



National Institute of Urban Affairs

Facial Recognition - Attendance



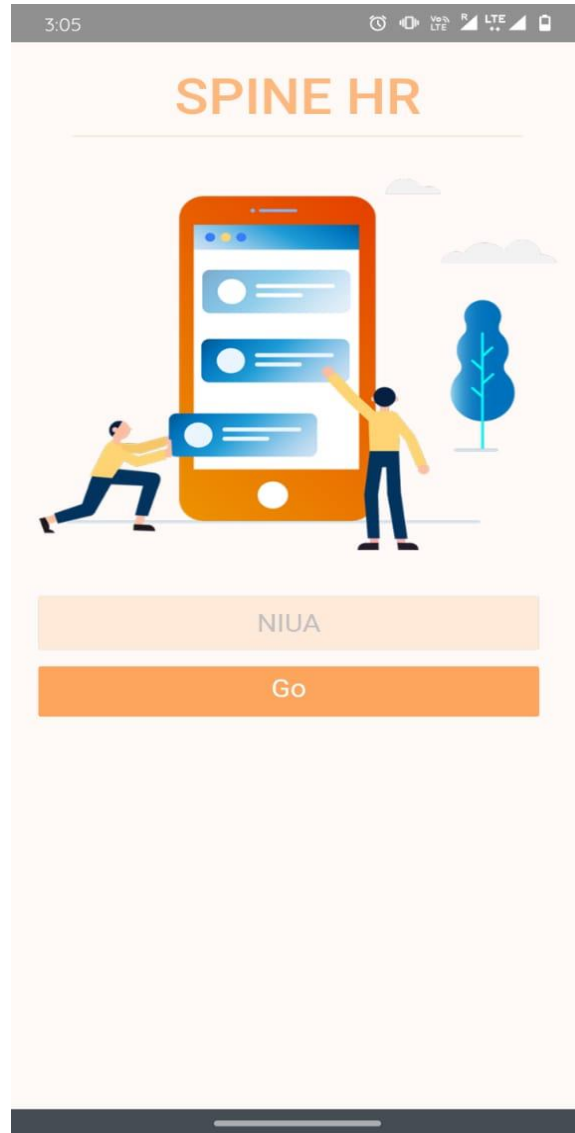
OK!

NIUA uses the 3D facial recognition system to mark attendance. The machine in the picture placed on the first floor office of NIUA at IHC

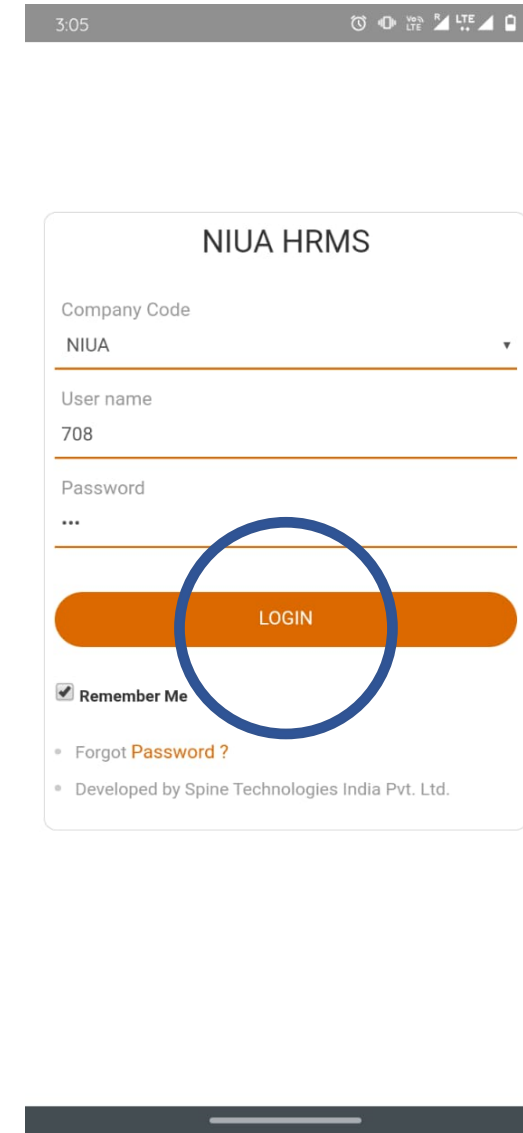


National Institute of Urban Affairs

NIUA Spine HR



The Spine HR system is used to record attendance, make timesheets and apply for leave

