

### Leave Reports

From Date:  To Date:    Text  Excel

Select Employee <input type="text"/>	Select Department <input type="text"/>
Select Company <input type="text"/>	Select Shift <input type="text"/>
Select Category <input type="text"/>	Select Grade <input type="text"/>
Select Location <input type="text"/>	

Active Employee  Inactive Employee

Sanctioned Leaves  Leave Card  Accrued Leaves  Consumed Leaves  Balance Leaves

Leave Type:

Here is list of Leave reports, we can select report type and its format like text or excel and generate it.

Text reports can be opened in Note pad or any text editor.

We can apply filtration to reports.

### Monthly Reports

From Date:  To Date:    Text  View  PDF

Select Employee: <input type="text"/>	Select Department: <input type="text"/>
Select Company: <input type="text"/>	Select Shift: <input type="text"/>
Select Category: <input type="text"/>	Select Grade: <input type="text"/>
Select Location: <input type="text"/>	
<input checked="" type="checkbox"/> Active Employee	<input checked="" type="checkbox"/> Inactive Employee

Here is list of Monthly reports, we can select report type and its format like text or excel and generate it.  
Text reports can be opened in Note pad or any text editor.  
We can apply filtration to reports.

- Performance Register
- Late Arrival Register
- Early Departure Register
- Absenteeism Register
- Over Time Register
- Over Stay Register
- Shift Schedule
- MultiShift Report
- Application Log Report
- Employee wise Performance
- Employee Wise Attendance
- Department Wise Attendance
- Shift Wise Attendance
- Over Time Summary
- Customized Report\_Type1
- Customized Report\_Type2
- Device Wise Report
- Muster Rol
- Early Departure
- Total Loss and OverStay
- Late and Over Stay
- Late Arrival Summary
- Summary Report
- In/Out Report
- Six Punch Performance

**Yearly Report**

Year:

### Daily Reports

From Date: 28/03/2024

Generate  Text  View  PDF

Select Employee:

Select Company:

Select Category:

Select Location:

Select Department:

Select Shift:

Select Grade:

Active Employee  Inactive Employee

- Late Arrival
- Absenteeism
- Attendance
- Department Summary
- Early Arrival
- Shift Wise Presence
- Machine Raw Punch
- Machine Raw Punch All
- Present Report
- Daily Performance
- Early Departure
- Time Loss
- Over Time
- Over Time Summary
- Shift Change Statement
- Out Work
- Missing And Reverification
- In/Out
- Photo Report
- Punch Image Report
- MultiShift Report
- Customized Report
- Device Wise Report
- Temperature Report
- Visitor Temperature Report

Here is list of Daily reports, we can select report type and its format like text or excel and generate it.

Text reports can be opened in Note pad or any text editor.

We can apply filtration to reports.

### Leave Application

Paycode:

Voucher No.: 000004931

Name:

Card No.:

Designation:

Company:

Department:

Category:

Employee Group:

Grade:

From Date: 28/03/2024 To Date: 28/03/2024

Leave Code:

Reason:

Approve Date: 28/03/2024

Leave Duration:

- Quarter
- Half
- Three Forth
- Full Day

Here we can apply leave for Employee.

Select Employee then From Date and To Date, press tab and leave type and leave quota can be seen in Leave Code section.

We can see the Leave history of selected Employee and we can delete the Leave as well.

Drag a column header here to group by that column

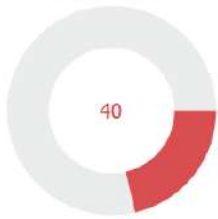
Voucher No	Leave Code	For Date	Days	Applied For	Half Type	Reason	Approved Date	Comp Off Use...
Record 0 of 0								



Active Head



Present



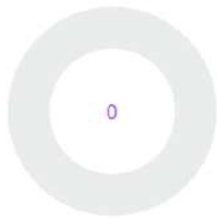
Absent



Late



Leave



Week Off



[Click Here To Use CRM Portal:](#)

<http://crm.mytimewatch.com/>



### Leave Master

Drag a column header here to group by that column

Leave Field	Leave Code	Description	Leave Type	Is WO Include	Is Holiday Include	Is Leave Accrual	Is Monthly	Is CompOff Type
<a href="#">Click here to add new Leave</a>								
L01	CL	CASUAL LEAVE	Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Here we can get the information of Leave master.

