

Reports Required:

- a. Employee List:
 - i. Overall Total Employee List
 - 1. Active List
 - 2. Released List
 - ii. Employee List Location Wise
 - 1. active List
 - 2. Released List
 - iii. Employee List Department Wise
 - 1. active List
 - 2. Released List
- b. Day wise Attendance Report location wise
- c. Monthly Attendance Report location wise
- d. Leave Reports location wise
 - i. Day wise
 - 1. Pending
 - 2. Approved
 - 3. Rejected
 - ii. Monthly
 - 1. Pending
 - 2. Approved
 - 3. Rejected