

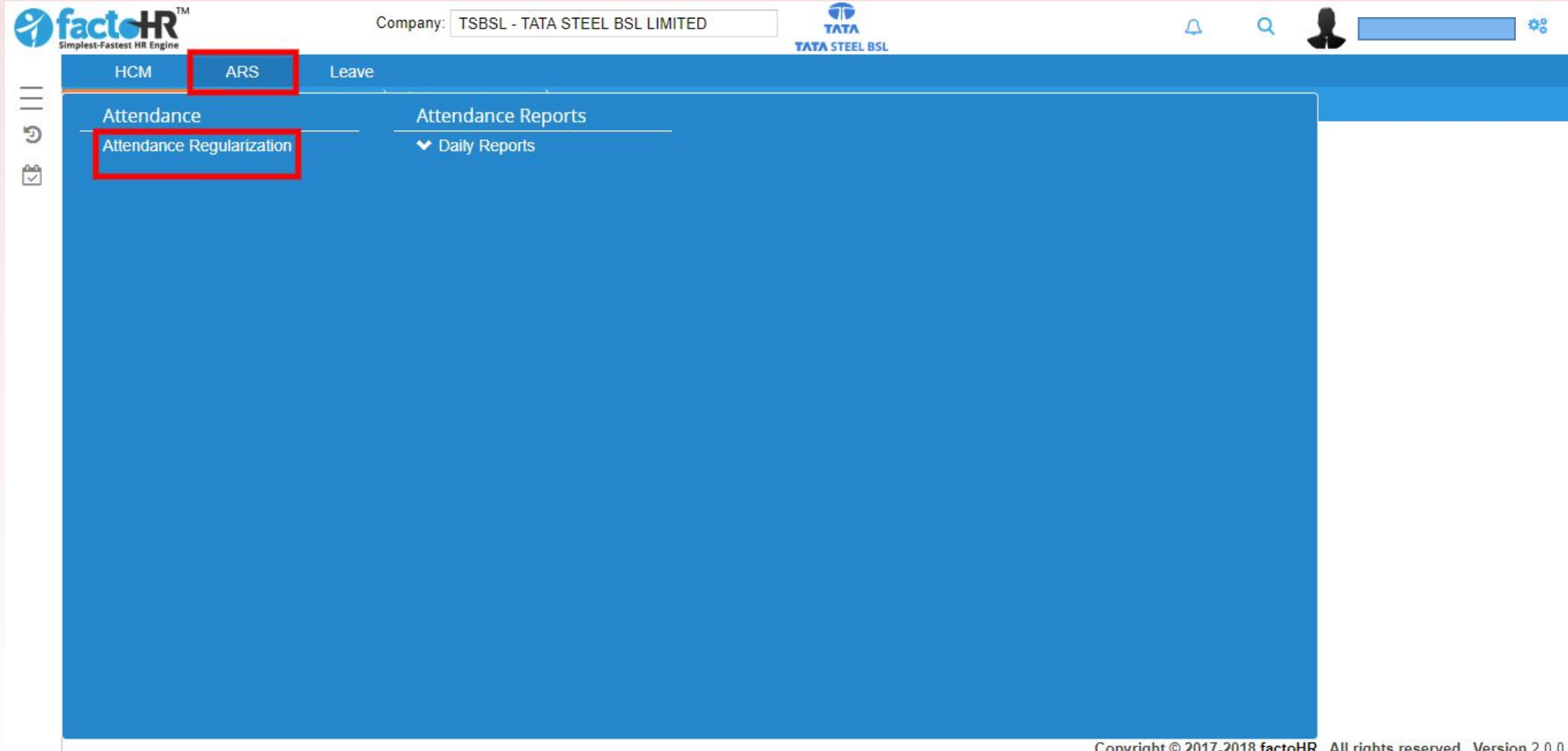
Attendance and Leave Application User Manual

Part 1: Attendance Management

For attendance regularization:

Step1: Log in to your HRIS portal

Step 2: Locate “ARS” option on the home screen > click ARS > Click Attendance Regularization



1. You would see your attendance report including actual time in / time out, Day Status Shift Status etc. on this Screen
2. You could apply for Punch in time / Punch out time to be regularized under AR in time or AR out time as follows:

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Company: TSBSL - TATA STEEL BSL LIMITED

