# Enterprise Resource Planning

## Training User Manual

**VERSION 12.0.0**

# Attendance Reports

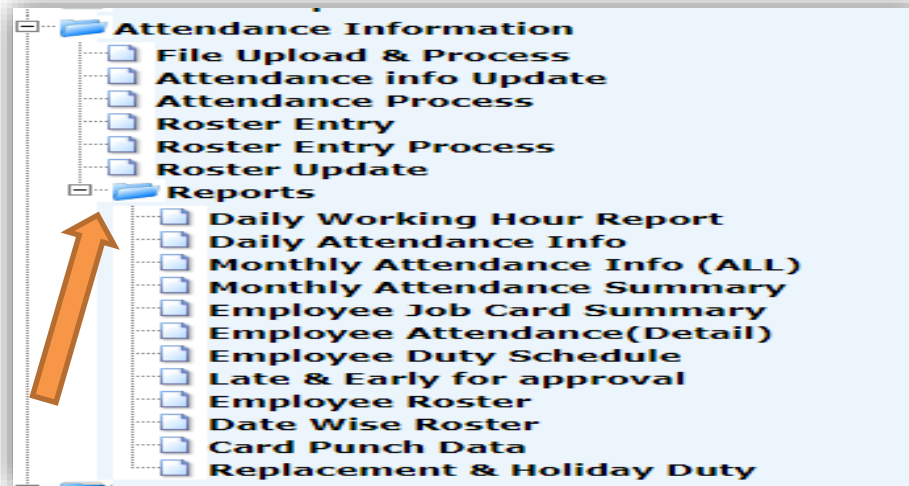# Index

# Attendance Reports

| | |
|---|---|
| **Step 1** | Open System **>** Attendance Information **> Reports** |
| **Step 2** | Select the Report option to show any Report |
| **Step 3** | Fix the required Parameters and then click on **View Report** Button |

# 1. Daily Working Hour Report

### (To Show the number of present Staffs, Working hours, OT)

**Step 1**    Open System **>** Attendance Information **> Reports**

**Step 2**    Select the Report option to show any Report

**Step 3**    Pick the desired Date and then click on **View Report** Button
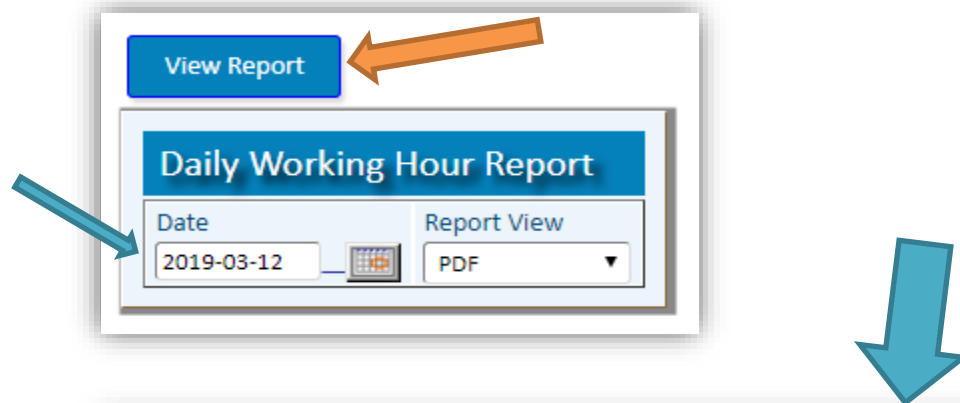


## Mamiya OP Bangladesh Limited

Plot No: 33-46, Sector-3, Chattogram Export Processing Zone, South Halishahar, Chattogram-4223, Bangladesh

**Daily Working Hour Report**

Date: Tuesday, March 12, 2019
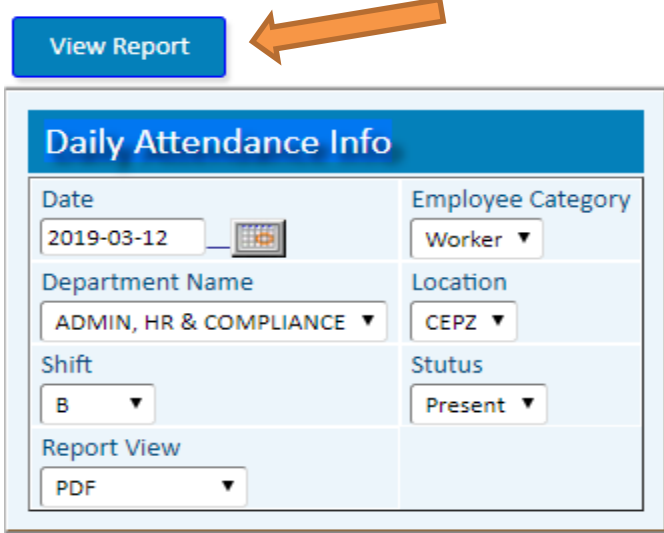
| Shifting | Shift A (N. Hrs.7 + OT Hrs. 3 ) | | | | |
|---|---|---|---|---|---|
| **Department** | **Allocated Emp.** | **Present Emp.** | **Normal Working Hrs** | **OT Working Hrs** | **Total Working Hrs** |
| ACCESSORIES | 0 | 14 | 98 | 12 | 110 |
| ADMIN, HR & COMPLIANCE | 2 | 7 | 49 | 9 | 58 |
| FACILITY | 0 | 7 | 56 | 15 | 71 |
| SHAFT | 0 | 192 | 1373 | 507 | 1880 |

| Shifting | Shift B (N. Hrs.7 + OT Hrs. 3 ) | | | | |
|---|---|---|---|---|---|
| **Department** | **Allocated Emp.** | **Present Emp.** | **Normal Working Hrs** | **OT Working Hrs** | **Total Working Hrs** |
| ACCESSORIES | 3 | 3 | 21 | 0 | 21 |
| ADMIN, HR & COMPLIANCE | 1 | 1 | 7 | 0 | 7 |
| FACILITY | 2 | 1 | 7 | 0 | 7 |

