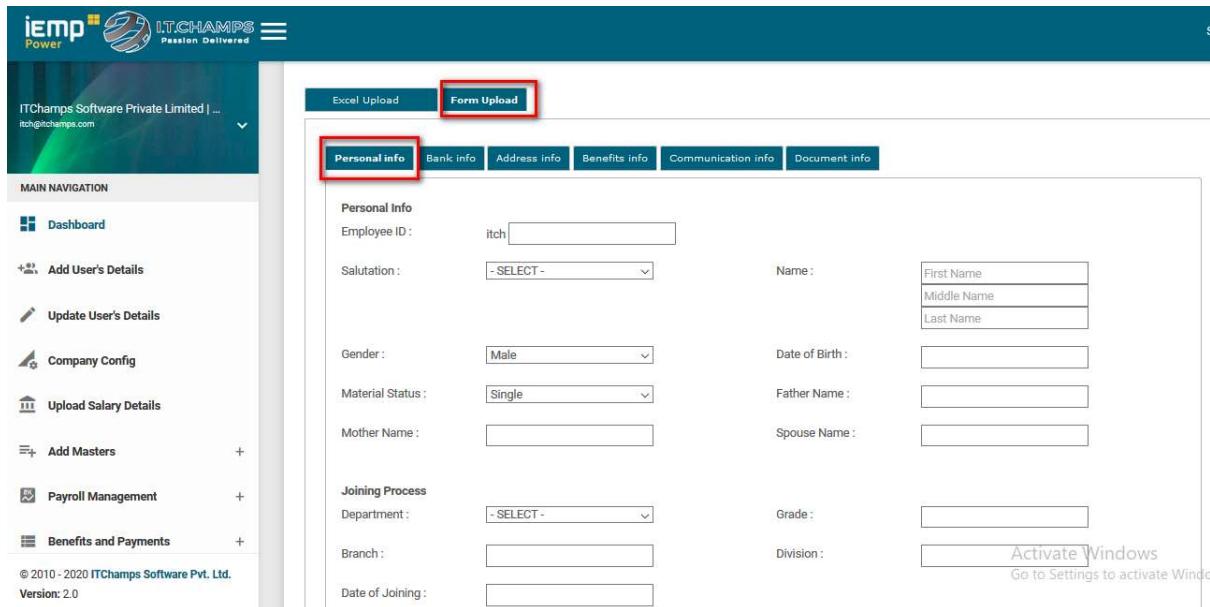
Upload Employee Details Employee_Information.xlsx

Download Template

Activate Windows
Go to Settings to activate Windows.

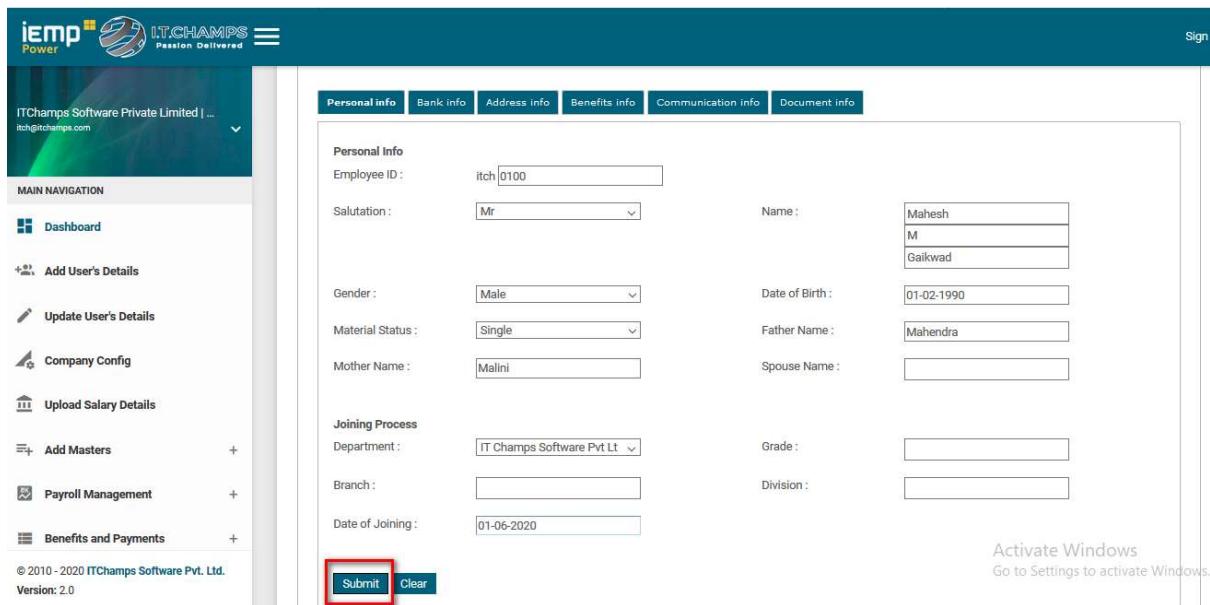
Form Upload.

Click on “Form Upload” tab to add employee’s information.

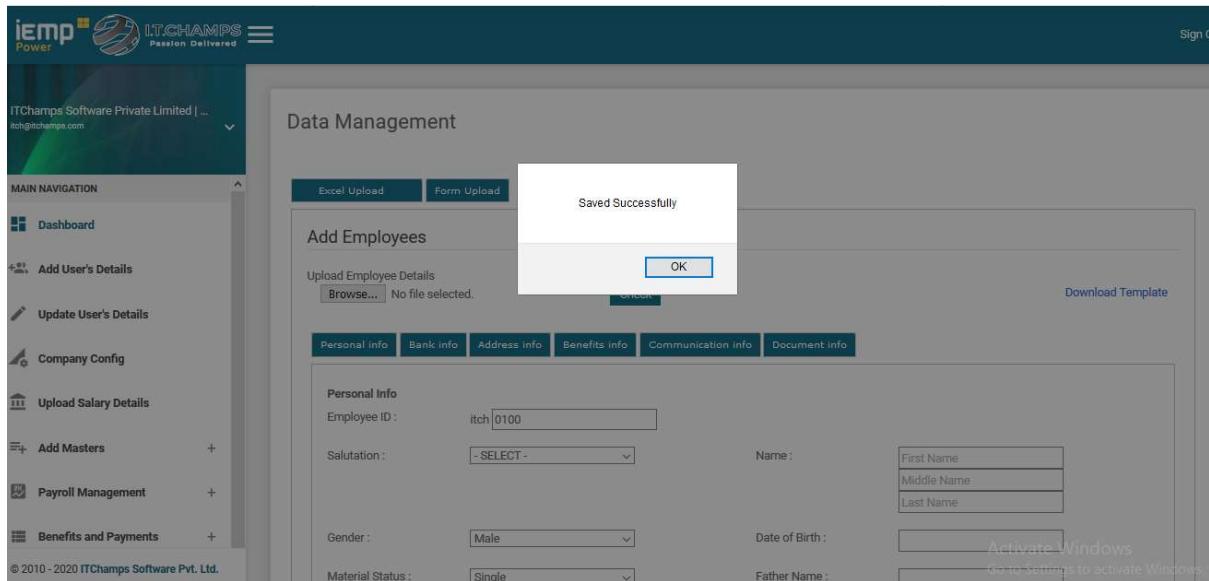


The screenshot shows the ITchamps Software Private Limited application interface. On the left, there is a main navigation menu with options like Dashboard, Add User's Details, Update User's Details, Company Config, Upload Salary Details, Add Masters, Payroll Management, and Benefits and Payments. The 'Form Upload' tab is selected, and the 'Personal info' tab is also highlighted with a red box. The form fields include Employee ID (itch), Salutation (dropdown), Name (First Name, Middle Name, Last Name), Gender (Male), Date of Birth, Material Status (Single), Father Name, Mother Name, Spouse Name, Department (dropdown), Grade, Branch, Division, and Date of Joining. There is also a note about activating Windows at the bottom right.

Enter all the Personal details in “Personal info” tab and click “Submit” button.



The screenshot shows the same application interface as the previous one, but now the 'Personal info' tab is selected. The form fields are filled with sample data: Employee ID (itch 0100), Salutation (Mr), Name (Mahesh, M, Gaikwad), Gender (Male), Date of Birth (01-02-1990), Material Status (Single), Father Name (Mahendra), Mother Name (Malini), Spouse Name (empty), Department (IT Champs Software Pvt Lt), Grade (empty), Branch (empty), and Date of Joining (01-06-2020). The 'Submit' button is highlighted with a red box at the bottom left of the form area.



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters
- Payroll Management
- Benefits and Payments

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itch@itchamps.com

Data Management

Excel Upload Form Upload

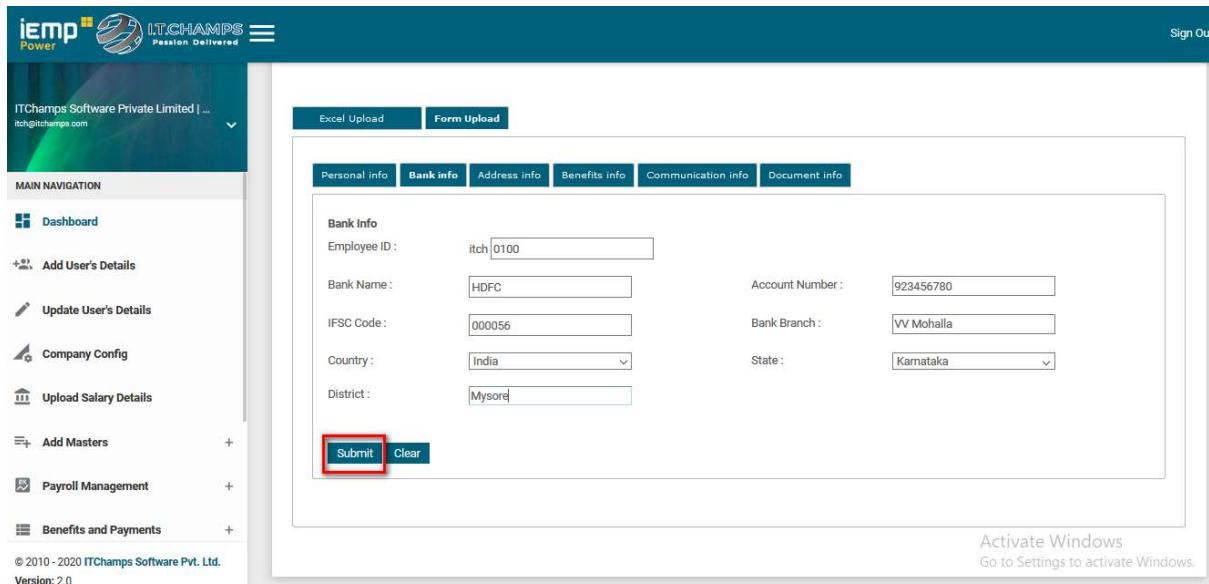
OK

Download Template

Personal Info Bank Info Address Info Benefits Info Communication Info Document Info

Employee ID : itch 0100
Salutation : -SELECT- Name :
First Name
Middle Name
Last Name
Gender : Male Date of Birth :
Material Status : Single Father Name :
Activate Windows
Go to Settings to activate Windows.

User can add employee Bank details in “Bank info” tab.



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters
- Payroll Management
- Benefits and Payments

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itch@itchamps.com

Data Management

Excel Upload Form Upload

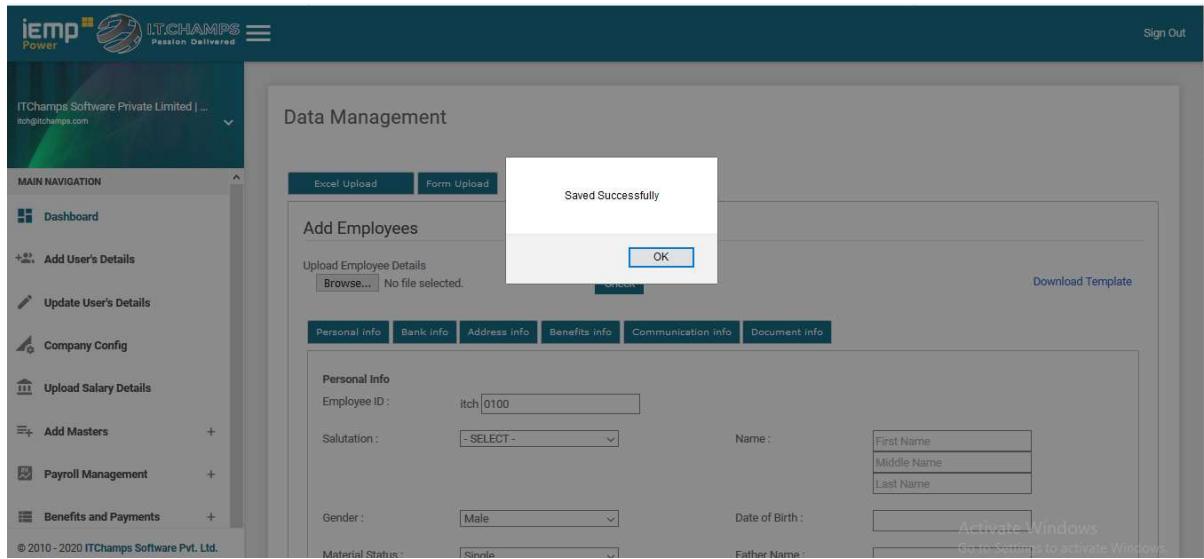
Personal Info Bank Info Address Info Benefits Info Communication Info Document Info

Bank Info

Employee ID : itch 0100
Bank Name : HDFC Account Number : 923456780
IFSC Code : 000056 Bank Branch : VV Mohalla
Country : India State : Karnataka
District : Mysore

Submit Clear

Activate Windows
Go to Settings to activate Windows.



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters
- Payroll Management
- Benefits and Payments

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Data Management

Excel Upload Form Upload

OK

Saved Successfully

Add Employees

Upload Employee Details No file selected.

Personal info Bank info Address info Benefits info Communication info Document info

Personal Info

Employee ID : itch|0100

Salutation : - SELECT -

Name :

Gender : Male

Date of Birth :

Material Status : Single

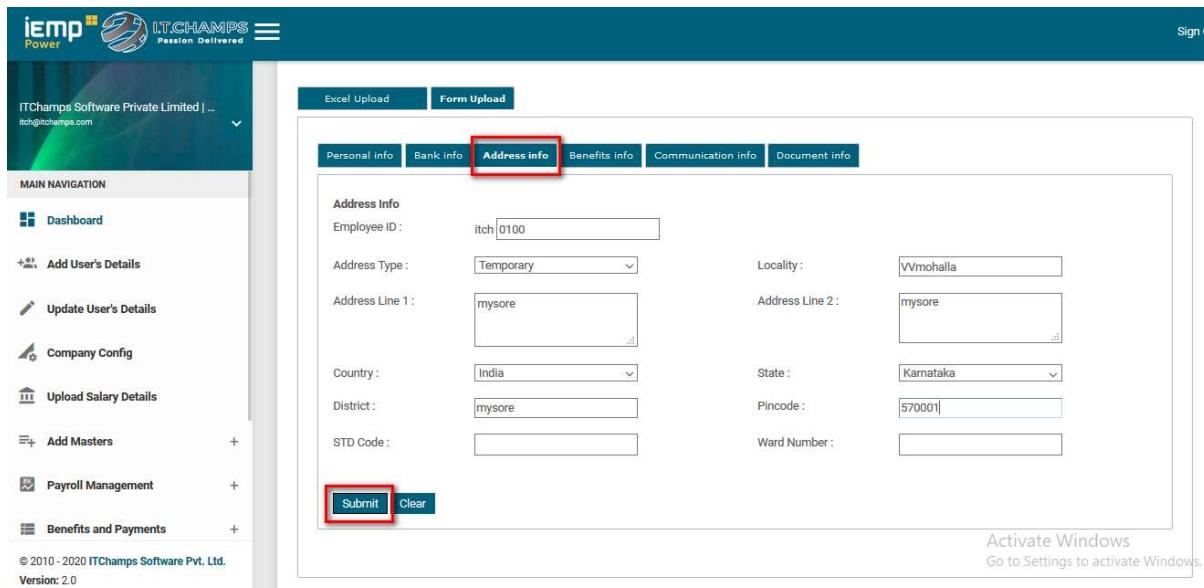
Father Name :

First Name
Middle Name
Last Name

Activate Windows
Go to Settings to activate Windows.

Download Template

Address details can be added in “Address info” tab.



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters
- Payroll Management
- Benefits and Payments

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Version: 2.0

Data Management

Excel Upload Form Upload

Personal info Bank info **Address info** Benefits info Communication info Document info

Address Info

Employee ID : itch|0100

Address Type : Temporary

Locality : VVmohalla

Address Line 1 : mysore

Address Line 2 : mysore

Country : India

State : Karnataka

District : mysore

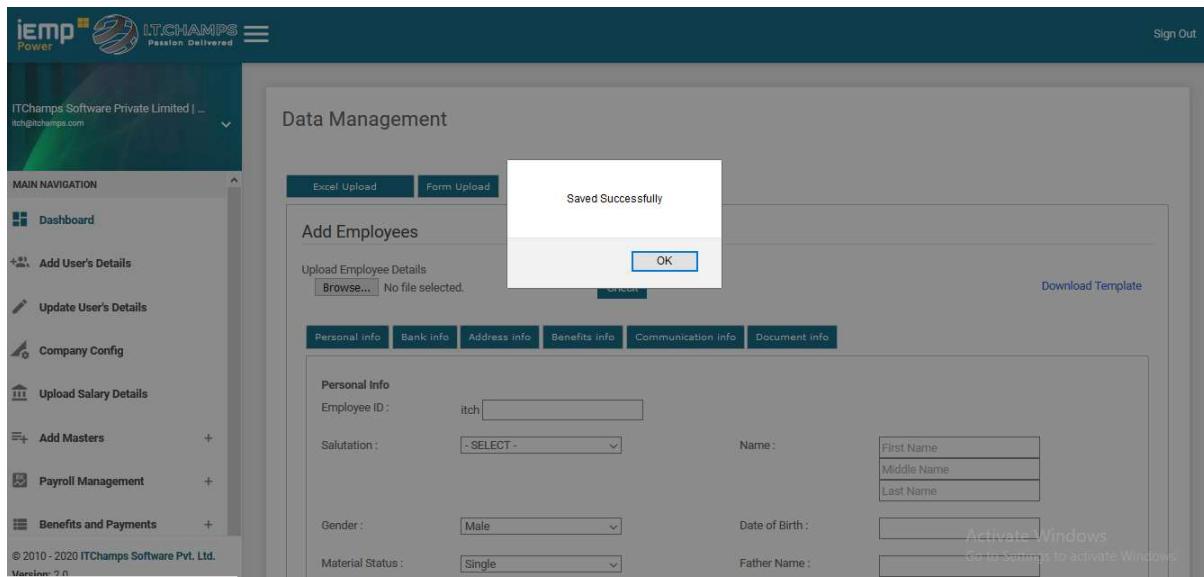
Pincode : 570001

STD Code :

Ward Number :

Submit Clear

Activate Windows
Go to Settings to activate Windows.



Data Management

Add Employees

Employee ID : itch

Salutation : - SELECT -

Name :

Gender : Male

Date of Birth :

Material Status : Single

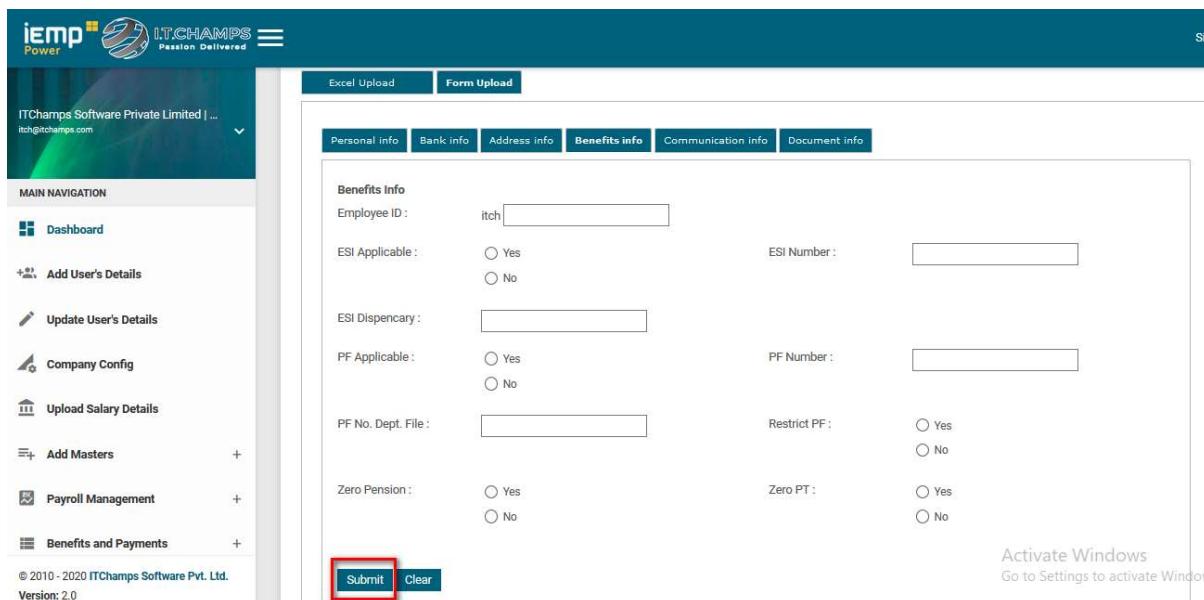
Father Name :

Personal Info **Bank Info** **Address Info** **Benefits Info** **Communication Info** **Document Info**

Download Template

Activate Windows
Go to Settings to activate Windows.

Benefits details can be added in “Benefits info” tab.



Benefits Info

Employee ID : itch

ESI Applicable : Yes No

ESI Number :

ESI Dispensary :

PF Applicable : Yes No

PF Number :

PF No. Dept. File :

Restrict PF : Yes No

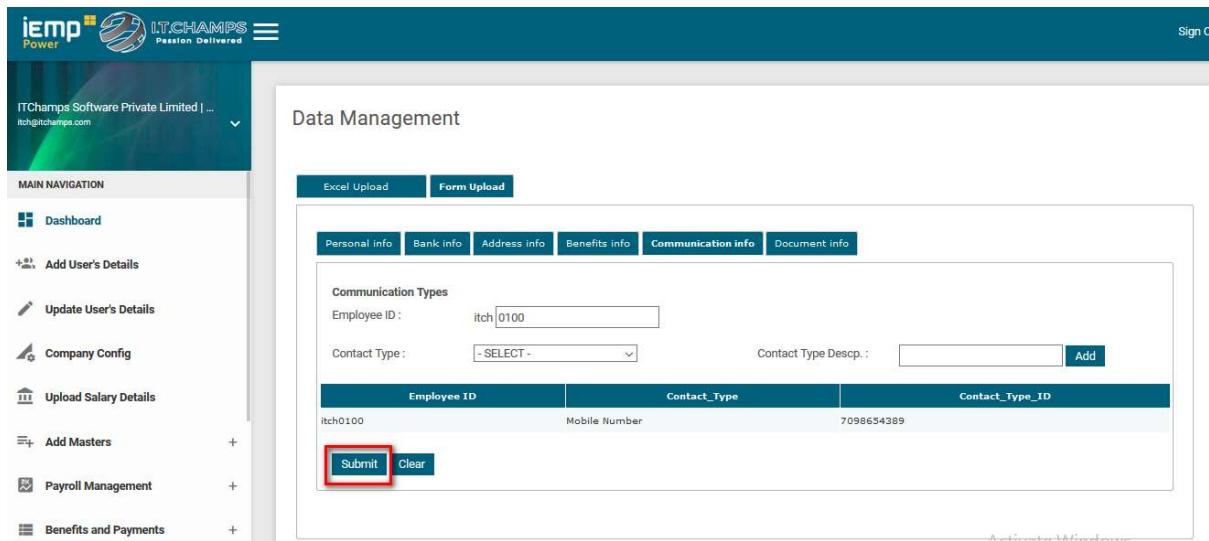
Zero Pension : Yes No

Zero PT : Yes No

Personal Info **Bank Info** **Address Info** **Benefits Info** **Communication Info** **Document Info**

Activate Windows
Go to Settings to activate Windows.

Communication details can be added in “Communication info” tab.



MAIN NAVIGATION

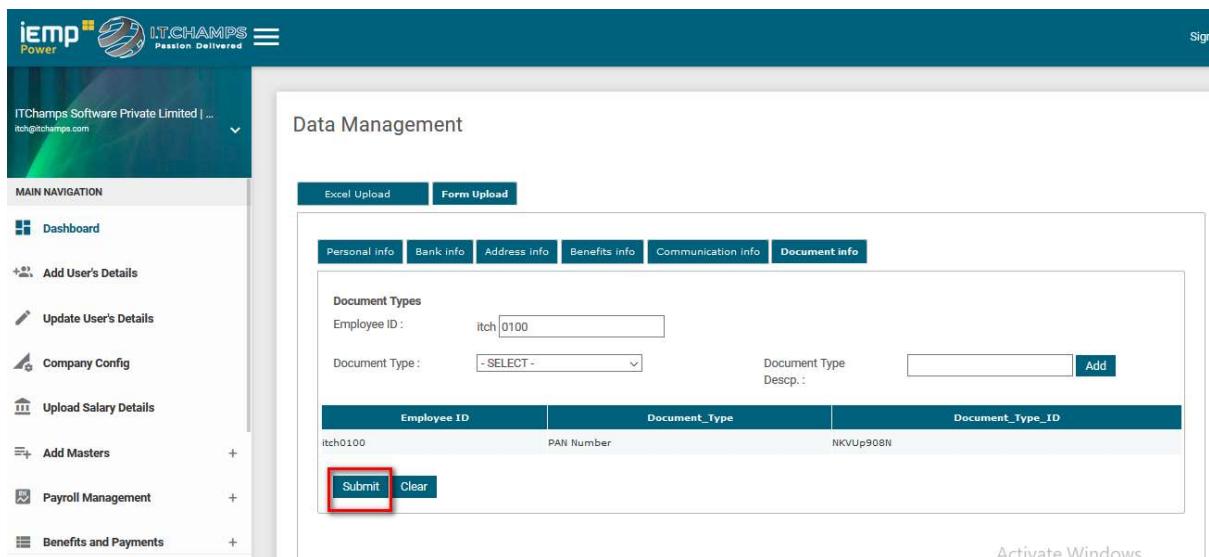
- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters
- Payroll Management
- Benefits and Payments

Data Management

Excel Upload Form Upload

Personal info	Bank info	Address info	Benefits info	Communication info	Document info						
Communication Types Employee ID : itch0100 Contact Type : -SELECT- Contact Type Descr. : <input type="text"/> Add <table border="1"> <thead> <tr> <th>Employee ID</th> <th>Contact_Type</th> <th>Contact_Type_ID</th> </tr> </thead> <tbody> <tr> <td>itch0100</td> <td>Mobile Number</td> <td>7098654389</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <input style="outline: none; border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Submit"/> <input style="outline: none; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Clear"/> </div>						Employee ID	Contact_Type	Contact_Type_ID	itch0100	Mobile Number	7098654389
Employee ID	Contact_Type	Contact_Type_ID									
itch0100	Mobile Number	7098654389									

All kinds of document details can be added in “Document Info”.



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters
- Payroll Management
- Benefits and Payments

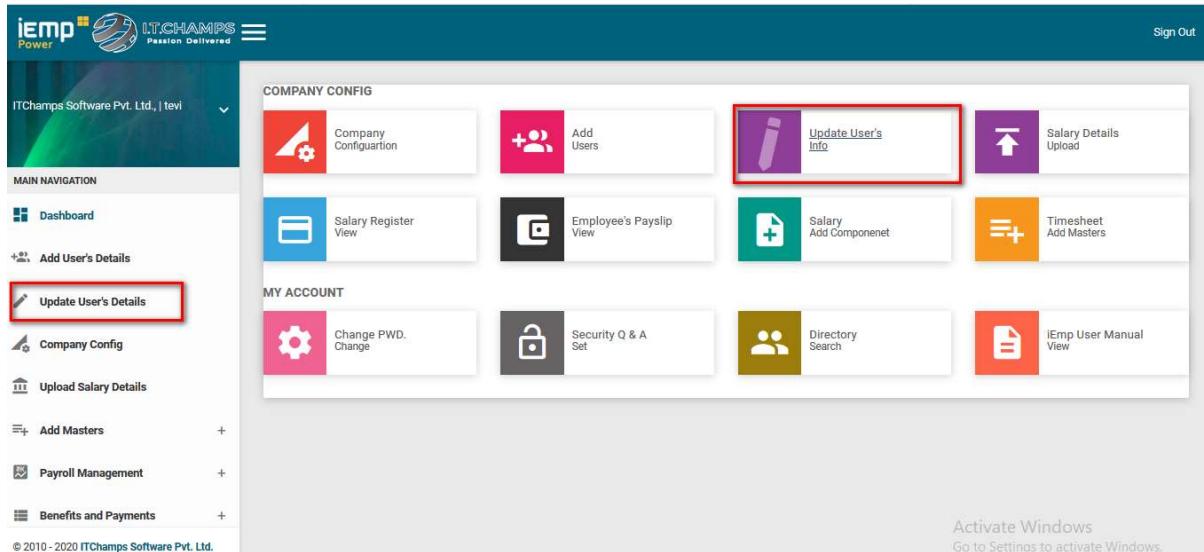
Data Management

Excel Upload Form Upload

Personal info	Bank info	Address info	Benefits info	Communication info	Document info						
Document Types Employee ID : itch0100 Document Type : -SELECT- Document Type Descr. : <input type="text"/> Add <table border="1"> <thead> <tr> <th>Employee ID</th> <th>Document_Type</th> <th>Document_Type_ID</th> </tr> </thead> <tbody> <tr> <td>itch0100</td> <td>PAN Number</td> <td>NKVUp908N</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <input style="outline: none; border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="Submit"/> <input style="outline: none; border: 1px solid #ccc; border-radius: 5px; padding: 2px 10px;" type="button" value="Clear"/> </div>						Employee ID	Document_Type	Document_Type_ID	itch0100	PAN Number	NKVUp908N
Employee ID	Document_Type	Document_Type_ID									
itch0100	PAN Number	NKVUp908N									

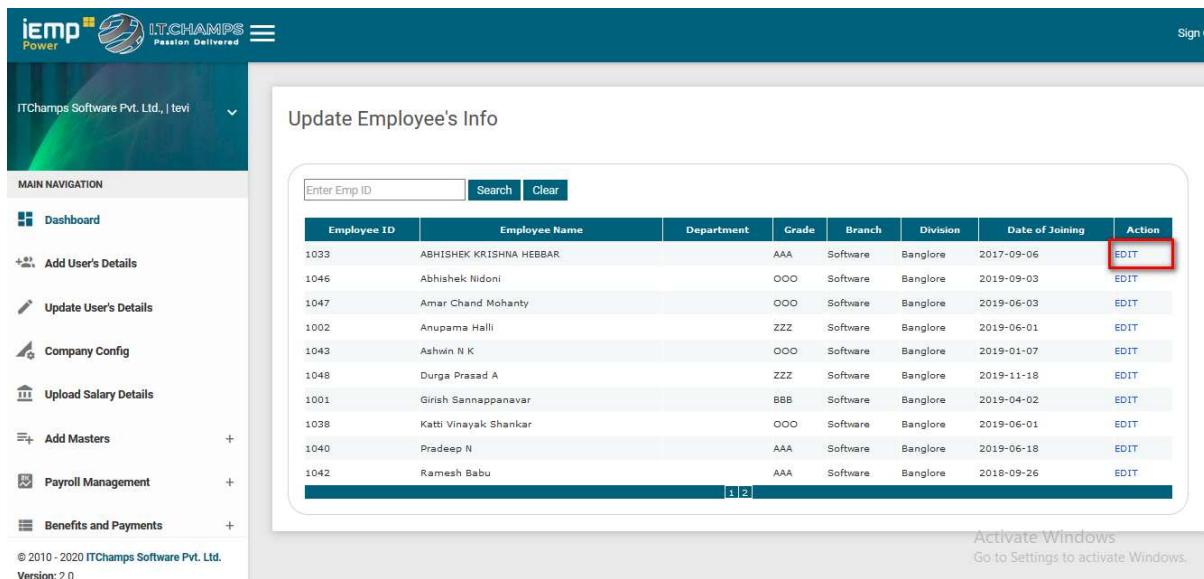
3. Update User's Info

User can update the details of existing employees.



The screenshot shows the iEmp software interface. On the left, there is a main navigation menu with options like Dashboard, Add User's Details, Company Config, Upload Salary Details, Add Masters, Payroll Management, and Benefits and Payments. A red box highlights the 'Update User's Details' link under the 'Add User's Details' section. In the center, there is a grid of icons labeled COMPANY CONFIG and MY ACCOUNT. One icon in the COMPANY CONFIG row, 'Update User's Info', is also highlighted with a red box. The bottom right corner of the screen displays a message: 'Activate Windows' and 'Go to Settings to activate Windows.'

Click on “Edit” link button and update the details and click “Update” button.



The screenshot shows the 'Update Employee's Info' page. At the top, there is a search bar with fields for 'Enter Emp ID', 'Search', and 'Clear'. Below the search bar is a table with columns: Employee ID, Employee Name, Department, Grade, Branch, Division, Date of Joining, and Action. The 'Action' column contains 'EDIT' links for each employee. A red box highlights the 'EDIT' link for the first employee in the list. The bottom right corner of the screen displays a message: 'Activate Windows' and 'Go to Settings to activate Windows.'

Employee ID	Employee Name	Department	Grade	Branch	Division	Date of Joining	Action
1033	ABHISHEK KRISHNA HEBBAR	AAA	Software	Banglore	2017-09-06		EDIT
1046	Abhishek Nidoni	OOO	Software	Banglore	2019-09-03		EDIT
1047	Amar Chand Mohanty	OOO	Software	Banglore	2019-06-03		EDIT
1002	Anupama Halli	ZZZ	Software	Banglore	2019-06-01		EDIT
1043	Ashwin N K	OOO	Software	Banglore	2019-01-07		EDIT
1048	Durga Prasad A	ZZZ	Software	Banglore	2019-11-18		EDIT
1001	Girish Sannappaavar	BBB	Software	Banglore	2019-04-02		EDIT
1038	Katti Vinayak Shankar	OOO	Software	Banglore	2019-06-01		EDIT
1040	Pradeep N	AAA	Software	Banglore	2019-06-18		EDIT
1042	Ramesh Babu	AAA	Software	Banglore	2018-09-26		EDIT

EMP ITCHAMPS Power Passion Delivered

MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters
- Payroll Management
- Benefits and Payments

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Version: 2.0

Employee ID	Employee Name	Department	Grade	Branch	Division	Date of Joining	Action
1033	ABHISHEK KRISHNA HEBBAR	AAA	Software	Banglore	2017-09-06	EDIT	
1046	Abhishek Nidoni	OOO	Software	Banglore	2019-09-03	EDIT	
1047	Amar Chand Mohanty	OOO	Software	Banglore	2019-06-03	EDIT	
1002	Anupama Halli	ZZZ	Software	Banglore	2019-06-01	EDIT	
1043	Ashwin N K	OOO	Software	Banglore	2019-01-07	EDIT	
1048	Durga Prasad A	ZZZ	Software	Banglore	2019-11-18	EDIT	
1001	Girish Sannappanavar	BBB	Software	Banglore	2019-04-02	EDIT	
1038	Katti Vinayak Shankar	OOO	Software	Banglore	2019-06-01	EDIT	
1040	Pradeep N	AAA	Software	Banglore	2019-06-18	EDIT	
1042	Ramesh Babu	AAA	Software	Banglore	2018-09-26	EDIT	

[1 | 2]

Update Joining Process

Employee ID : tevi1033
 Department : Grade :
 Branch : Division :
 Date of Joining :

Update Cancel

Activate Windows
Go to Settings to activate Windows.

