



Integrated Attendance System

Table of contents

1. Introduction.....	
1.1. System Requirements.....	
1.2. Software Installation.....	
1.3. Interface Preview.....	
2. Device.....	
2.1. Device Management.....	
2.2. Log Management.....	
2.3. User Management.....	
2.4. Real Time Logs.....	
3. Master.....	
3.1. Company.....	
3.2. Location.....	
3.3. Department.....	
3.4. Shift.....	
3.5. Grade.....	
3.6. Employee Group.....	
3.7. Bank.....	
3.8. Dispensary.....	
3.9 Category.....	
3.10. Employee.....	
4. Transaction.....	
4.1. Manual Entry.....	
4.2. Data Maintenance.....	

4.3. Holiday Entry.....	
5. Leave Management.....	
5.1. Leave Master.....	
5.2. Leave Accrual.....	
5.3. Leave Application.....	
5.4. Monthly Leave Increment.....	
6. Admin.....	
6.1. Common Setting.....	
6.2. Data Process.....	
6.3. Database Setting.....	
6.4. SMS Setting.....	
6.5. Bulk SMS.....	
6.6. Email Setting.....	
6.7. User Manage.....	
6.8. Backup Setting.....	
6.9. Parallel Database.....	
6.10. License Info.....	
6.11. IAS Information.....	
7. Reports.....	
7.1. Daily Reports.....	
7.2. Monthly Reports.....	
7.3. Leave Reports.....	
7.4. Customized Reports.....	
8. Payroll.....	

8.1. Employee setup.....	
8.2. Payroll Setup.....	
8.3. Formula Setup.....	
8.4. Payroll Processing.....	
8.5. Performance Maintain.....	
8.6. Loan/Advance setup.....	
8.7. Reports.....	
9. Visitor.....	
9.1. Visitor Entry.....	
9.2. Visitor History.....	

1. Introduction.....

IAS is a 'time & attendance' management software solution for all types of organization larger or smaller. It delivers the functionality and flexibility to support the demanding and complex time management requirements of your organization. Going far beyond traditional time and attendance systems, the IAS software can significantly improve the efficiency of your business, eliminating unneeded effort and simplifying the daily time management activities for all of the members of your workforce. Our time and attendance solution is designed specifically to support the complex requirements of enterprise-class implementations.

1.1. System Requirements.....

Hardware Requirements -

CPU: 1GMHz or higher

Memory: 4GB or higher

Hard disk: 2GB or higher capacity

Operating Environment -

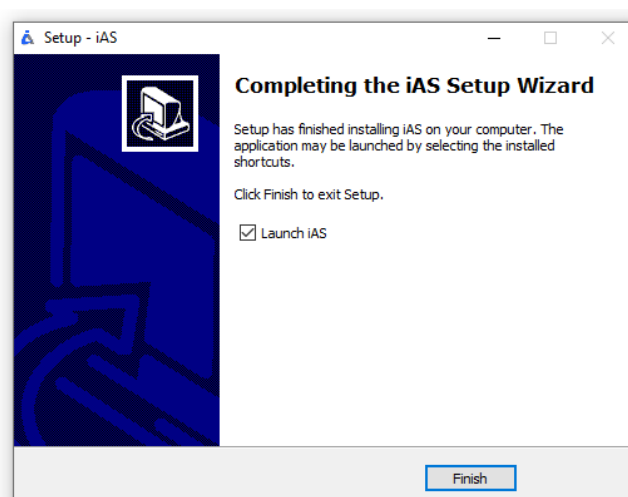
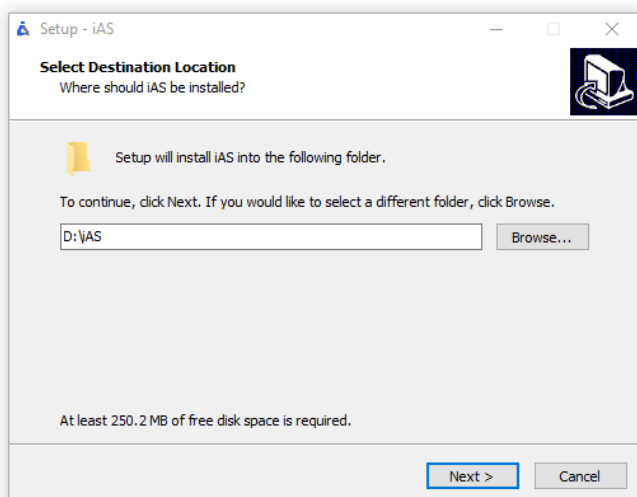
Operating system: windows XP or higher

Database: MS Access, SQL SERVER 2005 or higher

1.2. Software Installation.....

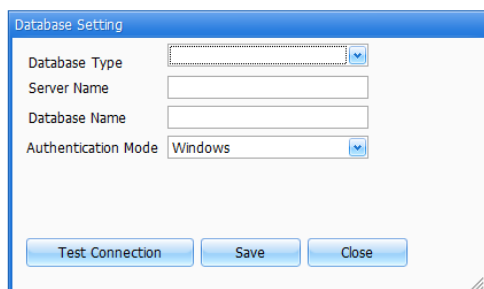
Download the application from our website: www.timewatchindia.com

Right click on IAS Setup & select run as administrator, by default installation location will be D:\IAS, it can be changed if required. Click next to continue the installation & complete it.



1.3. Interface Preview.....

Select the database Type: MS Access / SQL & Save it



The 'Database Setting' dialog box contains the following fields and buttons:

- Database Type:** A dropdown menu.
- Server Name:** A text input field.
- Database Name:** A text input field.
- Authentication Mode:** A dropdown menu with 'Windows' selected.
- Buttons:** 'Test Connection', 'Save', and 'Close'.

To Login, enter User Id: admin; Password: admin



The login window features the TIMEWATCH logo and the following elements:

- User Id:** A text input field.
- Password:** A text input field.
- Buttons:** 'Login' and 'Close'.

Home Screen: Dash Board will appear along with following buttons

- Home • Device • Master • Transaction
- Leave Management • Admin • Reports • Payroll



2. Device.....

2.1. Device Management.....

This page allows you to add new device & downloading the attendance logs.

Device Management

[New Logs](#) [All Logs](#) [Device Status](#)

Drag a column header here to group by that column

	Controller Id	Device Model	Device IP	Location	Serial No	Status	Last Downloaded	User Count	FP Count	Face Count	AttLog Count
Click here to add new Device											
>	1	ZK(TFT)	192.168.1.233	Gurgaon	BYRQ193360116		2019/10/19 17:35:22				

Controller ID *

Protocol * TCP/IP

Type * IN/OUT

Device Model * ZK(TFT)

Device IP * 192.168.1.233

Location * Gurgaon

Serial No BYRQ193360116

Purpose Attendance

Comm Key 0

Get

Save Cancel

- **New logs:** Download will start from last download date & time (it's a shortcut)
- **All logs:** All logs from device will download (it's a shortcut)

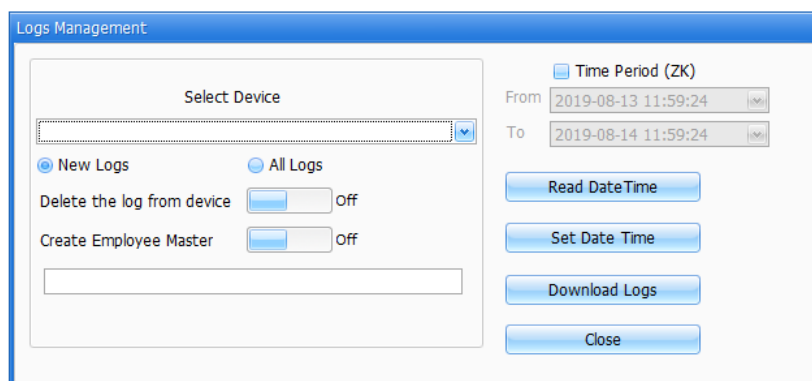
- **Device status:** It will show the current status of the device, whether it is Online or Offline

Click here to add new device:

- **Controller Id:** Enter 2digit id to add the device
- **Protocol:** Select Tcp/Ip
- **Type:** Select the direction of the logs, IN, OUT, IN/OUT, DEVICE DIRECTION
- **Device Model:** select the device category whether it is ZK DEVICE, BIO-SERIES DEVICE, IRIS DEVICE
- **Device Ip:** give the Ip address of the device
- **Location:** Select the location of the device
- **Serial No.:** Click on Get, serial number will be fetched from the device
- **Purpose:** Select the device purpose whether it is Attendance or Canteen

2.2. Log Management.....

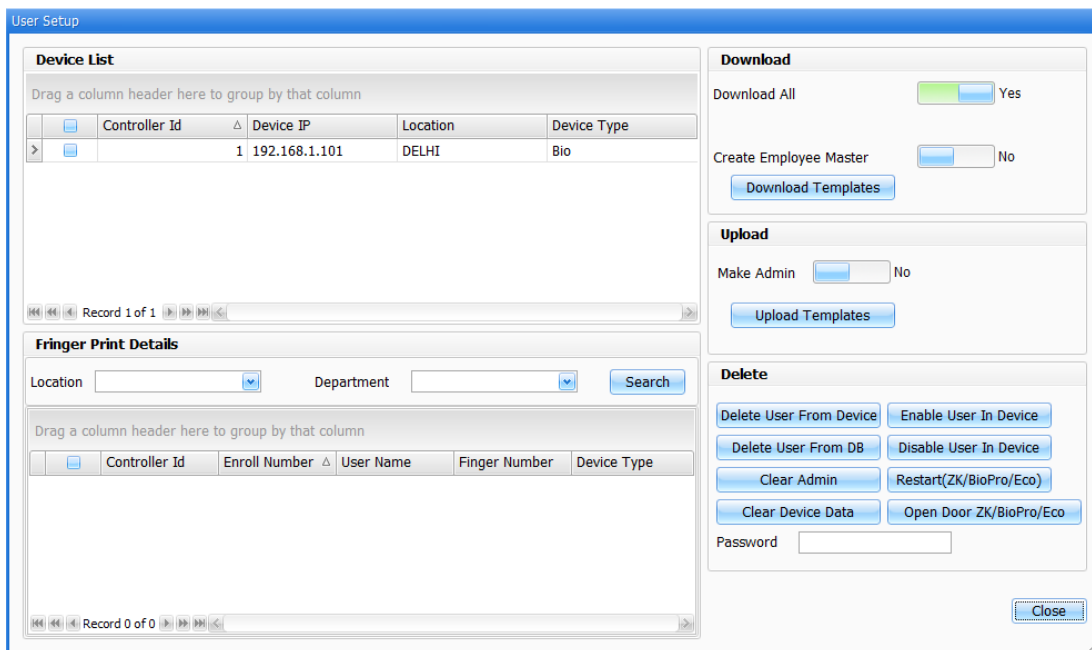
Attendance logs can be downloaded from this window, select the device to perform the functionalities,



- **New logs:** Download will start from last download date & time,
- **All logs:** All logs from device will download,
- **Delete the log from device:** Attendance logs will be deleted from the device after downloading into the software(if the option is enabled)
- **Create Employee Master:** Employee details like name, id etc. will be downloaded to application along with the attendance logs (if the option is enabled)
- **Read Date Time:** It will display the device date & time
- **Set Date Time:** System current date & time will be set to the device
- **Download logs:** Attendance logs will be downloaded to the application

2.3. User Management.....

Upload / Download Templates can be performed using this window,



The User Setup window is divided into two main sections: Device List and Finger Print Details.

Device List: This section contains a table with the following columns: Controller Id, Device IP, Location, and Device Type. A single record is displayed with Controller Id 1, Device IP 192.168.1.101, Location DELHI, and Device Type Bio. Below the table is a pagination bar showing 'Record 1 of 1'.