## 2. Daily Attendance Info
### (To Show department wise staff attendance status)

**Step 1**  Open System **>** Attendance Information **> Reports**
**Step 2**  Select the Report option to show any Report
**Step 3**  Pick the desired Date, Staff Category, department, Location , shift  and then click on
**View Report** Button



**Mamiya OP Bangladesh Limited**

Plot No: 33-46, Sector-3, Chattogram Export Processing Zone, South Halishahar, Chattogram-4223, Bangladesh

Daily Attendance of Worker

**Date : 12-Mar-2019**                                                                                                   Print Time : 17-Apr-2019,10:14:52

| Serial | ID | Name | Designation | Assigned Shift | In Time | Out Time | Working Hour | Overtime | Status | Late | Early | Remarks |
|--------|-----|------|-------------|----------------|---------|----------|--------------|----------|--------|------|-------|---------|
| **ADMIN, HR & COMPLIANCE** | | | | | | | | | | | | |
| 1 | G0028 | ABDUL SALAM | CLEANER | B | 13:43.14 | 22:23.17 | 07:00.00 | 00:00.00 | Present | | | |

**Total Number of Employee**   :  1

### 3. Monthly Attendance Info (ALL)

**(To Show all day in time, out time of any month)**

**Step 1**    Open System **>** Attendance Information **> Reports**

**Step 2**    Select the Report option **Monthly Attendance Info (ALL)**

**Step 3**    Select the desired Staff Category, department, Year , Month  and then click on
**View Report** Button



**Monthly Attendance Info (ALL)**

| Employee Category | Department Name |
|---|---|
| Officer ▾ | ACCOUNTS ▾ |
| Year | Month |
| 2019 | 3 |
| Report View | |
| PDF ▾ | |

**Mamiya OP Bangladesh Limited**

Plot No: 33-46, Sector-3, Chattogram Export Processing Zone, South Halishahar, Chattogram-4223, Bangladesh

**Employee Attendance Reports**                       Total Days of the month  :  28

**From 21-February-2019 To 20-March-2019**

| SL | Name | Designation | Grade | 21 (10) In | Out | 22 (11) In | Out | 23 (12) In | Out | 24 (13) In | Out | 25 (14) In | Out | 26 (15) In | Out | 27 (16) In | Out | 28 (17) In | Out | 01 (18) In | Out | 02 (19) In | Out | 03 (20) In | Out | 04 In | Out | 05 In | Out | 06 In | Out | 07 In | Out | 08 In | Out | 09 In | Out |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Officer** **ACCOUNTS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | CHANDAN PUROHIT | AGM | | | | | | 8:01 | 16:36 | 8:01 | 16:54 | 8:07 | 16:42 | 8:03 | 20:45 | 8:05 | 16:33 | 8:09 | 16:32 | | | 8:08 | 16:40 | 8:08 | 16:37 | 8:05 | 16:41 | 8:10 | 17:02 | 8:07 | 16:23 | | | | | 8:00 | 19:15 |
| | | | | 8:07 | 16:39 | 8:06 | 16:37 | 8:06 | 16:42 | 8:06 | 16:32 | 8:04 | 16:23 | | | 8:06 | 16:04 | | | | | 8:01 | 16:37 | 8:01 | 16:50 | | | | | | | W 22 | P 19 | L&EL 1 | A 1 | Leave 1 | Tot P 20 |
| 2 | SULOCHANA TALUKDER | ASSTT. MANAGER | | | | | | 8:08 | 16:18 | 8:05 | 16:20 | 8:17 | 16:26 | 8:08 | 16:20 | 8:10 | 17:36 | 8:22 | 18:11 | | | 8:14 | 17:10 | 8:11 | 16:17 | 8:08 | 16:22 | 8:19 | 16:13 | 8:11 | 17:22 | 8:11 | 16:16 | | | 8:03 | 16:21 |
| | | | | 8:15 | 16:19 | 8:10 | 16:19 | 8:09 | 17:13 | 8:11 | 16:19 | 8:05 | 17:22 | | | 8:03 | 16:21 | | | 8:09 | 16:12 | 8:04 | 17:12 | 8:03 | 16:14 | | | | | | | 22 | 11 | 11 | 0 | 0 | 22 |
| 3 | RUPASREE BARUA | ASSTT. MANAGER | | | | | | 8:08 | 16:20 | 8:05 | 16:24 | 8:17 | 16:28 | 8:08 | 16:23 | 8:10 | 16:20 | 8:22 | 18:11 | | | 8:14 | 16:22 | 8:11 | 16:23 | 8:08 | 16:23 | 8:20 | 16:20 | 8:11 | 16:20 | 8:11 | 16:22 | | | 8:03 | 16:21 |
| | | | | 8:15 | 16:17 | 8:10 | 16:19 | 8:09 | 16:19 | 8:11 | 16:17 | 8:05 | 16:20 | | | | | | | 8:09 | 16:17 | 8:04 | 16:17 | 8:03 | 16:19 | | | | | | | 22 | 10 | 11 | 0 | 1 | 21 |
| 4 | ANJAN DAS | ASSTT. MANAGER | | | | | | 8:17 | 16:14 | 8:05 | 16:17 | 8:36 | 16:28 | 8:09 | 16:20 | 8:10 | 16:18 | 8:22 | 16:18 | | | 8:14 | 16:16 | 8:11 | 16:22 | 8:09 | 16:23 | 8:20 | 16:59 | 8:11 | 16:19 | 8:11 | 16:13 | | | 8:03 | 16:17 |
| | | | | 8:16 | 16:13 | 8:10 | 16:15 | 8:09 | 16:11 | 8:11 | 16:13 | 8:05 | 16:19 | | | | | 8:02 | 16:14 | 8:04 | 16:14 | 8:03 | 16:13 | | | | | | | | | 22 | 9 | 12 | 0 | 1 | 21 |
| 5 | SK. SELINA RAHMAN | OFFICER GRD-III | | | | | | 8:07 | 16:18 | 8:15 | 16:21 | 8:21 | 16:28 | 8:21 | 16:23 | 8:19 | 16:18 | 8:26 | 18:11 | | | 8:20 | 16:20 | 8:18 | 16:22 | 8:10 | 16:20 | 8:15 | 16:18 | 8:11 | 16:20 | 7:58 | 16:19 | | | 8:04 | 16:20 |
| | | | | 8:15 | 16:17 | 8:11 | 16:18 | 8:14 | 16:17 | 8:13 | 16:16 | 8:13 | 16:20 | | | | | 8:09 | 16:17 | 8:04 | 16:15 | 8:08 | 16:16 | | | | | | | | | 22 | 6 | 15 | 0 | 1 | 21 |