TATA STEEL BSL

HCM | **ARS** | Leave

Start Menu | Activities | Dashboard | Attendance Regularization

☒ Date wise ☐ Payroll period wise

Criteria: Select criteria

Date From: 01-Mar-2019 Date Till: 31-Mar-2019

Employee: 913150 - Mr PREM SINGH

Refresh Submit Close Apply Leave Data Import

TimeIn **TimeOut**

Scheduled Shift: Select shift

	Shift	Date	Day	Original In	Original Out	Punch Total Hours	AR In	AR To Date	AR Out	AR Hours	Day status	Reason	Remarks
<input type="checkbox"/>	1 G5 (09:00-18:30)	01-Mar-19	Fri	08:55	18:33	09:38		01-Mar-19			Present Day		
<input type="checkbox"/>	2 WO (00:00-00:00)	02-Mar-19	Sat								WeekOff		
<input type="checkbox"/>	3 WO (00:00-00:00)	03-Mar-19	Sun								WeekOff		
<input checked="" type="checkbox"/>	4 G5 (09:00-18:30)	04-Mar-19	Mon	08:50	18:57	10:07	9:00	04-Mar-19			Present Day		
<input type="checkbox"/>	5 G5 (09:00-18:30)	05-Mar-19	Tue	08:55	20:01	11:06		05-Mar-19			Present Day		
<input type="checkbox"/>	6 G5 (09:00-18:30)	06-Mar-19	Wed	08:48	19:21	10:33		06-Mar-19			Present Day		
<input type="checkbox"/>	7 G5 (09:00-18:30)	07-Mar-19	Thu	08:57	19:21	10:24		07-Mar-19			Present Day		
<input type="checkbox"/>	8 G5 (09:00-18:30)	08-Mar-19	Fri	08:58	18:32	09:34		08-Mar-19			Present Day		
<input type="checkbox"/>	9 WO (00:00-00:00)	09-Mar-19	Sat								WeekOff		
<input type="checkbox"/>	10 WO (00:00-00:00)	10-Mar-19	Sun								WeekOff		
<input type="checkbox"/>	11 G5 (09:00-18:30)	11-Mar-19	Mon	09:07	18:45	09:38		11-Mar-19			Present Day		

Page 1 of 1

Displaying 1 - 31 of 31


Absent Holiday Leave Half day Or 1/4 day Or 3/4 day

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Please Note: AR In or AR Out could be applied only if there is one original punch (in or out) recorded for the day. If both Punches are missing, you cannot apply for AR in and AR Out time.\

AR in and AR out time cannot be applied for working on Holidays / Weekly Offs.

Once you have entered all punch correction in the system; click on submit button to save your record.



Company:



HCMARSLeave

Start Menu


Activities


Dashboard

Attendance Regularization


☒ Date wise☐ Payroll period wise


Criteria:


Date From: 


Date Till: 


Scheduled Shift:


Employee: 












 Refresh

 Submit

 Close

 Apply Leave

 Data Import

	Original In	Original Out	Punch Total Hours	AR In	AR To Date	AR Out	AR Hours	Day status	Reason	Remarks	Your Action	Current Status
y	08:55	18:33	09:38		01-Mar-19			Present Day				
t								WeekOff				
n								WeekOff				
on	08:50	18:57	10:07	09:00	04-Mar-19		09:57	Present Day				
e	08:55	20:01	11:06		05-Mar-19			Present Day				
ed	08:48	19:21	10:33		06-Mar-19			Present Day				
u	08:57	19:21	10:24		07-Mar-19			Present Day				
	08:58	18:32	09:34		08-Mar-19			Present Day				
t								WeekOff				
n								WeekOff				
on	09:07	18:45	09:38		11-Mar-19			Present Day				

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Displaying 1 - 31 of 31

Absent

Holiday

Leave

Half day Or 1/4 day Or 3/4 day

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A confirmation window will pop up on saving the record.

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TATA STEEL BSL

HCM ARS Leave

Start Menu Activities Dashboard Attendance Regularization

Date wise Payroll period wise Criteria: Select criteria

Date From: 01-Mar-2019 Date Till: 31-Mar-2019 Scheduled Shift: Select shift

Employee: 913150 - Mr PREM SINGH

Refresh Submit Close Apply Leave Data Import

	Original In	Original Out	Punch Total Hours	AR In	AR To Date	AR Out	AR Hours	Day status	Reason	Remarks	Your Action	Current Status
y	08:55	18:33	09:38		01-Mar-19			Present Day				
t								WeekOff				
n												
n	08:50	18:57	10:07	09:00	04-Mar-19		9 Hrs			lunch		Initiated
e	08:55	20:01	11:06		05-Mar-19							
ed	08:48	19:21	10:33		06-Mar-19							
u	08:57	19:21	10:24		07-Mar-19							
	08:58	18:32	09:34		08-Mar-19			Present Day				
t								WeekOff				
n								WeekOff				
n	09:07	18:45	09:38		11-Mar-19			Present Day				

Page 1 of 1

Displaying 1 - 31 of 31

Absent Holiday Leave Half day Or 1/4 day Or 3/4 day

Information

Record saved successfully

OK

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After select the “Submit to HOD” under “Your Action” , click on Submit Button to Submit your attendance regularization Application.

