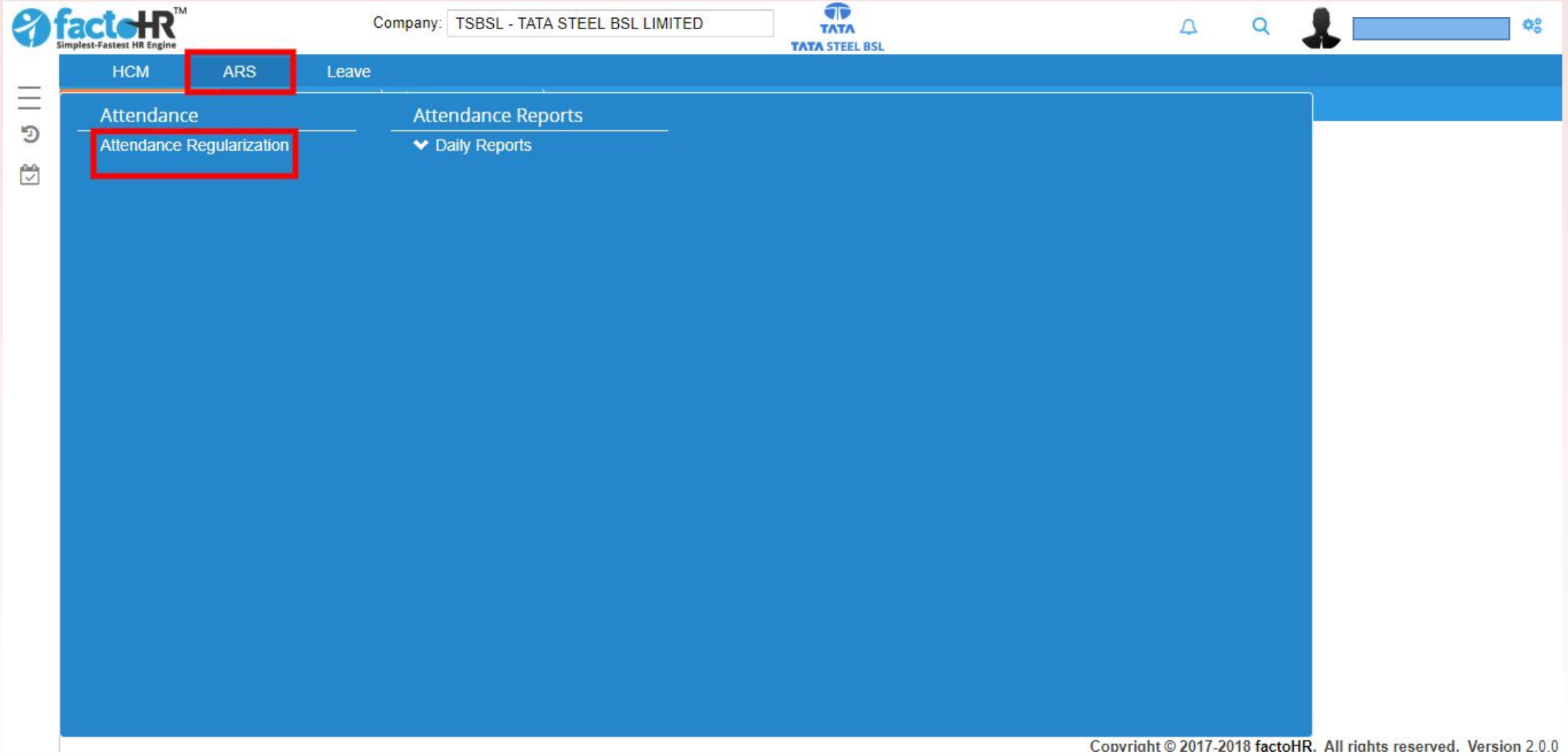
Attendance and Leave Application
User Manual

