

## **ESSENTIAL REPORTS BASED ON EMPLOYEE'S LEAVE & ATTENDANCE**

- 1) Employee IN/OUT Configuration Report.
- 2) Employee Late Attendance Report.
- 3) Employee Late Summary Report.
- 4) Employee Early off Report.
- 5) Employee Roster Exchange Report.
- 6) Employee Personal off Report.
- 7) Employee Casual Leave Report.
- 8) Employee Short Leave Report.
- 9) Over 3 days Leave Report.
- 10) Employee Annual Leave Report.
- 11) Employee Leave Status Report.
- 12) Employee Absent Report.
- 13) Employee Daily Attendance Report.
- 14) Employee Attendance Summary Report.
- 15) Employee No Pay Details.
- 16) Employee Over Time Payment Report.
- 17) Employee Attendance Allowance Report.