Finger Print Details: This section includes a search area with dropdown menus for Location and Department, and a Search button. Below this is another table with columns: Controller Id, Enroll Number, User Name, Finger Number, and Device Type. The table is currently empty, with a pagination bar showing 'Record 0 of 0'.

Download Section: Contains a 'Download All' checkbox (checked), a 'Create Employee Master' checkbox (unchecked), and a 'Download Templates' button.

Upload Section: Contains a 'Make Admin' checkbox (unchecked) and an 'Upload Templates' button.

Delete Section: Contains several buttons: 'Delete User From Device', 'Delete User From DB', 'Clear Admin', 'Clear Device Data', 'Enable User In Device', 'Disable User In Device', 'Restart(ZK/BioPro/Eco)', and 'Open Door ZK/BioPro/Eco'. There is also a 'Password' input field and a 'Close' button at the bottom right.

Device list & Finger print details can be viewed here & the same can be downloaded or uploaded to the device by selecting finger print details

- **Download:** If YES then all user templates will be downloaded, if NO then you can select the Particular user & download
- **Create Employee Master:** Employee details like name, id etc. will be downloaded to application along with the user templates (if the option is enabled)
 - Upload: Select the user & device which is to be uploaded
- **Make Admin:** If YES then the selected user will be uploaded with a admin privilege to the device
- **Delete:** To perform these function, you need to provide admin login password

Delete User from Device: To delete selected users from device

Delete User From DB: To delete selected users from database

Clear Admin: To clear admin privilege from device

Clear Device Data: To clear all the data from device

Enable user in device: To enable the disabled user

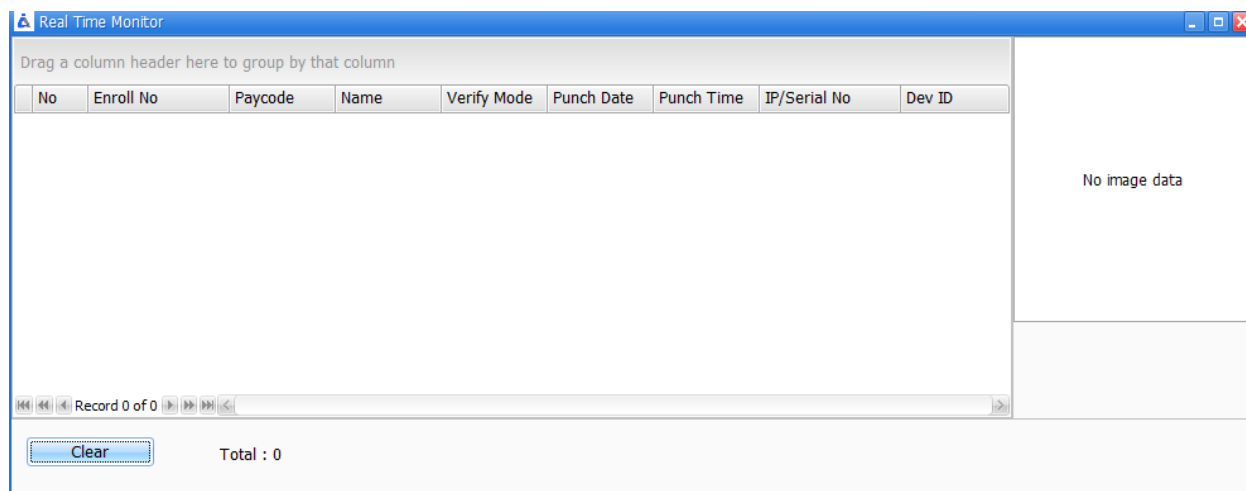
Disable user in device: To disable the user temporarily

Restart: To restart the device from application

Open Door: to open the lock remotely

2.4. Real Time Logs.....

To download the live records from the device along with the image



3. Master.....

Details like Company, Location, Department, Shift, Grade, Employee Group, Bank, Dispensary, Category and Employee can be created as per the requirements

3.1. Company.....

It is possible to have different companies in the same premises for the sakes of administration or any other reasons, each company has unique company code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee for specific company

Company

Company Logo

Drag a column header here to group by that column

Company Code	Company Name	Company Addr...	Company Shor...	Company PAN...	Company TAN...	Company LC No.	Company PF No.	GSTIN
Click here to add new Company								
001	TimeWatch In...	Okhla, New De...	TIPL	AAFCT4010M	07226977626	07226977626	07226977626	07AAFCT4010...

Company Code : *

001

Company Name : *

TimeWatch Infocom Pvt. Ltd.

Company Address:

Okhla, New Delhi

Company Short Name:

TIPL

Company PAN No.:

AAFCT4010M

Company TAN No.:

07226977626

Company LC No.:

07226977626

Company PF No.:

07226977626

GSTIN:

07AAFCT4010M1ZD

Save

Cancel

3.2. Location.....

Each Location has unique Location code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee for specific Location

Location

Drag a column header here to group by that column

Location Code	Location Name	Email
Click here to add new Location		
001	DELHI	

Location Code: *

001

Location Name: *

DELHI

Email:

Save

Cancel

3.3. Department.....

Each Location has unique Location code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee for specific Location

Department

Drag a column header here to group by that column

Department Code	Department Name	HOD	Email ID
Click here to add new Department			
001	ADMIN		

Department Code: * 001

Department Name: * ADMIN

HOD:

Email ID:

Save Cancel

3.4. Shift.....

Through this option we declare all the possible shifts in the company along with the details,

Shift

Drag a column header here to group by that column

Shift C...	Shift Start ...	Shift End Ti...	Shift Hours	Lunch Start ...	Lunch Dura...	Lunch End ...	Overtime Ded...	Overtime Start...	Overtime Ded...	Lunch
Click here to add new Shift										
S01	09:30	18:30	09:00	13:00	00:30	13:30	1439	0	0	0
S02	11:00	20:00	09:00	13:00	00:30	13:30	23:59	00:00	00:00	00:00

Shift Code: * S01

Shift Start Time: * 09:30

Shift End Time: * 18:30

Shift Hours: 09:00

Lunch Start Time: 13:00

Lunch Duration: 00:30

Lunch End Time: 13:30

Overtime Deduct After: 23:59

Overtime Start After: 00:00

Overtime Deduction: 00:00

Lunch Deduction: 00:00

Shift Position: DAY

Shift Begin: 00:00

Shift End: 00:00

Save Cancel

- **Shift code:** each company has unique Shift code
- **Shift Start Time:** This is the shift starting time
- **Shift End Time:** This is the shift end time
- **Shift Hours:** This is the time period that the shift contains, if this is wrong, it is sure that yours overtime and overstay will be wrong
- **Lunch Start Time:** This is the starting time of lunch

- **Lunch Duration:** This is the duration of lunch
- **Lunch End Time:** This is the end time of lunch
- **Lunch deduction:** This is the time period that will be deducted from the working hours
- **Overtime deduct after:** This is the limit period after which the OT won't be considered e.g. If OT deduct after is initialized as 3.00 hrs and employee having OT 5.00 hrs. Then it would consider 3.00 hrs. Only.
- **Overtime start after:** This is the minimum time period for OT consideration e.g. If OT start after is initialized as 15 minutes the OT will be calculated for only those employees, the time for which is more than 15 minutes.
- **Overtime deduction:** This is the time period that will deduct from the overtime hours.
- **Shift Position:** Three types of shift, Night: That means last three punches of the next date only. Day: That means first three punches of the same date only. Half: This is the half-day shift for half day weekly off.

3.5. Grade.....

Through this option, we can add the grades in a company, here Grade code and Grade Name are mandatory

Grade

Drag a column header here to group by that column

Grade Code	Grade Name
001	GENERAL
ADM	ADMIN
G-A	GRADE A
G-B	GRADE B
G-C	GRADE C
G-D	GRADE D

Grade Code: *

Grade Name: *

3.6. Employee Group.....

Here we can add the Groups to the employees with all the necessary settings

Employee Group

Drag a column header here to group by that column

Group...	Group...	SHIFT	SHIFTT...	SHIFTP...	SHIFTR...	LASTS...	ISAUT...	AUTH_...	FIRST...	SECON...	HALFD...	SECON...	ALTER...	INONLY	ISPUNC...	ISTIME...	C
ADM	ADMIN	S01	F			0	N		SUN	F		NON		N	Y	N	
CT	CTSCAN	A-N													Y	N	
HK	HOUSE...	S02													Y	Y	
LAB	LAB	S01													Y	Y	
NS	NURSING	S02													Y	Y	
OT	OPERA...	S01													Y	Y	
PH	PHARM...	S01													Y	Y	
REC	RECEP...	A-N													Y	Y	

General

Shift

Time Office Policy

Over Time Setting

General

Group Id *
Group Name *
Permissible Late Arrival: 00:10
Permissible Early Departure: 00:10
Maximum Working Hours in a Day: 23:59
Round The Clock Working: Off
Consider Time Loss: On
Half Day marking: Off
Short leave marking: Off
Present Marking Duration: 04:00
Maximum Working Hours for half day: 00:00
Maximum Working Hours for Short day: 00:00

Punches Required in a Day
☒ No Punch
☐ Single Punch Only
☐ Two Punches
☐ Four Punches
☐ Multiple Punch

Single Punch Only

☐ Fixed Out Time
☐ Overwrite

Overtime

Overtime Applicable: No
Overtime Rate Per Hour: 000.00
Overstay Applicable: No

Save Cancel

- **Group Id:** Provide Group ID,
- **Group Name:** Provide Group Name,
- **Permissible late arrival:** Allowable grace time duration for the late arrival,
- **Permissible early departure:** Allowable grace time duration for early Departure,
- **Maximum working hours in a day:** To complete the shift, what should be the working hours in a day,
- **Round The Clock Working:** If an employee works night shift, this option must be selected,
- **Consider Time loss:** Whether System should calculate time loss or not (including late arrival and early departure),
- **Half Day marking:** Automatic half day assignment, if you set absent hours for half day,
- **Short leave marking:** Automatic Short leave assignment, if you set hours for short leave,
- **Present marking duration:** Can define the duration to mark as present for the day,
- **Maximum working Hours for Half Day:** Can define the duration to mark as Half day,
- **Maximum working Hours for Short Day:** Can define the duration to mark as Short leave day,
- **Punches Required in a day:** Following are the different types of punching patterns that can be assigned to any employee in a Company
 - >> **No Punch:** NO punches required, If they do punch, the same will be recorded or otherwise it will be inserted automatically as per their shift timings
 - >> **Single Punch:** If desired, It is possible to do away with the 'OUT' punching for employees leaving at the shift end time only. In this case employees will have to record 'IN' time only. 'OUT' will be automatically assumed to be the shift end