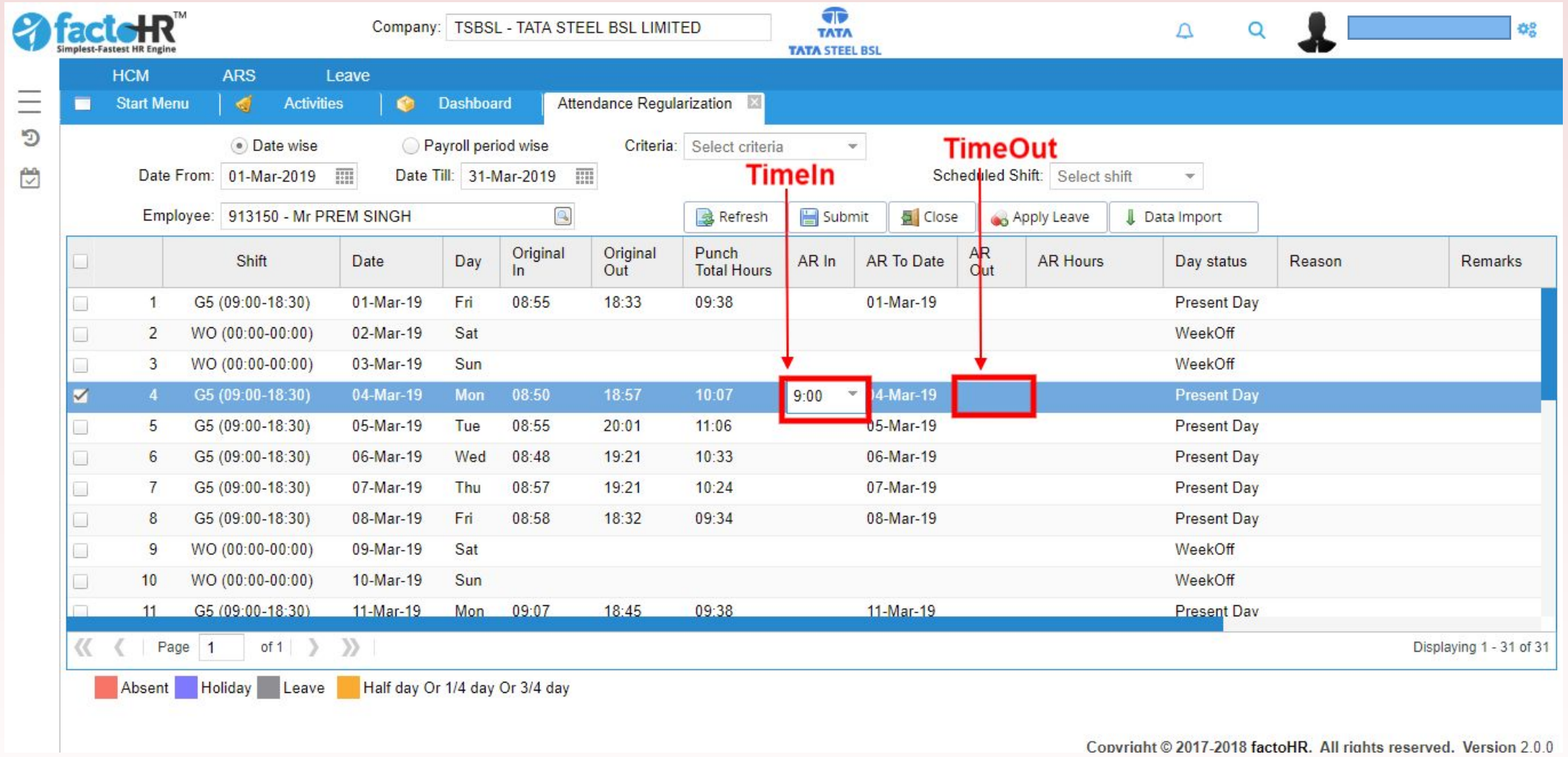
Part 1: Attendance Management

For attendance regularization:
Step1: Log in to your HRIS portal
Step 2: Locate “ARS” option on the home screen > click ARS > Click Attendance Regularization



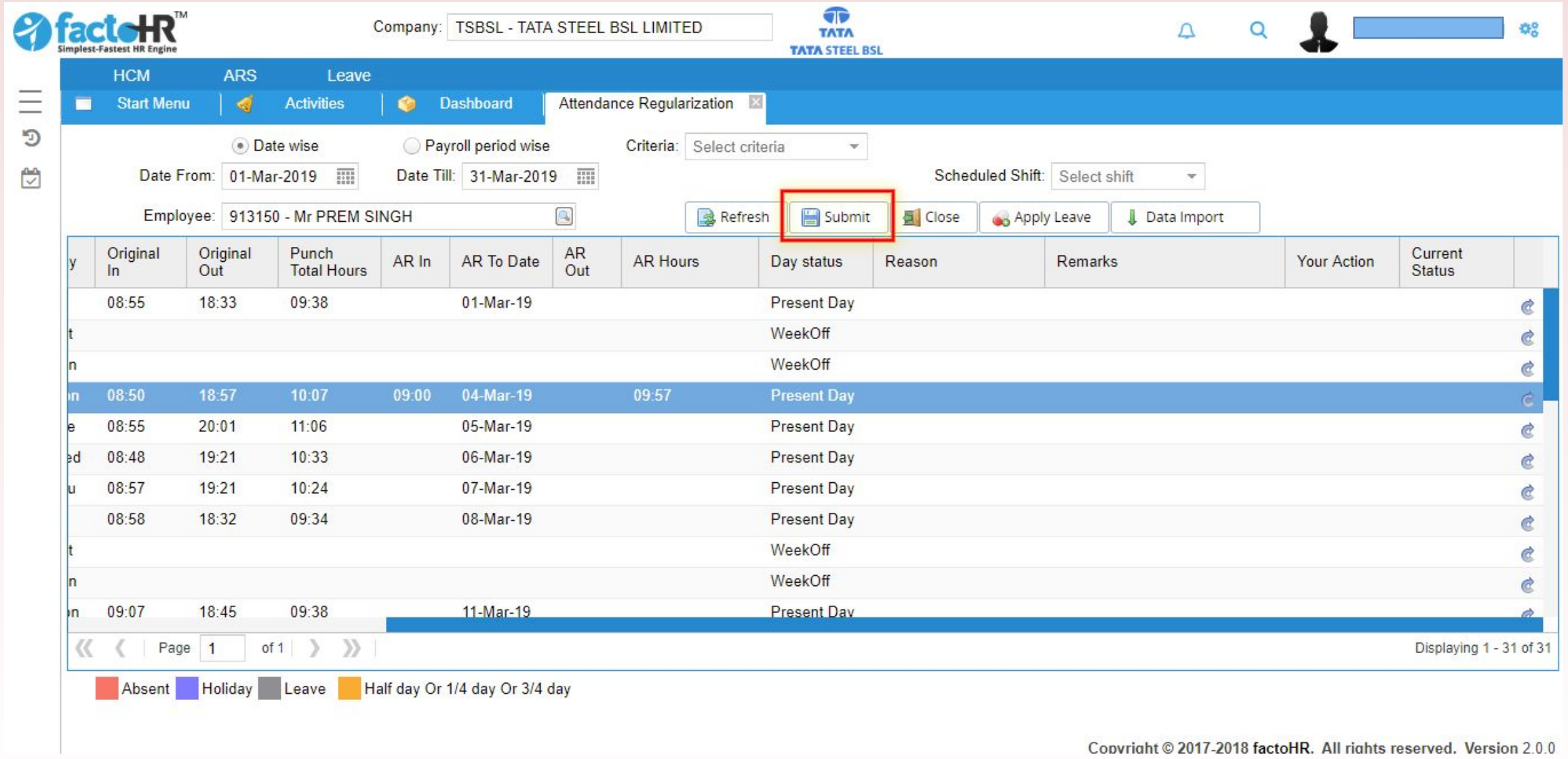
1.You would see your attendance report including actual time in / time out, Day Status Shift Status etc. on this Screen