EMP ITCHAMPS Power Passion Delivered

MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details

Update Employee's Info

Enter Emp ID Search

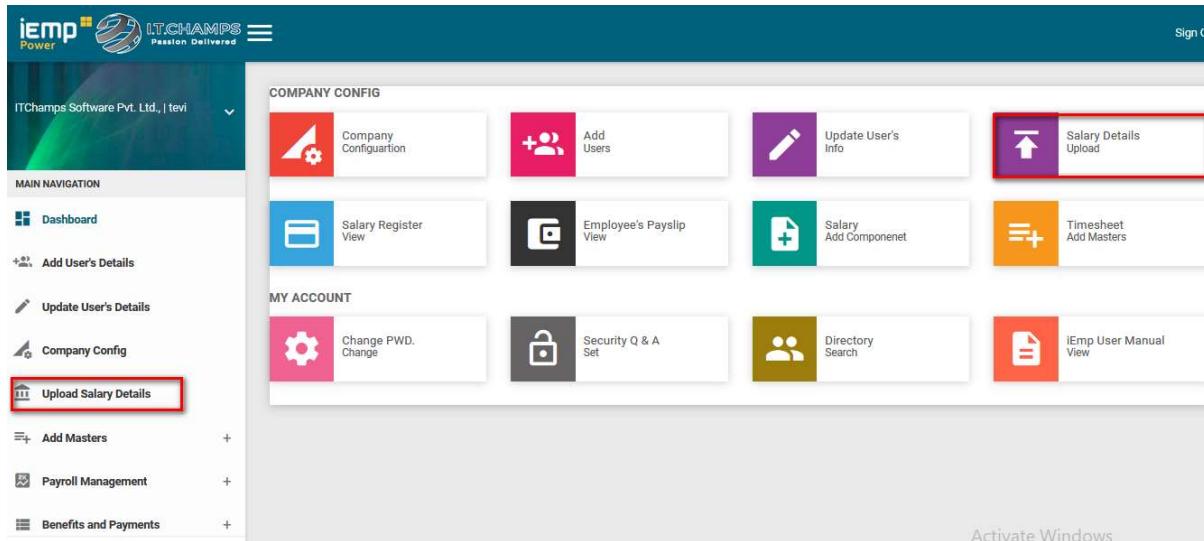
Updated successfully

OK

Employee ID	Employee Name	Department	Grade	Branch	Division	Date of Joining	Action
1033	ABHISHEK KRISHNA HEBBAR	AAA	Software	Banglore	2017-09-06	EDIT	
1046	Abhishek Nidoni	OOO	Software	Banglore	2019-09-03	EDIT	
1047	Amar Chand Mohanty	OOO	Software	Banglore	2019-06-03	EDIT	
1002	Anupama Halli	ZZZ	Software	Banglore	2019-06-01	EDIT	
1043	Ashwin N K	OOO	Software	Banglore	2019-01-07	EDIT	
1048	Durga Prasad A	ZZZ	Software	Banglore	2019-11-18	EDIT	
1001	Girish Sannappanavar	BBB	Software	Banglore	2019-04-02	EDIT	

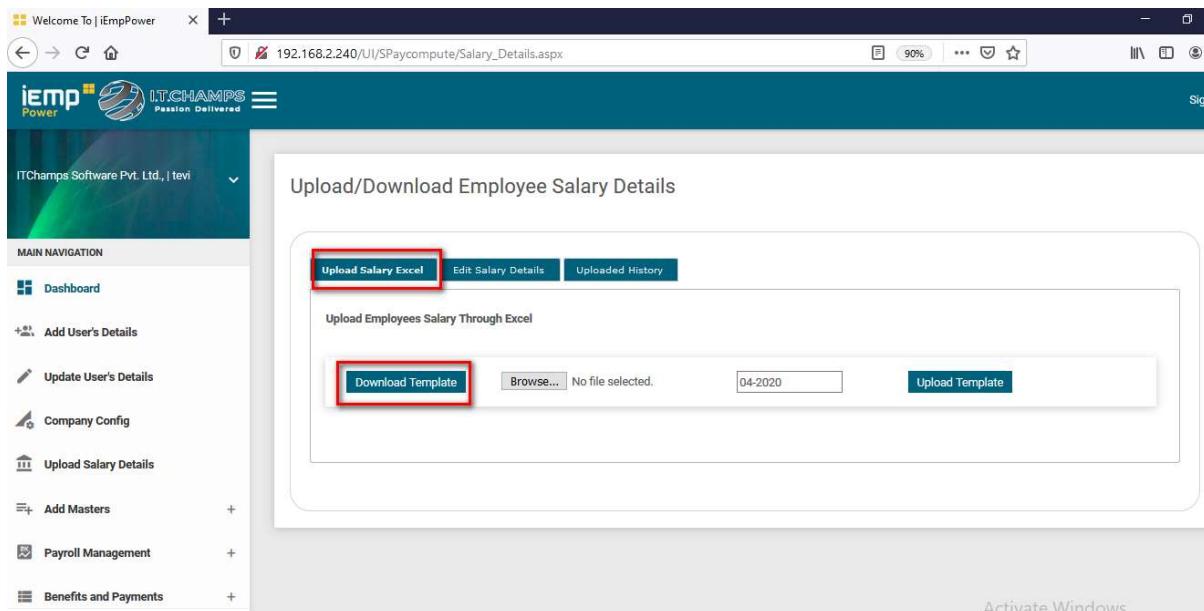
4. Salary Details

To run monthly payroll, click on “Salary Details Upload” from the dashboard or also can select the tab from side menu.

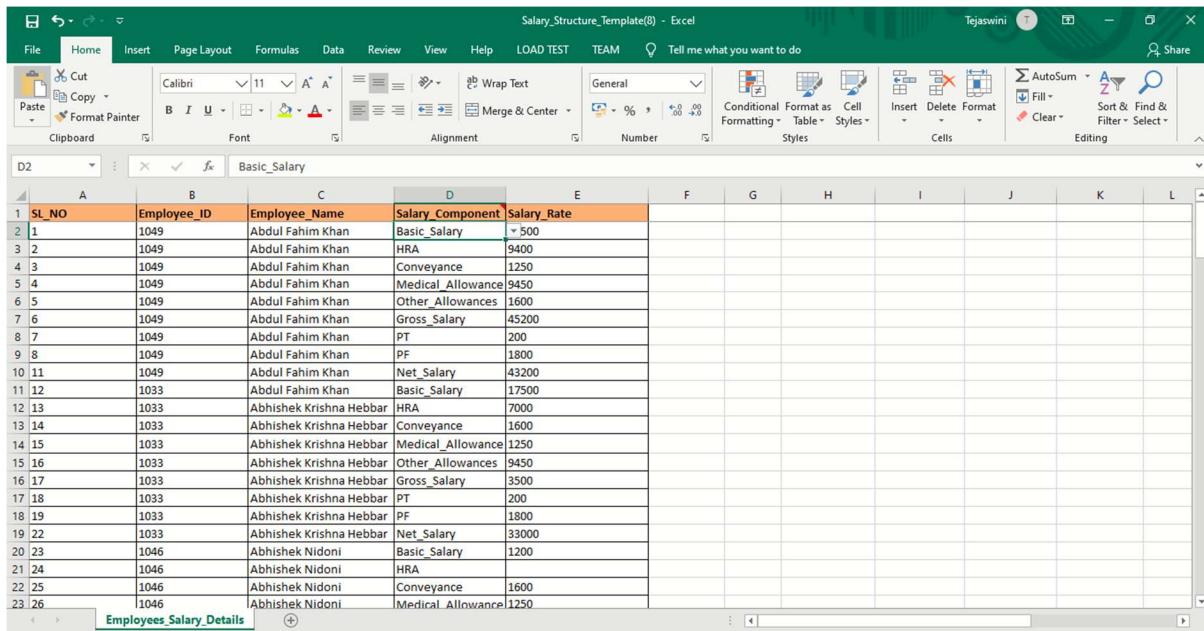


Payroll – Excel Upload

Monthly payroll can be uploaded through excel by downloading the provided excel format. Whenever new employee has been created/added the respective employee's salary details has to be uploaded through excel format only. Later on, from the next month payroll can be run using existing data no need of excel upload unless and until any new employee has been created.

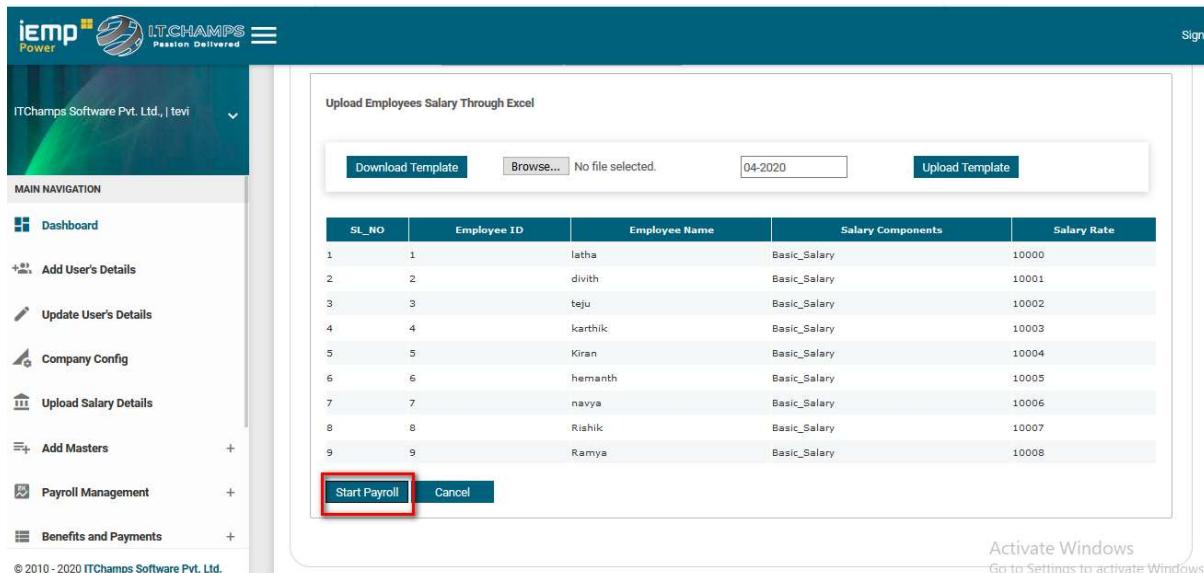


Excel format to upload data through excel.



SL_NO	Employee_ID	Employee_Name	Salary_Component	Salary_Rate
1	1049	Abdul Fahim Khan	Basic_Salary	5000
2	1049	Abdul Fahim Khan	HRA	9400
3	1049	Abdul Fahim Khan	Conveyance	1250
4	1049	Abdul Fahim Khan	Medical_Allowance	9450
5	1049	Abdul Fahim Khan	Other_Allowances	1600
6	1049	Abdul Fahim Khan	Gross_Salary	45200
7	1049	Abdul Fahim Khan	PT	200
8	1049	Abdul Fahim Khan	PF	1800
9	1049	Abdul Fahim Khan	Net_Salary	43200
10	1049	Abdul Fahim Khan	Basic_Salary	17500
11	1033	Abhishek Krishna Hebbar	HRA	7000
12	1033	Abhishek Krishna Hebbar	Conveyance	1600
13	1033	Abhishek Krishna Hebbar	Medical_Allowance	1250
14	1033	Abhishek Krishna Hebbar	Other_Allowances	9450
15	1033	Abhishek Krishna Hebbar	Gross_Salary	3500
16	1033	Abhishek Krishna Hebbar	PT	200
17	1033	Abhishek Krishna Hebbar	PF	1800
18	1033	Abhishek Krishna Hebbar	Net_Salary	33000
19	1046	Abhishek Nidoni	Basic_Salary	1200
20	1046	Abhishek Nidoni	HRA	1600
21	1046	Abhishek Nidoni	Conveyance	1600
22	1046	Abhishek Nidoni	Medical_Allowance	1250
23	1046	Abhishek Nidoni	Other_Allowances	9450
24	1046	Abhishek Nidoni	Gross_Salary	3500
25	1046	Abhishek Nidoni	PT	200
26	1046	Abhishek Nidoni	PF	1800
			Net_Salary	33000

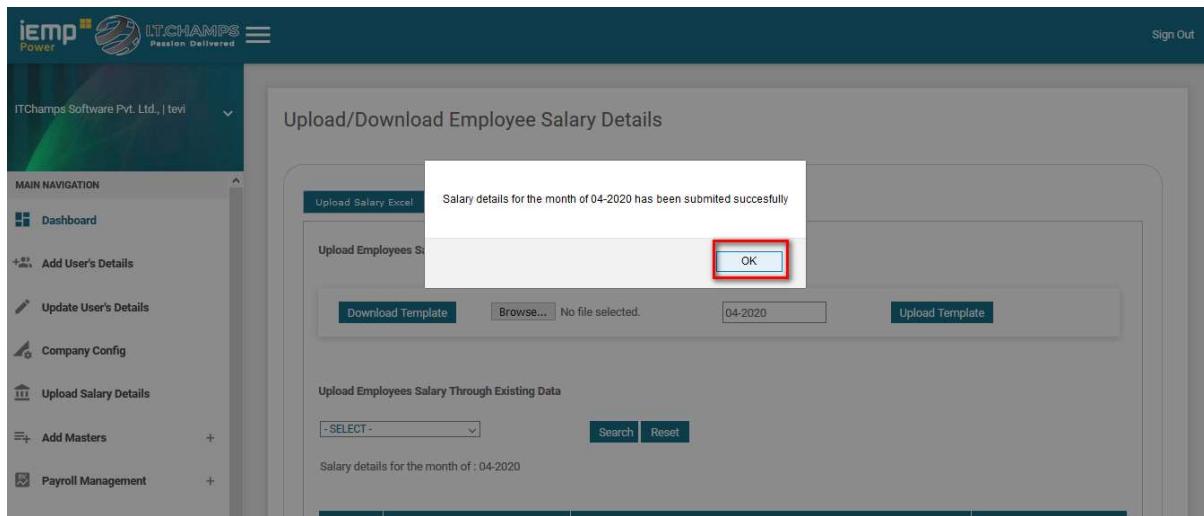
Upload the excel with salary details of employee/employees and click on start payroll to run payroll the selected particular month.



Upload Employees Salary Through Excel

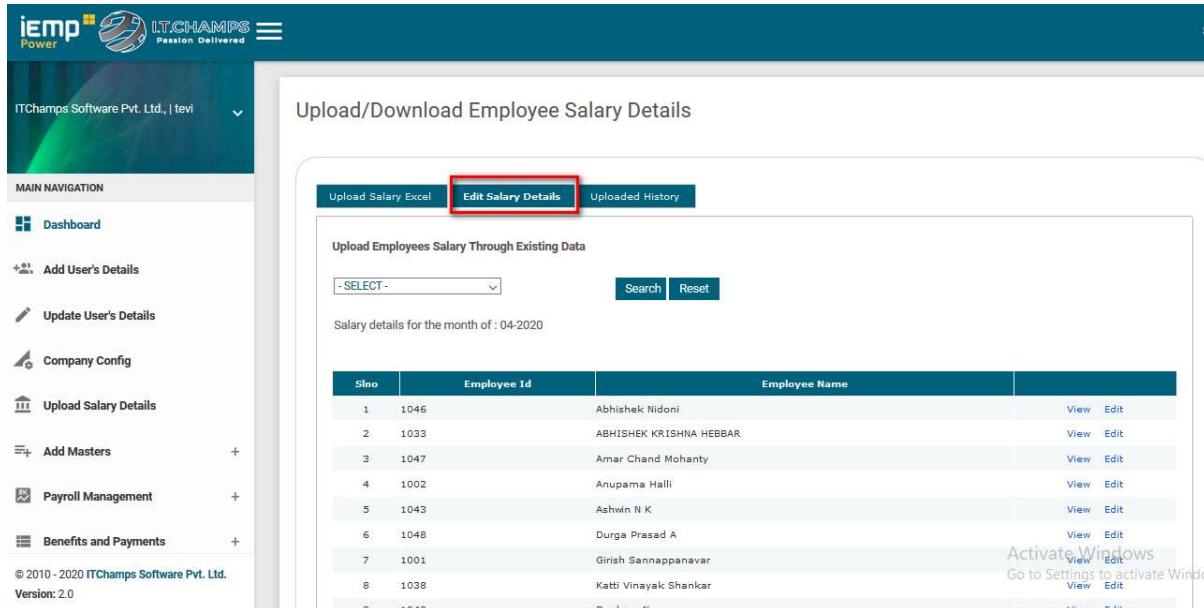
SL_NO	Employee ID	Employee Name	Salary Components	Salary Rate
1	1	latha	Basic_Salary	10000
2	2	divith	Basic_Salary	10001
3	3	teju	Basic_Salary	10002
4	4	karthik	Basic_Salary	10003
5	5	Kiran	Basic_Salary	10004
6	6	hemanth	Basic_Salary	10005
7	7	navya	Basic_Salary	10006
8	8	Rishik	Basic_Salary	10007
9	9	Ramya	Basic_Salary	10008

Start Payroll **Cancel**



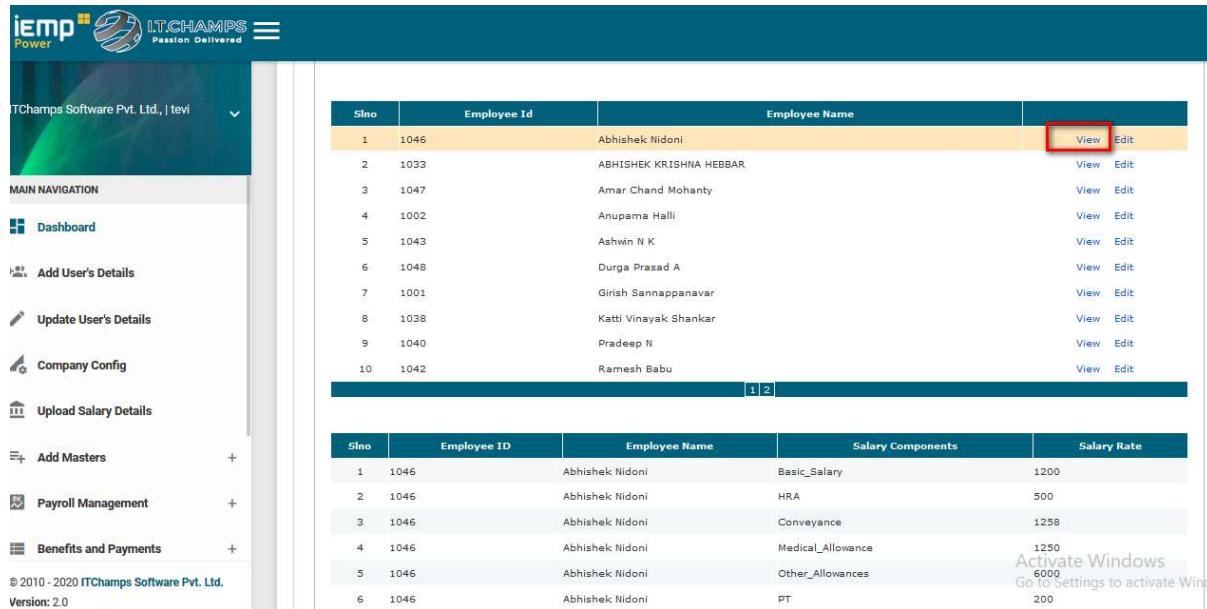
Run Payroll – Existing data

Once all employee's salary details uploaded through excel, every month's payroll can be run using existing data which already been uploaded .Under "Edit Salary Details" the payroll details of previous month will be available to use the same data to run the payroll select the month to which payroll has to run and click on " start Payroll" button.



Edit Payroll Data

User can edit salary rate of existing employee/employees by using edit option. This can be used unless and until admin runs payroll of that month and generates reports. Once report is generated the table will redirect to “Start Payroll” option for the next month.



The screenshot shows the ITchamps Payroll Management interface. On the left, there is a sidebar with navigation links: Dashboard, Add User's Details, Update User's Details, Company Config, Upload Salary Details, Add Masters (with Payroll Management checked), Benefits and Payments, and Copyright information (© 2010 - 2020 ITChamps Software Pvt. Ltd., Version: 2.0).

The main content area displays two tables:

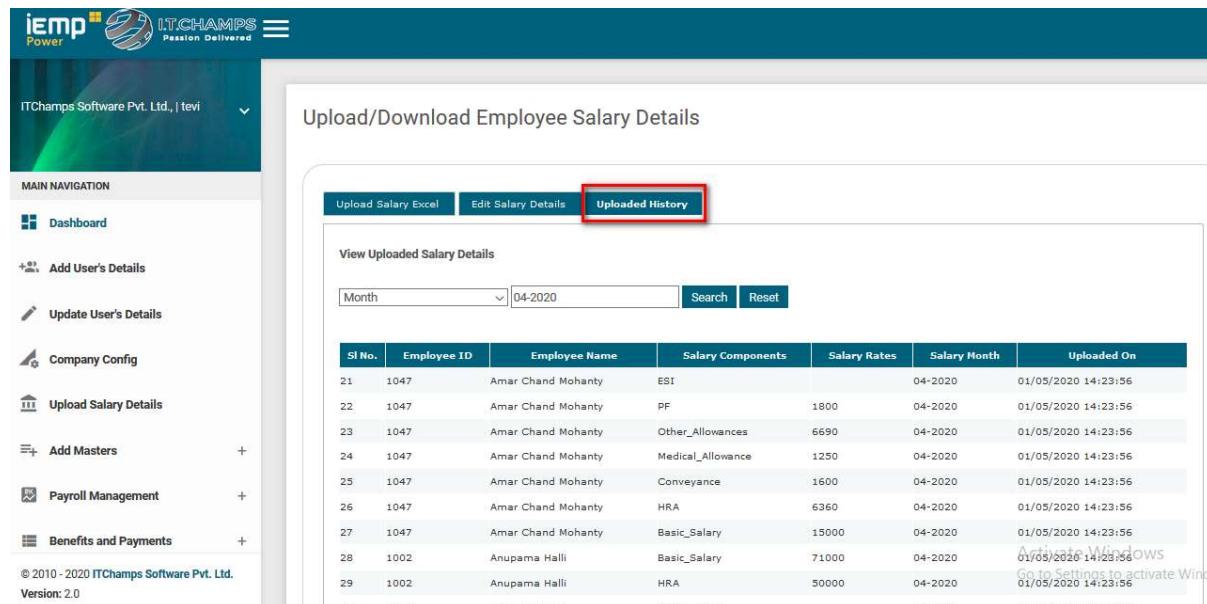
- Employee List:** A table with columns: Sno, Employee ID, Employee Name, View, and Edit. The "Edit" link for employee ID 1046 is highlighted with a red box.
- Salary Components:** A table with columns: Sno, Employee ID, Employee Name, Salary Components, and Salary Rate. The last row shows a note: "Activate Windows 6000 Go to Settings to activate Wind".

Sno	Employee ID	Employee Name		
1	1046	Abhishek Nidoni	View	Edit
2	1033	ABHISHEK KRISHNA HEBBAR	View	Edit
3	1047	Amar Chand Mohanty	View	Edit
4	1002	Anupama Halli	View	Edit
5	1043	Ashwin N K	View	Edit
6	1048	Durga Prasad A	View	Edit
7	1001	Girish Sannappanavar	View	Edit
8	1038	Ketti Vinayak Shankar	View	Edit
9	1040	Pradeep N	View	Edit
10	1042	Ramesh Babu	View	Edit

Sno	Employee ID	Employee Name	Salary Components	Salary Rate
1	1046	Abhishek Nidoni	Basic_Salary	1200
2	1046	Abhishek Nidoni	HRA	500
3	1046	Abhishek Nidoni	Conveyance	1258
4	1046	Abhishek Nidoni	Medical_Allowance	1250
5	1046	Abhishek Nidoni	Other_Allowances	6000
6	1046	Abhishek Nidoni	PT	200

Payroll History

User can view the history of payroll.



The screenshot shows the ITchamps Payroll Management interface. The main content area displays a table titled "Upload/Download Employee Salary Details" with a tab bar at the top: Upload Salary Excel, Edit Salary Details, and Uploaded History. The "Uploaded History" tab is highlighted with a red box.

The table has columns: Month, Employee ID, Employee Name, Salary Components, Salary Rates, Salary Month, and Uploaded On. The last row shows a note: "Activate Windows 6000 Go to Settings to activate Wind".

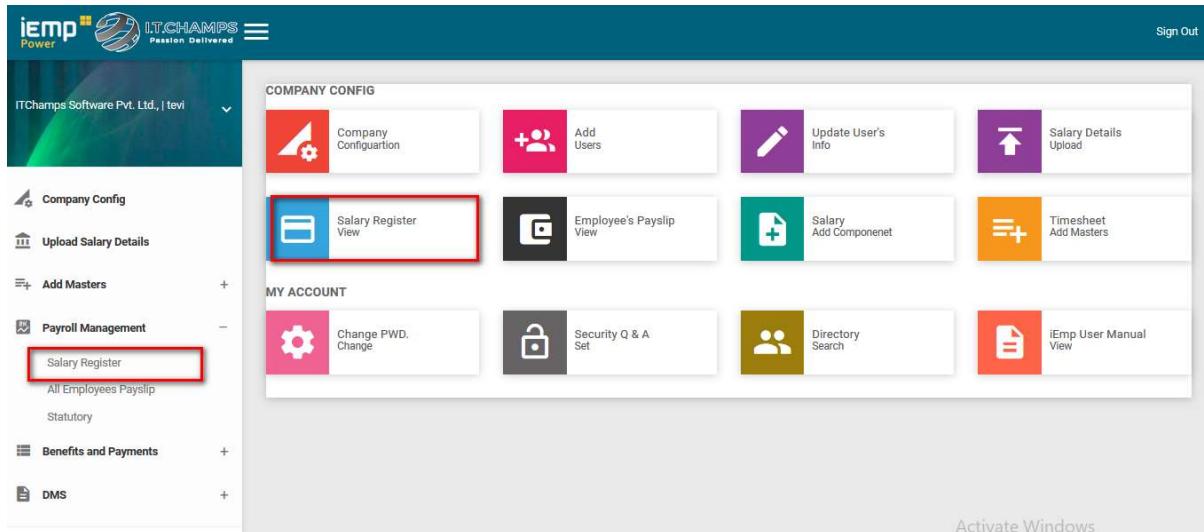
Month	Employee ID	Employee Name	Salary Components	Salary Rates	Salary Month	Uploaded On
04-2020	1047	Amar Chand Mohanty	ESI	04-2020	01/05/2020	14:23:56
04-2020	1047	Amar Chand Mohanty	PF	1800	04-2020	01/05/2020 14:23:56
04-2020	1047	Amar Chand Mohanty	Other_Allowances	6690	04-2020	01/05/2020 14:23:56
04-2020	1047	Amar Chand Mohanty	Medical_Allowance	1250	04-2020	01/05/2020 14:23:56
04-2020	1047	Amar Chand Mohanty	Conveyance	1600	04-2020	01/05/2020 14:23:56
04-2020	1047	Amar Chand Mohanty	HRA	6360	04-2020	01/05/2020 14:23:56
04-2020	1047	Amar Chand Mohanty	Basic_Salary	15000	04-2020	01/05/2020 14:23:56
04-2020	1002	Anupama Halli	Basic_Salary	71000	04-2020	01/05/2020 14:23:56
04-2020	1002	Anupama Halli	HRA	50000	04-2020	01/05/2020 14:23:56
04-2020	1002	Anupama Halli	Conveyance		04-2020	01/05/2020 14:23:56

Export option is also provided to export payroll details month wise and employee wise.

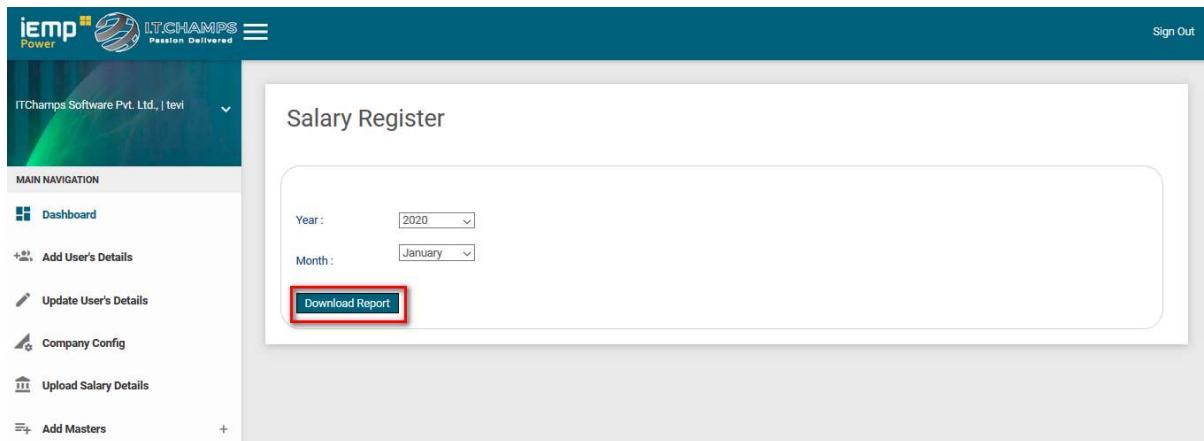
Payroll - Reports

Salary Register

User can download, print salary registers by choosing month. Select salary register from dashboard tab also select from salary register from side menu.

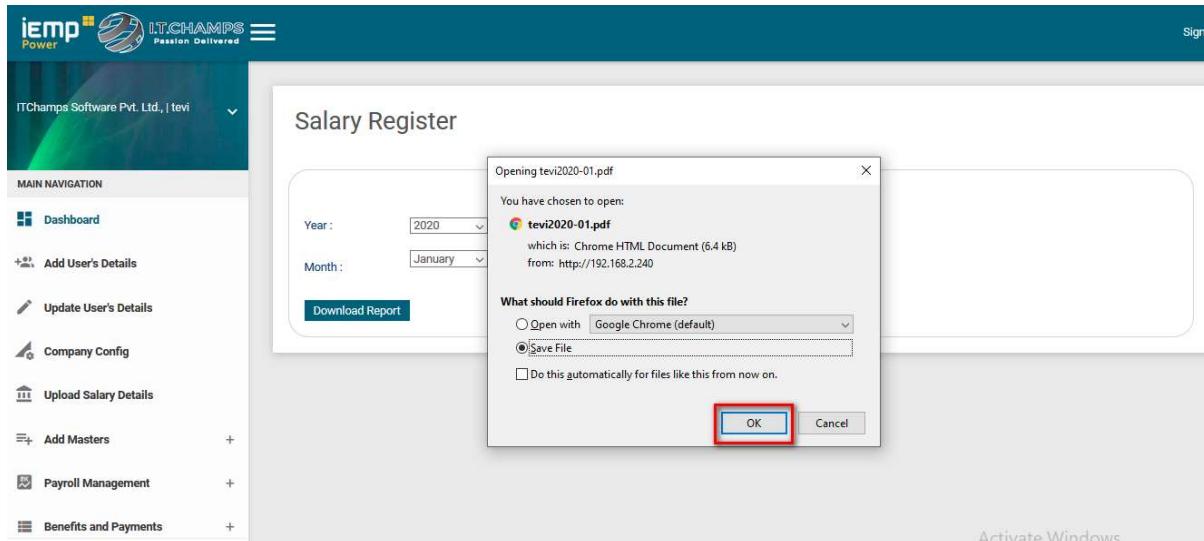


The screenshot shows the iEmp ITChamps Software Pvt. Ltd. dashboard. On the left, there is a sidebar with various menu items: Company Config, Upload Salary Details, Add Masters, Payroll Management (with Salary Register highlighted with a red box), Benefits and Payments, and DMS. The main area is titled "COMPANY CONFIG" and contains several icons: Company Configuration, Add Users, Update User's Info, Salary Details Upload, Salary Register View (highlighted with a red box), Employee's Payslip View, Salary Add Component, Timesheet Add Masters, Change PWD, Security Q & A Set, Directory Search, and iEmp User Manual View. At the bottom right of the main area, there is a link "Activate Windows".



The screenshot shows the "Salary Register" page. It has a header "Salary Register" and a form with dropdown menus for "Year" (2020) and "Month" (January). Below the dropdowns is a button labeled "Download Report" which is highlighted with a red box. The left sidebar is identical to the one in the previous screenshot, showing the same menu items and highlighting for the "Salary Register" item.

Click on “Download Report” button



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters
- Payroll Management
- Benefits and Payments

Salary Register

Year : 2020 Month : January

Download Report

Opening tevi2020-01.pdf
You have chosen to open:
tevi2020-01.pdf which is: Chrome HTML Document (6.4 kB) from: http://192.168.2.240

What should Firefox do with this file?
 Open with Google Chrome (default)
 Save File
 Do this automatically for files like this from now on.

OK Cancel

Activate Windows

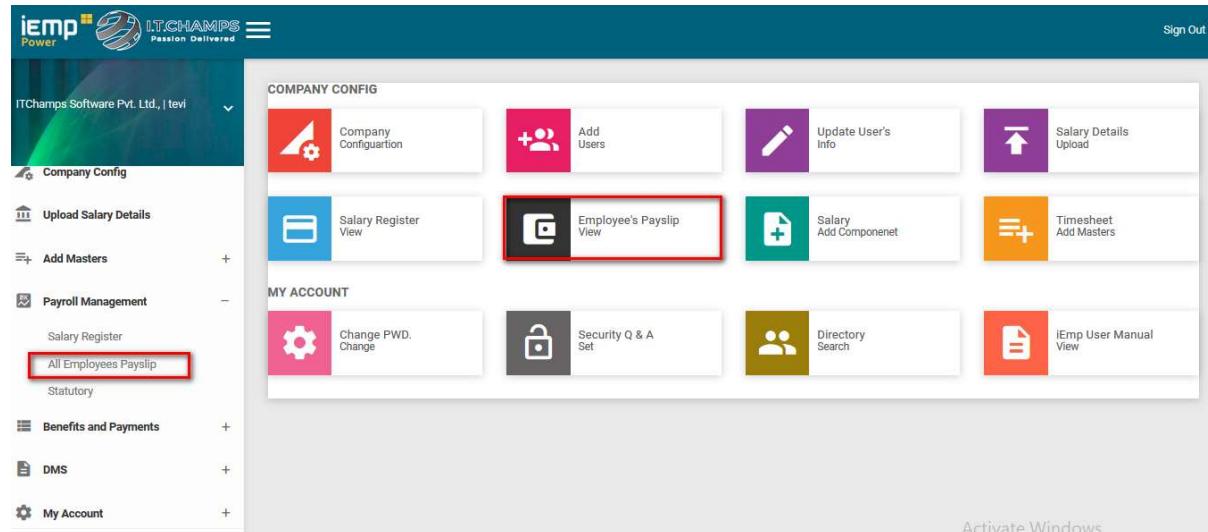
Salary Register PDF report.

Sl. No	Employee Name	Emp. ID.	NDP	Earnings					Total Earnings				Deductions				Total Deductions	Net Payable	Remarks if any & Signature
				BASIC	HRA	CONVEYANCE	MEDICAL	Oth. Ex.	PF	ESI	PFT	TDS							
1	Abdul Fathim Khan	1049	31.0	23,500.00	6,400.00	1,600.00	1,250.00	6,450.00	45,200.00	1,800.00	200.00					2,000.00	43,200.00		
2	Afrahalee Kiranvee Hettiarachchi	1053	31.0	17,500.00	7,000.00	1,600.00	1,250.00	7,850.00	35,000.00	1,800.00	200.00					2,000.00	33,000.00		
3	Abrahalees Nizamoni	1048	31.0	12,000.00		1,600.00	1,250.00	150.00	15,000.00	1,440.00	113.00	200.00				1,783.00	13,247.00		
4	Amertanand Mohanty	1047	31.0	15,000.00	6,380.00	1,600.00	1,250.00	6,600.00	31,800.00	1,800.00	200.00					2,000.00	29,800.00		
5	Anupama Girish	1002	31.0	78,000.00	30,000.00		1,250.00	43,750.00	160,000.00	1,800.00	200.00					20,810.00	129,190.00		
6	Ashwin NK	1043	31.0	96,000.00	36,000.00	1,600.00	1,250.00	51,150.00	180,000.00	1,800.00	200.00					36,033.00	141,967.00		
7	Durga Prasad A	1048	31.0	15,000.00	6,000.00	1,600.00	1,250.00	4,150.00	28,000.00	1,800.00	200.00					2,000.00	26,000.00		
8	Githa Samjeepamawar	1001	31.0	75,000.00	30,000.00	1,600.00	1,250.00	42,150.00	160,000.00	1,800.00	200.00					3,992.00	146,008.00		
9	Parashaj Sharmee	1044	31.0	15,000.00		1,600.00	1,250.00	2,150.00	20,000.00	1,800.00	180.00	200.00				2,160.00	17,850.00		
10	Pradeep N	1040	31.0	18,000.00	6,000.00	1,600.00	1,250.00	1,150.00	25,000.00	1,800.00	200.00					2,000.00	23,000.00		
11	Prashanth Hiruneth	1004	31.0	40,000.00	16,000.00	1,600.00	1,250.00	21,150.00	80,000.00	1,800.00	200.00					8,500.00	71,500.00		
12	Rameesh Babu	1042	31.0	17,500.00	7,000.00	1,600.00	1,250.00	7,850.00	35,000.00	1,800.00	200.00					2,000.00	33,000.00		
13	Rasmini Uppu	1051	12.0	8,710.00	3,494.00	619.00	1,250.00	4,123.00	18,186.00	1,046.00	200.00					1,245.00	16,941.00		
14	Sachin Devuligikar	1050	31.0	15,000.00	6,000.00	1,600.00	1,250.00	1,150.00	25,000.00	1,800.00	200.00					2,000.00	23,000.00		
15	Santosh Mohanty	1045	31.0	15,000.00	6,000.00	800.00	1,250.00	6,950.00	30,000.00	1,800.00	200.00					2,000.00	28,000.00		
16	Shivnappa Mantur	1028	31.0	26,000.00	10,000.00	1,600.00	1,250.00	12,150.00	50,000.00	1,800.00	200.00					2,000.00	48,000.00		
17	Vineyek Shanker Katti	1038	31.0	15,000.00		1,600.00	1,250.00	2,150.00	20,000.00	1,800.00	180.00	200.00				2,150.00	17,850.00		
Grand Total :				506.0	4,90,110.00	179,244.00	23,818.00	21,250.00	2,23,793.00	9,36,186.00	29,485.00	413.00	3,400.00	63,275.00	96,573.00	8,41,813.00			

Authorised Signatory

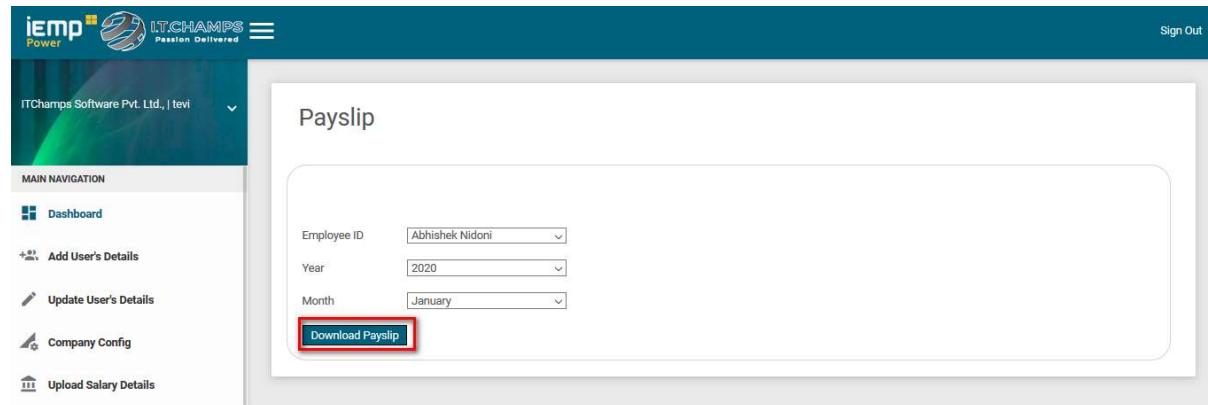
All Employees Pay slip

Select “All Employees Pay slip” tab under Payroll Management from side menu.