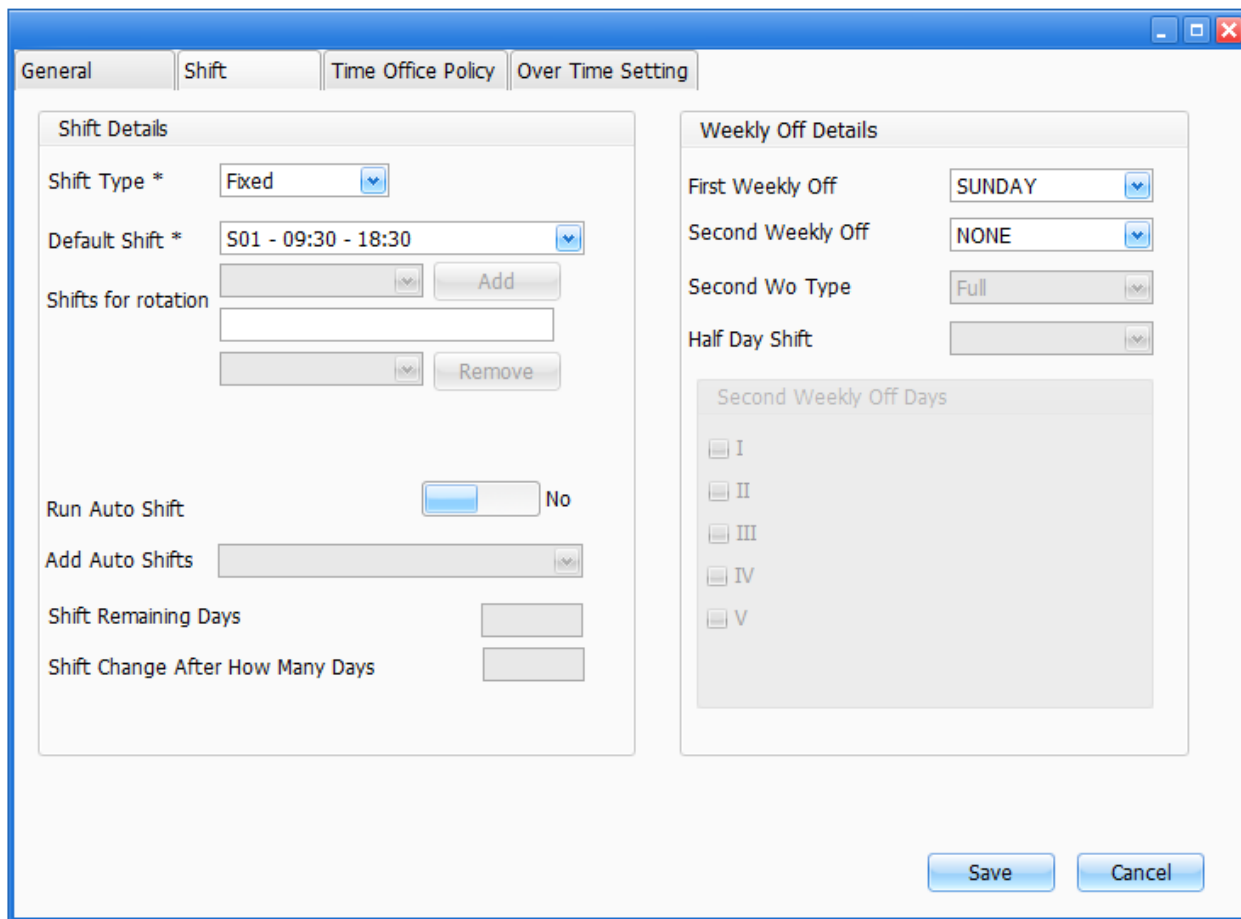
time. However, persons leaving early or staying overtime are expected to punch 'OUT' time also and such recordings will be accounted.

>>**Two Punch:** Both 'IN' and 'OUT' timing are recorded.

>>**Four Punch:** In addition to the two punches recorded while coming 'IN' and going 'OUT' you can also record 'LUNCH IN' and 'LUNCH OUT' timings.

>>**Multiple Punch:** Maximum 20 punches are allowed.

- **Overtime applicable:** OT will be calculated only if you select the filed,
- **Overstay:** OT will not be calculated, only overstay will be applicable.



The screenshot shows the 'Shift' configuration window. It has four tabs: General, Shift, Time Office Policy, and Over Time Setting. The 'Shift' tab is selected. The window is divided into two main sections: 'Shift Details' on the left and 'Weekly Off Details' on the right. At the bottom right are 'Save' and 'Cancel' buttons.

Shift Details:

- Shift Type *: Fixed (dropdown)
- Default Shift *: S01 - 09:30 - 18:30 (dropdown)
- Shifts for rotation: [empty field] [Add] [Remove]
- Run Auto Shift: [checked] No
- Add Auto Shifts: [empty field]
- Shift Remaining Days: [empty field]
- Shift Change After How Many Days: [empty field]

Weekly Off Details:

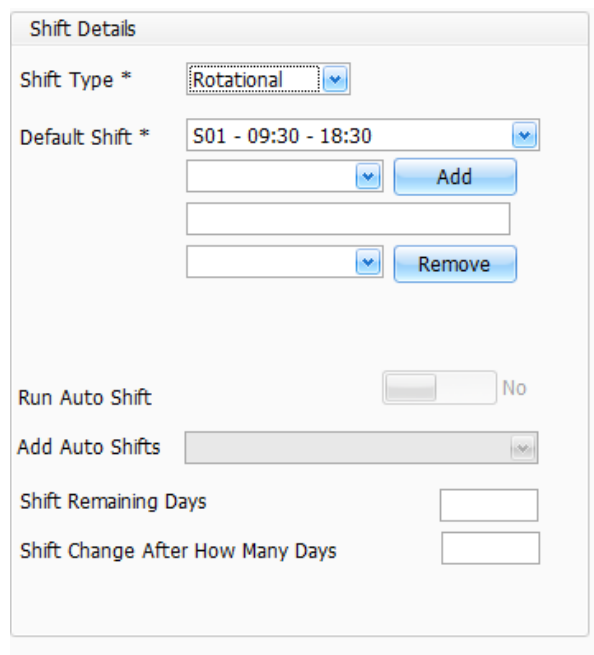
- First Weekly Off: SUNDAY (dropdown)
- Second Weekly Off: NONE (dropdown)
- Second Wo Type: Full (dropdown)
- Half Day Shift: [empty field]
- Second Weekly Off Days: List with checkboxes for I, II, III, IV, V.

The first field asks for the shift type. Possible shift types are Fixed, Rotational, Ignore, Flexi & Multi.

Fixed shift: Employee's shift will be fixed for all the time.

Ignore: Shift will consider automatically, by considering the nearby punches

Rotational shift type: you can specify the pattern of the shift in which the shifts for that employee rotates. Here you are required to enter two more fields to complete the shift pattern i.e. Shift change after how many days and Shift remaining days. Duty roster is created from the 1st day of year or from the date of joining whichever is earlier. Shift remaining days specifies the number of days that are remaining in the first allocated shift i.e. the first shift in the duty roster.



The screenshot shows a 'Shift Details' form with the following fields and controls:

- Shift Type ***: A dropdown menu with 'Rotational' selected.
- Default Shift ***: A text field containing 'S01 - 09:30 - 18:30' with a dropdown arrow on the right.
- Below the Default Shift field, there are two empty text input fields, each with a dropdown arrow on its right side.
- To the right of the first empty input field is a blue 'Add' button.
- To the right of the second empty input field is a blue 'Remove' button.
- Run Auto Shift**: A checkbox that is currently unchecked, with the text 'No' to its right.
- Add Auto Shifts**: A button with a dropdown arrow on its right side.
- Shift Remaining Days**: A text input field.
- Shift Change After How Many Days**: A text input field.

Flexible shift: Employees present & absent marking will be based on the work duration

Multiple shift: If an employee is working in more than one shift in a day, they can choose this field

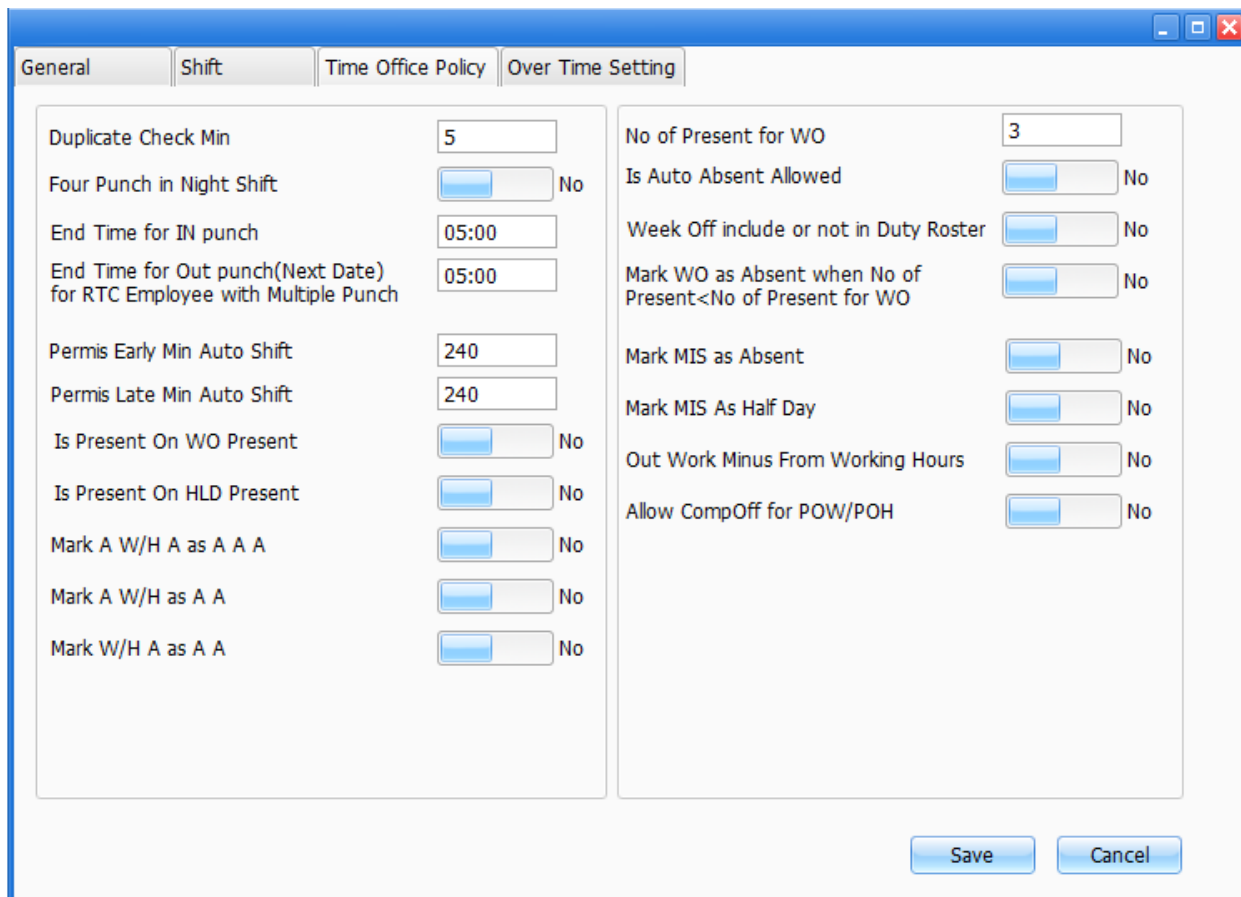
Weekly off Details: Required to give weekly off information to complete the duty roster information.