2. You could apply for Punch in time / Punch out time to be regularized under AR in time or AR out time as follows:

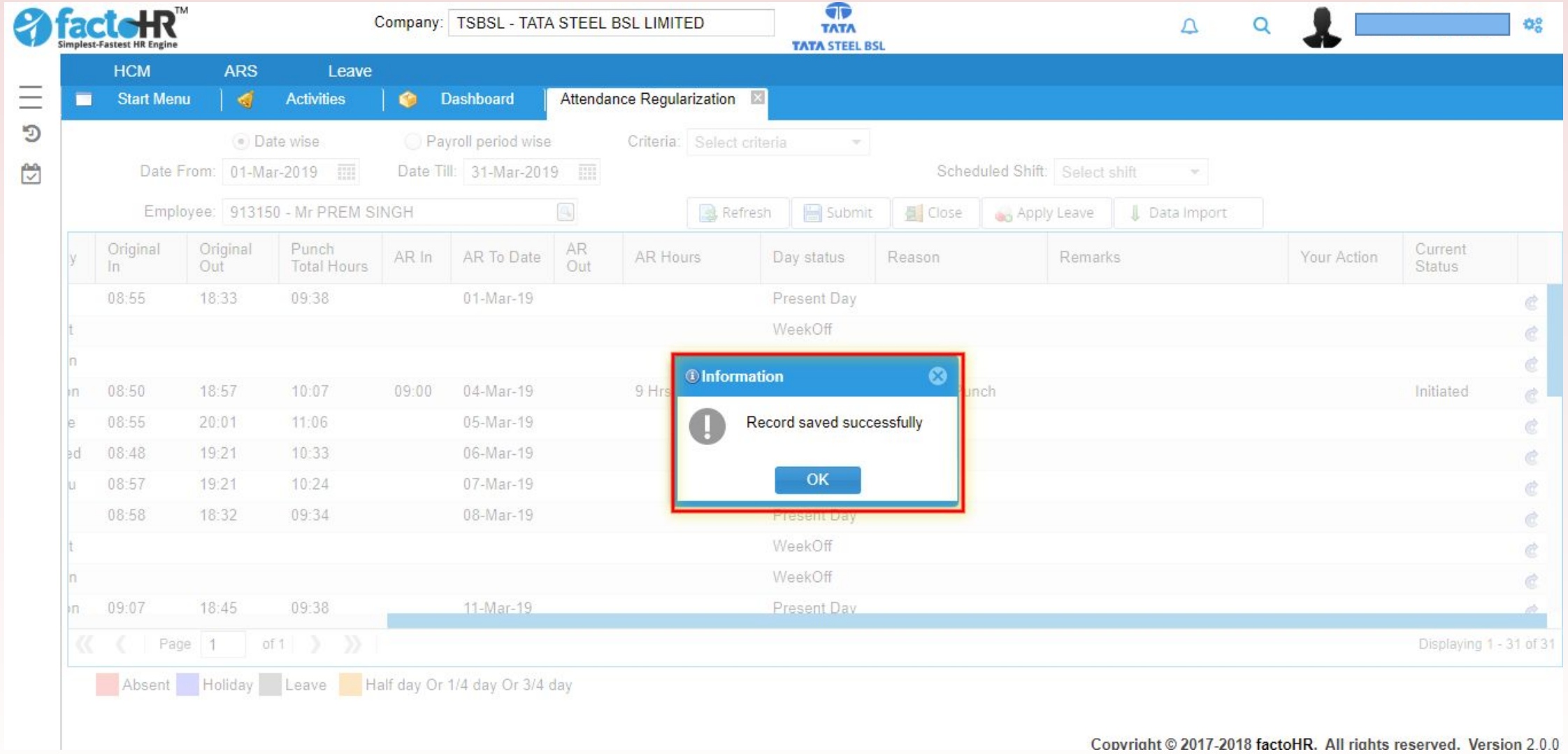


Please Note: AR In or AR Out could be applied only if there is one original punch (in or out) recorded for the day. If both Punches are missing, you cannot apply for AR in and AR Out time.\
AR in and AR out time cannot be applied for working on Holidays / Weekly Offs.

