

# Daily Attendance Report

Print Date: 23-Apr-2020

Print Time:19:01:56

For Date: 02-Jan-2020

Page 1 of 1

S.N	Emp Code	Employee Name	Date	Shift	Login	Log Out	Late	Early	Wrk Hrs	Excess	Status
1	P001	Gourang Katre	02-Jan-2020	SPL	10:40	18:01	01:10	00:00	07:20	00:00	PPPP^

## Attendance Summary Report

Total Employee:1      Present: 0      Absent: 0      Leave:      Week Off:      Working Week Off:

Total On Duty:      Total On Travel:      Half Day Present: 0      Total Single Swipe:      Total Early: 1      Holiday:

PP- Present, AA-Absent,WO-Week Off, HH-Holiday,LL-Leave, CO-CompOff, OD/TO-Requisition  
And \* For Adjustment Entry