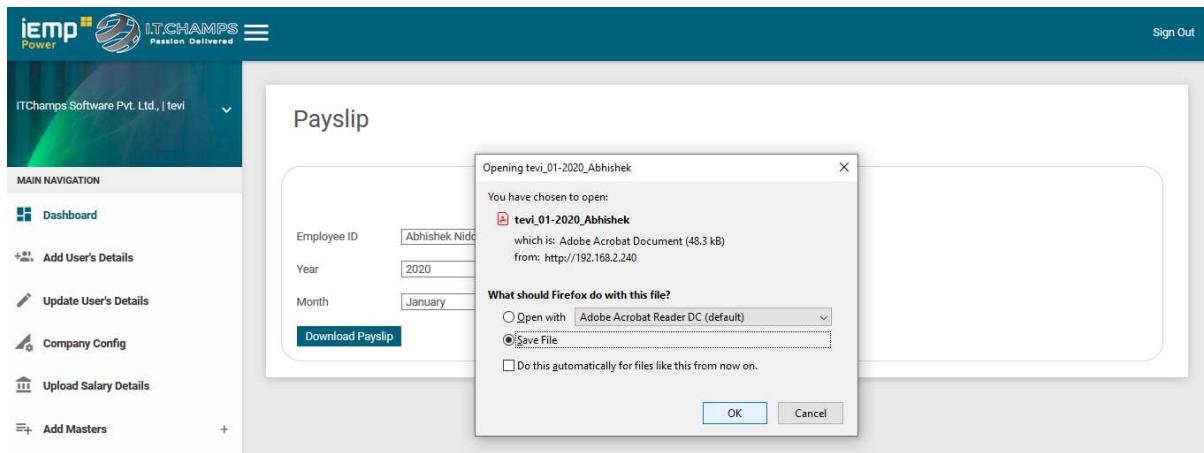
The screenshot shows the iTechamps Software Pvt. Ltd. application interface. On the left, there is a sidebar with various menu items. Under the 'Payroll Management' section, the 'All Employees Payslip' button is highlighted with a red box. In the main content area, there is a grid of icons labeled 'COMPANY CONFIG' and 'MY ACCOUNT'. The 'Employee's Payslip View' icon in the 'COMPANY CONFIG' section is also highlighted with a red box.

All Employees Pay slip PDF report.



The screenshot shows the iTechamps Software Pvt. Ltd. application interface. On the left, there is a sidebar with various menu items. Under the 'MAIN NAVIGATION' section, the 'Dashboard' button is selected. In the main content area, there is a 'Payslip' form. The 'Download Payslip' button is highlighted with a red box.

Click on “Download Pay slip” button



A screenshot of a web-based payroll application. The header includes the iTechamps logo and navigation links like 'Sign Out'. The main menu on the left lists 'Dashboard', 'Add User's Details', 'Update User's Details', 'Company Config', 'Upload Salary Details', and 'Add Masters'. A central panel titled 'Payslip' shows fields for 'Employee ID' (Abhishek Nidoni), 'Year' (2020), and 'Month' (January). A 'Download Payslip' button is present. A modal dialog box titled 'Opening tevi_01-2020_Abhish' asks what to do with the file: 'tevi_01-2020_Abhish' (Adobe Acrobat Document, 48.3 kB) from http://192.168.2.240. Options include 'Open with' (set to 'Adobe Acrobat Reader DC (default)'), 'Save File' (selected), and 'Do this automatically for files like this from now on'. Buttons for 'OK' and 'Cancel' are at the bottom.

Emp ID. 1046

P.F. No.

NDP 31

Designation

Employee Name: Abhishek Nidoni

NOD 31

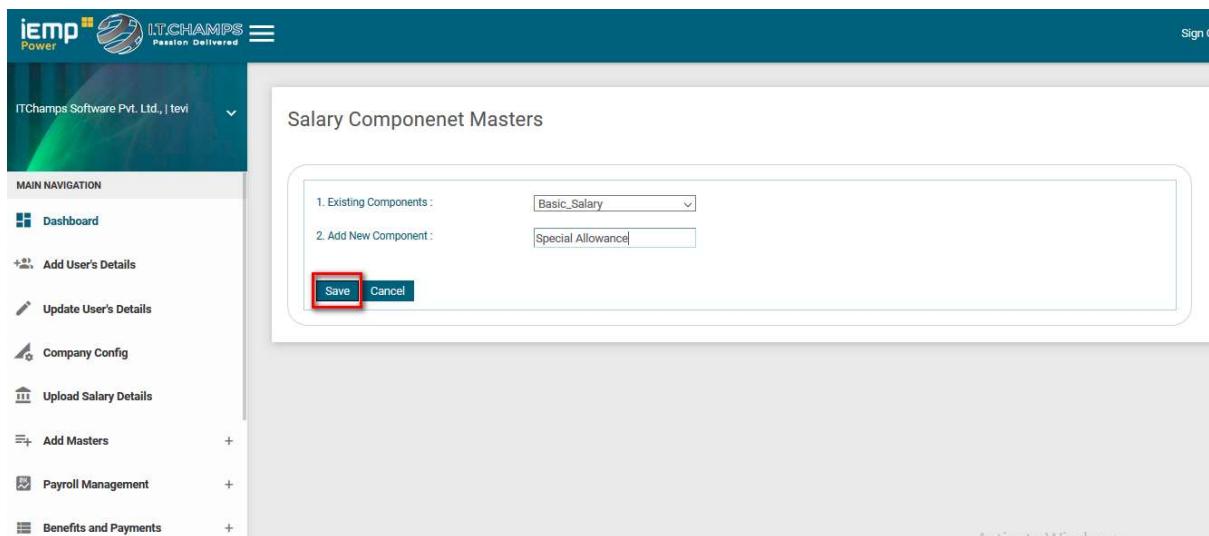
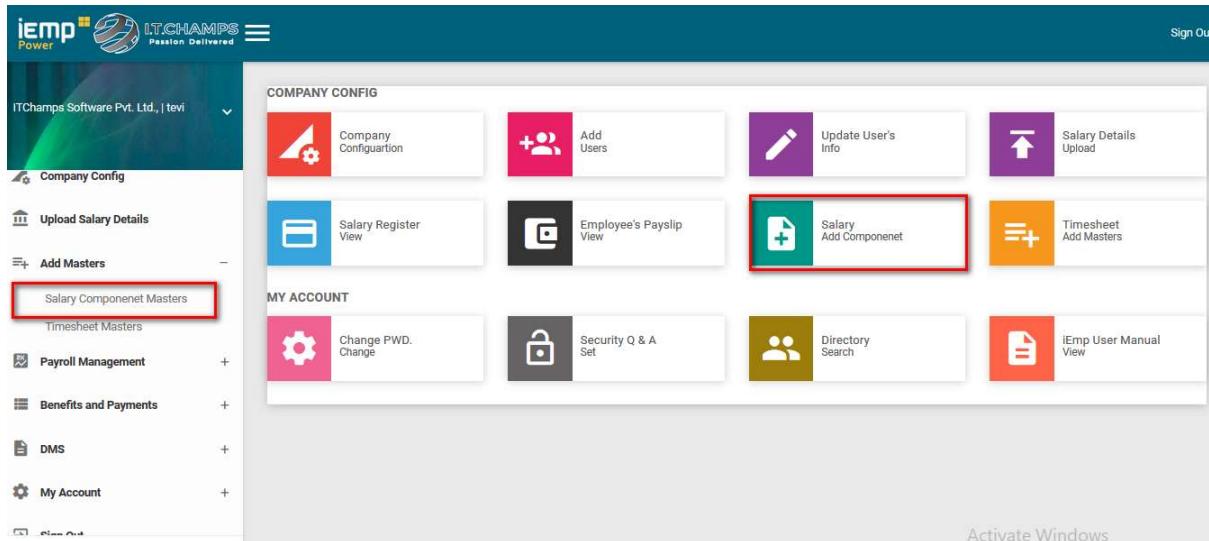
DOJ 03/09/2019

Earnings	Amount	Deductions	Amount
BASIC	12,000.00	PF	1,440.00
CONVEYANCE	1,600.00	ESI	113.00
MEDICAL	1,250.00	PT	200.00
FIXED ALLO	150.00		
Total	15,000.00	Total	1,753.00
Net Pay	13,247.00		
In Words Rupees Thirteen Thousand Two Hundred Forty Seven Only			Signature

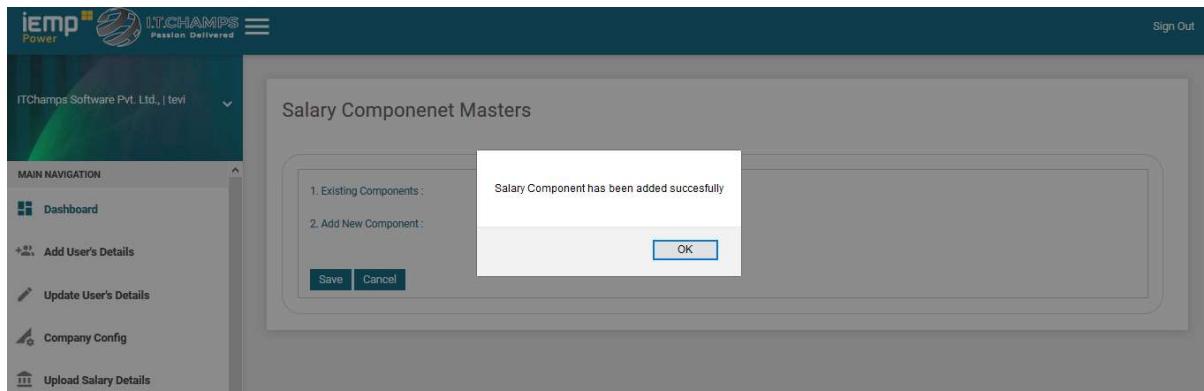
This is a computer generated document. No signature is required.

Add New Salary Component

Salary components/allowances can be created in company login. To create/add new allowance click on Add Component from dashboard or can also select from side menu.



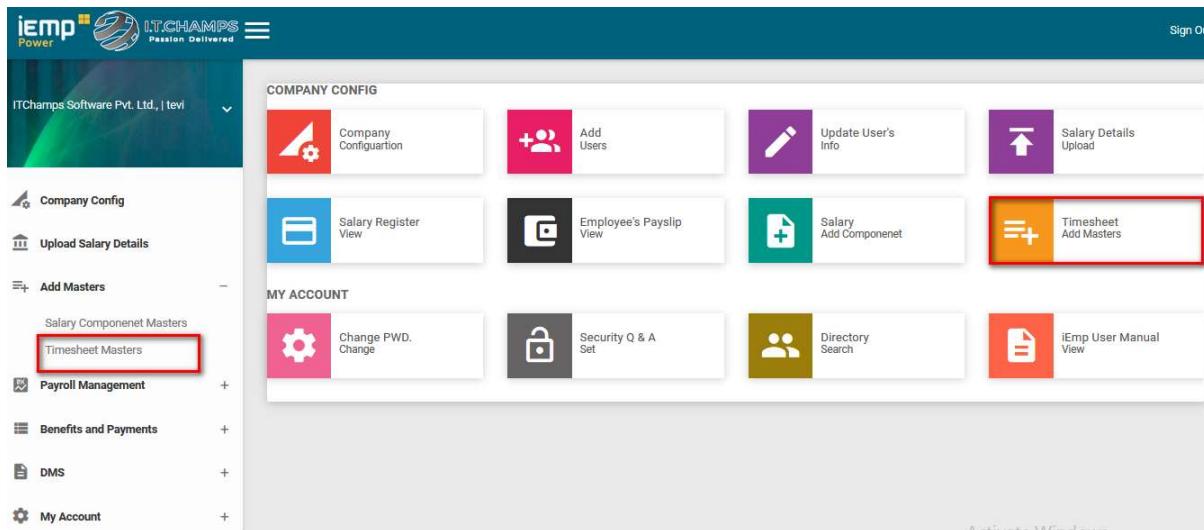
Add new allowance and click on “Save” button.



Timesheet – Add New Project/WBS

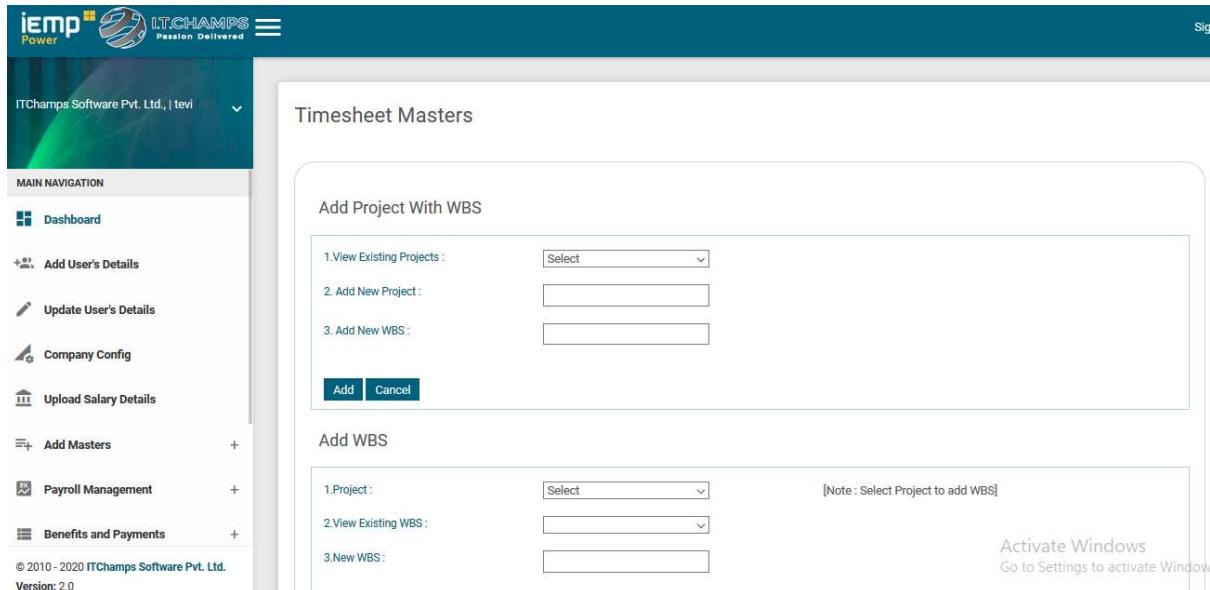
Add Timesheet Masters

To add new timesheet project and WBS select “Timesheet” tab from the dashboard and also can select from side menu.



Add New Project with WBS

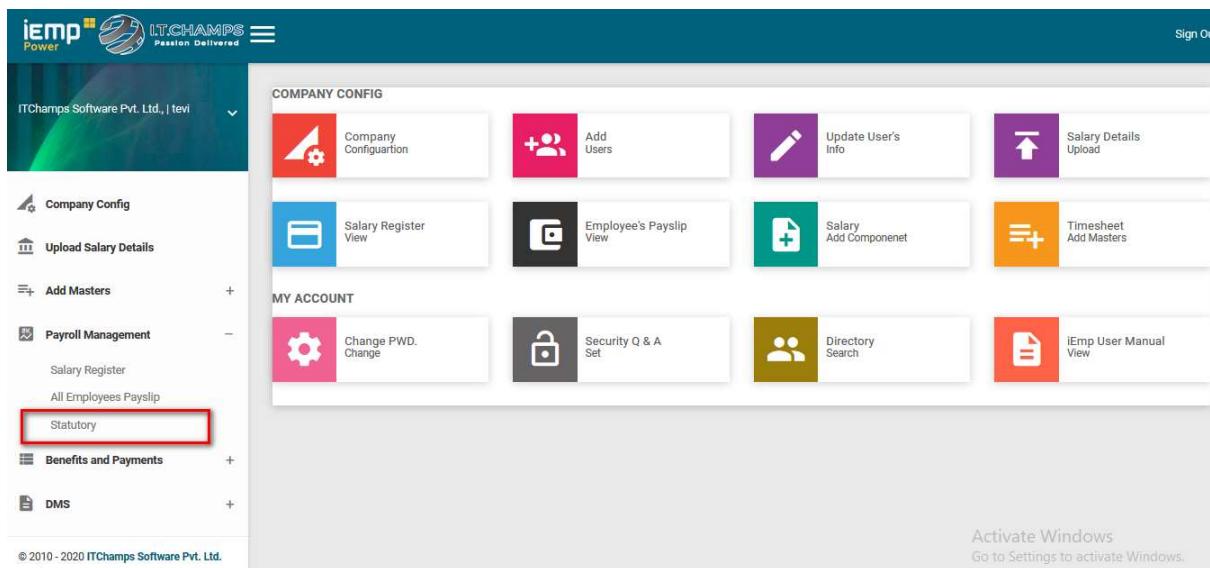
Create new project and WBS for timesheet purpose. Also can view existing projects before adding new project.



The screenshot shows the ITchamps software interface. On the left, there's a sidebar with various menu items like Dashboard, Add User's Details, Update User's Details, Company Config, Upload Salary Details, Add Masters, Payroll Management, and Benefits and Payments. The main content area is titled 'Timesheet Masters' and contains two forms: 'Add Project With WBS' and 'Add WBS'. The 'Add Project With WBS' form has three steps: 1. View Existing Projects (dropdown), 2. Add New Project (text input), and 3. Add New WBS (text input). It includes 'Add' and 'Cancel' buttons. The 'Add WBS' form has three steps: 1. Project (dropdown), 2. View Existing WBS (dropdown), and 3. New WBS (text input). A note says 'Note : Select Project to add WBS'. In the bottom right corner, there's a message 'Activate Windows Go to Settings to activate Window'.

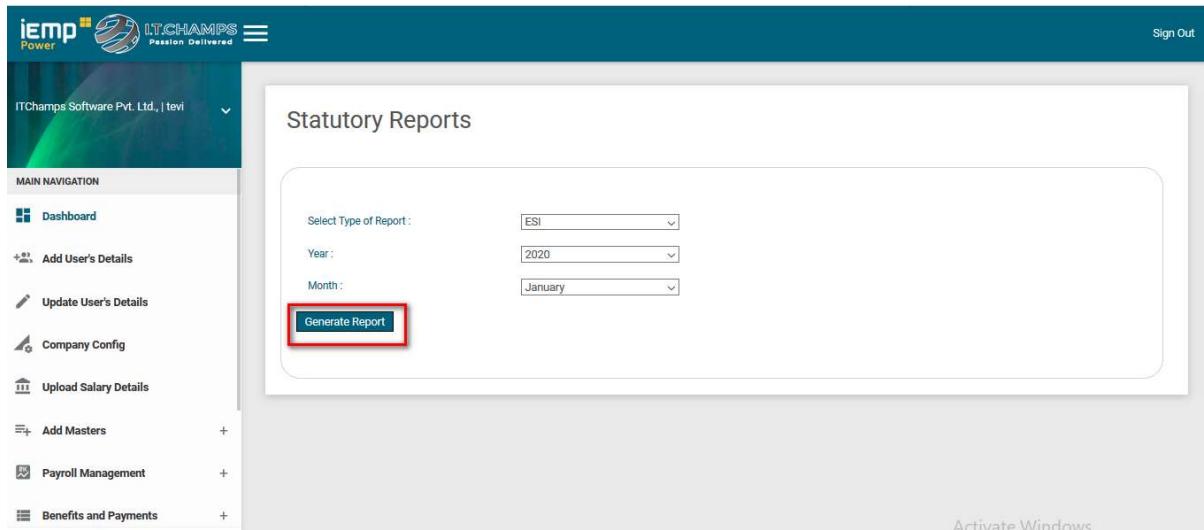
Statutory

Select “Statutory” option under Payroll Manager from side menu.



The screenshot shows the Payroll Management section of the ITchamps software. The sidebar has options like Company Config, Upload Salary Details, Add Masters, Payroll Management (which is expanded to show Salary Register and All Employees Payslip), Benefits and Payments, and DMS. The 'Statutory' option under Payroll Management is highlighted with a red box. The main content area shows four grid-based buttons: Company Configuration, Add Users, Update User's Info, and Salary Details Upload; Salary Register View, Employee's Payslip View, Salary Add Component, and Timesheet Add Masters; Change PWD, Security Q & A Set, Directory Search, and iEmp User Manual View. A message 'Activate Windows Go to Settings to activate Window.' is at the bottom right.

Statutory PDF reports.



MAIN NAVIGATION

- Dashboard
- Add User's Details
- Update User's Details
- Company Config
- Upload Salary Details
- Add Masters
- Payroll Management
- Benefits and Payments

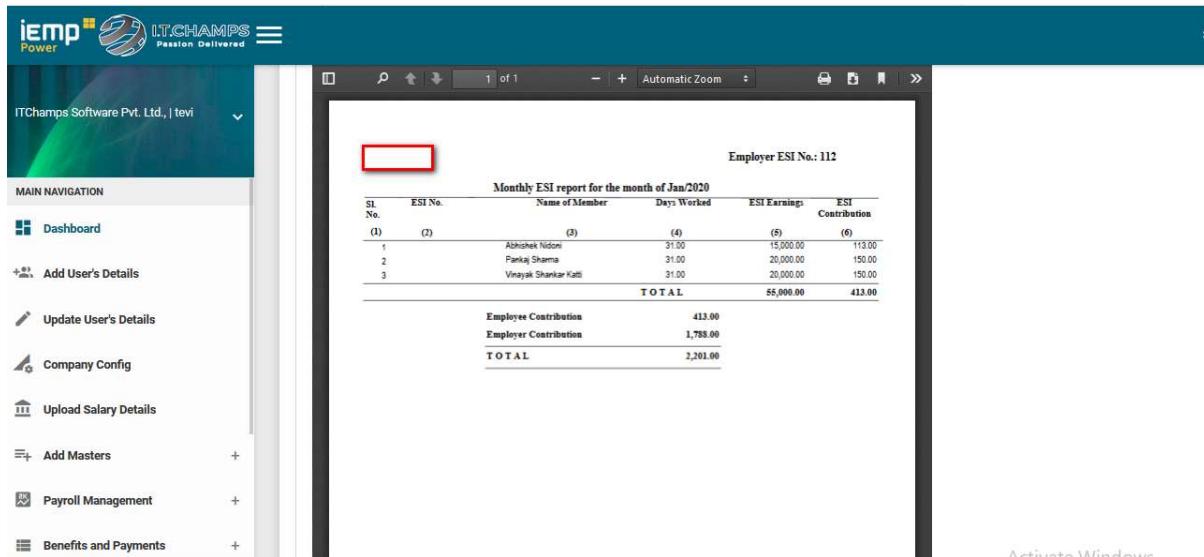
Statutory Reports

Select Type of Report : ESI

Year : 2020

Month : January

Generate Report



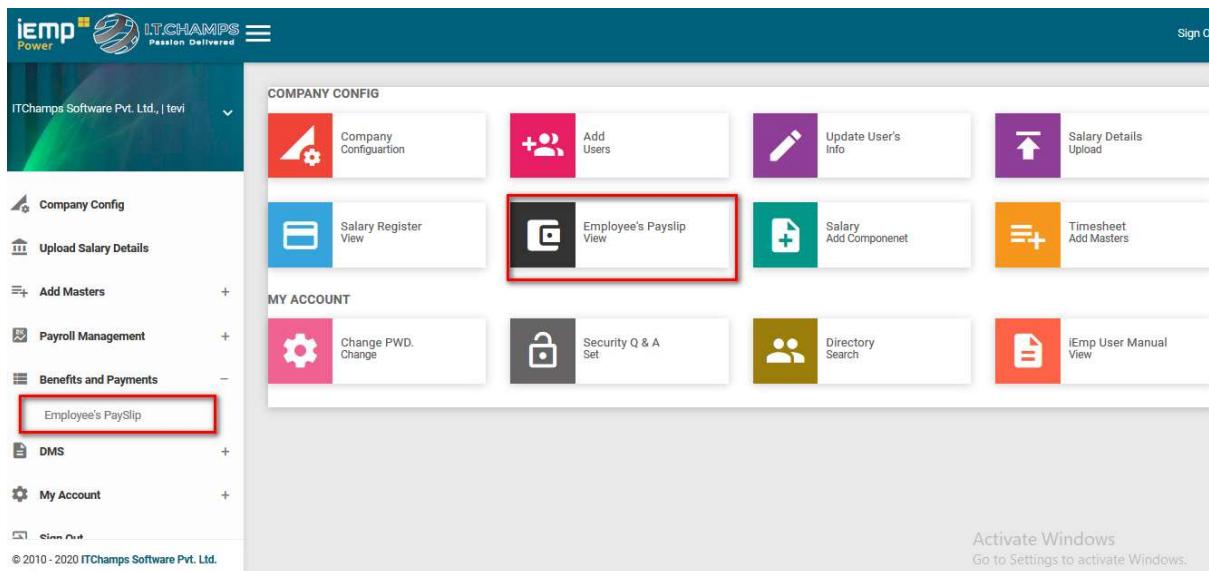
Employer ESI No.: 112

Monthly ESI report for the month of Jan/2020

Sl. No.	ESI No.	Name of Member	Days Worked	ESI Earnings	ESI Contribution
(1)	(2)	(3)	(4)	(5)	(6)
1		Abhishek Nidoni	31.00	15,000.00	113.00
2		Parkaj Sharma	31.00	20,000.00	150.00
3		Vinayak Shankar Kati	31.00	20,000.00	150.00
T O T A L					
\$5,000.00					
413.00					
Employee Contribution 413.00					
Employer Contribution 1,788.00					
T O T A L 2,201.00					

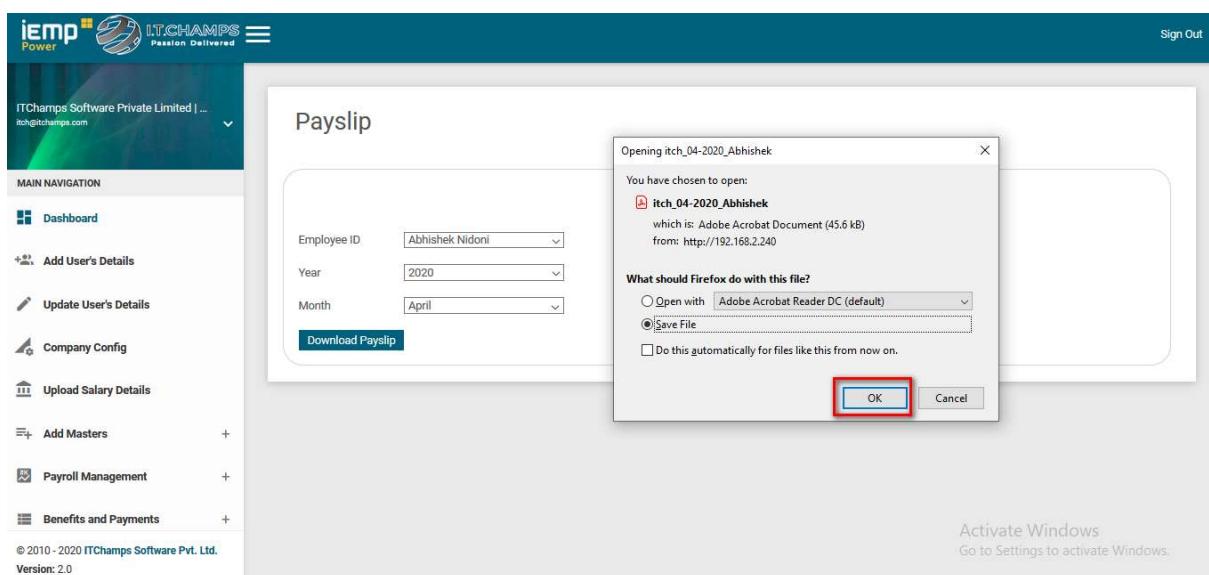
Employee Pay slips

To view and download employee wise pay slips click on “Employees Pay slip” from dashboard and also can select from side menu under “Benefits and Payments”.



The screenshot shows the ITChamps software dashboard. On the left sidebar, under the “Benefits and Payments” section, there is a link labeled “Employee's PaySlip” which is also highlighted with a red box. In the main content area, there is a grid of icons representing various features. One of these icons, “Employee's Payslip View”, is also highlighted with a red box. Other icons include Company Configuration, Add Users, Update User's Info, Salary Details Upload, Salary Register View, Salary Add Component, Timesheet Add Masters, Change PWD, Security Q & A Set, Directory Search, and iEmp User Manual View.

To generate employees Pay slip PDF report, select employee from dropdown and click on “Download Pay slip” button.



The screenshot shows the “Payslip” page. On the left, there is a form with fields for “Employee ID” (set to “Abhishek Nidoni”), “Year” (set to “2020”), and “Month” (set to “April”). Below the form is a “Download Payslip” button. A modal dialog box titled “Opening itch_04-2020_Abhishek” is displayed. It shows the file path “itch_04-2020_Abhishek”, its type “Adobe Acrobat Document (45.6 kB)”, and the source “from: http://192.168.2.240”. It asks “What should Firefox do with this file?”, with “Save File” selected. There is also a checkbox “Do this automatically for files like this from now on.” At the bottom of the dialog are “OK” and “Cancel” buttons, with “OK” being highlighted with a red box.

Employee Pay slip report.

ITChamps Software Private Limited
No.219/1 , Hebbal Industrial Area, Mysuru, Karnataka
Wage Slip for the month of Apr/2020



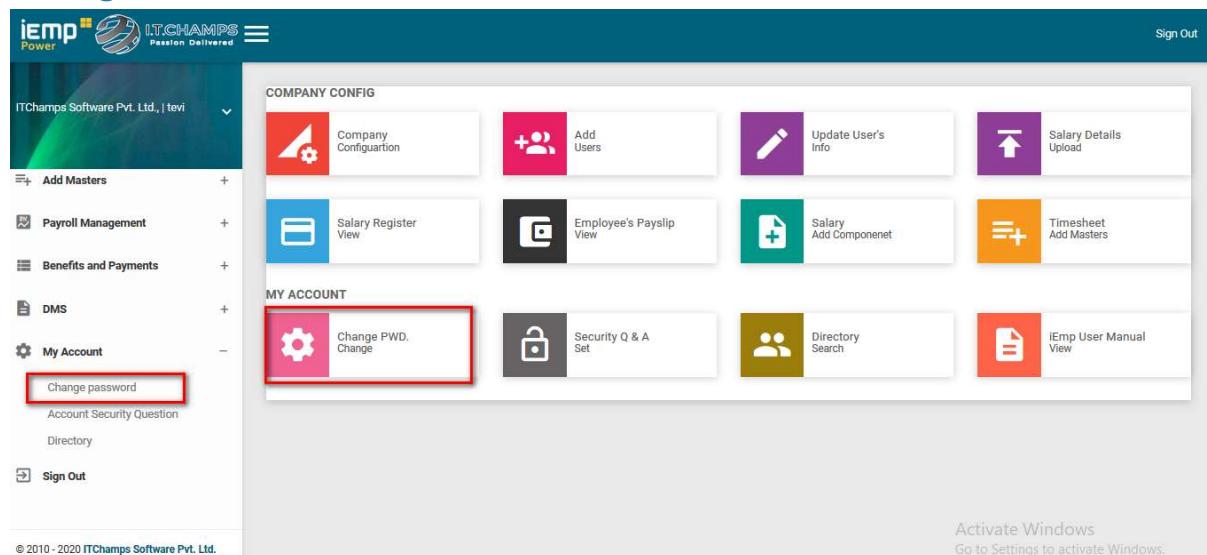
Emp ID.	1046	Employee Name:	Abhishek Nidoni
PF. No.		NOD	30
NDP	30	DOJ	03/09/2019
Designation			

Earnings	Amount	Deductions	Amount
BASIC	12,000.00	PF	1,440.00
CONVEYANCE	1,600.00	ESI	113.00
MEDICAL	1,250.00	PT	200.00
FIXED ALLO	150.00		
Total	15,000.00	Total	1,753.00
Net Pay	13,247.00		
In Words Rupees Thirteen Thousand Two Hundred Forty Seven Only			

Act
Go 1

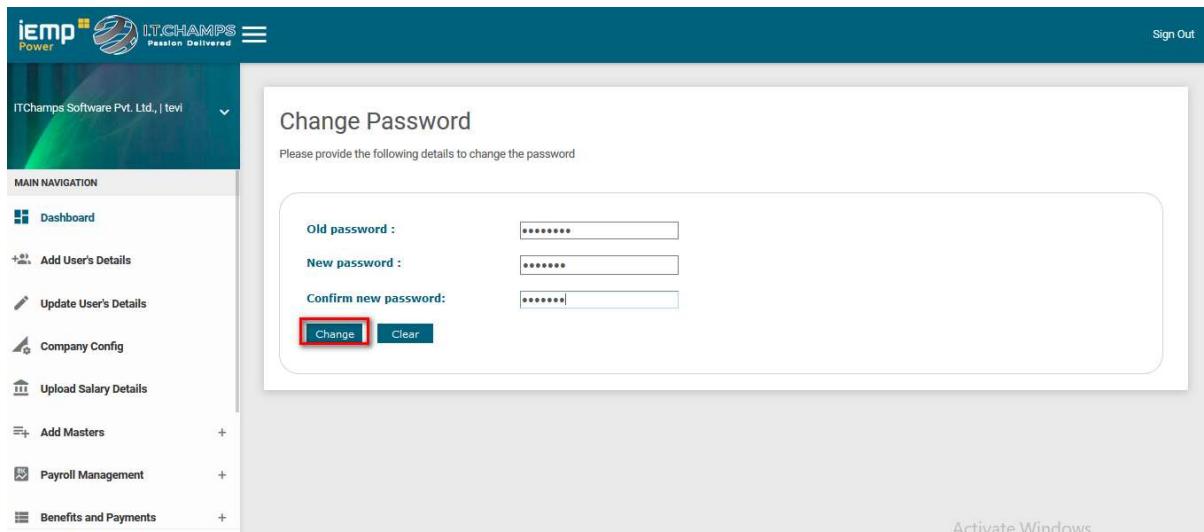
My Account

Change Password



The screenshot shows the iEmp Power software interface. On the left, there's a sidebar with navigation links: 'Add Masters', 'Payroll Management', 'Benefits and Payments', 'DMS', 'My Account' (which is currently selected), and 'Sign Out'. The 'My Account' link has a red box around it. In the main area, there are two sections: 'COMPANY CONFIG' and 'MY ACCOUNT'. Under 'COMPANY CONFIG', there are four buttons: 'Company Configuration', 'Add Users', 'Update User's Info', and 'Salary Details Upload'. Under 'MY ACCOUNT', there are four buttons: 'Salary Register View', 'Employee's Payslip View', 'Salary Add Component', and 'Timesheet Add Masters'. Below these, there are three more buttons: 'Change PWD.', 'Security Q & A Set', 'Directory Search', and 'iEmp User Manual View'. The 'Change PWD.' button is also highlighted with a red box. At the bottom right of the main area, there are links to 'Activate Windows' and 'Go to Settings to activate Windows'. The footer of the page includes the copyright notice '© 2010 - 2020 ITChamps Software Pvt. Ltd.' and a 'Sign Out' link.