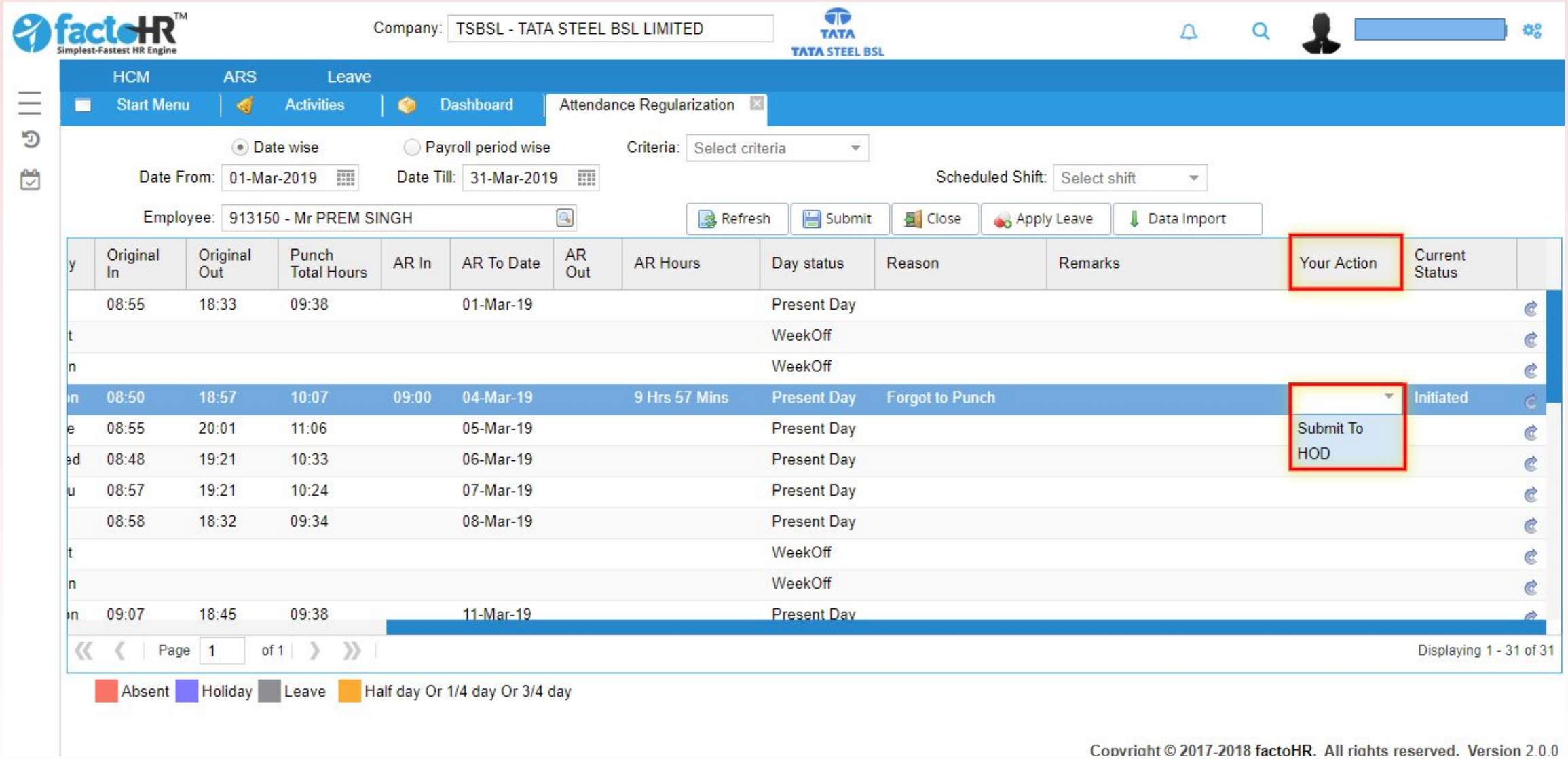
Once you have entered all punch correction in the system; click on submit button to save your record.



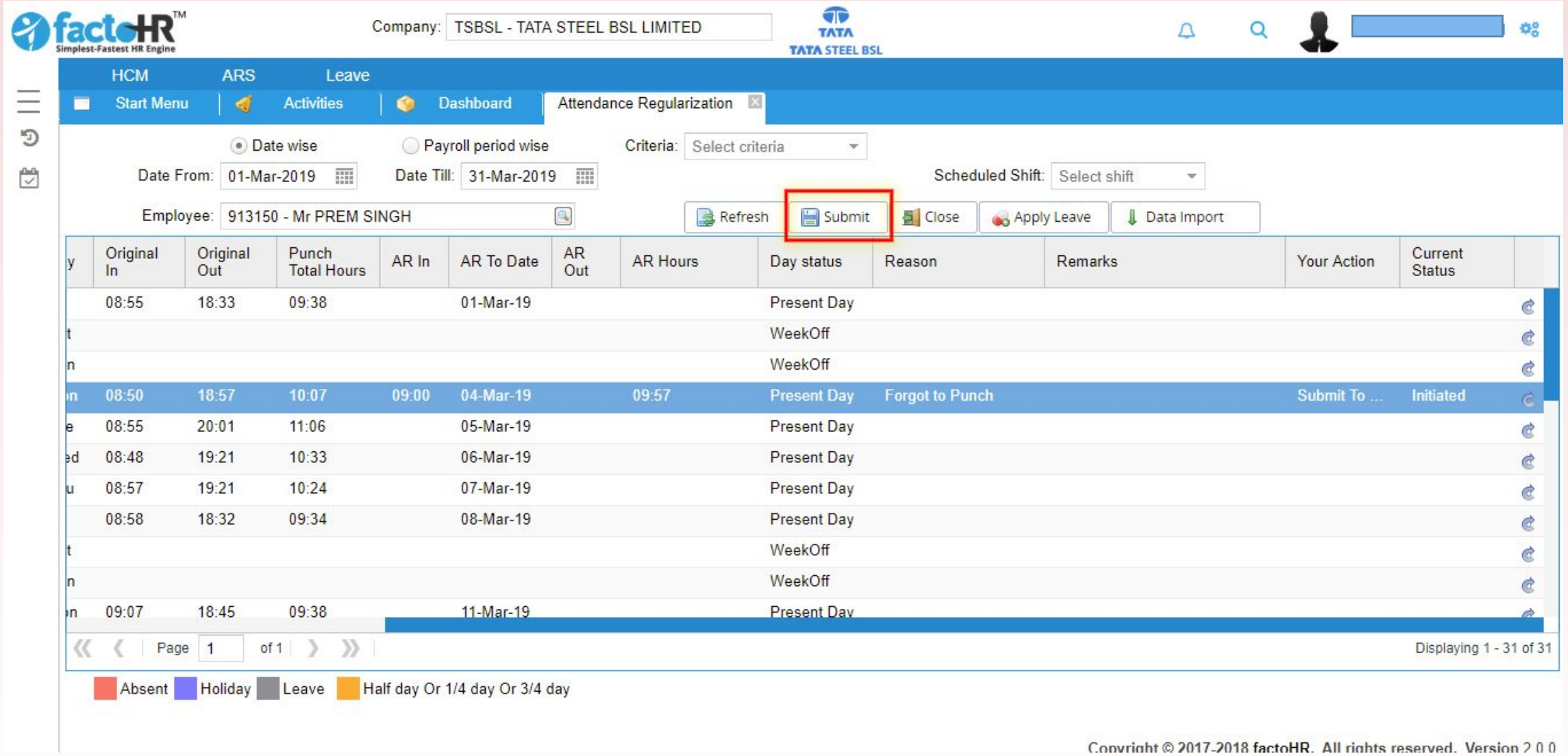
A confirmation window will pop up on saving the record.



