 Lighthouse Info Systems Pvt. Ltd. <small>SINCE 1987</small>	Document Name	Object Help Document	
	Menu Code	01.701.04	
	Process Name	Employee Management	
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01.701.04 – Employee Code Linking With Attendance Recorder ID


PROCESS OVERVIEW

This form is used if employee's attendance has been marked with the help of bio-metric machine. To capture in & out punch record of employees, we need to link the pay code number and card number with employee code.

We can define if employees need to make single punch while coming or they need not require any punch while entering organization (Punch not required - Generally allowed for Directors of the company). Flexi hours can be defined as per the grade or category of employee where employee is allowed to come late or early go.

PROCESS PRE-REQUISITES

Input Fields	Input Details	General Remarks
Payroll Series	To select payroll series	Payroll series must be defined in employee master
Grade	To select grade	Grade must be defined for employee and in grade master
Division	To select division	Division must be defined for employee and in division master
Designation	To select designation	Designation must be defined for employee and in designation master
Department	To select department	Department must be defined for employee and in department master
Wage Basis	To select wage basis	Wage basis must be defined for employee

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Category	To select category	Category must be defined for employee and in category master
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PROCESS DETAILS


BUTTONS	DESCRIPTION
Save	To Save the record
Exit	To Exit from the open form
Find	To find records from LOV

Work Step –

- Step 1 Select employee from payroll series or division or grade or department etc
- Step 2 Select from card no field - (Linked or Not Linked or All)
- Step 3 Press Show data button to load employees
- Step 4 Click on Punch not required (If punching is not required for those employees)
- Step 5 Click on One Punch required (If only one punch needs to be define for employee)
- Step 6 Enter Pay code no (Which is employee code number but needs to be seven digit)
- Step 7 Enter Card no (Which is similar to pay code number but needs to be seven digit)
- Step 8 Enter Flexi hours

Optional Data Fields

Payroll Series
 Grade
 Department
 Category
 Designation
 Wage basis
 Division

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Flexi Hours


Punch not required

Single punch required

Tips and Tricks

Not Applicable

FIELDS	DESCRIPTION	R/O/C	FIELD VALUE / COMMENTS
Payroll Series	To select payroll series	O	Payroll series must be defined in employee master
Grade	To select grade	O	Grade must be defined for employee and in grade mater
Division	To select division	O	Division must be defined for employee and in division master
Designation	To select designation	O	Designation must be defined for employee and in designation master
Department	To select department	O	Department must be defined for employee and in department master
Wage Basis	To select wage basis	O	Wage basis must be defined for employee
Category	To select category	O	Category must be defined for employee and in category master
Card No	To select card no type	R	Select Linked or Not Linked or All - Employees w
Show Data	Field	R	To load employee
Pay code No	To enter pay code no	R	Enter card no which is similar to employee code number (Has to be 7 digit)

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Card No	To enter card no	R	Enter card no which is similar to employee code number (Has to be 7 digit)
Flexi Hours	To enter flexi hours	O	It should be in minutes which are applicable from the shift time to record present value. i.e. flexibility to the employee given in minutes.
Punch Not required	To select punch type	O	It will automatically mark present for the employee if he/she will not punch.
Single punch required	To select punch type	O	If Single punch done, that means no out punch is there, it will marked as present without checking in and out time.