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TATA STEEL BSL

HCM ARS Leave

Start Menu Activities Dashboard Attendance Regularization

☒ Date wise ☐ Payroll period wise Criteria: Select criteria

Date From: 01-Mar-2019 Date Till: 31-Mar-2019 Scheduled Shift: Select shift

Employee: 913150 - Mr PREM SINGH

Refresh Submit Close Apply Leave Data Import

	Original In	Original Out	Punch Total Hours	AR In	AR To Date	AR Out	AR Hours	Day status	Reason	Remarks	Your Action	Current Status
y	08:55	18:33	09:38		01-Mar-19			Present Day				
t								WeekOff				
n								WeekOff				
on	08:50	18:57	10:07	09:00	04-Mar-19		09:57	Present Day	Forgot to Punch		Submit To ...	Initiated
e	08:55	20:01	11:06		05-Mar-19			Present Day				
ed	08:48	19:21	10:33		06-Mar-19			Present Day				
u	08:57	19:21	10:24		07-Mar-19			Present Day				
	08:58	18:32	09:34		08-Mar-19			Present Day				
t								WeekOff				
n								WeekOff				
on	09:07	18:45	09:38		11-Mar-19			Present Day				

Page 1 of 1


Displaying 1 - 31 of 31

Absent Holiday Leave Half day Or 1/4 day Or 3/4 day


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Once Submitted, your application shall be forwarded to your HOD and cannot be changed at your end.

You can see the status of your application under “Current Status” option.

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Company:



HCMARSLeave

Start MenuActivitiesDashboardAttendance Regularization

☒ Date wise☐ Payroll period wise


Criteria:


Date From:


Date Till:


Scheduled Shift:


Employee:

 Refresh

 Submit

 Close

 Apply Leave

 Data Import

Day	Original In	Original Out	Punch Total Hours	AR In	AR To Date	AR Out	AR Hours	Day status	Reason	Remarks	Your Action	Current Status
Fri	08:55	18:33	09:38		01-Mar-19			Present Day				
Sat								WeekOff				
Sun								WeekOff				
Mon	08:50	18:57	10:07	09:00	04-Mar-19		09:57	Present Day	Forgot to Punch			Submitted To HOD
Tue	08:55	20:01	11:06		05-Mar-19			Present Day				
Wed	08:48	19:21	10:33		06-Mar-19			Present Day				
Thu	08:57	19:21	10:24		07-Mar-19			Present Day				
Fri	08:58	18:32	09:34		08-Mar-19			Present Day				
Sat								WeekOff				
Sun								WeekOff				
Mon	09:07	18:45	09:38		11-Mar-19			Present Day				