1. After Saving, a drop down menu shall appear under “Your Action”.
2. Select the available option and click on Submit

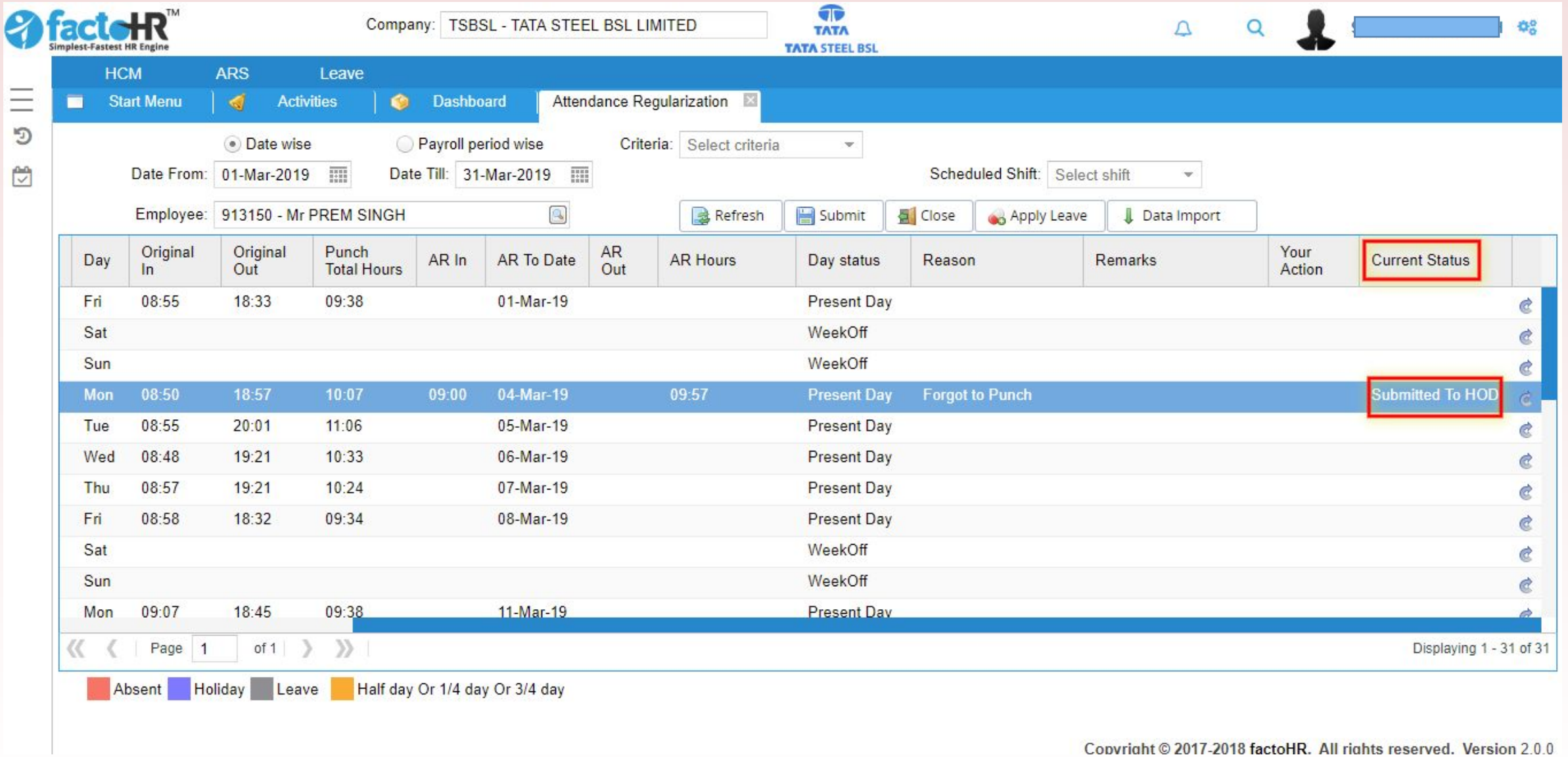


After select the “Submit to HOD” under “Your Action” , click on Submit Button to Submit your attendance regularization Application.