First Weekly off: select the first week off if any

Second Weekly off: select the second week off if any

Second WO Type: Full or Half

Half day Shift: half day timings should be defined in the 'shifts', you have to select the particular shift here



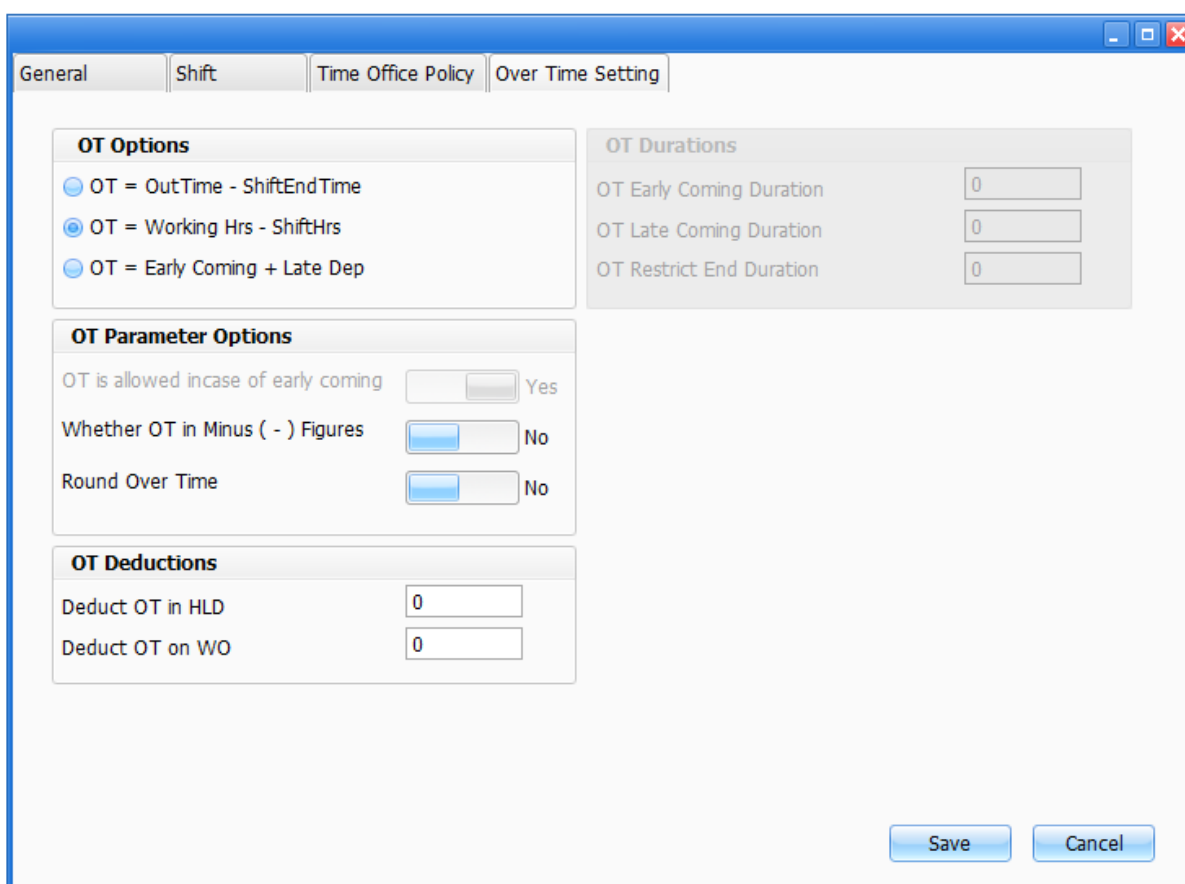
Time Office Policy	
Duplicate Check Min	5
Four Punch in Night Shift	<input type="checkbox"/> No
End Time for IN punch	05:00
End Time for Out punch (Next Date) for RTC Employee with Multiple Punch	05:00
Permis Early Min Auto Shift	240
Permis Late Min Auto Shift	240
Is Present On WO Present	<input type="checkbox"/> No
Is Present On HLD Present	<input type="checkbox"/> No
Mark A W/H A as A A A	<input type="checkbox"/> No
Mark A W/H as A A	<input type="checkbox"/> No
Mark W/H A as A A	<input type="checkbox"/> No
No of Present for WO	3
Is Auto Absent Allowed	<input type="checkbox"/> No
Week Off include or not in Duty Roster	<input type="checkbox"/> No
Mark WO as Absent when No of Present < No of Present for WO	<input type="checkbox"/> No
Mark MIS as Absent	<input type="checkbox"/> No
Mark MIS As Half Day	<input type="checkbox"/> No
Out Work Minus From Working Hours	<input type="checkbox"/> No
Allow CompOff for POW/POH	<input type="checkbox"/> No

Save Cancel

Time Office Policy: Can define the Set of rules

- **Duplicate Check Min:** If the duration between two punches is less than the Duplicate check minutes system will ignore the second punch
- **Four Punch in Night Shift:**
- **End Time for IN Punch:**
- **End Time for OUT Punch (Next Date) for RTC Employee with Multiple Punch:** In punch will be accepted up to the value of End time for In punch of next day If the employee is a non-RTC case system will ignore these two parameters
- **Permis Early Min Auto-Shift and Permis Late Min Auto-Shift:** If the Auto shift allowed is selected then we can set the boundaries for automatic shift assignment. I.e. if the in punch is between (Shift Start Time – Permis Early Min Auto-Shift) and (Shift Start Time + Permis Late Min Auto-Shift) then system will assign that shift.
- **Is Present on WO Present:** If an employee works on weekly off, then status will be WOP
- **Is Present on HLD Present:** If an employee works on Holiday, then status will be WOP
- **Mark A W/H A as A A A:** If an employee is absent BEFORE or AFTER weekly off & Holiday, then W/H will be marked as absent
- **Mark A W/H as A A:** If an employee is absent BEFORE weekly off & Holiday, then W/H will be marked as absent

- **Mark W/H A as A A:** If an employee is absent AFTER weekly off & Holiday, then W/H will be marked as absent
- **No. of present for weekly off:** No. of present days can be defined to consider the weekly off
- **Is Auto absent allowed:** If yes, then automatic absentees will be marked
- **Weekly off include or not in duty roaster:** If yes, then weekly off will include in Duty roaster
- **Mark WO as absent when no. of present <no. of present for WO:** WO will be marked as absent, if number of present is less than number of WO
- **Mark MIS as Absent:** If there is a MISS Punch in a day it will mark as an Absent
- **Mark MIS as Half day:** If there is a MISS Punch in a day it will mark as an Half Day
- **Out Work MINUS from working Hours:** Out Duration will be deducted from the total work Duration
- **Allow comp off for POW/POH:** Comp off will be applicable if an employee is present on WO or Holiday



General | **Shift** | **Time Office Policy** | **Over Time Setting**

OT Options

☐ OT = OutTime - ShiftEndTime

☒ OT = Working Hrs - ShiftHrs

☐ OT = Early Coming + Late Dep

OT Parameter Options

OT is allowed incase of early coming ☐ Yes

Whether OT in Minus (-) Figures ☐ No

Round Over Time ☐ No

OT Durations

OT Early Coming Duration

OT Late Coming Duration

OT Restrict End Duration

OT Deductions

Deduct OT in HLD

Deduct OT on WO

Save **Cancel**

OT Options: Can define Overtime rules like, OT= Out Time – Shift end Time, OT= Working Hrs – Shift Hrs, OT= Early coming + Late Dep

Can define OT Parameters: OT is allowed in case of early coming, whether OT is minus (-) figures, Round overtime

OT Deductions: Deduct OT in HLD, Deduct OT in WO:

OT Durations: OT Early Coming Duration, OT Late coming Duration, OT Restrict End Duration,

3.7. Bank.....

Here we can add the Bank Details for Payroll purpose

Bank

Drag a column header here to group by that column

Bank Code	Bank Name	Bank Address	Short Name
001	Oriental Bank Of Commerce		
002	HDFC Bank		
003	ICICI Bank		
004	SBI		

[Click here to add new Bank Master](#)

Bank Code: * 004

Bank Name: * SBI

Bank Address:

Short Name:

3.8. Dispensary.....

This feature can be used for mediclaim purpose

Dispensary

Drag a column header here to group by that column

Dispensary Code	Dispensary Name	Dispensary Address

Dispensary Code: *

Dispensary Name: *

Dispensary Address:

3.9 Category.....

Different categories can be created with set of rules

Catrgory

Drag a column header here to group by that column

CAT	CATAGORYNAME	Late Verification	Every Interval	Deduct From	From Leave	From Leave1	Late Days	Deduct Day	Max Late Dur
Click here to add new Category									
> 001	GENERAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Attendance			3	0.5	00:03

Category Code * Category Name *

Is Auto Late Checking Allowed Yes ☒

Auto Checking

Max Late Duration Late Days

Every Interval Yes ☒

☐ Deduct from Leave ☒ Deduct from Attendance

Ist Leave IInd Leave

Deduct Day

Save Cancel

Can define Category Code, Category Name,

Is Auto Late Checking allowed: If yes, if an employee is late for pre-defined minutes & days, status will be automatically marked as late. It's mandatory to set Max Late Duration, Late Days, Every Interval. Need to define whether it should deduct from Leave, Deduct from Attendance, Deduct Day.

3.10. Employee.....

Employee

Export Import Export to Device Import From Device Time Zone (ZK/Bio Pro) Time Zone (Bio) Quick Update

Drag a column header here to group by that column

	Active S...	Paycode	Present Card...	Emp Name	Gender	Company	Emp Group	Location	Depart...	Category	Designa...	Date of Join	Grade	Telepho...
Click here to add new Employee														
>	<input checked="" type="checkbox"/>	Y	1	000000000001	Yogesh Dangi	M	001	001	001	003	001	01/09/2017	001	
	<input checked="" type="checkbox"/>	Y	2	000000000002	Sumit Dalal	M	001	001	001	002	001	01/11/2018	001	
	<input checked="" type="checkbox"/>	Y	3	000000000003	Sandeep	M	001	001	001	002	001	01/06/2018	001	
	<input checked="" type="checkbox"/>	N	4	000000000004	Yogesh Rathi	M	001	001	001	001	001	15/06/2018	001	
	<input checked="" type="checkbox"/>	Y	5	000000000005	Sanjay	M	001	001	001	002	001	01/06/2019	001	
	<input checked="" type="checkbox"/>	N	6	000000000006	Mangal Singh	M	001	001	001	001	001	01/06/2019	001	
	<input checked="" type="checkbox"/>	Y	7	000000000007	D S SANGWAN	M	001	001	001	001	001	01/06/2019	001	
	<input checked="" type="checkbox"/>	Y	8	000000000008	SATBIR DHULL	M	001	001	001	001	001	01/06/2019	001	
	<input checked="" type="checkbox"/>	Y	9	000000000009	Namrata	M	001	001	001	001	001	01/07/2019	001	
	<input checked="" type="checkbox"/>	Y	10	000000000010	Sonu Yadav	M	001	001	001	001	001	01/08/2019	001	
	<input checked="" type="checkbox"/>	Y	11	000000000011	Narayan	M	001	001	001	001	001	20/08/2019	001	
	<input checked="" type="checkbox"/>	Y	1008	000000001008	canteen test	M	001	001	001	001	001	01/10/2019	001	
	<input checked="" type="checkbox"/>	Y	9999	000000009999	test	M	001	001	001	001	001	01/09/2019	001	

Export: Employee list will be exported to excel sheet

Import: Employee list will be imported from excel sheet

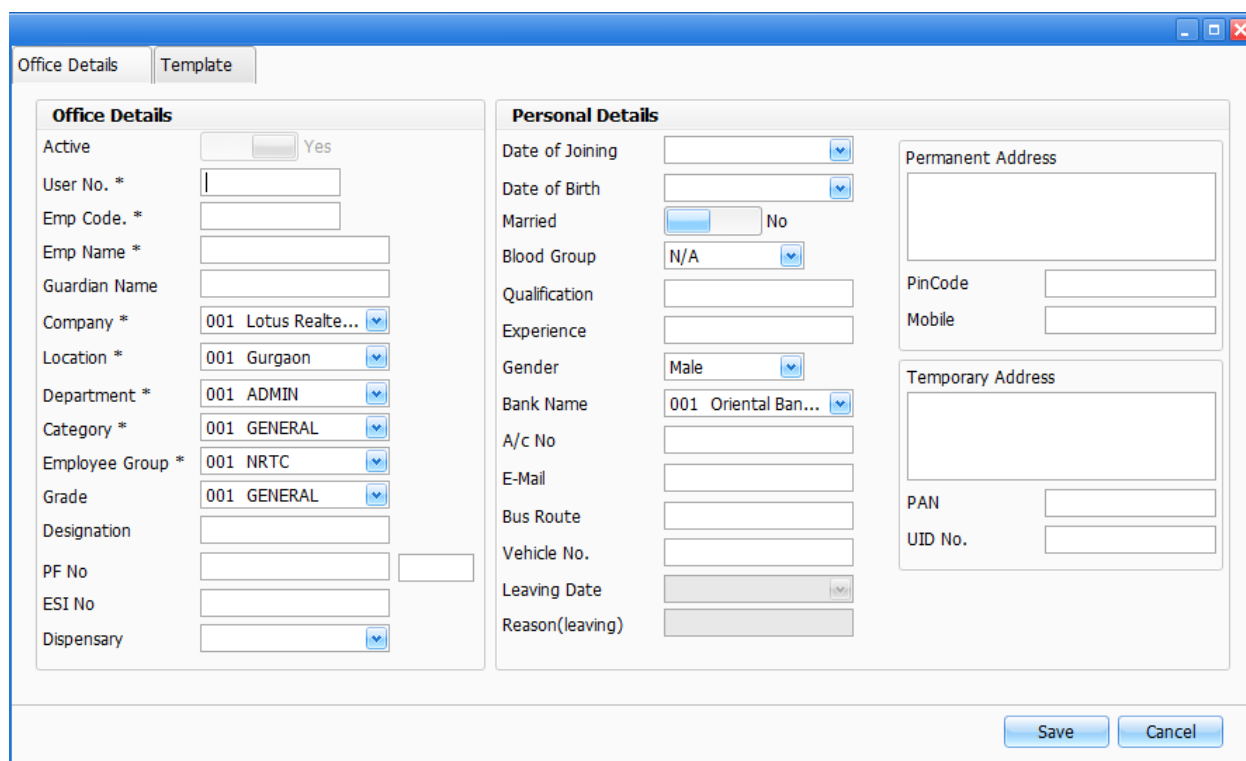
Export to Device: Employee list will be exported to Device