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Displaying 1 - 31 of 31

Absent

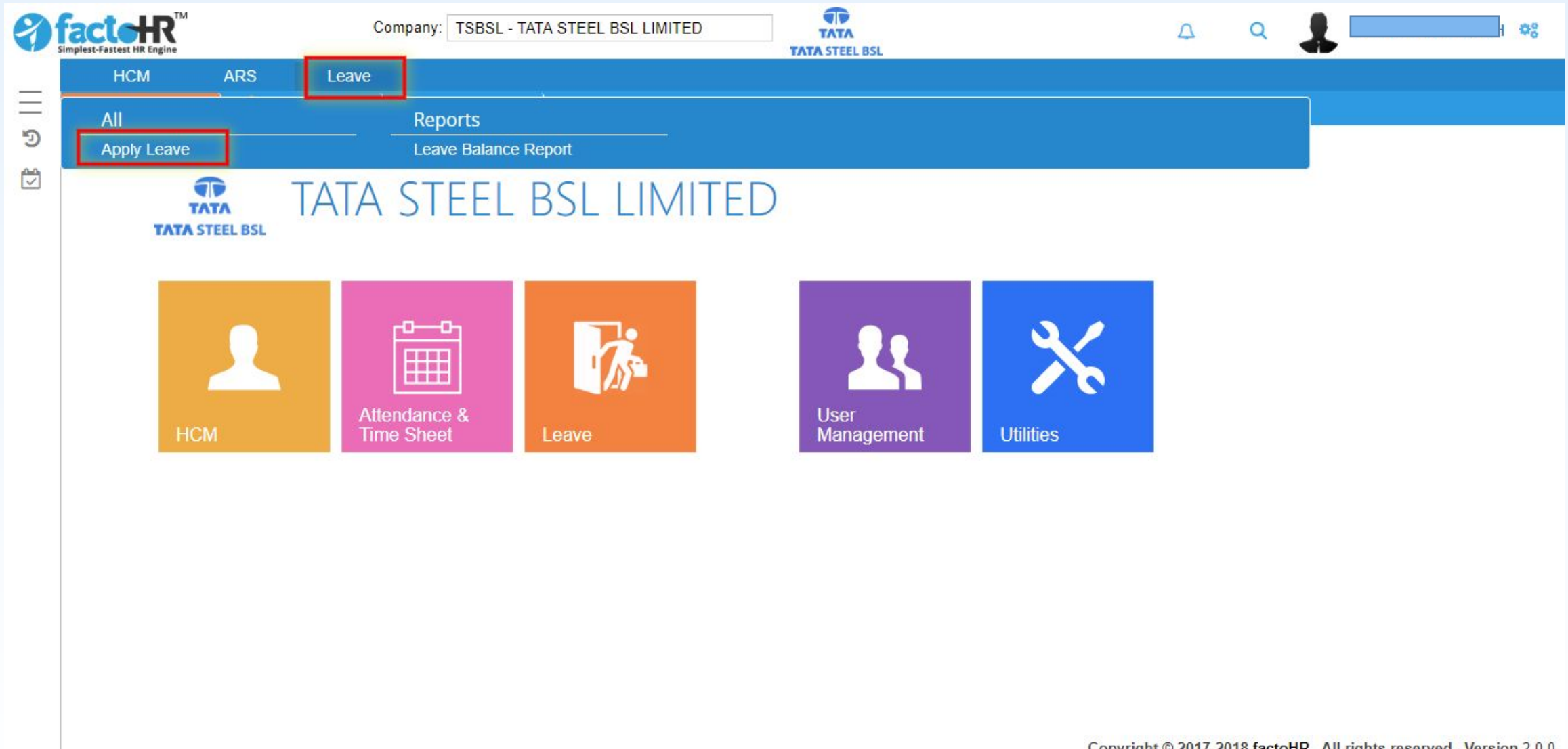
Holiday

Leave


Half day Or 1/4 day Or 3/4 day

Part 2: Leave Management

1. Log in to your HRIS portal and Locate “Leave Option”
2. Click on Leave > Apply Leave








Clicking on “Apply Leave” will open up this screen.



Company:

TSBSL - TATA STEEL BSL LIMITED



HCM

ARS


Leave

Start Menu


Activities

Dashboard


Apply Leave




913150 - Mr PREM SINGH




Close



Refresh



Color code



Apply Leave

Go To Month

Attendance Regularization

Data Import

<

navigate between months

>

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
09	<div>24-Feb-19</div> <div>Absent</div> <div>+</div>	<div>25-Feb-19</div> <div>Absent</div> <div>+</div>	<div>26-Feb-19</div> <div>Absent</div> <div>+</div>	<div>27-Feb-19</div> <div>Absent</div> <div>+</div>	<div>28-Feb-19</div> <div>Absent</div> <div>+</div>	<div>01-Mar-19</div> <div>Present Day</div> <div>+</div> <div>i</div>	<div>02-Mar-19</div> <div>WeekOff</div> <div>+</div>
10	<div>03-Mar-19</div> <div>WeekOff</div> <div>+</div>	<div>04-Mar-19</div> <div>Present Day</div> <div>+</div> <div>i</div>	<div>05-Mar-19</div> <div>Present Day</div> <div>+</div>	<div>06-Mar-19</div> <div>Present Day</div> <div>+</div>	<div>07-Mar-19</div> <div>Present Day</div> <div>+</div> <div>i</div>	<div>08-Mar-19</div> <div>Present Day</div> <div>+</div> <div>i</div>	<div>09-Mar-19</div> <div>WeekOff</div> <div>+</div>
11	<div>10-Mar-19</div> <div>WeekOff</div> <div>+</div>	<div>11-Mar-19</div> <div>Present Day</div> <div>+</div>	<div>12-Mar-19</div> <div>Present Day</div> <div>+</div> <div>i</div>	<div>13-Mar-19</div> <div>Present Day</div> <div>+</div> <div>i</div>	<div>14-Mar-19</div> <div>Present Day</div> <div>+</div> <div>i</div>	<div>15-Mar-19</div> <div>Present Day</div> <div>+</div>	<div>16-Mar-19</div> <div></div> <div>+</div>
