

Nerolac Sayakha (Sayakha)

Time Card Report

Print Date: 02-Mar-2020

From Date : 01-Mar-2020

To Date : 31-Mar-2020

Print Time:14:45:50

Page 1 of 1

Employee Information : Emp Code : 21350 Emp Name : Rajeev Saxena Company : Nerolac Sayakha Branch : Sayakha Designation : Executive Department : HR & Admin.									
Date	Shift	Log In	Log Out	Late	Early	Wrk Hrs	Extra Hrs	Late Count	Status
01/03/2020	F1	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
02/03/2020	F1	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA

Notation : PP-Half Day Present , PPPP- Full Day Present , AA-Half Day Absent , AAAA- Full Day Absent , OD-Half Day OutDoor , ODO- Full Day OutDoor , TOTO- Full Day Tour , COCO - Comp Off, LWP- Leave Without Pay , PL-Privilege Leave, CL-Casual Leave WOWO -Week Off , HHHH- Holiday, # - Condone Entry , * - Adjustment Entry and Exception Entry.

Red Colour - AAAA, Blue colour - Half day absent or half day present , Orange colour - After 3 rd Late count. Green Colour - Late / Early Column. Priority of the colour - (First priority for full day Absent, Second Priority for Half day absent or Half day present , Third priority- After 3 rd late count).

Note : after every 3rd late count , half day will get deduct.

Manager

Nerolac Sayakha (Sayakha)

Time Card Report

Print Date: 02-Mar-2020

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Page 2 of 2

Employee Information : Emp Code : 24897 Emp Name : Jigar Chauhan Company : Nerolac Sayakha Branch : Sayakha Designation : Officer Department : HR & Admin.									
Date	Shift	Log In	Log Out	Late	Early	Wrk Hrs	Extra Hrs	Late Count	Status
01/03/2020	F1	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
02/03/2020	F1	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA

Notation : PP-Half Day Present ,PPPP- Full Day Present ,AA-Half Day Absent , AAAA- Full Day Absent ,OD-Half DayOutDoor , ODOD- Full Day OutDoor ,TOTO- Full Day Tour , COCO - Comp Off, LWP- Leave Without Pay , PL-Privilege Leave,CL-Casual Leave WOWO -Week Off , HHHH- Holiday, # - Condone Entry , * - Adjustment Entry and Exception Entry.

Red Colour - AAAA, Blue colour - Half day absent or half day present ,Orange colour - After 3 rd Late count. Green Colour - Late / Early Column. Priority of the colour - (First priority for full day Absent,Second Priority for Half day absent or Half day present ,Third priority- After 3 rd late count).

Note : after every 3rd late count , half day will get deduct.

Manager