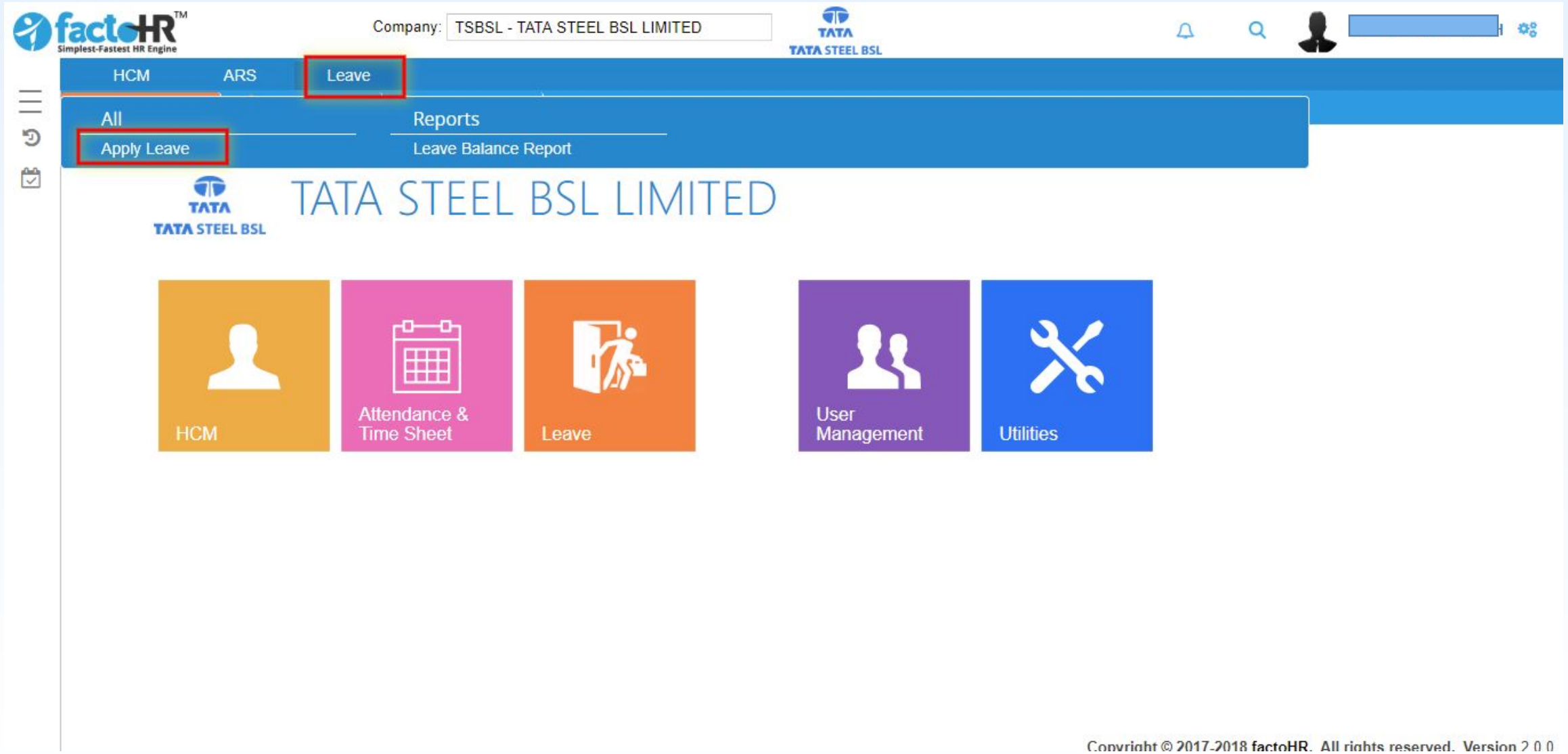
Once Submitted, your application shall be forwarded to your HOD and cannot be changed at your end.

