

eClockLite Time Attendance & Payroll Management System Report Set

INDEX

1.	Attendance Reports.
1.1	- Attendance.
1.2	- Absenteeism.
1.3	- Late Arrival.
1.4	- Machine Raw Punch.
1.5	- Department Summary.
1.6	- Daily Performance.
1.7	- Over Time.
1.8	- Performance Register.
1.9	- Shift Schedule.
1.10	- Over Time Register.
1.11	- Department Wise Attendance.
1.12	- Muster Roll.
1.13	- Form No. 14.
1.14	- Form No 15.
1.15	- Yearly Attendance Details.
1.16	- New Yearly Attendance Details.
1.17	- Form B.
1.18	- Sanctioned Leaves.
1.19	- Leave Card.
1.20	- Accrued Leaves.
1.21	- Consumed Leaves.
1.22	- Balance Leaves.
1.23	- Leave Register.

Salary
Seport

2.1	- Salary Register.
2.2	- Salary Slip.
2.3	- PF Statement.
2.4	- ESI Statement.

1. ATTENDANCE REPORTS

1.1 Daily Attendance

This report shows the attendance of all the employees for a specified date. One can take this report any time after the start of the shift.

Demo Company.

Page No.1 Attendance Report for 14/Jul/2012 Run Date : 11/08/2012

Srl No.	PayCode	CardNo	Employee Name	Shift	Start	In	Shift Late	Status
1	0103	00000103	BHARATBHAI PATEL	CON	08:30			A
2	1005	00001005	SURESH KUMAR SINGH	FAC	09:00	15:40	6.40	HLF
3	1006	00001006	SURESH PRAJAPATI	FAC	09:00	14:13	5.13	P
4	1007	00001007	SHRIKANT NAYAK	FAC	09:00	14:26	5.26	HLF
5	1008	00001008	SANDIP KHAIRE	FAC	09:00	08:30		P
6	1009	00001009	AJAY TIWARI	FAC	09:00	16:20	7.20	P
7	1010	00001010	NITIN KUMAR	FAC	09:00	08:45		P
8	1011	00001011	DADA SAHEB	FAC	09:00			A
9	1012	00001012	VASANT PATEL	FAC	09:00	08:45		P

1.2 DAILY ABSENTEEISM REPORT

This report shows the employees absent, on leave, on Duty for a specified date.

Demo Company

Page No.1 ABSENCE FROM DUTY ON 11/ Jul/2012 Run Date : 11/08/2012

Srl No.	Payroll No	Card No	Employee's Name	Absent	Leave	On Duty	Remark
1	0001	00000001	PASHABHAI PRAJAPATI	A			
2	0003	00000003	SANJAYKUMAR CHAVDA	A			
3	0004	00000004	VINODBHAI CHAUHAN	A			
4	0005	00000005	BHAYRAMBHAI KOPATEL	A			
5	0006	00000006	SHAILESH VAGHELA	A			
6	0007	00000007	BHEEMBHAI MAURYA	A			

1.3 LATE ARRIVAL

This report shows the employees who have come late than the Permissible Late Arrival allowed in employee master on the date for which the report is generated. It also shows the late duration like whether he has come

within 10-30 minutes, 30 to 1 Hr or more than 1 Hr by marking ** and bus route which is defined in employee master below the Late field for which he has come late.

Demo Company

Page No.1 Late Arrival Report for 14/Jul/2012 Run Date : 11/Nov/2012

Srl No.	PayCode	Cardno.	Employee Name	Shift	Start	In	Shift Late	Late >(0.01)	Late >(0.10)	Late >(0.30)	Late >(1.00)	Bus Route
1	1005	00001005	SURESH KUMAR SINGH	FAC	09:00	15:40	6.40				**	
2	1006	00001006	SURESH PRAJAPATI	FAC	09:00	14:13	5.13				**	
3	1007	00001007	SHRIKANT NAYAK	FAC	09:00	14:26	5.26				**	
4	1009	00001009	AJAY TIWARI	FAC	09:00	16:20	7.20				**	
5	1017	00001017	KALPESH VAGHELA	FAC	09:00	09:20	0.20	**				
6	1019	00001019	NARESH ARORA	FAC	09:00	14:25	5.25				**	

1.4 MACHINE RAW PUNCH

This report shows the Raw Punch (the actual Punch that is being done in the machine) on the date for which the report is generated. This report can be generated for multiple dates also.