Import From Device: Employee list will be imported from device

Time Zone (ZK/Bio Pro): Can set the time zone

Time Zone (Bio): can set the time zone

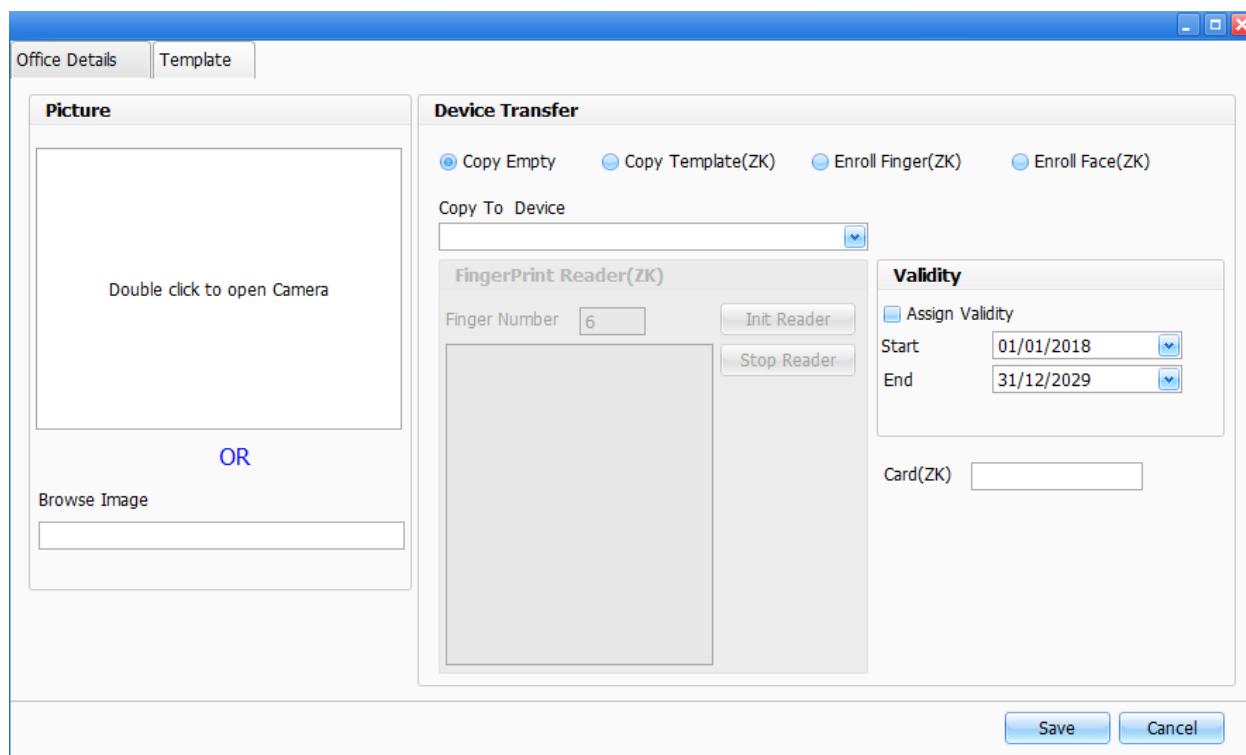
Quick Update: can select multiple employees & can update details like, Company, Location, Department, Category, Employee Group, Grade



Edit employee and fill the details,

Office details: User No., Emp Code, Emp Name, Guardian Name, Company, Location, Department, Category, Employee Group, Grade, Designation, PF No., ESI No., Dispensary...

Personal details: Date of Joining, Date of Birth, Married, Blood Group, Qualification, Experience, Gender, Bank name, A/c No., E-mail, Bus Route, Vehicle No., Leaving Date, Reason(Leaving), Permanent Address, Pin code, Mobile, Temporary Address, PAN, UID No.



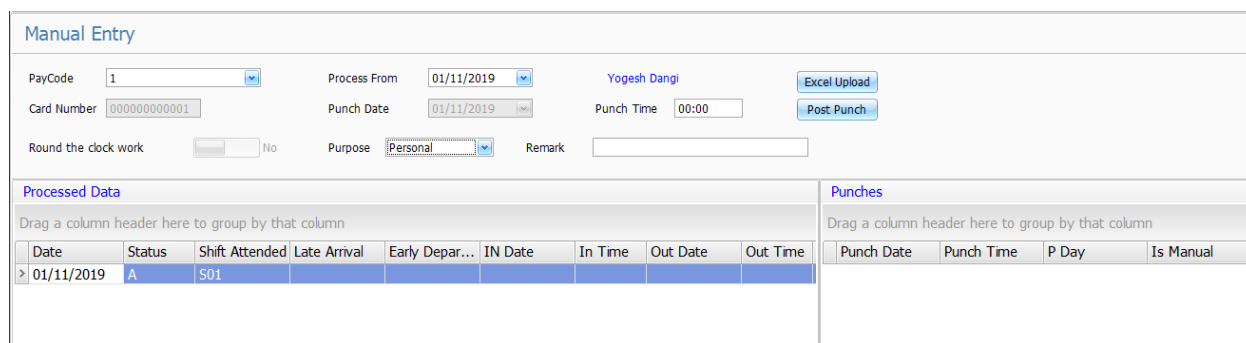
Template: Can Register the Fingerprint & face templates & the same details can be copied to device including card Numbers,

Validity: Assign Validity, Start time & End time should be given to set the validity in device.

4. Transaction.....

4.1. Manual Entry.....

Manual Entry can be added, select the Pay code, Process date, add the punch time & post. Through excel sheet, multiple employee punches can be uploaded.



Date	Status	Shift	Attended	Late Arrival	Early Departure	IN Date	In Time	Out Date	Out Time
> 01/11/2019	A	S01							

Punch Date	Punch Time	P Day	Is Manual
------------	------------	-------	-----------

4.2. Data Maintenance.....

User can view monthly attendance record of an employee as well as maintain the attendance record of any employee.

Data Maintenance

Paycode Year Month

Name **Roopa Gowda** Designation Department **Marketing** Card No. **000000000001**
Category **GENERAL** Employee Group **NRTC** Grade **GENERAL** Round the clock work ☐ No

Drag a column header here to group by that column

Date	Shift	Status	Late Arrival	Early Depart...	In Time	Lunch Out	Lunch In	Out Time	Worked Hours	Over Time
> 01/11/2019	S01	A								
02/11/2019	S01	A								
03/11/2019	OFF	WO								
04/11/2019	S01	A								
05/11/2019	S01	A								
06/11/2019	S01	A								
07/11/2019	S01	A								
08/11/2019	S01	A								
09/11/2019	OFF	WO								
10/11/2019	OFF	WO								
11/11/2019	S01	A								
12/11/2019	S01	A								
13/11/2019	S01	A								

Enter the paycode to update the attendance details or view the attendance, select the month and press tab button, Double click on date to update the attendance record, In attendance details window user may update attendance like shift change, manual punch and leave application.

4.3. Holiday Entry.....

Here you are declaring all the holidays applicable for whole employees.

If you are declaring holiday against some weekly off (normally against Sunday) you can specify that date in the adjusted against field, so that the system will transfer the entire shift assigned for the holiday to the week off i.e. the adjusted against day

Holiday Entry

Drag a column header here to group by that column

Holiday Day	Holiday	Company
15/08/2019	Independenceday	001
02/10/2019	GandhiJayanti	001
08/10/2019	Dussheera	001

Date *
Reason *
OT Factor
Adjusted
Select Company *
Select Location
Select Department
Save Cancel

5. Leave Management.....

5.1. Leave Master.....

All the possible leaves an employee can take are entered through this option. Maximum of twenty types of leave can be entered to the system. For adding or modifying a record the following form occurs

Leave Master

Leave Field: L01
Leave Code *: CL
Description: CASUAL LEAVE
Leave Type: Leave
Weekly Off Include: Off
Holiday Include: Off
Is Accrual: On
Is CompOff Type: On
Check PreFix: Off
Check PostFix: Off

Sanction Limit

☒ Carried
☐ Fixed

Min: 0 Max: 0
Present: 0 Leave: 0
Max Accrual Limit: 0

Monthly Leave Accrual: Off
Expires After: 0

Save Cancel

Leave Type: can specify either Leave or Present or absent

Weekly Off Include: If yes then the weekly off coming between the leaves will be considered as leave else it will be considered as weekly off

Holiday Include: the calculation of the leave is done in the same fashion as in the case of Weekly Off include

Is Accrual: Can specify the opening balance of the leave, Leaves like On Duty or Leave without Pay, should not be entered here

Sanction Limit: Sanction limit (Min & Max)- here one can set the sanction limit for a particular leave for example if Min value is 2 in that case you can't apply less than 2 leave, if Max value is 20 you can't apply more than 20 leave in a single stretch, Carried and Fixed- This option can be used for carry forward leave in next year. This will calculate the leave based on formula you have set

Is Comp off Type: Can specify the comp off type here, so that employee can avail the comp off with this option and also comp off expiry date can be set.

5.2. Leave Accrual.....

Here we can specify how much leave an employee can avail in the current year. Leave credited to each employee's account will be entered through this option. You will be asked to enter employee's code range (Paycode from and Paycode to) according to your requirement you have to enter.

Leave Accrual

☒ Employee Group Wise
 ☐ Employee Wise

Select Group: Year:

Opening Balance

CASUAL LEAVE	<input type="text" value="000.00"/>
SICK LEAVE	<input type="text" value="000.00"/>
ADJUSTMENT	<input type="text" value="000.00"/>
LEAVE WITHOUT PAY	<input type="text" value="000.00"/>
EL	<input type="text" value="000.00"/>
ROHTAK OFFICE	<input type="text" value="000.00"/>

Employee group opening balance						
Employee Group	CL	SL	ADJ	LWP	EL	RO

5.3. Leave Application.....

You can use this to enter any type leaves or tours for single or group of employees for a single or multiple days. Before using this Transaction, you should make sure that, all possible leave types are defined in the leave master. Once you give the paycode (single or range) and date you can select the leave, you want to enter. For the ease of work, system will select the first leave in the leave master as the default leave. If you want change the leave type, simply click on it. And you will get a list, which will show even the balance also.