# 4. Monthly Attendance Summary

**(To Show all days attendance status of any month)**

**Step 1**    Open System **>** Attendance Information **> Reports**

**Step 2**    Select the Report option **Monthly Attendance Summary**

**Step 3**    Select the desired Staff Category, department, Year , Month  and then click on
**View Report** Button



**Mamiya OP Bangladesh Limited**

Plot No: 33-46, Sector-3, Chattogram Export Processing Zone, South Halishahar, Chattogram-4223, Bangladesh

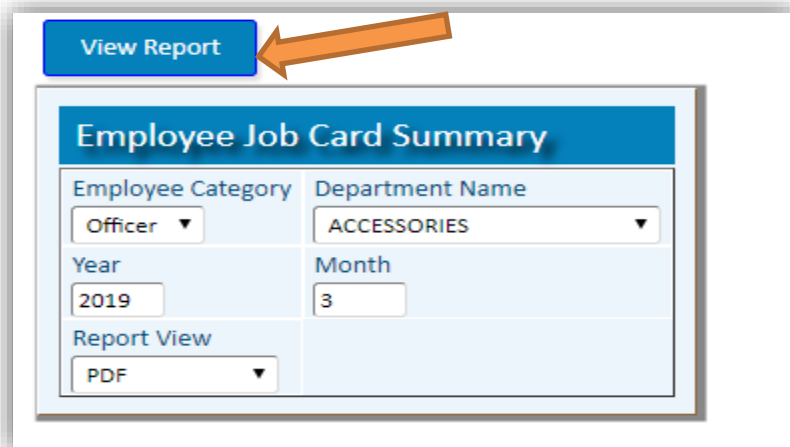**Employee Attendance Reports**                                                                                  Total Days of the month  :  31

**From 21-January-2019 To 20-February-2019**

| SL | Name | Designation | WD | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | P | L&EL | A |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Officer** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ACCOUNTS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | CHANDAN PUROHIT | AGM | | P | L | P | P | H | P | P | P | P | P | P | H | | Lv | P | P | P | H | P | P | P | P | P | P | H | P | P | | L | L | 21 | 3 | 1 |
| 2 | SULOCHANA TALUKDER | ASSTT. MANAGER | | L | L | L | L | H | P | P | P | P | P | L | H | L | P | P | Lv | P | P | H | P | P | P | P | P | L | H | L | P | P | L | L | 16 | 10 | 0 |
| 3 | RUPASREE BARUA | ASSTT. MANAGER | | L | L | L | Lv | H | P | P | L | P | P | L | H | L | P | P | L | L | P | H | P | P | P | P | L | H | L | P | P | L | L | 14 | 12 | 0 |
| 4 | ANJAN DAS | ASSTT. MANAGER | | L | L | L | L | H | L | P | L | P | P | L | H | L | L | P | L | L | L | H | P | A | P | L | L | H | L | P | P | L | L | 8 | 18 | 0 |
| 5 | SK. SELINA RAHMAN | OFFICER GRD-III | | L | L | L | L | H | L | P | L | L | L | A | H | L | L | L | L | L | L | H | L | L | L | L | L | H | L | P | P | L | L | 3 | 23 | 0 |

**ZAB** | info.zab@gmail.com

# 5. Employee Job Card Summary

**(To Show the day number of present, late, leave Working hours, OT)**

**Step 1**    Open System **>** Attendance Information **> Reports**

**Step 2**    Select the Report option **Employee Job Card Summary**

**Step 3**    Select the desired Staff Category, department, Year , Month  and then click on **View Report** Button



## Mamiya OP Bangladesh Limited

Plot No: 33-46, Sector-3, Chattogram Export Processing Zone, South Halishahar, Chattogram-4223

