

Eviska Infotech Private Limited (Mumbai)

38, Sethi Industrial Estate, Suren Road, Near WEH Metro Station, Andheri (E)

Time Card Report**Print Date:** 14-May-2020**From Date :** 01-Dec-2019**To Date :** 31-Dec-2019**Print Time:**20:29:43

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Employee Information :

Emp Code : P001 Emp Name : Gourang Katre
 Company : Eviska Infotech Private Limited Branch : Mumbai
 Designation : CEO Department : MANAGEMENT

Date	Shift	Log In	Log Out	Late	Early	Wrk Hrs	Extra Hrs	Late Count	Status
01/12/2019	WO	00:00	00:00	00:00	00:00	00:00	00:00	0	WOWO
02/12/2019	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
03/12/2019	SPL	10:25	16:07	00:55	01:52	05:41	00:00	1	PPAA^
04/12/2019	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
05/12/2019	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
06/12/2019	SPL	10:14	17:16	00:44	00:43	07:02	00:00	2	PPPP^
07/12/2019	SPL	10:31	18:04	01:01	00:00	07:33	00:00	3	PPPP^
08/12/2019	WO	00:00	00:00	00:00	00:00	00:00	00:00	0	WOWO
09/12/2019	SPL	10:14	14:53	00:44	03:06	04:38	00:00	4	AAAA^
10/12/2019	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
11/12/2019	SPL	10:20	14:41	00:50	03:18	04:20	00:00	5	AAAA^
12/12/2019	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
13/12/2019	SPL	10:27	13:07	00:57	04:52	02:40	00:00	6	AAAA^
14/12/2019	WO	00:00	00:00	00:00	00:00	00:00	00:00	0	WOWO
15/12/2019	WO	00:00	00:00	00:00	00:00	00:00	00:00	0	WOWO
16/12/2019	SPL	10:09	15:44	00:39	02:15	05:35	00:00	7	AAAA^
17/12/2019	SPL	09:52	13:50	00:22	04:09	03:57	00:00	8	AAAA^
18/12/2019	SPL	09:59	14:09	00:29	03:50	04:10	00:00	9	AAAA^
19/12/2019	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
20/12/2019	SPL	10:59	17:48	01:29	00:11	06:49	00:00	10	AAPP^
21/12/2019	SPL	09:30	18:00	00:00	00:00	08:30	00:00	0	PPPP
22/12/2019	WO	00:00	00:00	00:00	00:00	00:00	00:00	0	WOWO
23/12/2019	SPL	10:12	17:42	00:42	00:17	07:30	00:00	11	AAPP^
24/12/2019	SPL	10:22	17:02	00:52	00:57	06:40	00:00	12	AAPP^
25/12/2019	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
26/12/2019	SPL	00:00	00:00	00:00	00:00	00:00	00:00	0	AAAA
27/12/2019	SPL	10:33	14:06	01:03	03:53	03:32	00:00	13	AAAA^
28/12/2019	SPL	00:00	00:00	00:00	00:00	08:30	04:00	0	ODOD
29/12/2019	WO	00:00	00:00	00:00	00:00	00:00	00:00	0	WOWO
30/12/2019	SPL	10:17	16:50	00:47	01:09	06:33	00:00	14	AAPP^
31/12/2019	SPL	11:30	11:30	02:00	00:00	08:45	00:00	0	ODOD*

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