Demo Company

Page No.1 MACHINE RAW PUNCH DATA REPORT FOR 14/Jul/2012
Run Date : 11/08/2012

Srl No.	PayRoll No.	Card No.	Name	Punch			
				1	2	3	4

*** Date 14-Jul-2012

1	1005	00001005	SURESH KUMAR SINGH	15:40	-	19:14	-	-	-
2	1006	00001006	SURESH PRAJAPATI	14:13	-	-	-	-	-

*** Date 15-Jul-2012

3	1005	00001005	SURESH KUMAR SINGH	08:50	-	-	-	-	-
4	1006	00001006	SURESH PRAJAPATI	08:37	-	19:49	-	-	-

1.5 DAILY DEPARTMENT SUMMARY

This report shows the Department-wise strength on the date for which the report is generated.

Demo Company

Page No.1

Run Date & Time : 11/08/2012 17:13

Department Summary for 14/07/2012

Srl No.	Department Code	Department Name	Total Employee	Present	On Duty	Absent	Leave	Weekly Off
1	002	Maintenance Dept	7.00	6.00	0.00	1.00	0.00	0.00
2	003	Excise Dept	2.00	1.50	0.00	0.50	0.00	0.00
3	004	Production Dept	14.00	8.00	0.00	6.00	0.00	0.00
4	005	Store & Dispatch Dept	3.00	0.00	0.00	3.00	0.00	0.00
5	007	Security Dept	1.00	1.00	0.00	0.00	0.00	0.00
6	008	General Dept	2.00	1.00	0.00	1.00	0.00	0.00
7	009	Civil Work Dept	3.00	2.00	0.00	1.00	0.00	0.00
8	010	Admin Dept_AHD_Office	1.00	0.00	0.00	1.00	0.00	0.00
9	011	QC Dept	1.00	1.00	0.00	0.00	0.00	0.00
10	013	Contract Labours_Parmodbhai	1.00	0.00	0.00	1.00	0.00	0.00
TOTAL :-			35.00	20.50	0.00	14.50	0.00	0.00

1.6 DAILY PERFORMANCE REPORT

This report shows the Daily Performance for the employee on the date for which the report is generated.

Daily Performance for 14/07/2012

Srl No.	PayCode	Cardno	Employee Name	Shift	Start	In	Lunch Out	Lunch In	Out	Hours Worked	Status	Early Arrival	Shift Late	Shift Early	Excess Lunch	Ot	Overtime Amount	Over Stay	Manual
1	0103	00000103	BHARATBHAI PATEL	CON	08:30						A								
2	1006	00001006	SURESH PRAJAPATI	FAC	09:00	14:13					MIS			5.13					
3	1030	00001030	SONALBEN	FAC	09:00	15:51					MIS			6.51					
4	1031	00001031	RAJESH SALAT	SEC	20:00	15:41					MIS	4.19							
5	1032	00001032	NAVENDU HADIAL	FAC	09:00						A								

1.7 OVER TIME EMPLOYEE WISE

This Report Shows total Over Time the employee has done and The Overtime Amount for that particular employee on the date for which the report is generated.

Demo Company,

Run Date & Time : 11/08/2012 17:41 Over Time
for 14/07/2012

Srl No.	PayCode	Cardno	Employee Name	Ot	Overtime Amount
1	1008	00001008	SANDIP KHAIRE	0.30	
2	1010	00001010	NITIN KUMAR	1.15	
3	1012	00001012	VASANT PATEL	0.50	
4	1013	00001013	YUVRAJ GOHIL	0.50	
5	1015	00001015	VINAYAK DUSSANE	1.20	
6	1016	00001016	PRIY KUMAR VYAS	0.40	
7	1018	00001018	BHAVDIP PATEL	1.00	
8	1023	00001023	PRAFUL GANDHI	1.45	
9	1025	00001025	AMIT PATEL	5.00	

1.8 MONTHLY PERFORMANCE REGISTER

This report shows the Monthly Performance for each individual employee for each individual date with all the details as total No. of Days Present, Absent, Hours Worked. It also shows the In Time Punch, Out Time, Total Hours Worked, Total Hour Overtime Done and the Status (Present, Absent, Leave Type taken, Weekly off etc) for each individual date.