**Employee Job Card Summary**                    Total Days of the month   :   28
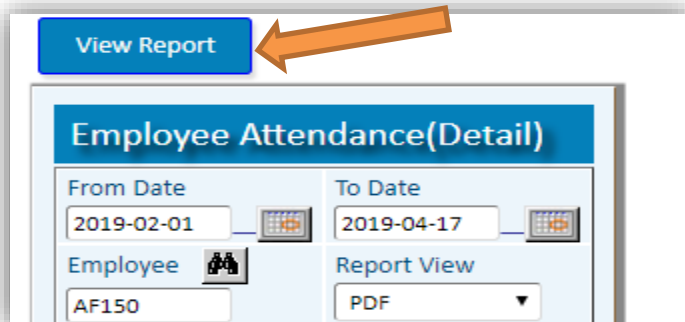
**From 21-Feb-2019 To 20-Mar-2019**

| SL | ID | Name | Designation | Present | Late | Early | L & EL | Leave | Absent | Remarks |
|----|----|------|-------------|---------|------|-------|--------|-------|--------|---------|
| **Officer** | | | | | | | | | | |
| **ACCESSORIES** | | | | | | | | | | |
| 1 | R8672 | RUPAYAN BARUA | ASSTT. MANAGER GRD-III | 10 | 11 | 0 | 0 | 1 | 0 | |

## 6. Employee Attendance(Detail)

**(To Show date wise attendances of any Staff)**

**Step 1**     Open System **>** Attendance Information **> Reports**

**Step 2**     Select the Report option **Employee Attendance(Detail)**

**Step 3**     Pick start date, End date, staff ID and then click on **View Report** Button



**Mamiya OP Bangladesh Limited**
Plot No: 33-46, Sector-3, Chattogram Export Processing Zone, South Halishahar, Chattogram-4223, Bangladesh

| Employee ID | : AF150 |
| Employee Name | : SK. SELINA RAHMAN |
| Designation | : OFFICER GRD-III |

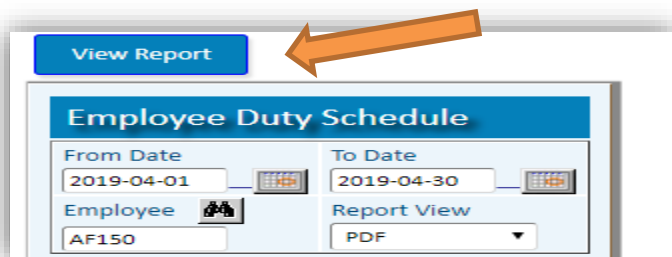| Department | : ACCOUNTS |
| Employee Category | : Officer |
| Superior ID & Name | : G7354, ABUL HASNATH MD. HELAL |

**Employee Movement Report From 01-Feb-2019 to 17-Apr-2019**

Print Time : 17-Apr-2019,12:44:41

| Date | Day | Assigned Shift | In Time | Out Time | Working Hour | Overtime | Status | Late | Early | Remarks |
|------|-----|----------------|---------|----------|--------------|----------|--------|------|-------|---------|
| 01-Feb-2019 | Friday | G | | | 0:00:00 | 0:00:00 | Weekend | | | |
| 02-Feb-2019 | Saturday | G | 02-02-19 08:17:02 | 02-02-19 16:20:29 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 03-Feb-2019 | Sunday | G | 03-02-19 08:16:02 | 03-02-19 16:19:12 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 04-Feb-2019 | Monday | G | 04-02-19 08:17:58 | 04-02-19 16:19:23 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 05-Feb-2019 | Tuesday | G | 05-02-19 08:23:15 | 05-02-19 16:19:18 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 06-Feb-2019 | Wednesday | G | 06-02-19 08:16:27 | 06-02-19 16:19:07 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 07-Feb-2019 | Thursday | G | 07-02-19 08:15:21 | 07-02-19 17:49:34 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 08-Feb-2019 | Friday | G | | | 0:00:00 | 0:00:00 | Weekend | | | |
| 09-Feb-2019 | Saturday | G | 09-02-19 08:10:56 | 09-02-19 16:16:30 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 10-Feb-2019 | Sunday | G | 10-02-19 08:10:17 | 10-02-19 17:21:04 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 11-Feb-2019 | Monday | G | 11-02-19 08:15:29 | 11-02-19 16:19:17 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 12-Feb-2019 | Tuesday | G | 12-02-19 08:15:21 | 12-02-19 16:15:08 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 13-Feb-2019 | Wednesday | G | 13-02-19 08:15:43 | 13-02-19 16:20:16 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 14-Feb-2019 | Thursday | G | 14-02-19 08:23:54 | 14-02-19 16:18:16 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 15-Feb-2019 | Friday | G | | | 0:00:00 | 0:00:00 | Weekend | | | |
| 16-Feb-2019 | Saturday | G | 16-02-19 08:11:02 | 16-02-19 16:18:49 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 17-Feb-2019 | Sunday | G | 17-02-19 08:07:36 | 17-02-19 16:20:46 | 0:00:00 | 0:00:00 | Present | | | |
| 18-Feb-2019 | Monday | G | 18-02-19 08:06:16 | 18-02-19 16:17:44 | 0:00:00 | 0:00:00 | Present | | | |
| 19-Feb-2019 | Tuesday | G | 19-02-19 08:15:50 | 19-02-19 16:14:34 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 20-Feb-2019 | Wednesday | G | 20-02-19 08:24:47 | 20-02-19 16:22:34 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 21-Feb-2019 | Thursday | G | | | 0:00:00 | 0:00:00 | Weekend | | | Int. Mother Language Day |
| 22-Feb-2019 | Friday | G | | | 0:00:00 | 0:00:00 | Weekend | | | |
| 23-Feb-2019 | Saturday | G | 23-02-19 08:07:56 | 23-02-19 16:18:05 | 0:00:00 | 0:00:00 | Present | | | |
| 24-Feb-2019 | Sunday | G | 24-02-19 08:15:04 | 24-02-19 16:21:01 | 0:00:00 | 0:00:00 | Late | WFA | | |
| 25-Feb-2019 | Monday | G | 25-02-19 08:21:05 | 25-02-19 16:28:26 | 0:00:00 | 0:00:00 | Late | WFA | | |