Here we can provide settings like WO include, Holiday include, Is Accrual and Comp Off.

To add new Leave:  
If you press "Click here to add new Leave" then Leave, add form will pop out. Here Leave code and Leave Name are mandatory. Press Save to save the details.

To Edit existing Leave:  
If you want to edit the existing Leave the double click on the Leave row which ever want to edit, edit form will pop out, then you can edit the Leave. Remember you cannot edit the Leave code.

To delete the Leave:  
You can see the red button at the bottom of the page. Click on any row which you want to delete then click delete button, then press "Yes" in confirmation box to delete then that Leave will be permanently deleted from database.

For sorting data:  
Click on the column title to get all data sorted with reference of dicked column

For filter data:  
You can click at the right top corner of each column title to get filter options

The image shows a Windows Start menu overlay on the left side of the screen. It is organized into sections: 'Recently added' (CryptolD Certificate Utility, PDF Signer), 'Productivity' (Microsoft Edge, Photos, Mail), 'Explore' (Microsoft Store, Spotify Music, Microsoft To...), and 'Movies & TV' (Solitaire & Ca...). The Start menu is dark-themed and partially obscures the application window.



Employee

Export Import Export to Device Import From Device Quick Update Validity Expiring TimeZone

Drag a column header here to group by that column

Active S...	Paycode	Present Card...	Emp Name	Gender	Company	Emp Group	Location	Depart...	Category	Designa...	Date of Join	Grade
N	1	000000000001	DINKAR V. GH...	M	001	001	001	001	001		01/03/2023	001
N	4	000000000004	NARAYANRAO...	M	001	001	001	001	001		01/01/2023	001
N	5	000000000005	Anant Appaji Ku	M	001	001	001	001	001		01/01/2023	001
Y	7	000000000007	Amod Pandura...	M	001	001	001	001	001	Asst	01/01/2023	001
N	8	000000000008	C.G.Harge	M	001	001	001	001	001	Asst. Prof	01/01/2023	001
N	10	000000000010	Dattatraya Pand	M	001	001	001	001	001		01/01/2023	001
Y	12	000000000012	Ravindra Datta...	M	001	001	001	001	001	Asst prof	01/01/2023	001
N	13	000000000013	Sidalgond Ramgo	M	001	001	001	001	001		01/01/2023	001
N	14	000000000014	Subhash Anna...	M	001	001	001	001	001	Asst Prof	01/01/2023	001
Y	16	000000000016	Purushottam S...	M	001	001	001	001	001	Asst. Prof	01/01/2023	001
N	20	000000000020	Nagendra. V. My	M	001	001	001	001	001		01/01/2023	001
N	21	000000000021	Jadhav Suniku...	M	001	001	001	003	001	Asst Prof	01/01/2023	001
Y	22	000000000022	Sadashiv Mah...	M	001	001	001	003	001	Asst Prof	01/01/2023	001
Y	23	000000000023	Appasaheb S. ...	M	001	001	001	003	001	Asst Prof	01/01/2023	001
Y	24	000000000024	M.S.Kakamare	M	001	001	001	003	001	Asst Prof	01/01/2023	001
Y	25	000000000025	Navnath P Pha...	M	001	001	001	003	001	ASST	01/01/2023	001
Y	26	000000000026	Vithal Tanaji G...	M	001	001	001	003	001	Asst Prof	01/01/2023	001
Y	27	000000000027	Sunil Shamrao ...	M	001	001	001	003	001	Asst Prof	01/01/2023	001
N	28	000000000028	Prakash Tatob...	M	001	001	001	003	001	Asst Prof	01/01/2023	001
Y	32	000000000032	Laxman Sham...	M	001	003	001	006	001	Asst Prof	01/01/2023	003
Y	36	000000000036	Rajaram Dattu...	M	001	001	001	007	001	Asst Prof	01/01/2023	001
Y	37	000000000037	Babaso Shamr...	M	001	001	001	009	001	ASST	01/01/2023	001
Y	38	000000000038	Milind C Butale	M	001	001	001	006	001	ASST	01/01/2023	001
Y	39	000000000039	Juberahmad ...	M	001	001	001	007	001	ASST	01/01/2023	001
Y	40	000000000040	Sanjay Namde...	M	001	001	001	006	001	Asst Prof	01/01/2023	001
Y	41	000000000041	Ambadas Balu...	M	001	001	001	007	001	Asst Prof	01/01/2023	001
Y	43	000000000043	Madhukar Sha...	M	001	001	001	008	001	Asst Prof	01/01/2023	001
Y	44	000000000044	Abasaheb Gop...	M	001	001	001	008	001	Asst Prof	01/01/2023	001