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



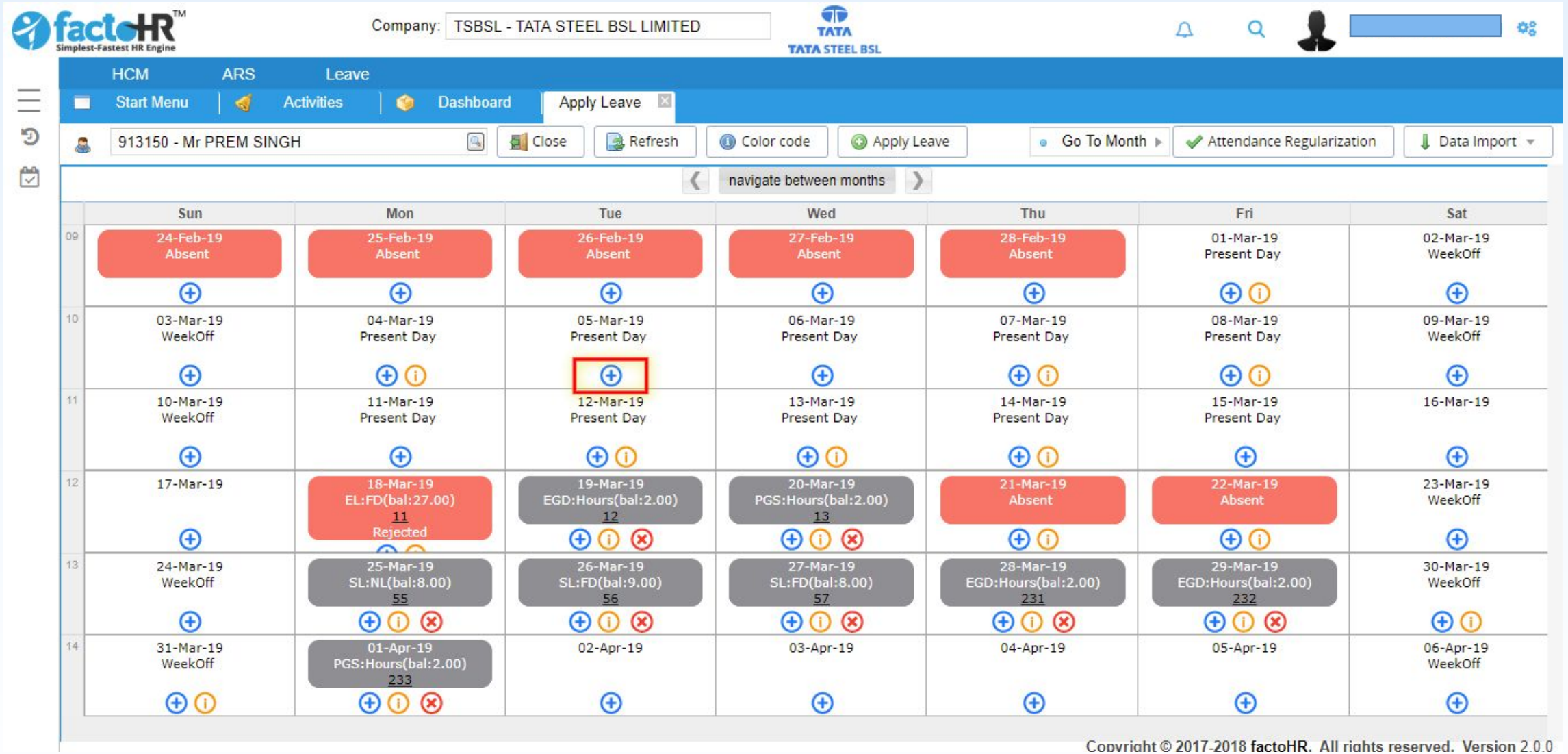
Part 2: Leave Management

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

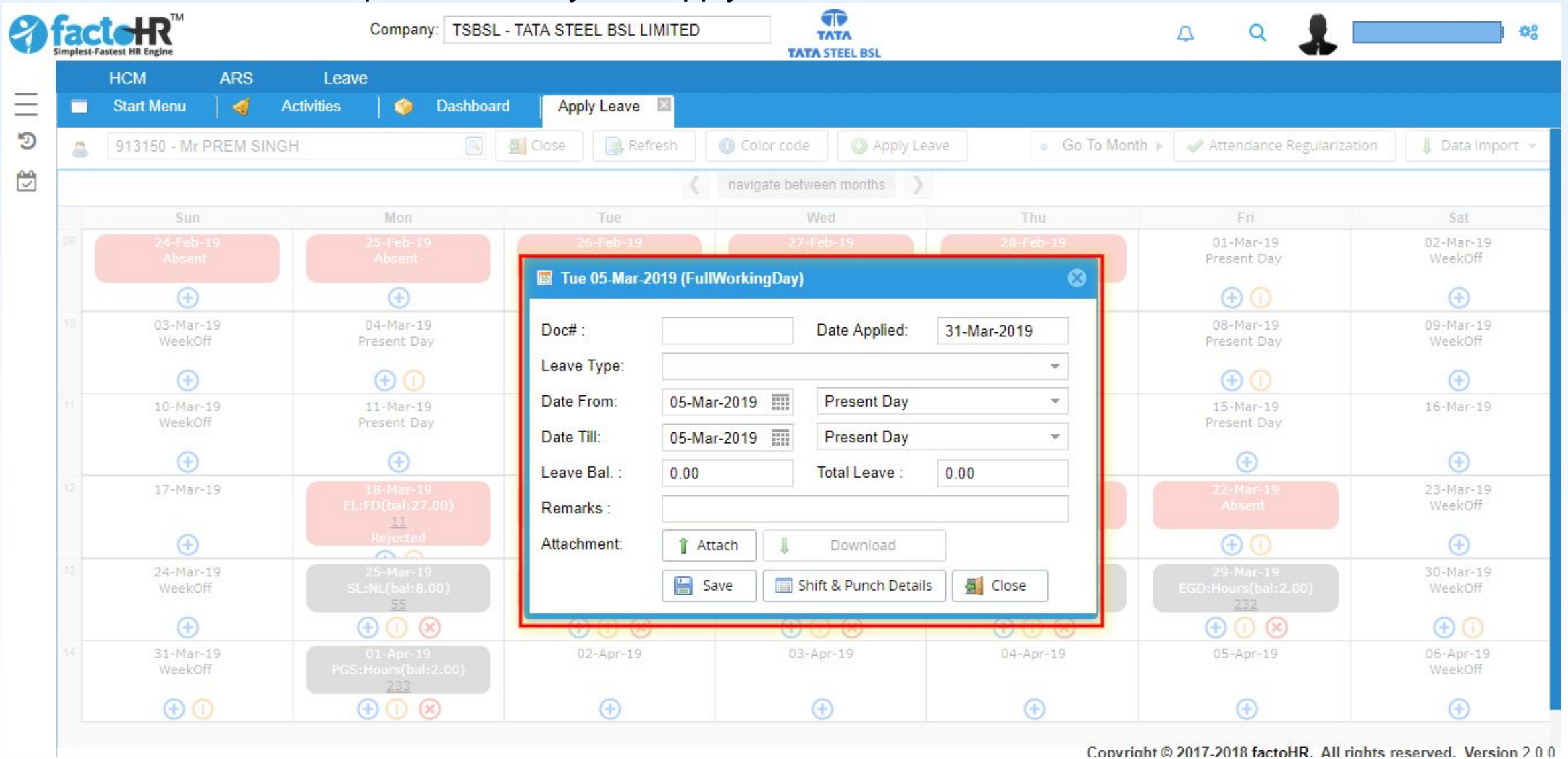


Clicking on “Apply Leave” will open up this screen.