## 7. Employee Duty Schedule

**(To Show date wise attendances with in time, out time of any Staff)**

**Step 1**     Open System **>** Attendance Information **> Reports**
**Step 2**     Select the Report option **Employee Duty Schedule**
**Step 3**     Pick start date, End date, staff ID and then click on **View Report** Button



**Mamiya OP Bangladesh Limited**
Plot No: 33-46, Sector-3, Chattogram Export Processing Zone, South Halishahar, Chattogram-4223, Bangladesh

**Employee ID** : AF150
**Employee Name** : SK. SELINA RAHMAN
**Designation** : OFFICER GRD-III

**Department** : ACCOUNTS
**Concern Name** : Officer

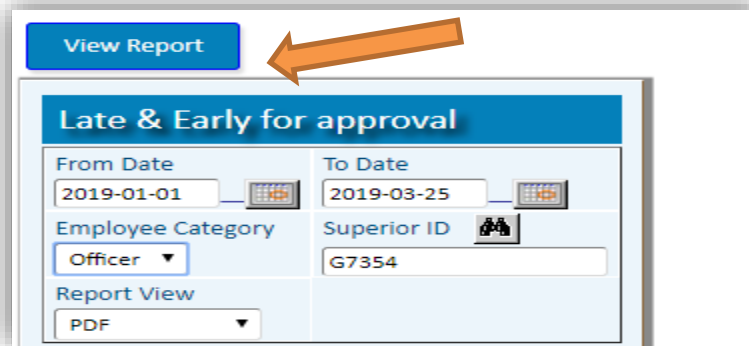**Employee Assigned Duty Schedule From 01-Apr-2019 to 30-Apr-2019**          Print Time : 17-Apr-2019,12:49:56

| Date | Day | Assigned Shift | In Time | Out Time | Overtime Start | Overtime End | Remarks |
|------|-----|----------------|---------|----------|----------------|--------------|---------|
| 01-Apr-2019 | Monday | G | 01-Apr-2019  8:00 | 01-Apr-2019  16:00 | 01-Apr-2019  0:00 | 01-Apr-2019  0:00 | |
| 02-Apr-2019 | Tuesday | G | 02-Apr-2019  8:00 | 02-Apr-2019  16:00 | 02-Apr-2019  0:00 | 02-Apr-2019  0:00 | |
| 03-Apr-2019 | Wednesday | G | 03-Apr-2019  8:00 | 03-Apr-2019  16:00 | 03-Apr-2019  0:00 | 03-Apr-2019  0:00 | |
| 04-Apr-2019 | Thursday | G | 04-Apr-2019  8:00 | 04-Apr-2019  16:00 | 04-Apr-2019  0:00 | 04-Apr-2019  0:00 | |
| 05-Apr-2019 | Friday | Weekend | | | | | |
| 06-Apr-2019 | Saturday | G | 06-Apr-2019  8:00 | 06-Apr-2019  16:00 | 06-Apr-2019  0:00 | 06-Apr-2019  0:00 | |
| 07-Apr-2019 | Sunday | G | 07-Apr-2019  8:00 | 07-Apr-2019  16:00 | 07-Apr-2019  0:00 | 07-Apr-2019  0:00 | |
| 08-Apr-2019 | Monday | G | 08-Apr-2019  8:00 | 08-Apr-2019  16:00 | 08-Apr-2019  0:00 | 08-Apr-2019  0:00 | |
| 09-Apr-2019 | Tuesday | G | 09-Apr-2019  8:00 | 09-Apr-2019  16:00 | 09-Apr-2019  0:00 | 09-Apr-2019  0:00 | |
| 10-Apr-2019 | Wednesday | G | 10-Apr-2019  8:00 | 10-Apr-2019  16:00 | 10-Apr-2019  0:00 | 10-Apr-2019  0:00 | |
| 11-Apr-2019 | Thursday | G | 11-Apr-2019  8:00 | 11-Apr-2019  16:00 | 11-Apr-2019  0:00 | 11-Apr-2019  0:00 | |
| 12-Apr-2019 | Friday | Weekend | | | | | |
| 13-Apr-2019 | Saturday | G | 13-Apr-2019  8:00 | 13-Apr-2019  16:00 | 13-Apr-2019  0:00 | 13-Apr-2019  0:00 | |
| 14-Apr-2019 | Sunday | Weekend | | | | | Bengali New Year |
| 15-Apr-2019 | Monday | G | 15-Apr-2019  8:00 | 15-Apr-2019  16:00 | 15-Apr-2019  0:00 | 15-Apr-2019  0:00 | |
| 16-Apr-2019 | Tuesday | G | 16-Apr-2019  8:00 | 16-Apr-2019  16:00 | 16-Apr-2019  0:00 | 16-Apr-2019  0:00 | |
| 17-Apr-2019 | Wednesday | G | 17-Apr-2019  8:00 | 17-Apr-2019  16:00 | 17-Apr-2019  0:00 | 17-Apr-2019  0:00 | |
| 18-Apr-2019 | Thursday | G | 18-Apr-2019  8:00 | 18-Apr-2019  16:00 | 18-Apr-2019  0:00 | 18-Apr-2019  0:00 | |
| 19-Apr-2019 | Friday | G | 19-Apr-2019  8:00 | 19-Apr-2019  16:00 | 19-Apr-2019  0:00 | 19-Apr-2019  0:00 | |
| 20-Apr-2019 | Saturday | G | 20-Apr-2019  8:00 | 20-Apr-2019  16:00 | 20-Apr-2019  0:00 | 20-Apr-2019  0:00 | |
| 21-Apr-2019 | Sunday | Weekend | | | | | Shab e-Barat |
| 22-Apr-2019 | Monday | G | 22-Apr-2019  8:00 | 22-Apr-2019  16:00 | 22-Apr-2019  0:00 | 22-Apr-2019  0:00 | |
| 23-Apr-2019 | Tuesday | G | 23-Apr-2019  8:00 | 23-Apr-2019  16:00 | 23-Apr-2019  0:00 | 23-Apr-2019  0:00 | |
| 24-Apr-2019 | Wednesday | G | 24-Apr-2019  8:00 | 24-Apr-2019  16:00 | 24-Apr-2019  0:00 | 24-Apr-2019  0:00 | |
| 25-Apr-2019 | Thursday | G | 25-Apr-2019  8:00 | 25-Apr-2019  16:00 | 25-Apr-2019  0:00 | 25-Apr-2019  0:00 | |
| 26-Apr-2019 | Friday | Weekend | | | | | |
| 27-Apr-2019 | Saturday | G | 27-Apr-2019  8:00 | 27-Apr-2019  16:00 | 27-Apr-2019  0:00 | 27-Apr-2019  0:00 | |
| 28-Apr-2019 | Sunday | G | 28-Apr-2019  8:00 | 28-Apr-2019  16:00 | 28-Apr-2019  0:00 | 28-Apr-2019  0:00 | |
| 29-Apr-2019 | Monday | G | 29-Apr-2019  8:00 | 29-Apr-2019  16:00 | 29-Apr-2019  0:00 | 29-Apr-2019  0:00 | |
| 30-Apr-2019 | Tuesday | G | 30-Apr-2019  8:00 | 30-Apr-2019  16:00 | 30-Apr-2019  0:00 | 30-Apr-2019  0:00 | |