Leave Application

Paycode

From Date

To Date

Voucher No. 0000000019

Name Roopa Gowda

Card No. 000000000001

Designation

Company Lotus Realtech Pvt Ltd

Department Marketing

Category GENERAL

Employee Group NRTC

Grade GENERAL

Leave Code CL CASUAL LEAVE - 16

Reason

Approve Date 07/11/2019

Leave Duration

- ☐ Quarter
- ☐ Half
- ☐ Three Forth
- ☒ Full Day

Save

Drag a column header here to group by that column

	Voucher No	Leave Code	For Date	Days	Applied For	Half Type	Reason	Approved Date	Comp Off Use...
>	0000000001	RO	28/06/2019	1	Full Day			29/06/2019	
	0000000004	RO	19/07/2019	1	Full Day			19/07/2019	

5.4. Monthly Leave Increment.....

Can select the month & year for increasing the leaves monthly

Monthly Leave Increment

Update Leave Balance for
11/2019

Process
Close

6. Admin.....

6.1. Common Setting.....

Can assign set of rules,

Common Setting

Start Real Time On StartUp	<input type="checkbox"/> No	Leave as per Financial Year	<input type="checkbox"/> No
Auto Download Duration (Mins)	<input type="text" value="0"/>	Is IOCL	<input type="checkbox"/> No
Bio Series Real Time Download Port	<input type="text" value="7006"/>		
ZK/Bio Pro Real Time Download Port	<input type="text" value="8081"/>		
TWIR102 Real Time Download Port	<input type="text" value="15000"/>		
Bio1Eco Real Time Download Port	<input type="text" value="9000"/>		
Employee Mark Inactive after	<input type="text" value="0"/> Days continuous absent		

Cloud Events	<input type="checkbox"/> No
Cloud Events Timer(Minutes)	<input type="text" value="10"/>
Download at Startup	<input type="checkbox"/> No

Enable Canteen	<input checked="" type="checkbox"/> Yes
Enable Visitor	<input checked="" type="checkbox"/> Yes
Use Nepali Calendar	<input type="checkbox"/> No

Save

Start Real Time on startup: If Yes, Real-time Window automatically opens after login

Leave as per Financial Year: If yes, Leave will be credited as per the financial year

Auto Download Duration (Mins): Can define the mins to download the attendance record

Bio Series Real Time Download Port, Zk/Bio Pro series Real Time Download Port, TWIR02 Real Time Download Port, Bio1Eco Real Time Download Port: Need to set the defined port number as per the device model to get the attendance records in Real time.

Employee Mark Inactive after: Employee will mark as inactive, if he is absent for number of defined days,

Download at startup: If yes, at the time of login, a window will prompt to select to download the data or not

6.2. Data Process.....

Can perform Attendance Roaster Creation, Updation and Back Day Processing, Verification.

Data Process

Selection Criteria
 From Date
☒ All ☐ Selective ☐ Remove Duplicate Punches

Attendance Roster Creation

Attendance Roster Updation

Back Day Processing

 Create Employee Master ☐ Off

Verification
 Processing Month and Year (MM/YYYY)

☐ WOff Verification ☐ Mark
☒ Late Verification ☐ UnMark

Attendance Roaster Creation: The Attendance Roster is to be prepared for each year. It creates a yearly record. Selecting option All will create Attendance Register for each & every employee of the organization.

Attendance Roaster Updation: If the shift policies of a particular employee changes which will be affective for the remaining year this option is used. First of all make the changes in the

employee master followed by selecting the date, month and the year from which this change is to be made effective.

Back day Processing: This option is used to process the punches taken in USB drive. To process the USB data, browse the .dat log file, click on Process button.

Verification: WO settings & late comings should be verified to get the effective data.

6.3. Database Setting.....

IAS Support Microsoft Access and SQL Server, If it is SQL Server we have to provide DNS Name, Database Name(SSSDB) and Authentication Mode

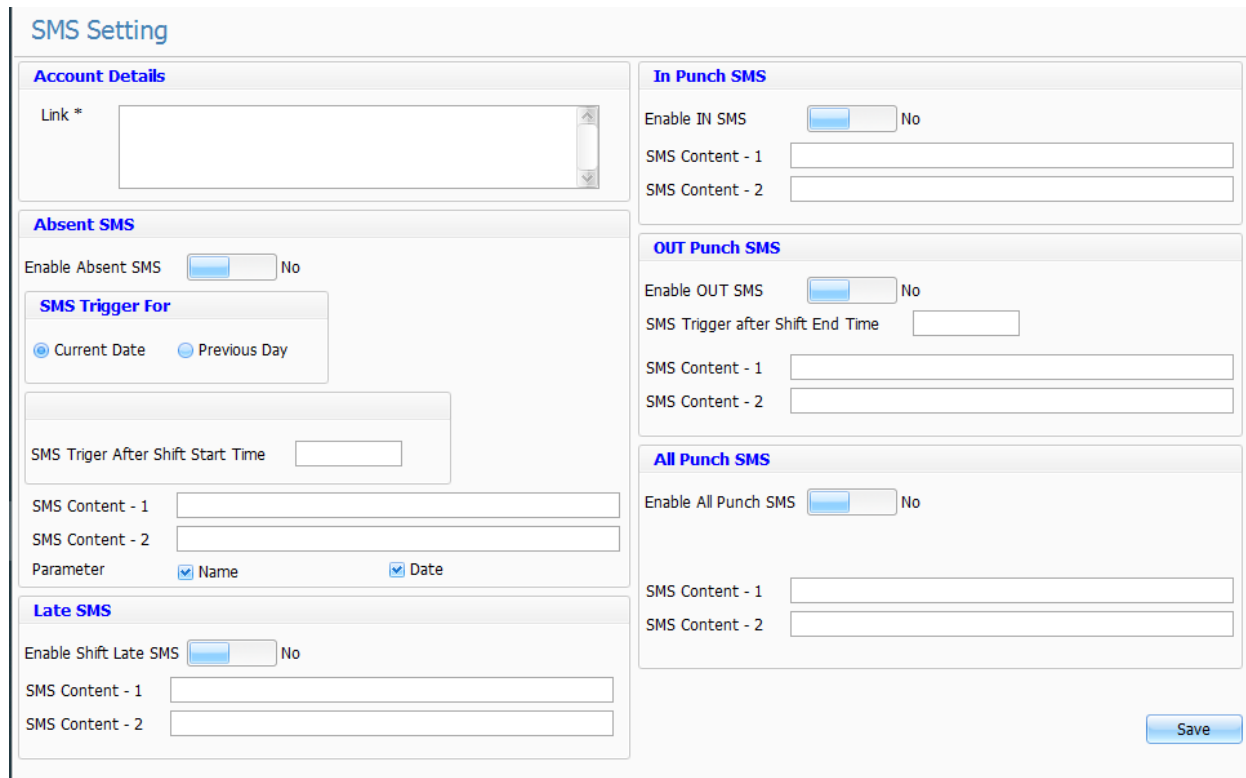
Database Setting

DataBase Selection

Database Type	<input type="text" value="SQL Server"/>
Server Name	<input type="text"/>
Database Name	<input type="text"/>
Authentication Mode	<input type="text" value="SQL Server"/>
User Name	<input type="text"/>
Password	<input type="password"/>

6.4. SMS Setting.....

SMS can be sent to predefined Mobile numbers, SMS events will be Absent SMS, Late SMS, In Punch SMS, Out Punch SMS, All Punch SMS.



SMS Setting

Account Details

Link *

Absent SMS

Enable Absent SMS ☐ No

SMS Trigger For

☒ Current Date ☐ Previous Day

SMS Trigger After Shift Start Time

SMS Content - 1

SMS Content - 2

Parameter ☒ Name ☒ Date

Late SMS

Enable Shift Late SMS ☐ No

SMS Content - 1

SMS Content - 2

In Punch SMS

Enable IN SMS ☐ No

SMS Content - 1

SMS Content - 2

OUT Punch SMS

Enable OUT SMS ☐ No

SMS Trigger after Shift End Time

SMS Content - 1

SMS Content - 2

All Punch SMS

Enable All Punch SMS ☐ No

SMS Content - 1

SMS Content - 2

Account details: Need to purchase SMS URL link, we can paste the SMS API Link.

We just need to put '[MOBILENO]' at 'mobile' section of link and '[MESSAGE]' at message section of link. For eg.

[http://yoursmsapilink?user=XXXXXX&key=XXXXXX&mobile=\[MOBILENO\]&message=\[MESSAGE\]&senderid=XXXXXX&accusage=1&unicode=1](http://yoursmsapilink?user=XXXXXX&key=XXXXXX&mobile=[MOBILENO]&message=[MESSAGE]&senderid=XXXXXX&accusage=1&unicode=1)

Absent SMS: If yes, absent SMS will be triggered, can select triggered conditions like, Current date or Previous Date. Here you have to define minutes after shift start time.

Late SMS and In Punch SMS: If Yes, then defined SMS will be sent

Out Punch SMS: If yes, Out Punch SMS will be triggered, here you have to define minutes after shift end time.

All Punch SMS: If yes, All SMS will be triggered to the predefined numbers

6.5. Bulk SMS.....

Can send SMS in bulk manually by Employee wise or Location wise

Bulk SMS

Bulk SMS

☒ Employee Wise
 ☐ Location Wise

Select Employee

Message

Send

6.6. Email Setting.....

Can send types of Daily reports over the mail in predefined time, we need to provide all email settings, this will be the FROM email id details.

Email Setting

Email Setup

Server *
 User *
 Password *
 Sender *
 Account Type * SMTP
 Port *
 SSL Enable ☐ No
 Sender Name *
 CC Mail ID
 Save
 Mail ID Send Test Mail

Reports

Select Location
 Select Reports
 Reports Send Time 10:00
 Save

6.7. User Manage.....

Through this option new users can be created or the existing users and their rights can be modified. While selecting the user privileges from the main menu you will get a browse window with the details of the existing users

User Manage

Drag a column header here to group by that column

User	User D...	Auto Pr...	Data Pr...	Master	Transa...	Admin	Payroll	Reports	Leave	Company	Departent	Employ...	Grade	Cate
> Admin ...	ADMIN...	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

[Click here to add new User](#)

User Management

User Name * Password

User Description

User Description

Privileges

Master	<input type="checkbox"/>	Yes	Admin	<input type="checkbox"/>	Yes
Transaction	<input type="checkbox"/>	Yes	Auto Process on Startup	<input type="checkbox"/>	Yes
Data Process	<input type="checkbox"/>	Yes	Reports	<input type="checkbox"/>	Yes
Leave Management	<input type="checkbox"/>	Yes	Canteen	<input type="checkbox"/>	Yes
Payroll Management	<input type="checkbox"/>	Yes	Visitor	<input type="checkbox"/>	Yes
Device	<input type="checkbox"/>	Yes			

6.8. Backup Setting.....

Can take Log backup Manually or Automatically in TEXT or .DAT file format.

BackUp Setting

Log Backup

BackUp File Type

BackUp File Location

Delete After BackUp ☐ No

Auto Log Backup

Auto BackUp ☐ No

Auto BackUp In Days

BackUp At

Auto BackUp For Days

Access BackUp Location

Manual Log Backup

BackUp From

BackUp To

6.9. Parallel Database.....

This option is used to push our Device logs to Third Party Database in Particular Table Parallel.