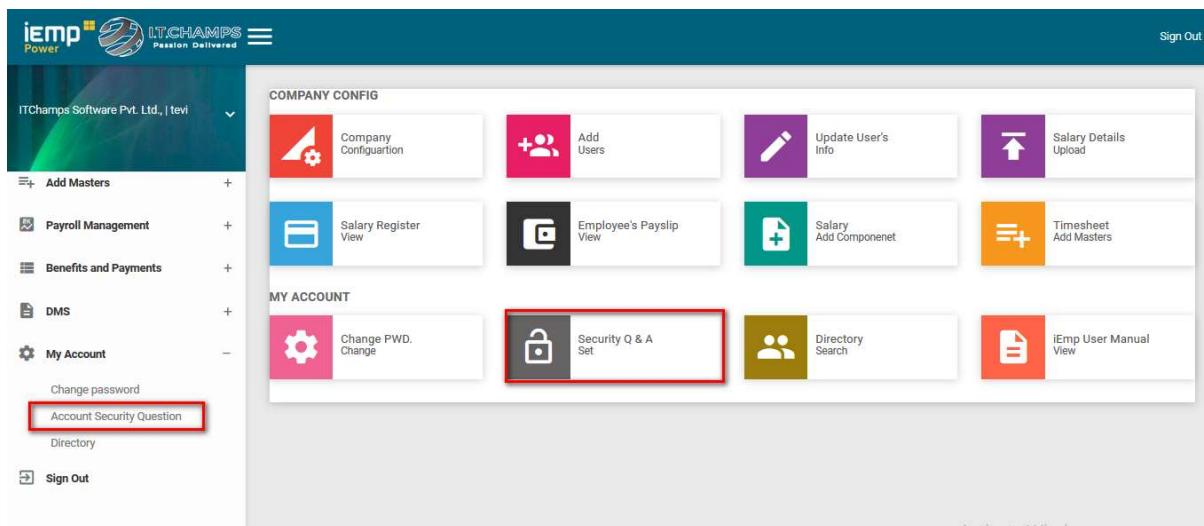
To change password, enter your old password then enter new password and confirm the new password and click "Change Password".



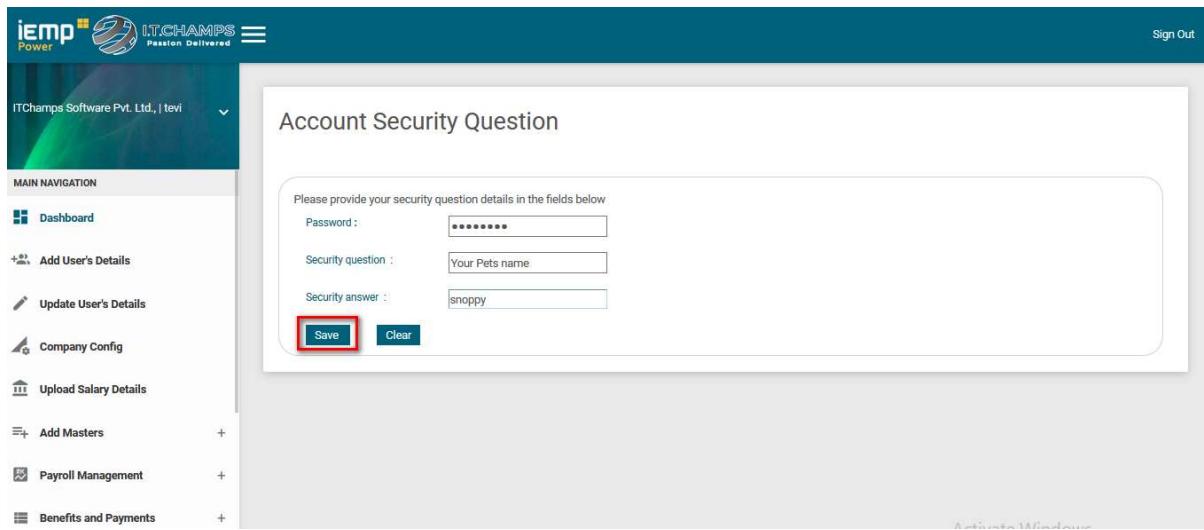
The screenshot shows the ITchamps Software Pvt. Ltd. application interface. On the left is a sidebar with a logo and navigation links: Dashboard, Add User's Details, Update User's Details, Company Config, Upload Salary Details, Add Masters, Payroll Management, and Benefits and Payments. The main content area has a title 'Change Password' and instructions: 'Please provide the following details to change the password'. It contains three input fields: 'Old password' (*****), 'New password' (*****), and 'Confirm new password' (*****). Below these is a red-bordered 'Change' button and a 'Clear' button. In the bottom right corner of the main area, there is a watermark that says 'Activate Windows'.

Account Security Question

Set account security question in case if user has forgot password while login, can use this as hint.



The screenshot shows the 'My Account' section of the ITchamps application. On the left sidebar, under 'My Account', there are links for 'Change password' (with a red box around it), 'Account Security Question' (with a red box around it), and 'Directory'. The main content area is titled 'COMPANY CONFIG' and contains several icons: Company Configuration, Add Users, Update User's Info, Salary Details Upload, Salary Register View, Employee's Payslip View, Salary Add Component, Timesheet Add Masters, Change PWD. Change, Security Q & A Set (which is highlighted with a red box), Directory Search, and iEmp User Manual View. There is also a watermark 'Activate Windows' at the bottom right.



Account Security Question

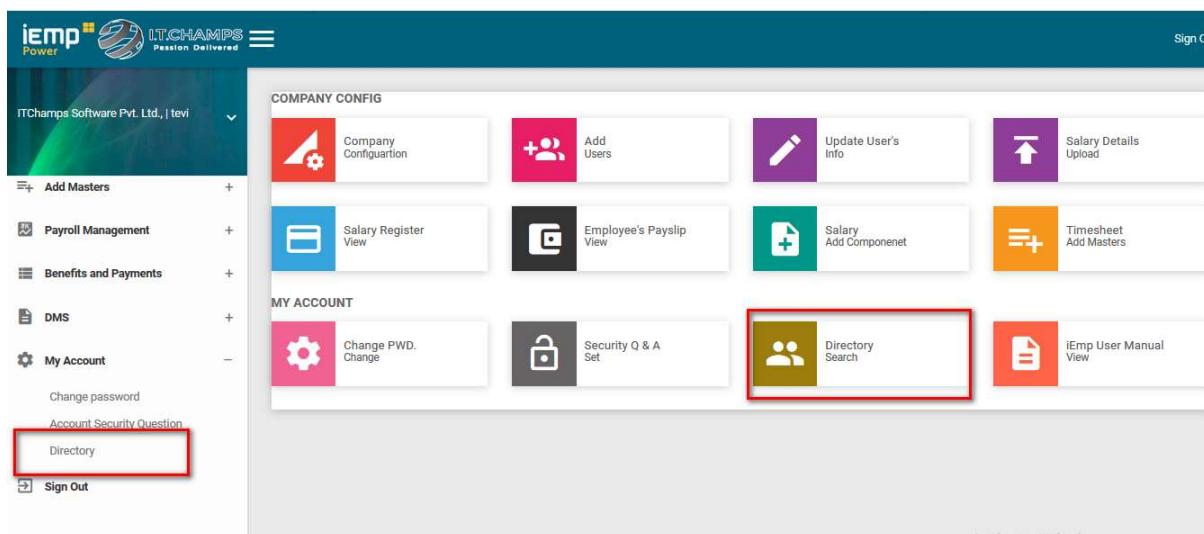
Please provide your security question details in the fields below

Password :	*****
Security question :	Your Pet's name
Security answer :	snappy

Save **Clear**

Directory

Select “Directory” from dashboard, side menu.



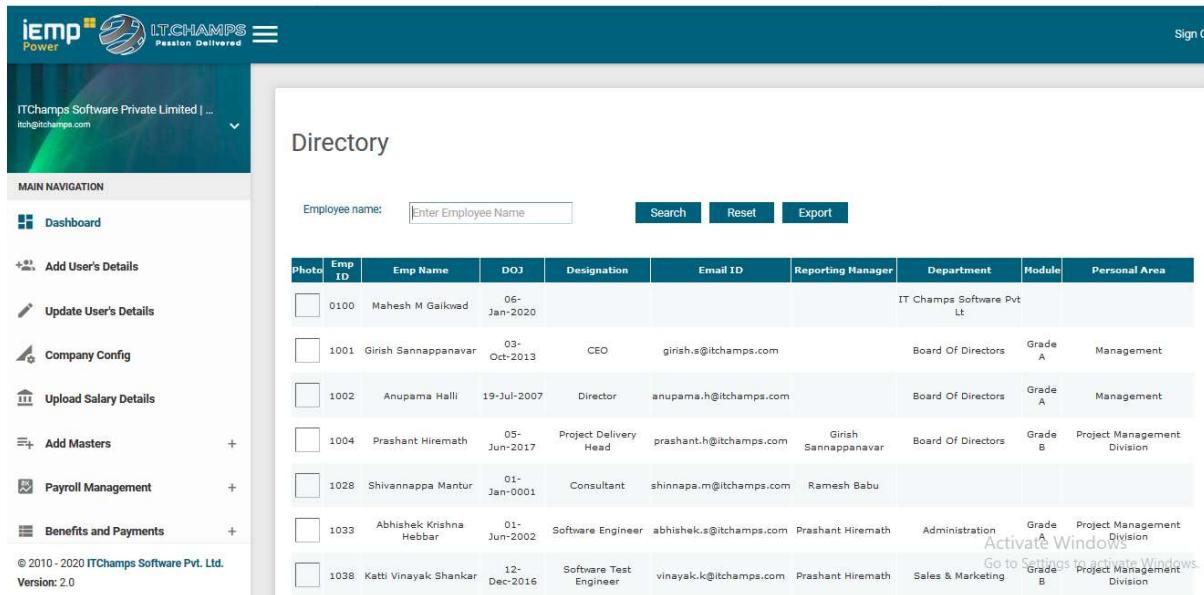
COMPANY CONFIG

- Company Configuration
- Add Users
- Update User's Info
- Salary Details Upload

MY ACCOUNT

- Change PWD. Change
- Security Q & A Set
- Directory Search**
- iEmp User Manual View

Search directory details by entering the detail in search bar option provided in directory.



Directory

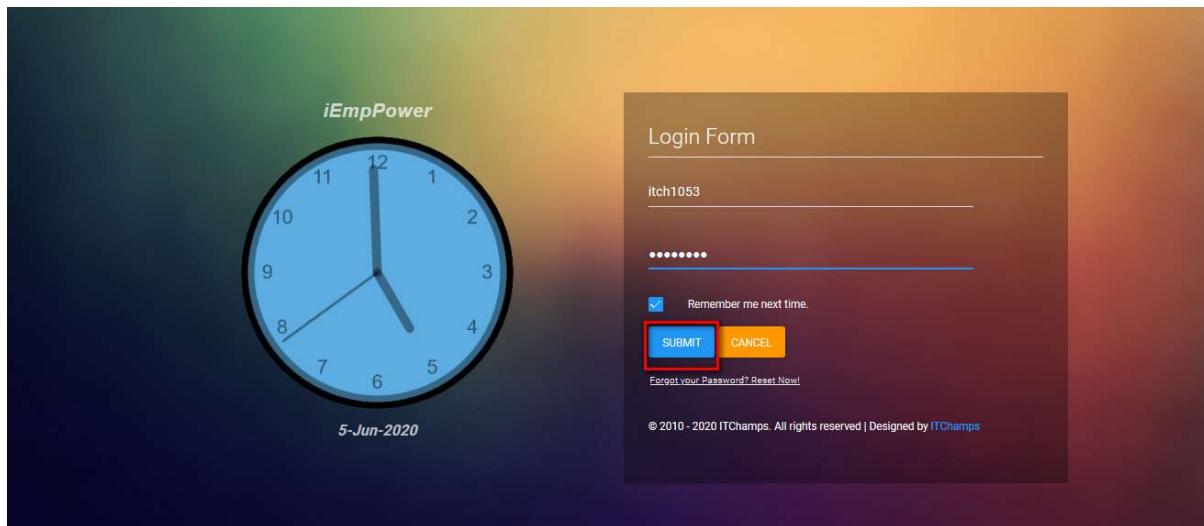
Employee name:

Photo	Emp ID	Emp Name	DOJ	Designation	Email ID	Reporting Manager	Department	Module	Personal Area
	0100	Mahesh M Gaikwad	06-Jan-2020				IT Champs Software Pvt Lt		
	1001	Girish Sannappanavar	03-Oct-2013	CEO	girish.s@itchamps.com		Board Of Directors	Grade A	Management
	1002	Anupama Halli	19-Jul-2007	Director	anupama.h@itchamps.com		Board Of Directors	Grade A	Management
	1004	Prashant Hiremath	05-Jun-2017	Project Delivery Head	prashant.h@itchamps.com	Girish Sannappanavar	Board Of Directors	Grade B	Project Management Division
	1028	Shivannappa Mantur	01-Jan-0001	Consultant	shivappa.m@itchamps.com	Ramesh Babu			
	1033	Abhishek Krishna Hebbar	01-Jun-2002	Software Engineer	abhishek.s@itchamps.com	Prashant Hiremath	Administration	Grade A	Project Management Division
	1038	Katti Vinayak Shankar	12-Dec-2016	Software Test Engineer	vinayak.k@itchamps.com	Prashant Hiremath	Sales & Marketing	Grade B	Project Management Division

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Version: 2.0

Employee Login Page

Enter Username and Password and click “SUMBIT” button.



iEmpPower

5-Jun-2020

Login Form

itch1053

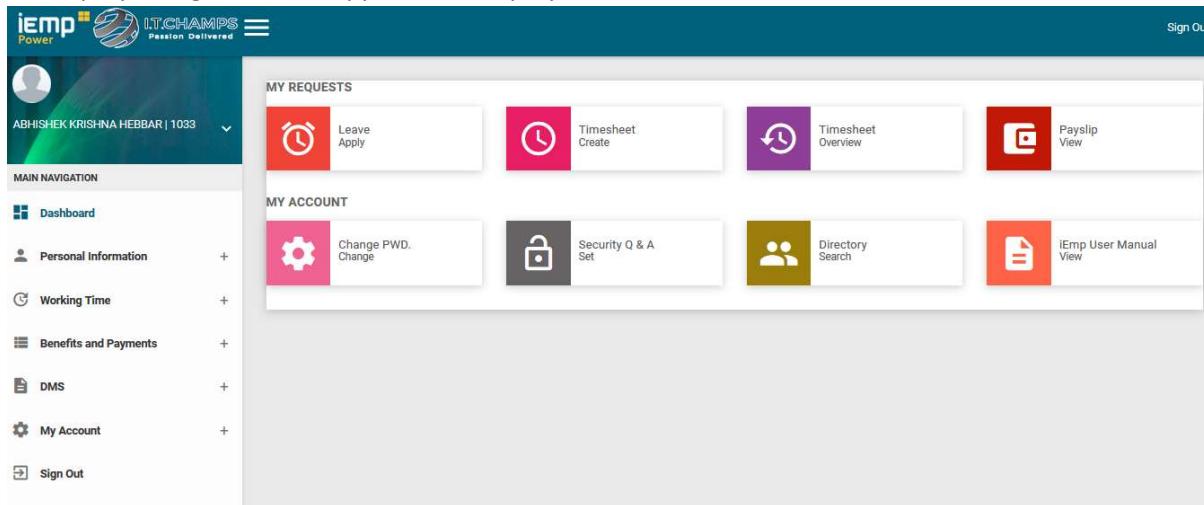
Remember me next time.

[Forgot your Password? Reset Now!](#)

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Employee Dashboard

As employee login into the application employee can see the dashboard.

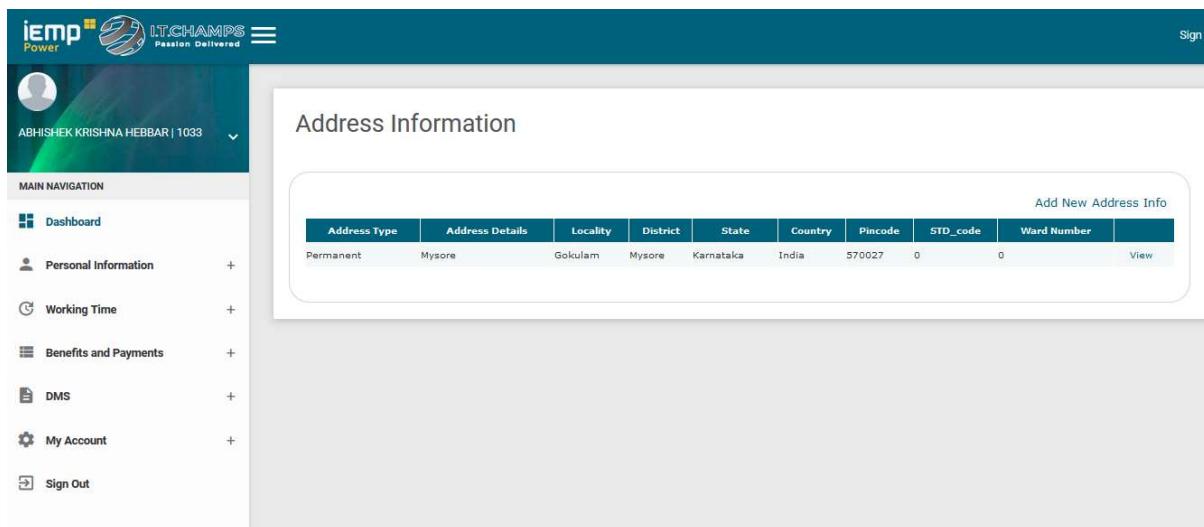


The screenshot shows the Employee Dashboard interface. At the top, there is a header bar with the ITchamps logo and a "Sign Out" button. Below the header is a main navigation menu on the left with options like "Dashboard", "Personal Information", "Working Time", "Benefits and Payments", "DMS", "My Account", and "Sign Out". The main content area is titled "MY REQUESTS" and contains four buttons: "Leave Apply" (red), "Timesheet Create" (pink), "Timesheet Overview" (purple), and "Payslip View" (blue). Below this is a section titled "MY ACCOUNT" with four buttons: "Change PWD." (pink), "Security Q & A Set" (grey), "Directory Search" (brown), and "IEmp User Manual View" (orange).

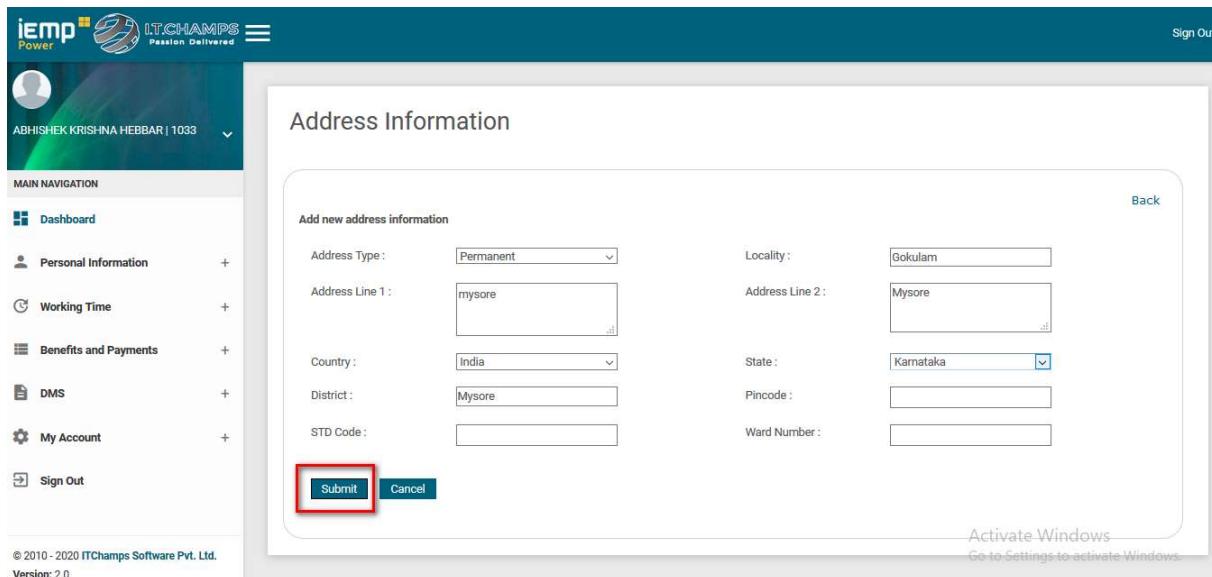
Personal Information

Address Information

Address information home page. Employee can add new address information by clicking on “Add New Address Info”.



The screenshot shows the "Address Information" page. At the top, there is a header bar with the ITchamps logo and a "Sign Out" button. Below the header is a main navigation menu on the left with options like "Dashboard", "Personal Information", "Working Time", "Benefits and Payments", "DMS", "My Account", and "Sign Out". The main content area is titled "Address Information" and contains a table with a single row of data. The table has columns for "Address Type", "Address Details", "Locality", "District", "State", "Country", "Pincode", "STD_code", "Ward Number", and "View". The data in the table is: Permanent, Mysore, Gokulam, Mysore, Karnataka, India, 570027, 0, 0, and View.



Address Information

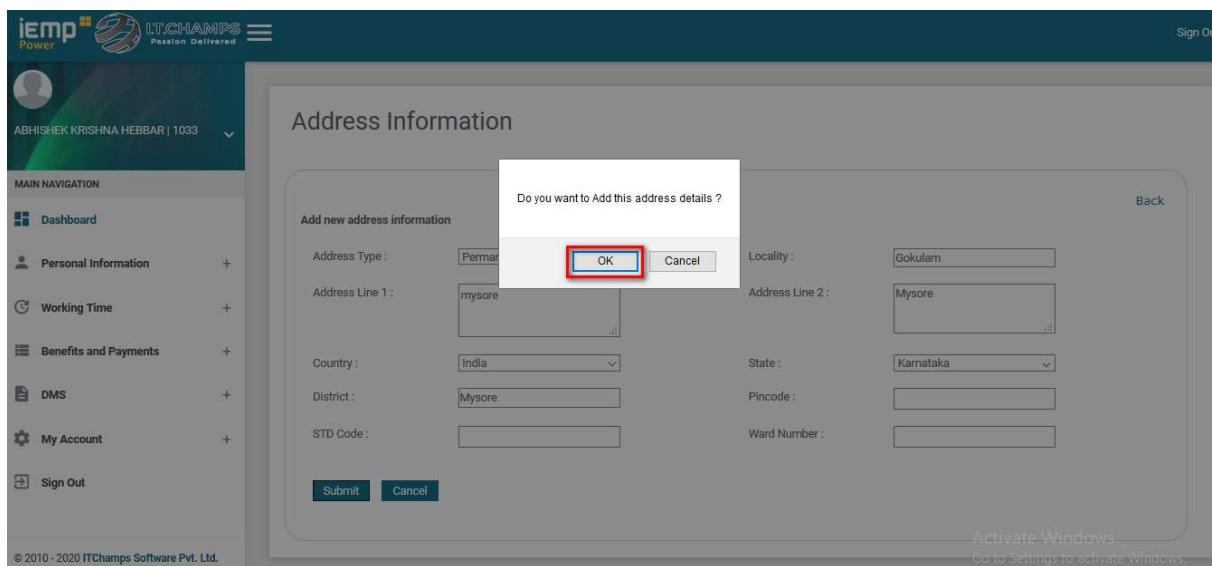
Add new address information

Address Type :	Permanent	Locality :	Gokulam
Address Line 1 :	mysore	Address Line 2 :	Mysore
Country :	India	State :	Karnataka <input checked="" type="checkbox"/>
District :	Mysore	Pincode :	
STD Code :		Ward Number :	

Submit **Cancel**

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Version: 2.0

Activate Windows
Go to Settings to activate Windows.



Address Information

Add new address information

Address Type :	Permanent	Locality :	Gokulam
Address Line 1 :	mysore	Address Line 2 :	Mysore
Country :	India	State :	Karnataka
District :	Mysore	Pincode :	
STD Code :		Ward Number :	

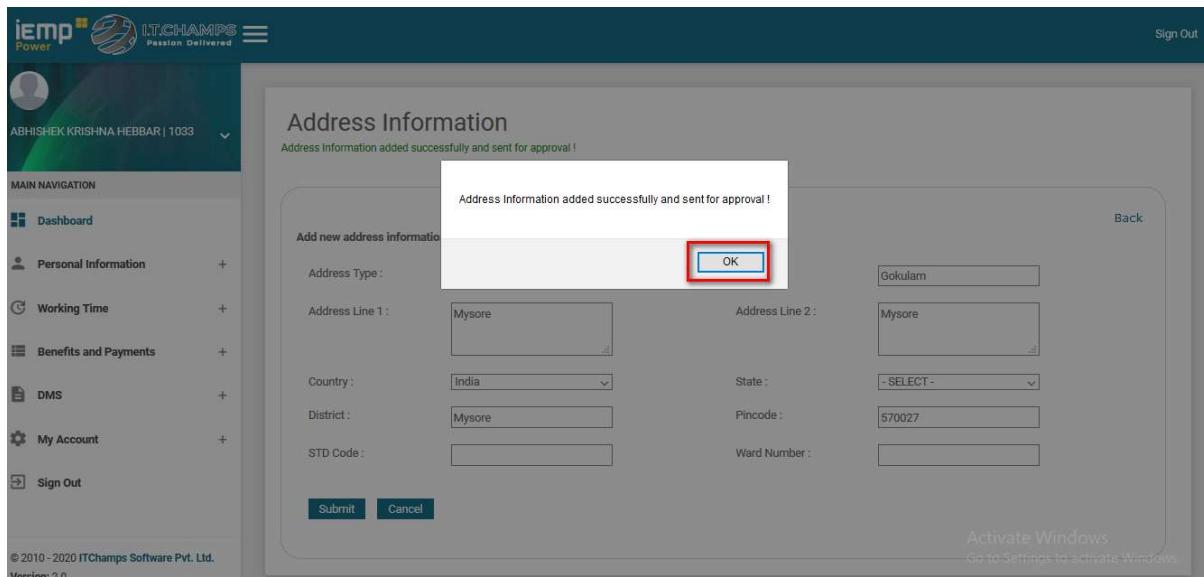
Submit **Cancel**

Do you want to Add this address details ?

OK **Cancel**

© 2010 - 2020 ITChamps Software Pvt. Ltd.

Activate Windows
Go to Settings to activate Windows.



Address Information

Address Information added successfully and sent for approval !

Address Type :

Address Line 1 : Mysore Address Line 2 : Mysore

Country : India State : - SELECT -

District : Mysore Pincode : 570027

STD Code : Ward Number :

[Submit](#) [Cancel](#)

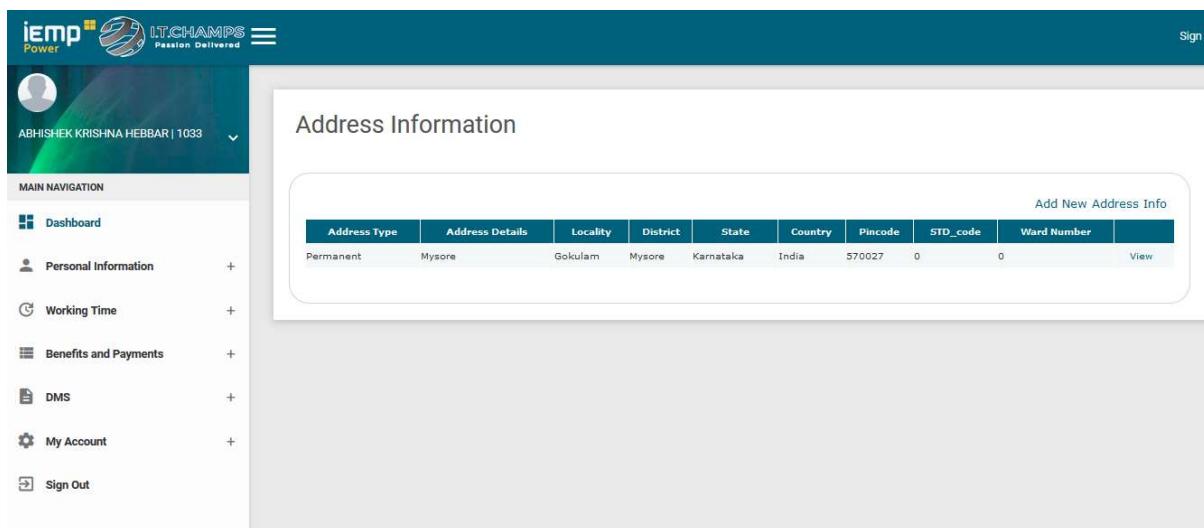
Back

Gokulam

Mysore

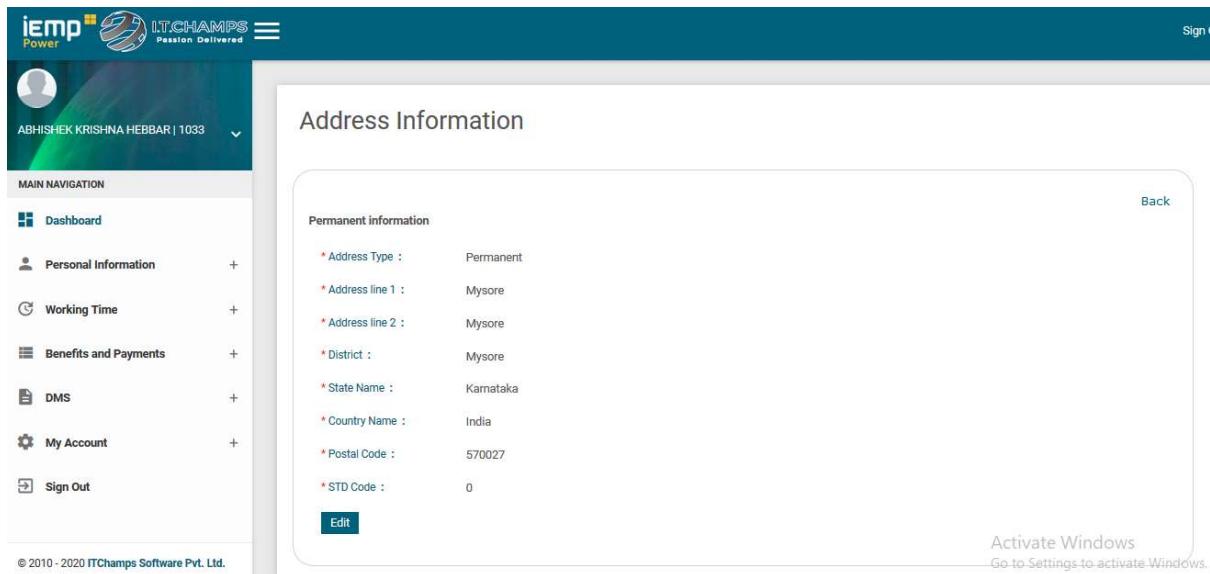
Activate Windows
Go to Settings to activate Windows.

After Approval from HR



Add New Address Info								
Address Type	Address Details	Locality	District	State	Country	Pincode	STD_code	Ward Number
Permanent	Mysore	Gokulam	Mysore	Karnataka	India	570027	0	0
View								

To Edit existing address information, click on “View” link button and then Click “Edit” button.



Address Information

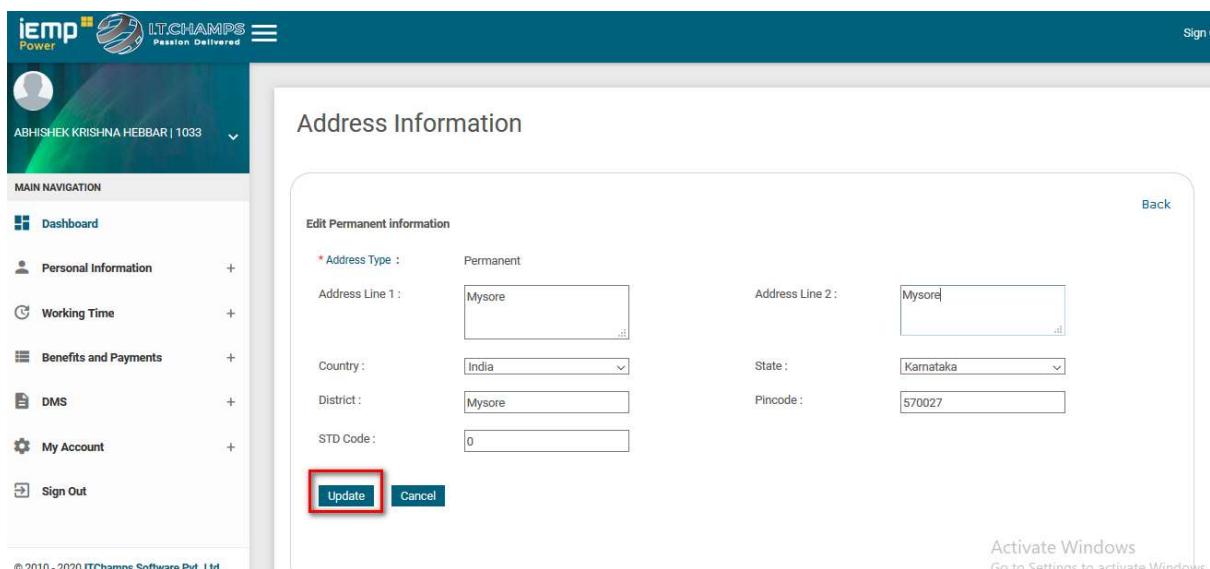
Permanent information

* Address Type :	Permanent
* Address line 1 :	Mysore
* Address line 2 :	Mysore
* District :	Mysore
* State Name :	Karnataka
* Country Name :	India
* Postal Code :	570027
* STD Code :	0

[Edit](#)

Back

Activate Windows
Go to Settings to activate Windows.



Address Information

Edit Permanent information

* Address Type :	Permanent
Address Line 1 :	Mysore
Address Line 2 :	Mysore
Country :	India
District :	Mysore
State :	Karnataka
Pincode :	570027
STD Code :	0

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

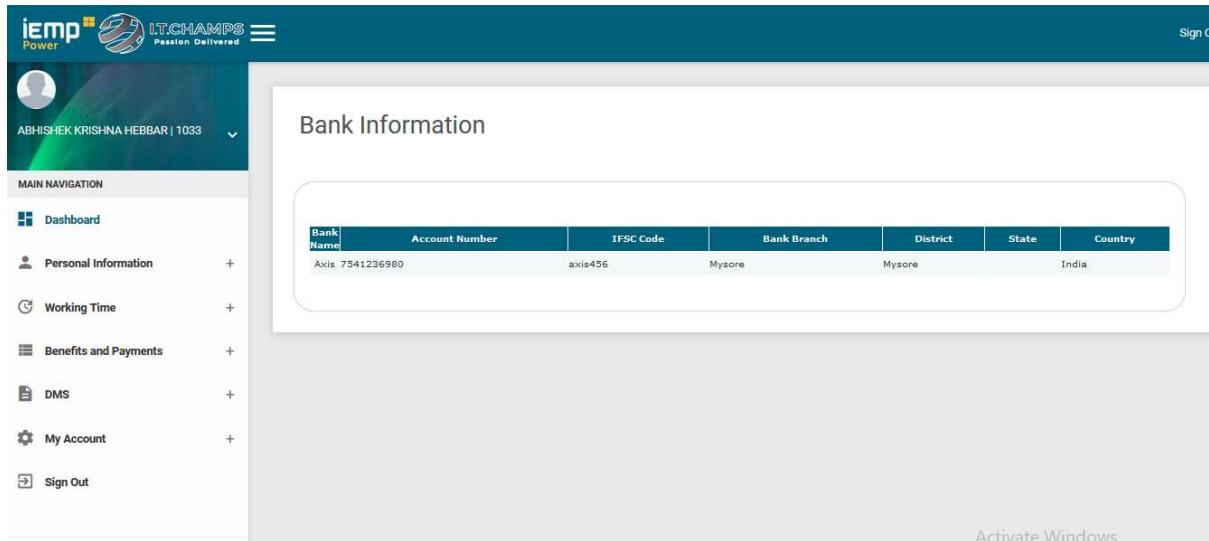
Back

Activate Windows
Go to Settings to activate Windows.

Employee can view edited address information details only after HR approval.

Bank Information

Select “Bank Information” tab from side menu under Personal Information menu. If bank details of employee exists then employee view the bank details.