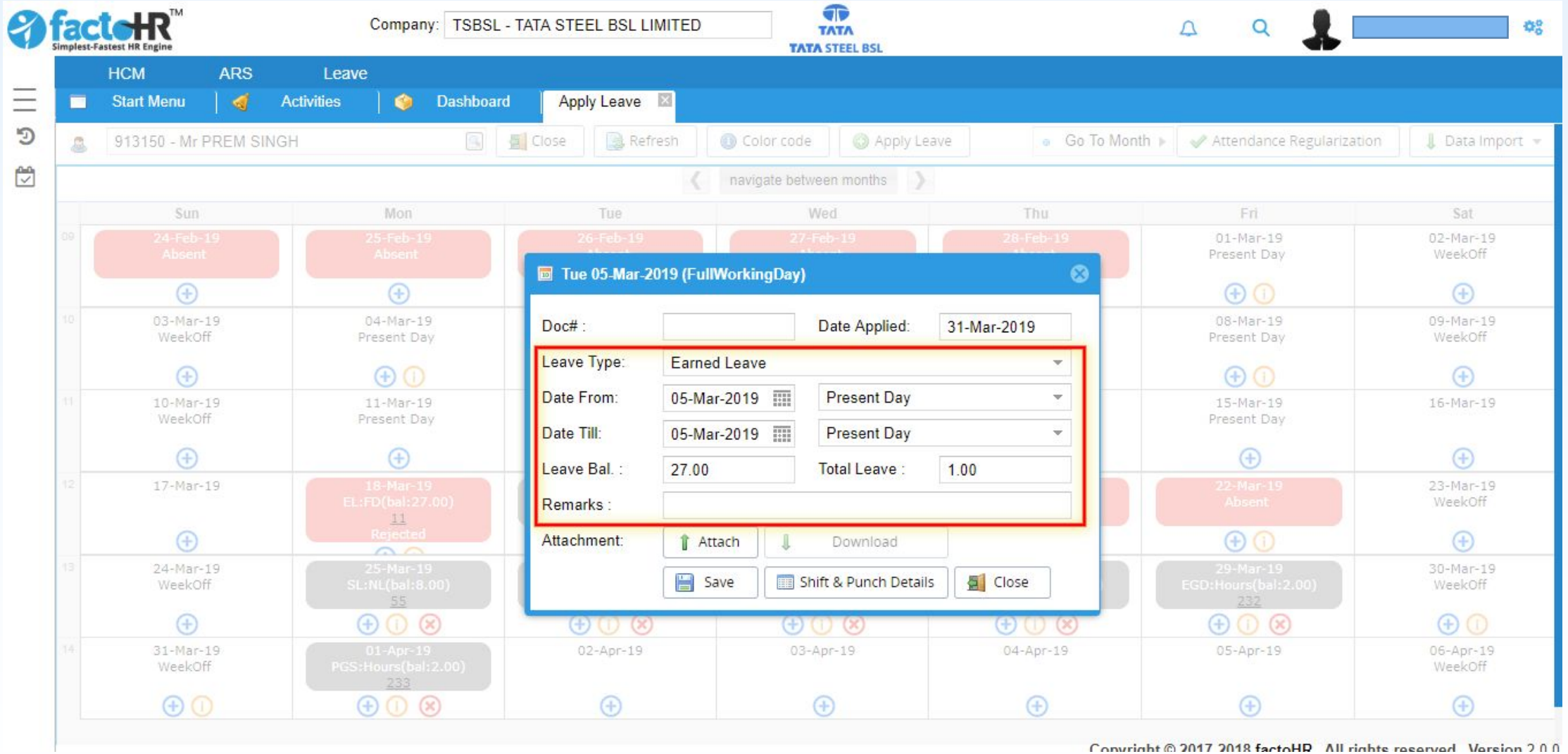
Select the date for which you have to apply leave.



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

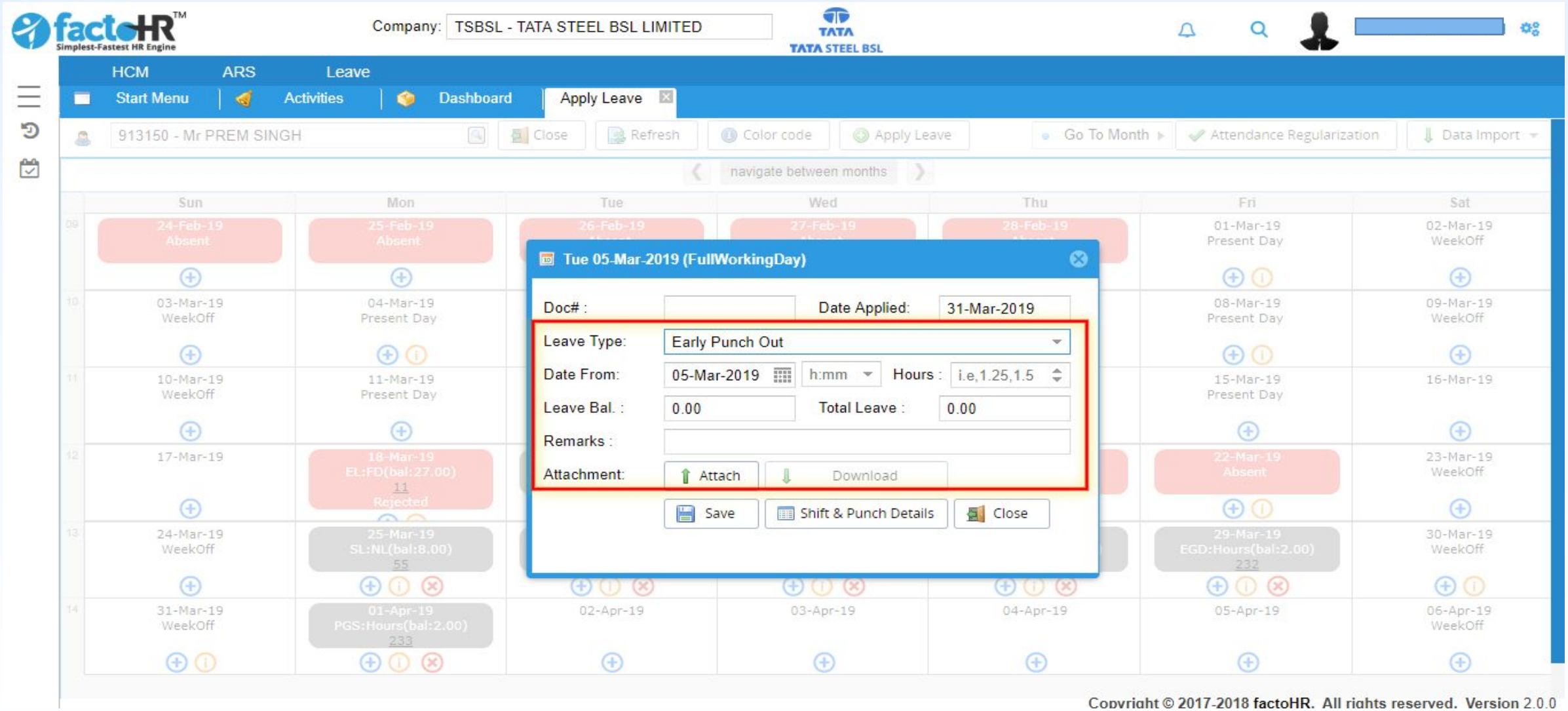


Leave Type : Leave which is to be applied (CL/SL/EL/APL)
Date From : Start Date for the leave - Present Day (Full Day) or First Half Day or Second Half Day
Date Till : End Date for the leave (If the leave is a half day leave, the start date and end date should be the same)



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”



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.

Thank You

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