There Are Three Database Types Used in Parallel Database Export i.e. Sql Server, My Sql, Oracle

Parallel Database

Parallel Data	<input checked="" type="checkbox"/> Yes		
Database Type	SQL Server	Authentication Mode	SQL Server
Server Name	137.59.201.60	User Name	sa
DataBase Name	parallelTest	Password	***

Field Selection

Table Name	testTable		
User Number	PCardNo	<input checked="" type="checkbox"/> Prefix	Length 10 Prefix Text 0
Paycode	EmpNo	<input type="checkbox"/> Prefix	Length Prefix Text
Punch Date	Tarik	Date Format	dd-MM-yyyy
Punch Time	Samay	Time Format	HH:mm:ss
Punch Date Time	TarikSamay	Date Time Format	yyyy-MM-dd HH:mm:ss
Device Id	MNo		
Punch Direction	Disha	IN Value 1	OUT Value 2
Is Manual	Khudse	Yes Value 1	No Value 2
Employee Name	Naam		
Reserved Field 1	khalipili	Default Value	khali
Reserved Field 2		Default Value	
Reserved Field 3		Default Value	

6.10. License Info.....

Application License details can be viewed in the below window

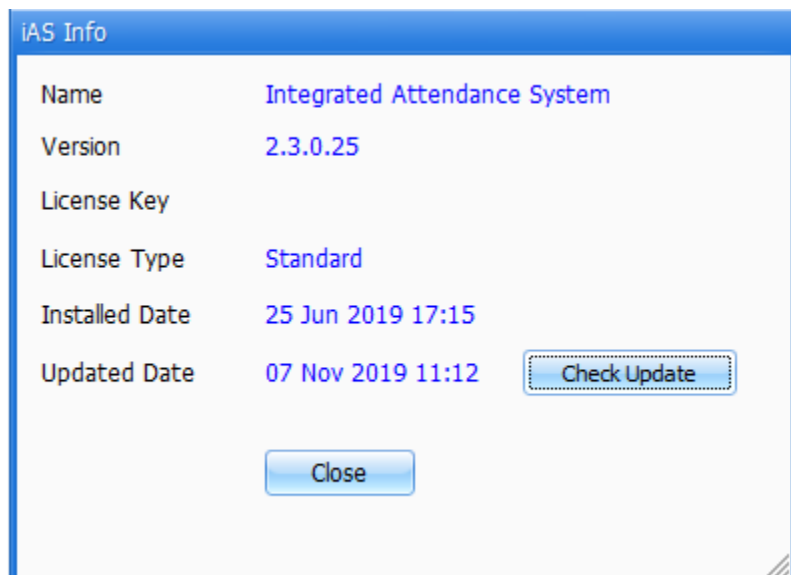
Company Information

Company Name *	<input type="text"/>
Company Address *	<input type="text"/>
Company Contact *	<input type="text"/>
Company Email *	<input type="text"/>
User Key	3CA9F447CCB1
License	<input type="text"/>

Save Close

6.11. IAS Information.....

Application installation date & last updated date can be viewed. And also can check for nay new updates



7. Reports.....

7.1. Daily Reports.....

This report can be generated after transferring the data from the Biometric Device into your computer. Management for making quick decisions may require these reports. All the following reports can be taken just after the shift start time. Please ensure that you transfer data of previous days before generating reports like Daily Performance, Over Time etc.

Daily Reports

From Date ☒ Text ☐ Excel ☐ PDF

Select Employee Select Department
 Select Company Select Shift
 Select Category Select Grade
 Select Location

☒ Active Employee ☒ Inactive Employee

☒ Late Arrival
☐ Absenteeism
☐ Attendance
☐ Department Summary
☐ Early Arrival
☐ Shift Wise Presence
☐ Machine Raw Punch
☐ Present Report
☐ Daily Performance
☐ Early Departure
☐ Time Loss
☐ Over Time
☐ Over Time Summary
☐ Shift Change Statement
☐ Out Work
☐ Missing And Reverificaton
☐ In/Out
☐ Photo Report
☐ Punch Image Report
☐ Device Wise Report
☐ Customized Report
☐ MultiShift Report

7.2. Monthly Reports.....

user can generate reports monthly

Monthly Reports

From Date To Date ☒ Text ☐ Excel

Select Employee Select Department
 Select Company Select Shift
 Select Category Select Grade
 Select Location

☒ Active Employee ☒ Inactive Employee

☒ Performance Register
☐ Late Arrival Register
☐ Early Departure Register
☐ Absenteeism Register
☐ Over Time Register
☐ Over Stay Register
☐ Shift Schedule
☐ MultiShift Report
☐ Employee wise Performance
☐ Employee Wise Attendance
☐ Department Wise Attendance
☐ Shift Wise Attendance
☐ Over Time Summary
☐ Customized Report
☐ Device Wise Report
☐ Muster Roll
☐ Early Departure
☐ Total Loss and OverStay
☐ Late and Over Stay
☐ Late Arrival Summery
☐ Summary Report
☐ In/Out Report
☐ Six Punch Performance

Yearly Report
 Year

7.3. Leave Reports.....

User can generate Leave reports monthly, Sanctioned Leaves, Leave Card, Accrued leaves, Consumed Leaves, Balance Leaves...

Leave Reports

From Date
01/11/2019

To Date
07/11/2019

Generate

Text

Excel

Select Employee

Select Company

Select Catagory

Select Location

☒ Active Employee

☒ Inactive Employee

Select Department

Select Shift

Select Grade

☒ Sanctioned Leaves

☐ Leave Card

☐ Accrued Leaves

☐ Consumed Leaves

☐ Balance Leaves

Leave Type

Lines Per Page
58

☐ Department Wise Skip

7.4. Customized Reports.....

Here we can get the information of Customized Report Columns, need to select fields which are supposed to be in Customized Report. This Report can be generated in Daily Reports and Monthly Reports.

Customised Report

Select Columns

Master

Select Columns	Column Caption	Column Position
<input type="checkbox"/> Employee Paycode		
<input type="checkbox"/> Employee Name		
<input type="checkbox"/> User Number		
<input type="checkbox"/> Company		
<input type="checkbox"/> Location		
<input type="checkbox"/> Department		
<input type="checkbox"/> Grade		
<input type="checkbox"/> Category		
<input type="checkbox"/> Employee Group		
<input type="checkbox"/> Guardian Name		
<input type="checkbox"/> Designation		
<input type="checkbox"/> Date Of Joining		
<input type="checkbox"/> Gender		
<input type="checkbox"/> UID		
<input type="checkbox"/> Prefix for Paycode	Length <input type="text"/> Prefix Text <input type="text"/>	
<input type="checkbox"/> Prefix for User Number	Length <input type="text"/> Prefix Text <input type="text"/>	
Date Format	<input type="text"/>	

Attendance

Select Columns	Column Caption	Column Position
<input type="checkbox"/> Shift Attended		
<input type="checkbox"/> Shift Start Time		
<input type="checkbox"/> Shift End Time		
<input type="checkbox"/> IN Time		
<input type="checkbox"/> Lunch Out		
<input type="checkbox"/> Lunch In		
<input type="checkbox"/> Out Time		
<input type="checkbox"/> Status		
<input type="checkbox"/> Hours Worked		
<input type="checkbox"/> Late Arrival		
<input type="checkbox"/> Early Departure		
<input type="checkbox"/> OT Duration		
<input type="checkbox"/> OS Duration		
<input type="checkbox"/> Date		
<input type="checkbox"/> Excess Lunch		

Report Format

Company Name:TimeWatch Infocom Pvt Ltd																			
Run Date & Time : 08/11/2019 10:10																			
DAILY PERFORMANCE REPORT FOR DATE : 08/11/2019																			
Srl	Pay Code	Card No.	Employee Name	Shift	Start	In	Lunch Out	Lunch In	Out	Hrs Works	Status	Early Arriv.	Late Arriv.	Shift Early	Excess Lunch	OT	OT Amount	OS	Manual
1	1	00000000	Roopa Gowda	S01	09:30						A					0	0		
2	10	00000000	Sonu Yadav	S01	09:30						A					0	0		
3	1008	00000000	canteen test	S01	09:30						A					0	0		

Company Name:TimeWatch Infocom Pvt Ltd									
Run Date & Time : 08/11/2019 10:12									
ATTENDANCE REPORT FOR DATE : 08/11/2019									
Srl	Pay Code	Card No.	Employee Name	Shift	Start	In	Shift Late	Status	
1	1	000000000001	Roopa Gowda	S01	09:30			A	
2	10	000000000010	Sonu Yadav	S01	09:30			A	
3	1008	000000001008	canteen test	S01	09:30			A	

Company Name:TimeWatch Infocom Pvt Ltd									
Run Date & Time : 08/11/2019 10:13									
DEPARTMENT SUMMARY ON DATE : 08/11/2019									
Srl	Dept Code	Dept Name	Total Employee	Present	On Duty	Absent	Leave	Weekly Off	
1	001	ADMIN	9	0	0	9	0	0	
2	002	Account	3	0	0	3	0	0	
3	003	Marketing	1	0	0	1	0	0	
		Total :	13	0	0	13	0	0	

Company Name:TimeWatch Infocom Pvt Ltd								
Run Date & Time : 08/11/2019 10:20								
Performance Register from 01/11/2019 To 08/11/2019								
	01	02	03	04	05	06	07	08
PayCode, Card No. & Name	1, 000000000001, Roopa Gowda Present 2 Absent 5 Holiday 0 Weekly_Off 1 Leave 0 Hours_Worked 17:00 Overtime 00:00 OT Amount 0							
	01	02	03	04	05	06	07	08
IN1				09:00		09:00		
OUT1								
IN2								
OUT2				18:00		17:00		
Work				09:00		08:00		
OT								
STATUS	A	A	WO	P	A	P	A	A

Company Name:TimeWatch Infocom Pvt Ltd													
Run Date & Time : 08/11/2019 10:21													
Monthly Performance from 01/11/2019 To 08/11/2019													
Date	Days	Shift	In	Out	Shift Late	Shift Early	Hours Worked	Over Time	Status				
** Code & Nam	1	Roopa Gowda											
01/11/2019	Fri	S01							A				
02/11/2019	Sat	S01							A				
03/11/2019	Sun	OFF							WO				
04/11/2019	Mon	S01	09:00	18:00			09:00		P				
05/11/2019	Tue	S01							A				
06/11/2019	Wed	S01	09:00	17:00		01:00	08:00		P				
07/11/2019	Thu	S01							A				
08/11/2019	Fri	S01							A				
Present	2	Absent	5	Leave	0	Holiday	0	Weekly Off	1	Hours Worked	17:00	Over Time	00:00

Company Name:TimeWatch Infocom Pvt Ltd																		
Run Date & Time : 08/11/2019 10:23																		
Muster Roll from 01/11/2019 To 08/11/2019																		
Srl	Pay Code	Card No.	Employee Name	01	02	03	04	05	06	07	08	DW	HLD	CL	EL	ML	PL	REST
1	1	000000000001	Roopa Gowda	A	A	WO	P	A	P	A	A	2.00	1.00	0.00	0.00	0.00	0.00	3.00
2	10	000000000010	Sonu Yadav	A	A	WO	P	A	P	A	A	0.00	1.00	0.00	0.00	0.00	0.00	1.00
12	9	000000000009	Namrata	A	A	WO	P	A	P	A	A	0.00	1.00	0.00	0.00	0.00	0.00	1.00
13	9999	000000009999	test	A	A	WO	P	A	P	A	A	0.00	1.00	0.00	0.00	0.00	0.00	1.00
Present :-	2																	
Absent :-	09																	
Holiday / Weekly Off:-	13																	
Leave :-	0																	
Comp. Working Days :-	0																	
PRESENT --> P = Present	POW = Present On Weekly off	POH = Present On Holiday	WO = Weekly Off	OD = On Duty														
ABSENT --> A = Absent	A1 = Absent or leave before & after weekly off	CWD = Compensatory Working Day	LWP = Leave Without Pay															
LEAVE -->	ADJ = ADJUSTMENT; CL = CASUAL LEAVE; EL = EL; LWP = LEAVE WITHOUT PAY; RO = ROHTAK OFFICE; SL = SICK LEAVE;																	
MISC --> HLD = Holiday	MIS = Missing punch entry	?_ = Invalid declaration																

Company Name:TimeWatch Infocom Pvt Ltd											
Run Date & Time : 08/11/2019 10:26											
EMPLOYEE WISE ATTENDANCE DETAILS FROM : 01/11/2019 To 08/11/2019											
Srl. No.	Pay Code	Card No.	Employee Name	Present	Absent	Weekly Off	Holiday	Leave	OT	OT Amount	
1	1	000000000001	Roopa Gowda	2	5	1	0	0	00:00	0	
2	10	000000000010	Sonu Yadav	0	7	1	0	0	00:00	0	
12	9	000000000009	Namrata	0	7	1	0	0	00:00	0	
13	9999	000000009999	test	0	7	1	0	0	00:00	0	