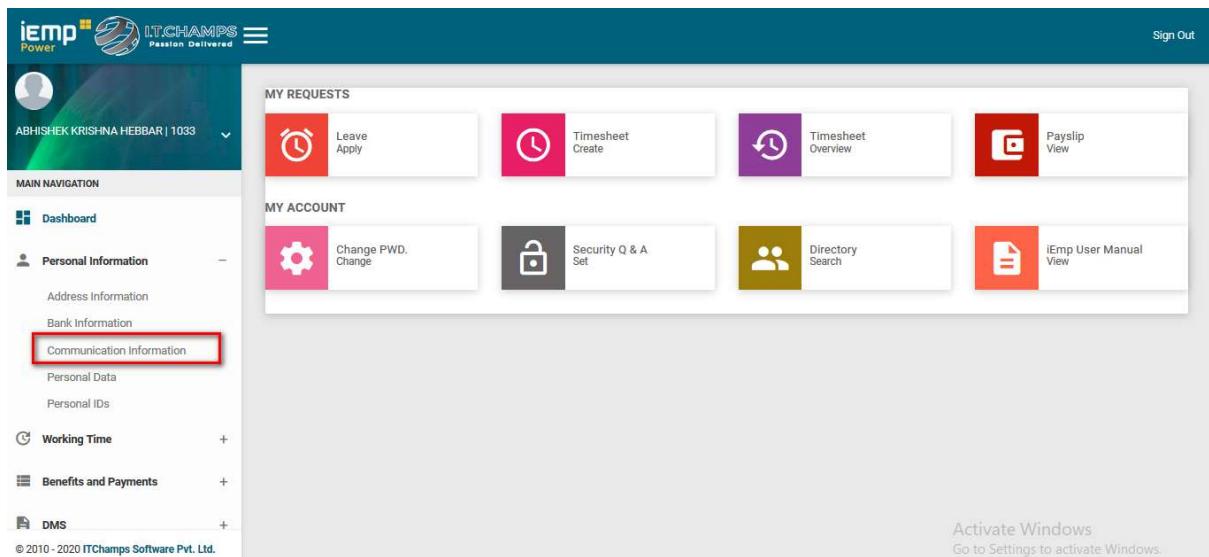


The screenshot shows the "Bank Information" page. On the left, there is a sidebar with a user profile picture and the name "ABHISHEK KRISHNA HEBBAR | 1033". The main navigation menu includes "Dashboard", "Personal Information", "Working Time", "Benefits and Payments", "DMS", "My Account", and "Sign Out". The "Personal Information" menu is expanded, showing "Address Information", "Bank Information", and "Communication Information". The "Bank Information" item is highlighted with a red box. The central content area displays a table titled "Bank Information" with one row of data:

Bank Name	Account Number	IFSC Code	Bank Branch	District	State	Country
Axis	7541236980	axis456	Mysore	Mysore	India	

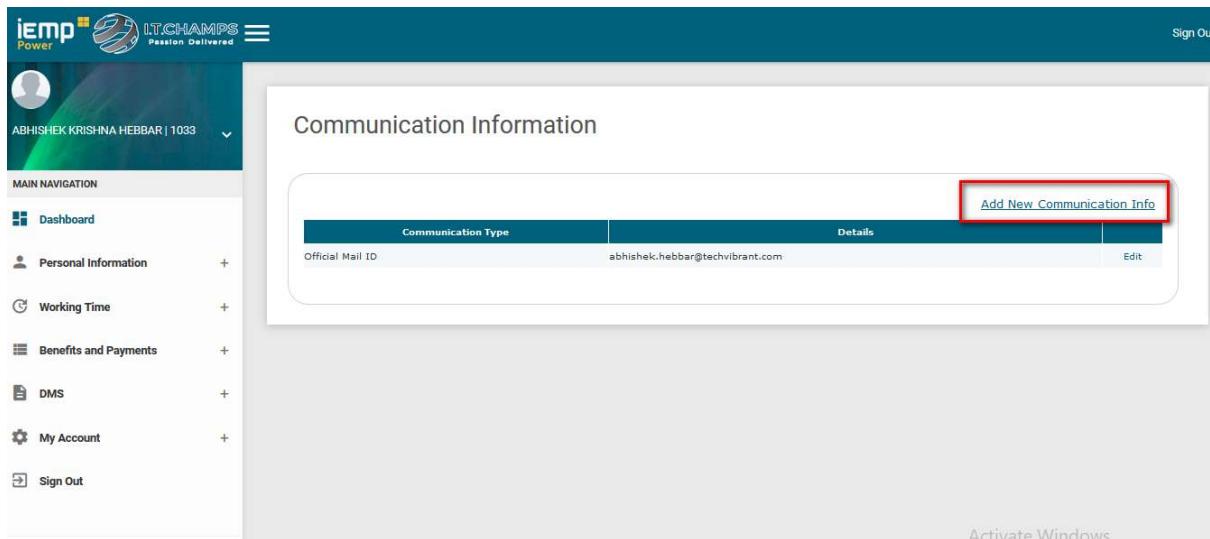
Communication Information

Employee can add new contact type details by clicking on “Add New Communication Info”.



The screenshot shows the "My Requests" and "My Account" sections of the portal. The "My Requests" section contains four items: "Leave Apply", "Timesheet Create", "Timesheet Overview", and "Payslip View". The "My Account" section contains four items: "Change PWD, Change", "Security Q & A Set", "Directory Search", and "iEmp User Manual View". The "Personal Information" menu in the sidebar is expanded, showing "Address Information", "Bank Information", and "Communication Information". The "Communication Information" item is highlighted with a red box. At the bottom right of the screen, there is a message: "Activate Windows Go to Settings to activate Windows."

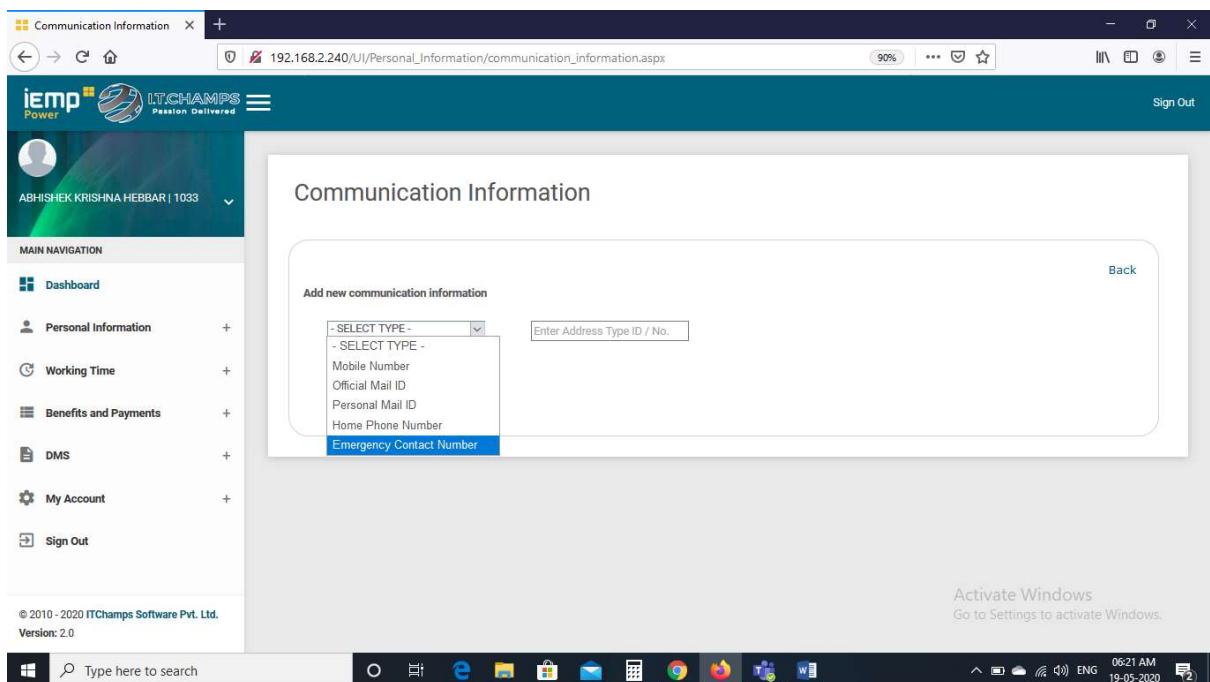
Add new communication info. The added communication details will go for approval to HR.



Communication Information

Communication Type	Details	
Official Mail ID	abhishek.hebbar@techvibrant.com	Edit

Add New Communication Info



Communication Information

Add new communication information

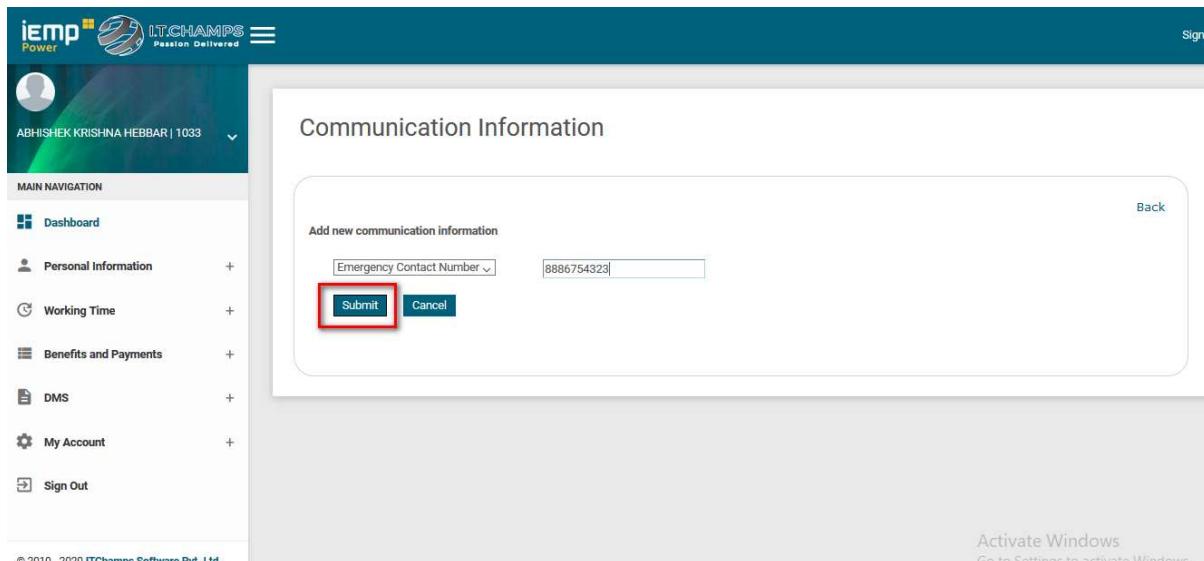
Back

- SELECT TYPE -
- SELECT TYPE -
Mobile Number
Official Mail ID
Personal Mail ID
Home Phone Number
Emergency Contact Number

Enter Address Type ID / No.

Activate Windows
Go to Settings to activate Windows.

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Communication Information

Add new communication information

Emergency Contact Number: 8886754323

Submit Cancel

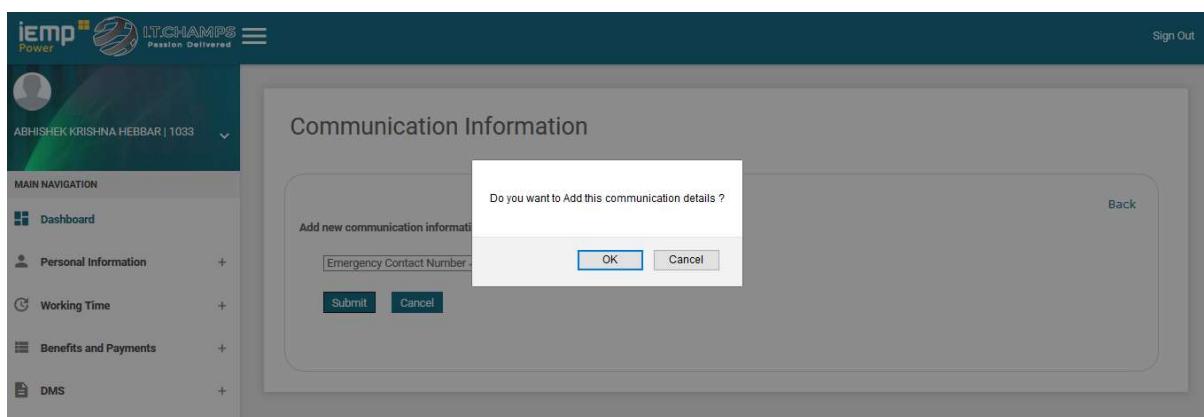
Back

MAIN NAVIGATION

- Dashboard
- Personal Information
- Working Time
- Benefits and Payments
- DMS
- My Account
- Sign Out

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Activate Windows
Go to Settings to activate Windows.



Communication Information

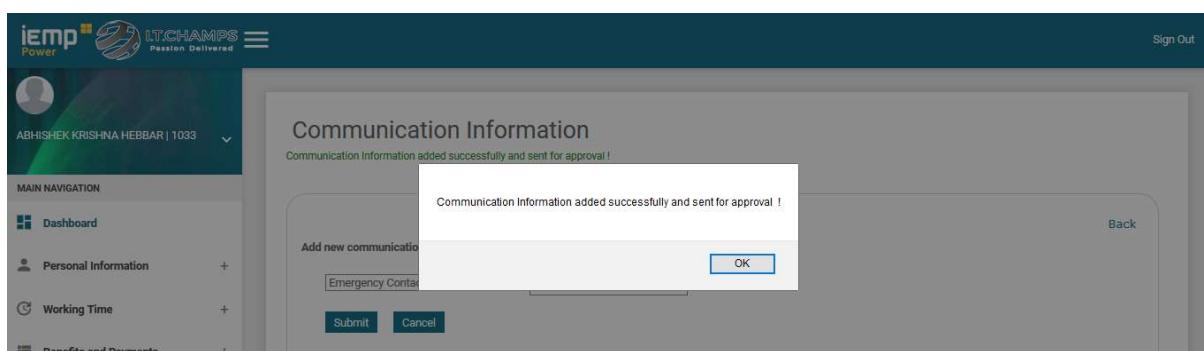
Do you want to Add this communication details ?

OK Cancel

Back

MAIN NAVIGATION

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



Communication Information

Communication Information added successfully and sent for approval !

Communication Information added successfully and sent for approval !

OK

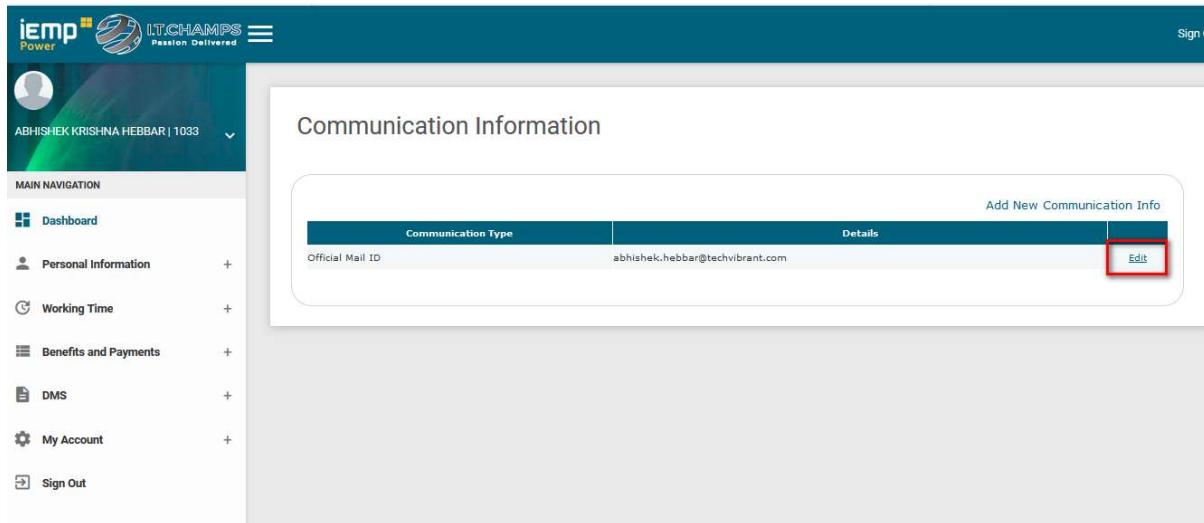
Back

MAIN NAVIGATION

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

Employee can view newly added communication information details only after HR approves.

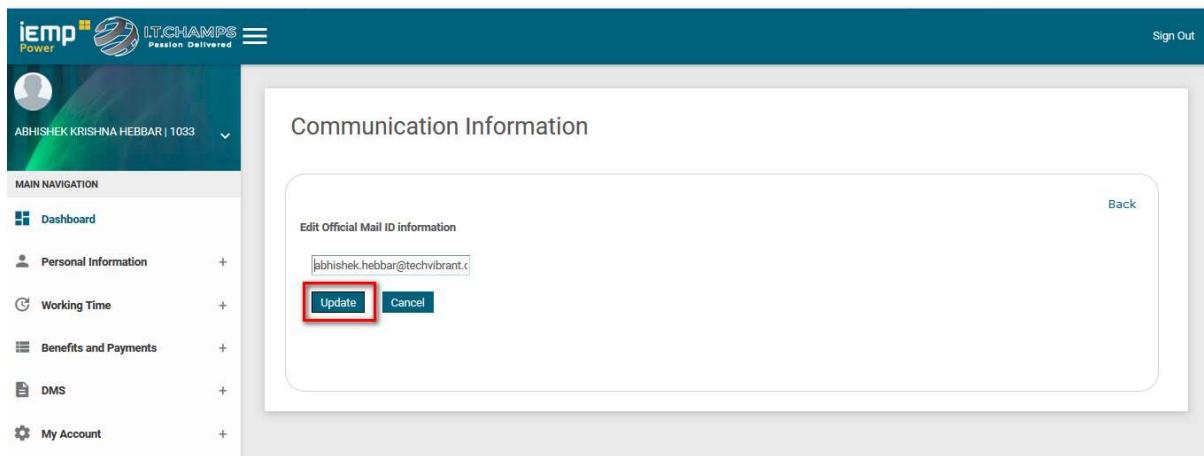
Edit the existing communication information and click on “Update” button. The edited details will go for approval to HR. If HR edits any communication information it will go for self-approval.



Communication Information

Communication Type	Details	Add New Communication Info
Official Mail ID	abhishek.hebbar@techvibrant.com	Edit

To edit communication information, click on edit and update the changes by click on “Update” button.

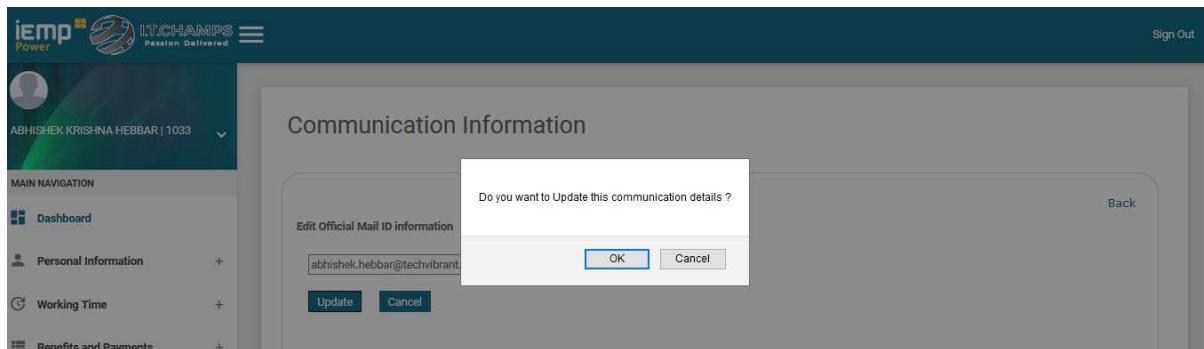


Communication Information

Edit Official Mail ID information

abhishek.hebbar@techvibrant.com

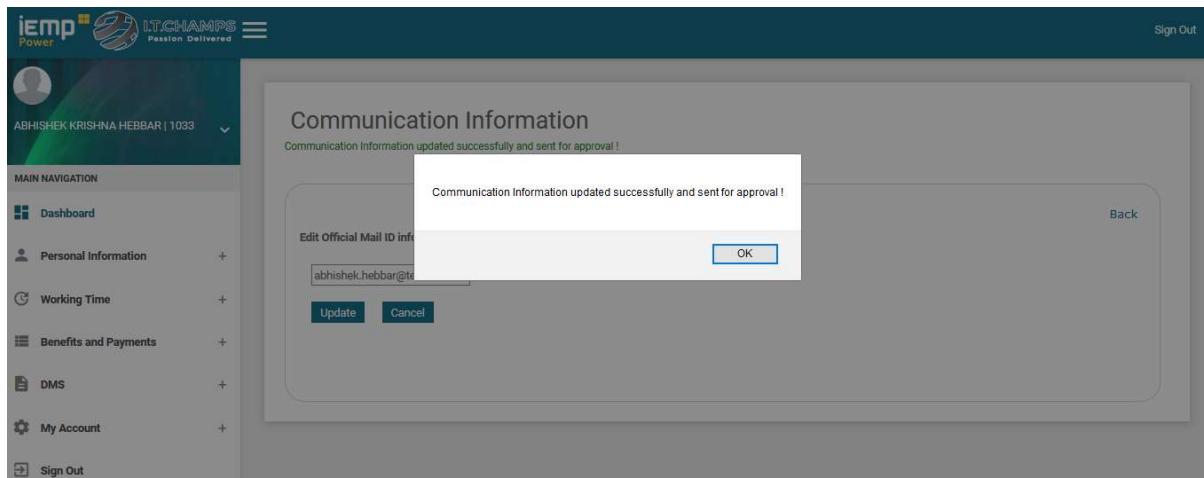
[Update](#) [Cancel](#)



Communication Information

Do you want to Update this communication details ?

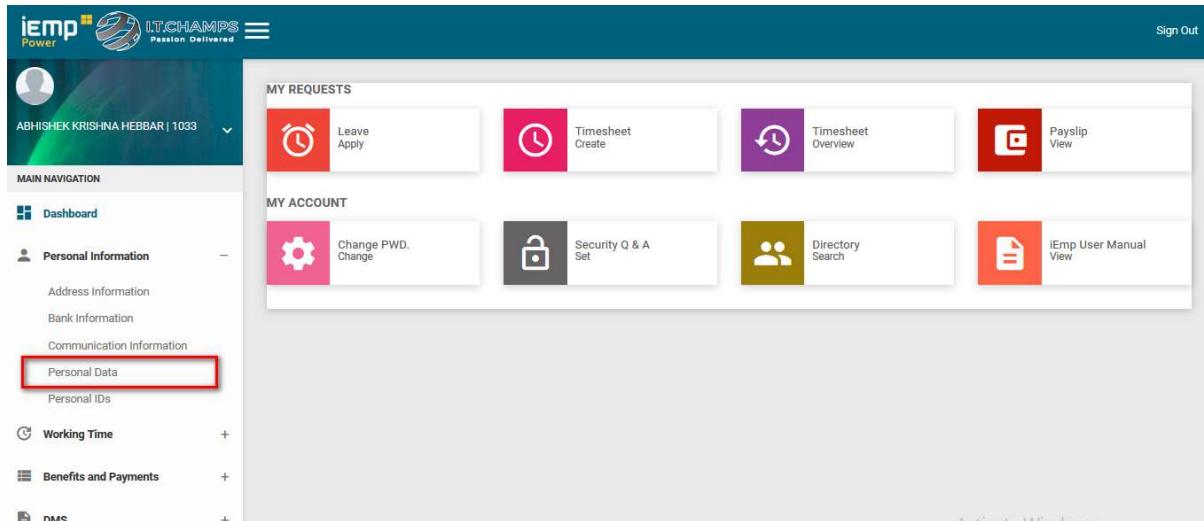
[OK](#) [Cancel](#)



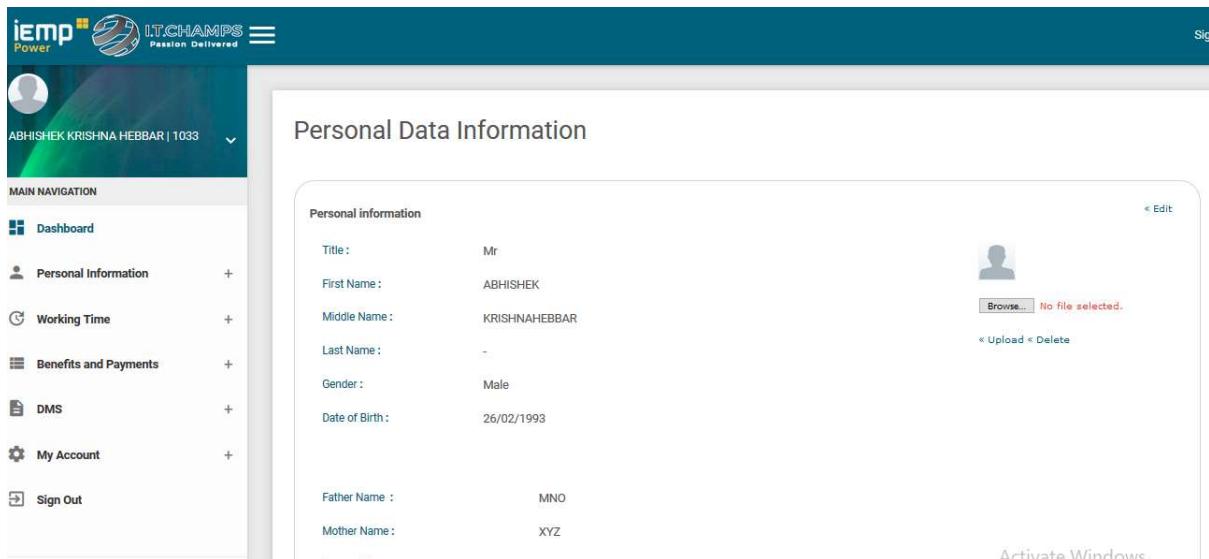
Employee can view edited communication information details only after HR approves.

Personal Data Information

Select “Personal Data Information” tab from side menu under Personal Information menu. Employee can edit existing personal details by clicking on “Edit” link button.



Edit and Update personal data information by updating the changes and click on “Update”. The updated details will go for approval to HR. HR’s Personal Information Data will be self-approved.

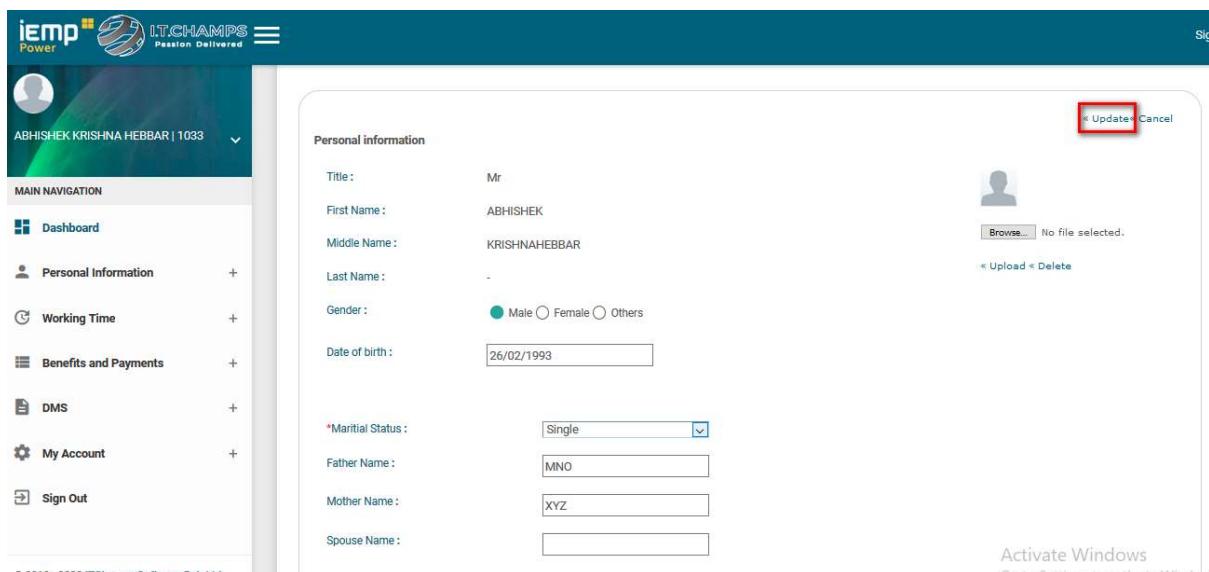


Personal Data Information

Personal information

Title :	Mr		Edit
First Name :	ABHISHEK	Browse...	No file selected.
Middle Name :	KRISHNAHEBBAR	Upload	Delete
Last Name :	-		
Gender :	Male		
Date of Birth :	26/02/1993		
Father Name :	MNO		
Mother Name :	XYZ		
Save Changes			

Activate Windows

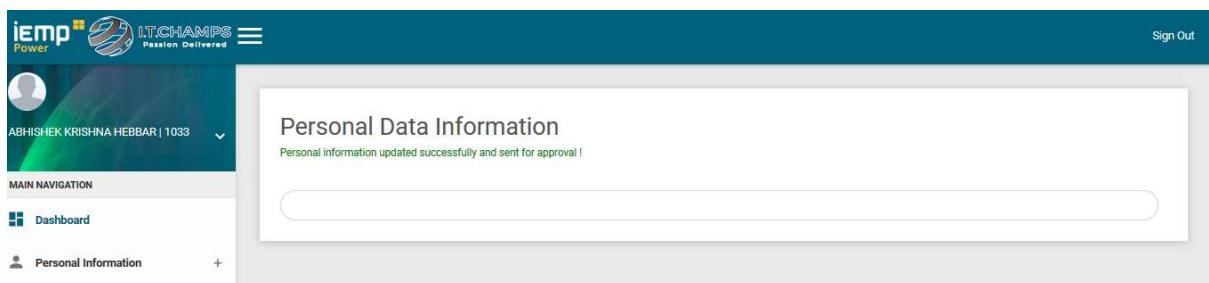


Personal Data Information

Personal information

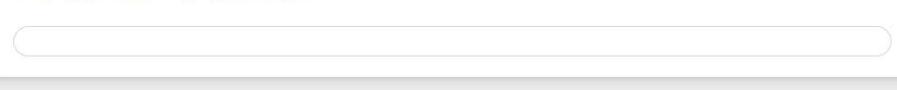
Title :	Mr		Edit
First Name :	ABHISHEK	Browse...	No file selected.
Middle Name :	KRISHNAHEBBAR	Upload	Delete
Last Name :	-		
Gender :	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others		
Date of birth :	26/02/1993		
*Marital Status :	<input type="button" value="Single"/>		
Father Name :	MNO		
Mother Name :	XYZ		
Spouse Name :	<input type="text"/>		
Update Cancel			

Activate Windows
[Go to Settings to activate Windows](#)



Personal Data Information

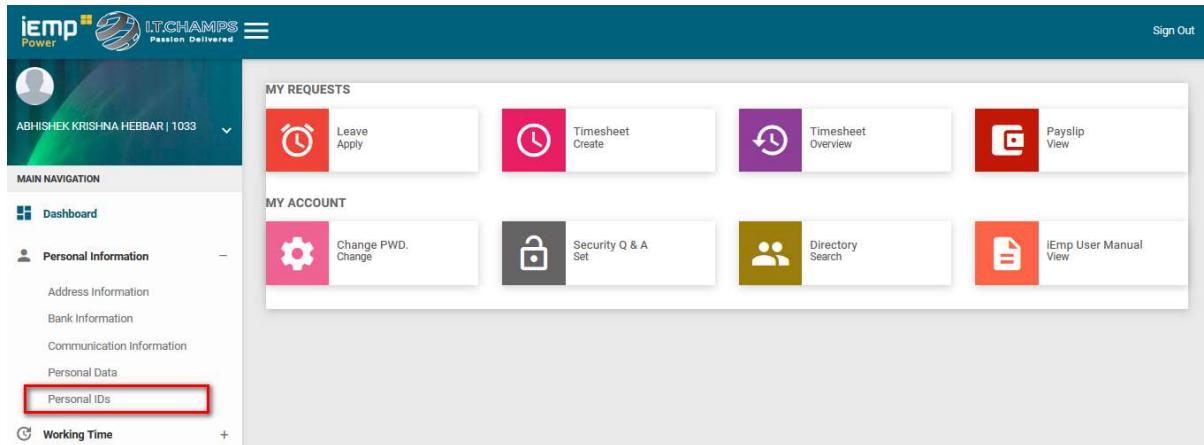
Personal information updated successfully and sent for approval!



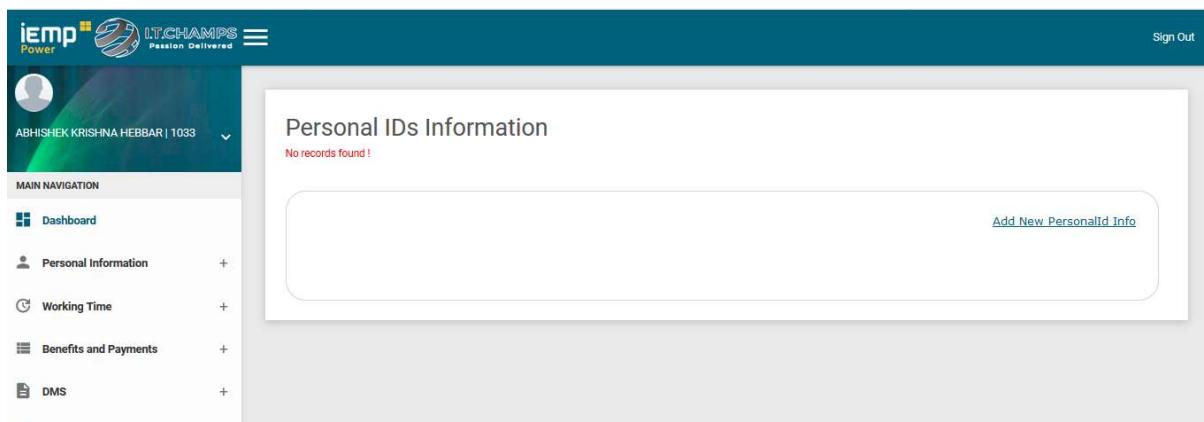
Employee can view updated personal data information only after HR approves.

Personal ID's Information

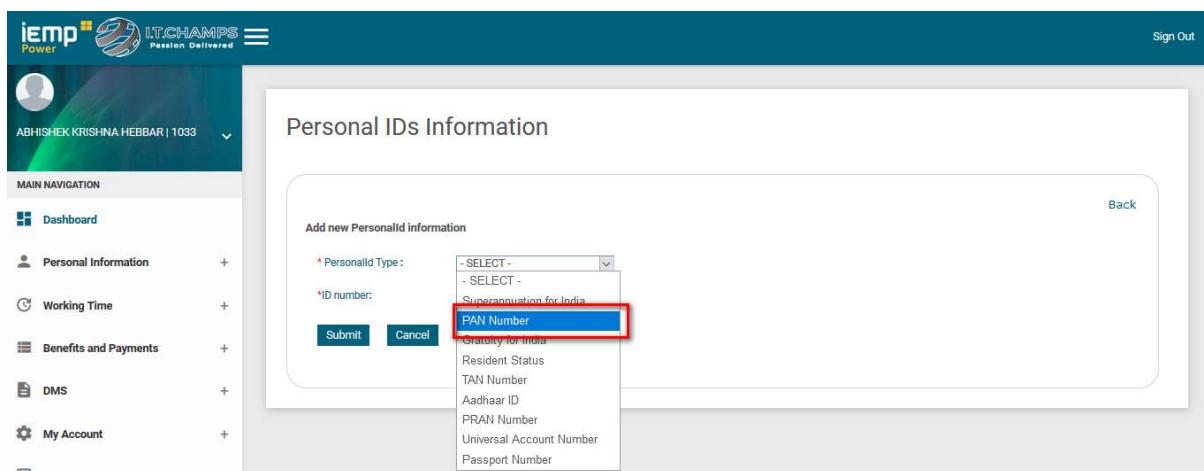
Employee can view Personal IDs if exists else employee can add new personal id details by clicking on “Add New Personal Id Info”. Employee can also edit personal Id details by click on edit option. If employees ESI, PF details has been provided while employee creation the respective details can view. The added Personal Id's Information will go for approval to HR. HR Personal Id's will be self-approved.



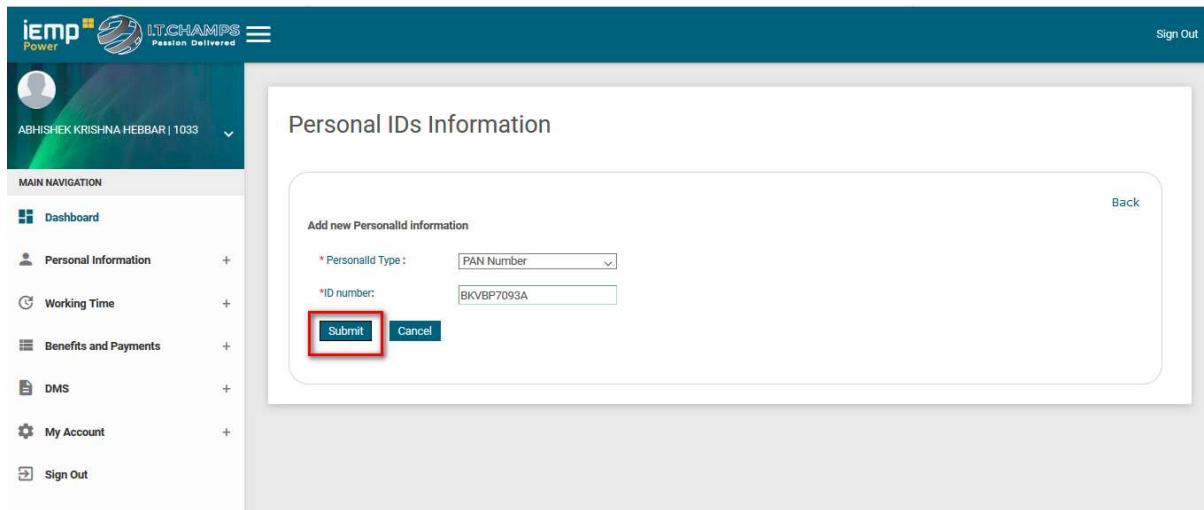
This screenshot shows the main dashboard of the iEmp Power ITCHAMPS application. The top navigation bar includes the logo, user name (ABHISHEK KRISHNA HEBBAR | 1033), and a sign-out link. The left sidebar contains a main navigation menu with 'Dashboard', 'Personal Information' (which is expanded, showing 'Address Information', 'Bank Information', 'Communication Information', 'Personal Data', and 'Personal IDs'), 'Working Time', 'Benefits and Payments', 'DMS', and 'My Account'. The central area is titled 'MY REQUESTS' and features four buttons: 'Leave Apply', 'Timesheet Create', 'Timesheet Overview', and 'Payslip View'. Below this is a section titled 'MY ACCOUNT' with four buttons: 'Change PWD.', 'Security Q & A Set', 'Directory Search', and 'iEmp User Manual View'. The 'Personal IDs' link in the 'Personal Information' menu is highlighted with a red box.