Here we can get the information of Employee master.

Before adding any Employee make sure that there is atleast one entry in each master.

Here we can create Employee and assign all setting to it by selecting Employee Group and other master.

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### Leave Master

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Leave Field	Leave Code	Description	Leave Type	Is WO Include	Is Holiday Include	Is Leave Accrual	Is Monthly	Is CompOff Type
<a href="#">Click here to add new Leave</a>								
L01	CL	CASUAL LEAVE	Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L02	SL	SICK LEAVE	Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L03	OD	ON DUTY	Present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L04	LWP	LEAVE WITHOU...	Absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L05	DL	DUTY LEAVE	Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L06	EL	EARN LEAVE	Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L07	WV	WINTER VACAT...	Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L08	SV	SUMMER VACA...	Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L09	ML	MATERNITY LE...	Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L10	MRL	MARRIAGE LEAVE	Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L11	STL	STUDY LEAVE	Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L12	COF	COMMAN OFF	Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L13	P	PRESENT	Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L14	SP	SPECIAL LEAVE	Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Leave Accrual

Employee Group Wise  Employee Wise  
Select Group  Year

#### Opening Balance

CASUAL LEAVE	<input type="text" value="000.00"/>	SUMMER VACATION	<input type="text" value="000.00"/>
SICK LEAVE	<input type="text" value="000.00"/>	MATERNITY LEAVE	<input type="text" value="000.00"/>
ON DUTY	<input type="text" value="000.00"/>	MARRIAGE LEAVE	<input type="text" value="000.00"/>
LEAVE WITHOUT PAY	<input type="text" value="000.00"/>	STUDY LEAVE	<input type="text" value="000.00"/>
DUTY LEAVE	<input type="text" value="000.00"/>	COMMAN OFF	<input type="text" value="000.00"/>
EARN LEAVE	<input type="text" value="000.00"/>	PRESENT	<input type="text" value="000.00"/>
WINTER VACATION	<input type="text" value="000.00"/>	SPECIAL LEAVE	<input type="text" value="000.00"/>

Save

Here we can assign Leave Quota Employee Group wise or Employee wise. If assigned Employee Group wise the it will automatically applied to all those employees present in that group.  
  
In any special case if some Employee's quota needs to be changes then can also be done by selecting Employee Wise and selecting respective Employee

Employee group opening balance														
Employee...	CL	SL	OD	LWP	DL	EL	WV	SV	ML	MRL	STL	COF	P	SP
> 003	2	0	0	0	0	0	0	0	0	0	0	0	0	0
005	2	0	0	0	0	0	0	0	0	0	0	0	0	0