**Employee Report**

This report is a current summary of information for an employee, covering addresses, contacts, period of service, department, special information, bank and salary entries. When you click on **Run Reports** without choosing any options this page displays the below fields for all employees. You can also choose the fields to display the report of selected employee, employee id. Reports can be exported using xls or pdf format

Employee Name

Employee id

Employee Type

Designation

Joining date

DOB

Marital Status

Gender

Work-Location

Mail ID

Security ID Resigned / Terminated Date – Need a filter for Active/Inactive employee list

Relieving Date

Salary

Address

Email

Contact-Number

Emergency Contact Details

Salary

Salary Hike – Display Actual Salary and the increase in Salary yearly

Total years / Months Experience

**Attendance (Daily Monthly Yearly) Report**

When you click on **Run Reports** without choosing any options this page displays the below fields

Date, Workday, Late Arrival, Missing Work, Extra Time, Night hours for all employees. You can also choose any of the fields to display the report of selected user or choose the Date Range. Date Ranges varies from 1 day, last 7 days, last 30 days, this month, Last month or Custom Range. Reports can be exported using xls or pdf format

Employee Name

Employee ID

Date

Total working days

Workday by employee

Late Arrival

Missing work

Night hours

Extra Time

Leave count for this month

**Daily Report**

The Daily Report gives the attendance details of users based on their attendance status. It lets you know how many users fall under which category either present or absent on the particular date. Using the fitler, you can refine your search based on date, Employee Name, Department, Reports can be exported using xls or pdf format.

Total Employees

Today Present

Today Absent

Today Left

Late Arrivals

New Joinees

Date

Employee Name

Week Off / Absent

**Leave Report**

The Leave Report lets you view the complete leave details of the employees leave against days and leave types configured for your organization. Due to the current Covid situation there can be an option to set work from home option.

You can view the present and absent status of employees with the leave type listed and leave that can be carry forward at the end of the year, which is an optional field. You can view the leave taken details of your employees listed according to the leave types created for your organization. Reports can be exported using xls or pdf format daily, monthly and yearly.

Employee Name

Employee ID

Department

Leave Type

No of days

Remaining Leave

Total Leaves

Total leaves taken

Total leave balance

Leaves Carry forward (optional)