Demo Company

Performance Register from 01/07/2012 To 31/07/2012

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
PayCode : 1005	Card No. : 00001005			Name : SURESH KUMAR SINGH					Present 19.5		Absent 7.5		Holiday 0		Weekly_Off 4		Leave 0		Hours_Worked 139.0		Overtime 35.05		OT Amount 0											
In Time	08:33	08:20	08:30	08:30					08:36	09:05					15:40	08:50	08:47	08:45		13:29		09:36	08:36	08:51	08:35	08:51	08:40		08:34	08:40	19:39			
Out Time	20:05	18:40	19:30	18:00									19:14			14:05			20:00		19:35	20:08	19:37	20:21	19:30	19:33		20:12	20:10					
Late														6.40					4.29		0.36												10.39	
Hrs. Wkd.	11.02	9.50	10.30	9.00									3.04			4.50				6.01		9.29	11.02	10.16	11.16	10.09	10.23		11.08	11.00				
Over Time	3.32	2.20	3.00	1.30															1.59		3.32	2.46	3.46	2.39	2.53		3.38	3.30						
Status	P	P	P	P	WO	A	A	MIS	MIS	A	A	WO	A	HLF	MIS	MIS	A	P	WO	P	P	P	P	P	P	WO	P	P	P	MIS	A			
Shift Att.	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC			

1.9 SHIFT SCHEDULE

This report shows the shift schedule details of each individual employee For the period the report is generated.

Demo Company

Page No.1

Run Date & Time : 11/08/2012 17:45

Shift Schedule for the month of July , 2012																																									
Srl No.	Code	Pay Code	Name	Designation	Shift Type	Shift Pattern	Weekly 1st	Off 2nd	2nd F/H	Off Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	00001025	1025	AMIT PATEL	Store & Dispatch	F	FAC	TUE	NON			FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	FAC
2	00001026	1026	NIKHIL JOSHI	Store & Dispatch	F	FAC	TUE	NON			FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	FAC
3	00001027	1027	JAYESH KADIYA	Store & Dispatch	F	FAC	TUE	NON			FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	OFF	FAC	FAC	FAC	FAC	FAC	FAC	FAC
4	00001031	1031	RAJESH SALAT	Security_Night Shift	F	SEC	NON	NON			SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC	SEC

1.10 OVER TIME REPORT

This report shows the details of the employee who have done overtime date wise and the total duration For the period the report is generated.

Demo Company

Page No.1

Run Date & Time : 11/08/2012 17:46

Over Time Register from 01/07/2012 To 31/07/2012

Srl	Pay Code	Card No.	Employee's Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
1	1005	00001005	SURESH KUMAR SINGH	3.32	2.20	3.00	1.30																	1.59	3.32	2.46	3.46	2.39		2.53	3.38	3.30			35.05	
2	1006	00001006	SURESH PRAJAPATI															3.12								3.13	2.50	3.51	2.34		2.42	3.35	3.23		3.27	28.47
3	1007	00001007	SHRIKANT NAYAK															2.06			1.33		3.02	2.54	3.29	2.37	4.15	2.40			3.45	2.03	2.55	3.56	35.15	
4	1008	00001008	SANDIP KHAIRE	1.00	1.20	2.03		0.53	0.29	0.30	1.59	0.45	3.30		0.55	0.30	0.44	1.03	1.40	0.39			3.14	1.32	2.06	2.08	3.35		0.33	2.56	1.57	0.50	3.22		40.13	
5	1009	00001009	AJAY TIWARI	1.00	1.12	2.21	0.36	0.28	0.36		0.59	1.00	3.30				0.45	1.03	1.40	0.39			3.17	2.09	2.11	2.33	3.24	0.30			1.29	0.28	3.00		34.50	
6	1010	00001010	NITIN KUMAR	1.58	1.10	2.45	2.20	1.50	1.40	1.22	3.15	1.00	1.45		2.00	1.15		2.01		1.33			3.00	2.54	3.29	2.39	4.15	2.39		2.38	3.45	2.04	2.24	3.21	59.02	

1.11 DEPARTMENT WISE SUMMARY DETAILS

This report shows the Department wise Attendance details in a concise form for the period the Report is generated on monthly basis.