This screenshot shows the 'Personal IDs Information' page. The top navigation bar and sidebar are identical to the previous screenshot. The main content area is titled 'Personal IDs Information' and displays a message 'No records found!'. In the bottom right corner of this area, there is a blue button labeled 'Add New PersonalId Info'.



This screenshot shows a modal dialog box titled 'Add new PersonalId information'. The dialog has fields for 'PersonalId Type' (a dropdown menu with options like 'PAN Number', 'Gratuity for India', 'Resident Status', 'TAN Number', 'Aadhaar ID', 'PRAN Number', 'Universal Account Number', and 'Passport Number', with 'PAN Number' highlighted by a red box) and 'ID number'. At the bottom are 'Submit' and 'Cancel' buttons. The background of the main application interface is visible, showing the same navigation bar and sidebar as the previous screenshots.



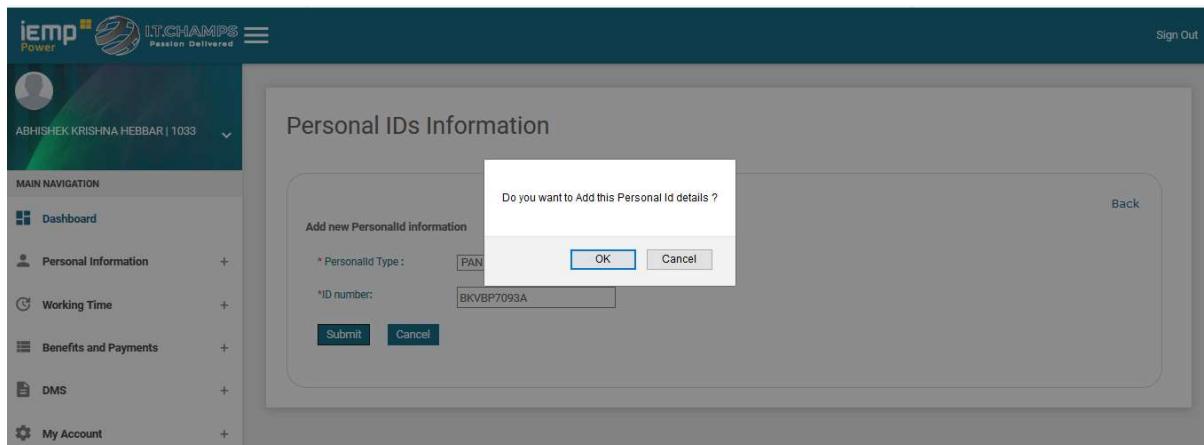
Personal IDs Information

Add new PersonalId information

* PersonalId Type : PAN Number

* ID number: BKVBP7093A

Submit **Cancel**



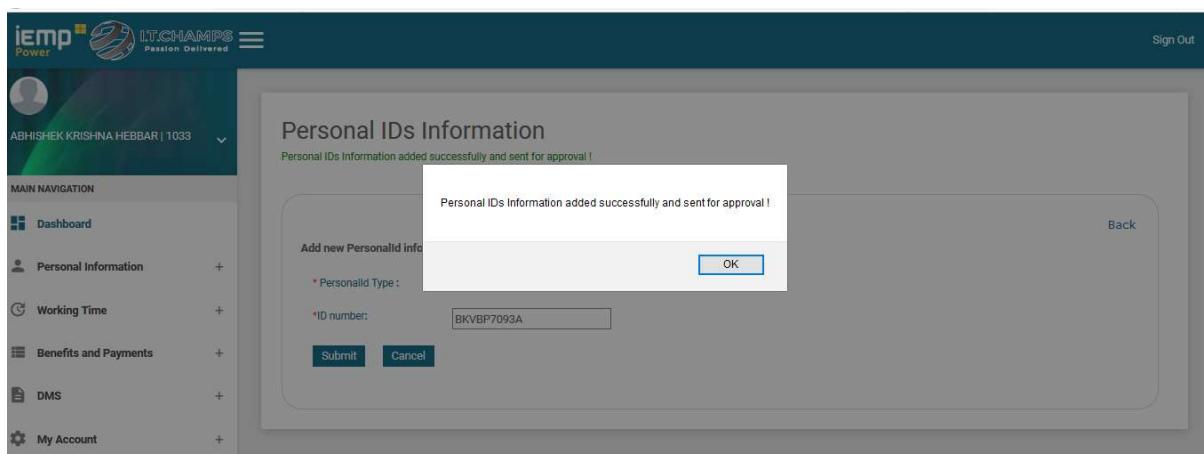
Do you want to Add this Personal Id details ?

Add new PersonalId information

* PersonalId Type : PAN

* ID number: BKVBP7093A

OK **Cancel**



Personal IDs Information added successfully and sent for approval !

Personal IDs Information added successfully and sent for approval !

Add new PersonalId info

* PersonalId Type :

* ID number: BKVBP7093A

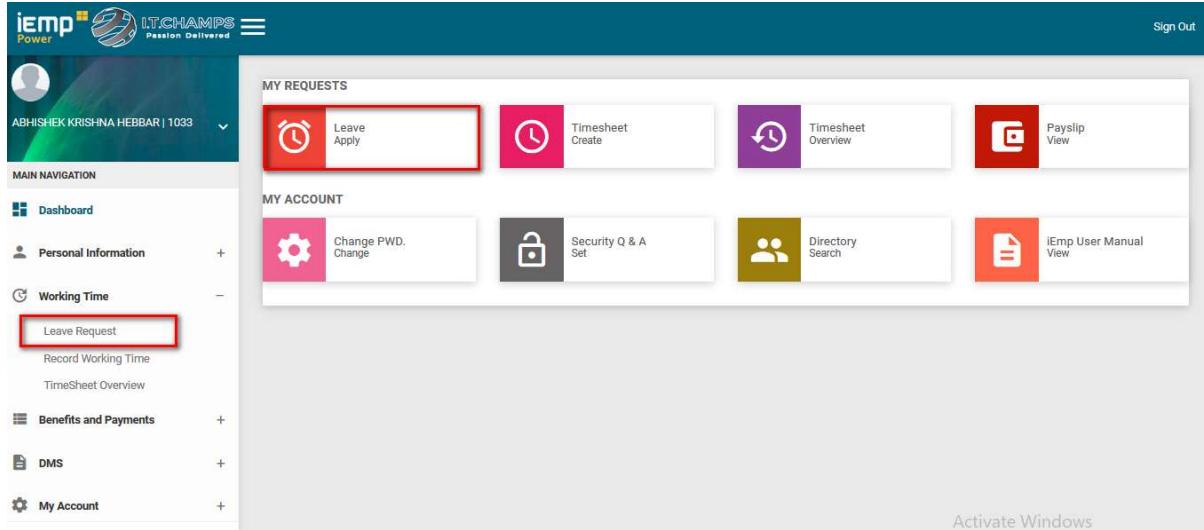
OK

Employee can view updated Personal ID's Information only after HR approves.

Record Working Time

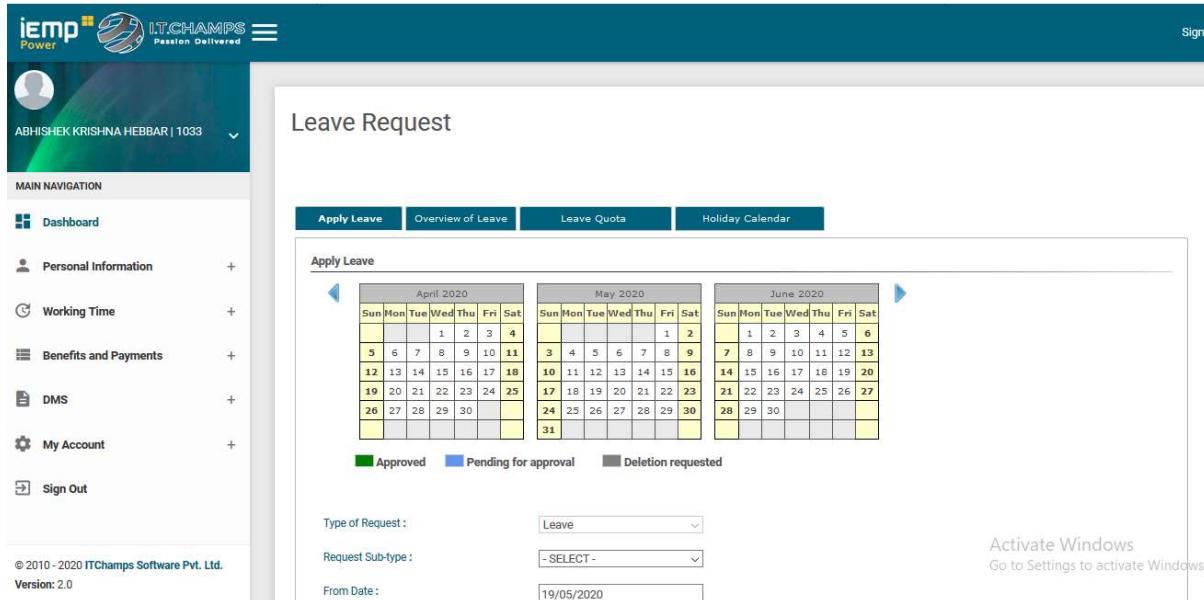
Leave Request

To raise leave request, select “Leave Apply” tab from dashboard or select “Leave Request” tab from side menu under “Working Time” tab.



The screenshot shows the iEmp Power dashboard. At the top right is the ITchamps logo. Below it is a navigation bar with links: 'Sign Out', 'MY REQUESTS' (with 'Leave Apply' highlighted with a red box), 'Timesheet Create', 'Timesheet Overview', and 'Payslip View'. Under 'MAIN NAVIGATION', 'Working Time' is expanded, showing 'Leave Request' (highlighted with a red box), 'Record Working Time', and 'TimeSheet Overview'. Other collapsed categories include 'Dashboard', 'Personal Information', 'Benefits and Payments', 'DMS', and 'My Account'. A message at the bottom right says 'Activate Windows'.

Under “Apply Leave” tab employee can apply leave.



The screenshot shows the 'Leave Request' page. At the top right is the ITchamps logo. Below it is a navigation bar with tabs: 'Apply Leave' (highlighted with a red box), 'Overview of Leave', 'Leave Quota', and 'Holiday Calendar'. Under 'MAIN NAVIGATION', 'Working Time' is expanded, showing 'Leave Request' (highlighted with a red box), 'Record Working Time', and 'TimeSheet Overview'. Other collapsed categories include 'Dashboard', 'Personal Information', 'Benefits and Payments', 'DMS', and 'My Account'. A message at the bottom right says 'Activate Windows'.

The main content area is titled 'Leave Request' and contains a 'Apply Leave' section. It features a three-month calendar grid for April, May, and June 2020. Each cell in the calendar has a color-coded status indicator: green for 'Approved', blue for 'Pending for approval', and grey for 'Deletion requested'. Below the calendar, there are input fields for 'Type of Request' (set to 'Leave'), 'Request Sub-type' (a dropdown menu), and 'From Date' (set to '19/05/2020'). A message at the bottom right says 'Activate Windows'.

iemppower ITCHAMPS Passion Delivered

ABHISHEK KRISHNA HEBBAR | 1033

MAIN NAVIGATION

- Dashboard
- Personal Information
- Working Time
- Benefits and Payments
- DMS
- My Account
- Sign Out

Type of Request : Leave

Request Sub-type : Earned Leave

From Date : 19/05/2020

To Date : 19/05/2020

Mode Of Leave : Half Day Full Day

Approver : Girish Sannappanavar

Reason for Request : Emergency work

Next

Delete Leave / Attendance

Activate Windows

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ABHISHEK KRISHNA HEBBAR | 1033

MAIN NAVIGATION

- Dashboard
- Personal Information
- Working Time
- Benefits and Payments
- DMS
- My Account
- Sign Out

Apply Leave | Overview of Leave | Leave Quota | Holiday Calendar

Apply Leave

April 2020							May 2020							June 2020							
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					1	2							
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
19	20	21	22	23	24	25	26	27	28	29	30			17	18	19	20	21	22	23	24
														24	25	26	27	28	29	30	31

Approved Pending for approval Deletion requested

Leave Type : Earned Leave

From Date : 19/05/2020

To Date : 19/05/2020

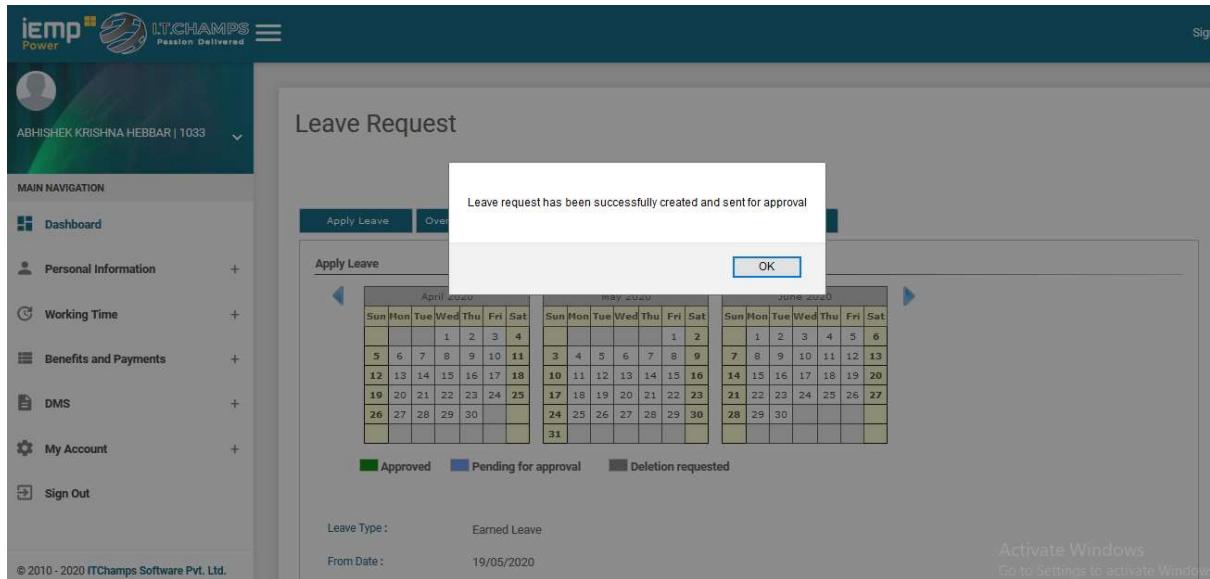
Mode Of Leave : Full Day

Approver : Girish Sannappanavar

Reason for request : Emergency work

Previous Finish

Activate Windows
Go to Settings to activate Windows



Leave Request

Leave request has been successfully created and sent for approval

OK

MAIN NAVIGATION

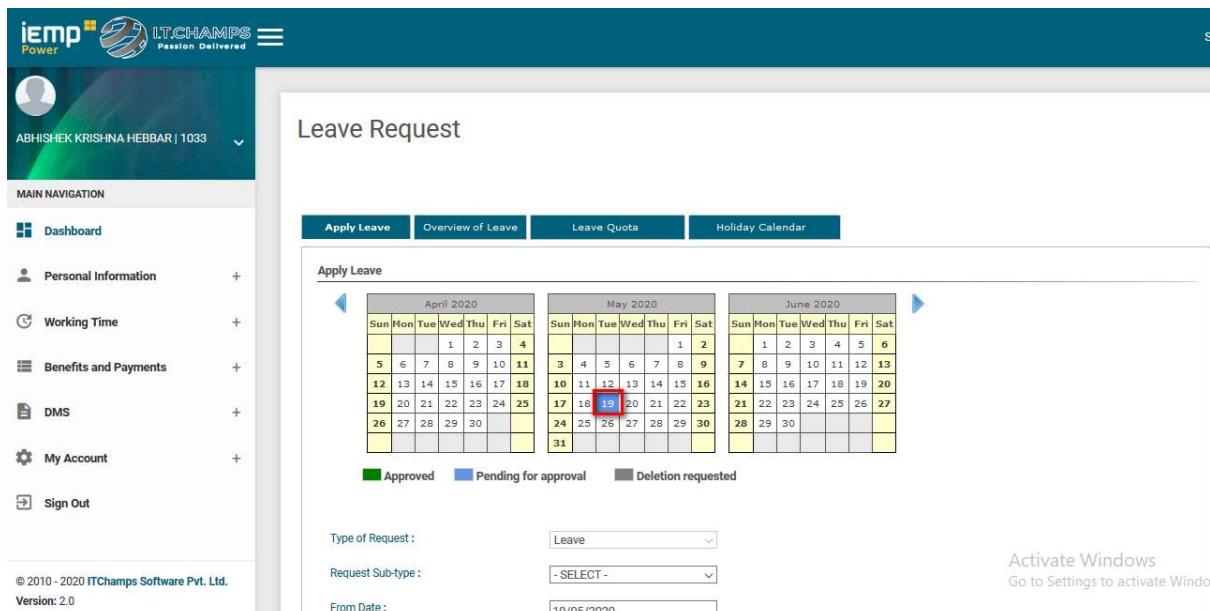
- Dashboard
- Personal Information
- Working Time
- Benefits and Payments
- DMS
- My Account
- Sign Out

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Leave Type : Earned Leave

From Date : 19/05/2020

Activate Windows
Go to Settings to activate Windows



Leave Request

Apply Leave Overview of Leave Leave Quota Holiday Calendar

Apply Leave

April 2020 May 2020 June 2020

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 : Leave

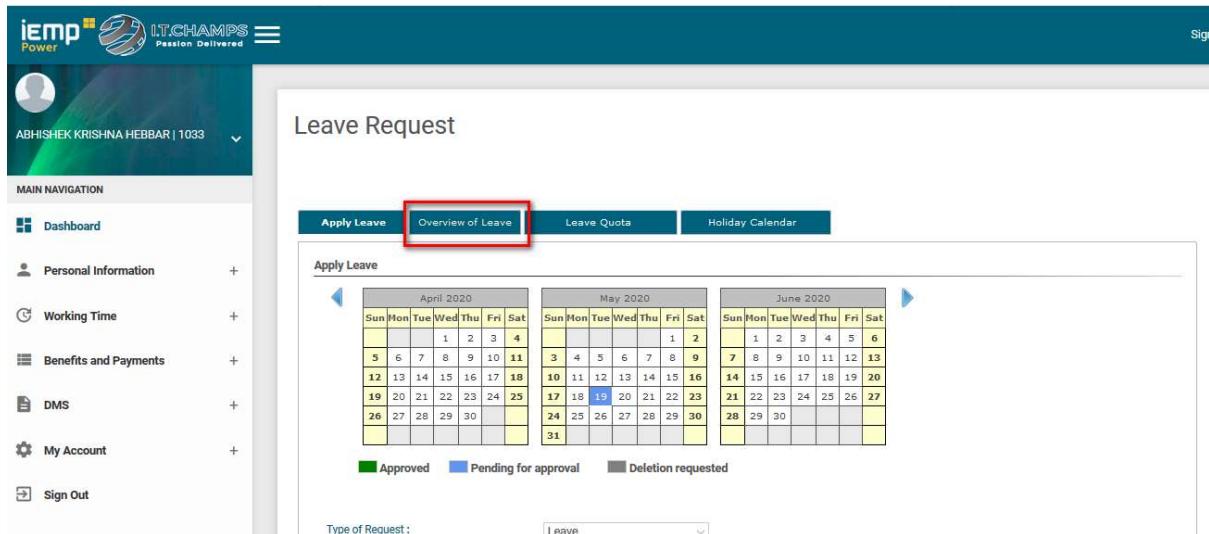
Request Sub-type : -SELECT-

From Date : 19/05/2020

Activate Windows
Go to Settings to activate Windows

Overview of Leave

Employee can view the applied leave status also can view particular applied leave status by entering the date of applied leave and click “Display”.



Leave Request

Apply Leave Overview of Leave Leave Quota Holiday Calendar

April 2020 May 2020 June 2020

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		

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

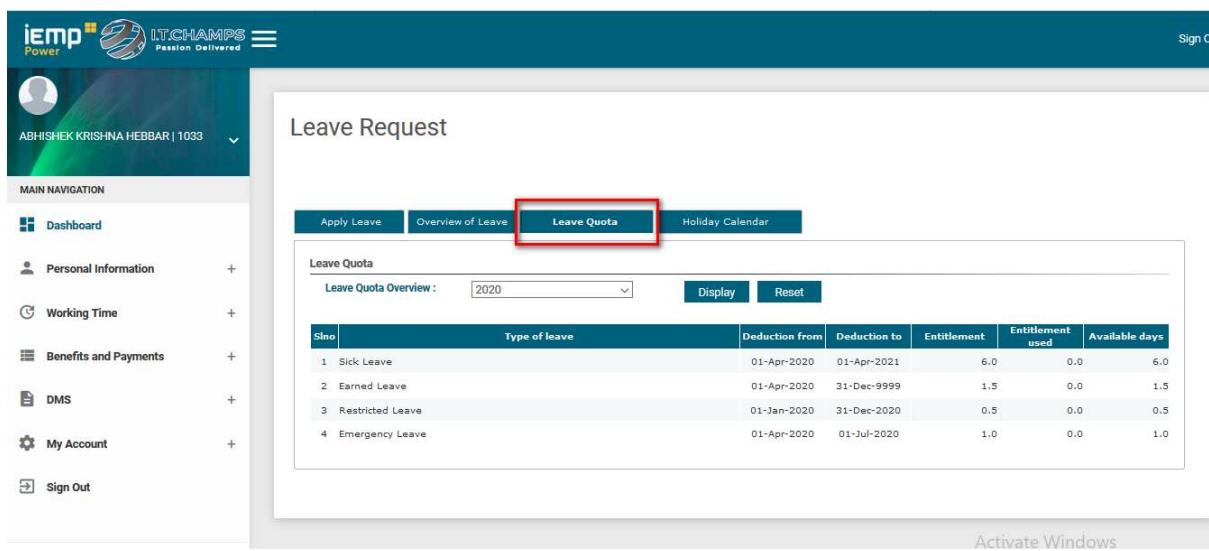
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Approved Pending for approval Deletion requested

Type of Request :

Leave Quota

Employee can view the available leave quota which is generated by their company. The available, used leave quotas can be view under “Leave Quota” in Leave Request page.



Leave Request

Apply Leave Overview of Leave Leave Quota Holiday Calendar

Leave Quota

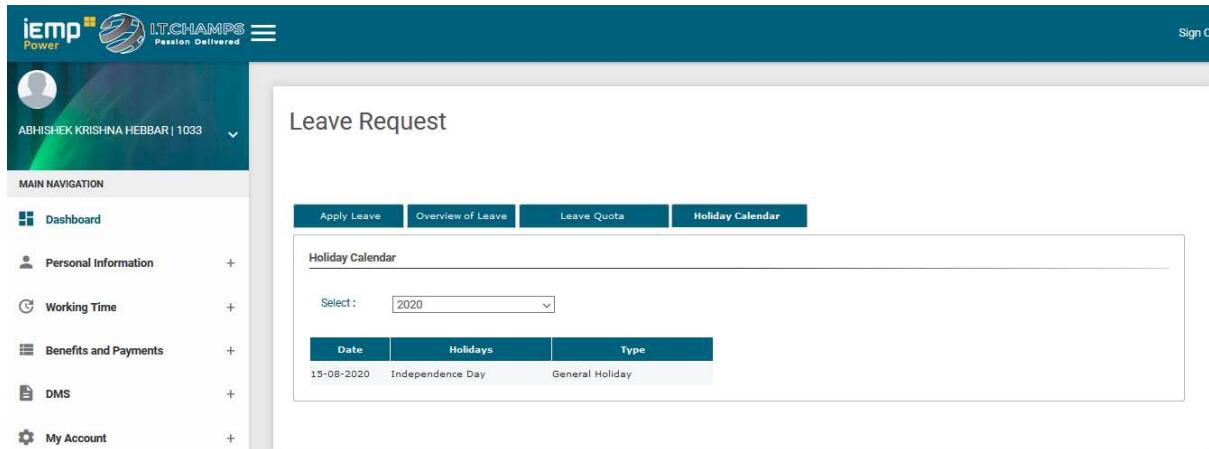
Leave Quota Overview :

Sno	Type of leave	Deduction from	Deduction to	Entitlement	Entitlement used	Available days
1	Sick Leave	01-Apr-2020	01-Apr-2021	6.0	0.0	6.0
2	Earned Leave	01-Apr-2020	31-Dec-9999	1.5	0.0	1.5
3	Restricted Leave	01-Jan-2020	31-Dec-2020	0.5	0.0	0.5
4	Emergency Leave	01-Apr-2020	01-Jul-2020	1.0	0.0	1.0

Activate Windows

Holiday Calendar

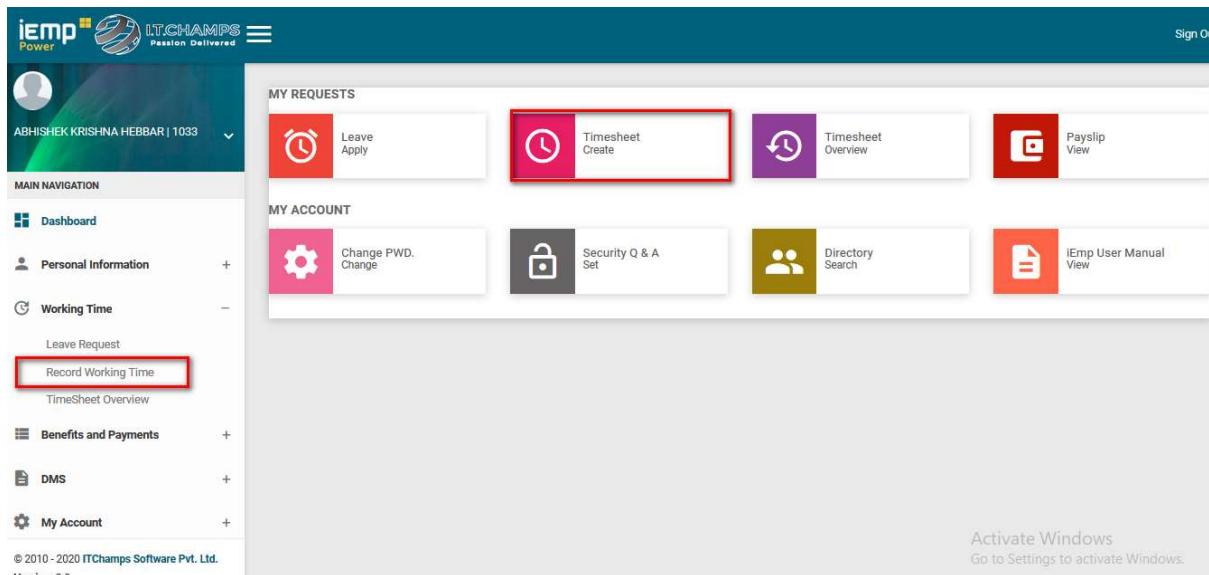
Employee can see the year wise “Holiday Calendar” under the tab “Holiday Calendar” in “Leave Request” page.



Date	Holidays	Type
15-08-2020	Independence Day	General Holiday

Record Working Time

Employees can get their monthly attendance by filling their timesheet. The timesheet will go to reporting manager for approval. For CEO and director's timesheet will be self-approved automatically after filling their monthly timesheet.



Add Timesheet for the month.



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Sign Out

ABHISHEK KRISHNA HEBBAR | 1033

MAIN NAVIGATION

- Dashboard
- Personal Information
- Working Time
- Benefits and Payments
- DMS
- My Account
- Sign Out

Record Working Time

April 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2
3	4	5	6	7	8	9

May 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	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	1	2	3	4	5	6

June 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3	4
5	6	7	8	9	10	11

Pending for Approval Approved Absent

[Add TimeSheet](#)

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Activate Windows
Go to Settings to activate Windows.

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Note : Timesheet must be between 1st to current date.

10/05/2020
To
16/05/2020
>

Report Working Time

Project	WBS	Activity	Attendance type	Hours	SUN ,10-May-2020	MON ,11-May-2020	TUE ,12-May-2020	WED ,13-May-2020	THU ,14-May-2020	FRI ,15-May-2020	SAT ,16-May-2020	REMARKS	
PROJEC v	Plant cr v	May 20 v	Project W v				7		7	7	7	7	Project work

Remove
Add Row

Total

Review	Close	Exit
Personal Information		
Working Time		
Benefits and Payments		
DMS		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2
3	4	5	6	7	8	9

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	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	1	2	3	4	5	6

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	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	1	2	3	4
5	6	7	8	9	10	11

Pending for Approval
Approved
Absent



iEMP
Power

ITCHAMPS
Passion Delivered

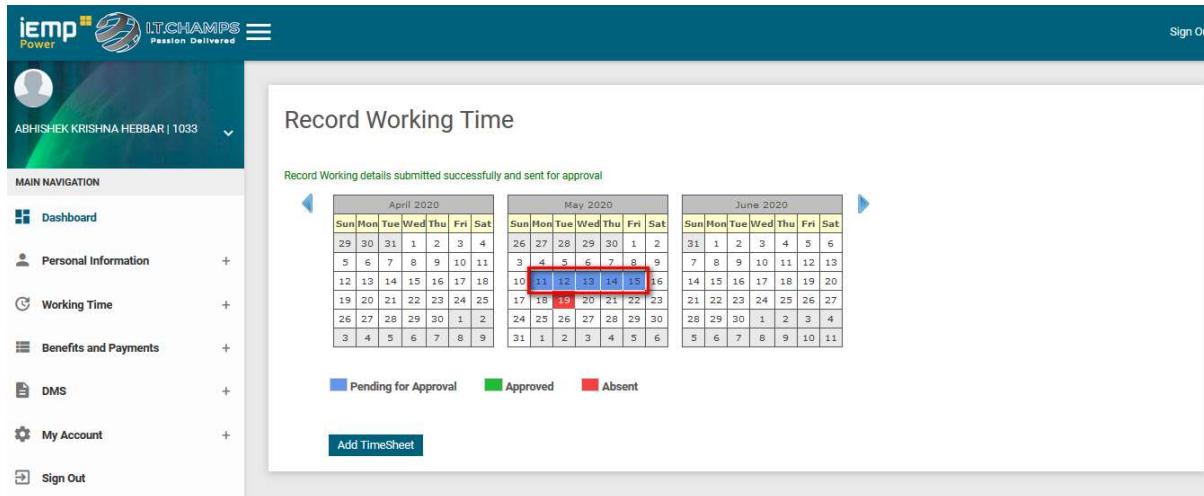
Note : Timesheet must be between 1st to current date.

10/05/2020
To
16/05/2020
>

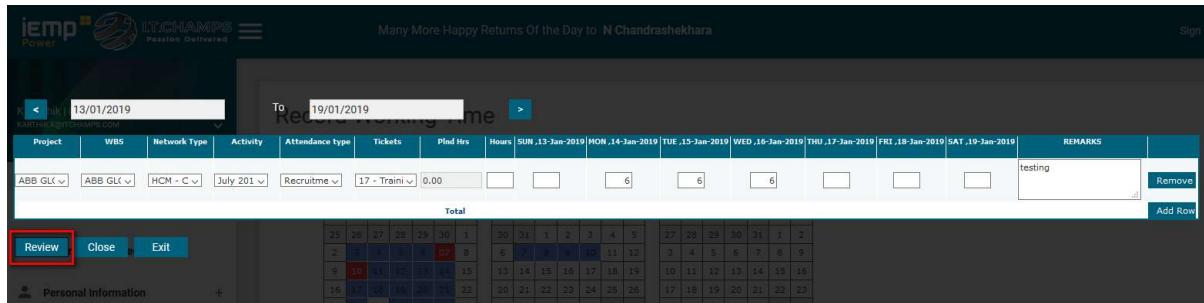
Project	WBS	Activity	Attendance type	Hours	SUN ,10-May-2020	MON ,11-May-2020	TUE ,12-May-2020	WED ,13-May-2020	THU ,14-May-2020	FRI ,15-May-2020	SAT ,16-May-2020	REMARKS
PROJEC	Plant cr	May 20	Project W	35		7	7	7	7	7		Project work
				Total	35	7	7	7	7	7		
<input style="float: right; margin-right: 10px;" type="button" value="Remove"/> <input style="float: right; margin-right: 10px;" type="button" value="Add Row"/>												

Dashboard
Submit
Back
Close

Personal Information
Working Time

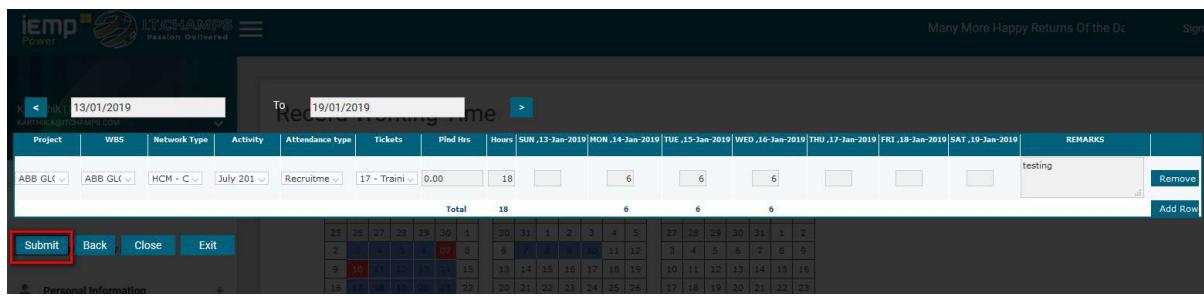


To add timesheet, click on “Add Timesheet” then fill the Project, WBS, Timesheet month and Attendance type against the project. Enter the number of hours worked on the respective project. IN “Remark” section employee enter the comments/explanation against the project work.



Enter all the details and click on “Review” button

Click on “Submit” button

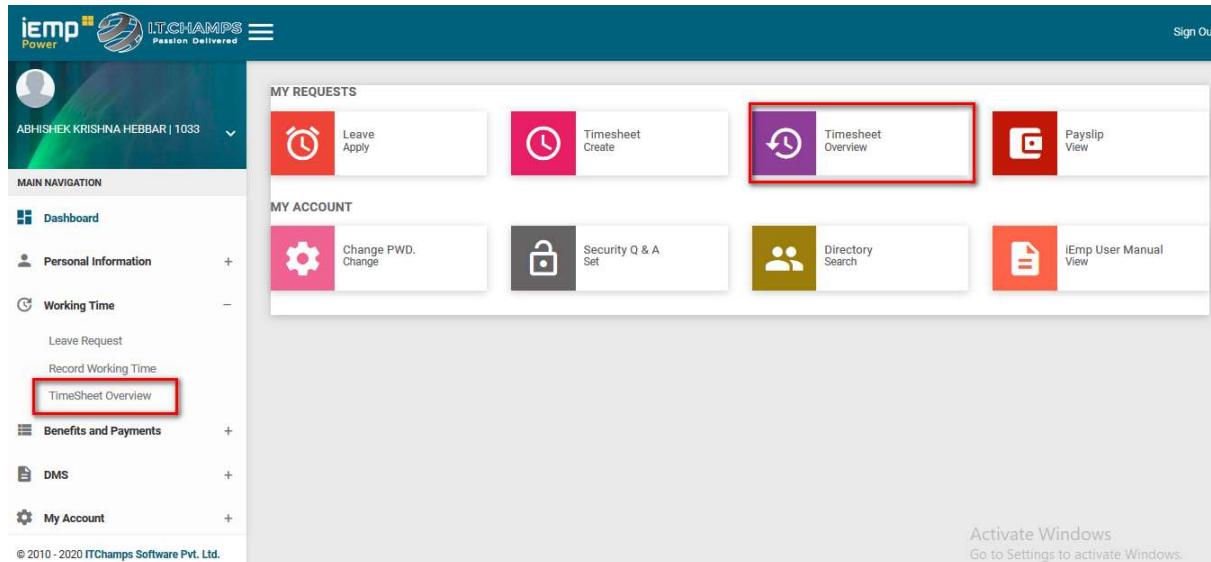


After saving the details calendar will be highlighted in blue color as Requested.

After manager approval the applied timesheet dates will be highlighted in green color.