## 8. Late & Early for approval
### (To Show Late & Early leave)

**Step 1**      Open System **>** Attendance Information **> Reports**

**Step 2**      Select the Report option **Late & Early for approval**

**Step 3**      Pick Start Date, End Date, Staff Category, Superior ID and then click on **View Report** Button
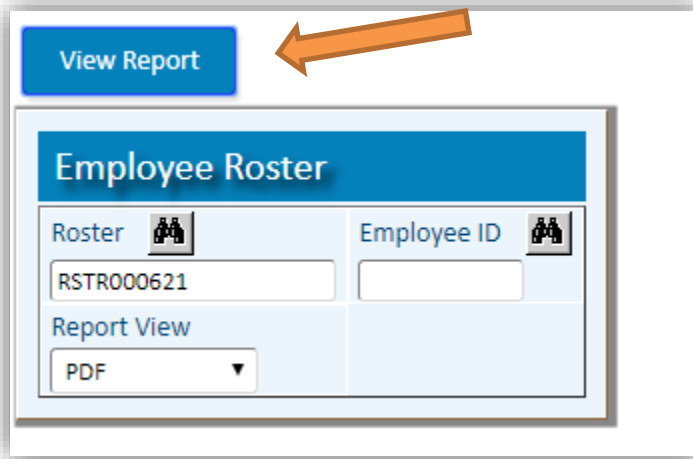


### Mamiya OP Bangladesh Limited

**Pending Late & Early For Approval**

From 01-Jan-2019 to 25-Mar-2019                                                         Print Time : 17-Apr-2019,12:54:05

| Date | Day | Assigned Shift | In Time | Out Time | Working Hour | Status |
|------|-----|----------------|---------|----------|--------------|--------|
| Superior ID & Name : G7354, ABUL HASNATH MD. HELAL | | | | | | |
| Employee ID : A1035, Name : CHANDAN PUROHIT, AGM, ACCOUNTS | | | | | | |
| 07-Jan-2019 | Monday | G | 07/01/19 08:18:00 am | 07/01/19 04:26:00 pm | | Late |
| 22-Jan-2019 | Tuesday | G | 22/01/19 08:10:24 am | 22/01/19 04:41:09 pm | | Late |
| 19-Feb-2019 | Tuesday | G | 19/02/19 08:12:04 am | 19/02/19 04:28:18 pm | | Late |
| 20-Feb-2019 | Wednesday | G | 20/02/19 08:18:34 am | 20/02/19 04:32:12 pm | | Late |
| 05-Mar-2019 | Tuesday | G | 05/03/19 08:10:07 am | 05/03/19 05:02:00 pm | | Late |
| 25-Mar-2019 | Monday | G | 25/03/19 08:10:56 am | 25/03/19 04:32:02 pm | | Late |
| Employee ID : A2054, Name : SULOCHANA TALUKDER, ASSTT. MANAGER GRD-III, ACCOUNTS | | | | | | |
| 03-Jan-2019 | Thursday | G | 03/01/19 08:11:00 am | 03/01/19 04:17:00 pm | | Late |
| 06-Jan-2019 | Sunday | G | 06/01/19 08:12:00 am | 06/01/19 04:15:00 pm | | Late |
| 07-Jan-2019 | Monday | G | 07/01/19 08:11:00 am | 07/01/19 04:17:00 pm | | Late |
| 08-Jan-2019 | Tuesday | G | 08/01/19 08:28:00 am | 08/01/19 04:14:00 pm | | Late |