Demo Company

Page No.1

Run Date & Time : 11/08/2012 17:47

Attendance Detail Department Wise from 01/07/2012 To 31/07/2012

Srl No.	Department Code Name	Total Employee	Present	Absent	Leave	Weekly Off	Holiday
1	001 Account Dept	2.00	0.00	300.00	0.00	50.00	0.00
2	002 Maintenance Dept	7.00	159.00	1081.00	0.00	202.00	0.00
3	003 Excise Dept	2.00	54.00	300.00	0.00	58.00	0.00
4	004 Production Dept	16.00	261.00	2380.00	0.00	433.00	0.00
5	005 Store & Dispatch Dept	3.00	50.00	481.00	0.00	87.00	0.00
6	007 Security Dept	1.00	18.00	188.00	0.00	0.00	0.00
7	008 General Dept	2.00	13.00	337.00	0.00	58.00	0.00
8	009 Civil Work Dept	3.00	31.00	493.00	0.00	84.00	0.00
9	010 Admin Dept_AHD_Office	3.00	8.00	456.00	0.00	92.00	0.00
10	011 QC Dept	1.00	15.00	162.00	0.00	29.00	0.00
11	013 Contract Labours_Parmodbhai	1.00	0.00	27.00	0.00	4.00	0.00

1.12 MUSTER ROLL

This report shows the details of the employee date wise for two half's for each employee for which the Report is generated.

Demo Company

Page No.1

Muster Roll from 01/07/2012 To 31/07/2012

Run Date & Time : 11/08/2012 17:48

S.No.	Payroll	Card No.	Employee's Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	DW	HLD	CL	EL	ML	PL	SL	REST	TOTAL	ABS
1	1030	00001030	SONALBEN	A	P	P	P	WO	A	A	A	P	A	A	WO	A	MIS	A	A	A	WO	P	P	A	A	P	P	WO	A	A	A	A	A	A	9.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	13.00	18.00
2	1039	00001039	KHANIBEN	A	A	A	A	WO	A	A	A	P	A	A	WO	A	A	A	A	A	WO	A	A	A	A	P	P	WO	P	A	A	A	A	A	4.00	4.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	23.00

Present :- 13
Absent :- 41
Holiday / Weekly Off :- 8
Leave :- 0
Comp. Working Days :- 0

PRESENT -- P =Present; POW = Present On Weekly off;POH = Present On Holiday; WO = Weekly Off;OD = On Duty
ABSENT A = Absent; Al = Absent or leave before & after weekly off; CWD = Compensatory Working Day; LWP = Leave Without Pay
LEAVE CL = CL; EL = EL; SL = SL;
MISC HLD = Holiday; MIS = Missing punch entry; ?_ = Invalid declaration

1.13 FORM NO. 14

This is a standard government report and is generated as per the government standards.

FORM NO. 14
(Rule No.102)

S. No.
Department : Admin
Serial No. in the register of Adult/Child Worker : 0002

LEAVE WITH WAGES REGISTERS
NAME OF FACTORY : Demo Company
Date and amount of payment made in

No.....
Name : AMRESH
Guardian Name :
Date of Discharge
Date of Entry into service : 01/07/2012
Date of payment made in lieu of leave due _____