12	<div>17-Mar-19</div> <div></div> <div>+</div>	<div>18-Mar-19</div> <div>EL:FD(bal:27.00)</div> <div>11</div> <div>Rejected</div> <div>+</div> <div>i</div> <div>x</div>	<div>19-Mar-19</div> <div>EGD:Hours(bal:2.00)</div> <div>12</div> <div>+</div> <div>i</div> <div>x</div>	<div>20-Mar-19</div> <div>PGS:Hours(bal:2.00)</div> <div>13</div> <div>+</div> <div>i</div> <div>x</div>	<div>21-Mar-19</div> <div>Absent</div> <div>+</div> <div>i</div>	<div>22-Mar-19</div> <div>Absent</div> <div>+</div> <div>i</div>	<div>23-Mar-19</div> <div>WeekOff</div> <div>+</div>
13	<div>24-Mar-19</div> <div>WeekOff</div> <div>+</div>	<div>25-Mar-19</div> <div>SL:NL(bal:8.00)</div> <div>55</div> <div>+</div> <div>i</div> <div>x</div>	<div>26-Mar-19</div> <div>SL:FD(bal:9.00)</div> <div>56</div> <div>+</div> <div>i</div> <div>x</div>	<div>27-Mar-19</div> <div>SL:FD(bal:8.00)</div> <div>57</div> <div>+</div> <div>i</div> <div>x</div>	<div>28-Mar-19</div> <div>EGD:Hours(bal:2.00)</div> <div>231</div> <div>+</div> <div>i</div> <div>x</div>	<div>29-Mar-19</div> <div>EGD:Hours(bal:2.00)</div> <div>232</div> <div>+</div> <div>i</div> <div>x</div>	<div>30-Mar-19</div> <div>WeekOff</div> <div>+</div> <div>i</div>
14	<div>31-Mar-19</div> <div>WeekOff</div> <div>+</div> <div>i</div>	<div>01-Apr-19</div> <div>PGS:Hours(bal:2.00)</div> <div>233</div> <div>+</div> <div>i</div> <div>x</div>	<div>02-Apr-19</div> <div></div> <div>+</div>	<div>03-Apr-19</div> <div></div> <div>+</div>	<div>04-Apr-19</div> <div></div> <div>+</div>	<div>05-Apr-19</div> <div></div> <div>+</div>	<div>06-Apr-19</div> <div>WeekOff</div> <div>+</div>