**ZAB** | info.zab@gmail.com

## 9. Employee Roster

**(To Show the Staff Rosters)**

**Step 1**    Open System **>** Attendance Information **> Reports**

**Step 2**    Select the Report option **Employee Roster**

**Step 3**    Write the roster no., Staff ID and then click on **View Report** Button



### Mamiya OP Bangladesh Limited

Page 1 of 1

### Employee Roster

| SL No | EMP ID | Name | Designation | Department | Date & Day | Shift |
|-------|--------|------|-------------|------------|------------|-------|
| 1 | GTM007 | MD. AKRAM UDDIN | DRIVER | ADMIN, HR & COMPLIANCE | 08-Apr-2019 Monday | DB |
| 2 | GTM007 | MD. AKRAM UDDIN | DRIVER | ADMIN, HR & COMPLIANCE | 09-Apr-2019 Tuesday | DB |
| 3 | GTM007 | MD. AKRAM UDDIN | DRIVER | ADMIN, HR & COMPLIANCE | 10-Apr-2019 Wednesday | DB |
| 4 | GTM007 | MD. AKRAM UDDIN | DRIVER | ADMIN, HR & COMPLIANCE | 11-Apr-2019 Thursday | DB |

## 10.    Date Wise Roster

**(To Show date wise roster of Staff)**

**Step 1**    Open System **>** Attendance Information **> Reports**

**Step 2**    Select the Report option **Date Wise Roster**

**Step 3**    Pick Start Date, End Date, Staff ID and then click on **View Report** Button
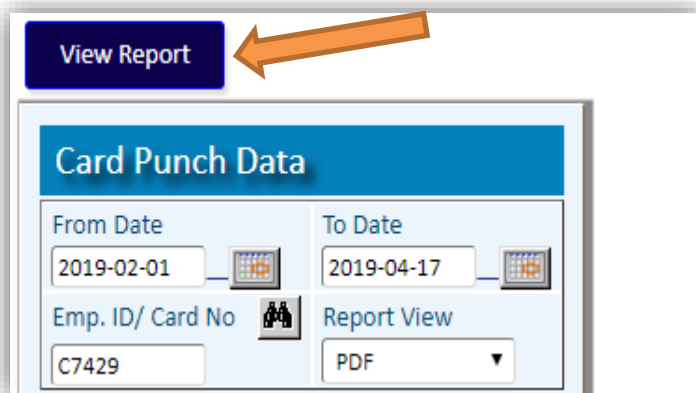


## Mamiya OP Bangladesh Limited

### Employee Roster from 01-Feb-2019 to 17-Apr-2019

Page 1 of 1

| SL No | EMP ID | Name | Designation | Department | Date & Day | Group | Shift |
|---|---|---|---|---|---|---|---|
| 1 | GTF003 | MINU DAS | CLEANER | ADMIN, HR & COMPLIANCE | 06/04/19 Sat | | G |
| 2 | GTF003 | MINU DAS | CLEANER | ADMIN, HR & COMPLIANCE | 07/04/19 Sun | | G |
| 3 | GTF003 | MINU DAS | CLEANER | ADMIN, HR & COMPLIANCE | 08/04/19 Mon | | G |
| 4 | GTF003 | MINU DAS | CLEANER | ADMIN, HR & COMPLIANCE | 09/04/19 Tue | | G |
| 5 | GTF003 | MINU DAS | CLEANER | ADMIN, HR & COMPLIANCE | 10/04/19 Wed | | G |
| 6 | GTF003 | MINU DAS | CLEANER | ADMIN, HR & COMPLIANCE | 11/04/19 Thu | | G |

## 11. Card Punch Data

**(To Show all Punch of present Staffs)**

**Step 1**     Open System **>** Attendance Information **> Reports**

**Step 2**     Select the Report option **Card Punch Data**

**Step 3**     Pick Start Date, End Date, Staff ID and then click on **View Report** Button
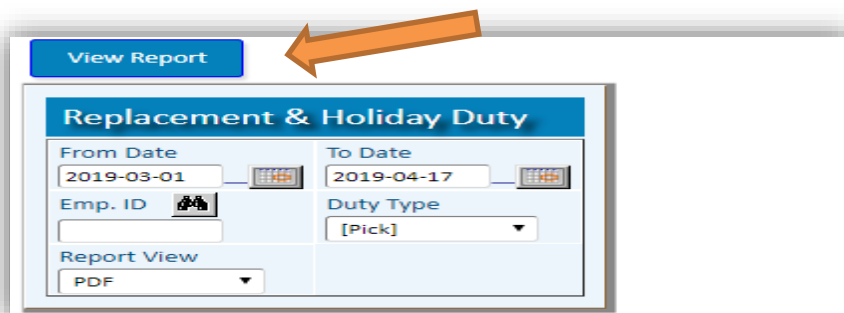


### Mamiya OP Bangladesh Limited
Plot No: 33-46, Sector-3, Chattogram Export Processing Zone,
South Halishahar, Chattogram-4223, Bangladesh

**Date From 01-Feb-2019 To 17-Apr-2019**

#### Card Punch Data

| SL | Code | Name | Punch Card No | Date | Time |
|----|------|------|---------------|------|------|
| 1 | C7429 | SUJAN CHAKMA | 0009064280 | 01-Feb-2019 | 6:51AM |
| 2 | C7429 | SUJAN CHAKMA | 0009064280 | 01-Feb-2019 | 2:58PM |
| 3 | C7429 | SUJAN CHAKMA | 0009064280 | 01-Feb-2019 | 2:59PM |
| 4 | C7429 | SUJAN CHAKMA | 0009064280 | 02-Feb-2019 | 9:56AM |
| 5 | C7429 | SUJAN CHAKMA | 0009064280 | 02-Feb-2019 | 10:08PM |
| 6 | C7429 | SUJAN CHAKMA | 0009064280 | 03-Feb-2019 | 9:58AM |
| 7 | C7429 | SUJAN CHAKMA | 0009064280 | 03-Feb-2019 | 10:08PM |