Calender year of service	Wages Period during the to ...	Wages earned during the period	No of days worked during the calender year				Total of column 4,6 and 7	Leave Credit		Total of column 9 and 10	Whether leave in accord- ance with scheme under sec 79(8) was refused	Leave enjoyed		No. of Days	Balance of leave to credit	Normal rate of wages	Cash equivalent of advantage accruing through the concession- nal sales of food grains & other particulars	Rate of wages for the period (total of column 15 and 16)	CL	SL	CO	AB	WO	LWP	SPL	ESI
			Balance of leave from preceding year	Leave earned during the year mentioned in column 1	From	To																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
2012	Jan																									
	Feb																									
	Mar																									
	Apr																									
	May																									
	Jun																									
	Jul			0		0	0	0	0	0	0								0.00	0.00	0.00	24.00	7.00	0.00	0.00	0.00
	Aug			0		0	0	0	0	0								0.00	0.00	0.00	25.00	6.00	0.00	0.00	0.00	
	Sep			0		0	0	0	0	0								0.00	0.00	0.00	22.00	8.00	0.00	0.00	0.00	
	Oct			0		0	0	0	0	0								0.00	0.00	0.00	25.00	6.00	0.00	0.00	0.00	
	Nov			0		0	0	0	0	0								0.00	0.00	0.00	24.00	6.00	0.00	0.00	0.00	
	Dec			0		0	0	0	0	0								0.00	0.00	0.00	23.00	8.00	0.00	0.00	0.00	

Signature of Employee Received Leave Book

Note : Separate page will be allotted to each Worker

1.14 - Form No 15
This is a standard government report and is generated as per the government standards.

S. No.
Department : Admin
Serial No. in the register of Adult/Child Worker : 0002

FORM NO. 15
(Rule No.102)

LEAVE WITH WAGES REGISTERS

NAME OF FACTORY : Demo Company
Date and amount of payment made in

No.....
Name : AMRESH
Guardian Name :
Date of Discharge

Date of Entry into service : 01/07/2012

lieu of leave due _____

Calender year of service	Wages Period during	Wages earned during	No of days worked during the calender year	Total of column	Leave Credit Balance of leave earned preceding year	Total of column	Whether leave in accord- ance with scheme under sec 79(8) was refused	Leave enjoyed From To	No. of Days	Balance of leave to credit	Normal rate of wages accruing through the concession- nal sales of food (total grains & other particulars	Cash equivalent of advantage for the period of column 15 and 16)	Rate of wages for the period of column 15 and 16)	CL	SL	CO	AB	WO	LWP	SPL	ESI					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
2012	Jan																									
	Feb																									
	Mar																									
	Apr																									
	May																									
	Jun																									
	Jul		0	0	0	0	0	0	0	0								0.00	0.00	0.00	24.00	7.00	0.00	0.00	0.00	
	Aug		0	0	0	0	0	0	0	0								0.00	0.00	0.00	25.00	6.00	0.00	0.00	0.00	
	Sep		0	0	0	0	0	0	0	0								0.00	0.00	0.00	22.00	8.00	0.00	0.00	0.00	
	Oct		0	0	0	0	0	0	0	0								0.00	0.00	0.00	25.00	6.00	0.00	0.00	0.00	
	Nov		0	0	0	0	0	0	0	0								0.00	0.00	0.00	24.00	6.00	0.00	0.00	0.00	
	Dec		0	0	0	0	0	0	0	0								0.00	0.00	0.00	23.00	8.00	0.00	0.00	0.00	

Signature of Employee Received Leave Book

Note : Separate page will be allotted to each Worker

1.15 Yearly Attendance Detail

Demo Company
YEARLY ATTENDANCE DETAILS FOR THE YEAR 2012
Run at : 27/07/2012

S No : 1
Card No. : 00000001
PayCode : 0001
Emp Name : SURESH KUMAR

Month	PRE	ABS.	WO	LEAVE CL EL SL OTHERS	OT	OT AMOUNT
July	15.00	9.00	7.00			13.25

August	25.00	6.00
Septembe	23.00	7.00
October	25.00	6.00
November	24.00	6.00
December	24.00	7.00