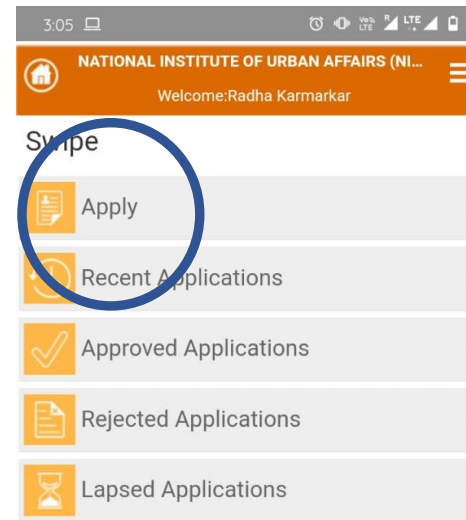


Login to Spine HR with your Employee ID



National Institute of Urban Affairs

NIUA Spine HR – Swipe Request Process



3:05 NATIONAL INSTITUTE OF URBAN AFFAIRS (NIUA) Welcome:Radha Karmarkar

Swipe Back

Apply

Type *

Swipe

Category *

SwipeReq

Request Date 16-Feb-22 **In/Out Mode** In

February 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Save Cancel

Shift Code	In Time	Out Time
GS	9:00 AM	5:30 PM

Existing Swipe Details



National Institute of Urban Affairs

NIUA Spine HR – Swipe Request Process

3:06

NATIONAL INSTITUTE OF URBAN AFFAIRS (NIUA)

Welcome:Radha Karmarkar

Swipe
Apply

Type *

Swipe

Category *

SwipeReq

Request Date

16-Feb-22

In/Out Mode

In

In Time

9:30 AM

Out Time

Reason *

Field visit to Amaravati



3:06

NATIONAL INSTITUTE OF URBAN AFFAIRS (NIUA)

Welcome:Radha Karmarkar

Swipe
Apply

Type *

Swipe

Category *

SwipeReq

Request Date

16-Feb-22

In/Out Mode

In

In Time

9:30 AM

Out Time

Reason *

Field visit to Amaravati

Existing Swipe Details

Shift Code	In Time	Out Time
GS	9:00 AM	5:30 PM



3:06

NATIONAL INSTITUTE OF URBAN AFFAIRS (NIUA)

Welcome:Radha Karmarkar

Swipe
Apply

Type *

Swipe

Category *

SwipeReq

Request Date

16-Feb-22

In/Out Mode

In

In Time

9:30 AM

Out Time

Reason *

Field visit to Amaravati

Existing Swipe Details

Shift Code	In Time	Out Time
GS	9:00 AM	5:30 PM



3:06

NATIONAL INSTITUTE OF URBAN AFFAIRS (NIUA)

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Swipe
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Type *

Swipe

Category *

SwipeReq

Request Date

16-Feb-22

In/Out Mode

In

In Time

9:30 AM

Out Time

Reason *

Field visit to Amaravati

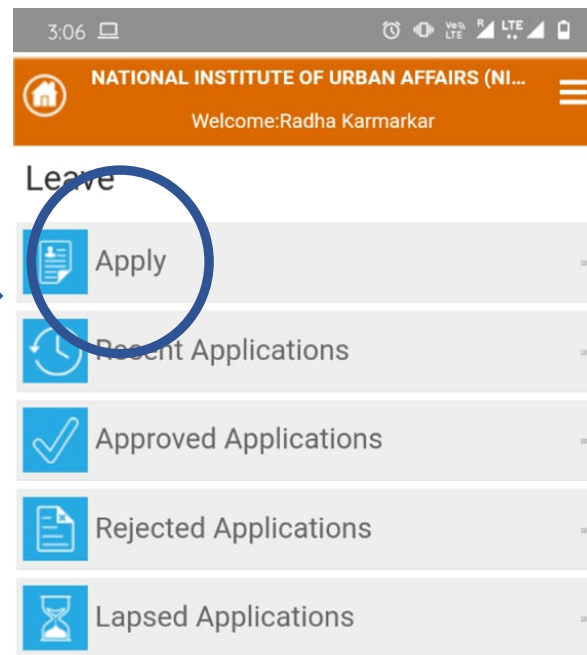


Repeat the entire process and select 'Out' the second time. Add the 'Out Time' after that



National Institute of Urban Affairs

NIUA Spine HR – Apply for Leave



3:07

NATIONAL INSTITUTE OF URBAN AFFAIRS (NIUA)

Welcome:Radha Karmarkar

Leave

Apply

Apply Leave for Period

January , 2022 - December , 2022

From Date

17-Feb-22

Thursday

Start Day

Full

To Date

17-Feb-22

Thursday

Last Day

Full

For ? Half

First

For ? Half

First

Leave Type

CL

Total Days

1

Reason *

Reason

Attach Document

Choose file

No file chosen

Apply

Cancel

Curr. Bal	Already Applied	Ench/Adj. Bal.	Avbl. Bal	Applied For	Closing Bal
26.5	0	0	26.5	1	25.5

Apply for leaves using the 'Apply Leave' feature. Approval from the Program Director is required. Check the 'Approved Applications' section to know if your leave has been approved

Link for HRMS Manual:

https://drive.google.com/drive/folders/1gcD3-utO4COlolEUw-d957LsR8m_1HvA?usp=sharing