

Genpact Attendance Report - JUL-2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			01 Attendance Reque Attendance Request Offsite	02 Attendance Reque Attendance Request Offsite	03 Attendance Reque Attendance Request Offsite	04 Weekly Off
05 Weekly Off	06 Attendance Reque Attendance Request Offsite	07 Attendance Reque Attendance Request Offsite	08 Attendance Reque Attendance Request Offsite	09 Attendance Reque Attendance Request Offsite	10 Attendance Reque Attendance Request Offsite	11 Weekly Off
12 Weekly Off	13 Attendance Reque Attendance Request Offsite	14 Attendance Reque Attendance Request Offsite	15 Attendance Reque Attendance Request Offsite	16 Unscheduled Absence	17 Unscheduled Absence	18 Weekly Off
19 Weekly Off	20 Unscheduled Absence	21 Unscheduled Absence	22 Unscheduled Absence	23 Unscheduled Absence	24 Unscheduled Absence	25 Weekly Off
26 Weekly Off	27 Unscheduled Absence	28 Unscheduled Absence	29 Unscheduled Absence	30 Unscheduled Absence	31 Unscheduled Absence	

Leave Balance	
Earned Leave Balance	26
Sick Leave Balance	6
Casual Leave Balance	4
Comp-Off Balance	0

In case of unscheduled absence that has led to auto deduction of leaves, you can make corrections post manger approval.
 (Go to Tools >> M >> MyTime India >> Attendance Correction icon >> Click on 'Add')
 Salary will be impacted if Earned leave balance is less than -5. In case corrections need to be made, please ensure that they're made on time.