1.16 Yearly attendance Detail (New)

Demo Company

Page No.1

Run Date & Time : 27/07/2012 09:49

Attendance Detail Employee Wise from Jan 01 2012 To Dec 31 2012

Srl No.	Payroll No.	Card No.	Employee Name	Present	Absent	Weekly Off	Holiday	Leave	OT	OT Amount	Total Days
1	0001	00000001	SURESH KUMAR	15.00	130.0	39.00	0.00	0.00	13.25	0.00	54.00
2	0002	00000002	AMRESH	0.00	143.0	41.00	0.00	0.00	0.00	0.00	41.00
3	0003	00000003	MAHESH	0.00	131.0	53.00	0.00	0.00	0.00	0.00	53.00
4	0004	00000004	ADITYA	22.00	135.0	27.00	0.00	0.00	0.00	0.00	49.00
5	0005	00000005	PRAVIN	22.00	135.0	27.00	0.00	0.00	0.00	0.00	49.00

1.17 –Form B

Page No. 1 DEMO COMPANY FORM B
See Rule 7(2)

Register Of Festival Holidays, Cacual & Sick Leave of MR. SANTOSH SHARMA
for the Year 2011 Under the Industrial Establishment (National Festival,Casual & Sick Leave) Rules 1965.

1. Date of Joining Service: 01/01/2012 Token No.: 0009
2. Whether covered by the Employee's State Insurance Scheme, Yes/No.

1	2	3	4	5
Serial No.	Number of Festival Holidays Casual/Sick leave due at the beginning of the year.	Period for which Festival Holiday/Casual/Sick leave applied for	Whether Granted or Refused	Remarks
	Festival	Casual	Sick	From To Number of Days Balance
				& kind of Leave
1	11	6.00	9.00	01/01/2011 01/01/2011 1 HLD 10.00
2				26/01/2011 26/01/2011 1 HLD 9.00
3				27/01/2011 29/01/2011 3 SL 6.00
4				19/03/2011 20/03/2011 2 HLD 7.00
5				22/03/2011 24/03/2011 3 SL 3.00

1.18 Sanction Leave

This report shows the details of the Sanctioned Leave taken by the employee. Apart from other Details, it also shows whether the Leave has been posted through Voucher.

Demo Company

Page No.1

Run Date & Time : 27/07/2012 09:49

Sanction Leave Report from May 01 2012 To May 31 2012

Paycode	Card No.	Employee Name	DESIGNATION	-----Date-----		Voucher No	Leave Type	Leave Amount	Posted	Remarks
				From	To					
0236	00000236	MR. BHANU PRATAP VERMA	Jr. Microbiologist	15/05/2011	16/05/2011	0000004687	CL	2.00	Y	PERSONAL
0237	00000237	MR. SUSHIL KUMAR	Officer	02/05/2011	02/05/2011	0000004547	CL	1.00	Y	PERSONAL
0237	00000237	MR. SUSHIL KUMAR	Officer	28/05/2011	28/05/2011	0000004804	SL	1.00	Y	sickness
0239	00000239	MR. OM DUTT	Asst. Officer	17/05/2011	18/05/2011	0000004686	CL	2.00	Y	PERSONAL
0239	00000239	MR. OM DUTT	Asst. Officer	05/05/2011	05/05/2011	0000004548	RH	1.00	Y	PETSONAL
0246	00000246	MR. MANOJ KUMAR DHAKED	Micro Biologist	27/05/2011	27/05/2011	0000004769	RH	1.00	Y	PERSONAL
0314	00000314	MR VIJENDRA KUMAR	Jr. Chemist	11/05/2011	12/05/2011	0000004636	SL	2.00	Y	SICKNESS
0330	00000330	MS NISHTHA SRIVASTVA	Tr. Chemist	14/05/2011	14/05/2011	0000004692	SL	1.00	Y	SICKNESS
0338	00000338	MR NITESH KUMAR YADAV	Tr. Chemist	14/05/2011	16/05/2011	0000004733	CL	3.00	Y	PERSONAL
0338	00000338	MR NITESH KUMAR YADAV	Tr. Chemist	07/05/2011	07/05/2011	0000004732	SL	1.00	Y	SICKNESS
1066	00001066	MRS. SUNITA DEVI		06/05/2011	08/05/2011	0000004566	EL	3.00	Y	PERSONA
1149	00001149	MRS. SADHNA GUPTA		15/05/2011	19/05/2011	0000004664	EL	5.00	Y	PERSONA
1149	00001149	MRS. SADHNA GUPTA		24/05/2011	26/05/2011	0000004790	EL	3.00	Y	PERSONA
1149	00001149	MRS. SADHNA GUPTA		22/05/2011	22/05/2011	0000004789	SL	1.00	Y	SICKNES

1.19 Leave Card

The Leave Card for each individual employee for a particular year can be generated which gives the details of the Accrual Leaves,Consumed Leaves and the Leave Balance to his credit.