Company Name:TimeWatch Infocom Pvt Ltd											
Run Date & Time : 08/11/2019 10:27											
SHIFT WISE ATTENDANCE DETAILS FROM : 01/11/2019 To 08/11/2019											
Srl	Pay Roll No.	Card No.	Employee Name	Shift	Present	Absent	Weekly Off	Leave	OT	OT Amount	
1	1	000000000001	Roopa Gowda	OFF			1.00				
				S01	2.00	5.00					
SubTotal					2.00	5.00	1.00				
2	10	000000000010	Sonu Yadav	S01		7.00					
SubTotal						7.00					
12	9	000000000009	Namrata	S01		7.00					
SubTotal						7.00					
13	9999	000000009999	test	S01		7.00					
SubTotal						7.00					

Company Name:TimeWatch Infocom Pvt Ltd													
Run Date & Time : 08/11/2019 10:30													
Monthly Performance from 01/11/2019 To 08/11/2019													
Date	Days	Shift	In	Out	Hours Worked	Lunch Out	Lunch In	Lunch Duration	Break Out	Break In	Break Duration	Status	
** Code & Name :-													
01/11/2019	Fri	S01										A	
02/11/2019	Sat	S01										A	
03/11/2019	Sun	OFF										WO	
04/11/2019	Mon	S01	09:00	18:00	09:00	18:00						P	
05/11/2019	Tue	S01										A	
06/11/2019	Wed	S01	09:00	17:00	08:00	13:00	16:00	03:00	17:00			P	
07/11/2019	Thu	S01										A	
08/11/2019	Fri	S01										A	
Present	2	Absent	5	Leave	0	Holiday	0	Weekly Off	1	Hours Worked	17:00		

Company Name:TimeWatch Infocom Pvt Ltd					
Run Date & Time : 08/11/2019 10:32					
IN/OUT REPORT FROM : 01/11/2019 To 08/11/2019					
Date	Shift	Total In Time	Total Out Time	Status	In/Out Punches
** Code & Name :-					
		1	Roopa Gowda		
Date	Shift	Total In Time	Total Out Time	Status	In/Out Punches
01/11/2019	S01	00:00	00:00	A	
02/11/2019	S01	00:00	00:00	A	
03/11/2019	OFF	00:00	00:00	WO	
04/11/2019	S01	09:00	00:00	P	09:00(I), 18:00(O)
05/11/2019	S01	00:00	00:00	A	
06/11/2019	S01	05:00	03:00	P	09:00(I), 13:00(O), 16:00(I), 17:00(O)
07/11/2019	S01	00:00	00:00	A	
08/11/2019	S01	00:00	00:00	A	

Company Name:TimeWatch Infocom Pvt Ltd								
Run Date & Time : 08/11/2019 10:39								
CUSTOMISED REPORT FROM DATE : 01/11/2019 TO 08/11/2019								
Paycode	Name	Company	Location	In Time	Out Time	Lunch In	Lunch Out	Status
1	Roopa Gowda	TimeWatch Infocom Pvt Ltd	Bangalore					WO
1	Roopa Gowda	TimeWatch Infocom Pvt Ltd	Bangalore	09:00	18:00			P
1	Roopa Gowda	TimeWatch Infocom Pvt Ltd	Bangalore					A
1	Roopa Gowda	TimeWatch Infocom Pvt Ltd	Bangalore	09:00	17:00			P

Company Name:TimeWatch Infocom Pvt Ltd Run Date & Time : 08/11/2019 10:41 LEAVE CARD FOR THE YEAR : 2019						
Leave Type			Leave Accrued		Leave Consumed	Leave Balance
Employee's Card No	000000000001					
Employee's PayRoll	Code & Name :	000000000001				
Department Code	& Name :	003	Marketing			
Leave Type			Leave Accrued		Leave Consumed	Leave Balance
CASUAL LEAVE			17	16		
ADJUSTMENT			1	0		
ROHTAK OFFICE			5	0		
Total :			23		7	16

Company Name:TimeWatch Infocom Pvt Ltd																						
Run Date & Time : 08/11/2019 10:46																						
ACCRUAL LEAVE FOR THE YEAR : 2019																						
Srl	Paycode	Employee Name	L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
1	1	Roopa Gowda	17	0	1	0	0	5														
2	10	Sonu Yadav	10	0	0	0	0	0														
3	11	Narayan	8	0	0	0	0	0														
4	2	Sumit Dalal	15.5	0	0	0	0	0														
5	3	Sandeep	0	0	1	0	0	4														
6	4	Yogesh Rathi	4	0	0	0	0	0														
L01 -	CASUAL LEAVE																					
L02 -	SICK LEAVE																					
L03 -	ADJUSTMENT																					
L04 -	LEAVE WITHOUT PAY																					
L05 -	EL																					
L06 -	ROHTAK OFFICE																					

Company Name:TimeWatch Infocom Pvt Ltd																						
Run Date & Time : 08/11/2019 10:47																						
CONSUMED LEAVE FOR THE YEAR : 2019																						
Srl	Paycode	Employee Name	L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
1	1	Roopa Gowda	1	0	1	0	0	5														
2	10	Sonu Yadav	1	0	0	0	0	0														
3	11	Narayan	0	0	0	0	0	0														
4	2	Sumit Dalal	2	0	0	0	0	0														
5	3	Sandeep	0	0	1	0	0	4														
6	4	Yogesh Rathi	4	0	0	0	0	0														
L01 -	CASUAL LEAVE																					
L02 -	SICK LEAVE																					
L03 -	ADJUSTMENT																					
L04 -	LEAVE WITHOUT PAY																					
L05 -	EL																					
L06 -	ROHTAK OFFICE																					

Company Name:TimeWatch Infocom Pvt Ltd

Run Date & Time : 08/11/2019 10:47

BALANCE LEAVE FOR THE YEAR : 2019

Srl	Paycode	Employee Name	L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15	L16	L17	L18	L19	L20
1	1	Roopa Gowda	16	0	0	0	0	0														
2	10	Sonu Yadav	9	0	0	0	0	0														
3	11	Narayan	8	0	0	0	0	0														
4	2	Sumit Dalal	13.5	0	0	0	0	0														
5	3	Sandeep	0	0	0	0	0	0														
6	4	Yogesh Rathi	0	0	0	0	0	0														
L01 -	CASUAL LEAVE																					
L02 -	SICK LEAVE																					
L03 -	ADJUSTMENT																					
L04 -	LEAVE WITHOUT PAY																					
L05 -	EL																					
L06 -	ROHTAK OFFICE																					

8. Payroll.....

8.1. Employee setup.....

Here we can get the information of Employee Pay Master, Here you cannot add new Employee, and Only Employee Edit is possible

Employee Setup

Drag a column header here to group by that column

Paycode	Employee Name	Department	VGross	VBasic
1	Roopa Gowda	Marketing	24000	12000
2	Sumit Dalal	Account	17000	8500
3				
4				
5				
6				
7				
8				
9				
10				
11				
1008				
9999				

Paycode: 1, Card No.: 000000000001, Name: Roopa Gowda, Department: Marketing, Effectuated From: 09/2017, Gross Amount: 24000

Basic: 12000, DA: 4350, PDays: [v], PF No: 0, Conveyance: 1600, PDays: [v], ESI No: [v], Medical: 1250, PDays: [v], PAN: [v], HRA: 4800, PDays: [v], Payment by: Cheque, O.T. Rate Per Hour: 0, Employee Type: OnRoll, TDS: 0, Bank Name: 002 HDFC Bank, A/c No: 50100132260077

Deduction 1 to 5 | **Deduction 6 to 10** | **Earning 1 to 5** | **Earning 6 to 10**

Description	Rate / Amt	Formula
1	0	
2	0	
3	0	
4	0	
5	0	

Description	Rate / Amt	Formula
1	0	
2	0	
3	0	
4	0	
5	0	

Save Cancel

You can add the details to individual employees like, Basic, PF etc... Earnings & deductions can defined in this window

8.2. Payroll Setup.....

Here, you can details of Earnings & deductions in general to all the employees.

Payroll Setup

General Setup

Gross Setup

Earnings

	Description	Rate / Amt	Formula	Round
1		0		
2		0		
3		0		
4		0		
5		0		
6		0		
7		0		
8		0		
9		0		
10		0		

☒ Basic Round
 ☒ Conveyance Round
☒ HRA Round
 ☒ Medical Round
☒ DA Round
 ☐ OT Amount Round

Deductions

	Description	Rate / Amt	Formula	Round
1		0		
2		0		
3		0		
4		0		
5		0		
6		0		
7		0		
8		0		
9		0		
10		0		
	TDS	0		

8.3. Formula Setup.....

This formulas are used for payroll calculation. We can make 26 different formulas and can be used for different purposes in payroll.

Formula Setup

Drag a column header here to group by that column

Code	Formula
>	

Select Formula Values

BASIC	C.L.	DEDUCT_1	EARN_1
DA	S.L.	DEDUCT_2	EARN_2
HRA	PL_EL	DEDUCT_3	EARN_3
CONV	OTHER_LV	DEDUCT_4	EARN_4
MED	LEAVE	DEDUCT_5	EARN_5
PRE	TDAYS	DEDUCT_6	EARN_6
ABS	T_LATE	DEDUCT_7	EARN_7
HLD	T_EARLY	DEDUCT_8	EARN_8
LATE	OT_RATE	DEDUCT_9	EARN_9
EARLY	MON_DAY	DEDUCT_10	EARN_10
		TDS	

Operations

IF
[
]
(
)
+
-
*
/

Formula Code A

Reset

Save

Close

8.4. Payroll Processing.....

Here we can Create/Update Attendance Roster for employees from selected date. We can run Back Day Processing from selected date.

Payroll Processing

Selection Criteria

From Date To Date
☒ All ☐ Selective

Processing Attendance Data

8.5. Performance Maintain.....

Over all summary of an employee will be displayed in this window

Performance Maintain

Employee

Select Paycode Month

Name Card No. Department

Days Worked	<input type="text" value="00.00"/>	CL	<input type="text" value="00.00"/>
Absent / LWP	<input type="text" value="00.00"/>	SL	<input type="text" value="00.00"/>
O.T. Hours	<input type="text" value="000.00"/>	PL/EL	<input type="text" value="00.00"/>
Late Hours	<input type="text" value="000.00"/>	Other Leave	<input type="text" value="00.00"/>
Early Hours	<input type="text" value="000.00"/>	Late Days	<input type="text" value="00.00"/>
WO	<input type="text" value="00.00"/>	Early Days	<input type="text" value="00.00"/>
		Holidays	<input type="text" value="00.00"/>

8.6. Loan/Advance setup.....

Here we can apply Loan or Advance for Employee. Select Employee then select Type as Loan or Advance, and by inputting some information like Amount, number of installments, Interest Rate. Here we can get the history of Loan or Advance which already has been taken.

Loan/Advance Setup

Paycode

☒ Advance ☐ Loan

Name
 Card No.
 Designation
 Company
 Department
 Category
 Employee Group
 Grade

Advance Month
 Transaction From Month
 Total Advance
 Number Of Installment
 Installment Amount

Drag a column header here to group by that column

ID	Type	Date	Entry Date	Transaction Date	Advance Amt	Installment Amt	No Of Installments	Interest Rate
> 2019001	Advance	01/11/2019	08/11/2019	01/11/2019	50000	10000	5	0

8.7. Reports.....

Here is list of Monthly reports, we can select report type, filter type, and generate the reports.

Reports

From Date

Select Employee

Select Company

Select Category

Select Department

Select Location

Select Grade

☒ Active Employee ☒ Inactive Employee

Report Selection

☐ Salary Register
☒ Salary Slip

☐ Loan Entry Statement
☐ Loan Entry Details
☐ Advance Entry Statement
☐ Advance Entry Details



Thank You

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