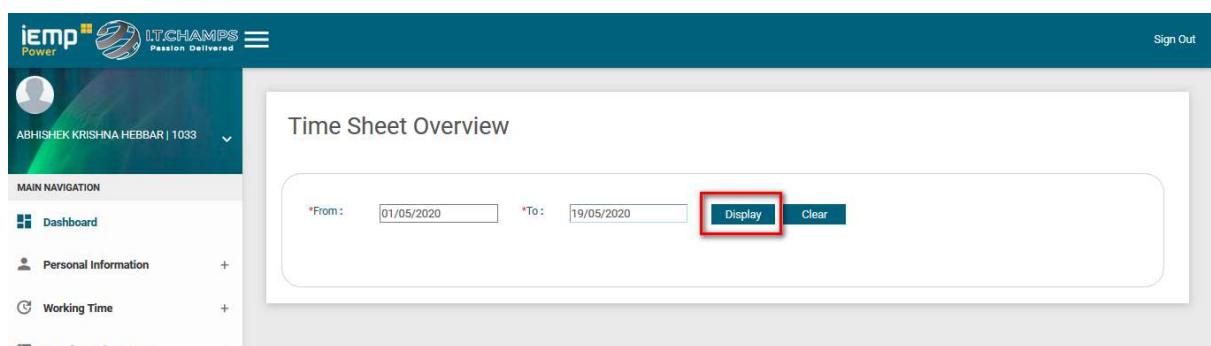
Timesheet Overview

Employees can view the details of their applied timesheet by selecting “Timesheet Overview” from dashboard also from side menu under “Working Time”,

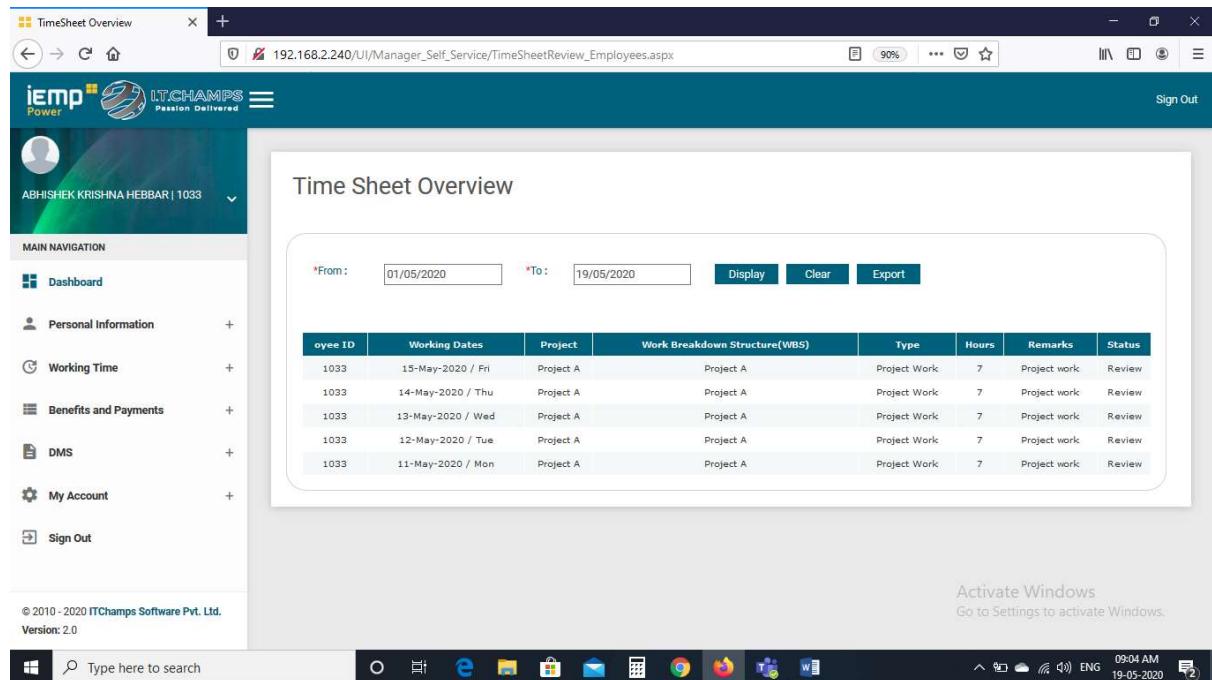


This screenshot shows the iEmp Power dashboard. The main navigation on the left includes options like Dashboard, Personal Information, Working Time (with sub-options Leave Request, Record Working Time, and TimeSheet Overview), Benefits and Payments, DMS, and My Account. The Working Time option is expanded, and its sub-option 'TimeSheet Overview' is highlighted with a red box. On the right, there's a section titled 'MY REQUESTS' with four buttons: Leave Apply (red), Timesheet Create (pink), Timesheet Overview (purple, highlighted with a red box), and Payslip View (red). Below that is a 'MY ACCOUNT' section with four buttons: Change PWD. Change (pink), Security Q & A Set (grey), Directory Search (yellow), and iEmp User Manual View (orange). At the bottom right, there's a message: 'Activate Windows Go to Settings to activate Windows.' The footer contains the copyright notice: © 2010 - 2020 ITChamps Software Pvt. Ltd.

View Timesheet details based on selected dates.



This screenshot shows the 'Time Sheet Overview' page. It features a search bar at the top with fields for 'From' (01/05/2020) and 'To' (19/05/2020), and buttons for 'Display' (highlighted with a red box) and 'Clear'. The main area below the search bar is currently empty, indicating no results for the selected date range.



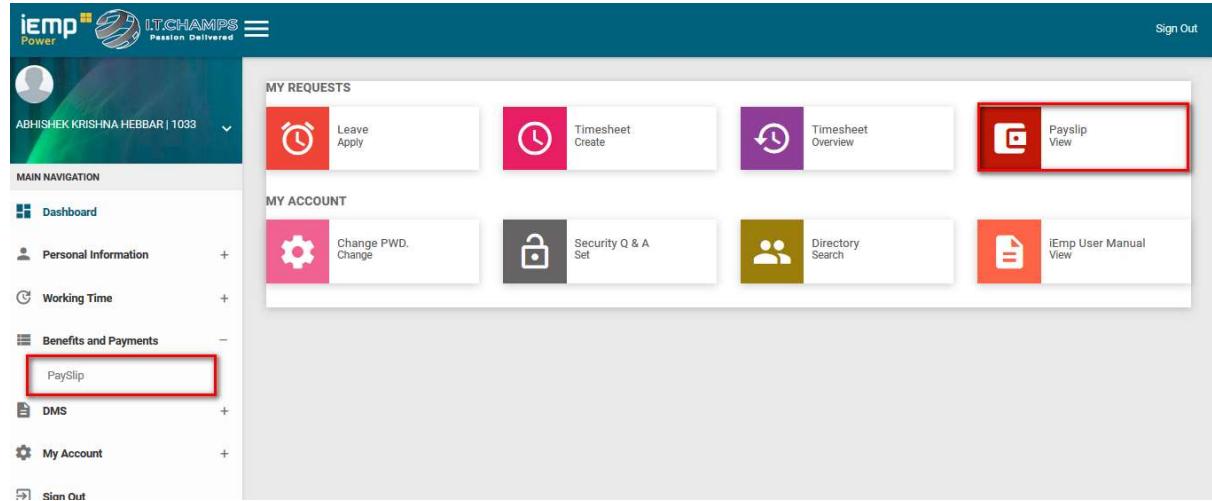
Time Sheet Overview

Employee ID	Working Dates	Project	Work Breakdown Structure(WBS)	Type	Hours	Remarks	Status
1033	15-May-2020 / Fri	Project A	Project A	Project Work	7	Project work	Review
1033	14-May-2020 / Thu	Project A	Project A	Project Work	7	Project work	Review
1033	13-May-2020 / Wed	Project A	Project A	Project Work	7	Project work	Review
1033	12-May-2020 / Tue	Project A	Project A	Project Work	7	Project work	Review
1033	11-May-2020 / Mon	Project A	Project A	Project Work	7	Project work	Review

To View Benefits and payment

Pay slip

Employee's Pay slip can be view under "Benefits and Payments" from side menu also can select from "Pay slip" from dashboard.



MY REQUESTS

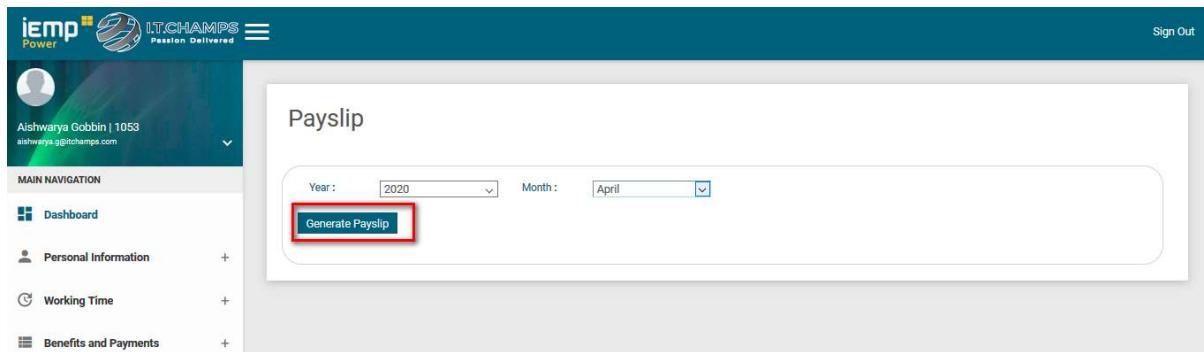
- Leave Apply
- Timesheet Create
- Timesheet Overview
- Payslip View

MY ACCOUNT

- Change PWD.
- Security Q & A Set
- Directory Search
- iEmp User Manual View

MAIN NAVIGATION

- Dashboard
- Personal Information
- Working Time
- Benefits and Payments
 - PaySlip
- DMS
- My Account
- Sign Out



Aishwarya Gobbin | 1053
aishwarya.g@itchamps.com

MAIN NAVIGATION

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

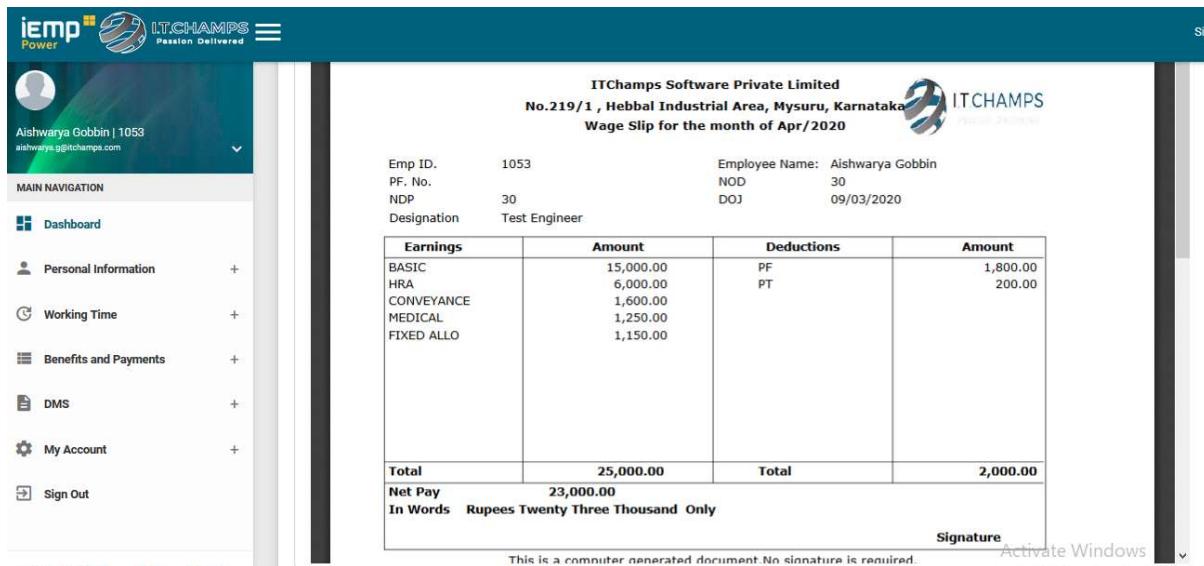
Payslip

Year : 2020 Month : April

Generate Payslip

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

Click on “Generate Pay slip”



Aishwarya Gobbin | 1053
aishwarya.g@itchamps.com

MAIN NAVIGATION

- Dashboard
- Personal Information
- Working Time
- Benefits and Payments
- DMS
- My Account
- Sign Out

ITChamps Software Private Limited
No.219/1 , Hebbal Industrial Area, Mysuru, Karnataka
Wage Slip for the month of Apr/2020

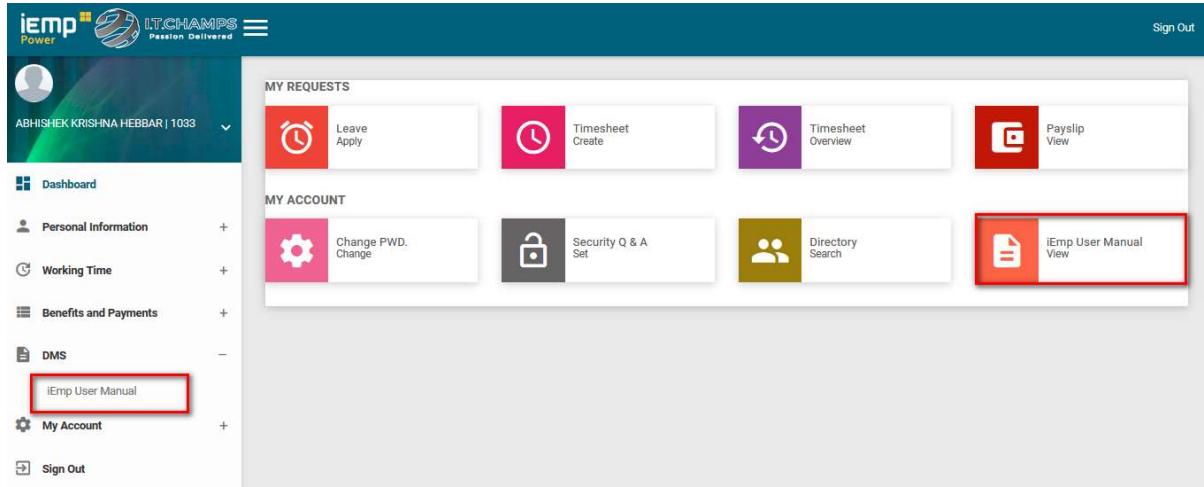
Earnings	Amount	Deductions	Amount
BASIC	15,000.00	PF	1,800.00
HRA	6,000.00	PT	200.00
CONVEYANCE	1,600.00		
MEDICAL	1,250.00		
FIXED ALLO	1,150.00		
Total	25,000.00	Total	2,000.00
Net Pay	23,000.00		
In Words	Rupees Twenty Three Thousand Only		

Signature

This is a computer generated document. No signature is required.

DMS

iEmpPower User manual can be view / download from side menu under “DMS” also from dashboard.



View/Download iEmpPower user manual.

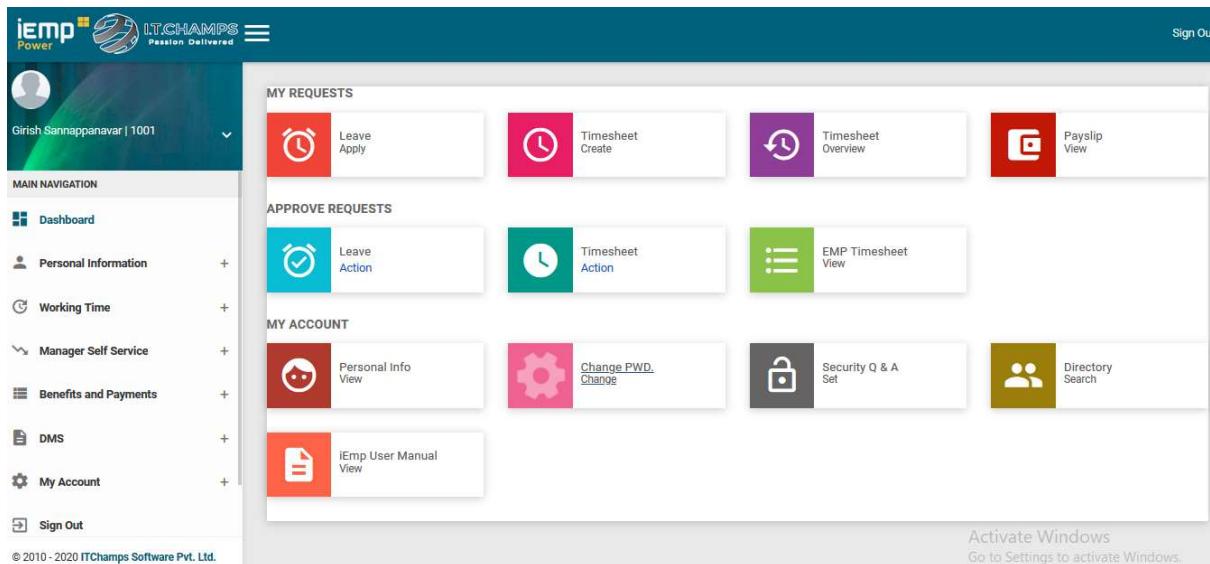
Manager Login Page

Enter Username and Password and click “SUMBIT” button.



Manager Dashboard Page

As manager login into the application dashboard will be displayed.



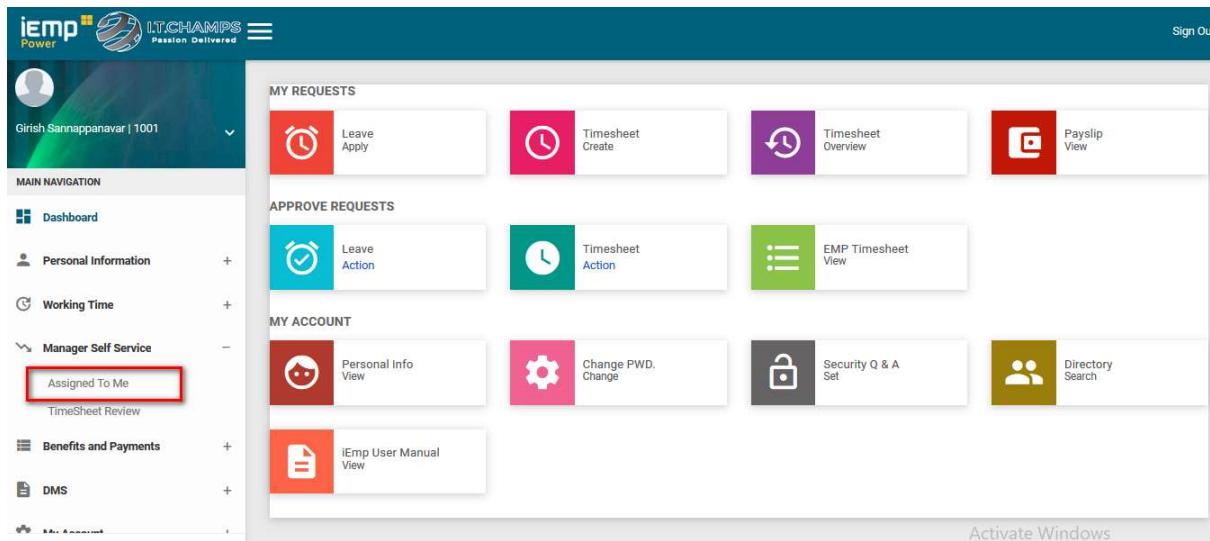
The screenshot shows the Manager Dashboard Page. The main navigation menu includes: Dashboard, Personal Information, Working Time, Manager Self Service (selected), Benefits and Payments, DMS, My Account, and Sign Out. The dashboard features several service links:

- MY REQUESTS:**
 - Leave Apply
 - Timesheet Create
 - Timesheet Overview
 - Payslip View
- APPROVE REQUESTS:**
 - Leave Action
 - Timesheet Action
 - EMP Timesheet View
- MY ACCOUNT:**
 - Personal Info View
 - Change PWD. Change
 - Security Q & A Set
 - Directory Search
- iEmp User Manual View

At the bottom right, there is a message: "Activate Windows Go to Settings to activate Windows."

Manager Self Service

Under manager self-service tab from side menu manager can approve timesheet which are updated by their subordinates. Manager can also view timesheet details of their subordinate.



The screenshot shows the Manager Self Service page. The main navigation menu includes: Dashboard, Personal Information, Working Time, Manager Self Service (selected), Benefits and Payments, DMS, and My Account. The 'Assigned To Me' section under Manager Self Service is highlighted with a red box. The dashboard features the same service links as the previous screenshot:

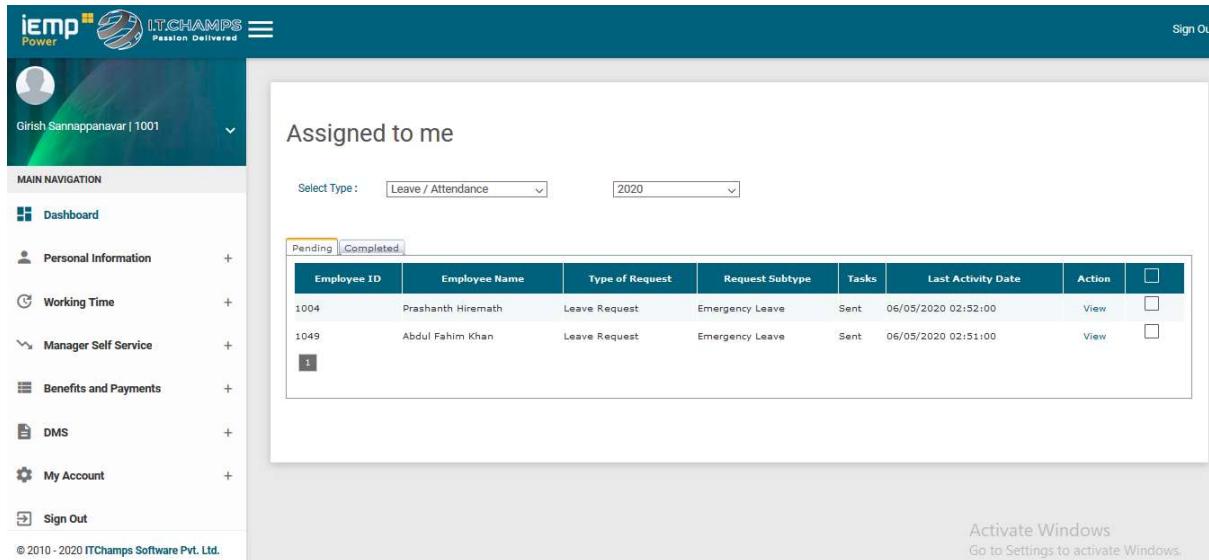
- MY REQUESTS:**
 - Leave Apply
 - Timesheet Create
 - Timesheet Overview
 - Payslip View
- APPROVE REQUESTS:**
 - Leave Action
 - Timesheet Action
 - EMP Timesheet View
- MY ACCOUNT:**
 - Personal Info View
 - Change PWD. Change
 - Security Q & A Set
 - Directory Search
- iEmp User Manual View

At the bottom right, there is a message: "Activate Windows Go to Settings to activate Windows."

Manager Self Service

Assigned to Me- Pending

Under “Assigned to Me” menu Manager Self-service, Manager can approve/Reject employee’s Leave Request and Timesheet Request.



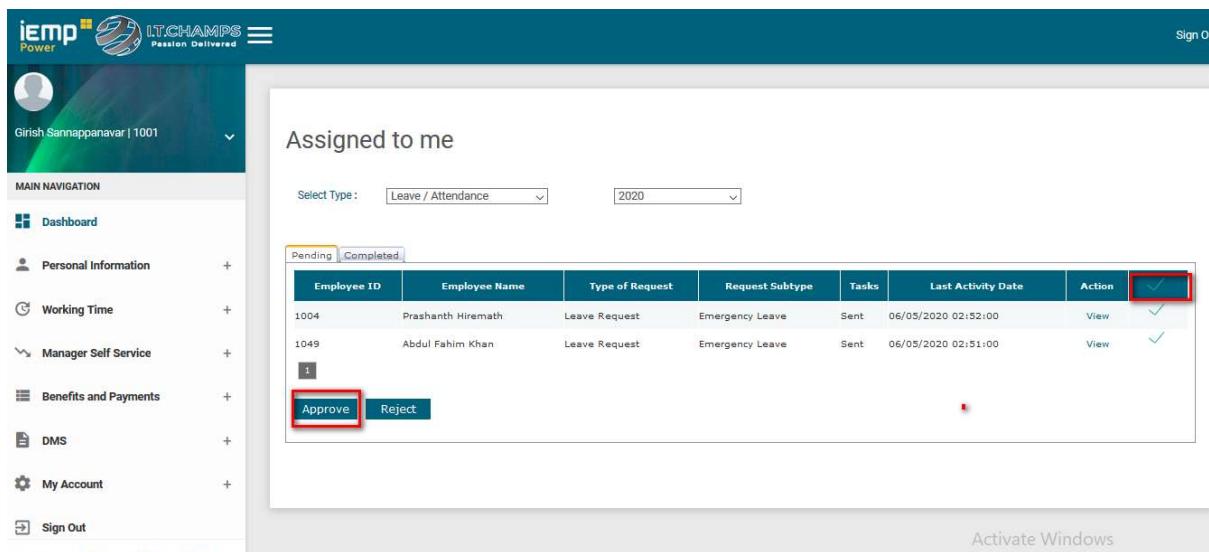
Assigned to me

Select Type :

Pending		Completed	
Employee ID	Employee Name	Type of Request	Request Subtype
1004	Prashanth Hiremath	Leave Request	Emergency Leave
1049	Abdul Fahim Khan	Leave Request	Emergency Leave
1			

Action:

Activate Windows
Go to Settings to activate Windows.



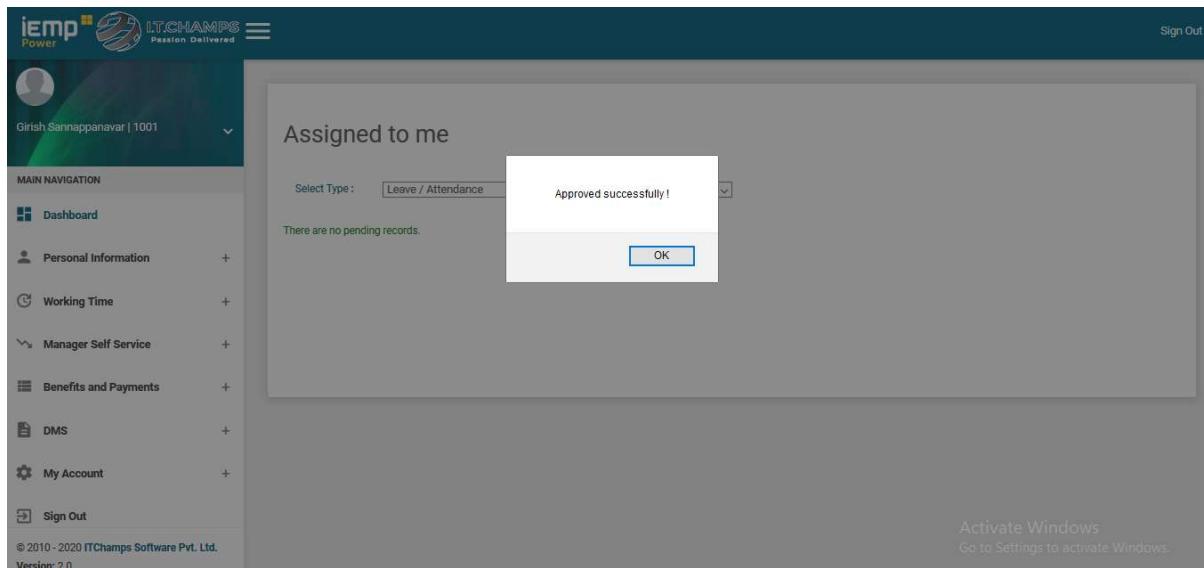
Assigned to me

Select Type :

Pending		Completed	
Employee ID	Employee Name	Type of Request	Request Subtype
1004	Prashanth Hiremath	Leave Request	Emergency Leave
1049	Abdul Fahim Khan	Leave Request	Emergency Leave
1			

Action:

Activate Windows



Assigned to me

Select Type : Leave / Attendance

Approved successfully!

OK

There are no pending records.

MAIN NAVIGATION

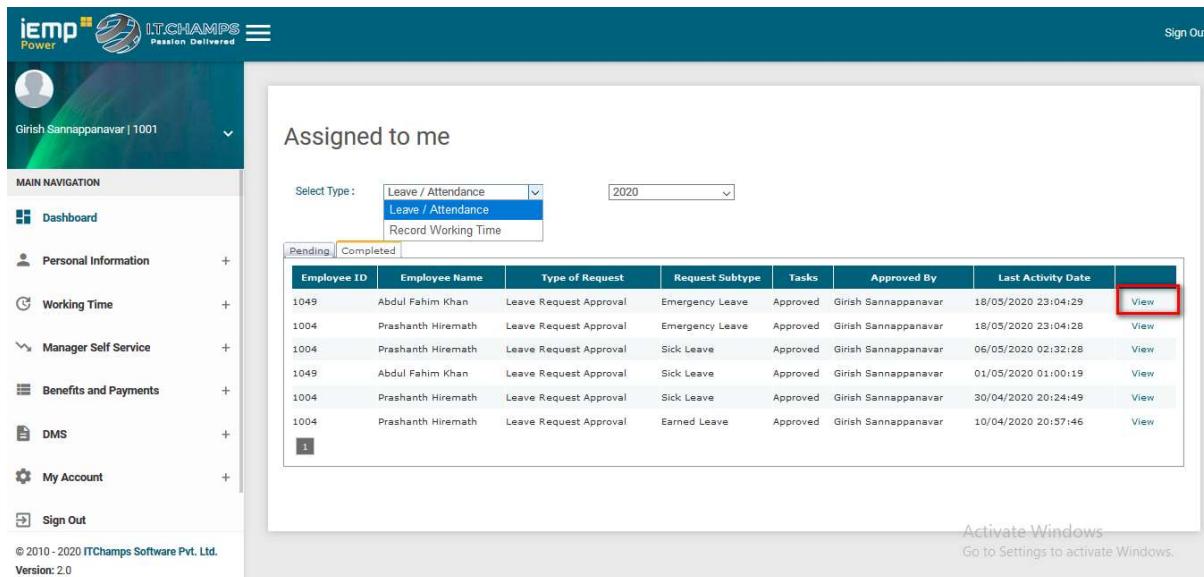
- Dashboard
- Personal Information
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account
- Sign Out

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Version: 2.0

Activate Windows
Go to Settings to activate Windows.

Assigned to Me-Completed

Manager can view completed tasks like Approved/Rejected details.



Assigned to me

Select Type : Leave / Attendance

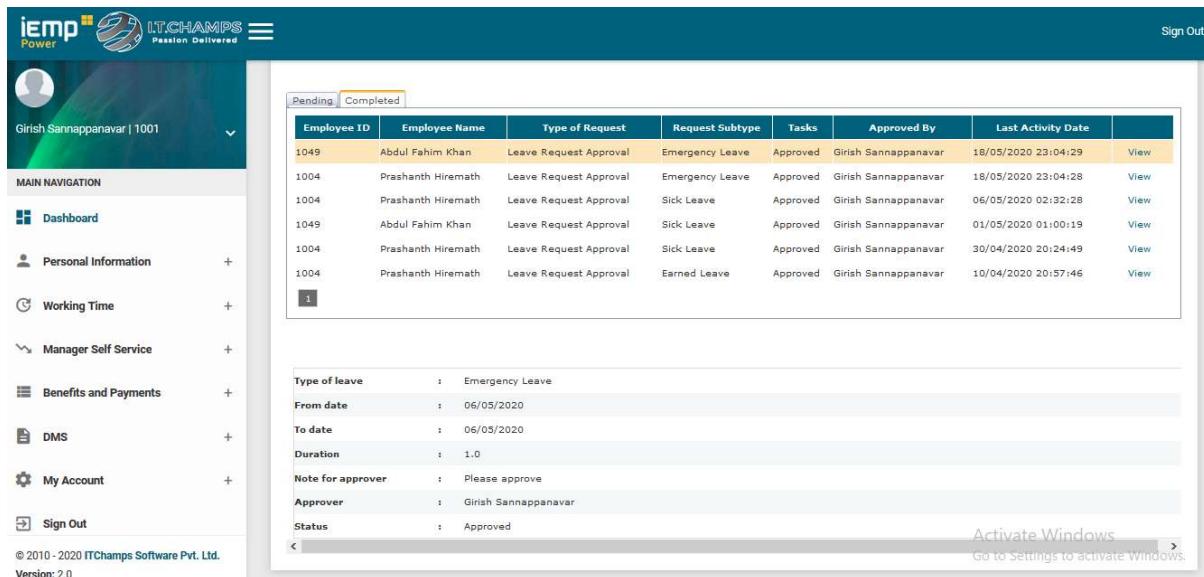
Leave / Attendance

Record Working Time

Pending Completed

Employee ID	Employee Name	Type of Request	Request Subtype	Tasks	Approved By	Last Activity Date	
1049	Abdul Fahim Khan	Leave Request Approval	Emergency Leave	Approved	Girish Sannappanavar	18/05/2020 23:04:29	View
1004	Prashanth Hiremath	Leave Request Approval	Emergency Leave	Approved	Girish Sannappanavar	18/05/2020 23:04:28	View
1004	Prashanth Hiremath	Leave Request Approval	Sick Leave	Approved	Girish Sannappanavar	06/05/2020 02:32:28	View
1049	Abdul Fahim Khan	Leave Request Approval	Sick Leave	Approved	Girish Sannappanavar	01/05/2020 01:00:19	View
1004	Prashanth Hiremath	Leave Request Approval	Sick Leave	Approved	Girish Sannappanavar	30/04/2020 20:24:49	View
1004	Prashanth Hiremath	Leave Request Approval	Earned Leave	Approved	Girish Sannappanavar	10/04/2020 20:57:46	View
1							

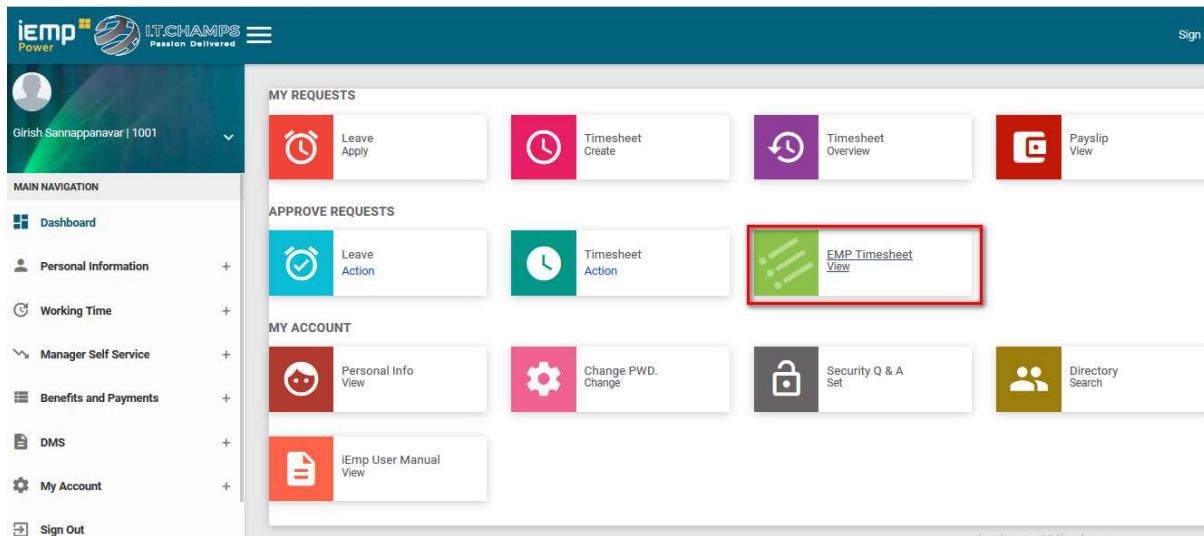
Activate Windows
Go to Settings to activate Windows.



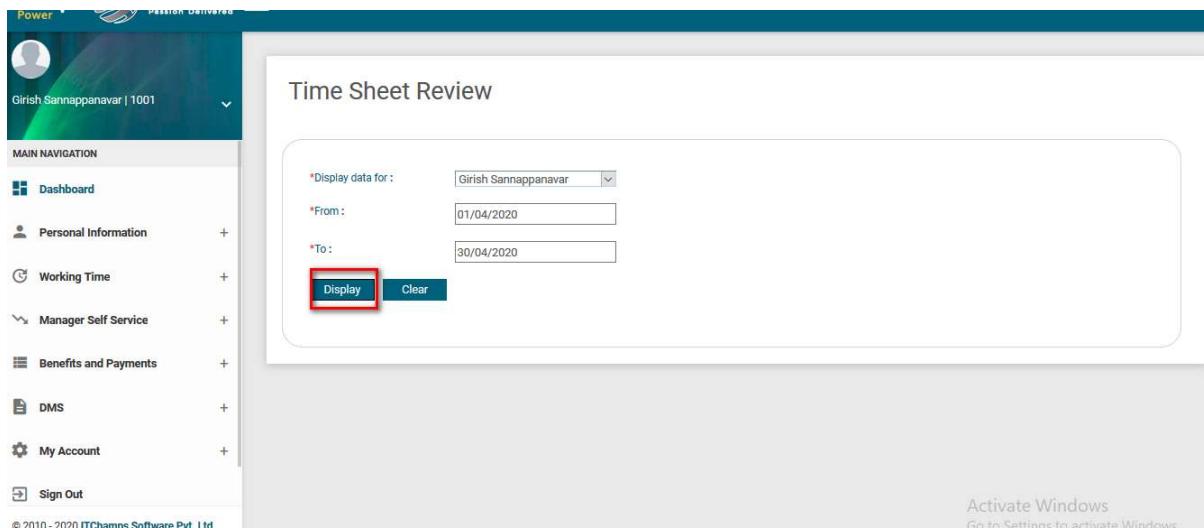
The screenshot shows the iEmp ITCHAMPS Employee Portal interface. On the left, there is a sidebar with navigation links: Dashboard, Personal Information, Working Time, Manager Self Service (expanded), Benefits and Payments, DMS, My Account, and Sign Out. The main content area displays a table of leave requests under the heading "Pending". The table columns include Employee ID, Employee Name, Type of Request, Request Subtype, Tasks, Approved By, Last Activity Date, and View. Below this, a detailed view of a specific leave request for "Emergency Leave" from 06/05/2020 to 06/05/2020 is shown, with approver notes and status information.