Page No.1

DEMO COMPANY

Leave Card for the Year :- 2011

Employee's Card No : 00000227					
Employee's PayRoll Code & Name : 0227					
MR. PRADEEP KUMAR Department Code & Name : D08 Packing					
Leave Type	Leave Accrued	Leave Consumed	Leave Encash	Leave Balance	
LEAVE WITHOUT PAY	58.00	0.00	0.00	58.00	
CASUAL LEAVE		6.00	5.00	0.00	1.00
EARNED LEAVE		54.50	13.00	0.00	41.50
SICK LEAVE		13.00	11.00	0.00	2.00
OUT DOOR DUTY		58.00	0.00	0.00	58.00
COMPANSATORY OFF		60.00	0.00	0.00	60.00
RH		58.00	0.00	0.00	58.00
Total :-		307.50	29.00	0.00	278.50

1.20 Leave Accural

This report shows the details of the Leave Accrued for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master.

: 06/12/2011 10:17

Accrued Leaves Report for the Year 2011

Srl No.	Payroll	Employee Name	-----Accrued-----									
			L01	L02	L03	L04	L05	L06	L07	L08	L09	L10
			LWP	CL	EL	SL	O/D	CO	RH	ESL	SPL	
1	0005	MR. VIJAYAN K.U.	60.00	6.00	63.00	16.00	59.00	60.00	10.00	0.00	0.00	
2	0007	MR. VERKEY P.A.	60.00	6.00	51.00	13.00	57.00	60.00	10.00	0.00	0.00	
3	0008	MR. DEEPAK SAXENA	60.00	6.00	27.00	20.00	59.00	60.00	10.00	0.00	0.00	

L01 - LEAVE WITHOUT PAY

L02 - CASUAL LEAVE

L03 - EARNED LEAVE

L04 - SICK LEAVE

L05 - OUT DOOR DUTY

L06 - COMPANSATORY

L07 - RH

L08 - ESIC LEAVE

L09 -

1.21 Leave Consumed

This report shows the details of the Leave Consumed for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master.

Page No.1

DEMO COMPANY

Run Date & Time : 06/12/2011 10:20

Consumed Leaves for the Year 2011

Srl No.	Payroll	Employee Name	-----Consumed-----									
			L01 LWP	L02 CL	L03 EL	L04 SL	L05 O/D	L06 CO	L07 RH	L08 ESL	L09 SPL	L10 L11
1	0029	MR KUMAR GURU SATYANATHAN		0.00	3.00	0.00	3.00	0.00	0.00	2.00	0.00	0.00

L01 - LEAVE WITHOUT PAY

L02 - CASUAL LEAVE

L03 - EARNED LEAVE

L04 - SICK LEAVE

L05 - OUT DOOR DUTY

L06 - COMPANSATORY

L07 - RH

L08 - ESIC LEAVE APPROVED

L09 - SPECIAL

1.22 Leave Balance

This report shows the details of the Leave Balance for each individual employee during a particular year. The fields defined are as per the Leave fields defined in the Leave Master.

Demo Company

Page No.1

Run Date & Time : 27/07/2012 10:16

Balance Leaves Report for the Year 2012

Srl No.	Payroll	Employee Name	-----Balance-----														
			L01	L02	L03	L04	L05	L06	L07	L08	L09	L10	L11	L12	L13	L14	L15
1	0002	AMRESH	5.00	8.00	0.00	0.00											
		L01 - EARN LEAVE				L02 - CASUAL LEAVE					L03 - OUT DUTY						
		L04 - SICK LEAVE															

1.23 Leave Register

This report shows the details of the all types of Leaves Accrued, Consumed and Balance for each individual employee during a particular year.