Select the date for which you have to apply leave.

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Company: TBSL - TATA STEEL BSL LIMITED

TATA
TATA STEEL BSL


HCM ARS Leave

Start Menu Activities Dashboard Apply Leave

913150 - Mr PREM SINGH Close Refresh Color code Apply Leave Go To Month Attendance Regularization Data Import

navigate between months

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
09	24-Feb-19 Absent +	25-Feb-19 Absent +	26-Feb-19 Absent +	27-Feb-19 Absent +	28-Feb-19 Absent +	01-Mar-19 Present Day + i	02-Mar-19 WeekOff +
10	03-Mar-19 WeekOff +	04-Mar-19 Present Day + i	05-Mar-19 Present Day + (highlighted)	06-Mar-19 Present Day +	07-Mar-19 Present Day + i	08-Mar-19 Present Day + i	09-Mar-19 WeekOff +
11	10-Mar-19 WeekOff +	11-Mar-19 Present Day +	12-Mar-19 Present Day + i	13-Mar-19 Present Day + i	14-Mar-19 Present Day + i	15-Mar-19 Present Day +	16-Mar-19 WeekOff +
12	17-Mar-19 WeekOff +	18-Mar-19 EL:FD(bal:27.00) 11 Rejected + i	19-Mar-19 EGD:Hours(bal:2.00) 12 + i	20-Mar-19 PGS:Hours(bal:2.00) 13 + i	21-Mar-19 Absent + i	22-Mar-19 Absent + i	23-Mar-19 WeekOff +
13	24-Mar-19 WeekOff +	25-Mar-19 SL:NL(bal:8.00) 55 + i	26-Mar-19 SL:FD(bal:9.00) 56 + i	27-Mar-19 SL:FD(bal:8.00) 57 + i	28-Mar-19 EGD:Hours(bal:2.00) 231 + i	29-Mar-19 EGD:Hours(bal:2.00) 232 + i	30-Mar-19 WeekOff + i
14	31-Mar-19 WeekOff + i	01-Apr-19 PGS:Hours(bal:2.00) 233 + i	02-Apr-19 WeekOff +	03-Apr-19 WeekOff +	04-Apr-19 WeekOff +	05-Apr-19 WeekOff +	06-Apr-19 WeekOff +

Click on PLUS  sign to apply leave.
A new window will be open to enable you to apply leave .

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Company: TSB SL - TATA STEEL BSL LIMITED

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TATA STEEL BSL

HCM ARS Leave

Start Menu Activities Dashboard Apply Leave

913150 - Mr PREM SINGH Close Refresh Color code Apply Leave Go To Month Attendance Regularization Data Import

navigate between months

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24-Feb-19 Absent	25-Feb-19 Absent	26-Feb-19	27-Feb-19	28-Feb-19	01-Mar-19 Present Day	02-Mar-19 WeekOff
03-Mar-19 WeekOff	04-Mar-19 Present Day				08-Mar-19 Present Day	09-Mar-19 WeekOff
10-Mar-19 WeekOff	11-Mar-19 Present Day				15-Mar-19 Present Day	16-Mar-19
17-Mar-19	18-Mar-19 EL:FD(bal:27.00) 11 Rejected				22-Mar-19 Absent	23-Mar-19 WeekOff
24-Mar-19 WeekOff	25-Mar-19 SL:NL(bal:8.00) 55				29-Mar-19 EGD:Hours(bal:2.00) 232	30-Mar-19 WeekOff
31-Mar-19 WeekOff	01-Apr-19 PGS:Hours(bal:2.00) 233	02-Apr-19	03-Apr-19	04-Apr-19	05-Apr-19	06-Apr-19 WeekOff

Tue 05-Mar-2019 (FullWorkingDay)

Doc# : Date Applied: 31-Mar-2019

Leave Type:

Date From: 05-Mar-2019 Present Day

Date Till: 05-Mar-2019 Present Day

Leave Bal. : 0.00 Total Leave : 0.00

Remarks :

Attachment: Attach Download

Save Shift & Punch Details Close

Leave Type : Leave which is to be applied (CL/SL/EL/APL)