Employee's Timesheet Review

Manager can view Timesheet details of his team including his own timesheet details and subordinates timesheet details.



The screenshot shows the iEmp ITCHAMPS Manager Self Service portal. The main navigation includes: Dashboard, Personal Information, Working Time, Manager Self Service (expanded), Benefits and Payments, DMS, My Account, and Sign Out. In the center, there is a grid of buttons under sections like "MY REQUESTS" and "APPROVE REQUESTS". One button in the "APPROVE REQUESTS" section, labeled "EMP Timesheet View" with a green icon, is highlighted with a red box.



Time Sheet Review

*Display data for : Girish Sannappanavar

*From : 01/04/2020

*To : 30/04/2020

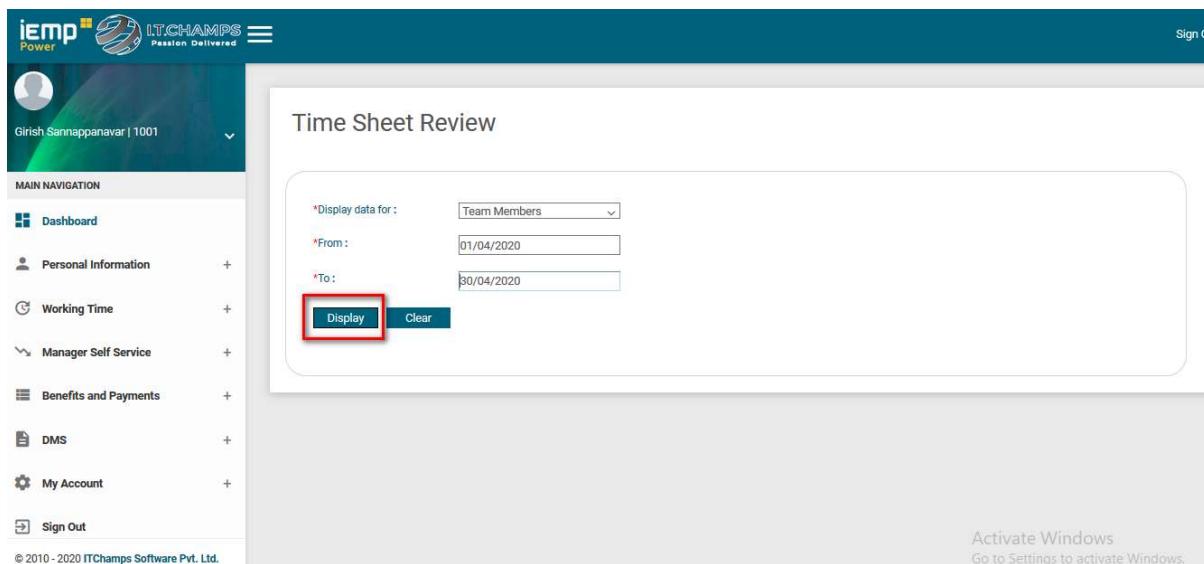
Display **Clear**

MAIN NAVIGATION

- Dashboard
- Personal Information
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account
- Sign Out

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Activate Windows
Go to Settings to activate Windows.



Time Sheet Review

*Display data for : Team Members

*From : 01/04/2020

*To : 30/04/2020

Display **Clear**

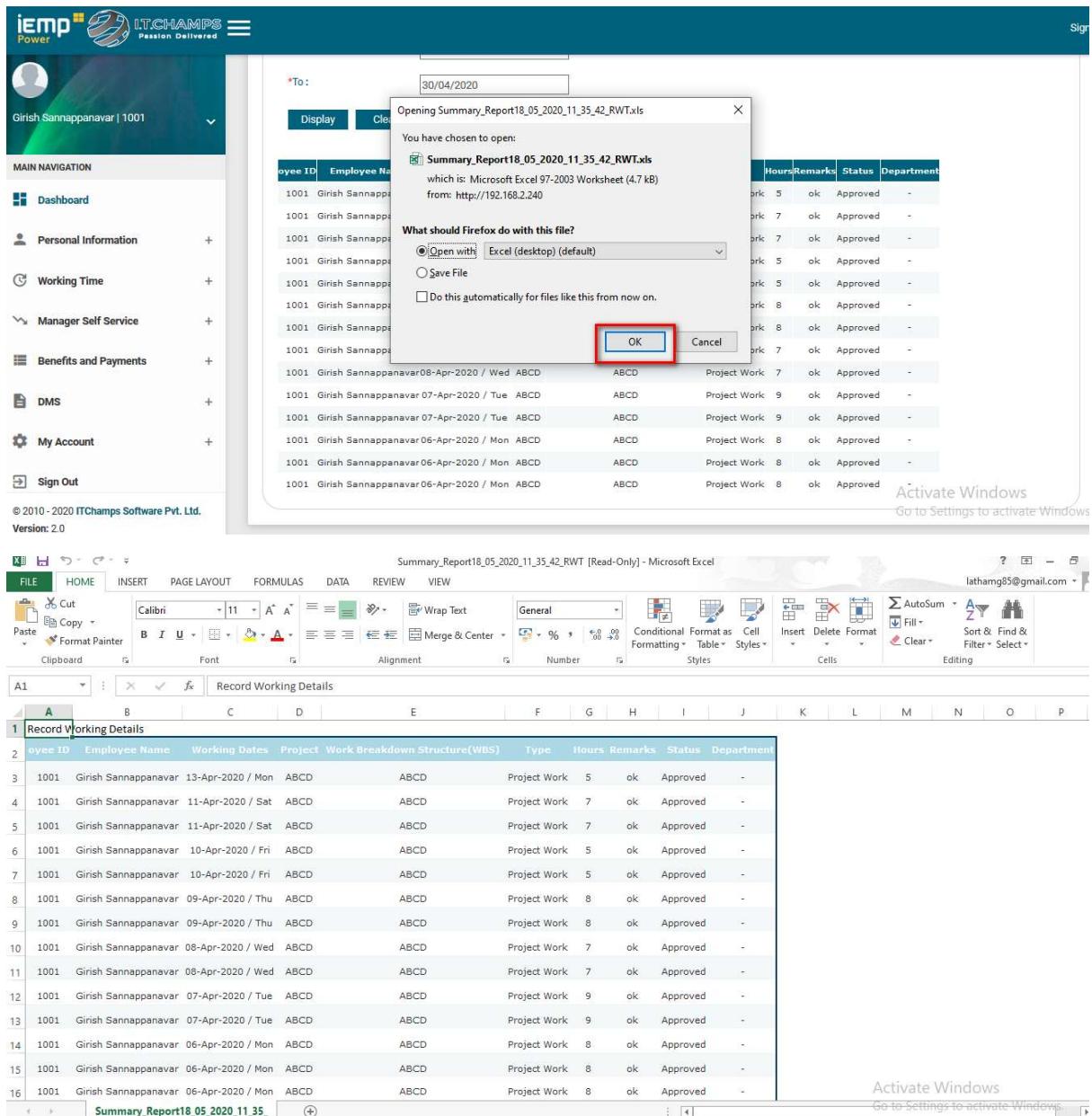
MAIN NAVIGATION

- Dashboard
- Personal Information
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account
- Sign Out

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Activate Windows
Go to Settings to activate Windows.

Export to Excel.



The screenshot shows a web-based application interface. At the top, there's a header with the ITchamps logo and navigation links. Below the header is a main navigation menu with items like Dashboard, Personal Information, Working Time, Manager Self Service, Benefits and Payments, DMS, My Account, and Sign Out. A user profile for 'Girish Sannappanavar | 1001' is displayed. In the center, a modal dialog box titled 'Opening Summary_Report18_05_2020_11_35_42_RWT.xls' is open, asking what to do with the file. The 'Open with' option is selected, set to 'Excel (desktop) (default)'. There are also 'Save File' and 'Do this automatically for files like this from now on.' checkboxes. A red box highlights the 'OK' button. To the right of the modal, a table of data is visible. Below the modal, another table is shown in a Microsoft Excel window. The Excel window has a toolbar at the top and a grid of data below. A red box highlights the 'OK' button in the Excel window as well. The overall theme is a professional software interface.

Employee ID	Employee Name	Working Dates	Project	Work Breakdown Structure(WBS)	Type	Hours	Remarks	Status	Department
1001	Girish Sannappanavar	13-Apr-2020 / Mon	ABCD		Project Work	5	ok	Approved	-
1001	Girish Sannappanavar	11-Apr-2020 / Sat	ABCD		Project Work	7	ok	Approved	-
1001	Girish Sannappanavar	11-Apr-2020 / Sat	ABCD		Project Work	7	ok	Approved	-
1001	Girish Sannappanavar	10-Apr-2020 / Fri	ABCD		Project Work	5	ok	Approved	-
1001	Girish Sannappanavar	10-Apr-2020 / Fri	ABCD		Project Work	5	ok	Approved	-
1001	Girish Sannappanavar	09-Apr-2020 / Thu	ABCD		Project Work	8	ok	Approved	-
1001	Girish Sannappanavar	09-Apr-2020 / Thu	ABCD		Project Work	8	ok	Approved	-
1001	Girish Sannappanavar	08-Apr-2020 / Wed	ABCD		Project Work	7	ok	Approved	-
1001	Girish Sannappanavar	08-Apr-2020 / Wed	ABCD		Project Work	7	ok	Approved	-
1001	Girish Sannappanavar	07-Apr-2020 / Tue	ABCD		Project Work	9	ok	Approved	-
1001	Girish Sannappanavar	07-Apr-2020 / Tue	ABCD		Project Work	9	ok	Approved	-
1001	Girish Sannappanavar	06-Apr-2020 / Mon	ABCD		Project Work	8	ok	Approved	-
1001	Girish Sannappanavar	06-Apr-2020 / Mon	ABCD		Project Work	8	ok	Approved	-

HR Login Page

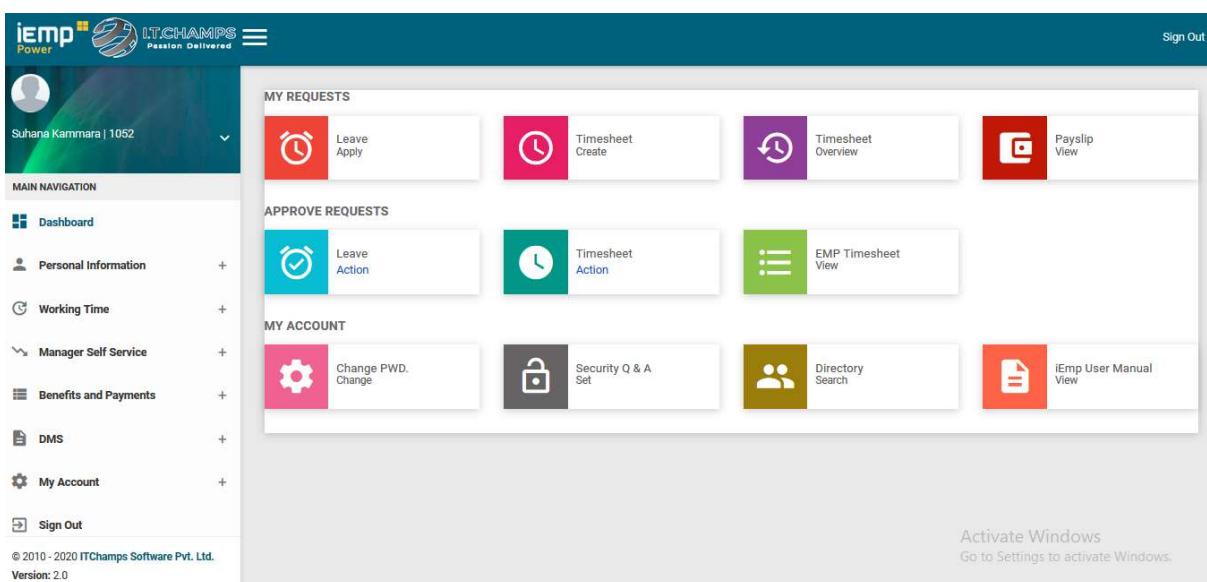
Enter Username and Password and click “SUMBIT” button.

Username – itch1052

Password – abcd@123



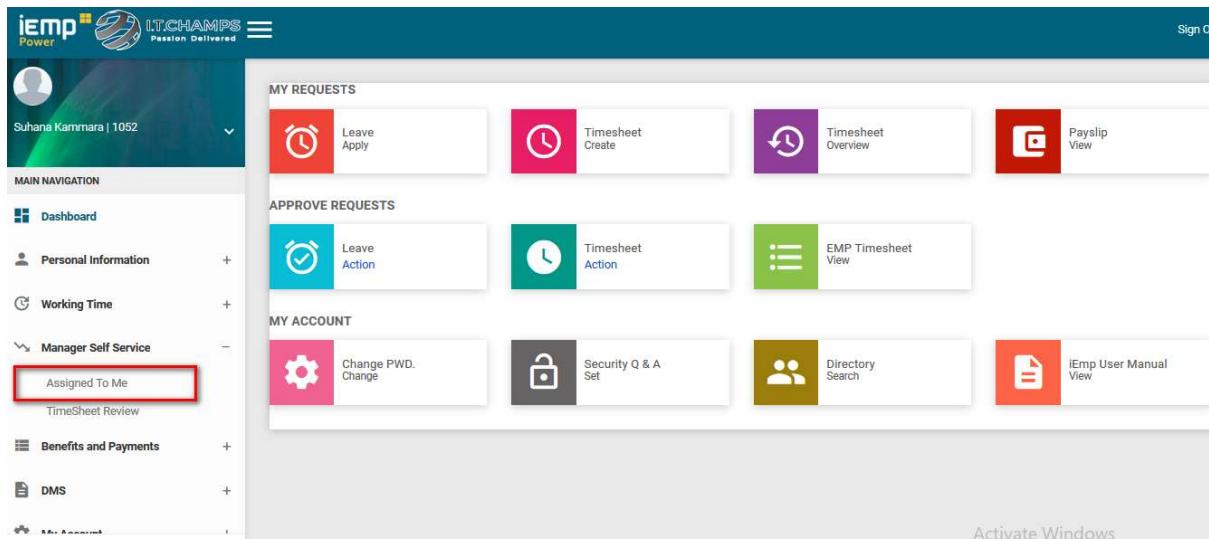
HR Dashboard Page



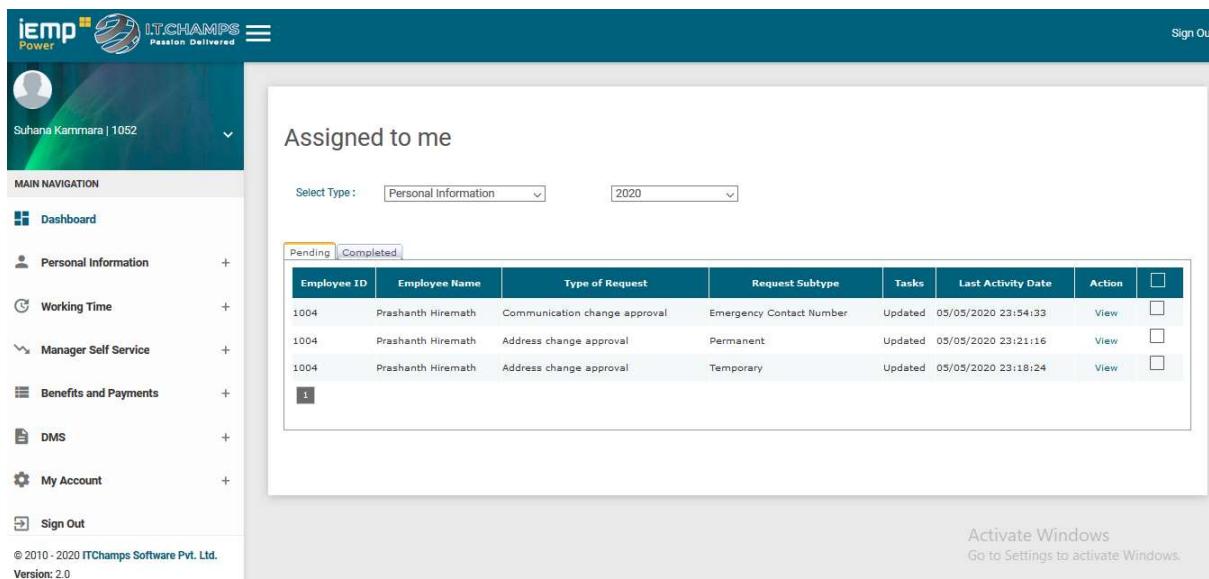
Manager Self Service

Assign to Me - Pending

Under manager self-service HR can approve all Personal Information details sent by employees for the approval process. The pending personal information list will be displayed in the “Pending”.



The screenshot shows the iEmp Manager Self Service interface. On the left, there's a main navigation menu with sections like Dashboard, Personal Information, Working Time, Manager Self Service (which is expanded), Benefits and Payments, DMS, and My Account. Under Manager Self Service, the 'Assigned To Me' option is highlighted with a red box. The central area is titled 'MY REQUESTS' and contains four buttons: Leave Apply (red), Timesheet Create (pink), Timesheet Overview (purple), and Payslip View (red). Below this is a section titled 'APPROVE REQUESTS' with three buttons: Leave Action (blue), Timesheet Action (teal), and EMP Timesheet View (green). At the bottom is a section titled 'MY ACCOUNT' with four buttons: Change PWD. Change (pink), Security Q & A Set (grey), Directory Search (brown), and iEmp User Manual View (orange). A watermark 'Activate Windows' is visible at the bottom right.

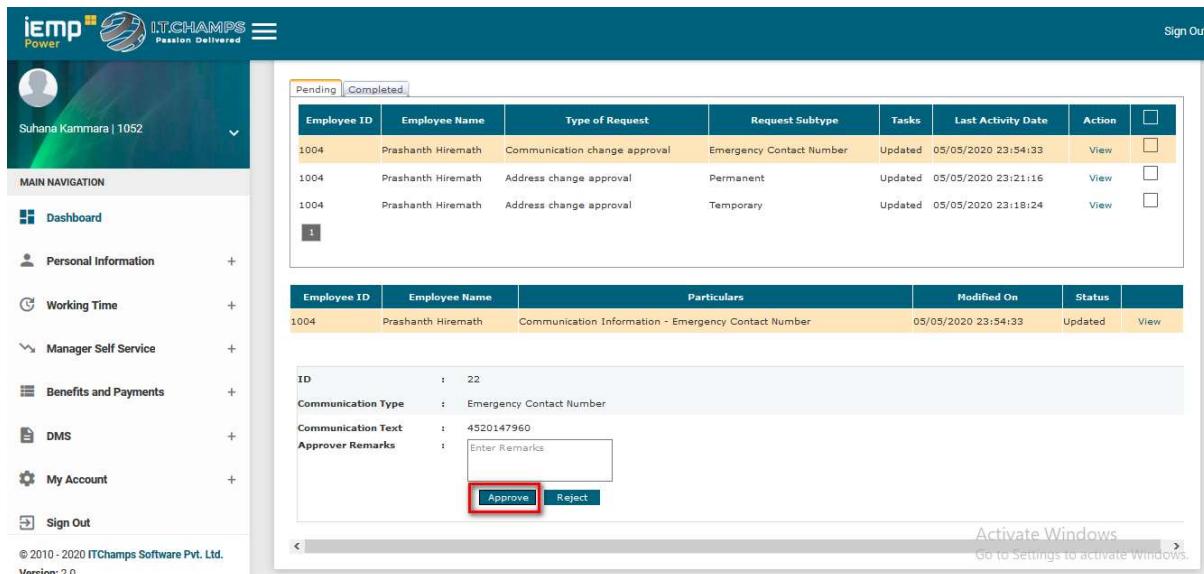


The screenshot shows the 'Assigned to me' list of pending requests. The interface includes a main navigation menu similar to the previous screenshot. The central area has a title 'Assigned to me' and two dropdown menus: 'Select Type : Personal Information' and '2020'. Below this is a table with two tabs: 'Pending' (selected) and 'Completed'. The table columns are Employee ID, Employee Name, Type of Request, Request Subtype, Tasks, Last Activity Date, Action, and a checkbox. There are three entries in the table:

Employee ID	Employee Name	Type of Request	Request Subtype	Tasks	Last Activity Date	Action	
1004	Prashanth Hiremath	Communication change approval	Emergency Contact Number	Updated	05/05/2020 23:54:33	View	<input type="checkbox"/>
1004	Prashanth Hiremath	Address change approval	Permanent	Updated	05/05/2020 23:21:16	View	<input type="checkbox"/>
1004	Prashanth Hiremath	Address change approval	Temporary	Updated	05/05/2020 23:18:24	View	<input type="checkbox"/>

A watermark 'Activate Windows' and 'Go to Settings to activate Windows.' are visible at the bottom right.

View before approval.



Suhana Kammara | 1052

Pending | Completed

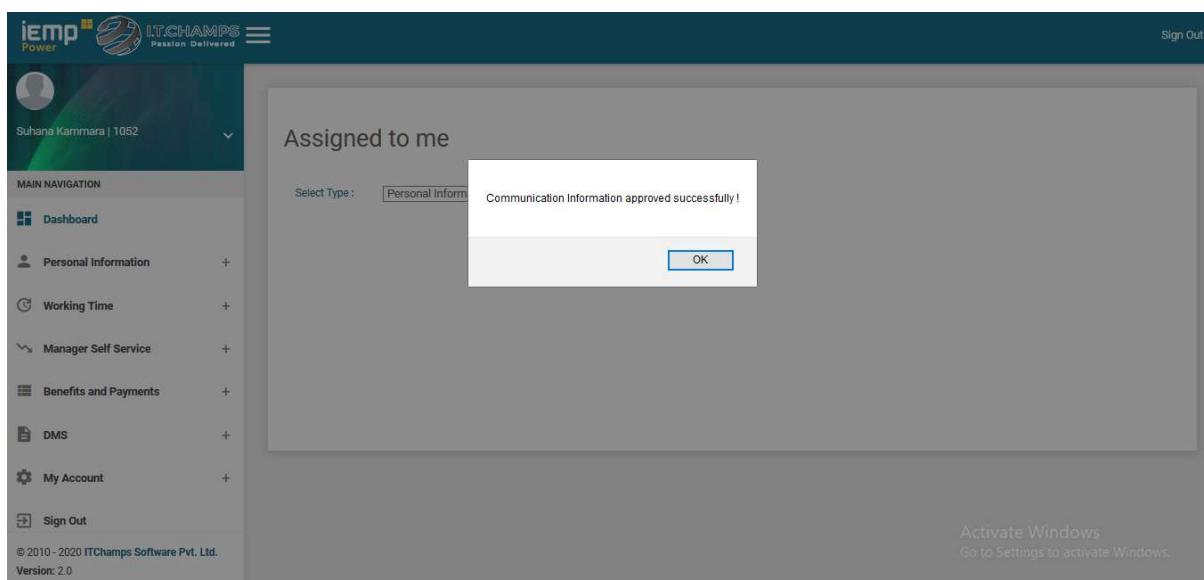
Employee ID	Employee Name	Type of Request	Request Subtype	Tasks	Last Activity Date	Action
1004	Prashanth Hiremath	Communication change approval	Emergency Contact Number	Updated	05/05/2020 23:54:33	<input type="checkbox"/> View
1004	Prashanth Hiremath	Address change approval	Permanent	Updated	05/05/2020 23:21:16	<input type="checkbox"/> View
1004	Prashanth Hiremath	Address change approval	Temporary	Updated	05/05/2020 23:18:24	<input type="checkbox"/> View

Employee ID Employee Name Particulars Modified On Status

1004	Prashanth Hiremath	Communication Information - Emergency Contact Number	05/05/2020 23:54:33	Updated	<input type="checkbox"/> View
------	--------------------	--	---------------------	---------	-------------------------------

ID : 22
Communication Type : Emergency Contact Number
Communication Text : 4520147960
Approver Remarks : Enter Remarks

Activate Windows
Go to Settings to activate Windows.



Suhana Kammara | 1052

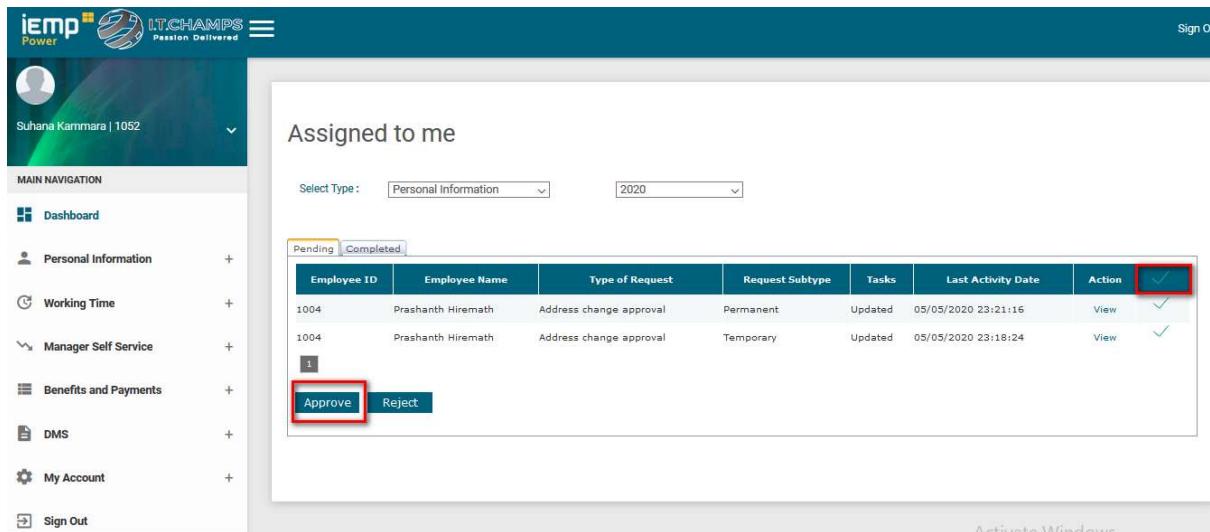
Assigned to me

Select Type : Personal Information

Communication Information approved successfully!

Activate Windows
Go to Settings to activate Windows.

Approve multiple requests at a time by checking the checkbox at the top.



Suhana Kammara | 1052

MAIN NAVIGATION

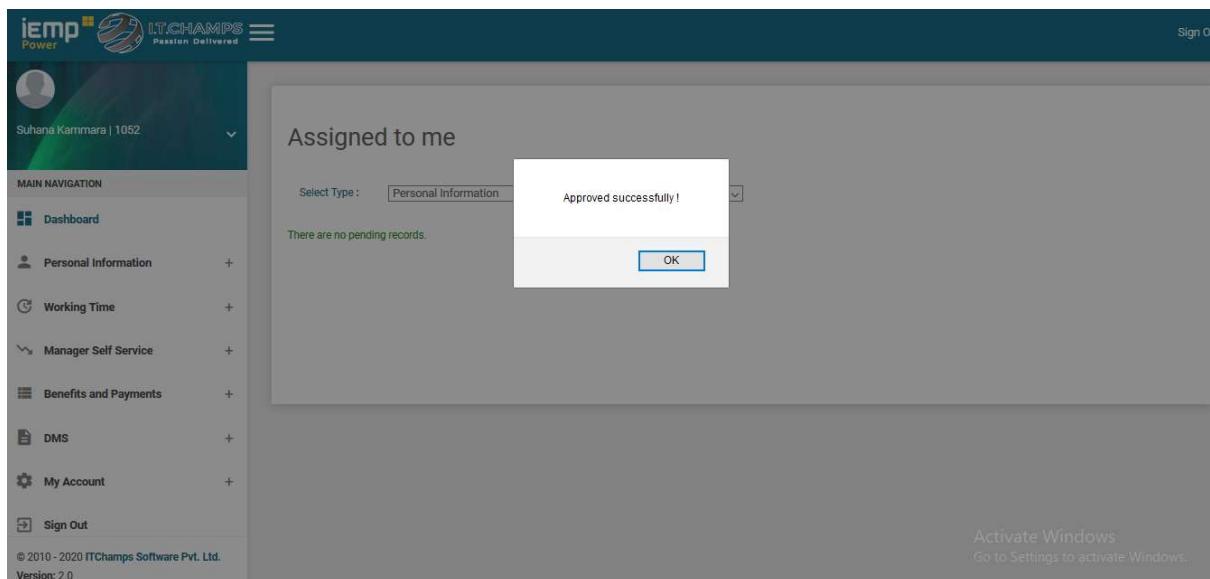
- Dashboard
- Personal Information
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account
- Sign Out

Assigned to me

Select Type : Personal Information 2020

Pending		Completed					
Employee ID	Employee Name	Type of Request	Request Subtype	Tasks	Last Activity Date	Action	
1004	Prashanth Hiremath	Address change approval	Permanent	Updated	05/05/2020 23:21:16	View	
1004	Prashanth Hiremath	Address change approval	Temporary	Updated	05/05/2020 23:18:24	View	

Approve **Reject**



Suhana Kammara | 1052

MAIN NAVIGATION

- Dashboard
- Personal Information
- Working Time
- Manager Self Service
- Benefits and Payments
- DMS
- My Account
- Sign Out

Approved successfully!

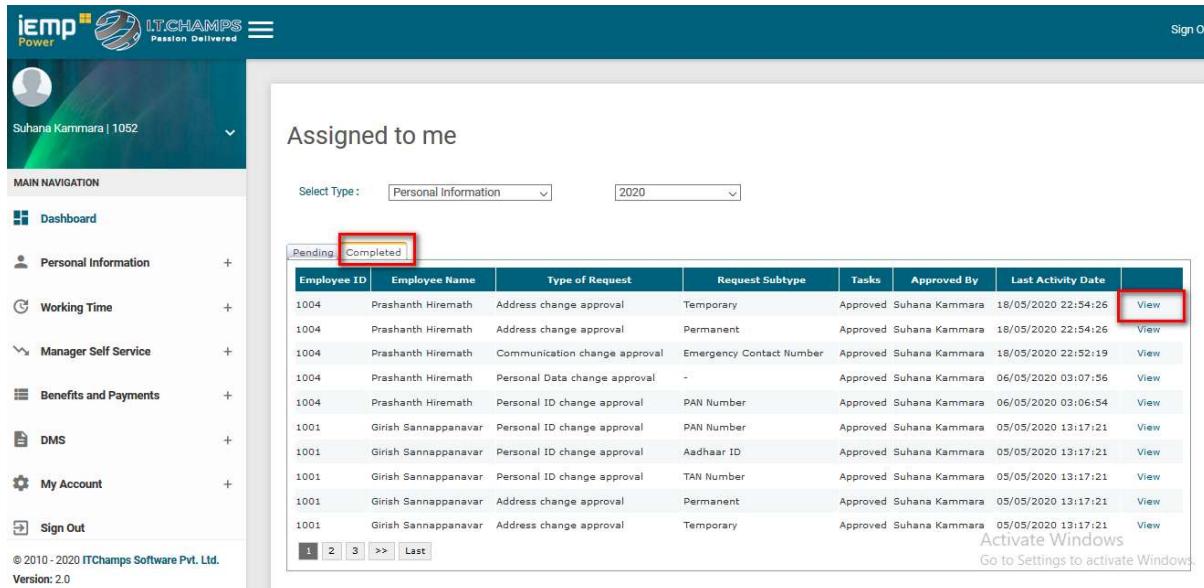
OK

There are no pending records.

Activate Windows
Go to Settings to activate Windows.

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Assigned to Me - Completed



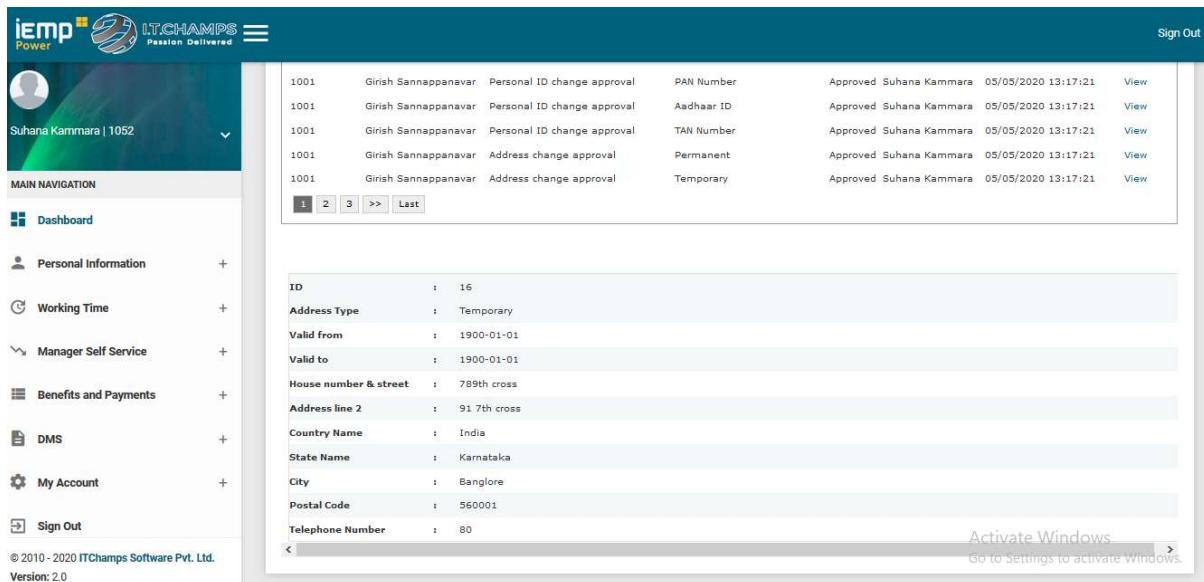
Assigned to me

Select Type : Personal Information | 2020

Pending	Completed						
Employee ID	Employee Name	Type of Request	Request Subtype	Tasks	Approved By	Last Activity Date	
1004	Prashanth Hiremath	Address change approval	Temporary	Approved Suhana Kammara	18/05/2020 22:54:26		View
1004	Prashanth Hiremath	Address change approval	Permanent	Approved Suhana Kammara	18/05/2020 22:54:26		View
1004	Prashanth Hiremath	Communication change approval	Emergency Contact Number	Approved Suhana Kammara	18/05/2020 22:52:19		View
1004	Prashanth Hiremath	Personal Data change approval	-	Approved Suhana Kammara	06/05/2020 03:07:56		View
1004	Prashanth Hiremath	Personal ID change approval	PAN Number	Approved Suhana Kammara	06/05/2020 03:06:54		View
1001	Girish Sannappanavar	Personal ID change approval	PAN Number	Approved Suhana Kammara	05/05/2020 13:17:21		View
1001	Girish Sannappanavar	Personal ID change approval	Aadhaar ID	Approved Suhana Kammara	05/05/2020 13:17:21		View
1001	Girish Sannappanavar	Personal ID change approval	TAN Number	Approved Suhana Kammara	05/05/2020 13:17:21		View
1001	Girish Sannappanavar	Address change approval	Permanent	Approved Suhana Kammara	05/05/2020 13:17:21		View
1001	Girish Sannappanavar	Address change approval	Temporary	Approved Suhana Kammara	05/05/2020 13:17:21		View

Activate Windows
Go to Settings to activate Windows.

View details.



Personal Information

1001	Girish Sannappanavar	Personal ID change approval	PAN Number	Approved Suhana Kammara	05/05/2020 13:17:21	View
1001	Girish Sannappanavar	Personal ID change approval	Aadhaar ID	Approved Suhana Kammara	05/05/2020 13:17:21	View
1001	Girish Sannappanavar	Personal ID change approval	TAN Number	Approved Suhana Kammara	05/05/2020 13:17:21	View
1001	Girish Sannappanavar	Address change approval	Permanent	Approved Suhana Kammara	05/05/2020 13:17:21	View
1001	Girish Sannappanavar	Address change approval	Temporary	Approved Suhana Kammara	05/05/2020 13:17:21	View

ID : 16
 Address Type : Temporary
 Valid from : 1900-01-01
 Valid to : 1900-01-01
 House number & street : 789th cross
 Address line 2 : 91 7th cross
 Country Name : India
 State Name : Karnataka
 City : Bangalore
 Postal Code : 560001
 Telephone Number : 80

Activate Windows
Go to Settings to activate Windows.