Page No.1

Run Date & Time : 27/07/2012 10:20

Leave Register for the Year :- 2012

0002 00000002 AMRESH

CL - CASUAL LEAVE [L] Accrued : 8.00

Balance : 8.00

EL - EARN LEAVE [L] Accrued : 5.00

18/Jul/2012 0000000002

[Posted] 1.00

23/Jul/2012 0000000003

[Posted] 1.00

Balance : 3.00

OD - OUT DUTY [P] Accrued : 0.00

Balance : 0.00

SL - SICK LEAVE [L] Accrued : 0.00

Balance : 0.00

2 Salary Report

2.1 Salary Register

This Report Show the salary register of the employee as below

<div>Page No. 1</div> <div>Demo Company</div> <div>Salary Register For the Month of July 2012</div>									
Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate Basic DA HRA	Paid Basic DA HRA	Other(E4-E10) Earnings OT AMT Gross Pay	ESI PF	T. Deduction	Net Pay	Signature
1	0001 SURESH KUMAR Sales 0	15.00 9.00 7.00 0.00 22.00	5,000.00 0.00 0.00	3,548.00 0.00 0.00	0.00 3,548.00	63.00 426.00 0.00 0.00 0.00 0.00	489.00	3,059.00	
2	0002 AMRESH Admin 0	0.00 22.00 7.00 2.00 9.00	9,000.00 0.00 0.00	2,613.00 0.00 0.00	0.00 2,613.00	46.00 0.00 0.00 0.00 0.00 0.00	46.00	2,567.00	
3	0003 MAHESH Accounts 0	0.00 22.00 9.00 0.00 9.00	18,000.00 0.00 0.00	5,226.00 0.00 0.00	0.00 5,226.00	0.00 627.00 0.00 0.00 0.00 0.00	627.00	4,599.00	
					11,387.00		1,162.00	10,225.00	

2.2 Salary Slip

This Report the salary Slip of the employee.

Demo Company					
Salary Slip For the Month of July 2012			Run Date : 27-Jul-2012		
Name SURESH KUMAR		Paycode 0001		Designation	
Department Sales		P.F. No. 0		E.S.I No.	
Rate	Earn Amt.	Total Earnings	Deductions	Total Deductions	Net Pay
Basic 5,000.00	Salary 3,548.00	0.00	E.S.I. 63.00		
H.R.A. 0.00	H.R.A. 0.00		P.F. 426.00		
DA 0.00	DA 0.00				
		0.00		0.00	
Days		0.00		0.00	
Days Worked 15.00		0.00		0.00	
Hld/Wo 7.00		0.00		0.00	
CL 0.00		0.00		0.00	
EL 0.00		0.00		0.00	
SL 0.00					
Other Leave 0.00					
Days Payable 22.00					
TOTAL		3,548.00		489.00	3,059.00

2.3 ESI Register

This Report show the ESI Register of the employee,for those who are allowed for ESI.

Demo Company								
ESI Statement For the Month of July 2012								
Page No. : 1								
Date : 27-Jul-2012								
Paycode	Employee Name Father/Husband Name	ESINO	DOJ DOB	Days	Earning On Which ESI Deducted	ESI Employee Contribution	Employer Contribution	Total Contribution
0001	SURESH KUMAR		01/07/2012	22.00	3,548.00	63.00	169	232.00
0002	AMRESH		01/07/2012	9.00	2,613.00	46.00	125	171.00
Total :				31.00	6,161.00	109.00	169	402.00

2.4 PF Register

This Report shows the PF Detail of the employee ,for those who are allowed for PF.

Demo Company							
PF Statement For the Month of July 2012							
Page No.: 1							
Date : 27-Jul-2012							
Paycode	Employee Name & Father/Husband Name	D O J D O B	PF No.	Earning	Employee's PF	Employer's	
						PF	FPF
0001	SURESH KUMAR	01/07/2012	0	3,548.00	426.00	130.00	296.00
0003	MAHESH	01/07/2012	0	5,226.00	627.00	192.00	435.00
Total----				8,774.00	1,053.00	322.00	731.00