Date From : Start Date for the leave - Present Day (Full Day) or First Half Day or Second Half Day

Date Till : End Date for the leave (If the leave is a half day leave, the start date and end date should be the same)

Company: TBSL - TATA STEEL BSL LIMITED

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TATA TATA STEEL BSL

HCM ARS Leave

Start Menu Activities Dashboard Apply Leave

913150 - Mr PREM SINGH

Close Refresh Color code Apply Leave Go To Month Attendance Regularization Data Import

navigate between months

Sun Mon Tue Wed Thu Fri Sat

09 24-Feb-19 Absent 25-Feb-19 Absent 26-Feb-19 27-Feb-19 28-Feb-19 01-Mar-19 Present Day 02-Mar-19 WeekOff

10 03-Mar-19 WeekOff 04-Mar-19 Present Day 05-Mar-19 06-Mar-19 07-Mar-19 08-Mar-19 Present Day 09-Mar-19 WeekOff

11 10-Mar-19 WeekOff 11-Mar-19 Present Day 12-Mar-19 13-Mar-19 14-Mar-19 15-Mar-19 Present Day 16-Mar-19

12 17-Mar-19 18-Mar-19 EL:FD(bal:27.00) 11 Rejected 19-Mar-19 20-Mar-19 21-Mar-19 22-Mar-19 Absent 23-Mar-19 WeekOff

13 24-Mar-19 WeekOff 25-Mar-19 SL:NL(bal:8.00) 55 26-Mar-19 27-Mar-19 28-Mar-19 29-Mar-19 EGD:Hours(bal:2.00) 232 30-Mar-19 WeekOff

14 31-Mar-19 WeekOff 01-Apr-19 PGS:Hours(bal:2.00) 233 02-Apr-19 03-Apr-19 04-Apr-19 05-Apr-19 06-Apr-19 WeekOff

Tue 05-Mar-2019 (FullWorkingDay)

Doc# : Date Applied: 31-Mar-2019

Leave Type: Earned Leave

Date From: 05-Mar-2019 Present Day

Date Till: 05-Mar-2019 Present Day

Leave Bal. : 27.00 Total Leave : 1.00

Remarks :

Attachment: Attach Download Save Shift & Punch Details Close

In case you have applied for Early Punch out or personal Gate Pass follow the following sequence




1. Enter time (from which personal gate pass or early departure is effective) in h:mm and then select hours duration from Hours.
2. Enter the number of Hours for Early Gate pass or Personal Gate Pass (Example: If your shift end time is 02:00 PM, in case of early punch out at 12:00 Noon, this value should be entered as "2")

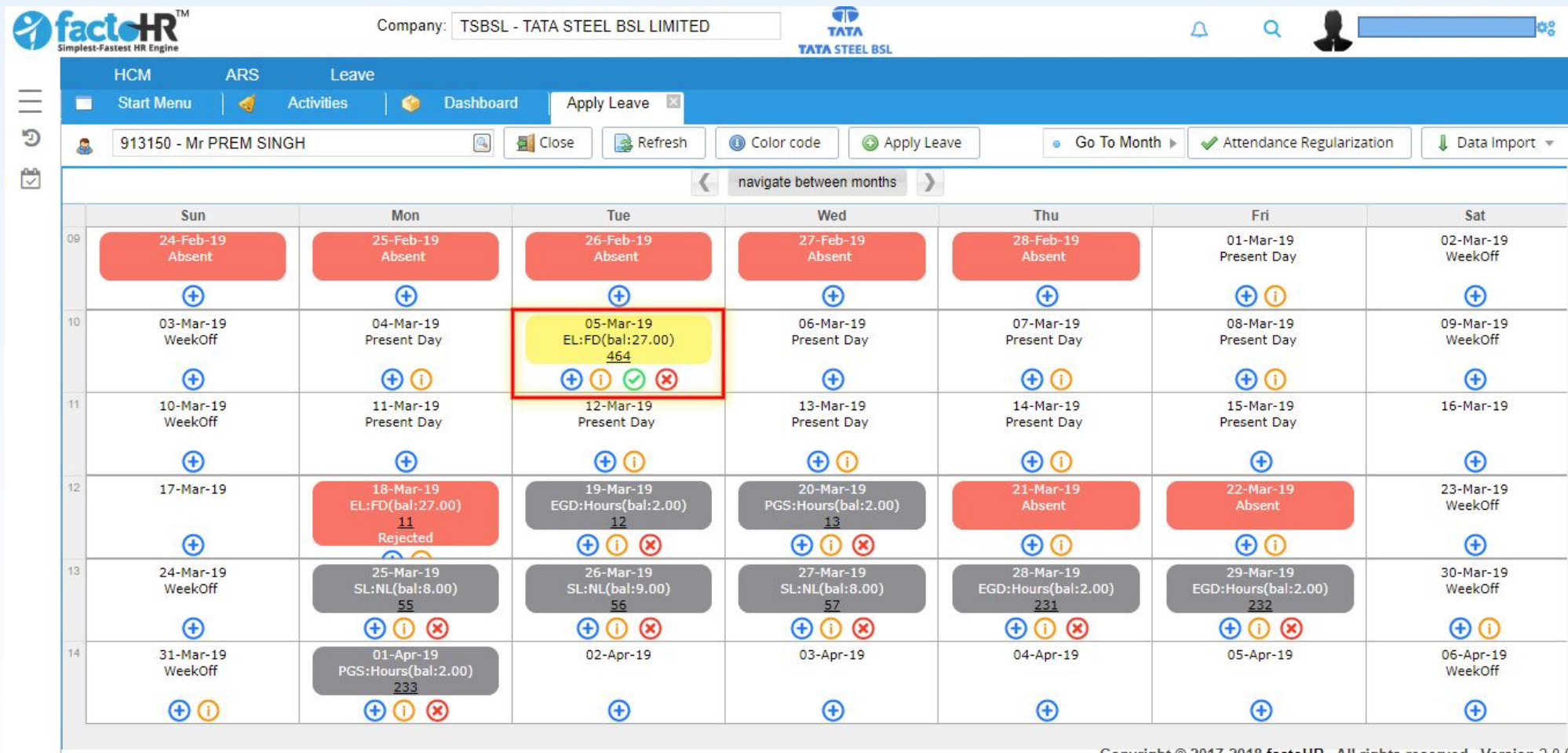
The screenshot displays the factoHR web application interface. At the top, the company name is 'TSBSL - TATA STEEL BSL LIMITED'. The user is logged in as '913150 - Mr PREM SINGH'. The navigation bar includes 'HCM', 'ARS', and 'Leave' sections. The 'Apply Leave' modal is open, showing the following details:

- Doc# :** [Empty field]
- Date Applied:** 31-Mar-2019
- Leave Type:** Early Punch Out (selected from a dropdown)
- Date From:** 05-Mar-2019 (calendar icon)
- h:mm :** [Empty field]
- Hours :** i.e, 1.25, 1.5 (dropdown)
- Leave Bal. :** 0.00
- Total Leave :** 0.00
- Remarks :** [Empty text area]
- Attachment:** [Attach icon] [Download icon]
- Buttons:** Save, Shift & Punch Details, Close

The background calendar shows dates from February 24 to April 6, 2019. The status for each day is indicated by a color-coded box: Absent (red), WeekOff (light blue), Present Day (green), and Rejected (orange). The 'Early Punch Out' leave is applied for the period from March 5 to March 11, 2019.

Sending your leaves for approval to your Manager / HOD

1. Click On  Sign show the information of applied leave.
2. Click On  Right Sign its submit to HOD for the approval.
3. Click On  Close or Cross Sign it will be delete the application.



The screenshot displays the factoHR HR system interface for a user named Mr PREM SINGH (ID: 913150). The interface shows a calendar view for leave applications, with the company name TSB SL - TATA STEEL BSL LIMITED and the user's profile information at the top. The calendar is organized by month, with a navigation bar at the top. The current view shows the month of March 2019. The calendar grid displays days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and corresponding dates. Each day cell contains a status (e.g., Absent, Present Day, WeekOff) and a balance (bal). The cell for 05-Mar-19 is highlighted in yellow, indicating an applied leave (EL:FD(bal:27.00) 464). The cell for 11-Mar-19 is highlighted in red, indicating a rejected application (11 Rejected). The cell for 12-Mar-19 is highlighted in green, indicating an approved application (12 Present Day). The cell for 13-Mar-19 is highlighted in orange, indicating a pending application (13 Present Day). The cell for 14-Mar-19 is highlighted in red, indicating a rejected application (14 Present Day). The cell for 15-Mar-19 is highlighted in orange, indicating a pending application (15 Present Day). The cell for 16-Mar-19 is highlighted in orange, indicating a pending application (16 Present Day). The cell for 17-Mar-19 is highlighted in orange, indicating a pending application (17 Present Day). The cell for 18-Mar-19 is highlighted in red, indicating a rejected application (18 Present Day). The cell for 19-Mar-19 is highlighted in orange, indicating a pending application (19 Present Day). The cell for 20-Mar-19 is highlighted in orange, indicating a pending application (20 Present Day). The cell for 21-Mar-19 is highlighted in red, indicating a rejected application (21 Present Day). The cell for 22-Mar-19 is highlighted in red, indicating a rejected application (22 Present Day). The cell for 23-Mar-19 is highlighted in orange, indicating a pending application (23 Present Day). The cell for 24-Mar-19 is highlighted in orange, indicating a pending application (24 Present Day). The cell for 25-Mar-19 is highlighted in orange, indicating a pending application (25 Present Day). The cell for 26-Mar-19 is highlighted in orange, indicating a pending application (26 Present Day). The cell for 27-Mar-19 is highlighted in orange, indicating a pending application (27 Present Day). The cell for 28-Mar-19 is highlighted in orange, indicating a pending application (28 Present Day). The cell for 29-Mar-19 is highlighted in orange, indicating a pending application (29 Present Day). The cell for 30-Mar-19 is highlighted in orange, indicating a pending application (30 Present Day). The cell for 31-Mar-19 is highlighted in orange, indicating a pending application (31 Present Day). The cell for 01-Apr-19 is highlighted in orange, indicating a pending application (01 Present Day). The cell for 02-Apr-19 is highlighted in orange, indicating a pending application (02 Present Day). The cell for 03-Apr-19 is highlighted in orange, indicating a pending application (03 Present Day). The cell for 04-Apr-19 is highlighted in orange, indicating a pending application (04 Present Day). The cell for 05-Apr-19 is highlighted in orange, indicating a pending application (05 Present Day). The cell for 06-Apr-19 is highlighted in orange, indicating a pending application (06 Present Day). The cell for 07-Apr-19 is highlighted in orange, indicating a pending application (07 Present Day). The cell for 08-Apr-19 is highlighted in orange, indicating a pending application (08 Present Day). The cell for 09-Apr-19 is highlighted in orange, indicating a pending application (09 Present Day). The cell for 10-Apr-19 is highlighted in orange, indicating a pending application (10 Present Day). The cell for 11-Apr-19 is highlighted in orange, indicating a pending application (11 Present Day). The cell for 12-Apr-19 is highlighted in orange, indicating a pending application (12 Present Day). The cell for 13-Apr-19 is highlighted in orange, indicating a pending application (13 Present Day). The cell for 14-Apr-19 is highlighted in orange, indicating a pending application (14 Present Day). The cell for 15-Apr-19 is highlighted in orange, indicating a pending application (15 Present Day). The cell for 16-Apr-19 is highlighted in orange, indicating a pending application (16 Present Day). The cell for 17-Apr-19 is highlighted in orange, indicating a pending application (17 Present Day). The cell for 18-Apr-19 is highlighted in orange, indicating a pending application (18 Present Day). The cell for 19-Apr-19 is highlighted in orange, indicating a pending application (19 Present Day). The cell for 20-Apr-19 is highlighted in orange, indicating a pending application (20 Present Day). The cell for 21-Apr-19 is highlighted in orange, indicating a pending application (21 Present Day). The cell for 22-Apr-19 is highlighted in orange, indicating a pending application (22 Present Day). The cell for 23-Apr-19 is highlighted in orange, indicating a pending application (23 Present Day). The cell for 24-Apr-19 is highlighted in orange, indicating a pending application (24 Present Day). The cell for 25-Apr-19 is highlighted in orange, indicating a pending application (25 Present Day). The cell for 26-Apr-19 is highlighted in orange, indicating a pending application (26 Present Day). The cell for 27-Apr-19 is highlighted in orange, indicating a pending application (27 Present Day). The cell for 28-Apr-19 is highlighted in orange, indicating a pending application (28 Present Day). The cell for 29-Apr-19 is highlighted in orange, indicating a pending application (29 Present Day). The cell for 30-Apr-19 is highlighted in orange, indicating a pending application (30 Present Day). The cell for 31-Apr-19 is highlighted in orange, indicating a pending application (31 Present Day).

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
09	24-Feb-19 Absent	25-Feb-19 Absent	26-Feb-19 Absent	27-Feb-19 Absent	28-Feb-19 Absent	01-Mar-19 Present Day	02-Mar-19 WeekOff
10	03-Mar-19 WeekOff	04-Mar-19 Present Day	05-Mar-19 EL:FD(bal:27.00) 464	06-Mar-19 Present Day	07-Mar-19 Present Day	08-Mar-19 Present Day	09-Mar-19 WeekOff
11	10-Mar-19 WeekOff	11-Mar-19 Present Day	12-Mar-19 Present Day	13-Mar-19 Present Day	14-Mar-19 Present Day	15-Mar-19 Present Day	16-Mar-19
12	17-Mar-19	18-Mar-19 EL:FD(bal:27.00) 11 Rejected	19-Mar-19 EGD:Hours(bal:2.00) 12	20-Mar-19 PGS:Hours(bal:2.00) 13	21-Mar-19 Absent	22-Mar-19 Absent	23-Mar-19 WeekOff
13	24-Mar-19 WeekOff	25-Mar-19 SL:NL(bal:8.00) 55	26-Mar-19 SL:NL(bal:9.00) 56	27-Mar-19 SL:NL(bal:8.00) 57	28-Mar-19 EGD:Hours(bal:2.00) 231	29-Mar-19 EGD:Hours(bal:2.00) 232	30-Mar-19 WeekOff
14	31-Mar-19 WeekOff	01-Apr-19 PGS:Hours(bal:2.00) 233	02-Apr-19	03-Apr-19	04-Apr-19	05-Apr-19	06-Apr-19 WeekOff

Thank You

For any queries please feel free to write to hrhelpdesk@tatasteelbsl.co.in