## 12.   Replacement & Holiday Duty

**(To Show the Replacement & Holiday Duty of staffs)**

**Step 1**   Open System **>** Attendance Information **> Reports**

**Step 2**   Select the Report option **Replacement & Holiday Duty**

**Step 3**   Pick Start Date, End Date, Staff ID, Duty Type(Replace/ OT) and then click on **View Report** Button



**Mamiya OP Bangladesh Limited**

Plot No: 33-46, Sector-3, Chattogram Export Processing Zone, South Halishahar, Chattogram-4223, Bangladesh
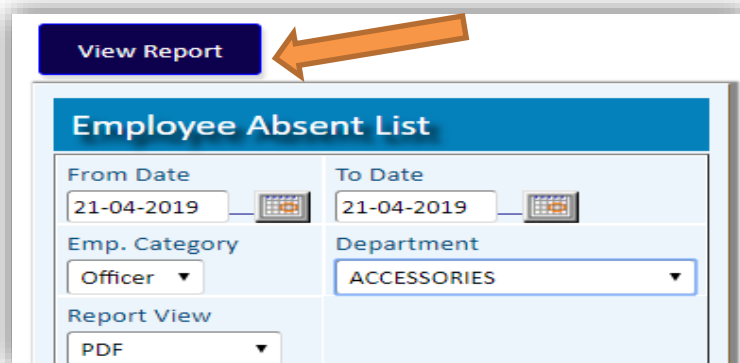
**Replacement and Holiday Duty Report**

From  01-Mar-2019  To  17-Apr-2019

| Employee | Duty Type | Applicable Date | Day Name | Shift Name | In Time | Out Time | Working Hour | Overtime |
|---|---|---|---|---|---|---|---|---|
| **C1080 - MOINE UDDIN PATWARY** | | | | | | | | |
| | OVERTIME | 29-Mar-2019 | Friday | B | 29-Mar-19  13:55:02 | 29-Mar-19  22:26:10 | 7:00 | 0:00 |
| | | | | Holiday Work Hour: **7.00 Hours** | | Holiday OT Hour: **0.00 Hour** | Replacement OT Hour: **0.00 Hour** | |
| **C1148 - PRASANTA CHOW.** | | | | | | | | |
| | OVERTIME | 29-Mar-2019 | Friday | B | 29-Mar-19  13:57:44 | 29-Mar-19  22:24:05 | 7:00 | 0:00 |
| | | | | Holiday Work Hour: **7.00 Hours** | | Holiday OT Hour: **0.00 Hour** | Replacement OT Hour: **0.00 Hour** | |
| **C1451 - ISRAFIL HOSSAIN** | | | | | | | | |
| | OVERTIME | 29-Mar-2019 | Friday | B | 29-Mar-19  13:37:07 | 29-Mar-19  22:22:55 | 7:00 | 0:00 |
| | OVERTIME | 05-Apr-2019 | Friday | A | 05-Apr-19  06:14:11 | 05-Apr-19  14:56:57 | 7:00 | 0:00 |
| | | | | Holiday Work Hour: **14.00 Hours** | | Holiday OT Hour: **0.00 Hour** | Replacement OT Hour: **0.00 Hour** | |
| **C1480 - LOKMAN HOSSAIN** | | | | | | | | |
| | OVERTIME | 08-Mar-2019 | Friday | B | 08-Mar-19  13:59:37 | 08-Mar-19  22:39:23 | 7:00 | 0:00 |
| | OVERTIME | 29-Mar-2019 | Friday | A | 29-Mar-19  06:28:12 | 29-Mar-19  15:08:35 | 7:00 | 0:00 |
| | OVERTIME | 05-Apr-2019 | Friday | A | 05-Apr-19  06:37:01 | 05-Apr-19  15:02:56 | 7:00 | 0:00 |
| | | | | Holiday Work Hour: **21.00 Hours** | | Holiday OT Hour: **0.00 Hour** | Replacement OT Hour: **0.00 Hour** | |

## 13.    Employee Absent List

**(To Show the Day & Department wise Absent List of staffs)**

**Step 1**    Open System **>** Attendance Information **> Reports**
**Step 2**    Select the Report option **Employee Absent List**
**Step 3**    Pick Start Date, End Date, Staff Category, Department and then click on **View Report** Button



**Mamiya OP Bangladesh Limited**

Plot No: 33-46, Sector-3, Chattogram Export Processing Zone, South Halishahar, Chattogram-4223, Bangladesh

**Employee Absent List**

Date: 01-Feb-2019 - 21-Apr-2019

| Sl. | Emp. Type | Emp. Category | Emp. ID | Emp. Name | Emp. Designation | Emp. Gender | Appicable Shift | Replacement Duty | Work Status |
|---|---|---|---|---|---|---|---|---|---|
| | | | | **19-Apr-2019** | **Friday** | **Working Day** | | | |
| ACCESSORIES | | | | | | | | | |
| 1 | Permanent | Officer | R8672 | RUPAYAN BARUA | ASSTT. MANAGER GRD-III | Male | G | No Replacement | Absent |
| | | | | | | | | Total Absent 1 Employee on 19 - Apr | |
| | | | | **20-Apr-2019** | **Saturday** | **Working Day** | | | |
| ACCESSORIES | | | | | | | | | |
| 1 | Permanent | Officer | R8672 | RUPAYAN BARUA | ASSTT. MANAGER GRD-III | Male | G | No Replacement | Absent |
| | | | | | | | | Total Absent 1 Employee on 20 - Apr | |